

(Unofficial Translation)

National Monitoring and Evaluation Guidelines



Government of Nepal
National Planning Commission
Singha Durbar, Kathmandu
Nepal
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Chairman
Council of Ministers

Kathmandu, Nepal

Foreword

To improve the living standards of common people and to achieve the goals set forth by development plans, it is essential that the implementation of plans, policies, programmes and projects be effective. For this purpose, the role of monitoring and evaluation systems at different levels is critical. The National Planning Commission has accomplished a momentous task by preparing these **National Monitoring and Evaluation Guidelines** with the objective of improving and systematizing the monitoring and evaluation process.

I am confident that all of the ministries and relevant agencies will strictly adhere to these Guidelines in order to improve the effectiveness of the monitoring and evaluation of development programmes and projects seeking to enhance the living standards of the poor and vulnerable by achieving the set development objectives and goals within the given timeframe.

The National Planning Commission will take on the responsibility of monitoring the compliance of the Guidelines. Before closing I would like to thank all who have been in one way or other involved in the preparation of these Guidelines.

July, 2013

(Khil Raj Regmi)
Chairman, Council of Ministers
and
Chairman, National Planning Commission



Government of Nepal
National Planning Commission
Singha Durbar, Kathmandu

Rabindra Kumar Shakya Ph.D.
Vice-Chairman

Foreword

Monitoring and Evaluation has a key role to play in the successful implementation of the development plans, policies, programmes and projects which constitute the backbone of national development. An effective monitoring and evaluation system can positively help obtain data and information required for the formulation and implementation of development plans. It can also enable us to ascertain whether, or to what extent, the economy is geared towards the achievement of set national goals and objectives by providing objective information.

In Nepal, the system of monitoring and evaluation of development plans, programmes and projects has evolved together with the planned development system. From the very outset efforts have been made to make the monitoring and evaluation system more scientific, practical, and useful. In this context, the preparation of these **National Monitoring and Evaluation Guidelines** represents the latest effort on the part of the National Planning Commission (NPC).

In addition to the theoretical aspects of monitoring and evaluation these Guidelines will provide information about the methods currently used in monitoring and evaluation programmes in Nepal and the institutional provisions made for such a purpose. The use of these Guidelines is designed to bring about uniformity in monitoring and evaluation functions. Furthermore, it will assist with the preparation of a basis for addressing the difficulties confronted in the past and undertaking the study and analysis of development outcomes. Moreover, it will make concrete contributions to the effectiveness of planning exercise by improving entire process.

I hope these Guidelines will be instrumental in making development process more systematic. I would like to extend my sincere appreciation to various ministries, central level agencies and development partners for their engagements in and contributions to the preparation of these Guidelines. Finally, my special thanks are due to Mr. Yubaraj Bhusal, member-secretary, the NPC and his team of the NPC secretariat (NPCS) as well as to Dr. Teertha Raj Dhakal, Chief, Monitoring and Evaluation Division, the NPCS and his team who worked tirelessly to bring together all the scattered documents and information on monitoring and evaluation and combined it with new insights and approaches to form these Guidelines.

July, 2013

(Dr. Rabindra Kumar Shakya)
Vice Chairman

Glossary

Activities: Activities are the set of various actions executed by project personnel to convert resources to the specific outputs as defined by a programme or project.

Business Plan: The business plan is a sectoral plan which has been prepared based on the assigned duties or responsibilities of the concerned public agencies; goals and objectives of the periodic plans; and the principles and tools of Managing for Development Results (MfDR) so as to achieve optimum outputs from the available resources.

Evaluation: Evaluation is a systematic and purposeful undertaking carried out by internal or external evaluators to appraise relevance, effectiveness, efficiency, impacts as well as sustainability generated by the policies, plans, programmes, and projects under/after implementation.

Ex-ante Evaluation: The act of carrying out appraisal before making investment in a project or programme so as to ensure its relevance and need.

On-going Evaluation: An assessment undertaken during the implementation phase of a programme/project to analyze the continued relevance, effectiveness, efficiency, impact and sustainability of the programme/project so as to improve or reorient its design and implementation if necessary.

Terminal Evaluation: A study conducted at the end of an intervention (or at the end of a phase of that intervention) to analyze and determine its efficiency, impact and sustainability to obtain inputs or suggestions for future courses of action.

Impact Evaluation: A type of outcome evaluation carried out a few years after the completion of a programme or project to analyze and evaluate its impacts and sustainability so as to obtain feedback for the formulation of similar programme or project in future.

Impact: The actual or intended changes brought about in the life and wellbeing of targeted beneficiaries by the outputs of a plan, policy, programme, or project.

Investment: The input of funds, materials, human resources, services, technologies, and other resources which are used to carry out programme and project activities so as to achieve their objectives.

Logical Framework (Log Frame): Log Frame is a planning and management tool that summarizes goals, objectives, outputs, and activities of a programme or project along with their causal linkages. Also included are indicators of performance and means for their verification in a single matrix.

Medium-term Expenditure Framework (MTEF): MTEF is the schema for prioritizing development programmes with a view to improve the process of programme/project formulation and implementation; to improve the effectiveness of development programmes; and to ensure clear budgets for the programmes and projects that are critical to the achievement of goals and objectives of periodic plans.

Monitoring: Monitoring is the process of keeping track by management at different levels of hierarchy or the individual or agency entrusted by the management, on a continuous or periodic basis, of the inputs and resources meant for the implementation of plans, policies, programmes,

and projects are being properly delivered; and the verification of whether the project activities are being implemented and where the intended outputs achieved as per the plan and schedule.

Outcome: An outcome is the change or effect in development conditions produced by the project outputs.

Output: The products, goods, and services that result from the inputs invested in development programmes or projects.

Participatory Monitoring: The monitoring carried out by the beneficiaries and representatives of agencies and stakeholders related to the programme or project.

Plan: A plan is an outline of programmes and activities designed on the basis of past learning as well as current needs and sustainability prospects, so as to bring about qualitative changes in the lives of people by means of socio-economic development.

Programme: A programme is the collection of projects, operational systems and services which are geared towards achieving objectives of a plan and may cut across sectors, sub-sectors, or thematic areas.

Project: A project is a collection of interdependent and coordinated activities geared towards achieving the particular objective of a plan or policy within a predetermined budget and time schedule.

Public Audit: Public audit is an event organized to inform the stakeholders about the goals, objectives, and budget, as well as the results, outputs, and expenditure associated with plans, policies, programmes, and projects executed by public agencies.

Public Expenditure Tracking Surveys (PETS): PETS are the tools used to track the flow of public funds and determine the extent to which resources actually reach the target groups. They do this by examining the manner, quantity, quality, and timing of the release of resources to different levels of the system and ensure that the flow of resources to the programme and project levels by analyzing and addressing their causes.

Results-based Management: A management strategy that focuses on the processes, products and services contributing to the achievement of development results.

Social Audit: Social audit is a process in which all of the activities and performances of a service delivery agency are examined, assessed and analyzed with direct involvement and participation of a wide range of stakeholders to determine the extent to which the implementation of given plan, policy, programme or project has contributed to overall socio-economic development.

Technical Audit: The process of assessing the performance of infrastructure projects so as to see whether they are constructed in compliance with the predetermined design, technology, cost estimate, and materials.

Abbreviation

DAC	Development Assistance Committee
DDC	District Development Committee
DPMAS	District Planning Monitoring and Analysis System
ECD	Early Childhood Development
EMIS	Education Management Information System
FCGO	Financial Comptroller General Office
GDP	Gross Domestic Product
GON	Government of Nepal
HDI	Human Development Index
HMIS	Health Management Information System
ICT	Information and Communication Technology
M&E	Monitoring and Evaluation
MDAC	Ministerial Development Action Committee
MfDR	Managing for Development Results
MIS	Management Information System
MOF	Ministry of Finance
MOV	Means of Verification
MTEF	Medium-term Expenditure Framework
NDAC	National Development Action Committee
NGO	Non-Government Organization
NPC	National Planning Commission
NPCS	National Planning Commission Secretariat
NPPR	Nepal Portfolio Performance Review
NVC	National Vigilance Centre
OAG	Office of the Auditor General
OECD	Organization for Economic Cooperation and Development
OPMCM	Office of the Prime Minister and Council of Ministers
OVI	Objectively Verifiable Indicator
P1	Priority One
PMAS	Poverty Monitoring and Analysis System
SAARC	South Asian Association for Regional Cooperation
SWOT	Strength, Weakness, Opportunity and Threat
TOR	Terms of Reference

Table of Content

Part I

Introduction and Concept	1–8
1.1 Background	1
1.2 Objectives	1
1.3 The Concept of Monitoring and Evaluation	2
1.4 Difference between Monitoring and Evaluation	2
1.5 Programme/Project Monitoring and Evaluation	3
1.6 Evolution of Monitoring and Evaluation in Nepal	5
1.7 Basis of Monitoring and Evaluation	6
1.8 Existing Method and Systems of Monitoring and Evaluation	7

Part II

Results-based Management, Monitoring and Evaluation	9–33
2.1 Introduction of Results-based Management	9
2.2 Basics of Results-based Monitoring and Evaluation	10
2.3 Indicators for Different Phases	12
2.4 Sources of Information	16
2.5 Results-based Monitoring	18
2.6 Results-based Evaluation	21
2.7 Evaluation Methods	24
2.8 Role of Agency in Evaluation	32
2.9 Essential Elements of Evaluation Report	33

Part III

Levels and Institutional Structure of Monitoring and Evaluation	34–44
3.1 Levels of Monitoring and Evaluation	34
3.2 Monitoring and Evaluation Agencies at Various Levels	36
3.3 Institutional Arrangements	38

Part IV

Monitoring and Evaluation Report, Analysis and Feedback	45–50
4.1 Monitoring and Evaluation Forms	45
4.2 Rationale Use and Time Schedule of Monitoring Forms	46
4.3 Monitoring and Evaluation of Indicators	47
4.4 Monitoring and Evaluation Report	47
4.5 Analysis and Utilization of Monitoring and Evaluation Reports	48

4.6 Dissemination and Communication of Monitoring and Evaluation Reports	49
4.7 Implementation Action Plan of Evaluation	49
4.8 Monitoring and Evaluation Feedback	50
4.9 Role of Head of the Agency in Monitoring and Evaluation	50

Part V

Transparency, Social Responsibility and Accountability 51–55

5.1 Parliamentary Committee	51
5.2 Monitoring and Evaluation Committee	52
5.3 Social Responsibility and Accountability	52
5.4 Provision For the Promotion of Social Responsibility and Accountability	55

Part VI

Miscellaneous 56-56

6.1 Uniformity in Monitoring Forms and Report	56
6.2 Provision of Budget for Implementation of Monitoring Plan	56
6.3 Representation	56
6.4 Development of Human Resources	56
6.5 Incorporate Appropriate Methods and Tools	56
6.6 Use of Information and Communication Technology (ICT)	56
6.7 Unified Guidelines and Repeal of Existing Guidelines	56

Annexes 57-155

1. List of Interacted Ministries/Agencies	57
2. Short Description of Logical Framework	58
3. National Level Final (Impact) Indicators	62
4. National Level Interim (Input, Process, Output) Indicators	69
5. Monitoring and Evaluation Plan	96
6. Main Points to be Included in the Terms of References (TOR) of Evaluator	98
7. Planning, Monitoring and Evaluation Format, Guidelines for Development Programmes/Projects	99

Part I

Introduction and Concept

1.1 Background

Monitoring and evaluation plays an important role for effective and meaningful implementation of plans, policies, programmes and projects. Realizing the need for a systematic, simplified, result-oriented, reliable, and effective monitoring and evaluation system, National Planning Commission (NPC) has issued this guideline by consolidating various frameworks from past monitoring and evaluation (M&E) initiatives.

These Monitoring and Evaluation Guidelines aim to: ensure responsibility and accountability among the key constituents engaged in service delivery; enable appraisal and measurement of direct and indirect impacts of development interventions on the lives of people; help ensure results from development investments; and improve effectiveness and result-orientation in future policies and programmes by obtaining feedback from past experiences.

It is expected that these Guidelines will be instrumental in making overall monitoring function easier and more comprehensive by establishing unified, user-friendly, and explicit monitoring and evaluation procedures. These Guidelines were prepared based on suggestions and inputs from all relevant ministries through a series of discussions and interactions. Representatives from Office of the Prime Minister and Council of Ministers (OPMCM), Ministry of Finance (MOF), and Central Bureau of Statistics (CBS) also participated in these interactions. Similarly, an interaction programme was organized with development partners seeking their inputs. The list of ministries and agencies participating in the process is given in Annex 1.

1.2 Objectives

Following are the objectives of the Guidelines:

1. A result based monitoring and evaluation system should be made an integral part of every plan, policy, programme, and project beginning at the early stages of formulation.
2. Monitoring and evaluation systems should furnish all necessary data and information for public plans, policies, programmes, and projects.
3. Regular and systematic monitoring and evaluation should be carried out to keep track of inputs, activities, processes, outputs, outcomes and impacts of policies, programmes, and projects being implemented by central and local level public agencies.
4. To make sure that decision processes and policy formulation processes are evidence-based after being provided relevant data, information, and feedback.
5. With a basis of effective monitoring and evaluation, transparency and social responsibility are enhanced to promote good governance.

To get the above mention objectives via these Guidelines, they will be revised and updated according to developments and positive changes in area of M&E.

1.3 The Concept of Monitoring and Evaluation

Monitoring

Monitoring is the process of keeping track of progress on a continuous and/or periodic basis by management at different levels of an institutional hierarchy, or the individual or agency entrusted by the management to scrutinize whether the inputs and resources meant for the implementation of plans, policies, programmes and projects are being properly delivered. Furthermore, the role of monitoring is to verify whether the project activities are being implemented and whether or not the intended outputs are being achieved in accordance with the plan.

The following aspects are analyzed in the process of monitoring of plans, policies, programmes and projects:

1. Whether or not resources are available to and used by the constituent units within the limits of an authorized budget and stipulated timeframe.
2. Whether or not expected outputs are achieved in a timely and cost-effective manner.
3. What is the level of implementation capacity?
4. What kind of problems and constraints are being faced and what kind of remedial measures are called for?

During monitoring, data and information on the above mentioned aspects are collected, processed and reported in a continuous, systematic, and time-bound manner. This helps identify problems and initiate corrective measures before it is too late.

Evaluation

Evaluation is a systematic and purposeful undertaking carried out by internal or external evaluators to appraise the relevance, efficiency, effectiveness of, as well as the impacts and sustainability generated by the plans, policies, programmes and projects under implementation. The main objective of evaluation is to draw lessons from the strengths and weaknesses experienced in the implementation of plans, policies, programmes and projects so as to improve their design and implementation in the future as well as to hold the officials and agencies involved in the process accountable for its implementation and results.

1.4 Difference between Monitoring and Evaluation

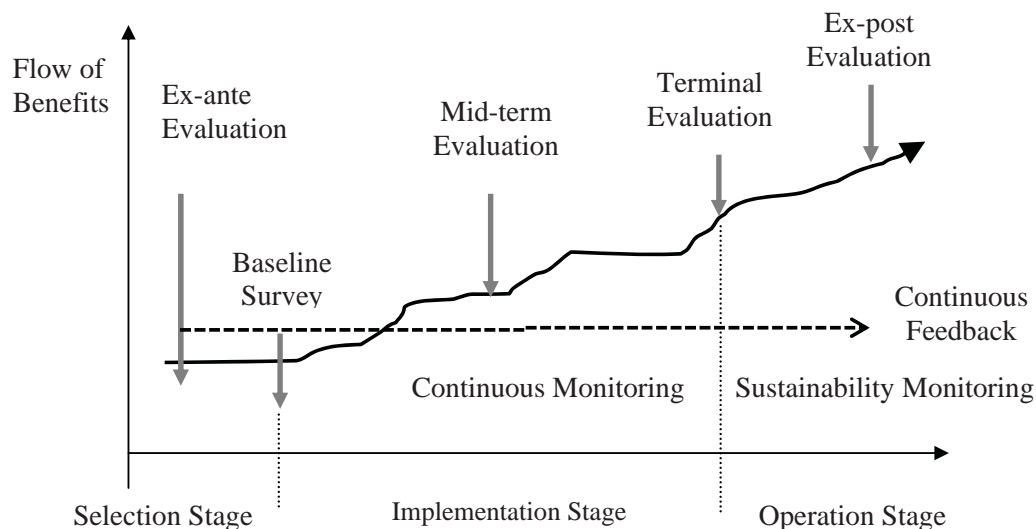
Generally, monitoring and evaluation are used as synonyms. In reality, both are interdependent. As a combination of two words "Monitoring and Evaluation" is a management system and a tool which can be an important aid in effective implementation of plans, policies, programmes and projects. Yet, monitoring and evaluation are not the same. They have their own distinct characteristics and specialties which can be differentiated as follows:

Table 1
Difference between Monitoring and Evaluation

Monitoring	Evaluation
It is a continuous process carried out throughout the implementation period and conceived as an internal function of the project.	Carried out at different stages such as ex-ante, on-going, terminal and ex-post.
It is performed only in the formative and operational stages.	Performed from selection stage and after the operation stage.
It is an institutional process to rectify gaps and weaknesses experienced during the formative and operational stages.	It is a means for initiating timely corrective measures during formative and operational stages as well as drawing lessons from the past strengths and weaknesses to inform future interventions.
It is directly related with inputs, processes and outputs.	It is concerned with the assessment of progress against pre-determined goals, outcomes and their effects and impacts on stakeholders.
It is a part of the management system.	It is an operational management tool to derive lessons from implemented plans, policies, programmes and projects.
It is generally conducted by the implementing agency.	It is generally conducted by independent individuals and institutions outside implementing agency.

1.5 Programme/Project Monitoring and Evaluation

It is necessary that M&E function be carried out continuously from the identification of programmes and projects through their formative, pre-completion and completion phases. Necessary reforms and modifications should be initiated, taking into account the findings, suggestions, and recommendations obtained from M&E at different stages as feedback. Different types of monitoring and evaluations carried out in the life of programme/project at different stages are depicted in Figure-1 below:

Figure 1: Monitoring and Evaluation during Programme/Project Period

Various types of monitoring and evaluations conducted at different stages of programme and project implementation as illustrated by Figure 1 are further elaborated in Table 2 below along with their objectives:

Table 2
Objectives of Monitoring and Evaluation carried out in Different Stages of Programmes/ Projects

Types of Monitoring and Evaluation	Objectives
Continuous Monitoring	<ul style="list-style-type: none"> ▪ To track performance against predetermined input, activity, process and output indicators during the formative phase of a programme/project.
Sustainability Monitoring	<ul style="list-style-type: none"> ▪ To ensure necessary resources and provisions needed for sustainability throughout a programmes pre-determined lifecycle. It is conducted after the completion of the formative phase of programme/project.
Ex-ante Evaluation	<ul style="list-style-type: none"> ▪ To determine the needs and assurances of programme/project continuity. ▪ To define indicators and clearly articulate the details of a given programme/project.
On-going Evaluation	<ul style="list-style-type: none"> ▪ To review progress of programme/project. ▪ To revisit and improve pre-determined action plan and/or make necessary changes in operational modalities.
Terminal Evaluation	<ul style="list-style-type: none"> ▪ To carry out review of capacity, effectiveness, and sustainability of programme/project. ▪ To determine whether additional follow up is necessary after the completion of a programme/project.

Ex-post Evaluation	<ul style="list-style-type: none"> ▪ To undertake review of impacts and sustainability of a programme/project. ▪ To obtain the lessons and recommendations for improvement of design and implementation of future interventions.
Continuous Feedback	<ul style="list-style-type: none"> ▪ The feedback from different stages of monitoring and evaluation are to be addressed in due course.

1.6 Evolution of Monitoring and Evaluation in Nepal

The evolution of the monitoring and evaluation process is stated in following phases:

First Phase: Weightage System

Although Nepal's experiment with programme/project monitoring and evaluation started with the commencement of planned development, systematic efforts on the implementation of evaluation of development projects were only initiated in the Fifth Plan (1975-1980). In this process, monitoring and evaluation function was extended beyond the NPC to ministries and agencies. Similarly, a system of project monitoring based on weightage system evolved. However, the weightage system was based on expenditure. It was only after the Seventh Plan (1985-1990) that the system of monitoring and evaluation based on pre-identified sectoral performance indicators was introduced. Nonetheless, this effort could not be sustained over time.

Second Phase: New Monitoring and Evaluation System

It has only been since the Eighth Plan (1992-1997) that efforts were made to strengthen M&E as a system. A new monitoring and evaluation system was established during the plan by rectifying the weaknesses of past systems, which were accompanied by institutional arrangements, high level political commitment, and an output/outcome evaluation system. The new system was introduced with the objective to achieve the expected outcomes by putting in place a regular, effective, and efficient M&E mechanism from central to project levels and by streamlining implementation from the outset of project activities. The then cabinet had decided to put into effect the current institutional arrangements of monitoring and evaluation, including the provision of National Development Action Committee (NDAC) chaired by the Prime Minister, and Ministerial level Development Action Committee (MDAC) in each ministry chaired by the minister.

Third Phase: Result Based Monitoring and Evaluation

Policy and result matrices were developed for the monitoring and evaluation of policies and programmes set down by the Tenth Plan (2002-2007) and Three Year Interim Plan (2007-2010). The Poverty Monitoring and Analysis System (PMAS) were introduced during the Tenth Plan. Similarly, regular technical audits of construction related infrastructure projects by the National Vigilance Centre were setup. Likewise, the Financial Comptroller General Office (FCGO) introduced the Public Expenditure Tracking Survey (PETS) so as to analyze the status of public service delivery and to track down the time spent reaching out to the people. Meanwhile, the NPC developed the system of acquiring feedback by conducting impact evaluations of programmes and projects.

1.7 Basis of Monitoring and Evaluation

In the Nepalese context, M&E of a given plan, policy, programme and project can be carried out on the following bases. These bases in themselves can be the objects of M&E.

Policy

The state provides a range of services to the citizens. Programmes are designed to deliver services aligned with respective policies. While implementing policies of the state, it is necessary to monitor the various activities underway and to evaluate the outcomes and impacts produced by such activities and outputs.

Periodic Plan

Periodic plans are formulated as a means to systematic development. Mostly, Nepal has experimented with five year periodic plans. However, at different intervals three year plans have also been formulated. It is usual practice to perform a mid-term review of all periodic plans implemented in Nepal. Numerous activities are carried out in various sectors to achieve the goals and objectives set out by the periodic plans. Regular monitoring of programme and project activities can provide us with information on the extent of progress made towards achieving the goals and objectives of the plan. Similarly, evaluation offers feedback on whether the programme and projects are adequately oriented towards achieving the goal of the plan. Accordingly, it is necessary that regular M&E of the periodic plan be carried out.

Business Plan

Business plans are three year sectoral plans which are prepared in line with the assigned businesses or responsibilities of the concerned public agencies, as well as with goals and objectives set forth by the periodic plans. It is prepared as a management tool based on the principle of Managing for Development Results (MfDR) so as to realize optimum outputs from the available resources. More specifically, a business plan determines priorities of the sector along with the inputs, activities and outputs needed to achieve desired outcomes and proposes realistic budget estimations. Similarly, the business plan also includes performance indicators necessary for the measurement of outputs and outcomes. Regular monitoring and evaluation should be carried out on the basis of these indicators.

Medium-Term Expenditure Framework

Medium-Term Expenditure Framework (MTEF) is the schema for prioritizing development programmes with a view to improve the process of programme/project formulation and implementation, improve the effectiveness of development programmes, and to ensure the budgets for the programmes and projects critical to the achievement of goals and objectives of periodic plan. Starting from FY 2002/2003, programmes are implemented and monitored by classifying them into three (Priority One-P1, Priority Two-P2, and Priority Three-P3) categories in order of priority, based on criteria set under MTEF. It is also meant to ensure availability of budget to the priority one (P1) programmes even in the face of fiscal deficits. Regular monitoring and evaluation is needed to ascertain and analyze whether the framework is complied with and necessary budget is made available to priority projects.

Budget Policy and Programme

Every year, the government presents the details of revenue and expenditure. Generally, such details are presented before the parliament in the form of a budget speech and then made public. The government, through the budget speech, brings out a new budget policy and programme each year as a part of its continuous efforts to address unfolding development needs. The policies and programmes thus initiated should be monitored and evaluated on a regular basis. The implementing ministries are required to report the progress of these policies and programmes to the NPC and the MOF at different intervals.

Project Document

Projects are developed as the instruments of programmes which in turn are designed and implemented to realize the goals of policies and periodic plans. Such project documents elucidate goal, objectives, outputs, processes, and inputs of the project. Regular monitoring facilitates the timely completion of projects by keeping track of the activities and inputs, and by initiating timely corrective measures to resolve problems in implementation. In addition, evaluation can be helpful in realizing time-relevant outputs from the projects through timely corrections as well as in obtaining feedback to inform other similar project designs.

Immediate Action Plan

Immediate action plans (IAPs) are prepared to conduct intensive monitoring of programmes and projects of national priority as well as special services and facilities to be delivered to the people by explicating immediate activities or special tasks to be carried out. IAPs were introduced by the government during the Tenth Plan (2002-2007) by bringing together the core elements of the plan with a view to expedite their progressive implementation and help achieve its goals. Firmly aligned with the main strategies of the periodic plan, monitoring was done based on an annual inventory of reforms and their operational indicators, which were collected from different ministries. Based on similar indicators the NPC carried out regular monitoring of the *Immediate Action Plan for Economic Prosperity* introduced by the government in FY 2011/2012. Similarly, the government has put in place a monitoring mechanism for the '*Governance and Economic Reform Immediate Action Plan, 2012/2013*', which is to be executed through all the ministries and agencies.

1.8 Existing Method and Systems of Monitoring and Evaluation

Several initiatives, as depicted in the following section, have been introduced to improve organization and implementation of monitoring and evaluation function by making it more systematic, realistic, transparent, and straightforward.

Monitoring and Evaluation Forms

A number of forms have been developed and executed to systematize, simplify, and harmonize the M&E initiatives carried out at different levels. Based on the inputs and suggestions received from stakeholders these forms and formats have been improved at different intervals so as to make them less complicated and more user-friendly. The MOF in its successive publications of the Budget Formulation Guidelines has unfailingly included Annual Development Programme

(NPC ME form no.1) and Progress Report Form (NPC ME form no.2). Detailed account of various forms and formats currently being used in monitoring and evaluation is given in Part III of these Guidelines.

Technical Audit

Starting from fiscal year 2004/2005, National Vigilance Centre (NVC) has been conducting technical audits of select infrastructure related projects every year. Such audits are focused mainly on identifying underlying shortfalls and weaknesses in the projects and providing necessary inputs for improvement by carrying out technical analysis of cost estimation, design features, as well as the technology and materials used.

Public Expenditure Tracking Survey

Public Expenditure Tracking Survey is the system of tracking the course of budget through to the implementation mechanism so as to collect information to determine whether programme resources and budgets reached relevant agencies and target groups on time. It also helps track down the amount, manner, and timing of the fund flow from the issuance of authorization to actual release to different agencies. In cases where delays, leakages, or other obstructions are detected, causes are analyzed and sorted out immediately. In addition, such monitoring performs appraisals of the state of service delivery as well as the outputs of the programme under operation and provides suggestions for improvements. Such monitoring is being done by the FCGO.

Performance Based Budget Release System

Since the beginning of Tenth Plan, the system of budget releases has been tied to project performance. For this purpose, performance indicators have been identified and arrangements have been made for performance-based budget releases so as to ensure that the set out objectives and targets in priority one (P1) projects are achieved within stipulated timeframes.

Provisions have been made to release the amount equivalent to one-third of the total authorized or the amount needed to carry out the targeted programmes/activities of the first trimester (whichever amount is greater) in the beginning of fiscal year. This is intended to ensure the availability of adequate financial resources for the respective office/projects. However, in case of subsequent trimesters, if the weighted progress of a given project is greater than 80 percent, the District Treasury and Controller Office (DTCO) automatically release the budget, if the weighted progress against the target is more than 50 percent and less than 80 percent, the DTCO will release budget only on the condition that the office or project requesting the budget receive authorization by letter from the parent ministry to that effect. If the weighted progress is below 50 percent of the set target, the concerned parent ministry needs to undertake an investigation and analysis of the reasons behind the failure to progress, and if necessary, take appropriate actions against the head of the office/project. Based on the investigation, if the ministry considers it appropriate to release the budget by ensuring mechanisms to accomplish tasks within the given timeline, it is required to inform the concerned DTCO by indicating the actual percentage of initial authorization that should be released. The DTCO will release the budget only when the office/project concerned makes a request by enclosing such a letter from the ministry.

Part II

Results-based Management, Monitoring and Evaluation

2.1 Introduction of Results-based Management

Results-based management underscores the need to enhance the effectiveness of investments by linking outputs and outcomes with inputs and activities. Managing for Development Results (MfDR) is an important strategy of result based management. This strategy prepares strategic plans, manages risks and measures outcomes placing development results at the center of consideration and helps make management decision processes objective and robust.

The strategy of MfDR has been used extensively but primarily in three important areas: strengthening internal capacity of the country, enhancing the relevance and effectiveness of foreign aid, and improving international relations.

Its fundamental principles are as Figure 2 below:

Figure 2
Fundamental Principles of Managing for Development Results (MfDR)



Source: Memorandum of the Marrakech Roundtable on Managing for Results, 2004

MfDR approaches place emphasis on catalyzing changes in conventional organizations. For this purpose, conceptually, it has to go through six phases:

1. Clarification of organizational understanding of sectoral result-chains/indicators/outputs,
2. Carrying out an overall appraisal of managerial capacity in the given organization for catalyzing the process of change and improvement,
3. Providing clear strategic guidelines for linking sectoral result-chains and indicators with the implementing organization,
4. Appraising existing organizational systems with a view to prepare all the constituents to achieve organizational goals,
5. Assessing the orientation, motivation, and incentive systems of the organizational staff and orienting them to achieve results, and
6. Developing immediate, medium-term and long-term plans for organizational changes and performance evaluation.

The management, while navigating its way to development results through all the stages mentioned above, embraces lessons learned as inputs and prepares to implement them into its business plan accordingly.

MfDR is a system of monitoring performance based on indicators, concepts, and principles of results-based monitoring. It is done by keeping results at the center of the process so as to ascertain whether the flow of inputs, outputs and outcomes are in accordance with the targets and objectives spelt out in the logical framework of a given plan, policy, programme, or project.

Results-based monitoring is a process of incessantly collecting and analyzing information on the extent to which results from the implementation of a given plan, policy, programme or project have been achieved so as to compare it with the expectations.

Results-based Evaluation is an undertaking that appraises relevance, efficiency, effectiveness, and sustainability of a given plan, policy, programme or project by making comparison of the outcomes of implementation with the intended results.

2.2 Basics of Results-based Monitoring and Evaluation

Logical frameworks, result matrices, sources of information, management information systems (MIS), and monitoring and evaluation plans (among others) can be regarded as the bases for undertaking results-based monitoring and evaluation of plans, policies, programmes, or projects.

2.2.1 Logical Framework

Logical framework (log-frame) is an important tool of programme and project formulation and management. It helps think through and analyze the goals, objectives, outputs, activities and inputs of a project in a systematic and logical manner. It also identifies the assumptions and risks that can affect successful implementation of the project. With the help of a log-frame it is possible to identify the intended results and methods for its measurement at the very outset of project formulation. Generally, logical frameworks are constructed in a 4×4 matrix.

Logical frameworks are widely accepted as project planning tools for ensuring effective monitoring and evaluation during project implementation phases. It is mandatory to make use of them, according to the existing policy provisions, and to prepare and attach a logical framework with all new project proposals. A brief description of logical framework is presented in Annex-2.

Table 3
Logical Framework

Title of Project:		Date of Completion:	
Duration of Project:		Date of Preparation:	
Date of Start:			
Narrative Summary	Performance Indicators	Means of Verification	Risks and Assumptions
Goal	(Impact indicator)		
Objective	(Outcome indicator)		
Outputs	(Output indicator)		
Activities	Inputs		

Development programmes and projects should be monitored and evaluated on the basis of inputs, outputs, objectives, targets, performance indicators, and means of verification as spelt out in the logical framework during their formulation phase. If risks and assumptions that can impede project performance are identified and addressed on time, it can help reduce the possibility of cost and time overruns.

2.2.2 Identification of Indicators

An indicator is a basic means to measure an obtaining situation or condition employing simple numerical or descriptive methods. Indicators make it possible to measure the changes brought about by the activities and inputs invested in a given programme or project and based on that to conduct M&E. It is important for results-based monitoring and evaluation to determine indicators and measure them.

For the systematic monitoring of plans, policies, programmes, and projects it is necessary to develop and use performance indicators that are impartial, independent, simple/unambiguous, measurable, achievable, reliable, comparable, practical, representative, time-bound and firmly aligned with intended objectives. There are many ways of developing quality indicators. One of them, also known as SMART approach, is illustrated in Table-4.

Table 4
Characteristics of SMART Indicators and their Prerequisites

Characteristics of Indicators	Explanation
S=Simple/Specific	<ul style="list-style-type: none"> Indicators should be specific and explicit on what is to be measured.
M=Measurable	<ul style="list-style-type: none"> There should be a consensus among stakeholders on the desirable/intended changes to be captured or measured by indicators. Moreover, indicators should be able to measure clearly and reliably the results or characteristics of the changes brought about by plan, policy, programme or projects.
A=Achievable	<ul style="list-style-type: none"> Indicators should be approved in consensus with stakeholders before the commencement of the programme or project. The type of effects likely to impact indicators from circumstances beyond the control of project, and the extent to which the expected results are reflected in them should be clearly understood. Indicators must be achievable.
R=Reliable	<ul style="list-style-type: none"> Indicators should be able to capture the significance of desired results and to measure expected outputs in a relevant, transparent, and reliable manner.
T=Time Bound	<ul style="list-style-type: none"> Indicators should be defined in a way that enables regular measurement in appropriate time and reporting to the concerned agencies regularly by processing information collected. Also the data used in indicators should have the attribute of economy prepared on the basis of monitoring plan.

2.2.3 Monitoring and Evaluation Indicators

Indicators should be defined during the formulation of periodic development plans, or at the time of approval of new programmes/projects or annual development programmes so as to systematically and reliably measure the changes occurring across the resultant chains i.e. at the levels of output, outcome, and impact. Regular monitoring should be conducted based on these indicators.

2.3 Indicators for Different Phases

To undertake effective monitoring and evaluation of a plan, policy, programme or project, indicators are developed for different levels from inputs through activities to impact generated by the outputs. The levels and sources of indicators are illustrated in the following Table:

Table 5
Levels and Sources of Indicators

Operational Level	Level of Indicators	Sources	Monitoring Timeframe
Plan/Sector	Final level (outcome /impact)	<ul style="list-style-type: none"> Surveys National account 	Periodic
	Interim level (input/process/ output)	<ul style="list-style-type: none"> MIS Progress report Evaluation report 	Annual

Operational Level	Level of Indicators	Sources	Monitoring Timeframe
Programme/ Project	Final level (outcome /impact)	<ul style="list-style-type: none"> • Progress report • Evaluation report • Completion report • MIS 	Periodic/Annual
	Interim level (output/process/ input/ performance)	<ul style="list-style-type: none"> • MIS • Progress report • Field monitoring report 	Trimester/Annual

Monitoring and evaluation should be conducted by using final level (outcome and impact) indicators and interim or performance level (input/ process/output) indicators.

2.3.1 Plan or Sectoral Level Indicators: These indicators are crafted to estimate aggregated outcomes of programmes or projects implemented to achieve the goal or objective set at a plan, policy, or sector level. Monitoring and evaluation should be carried out by classifying final and interim level indicators.

2.3.1 (A) Final Level (Outcome and Impact)

Indicators chosen to collect information so as to estimate aggregated outcomes of programmes or projects implemented to achieve the goal or objective at a plan, policy, or sector level are final level indicators. They are useful to understand the impact produced by the interventions on the lives of target groups and the extent of their satisfaction. It is these indicators that the final outcomes and impacts of plans, policies, programmes and projects are measured.

The final (outcome and impact) level indicators of various sectors and relevant ministries are presented in Table-6. These indicators have been finalized based on series of interactions with the ministries concerned and the inputs received from them.

**Table 6:
Final (Outcome and Impact) Level Indicators**

Sectors	Code No.	Indicators
1. Economic Sector (17 Indicators)		
Human Development/ Poverty	1.1	Human Development Index (HDI)
	1.2	Per Capita GNI
	1.3	Human assets index
	1.4	Economic vulnerability index
	1.5	Population under poverty line (%)
	1.6	Population living under US\$ 1.25 a day (%)
	1.7	Gini co-efficient
Economic Growth	1.8	GDP growth in agriculture (% per year)
	1.9	GDP growth in non-agriculture sector (% per year)
	1.10	Growth in real per capita income (% per year)
	1.11	Inflation rate

Sectors	Code No.	Indicators
Industry, Trade and Supply	1.12	Ratio of export/import (%)
	1.13	Annual changes in trade deficits (%)
Labour	1.14	Unemployment rate (%)
	1.15	Labour underutilization rate (%)
	1.16	Labour force participation rate of children in 5-14 or 16 or 18 year age-groups (%)
Tourism	1.17	Spending of a tourist per day (USD)
2. Agriculture, Forest, Land Reform and Environment Sector (9 Indicators)		
Agriculture and Irrigation	2.1	Quantity of main food crop production (metric tons)
	2.2	Area under year round irrigation (hectare)
Forest and Soil Conservation	2.3	Area under forest cover (%)
	2.4	Area covered by protected forest (%)
	2.5	Area under treated sub watershed (%)
Land Reform	2.6	Rehabilitation of landless people
	2.7	Spatial and attribute data update
Environment	2.8	Per capita energy consumption (giga jule/mega jule)
	2.9	Carbon emission measure (in thousand metric ton; metric ton per person)
3. Infrastructure Sector (5 Indicators)		
Energy (Power)	3.1	Households benefiting from energy resources (%)
Information and Communication	3.2	Population using telephone service (%)
	3.3	Population using internet (%)
	3.4	Population with access to radio/television (%)
Infrastructure	3.5	Population with year round access to road (%)
4. Social Sector (33 Indicators)		
Education	4.1	Gross enrolment rate (%)
	4.2	Net enrolment rate (%)
	4.3	Children enrolling at grade one with ECD experience (%)
	4.4	Literacy rate (%)
	4.5	Internal efficiency (primary, basic, secondary and higher secondary levels)
	4.6	Gender Parity Index in net enrolment rate
	4.7	Survival rate at grade 5 (%)
	4.8	Survival rate at grade 8 (%)
	4.9	Survival rate at grade 10 (%)

Sectors	Code No.	Indicators
Health	4.10	Life expectancy at birth
	4.11	Maternal mortality ratio (per 100,000 live births)
	4.12	Child mortality rate (per 1000 live births)
	4.13	Infant mortality rate (per 1000 live births)
	4.14	Neo-natal mortality rate (per 1000 live births)
	4.15	Total fertility rate (women in 15-49 age group)
	4.16	Rate of delivery related death risk for mother
	4.17	Underweight, stunted and wasted under five children (%)
	4.18	Babies born with low birth weight (%)
	4.19	% of women whose BMI is between 18.5 and 24.9
	4.20	Rate of HIV infection in men and women in 15-24 years age group
	4.21	Rate of diagnosis and successful treatment of TB
	4.22	Incidence of malaria and parasitic diseases (%)
4.23	Population satisfied with health services (%)	
Water and Sanitation	4.24	Population with sustainable access to safe drinking water (%)
	4.25	Population using treated water (%)
	4.26	Population with access to basic and safe toilets (%)
Youth and Sports	4.27	Youth migration rate
Social Inclusion and Targeted Programme	4.28	Empowerment Index
	4.29	Gender Development Index
	4.30	Gender Empowerment Measure
	4.31	Women's representation in parliament (%)
	4.32	Women's representation in various sectors (%)
4.33	Representation in civil service (Women and social groups) (%)	
5. Governance Sector (1 Indicator)		
Good Governance and Service Delivery	5.1	Average time required for households in remote areas to reach the nearest 15 essential services (1. Primary school, 2. Health post, 3. Bus stop, 4. Road transport, 5. Police station, 6. Post office, 7. Telephone booth, 8. Market center, 9. Haat bazaar, 10. Agriculture centre, 11. Bank, 12. Source of drinking water, 13. Cooperatives, 14. Internet facility, and 15. Community library) in minutes.

The Indicators presented in the Table 6 are the national level final (outcome and impact level) indicators of plan and sectors. The details of these indicators are given in Annex-3.

2.3.1 (B) Intermediate (Output, Process and Input) Indicators

Output indicators are defined to measure the goods and services produced by the implementation of plans, policies, programmes or projects. Similarly, process and input indicators are defined to measure the inputs and activities of such plans, policies, programmes or projects. The sum of

input, process and output indicators are grouped under intermediate indicators. The details about such indicators are given in Annex-4.

In the periodic development plan, there are result matrices with indicators to monitor and evaluate the respective strategies.

2.3.2 Programme/Project Level Indicators

Logical Framework of programme or project designs and defines inputs, processes, outputs, outcomes and impact level indicators. Based on these indicators such programmes/projects are monitored and evaluated in a time-bound manner.

Final indicators (Outcome/Impact): Impact/outcome indicators should be designed to monitor and evaluate the extent to which the objectives or goals of the programme or project are achieved benefiting the people through the outputs produced from the intervention.

Intermediate indicators (Output, Process and Input): Such indicators should be defined to carry out regular monitoring of the processes and results achieved by means of the inputs, activities and processes of a programme or a project.

Performance indicators: The programme/project activities are planned based on a time-schedule. These activities are incorporated in the Annual Development Programme (NPC, ME form No.1). A range of indicators should be defined for the purpose of monitoring these activities. The monitoring of such indicators can be done through quarterly/annual progress reports (NPC ME form No. 2). Employing these indicators and continuous monitoring should be carried out to ascertain whether the targeted outcomes have been achieved. For example, monitoring of the indicators and outcomes of procedural actions which are mentioned in the page 2 of the Annual Development Programme such as land acquisition, staff deployment, consultant procurement, and contracting should be undertaken.

2.4 Sources of Information

A range of sources can be utilized to acquire and update data, information, or descriptions needed for indicators on regular and systematic basis. These sources can be different as per the levels of the indicators.

2.4.1 Sources of Information at National/Sector (Central) Level

Outcome and Impact Level: Data and information for various indicators, defined at this level, can be obtained through the following sources:

- **Surveys:** In case of indicators for which regular data and information cannot be obtained from progress reports or management information system, data and information can be collected from census or specifically designed household surveys. Such census/surveys are given in Table 7.
- **National Account:** The National Account of the Central Bureau of Statistics also provides data to track these indicators.

Table 7
Census and Surveys

S. No.	Census/Surveys	Duration (Years)	Agency
1	Population Census	10	CBS
2	Agricultural Census	10	CBS
3	Nepal Living Standard Survey	5-7	CBS
4	Nepal Demographic and Health Survey	5	Department of Health
5	Industrial Census	5	CBS
6	Crop and Livestock Survey	1-2	CBS
7	Nepal Labour Force Survey	10	CBS
8	Annual Survey	1	CBS

Input, Process and Output Level: Data and information for various indicators, defined at this level, can be obtained from the following sources.

Management Information System (MIS): MISs are mechanisms to collect information on plans, policies, programmes/projects from the implementation levels to the decision making levels. It provides systematic, integrated, reliable, precise data, information, and narrative accounts necessary for carrying out managerial functions (policy and decision making) in a qualitative, efficient, effective, and evidence-based manner. A number of line ministries/agencies have been performing their monitoring and evaluation functions based on information obtained from MISs. Some examples include Education MIS (EMIS) under the Ministry of Education, Health MIS (HMIS) under the Ministry of Health and Population and District Poverty Monitoring and Analysis System under the Ministry of Federal Affairs and Local Development. By using such MISs, it is possible to obtain information in a regular, reliable and integrated way. Such MISs are also sources of information for input, process, output, outcome and impact indicators of a programme or a project.

2.4.2 Sources for Programme/Project Level Indicators

Although the sources of final, intermediate and performance indicators are often the same, they are used differently according to the underlying purposes.

Management Information System: Data and information for programme and project level indicators can also be obtained from MISs.

Progress Report: Progress reports prepared on the monthly, trimester or annual basis also provide necessary information for this purpose.

Evaluation Report: The results of evaluations undertaken by programme implementing ministries/agencies or the NPC at different points in time or phases of the programme are sources of outcome and impact level indicators.

Completion Report: The project completion reports which are prepared at the end of a project are essential sources for outcome and impact level indicators.

Field Monitoring Report: The information obtained from field monitoring or site visit reports are also essential sources for different level indicators.

2.5 Results-based Monitoring

Based on the concept and principles of the MfDR and results-based monitoring and evaluation, efforts should be made to make the monitoring and evaluation system result-oriented translating planned activities sequentially towards results. Progress should be monitored on the basis of the defined results-chains of plans, policies, programmes, and projects by developing baselines and time-bound targets of indicators of expected outputs, outcomes and impacts.

2.5.1 Typologies of Results-based Monitoring

Continuous Monitoring: Various programmes and projects are formulated and implemented to achieve the objectives set forth in the plans and policies. The concerned agencies should undertake continuous monitoring to ascertain whether the programme or the project is meeting performance targets as per the predetermined input, process and output indicators.

Sustainability Monitoring: Sustainability monitoring is carried out in the operation phase of a programme or project so as to sustain the operations and expected flow of benefits throughout the project life by ensuring that its resources and maintenance requirements are taken care of.

Such monitoring should be done by the concerned agency itself or if required, jointly by the OPMCM, in collaboration with the MOF and the NPC. Sustainability monitoring can be performed by independent agencies. Similarly, it can also be carried out through local bodies or users' committees.

2.5.2 Bases of Results-based Monitoring

Programme or project should be monitored on the following bases:

Logical Framework: Monitoring should be carried out at different levels on the basis of indicators defined for different levels in the logical framework.

Reports: Monitoring of the development interventions should be conducted on the basis of regular progress and evaluation reports prepared by different agencies.

Monitoring Action Plan: Monitoring should be done in compliance with the monitoring plan which is prepared during the formulation of respective plans, policies, programmes or projects.

2.5.3 Provision of Monitoring at Different Levels

The monitoring of plans, policies, programmes and projects implemented by public agencies may be undertaken at different levels based on different set of indicators.

(A) National Policymaking Level: National policymakers need to know whether, or to what extent, the implementation of a given programme or project has achieved the outcomes and

targets set forth by the policy. For that reason, they have to monitor the outcomes and impacts on the basis of indicators defined for the national level.

(B) Sector Level: Sectoral ministries need to carry out regular monitoring of various programmes and projects which are under implementation or are in their respective business plans. Sectoral indicators should be employed in such monitoring.

(C) Programme/Project Level: Monitoring at this level should look into whether the activities carried out at this level has achieved output targets defined for the level and within the stipulated inputs and time. Such monitoring is done on the basis of indicators defined in the programme or project document.

(D) District Level: The monitoring of programmes and projects being implemented under District Development Committees should be undertaken in accordance with the provisions made by Local Self-Governance Act and Local Self-Governance Regulations.

2.5.4 Methods of Results-based Monitoring

Appropriate methods can be adopted keeping in view the nature of plan, policy, programme, or project objectives and levels of monitoring, available time, budget and other relevant considerations.

Comparison of progress against targets: As a part of the implementation of programmes and projects the Annual Development Programme form (NPC, ME form no.1) should be filled up every year by incorporating all activities to be executed in the fiscal year. In addition this form also includes the trimester targets of activities such as land acquisition, staff deployment, consultant hiring, contract signing, audit reporting, and reimbursement. The performance of the programme against the set targets along with the overall performance (physical progress, financial progress, and timelines) should be monitored on the basis of trimester progress report (NPC, ME form no.2) prepared by the respective programme or project. The following table 8 shows the comparison between targets and progress.

Table 8
Comparison of Targets and Performance

Indicators	Targets	Progress	Gap between Targets and Performance	Reasons	Efforts made to Resolve Problems
Literacy rate %	65	60	5	Literacy campaign is not effective	Literacy campaign will be made effective through coordination of local agencies

Field inspection: The monitoring of various activities being carried out at the programme or project can be inspected directly in the field sites. Field inspection of sick or problematic projects should be done. While undertaking field visits the monitoring form of development programme/project (NPC ME form no.11) should be used. It is necessary to do adequate homework prior

to field visits. For this purpose, the form given in Table-8 can be used along with the following documents:

1. Logical Framework of the concerned project
2. Annual development programme
3. Trimester progress report
4. Indicators for different levels
5. Annual development programme (Part I)
6. District level annual development programme (Part II)

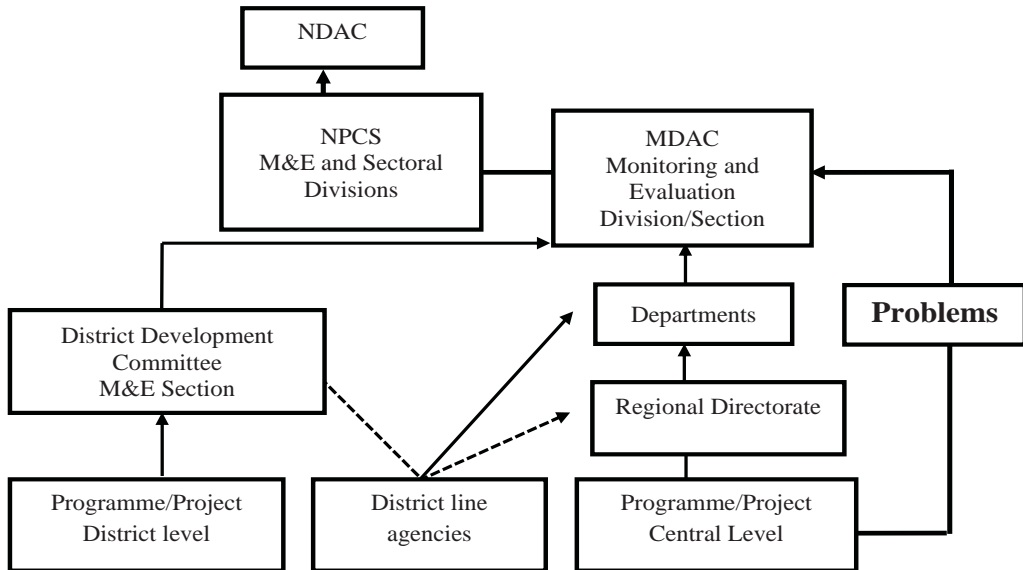
It is necessary to decide on the agencies or officials participating in the field visit and to identify the sites along with the individuals and agencies to be called on. Such visits can be done with prior information to the relevant stakeholders or can be a surprise visit.

Third Party Monitoring: Apart from regular mechanisms, monitoring of plans, policies, programmes, and projects can be conducted through independent agencies or individuals. Also, when specific competence is required expert inputs of the third parties can be used.

2.5.5 Results-based Monitoring Report and the Use of Results

After performing regular monitoring of projects, reports should be submitted to supervisory agencies or officials. After the field inspection, it is mandatory that the report be submitted in the prescribed format. If the problems require higher level intervention, efforts should be made to resolve it by presenting to the MDAC. In cases where the problems are of multi-sectoral nature, require policy decisions, or can not be resolved at the ministerial level it should be submitted to the NDAC.

**Figure 3.
Flow of Report**



When progress report shows gaps in targets and performance, an analysis should be carried out to identify the causes, and efforts should be made to achieve results by providing necessary resources and initiating other appropriate corrective actions on time.

2.5.6 Results-based Monitoring Action Plan

To make monitoring and evaluation more systematic, the 26th meeting of the NDAC has decided that all ministries must prepare monitoring and evaluation plans. According to this decision, each ministry needs to prepare three year rolling M&E plan for which a format has been included in the Annex-5 and send it to the NPC updating it every year. The NPC should prepare an integrated M&E plan. Based on these plans the NPC and other ministries can take on joint or sole monitoring activities.

2.6 Results-based Evaluation

By adopting appropriate and innovative methodologies and processes, all ministries and agencies concerned should carry out or cause to carry out evaluation of plan, policy, programme or project focusing on design, cost-benefit, technical and environmental aspects, as well as their relevance, effectiveness, efficiency, impact, and sustainability.

2.6.1 Evaluation in Different Phases

1. In the Beginning: Before making decisions on government investment into a programme or a project, it is necessary to carry out systematic appraisal of the rationale, as well as cost-benefit analyses of the proposed project by relevant government agencies.

2. Implementation Phase: On-going evaluations should be conducted during the implementation phase of the programme/project by engaging independent third parties, if necessary, so as to assess the relevance, effectiveness, and efficiency of the project.

3. Completion Phase: Evaluation should be carried out after the completion of the project by the implementing agency itself, through an independent third party, or jointly by government and a third party. Evaluation in this phase should focus mainly on effectiveness and sustainability.

4. Impact Phase: Based on the nature of the project, impact evaluation should be carried out when the project impact really attains maturity. Generally, impact evaluation of a programme or a project should be conducted between 2-5 years after completion. Such evaluation should be done by an independent or third party. The focus should be on outcomes, impacts, and sustainability.

Apart from the conditions mentioned above, evaluations can be planned and executed at any time as needed. Such evaluations can be planned particularly in cases when unexpected problems are encountered in the implementation/operation of a given plan, policy, programme, or project.

2.6.2 Criteria of Evaluation

Evaluation of a plan, policy, programme, or project in its different phases can be based on different criteria. The basis of evaluation developed by Development Assistance Committee (DAC) of the Organization for Economic Cooperation and Development (OECD) are as follow:

Table 9
Criteria of Evaluation

Criteria of Evaluation	Definition
Relevance	To ascertain the extent to which the goals of a given plan, policy, programme, or project are suited to the needs and priorities of target groups, and aligned to the national/sectoral development policies and goals, as well as to the policies of the donor agencies.
Effectiveness	To assess and ascertain the extent to which a given plan, policy, programme or project has attained or is likely to attain its objectives.
Efficiency	To measure the outputs in relation to the inputs so as to assess whether output is proportional to the input. To ascertain whether or to what extent the plan, policy, programme, or projects are achieving desired results by using the least possible inputs and most efficient process.
Impact	To measure the direct and indirect, positive and negative, intended and unintended changes, and impacts produced by a plan, policy, programme or project.
Sustainability	To measure whether, or to what extent, the outcomes or outputs produced by a plan, policy, programme or project are likely to continue over time.

2.6.3 Evaluation Arrangements at Various Levels

Generally public agencies should ensure that the evaluation of programmes or projects is carried out at following levels.

(A) National Policymaking Level: The NPC should conduct evaluation of periodic plans, strategies and policies of national importance, and strategic programmes that are centrally administered. The results of such evaluations should be used by policymaking bodies such as the Council of Ministers, the National Development Action Committee and the National Development Council.

(B) Sector Level: Evaluation of sectoral programmes aligned to national goals and sectoral programmes of various sectors should be carried out by sectoral ministries. Not only sectoral projects, but also issues that need to be assessed at the aggregate sector level should be evaluated at this level. All matters related to the business plan should be looked into at this level.

(C) Programme/Project Level: Evaluation of feasibility study, project appraisal reports and similar other tasks (objective, timelines, and budget of which are specified in project documents) should be carried out at programme or project levels.

(D) District Level: As stipulated under Local Self-Governance Act and Local Self-Governance Regulations, District Development Committees (DDC) should conduct evaluation of development projects in the following ways.

- Impact evaluation of each completed project after one year,
- Progress review of on-going projects every six months,
- Assessment of maintenance requirements of completed projects on an annual basis,

- Assessment should be carried out as and when necessary to identify the type and number of communities benefiting from the project, and to identify impacts on production, employment, opportunities, and ecology,
- DDC should institutionalize District Poverty Monitoring and Analysis System and report to the center after conducting M&E on regular basis.

2.6.4 Evaluation Work Plan for Programme/Project

For the evaluation of programmes/projects, concerned implementing agencies should prepare work plan as shown in table 10, and carry out the evaluation accordingly. Central level agencies should prepare M&E work plan based on format given in Annex-5 and carry out evaluation after forwarding it to the NPC.

Table 10
Evaluation Work Plan

Ministry:

Fiscal Year:

Name of Programme/ Project to be Evaluated	Reasons for Evaluation	Timeline When?	Who is the Evaluator? (Internal or External)
Poverty Alleviation Fund	To know the effectiveness of programme from beneficiaries	2070/071	With the facilitation of NPC, third party will be selected as per prevailing rules and regulations

2.6.5 Evaluation Arrangements

Relevant ministries, agencies, and programme or projects should carry out evaluation function by engaging internal or external parties as appropriate.

(A) Internal Evaluation: An evaluation, conducted by the agency which formulates or implements the plan, policy, programme/project, is called an internal evaluation. Such evaluation can be instrumental in discerning whether the programme or project is still relevant and whether it is adequately oriented towards achieving the pre-set goals by appraising the situation. It also helps provide timely feedback by assessing the status of resource availability. Such task can be undertaken at any stage of project life.

(B) Involvement of an Independent or Third Party: Development plans, policies, programmes/projects should also be monitored and evaluated, if and when required, by agencies including public agencies other than those responsible for their implementation. Complying with the provisions of Public Procurement Act, and Regulations, as well as procedures delineated in these Guidelines, evaluations can be done by procuring services of a third party in cases where:

- the available staff of the concerned public agency are not sufficient or appropriately trained/skilled for such undertaking; or
- the unique nature of the monitoring and evaluation demands specialists in the field; or
- the agreement with a development partner with regard to a particular project requires it.

(C) Conditions for Procuring Third Party Services: While undertaking monitoring and evaluation through individuals or agencies outside the government, it is necessary to clearly spell out the services to be procured and the payment to be made for the individual or the party involved. For this purpose, explicit and detailed Terms of Reference (TOR) should be developed including the essential attributes given in Annex-6.

(D) Provision for Monitoring and Evaluation Related Data, Information and Documents: Public agencies should provide the independent or third party with data, information or documents that are required in the process of M&E within the specified or reasonable time span. If the data, information or documents cannot be made available on account of their confidential or sensitive nature, it should be conveyed to the relevant individual or the party in written.

(E) Conflict of Interests: In the process of M&E of a public agency, the evaluator should conduct himself of herself in a professional, objective and impartial manner. An independent or third party which is found to have any interest in the task at hand, at present or in the past, or there are reasons to believe that the individual or the party is not capable of performing the assigned task in the best interest of the client organization, should not be selected to carry out the task.

(F) Focus on Specified Task Area: The third party monitor and evaluator should concentrate her/his/their efforts or work on the task area specified by the Terms of Reference or the contract agreement.

(G) Abide by the Law: The monitor and evaluator should abide by the prevailing policies, Acts, Regulations, Executive Orders or procedures. The monitor and/or evaluator should bear all the liabilities emanating from the harm, loss or damage caused by failing to do so. These matters should explicitly be mentioned in their TOR or the contract agreement.

2.7 Evaluation Methods

Evaluations can be performed by procuring the specialized services of external experts or by forming team of experts within the organization or by constituting a joint team of external experts and organizational staff. To ascertain whether the programme/project has succeeded to deliver desired services to the beneficiaries (or whether the service providers are delivering results) and to obtain necessary information for the improvement or cleaning up of implementation or management process, it is necessary to decide on the methods of policy evaluation.

Generally there are two types of data or information that can be obtained by employing the methods of programme/project evaluation - quantitative and qualitative. Quantitative methods often provide data and information in 'numbers and figures' whereas qualitative methods provide descriptive information and facts. The selection of methods largely depends on the objectives and evaluation questions. In addition, the use of evaluation results, the time available for the user, and the investment required for the undertaking should also be factored in the selection of methods. The credibility and reliability of data and information can be ensured by employing a combination of the two methods (mixed method approach). Similarly, the use of mixed method can yield objective facts about the learning and achievements of the programme or the project. Some of the prevailing methods of evaluation are the following:

2.7.1 Quantitative

Quantitative methods are the ways of investigating or measuring whether, or to what extent, a programme or project have produced desired outcomes or impact through numbers, percentages, or other statistical methods.

Quantitative methods are useful to present the benefits received by the beneficiaries from the given programme or project in quantitative terms as well as to see and compare its relevance, effectiveness, efficiency, impact, and sustainability. Some of the methods that are in vogue for obtaining quantitative data are illustrated in the following section.

Questionnaire and Survey: This participatory method should be employed to include as much project related stakeholders as possible.

Existing Databases: During evaluation MIS under ministries and agencies such as the Educational Management Information System (EMIS), Health Management Information System (HMIS), and Financial Management Information System (FMIS) should be used. Also, the databases updated by programme or project offices based on the data and information from the periodic progress reports should be employed.

Data Analysis: Available data and information should be analyzed keeping in view the underlying purpose and its usefulness.

(A) Analysis of Efficiency and Cost-Effectiveness: The justification of programme or project under implementation should be established by analyzing their cost-benefits and cost-effectiveness, and comparing the benefits of the outputs and outcomes achieved vis-a-vis the inputs used. Both inputs and outputs are calculated by monetizing them.

(B) Before and After Analysis: Data should be obtained by comparing the situation before the implementation of a given programme or project with the situation brought about by the implementation of the programme or project.

(C) Comparative Analysis of With and Without Project: Pre-and post-intervention data and information from intervention (treatment group) areas and control (comparison groups) areas are compared and analyzed so as to ascertain the progress towards achieving desired results.

2.7.2 Qualitative

While undertaking the evaluation of a given plan, policy, programme, or project, it is often difficult for quantitative methods, with their generalizing and aggregating nature, to assess the outcomes and impacts across the cross-section of the stakeholders. Qualitative evaluation methods complement in this respect. Generally, when statistics or quantitative information cannot capture or measure the reality, qualitative methods are called for. Such methods should be used for generating descriptive data capturing and measuring diverse thoughts, feelings, perceptions, experiences, and level of satisfaction of beneficiaries in diverse contexts.

Direct Observation Technique: This method should be used in assessing areas where quantitative or qualitative changes are produced or expected to be produced on account of an intervention. The evaluator observes directly in a rather detached way the situations or people. For example, in case

of a bridge construction, she or he can observe whether the bridge has really been constructed, the volume of traffic, and so on.

Focus Group Discussion: A focus group discussion is conducted in a manageable group of people generally not exceeding 10 in number which is facilitated by a skilled moderator. The moderator should make it sure that all the group members participate in the process. This is a participatory method and can be used to validate or triangulate data and information contained in reports on the intervention areas prepared by other agencies. For example, this method may be used to cross-validate the reports prepared by third party consultants.

Interview: This is also a participatory technique and should be used to investigate the changes, their reasons, and other factual information in intervention areas. It involves direct interaction between the evaluator and the respondents. For example, interviews can be conducted with key stakeholders for in-depth information. Based on the data and information needs interview can be semi structured, in-depth as well as focused on key informants. While using semi structured interview discussion is carried out and documented by preparing a list of issues and open-ended questions. For in-depth interview, a more skilful interviewer is required and information is collected through interview conducted directly face to face or on telephone. Similarly, in key informant interview, information is sought by organizing interview sessions with a concerned expert or a person fully informed about the programme or the project.

Case Studies: Case studies are an in-depth study of a specific individual or context. It can provide very engaging, rich information about an individual beneficiary or even a project. This method should be used by ensuring representativeness and deciding in the first place which stakeholders to be included.

Analysis of Strength, Weakness, Opportunity and Threat (SWOT): This method should be used to identify the strong and weak aspects of given programme or projects along with opportunities and threats surrounding them. It is particularly useful in synthesizing the qualitative data and evaluations.

Document Studies: Review of existing programme or project related documents, records and other relevant documents with a view to extract and synthesize relevant data and information can also be useful.

2.7.3 Mixed Method

Mixed method is the combination of quantitative and qualitative methods appropriately blended and employed in the evaluation of programmes and projects. This method tries to combine the strengths of both methods to enhance theoretical aspects such as scientific rigor, the value of data and the knowledge and efficiency of the respondents with practical aspects of evaluation such as credibility of findings, skills of the staff, and constraints of cost and time.

The purpose of using mixed method is to triangulate the tools and findings of quantitative and qualitative methods. This method is increasingly in vogue as it is useful in assessing the validity and reliability of findings keeping in view the positive aspects and limitations of qualitative and quantitative methods. The following table gives an illustration of mixed method.

Table 11
Sample Frame of Mixed Method

Quantitative	Qualitative	Qualitative
Questionnaire	Exploratory Focused Group Discussion	Key Informant Interview
1.		
2.		

As depicted in the Table 11 at first, necessary data or information is obtained through questionnaire and the reliability and validity of such data and information is tested in focused group discussion, which is finally triangulated by the information obtained by key informant interview. While using this method, based on obtaining conditions, the order or sequence of these events can be changed.

Intra-case analysis and cross-case analysis should be carried out and compared in the process of analysis of data and information thus collected. For example, while comparing intra-case analysis, the learning achievement of a student is measured and compared with that of all other students in the same class complemented by the discussions with students, teachers and guardians.

2.7.4 Participatory Monitoring and Evaluation

To make the implementation of development programmes and projects more transparent and accountable, it is necessary that monitoring and evaluation be conducted by enlisting direct participation of service providers and beneficiaries in the process. Various guidelines, procedures and manuals have been developed and used by different ministries to ensure people's participation in the implementation or operation of programmes and projects.

Table 12
Methods of Participatory Rural Appraisal

Methods		Advantages
Diagrams	Map	<ul style="list-style-type: none"> - Provides complementary data. - Reflects different opinions of inhabitants with regard to local problems, issues and needs.
	Transect walk	<ul style="list-style-type: none"> - Deepens the bond with local populace. - Helps to verify local resources and needs depicted on the map.
Priority Matrix		<ul style="list-style-type: none"> - The entire community will be engaged in the prioritization of needs and development activities.
Seasonal Calendar		<ul style="list-style-type: none"> - Helps identify the time for the supply of agricultural inputs and duration or time when there is a shortage.
Time Trends		<ul style="list-style-type: none"> - Provides information on the changes taking place in the state of natural resources, environment etc. at the local level.
Venn Diagram		<ul style="list-style-type: none"> - Helps to identify marginalized individuals and groups at the local level.

There are five major objectives of participatory monitoring and evaluation.

1. Impact evaluation
2. Project management and plan formulation
3. Enhancement of organizational competence and institutional learning
4. Probing into the perceptions of stakeholders to reach logical conclusion
5. Enhance public accountability

As participatory monitoring and evaluation enables stakeholders to get informed of the real status of a programme or project and help achieve targeted outputs within the stipulated timeframe, its practice should be encouraged and expanded. Various methods of participatory monitoring and evaluation as illustrated in Table 12 or any other appropriate methods should be employed as deemed necessary.

A brief account of the methods, tools and their merits illustrated in the above table is given in the following section.

Diagrams: There are two advantages of presenting information in diagrams in an easily comprehensible way. First, preparation of diagram is per se a process of analysis which helps forge a common understanding among the community people on various aspects of information being depicted. Second, the diagram itself becomes information and a means for deliberation.

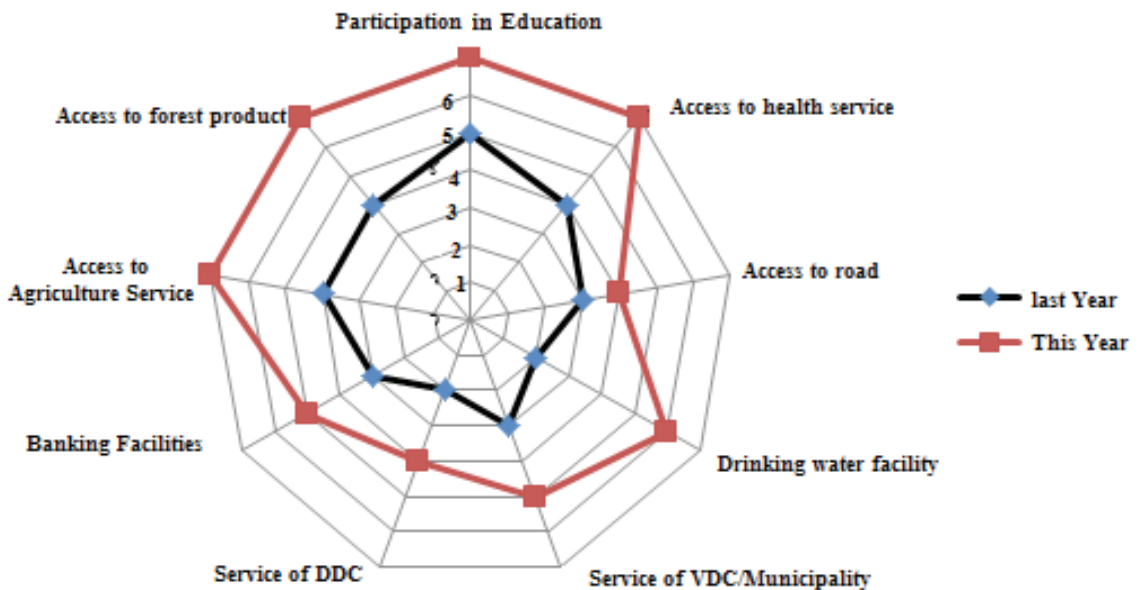
(A) Map: By means of a map an alternative database is created for the rural development plan to be prepared by the local populace. The preparation of the map facilitates to identify the availability of services, service centers/structures as well as the status of access to such services, along with the identification of needs and measures to address them. By using different kinds of maps the problems and needs of local inhabitants can be presented in a precise way. Such maps can be instrumental in ordering the preferences of different segments of society and formulating rural development strategies.

Once the local residents prepare a map on the floor or paper, the facilitator should help draw it in a clean sheet of paper. Social demographic data such as health, natural resources, and agriculture related information are plotted in a three-dimensional map (constituting letters, symbols and figures). One example of sociogram is presented in the following section.

Sociogram: Public agencies can and should prepare sociogram by engaging the service users depicting the relationship between people's perceptions of available services, and their access to as well as the use of such services. The facilitator should prepare such sociogram keeping in view the level of understanding among the participants and using locally available resources.

Figure 4
Sample of a Sociogram

Perceptions of Local Populace towards Public Services



This figure precisely demonstrates that the local residents are easily accessing services related to education, health, agriculture, and forest products whereas the provision of drinking water has improved significantly this year as compared to the previous year. To assess the status of various public services in the village and ward levels and determine the degree of access, it was ranked by using a scale of 0 (where the access was non-existent) to 10 (where they were fully accessible without any barriers) and changes in people's perception in the current year was compared with that of the previous year.

(B) Field Visit: Field visits make it possible to verify the data and information plotted on the diagram or the map through direct observation. The service provisions and delivery process are observed at the same time the stories, accounts and experiences of service users are documented. In the process, complementary questions are asked and discussions held with the users on indigenous technologies, types of problems being encountered, and measures that can be taken to resolve them. At the end of all these procedures, data and information are documented along with the findings. Such visits can be very effective in establishing rapport with the local populace, to validate various aspects depicted on the diagrams or maps and to be familiar with the development related problems of local residents as well as potential opportunities that can be harnessed.

Priority Matrix: Priority matrix is constructed based on the urgent development needs as articulated by the local people. Bean seeds or other food grains can be used to express the preferences of individuals and groups which are finally counted to construct the order of priority in the presence of all participants. Such prioritization process not only helps identify the development needs and opinions of the local people but also enables them to articulate these needs and opinions in a systematic manner.

Seasonal Calendar: Seasonal calendars are useful in ordering and presenting various facts and events, such as local cropping patterns around the year based on the changes in season, beginning and end of monsoon cycle, patterns in raising livestock, and consequent demand and supply of labour. It can depict, for example, in which time the shortage of agricultural inputs are likely and what will possibly be the trends in the labour demand at various points in time. This can be used to encourage people to brace themselves accordingly by adopting alternative measures. Such seasonal calendars can be constructed and used in other sectors such as health and irrigation.

Time Trends: Changes taking place over time in rural areas can also be presented in a diagram or figure or symbol. By establishing a certain point as a baseline, changes occurring in agricultural practices, livestock rearing, forest products, natural resource conservation, fuel use, customs etc. can be presented briefly and clearly. Secondary data may also be available. Such diagrams or maps can be constructed for different sectors, including the economic sector, based on the perspective and priority of local people.

Venn Diagrams: Venn diagrams can be instrumental in demonstrating the perceptions and perspectives of local people about the relationships between local individuals, groups, and organizations. While preparing such diagrams, overlapping circles of varying sizes are drawn in which each of circles represents an individual or group or organization. The size of the circles denotes to the importance or influence of the individual or group as per the opinions of the local people. The proximity or overlap of the circles denotes the closeness or distance of an individual or group to the decision making site. Such diagrams are useful in identifying the individuals and groups who are excluded or marginalized by the society and formulating local development plans accordingly.

Participatory monitoring and evaluations are increasingly being used by government agencies, donor agencies and international non-government organizations in different countries of the world. Some examples of the methods and tools used in the process of participatory monitoring and evaluation are summarized in the following table.

Table 13
Methods and Tools used in Participatory Monitoring and Evaluation

S.N.	Methods/Tools	Sector	Major Functions/ Objectives	Actor/Agency
1	<ul style="list-style-type: none"> - Semi-structured group discussion - Village conference - Site visits - Historical pictures - Priority setting - Mapping 	Integrated watershed development	Enhancement of organizational competence or institutional learning	Donor agencies, government agencies, NGO and local residents
2	<ul style="list-style-type: none"> - Interview - Focused group discussion - Photography - Diagrams/pictures - Means testing - Site visit of land use scheme 	Integrated rural development	Programme management and plan/strategy formulation	Government agencies, local bodies, project staff, local residents
3	<ul style="list-style-type: none"> - Timeline/trends - Venn diagrams - Key informant interview - Focused group discussion - Observation - Means testing 	Health	Probation of stakeholder opinions	Third party, government agencies, project staff, local residents
4	<ul style="list-style-type: none"> - Public gathering - Individual diary and notes - Focused group discussion - Key informant interview - Oral history - Time trends analysis - Site visit - Means testing - Mapping etc. 	Environment / Agriculture	Enhancement of organizational competence or institutional learning, Programme management and plan/strategy formulation	Officials in the ministry, project staff, local peasants
5	<ul style="list-style-type: none"> - Interview - Group discussion - Household survey - Document review 	Adult education	Impact evaluation, project management and plan/strategy formulation	Government agencies, local bodies, local residents

Besides the above mention tools and methods, there are Client Satisfaction Survey, Complaint Boxes, Community Score Card, etc. that can be used.

The choice of appropriate methods and tools for participatory monitoring and evaluation from the pool mentioned above depends on situation, time pressure, knowledge, resource and competence available, sectoral characteristics and nature of the given programme or project.

2.8 Role of Agency in Evaluation

Public agencies procuring the services of a third party for the evaluation of completed or ongoing programme/project need to perform following activities:

1. Selection of appropriate programme/project for evaluation
2. Preparing TOR for the evaluation of the selected programme/project
3. Determining evaluation criteria for the selection of evaluation team
4. Calling for evaluation proposal through public newspapers
5. Selection of appropriate individual or team of evaluators on the basis of set evaluation criteria and Terms of Reference and signing contract agreement with the selected party
6. Organizing discussion session with the evaluation team on the need and objectives of evaluation
7. Discussing and finalizing questionnaire based on the inception report submitted by the evaluator/s
8. Holding discussions on the field report to ascertain whether it is prepared as per the Terms of Reference and questionnaire of the evaluation
9. Holding discussions with relevant stakeholders on the draft report to ascertain whether the comments, inputs and observations made on the field report have been incorporated
10. Getting final report incorporating the inputs and suggestions received during the discussion
11. Incorporating the recommendations or suggestions of final report in an Evaluation Action Plan as stipulated by Table 19 and move towards necessary action.

2.9 Essential Elements of Evaluation Report

The evaluator should ensure that the evaluation report contains all the essential attributes mentioned in Table 14 below.

Table 14
Essential Elements of Evaluation Report

Executive Summary	Findings, lessons from the evaluation, recommendations, its potential use by management for achieving development results
Main Body	Outline of evaluation background (Objective, Strategy, Time/Duration, Role/ Introduction, Evaluator/s) Review of expenditure along with a narrative overview Evaluation log-frame and descriptive summary Results of each of the dimensions evaluated <ul style="list-style-type: none"> - Relevance - Effectiveness - Efficiency - Outcomes and impact - Sustainability Conclusion <ul style="list-style-type: none"> - Summary of results, learning and recommendation - Utility of results for management - Justification of evaluation plan - Changes in implementation modality at different points in time
Annexes	<ul style="list-style-type: none"> - Initial outline used for implementation - Evaluation log-frame and matrix demonstrating progress status - Evaluation questions and results analyzed through the measurement of indicators - Unprocessed data obtained from interview, survey, direct communication and other means - Reference

Part III

Levels and Institutional Structure of Monitoring and Evaluation

The Constitution of Nepal and a number of other legislations have entrusted monitoring and evaluation functions to a number of central level organizations including the Legislative Parliament, the National Development Council, the NPC, the Office of Prime Minister and Council of Ministers and the Ministry of Finance. In addition, provisions have been made to systematize monitoring and evaluation systems and conduct regular monitoring of development interventions at various levels.

3.1 Levels of Monitoring and Evaluation

As a number of agencies are involved in the monitoring and evaluation at different levels, it is necessary to determine the content (i.e. what is to be monitored or evaluated?), agencies involved, level, timing and the kind of monitoring evaluation to be carried out. Table-15 below tries to sum up these provisions:

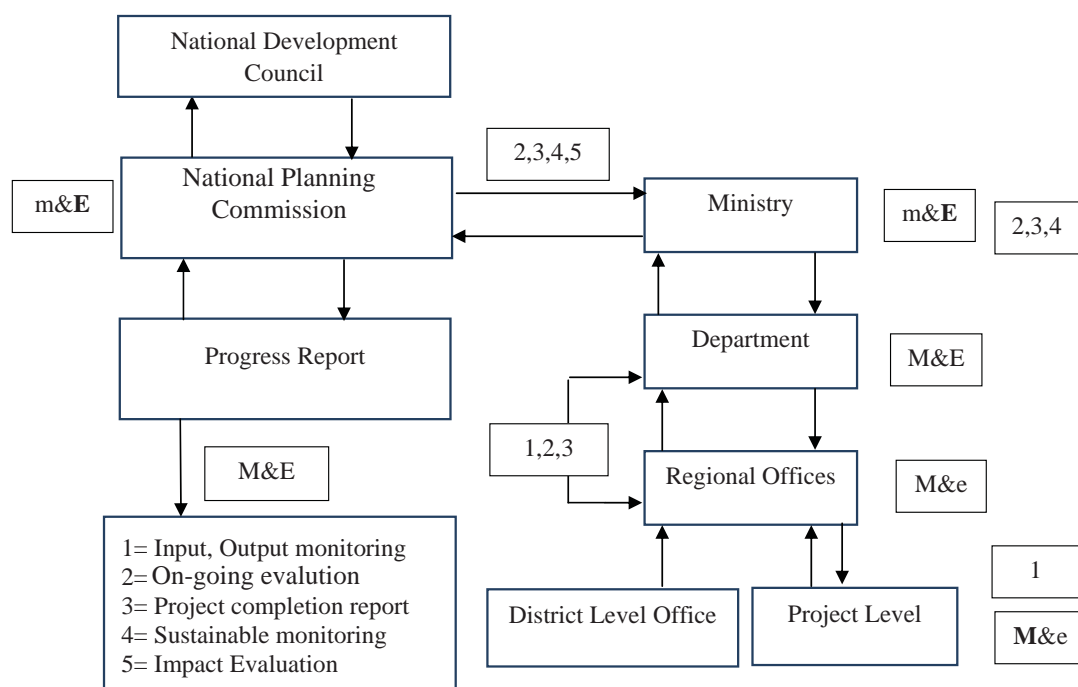
Table 15
Existing System of Monitoring and Evaluation

Level	What?	Who?	When?	How?
National	Policy	OPMCM, NPC and concerned ministries	Policy implementation phase	Third party evaluation
	Periodic Plan	NPC	Entire plan period	Continuous monitoring and Third party evaluation
	Priority One (P1) Programme and Projects	OPMCM, NPC, MOF and concerned ministries	As per requirement	Joint monitoring, Sustainable Monitoring, Third party evaluation
Regional	Programme/ Project	Departments, Regional Offices	As per requirement	Continuous monitoring and Third party monitoring
District/ Programme/ Project	Programme/ Project	DDC and concerned district line agencies	As per requirement	Continuous monitoring and Third party monitoring

3.1.1 Sharing Monitoring and Evaluation Role at Various Levels

Monitoring and evaluation function can be shared at different levels of government based on institutional jurisdiction, and the level and content of monitoring or evaluation (plan, policy, programme, or project). Monitoring of inputs and outputs are often carried out more or less on regular basis as part of an operation and management of programmes/projects whereas evaluations are rarely done. Departments, regional offices and other offices at that level should give adequate attention in the monitoring and evaluation of inputs, activities, ongoing evaluation and programme/project completion reports. At ministry level emphasis should be more on evaluation than on monitoring. However, they should also keep track of ongoing evaluations and project completion reports while keeping an eye on sustainability monitoring. At the NPC level emphasis should be given on evaluations, particularly on impact evaluations, while keeping track of ongoing evaluations, programme/project completion reports and sustainability issues. Figure 5 below provides a sketch of the distribution of monitoring and evaluation functions across the jurisdictions and levels of government.

Figure 5
Monitoring and Evaluation at Various Levels



3.2 Monitoring and Evaluation Agencies at Various Levels

There are a number of agencies from the center to local levels involved in M&E of development plans, policies programmes, and projects as discussed in the following paragraphs. The public agencies which are situated at different levels should conduct M&E of development interventions at their respective levels focusing on inputs, outputs, outcome, and impacts, and complying with the established procedures.

3.2.1 National Level

The OPMCM, the NPC and the MOF will carry out M&E functions at the national level. In addition, the Office of the Auditor General (OAG), the NVC, and the FCGO also should monitor and evaluate as required by different acts and bylaws of the country.

Office of the Auditor General: The OAG has been performing final audit of all government agencies to examine whether or not the allocations made to these agencies by the national budget have been spent in compliance with existing legal provisions as well as in an economical, efficient, effective, and justified way. It has been working by establishing a separate directorate to conduct performance audits of selected offices every year. Performance audits can be construed as a form of evaluation.

Office of the Prime Minister and Council of Ministers: Article 38 of Governance (Management and Operation) Act, 2064 has made provision of a Central Monitoring and Evaluation Committee headed by the Chief Secretary of government. It is tasked with monitoring and evaluation so as to transform the administrative apparatus into a true service provider by improving the effectiveness of public services and facilities and ensuring that the authorized office bearers are carrying out their responsibilities effectively performing at an acceptable level of quality.

National Planning Commission: The NPC carries out monitoring of outcomes and results of periodic plans, development policies, Millennium Development Goals, South Asian Association of Regional Cooperation (SAARC) Development Goals, Poverty Alleviation and other important sectoral policies, programmes, projects, and also conducts impact evaluations.

Ministry of Finance: The MOF monitors and evaluates policies and programmes that are part of budget speech. It also undertakes M&E of the extent to which conditions built in foreign aided programme/projects are complied with, along with the status of release, and overall implementation of budget.

National Vigilance Center: Since fiscal year 2004/2005 the NVC has been conducting technical audits of public works. Such audit involves the technical investigation and analysis of cost estimate, design features, technology and material used with a view to identify the gaps and lapses in the construction process and to initiate timely corrective actions. Every year it selects a few infrastructure projects to conduct technical audit.

Financial Comptroller General Office: The FCGO conducts Public Expenditure Tracking Surveys with an objective to get information on whether budget and programme are reaching to the relevant agencies on time and to track the course of budget and authorization down to the

frontline implementors so as to analyze the reasons in cases of unreasonable delays or obstructions and initiate timely measures to resolve the problems. While tracking expenditure, the FCGO also examines whether the concerned offices or service centers are delivering the outputs or services from the received budget. The DTCO conducts internal audits to ascertain that the public agencies are spending their budget in accordance with the prevailing acts, regulations, and circulars.

3.2.2 Ministry/Department/Regional Level

Monitoring and evaluation at the level of ministries, departments and regions will be undertaken by the respective ministry and department and regional offices of sectoral ministries. Department and regional office level should monitor and evaluate inputs, implementation process, outputs, and outcomes of programme/project. Regional Offices or Directorates need to conduct regular monitoring and evaluation of programmes/projects falling under their jurisdiction.

The Regional Administration offices submit reports to OPMCM and the NPC after carrying out M&E of development activities under their jurisdiction. The NPC will make available necessary directives and budget to Regional Administration Offices to improve their M&E function.

3.2.3 District Level

There is a provision of Supervision and Monitoring Committee for M&E of district level development projects. This committee monitors district level development projects and the extent of progress achieved vis a vis set targets. It is done by preparing operation calendar on the basis of assessments of estimated and actual allocations as well as tasks at hand to be accomplished. District level line agencies should regularly monitor projects under implementation based on identified indicators.

Pursuant to Article 210 of Local Self-Governance Act, 1998 a Supervision and Monitoring Committee is formed in the district that is chaired by member of parliament which is altered every year based on alphabetical order. The committee is entrusted with responsibility of monitoring district level programmes/projects. Rule 202 of Local Self-Governance Regulations has made provision for the regular monitoring of district level programmes/projects by constituting a Supervision Evaluation Sub-committee under the coordinatorship of Vice-Chair of District Development Committee.

M&E at the level of programme or project will be carried out by the concerned programme/project implementing offices. Project level should monitor the mobilization and use of resources, implementation process and outputs.

To ensure regular monitoring of development plans, programmes and projects at local level and to make monitoring and progress review process more systematic and result-oriented district planning, monitoring and analysis system (DPMAS) will be institutionalized. For this purpose, necessary capacity building support will be provided by the NPC and Ministry of Federal Affairs and Local Development.

3.3 Institutional Arrangements

To ensure that the programmes/projects are completed within the stipulated budget and timeframe, and that they are producing the intended benefits, it is necessary that the problems being encountered be identified and sorted out on time. For that purpose, there are institutional mechanisms put in place at national, sectoral, and district levels. They are briefly introduced in the following paragraphs.

3.3.1 National Development Action Committee (NDAC):

This is the highest level committee invested with the responsibility to monitor and evaluate development plans, policies, programmes/projects on regular basis. The composition of the committee is as follows:

1. Prime Minister	Chairperson
2. Ministers	Member
3. State Ministers	Member
4. Vice Chair, NPC	Member
5. Assistant Ministers	Member
6. Chief Secretary	Member
7. Members, NPC	Member
8. Secretary, NPC	Member-Secretary
9. Relevant other dignitaries	Invitees

Functions of NDAC

- Review the implementation of programmes/projects under various ministries
- Take appropriate decisions to resolve the problems that could not be sorted out at MDAC
- Resolve the problems related with inter-ministerial coordination encountered at the level of project implementation and other problems related with policy and legislations
- Undertake studies and evaluations on the problems that are common at the level of programme/project implementation, and take policy decisions for lasting solutions based on recommendations.

The schedule of NDAC is in table 16.

Table 16
Schedule of National Development Action Committee Meeting

Time	Agenda
First week of January	Progress status of the first trimester
First week of May	Progress status of the second trimester
First week of September	Progress status of the third trimester as well as that of the previous fiscal year

Apart from the above schedule NDAC meeting can be called at any time if deemed necessary. Monitoring and Evaluation Division of the National Planning Commission Secretariat (NPCS) provides secretariat services to the committee.

Preparation of NDAC Meeting

- Relevant divisions/sections of the NPC process the progress reports received from the relevant ministries (as per NPC ME form no. 3) and report to M&E Division after preparing description (based on NPC ME form no. 8).
- The M&E Division compiles the progress report on the previous decisions taken by the NDAC and prepares the list of problems to be submitted to committee meeting.
- Prepare an integrated account drawing on the descriptions prepared by different divisions/sections (NPC ME form no. 8) and prepare an action plan along with proposed appropriate measures to resolve identified problems.
- The M&E Division will be responsible for communicating NDAC decisions to all relevant ministries/agencies for implementation, monitor progress in their execution, and prepare a review report.
- After the preparation of the integrated account, Vice-chair of the NPC will contact the Prime Minister to fix the date and time of meeting. The agenda of the meeting and other issues to be discussed in the meeting will be decided by the meeting of the NPC.

3.3.2 NDAC Sub-committee

To systematize entire monitoring and evaluation function through coordination and to provide necessary guidance in the process, a National Development Action Sub-committee will be constituted. Its composition will be as follows:

1. Vice Chair, NPC	Chairperson
2. NPC Member, Responsible for Monitoring and Evaluation	Member
3. Secretary, Office of the Prime Minister and Council of Ministers	Member
4. Secretary, Ministry of Finance	Member
5. Secretary, Ministry of General Administration	Member
6. Financial Comptroller General, FCGO	Member
7. Secretary, NPCCS	Member
8. Secretary, Relevant Ministries	Member
9. Heads of Relevant Departments	Member
10. Joint Secretary, Monitoring and Division, NPCCS	Member-Secretary

Functions of the NDAC Sub-Committee

- To discuss and analyze the problems and issues forwarded by ministries to NDAC and prepare appropriate recommendations for solution.
- To identify programmes and projects that are problematic and demand for special monitoring provision and provide directives to expedite their implementation.
- To provide necessary guidance establishing inter-agency coordination for conducting poverty surveys, data collection, analysis and preparation of national reports.

- To recommend every year the potential programmes and projects to the NPCS and other concerned ministries for conducting impact evaluation.
- To ensure necessary coordination on issues related with monitoring and evaluation, and provide guidance.

The meeting of the sub-committee will take place once in every trimester preceding the NDAC meeting. In the meeting of sub-committee other relevant officials will be invited as and when required.

3.3.3 Ministerial Development Action Committee (MDAC)

To undertake monitoring and evaluation of development plans, policies, programmes and projects on a regular basis, a MDAC will be constituted in the implementing ministries. The composition of the committee will be as follows:

1. Minister/Minister of State	Chairperson
2. Relevant member of NPC	Member
3. Secretary	Member
4. Representative, Ministry of Finance	Member
5. Representative, Ministry of General Administration	Member
6. Representative, M&E Division, NPCS	Member
7. Representative, Relevant Division, NPCS	Member
8. Chiefs of Relevant Departments	Member
9. Chief, Planning Division	Member
10. Chief, Monitoring and Evaluation Division	Member-Secretary
11. Officials from Concerned Project	Invitees

Functions of the MDAC

- To organize meetings on quarterly basis to review implementation status of projects as well as to discuss and resolve the problems that could not be sorted out at the project level.
- To submit the problems encountered in the implementation of programme/project that could not be resolved at MDAC level to NDAC for solution.

The schedule of MDAC is in table No.17.

Table 17
Schedule of MDAC Meetings

Time	Agenda
Third week of December	Progress review of first trimester and discussion on problems
Third week of April	Progress review of second trimester and discussion on problems
Third week of August	Annual Review of targets and progress of previous year

Apart from the scheduled meetings, the committee can meet any time as required to discuss and sort out the problems encountered by programme/project.

Preparation for MDAC Meetings

- Receive annual/quarterly progress report of programmes/projects being implemented under the ministry (as per NPC ME form no.2).
- Fill up NPC ME form no.3 by drawing on the information of NPC ME form no.2.
- Distribute completed NPC ME form no. 3 to all members three days ahead of the MDAC meeting.
- Act proactively to ensure the presence of all members at the MDAC meeting.
- Prepare presentation on the progress status of decisions made in previous meetings along with the progress of the period under review (annual and/or trimester basis) against the targets.
- Ensure compulsory presence of chiefs of the agencies responsible for programme/project implementation.
- Prepare the list of problems encountered by projects in the implementation process.
- Prepare action plan with alternative solutions for the problems being faced.
- Focus discussion on the solution of problems confronted and avoiding them in future.
- Make sure that decisions of meeting are available to all members.
- Make the M&E Division/Section responsible for the implementation of decisions and preparing progress report.

3.3.4 The MDAC Sub-Committee

A MDAC Sub-Committee will be established in all relevant ministries to help make the functioning of MDAC effective and systematic by analyzing the problems faced in the implementation of development programmes/projects under the ministry and identifying potential solutions. The composition of the Sub-Committee will be as follows:

1. Secretary, concerned ministry	Coordinator
2. Joint Secretary, M&E Division	Member
3. Chiefs, concerned departments	Member
4. Chiefs, concerned programmes/projects	Member
5. Chief, Monitoring and Evaluation Section	Member-Secretary

Functions of the MDAC Sub-Committee

The MDAC Sub-Committee will perform following functions:

- To discuss and analyze the problems that could not be sorted out at the project or department levels that were submitted to MDAC for solutions, prepare and propose alternative measures for their solutions.
- To identify programmes and projects that are problematic and in need of closer monitoring, prepare recommendations for expediting implementation.
- To coordinate and systematize monitoring and evaluation function within the ministry.

The meeting of the Sub-Committee will be held in every two months or more, and if necessary other officials can be invited to participate.

3.3.5 Monitoring and Evaluation Related Agencies

To conduct the business of monitoring and evaluation in a more systematic way, M&E divisions and sections are established in the OPMCM, the NPC, line ministries and departments.

(A) Office of the Prime Minister and Council of Ministers

The Planning and Monitoring Section of the OPMCM is assigned with a number of functions including monitoring and evaluation of annual, medium-term and long-term policies of the government. It is also given the task of developing indicators of government policies and programmes; developing and implementing standard operating procedures; performing policy auditing in coordination and collaboration with the NPC and concerned ministries, and conducting impact studies of policy implementation. Similarly, its job includes the submission of reports based on the monitoring and evaluation of annual and periodic plans, programmes and projects; monitoring of the implementation status of policies and programmes approved by the cabinet; and giving priorities to government's priority programmes and projects in monitoring and evaluation.

(B) National Planning Commission

1. M&E Division: The NPC houses a M&E Division which has following functions:

- Work to institutionalize and strengthen the overall system of monitoring and evaluation of development programmes/projects and PMAS to develop and run information systems; to build capacity of human resources in the field; to conduct field monitoring of some important projects and targeted programmes; to carry out impact evaluation of policies, programmes/projects selected by the NPC and to organize the meetings of NDAC.
- Prepare summaries of field visit reports and other reports received in the Division, submit them to the Vice Chair and prepare a synthesized annual report.
- Participate in the MDAC meetings.

2. Sectoral Divisions of the NPC

- Sectoral divisions should conduct field inspection of programmes and projects, should represent in MDAC, organize discussions with project in-charge and appraise new project proposals.
- Make policy, programme/project-related studies or evaluation reports of the sectoral ministry/agency available to M&E Division.

3. Other Arrangements

- The Vice Chairman, Members and Member-Secretary of the NPC quite often organize meetings with officials of various programmes and projects, particularly those encountering problems in implementation, conduct field visits and give instructions for resolving the problems.

- The officials of the NPC and its secretariat have to submit their field visit reports to the Commission in the prescribed format. One copy of such report should be made available to M&E Division. The M&E division will send to the concerned agency and monitor the report for necessary actions.
- The NPC can evaluate or cause to evaluate any public sector programme or project through independent third parties. Such monitoring and evaluation should be included in its annual programmes.
- Divisions looking after sectoral ministries have to make available annual M&E action plans of the ministry to M&E Division within one month of the start of each new fiscal year. Based on these sectoral action plans, the M&E Division should prepare an integrated national annual plan for M&E within next one month. The M&E action plan thus prepared should be submitted to the meeting of the NPC and get endorsed not later than 30th of September.
- Sectoral ministries or agencies should make sure that the trimester/annual reports of development programmes are prepared complying with the formats prescribed by M&E guidelines issued by the NPC and forwarded to the sectoral division of the Commission within one month of the completion of each trimester. Similarly, complete progress report of P1 projects along with the description of the problems to be submitted to NDAC for solutions should be made available to the M&E division of the NPC.
- The sectoral divisions of the NPC should fill up progress report of various development programmes based on data and information received from the ministry within seven days and forward to the monitoring and evaluation division. The M&E Division, NPC in turn should prepare a complete integrated progress report and submit to the Vice Chairman within seven days of receipt of sectoral reports.
- If the policy, programme and budget speech assigns specific responsibility or the government assigns other tasks by special decision such as monitoring and evaluation of programmes and projects of national importance, the NPC will carry out it accordingly.
- The M&E Division, NPC will prepare an annual report of monitoring and evaluation conducted by the NPC within three months of the completion of fiscal year and will submit it to the Commission and publish it, if so decided by the Commission.

C. Ministry of Finance

The M&E Division in the MOF plans to conduct monitoring and evaluation of broad-based economic growth brought about by fiscal and economic management. Within the premise of that vision it has undertaken a number of functions such as assessment of revenue policy, monitoring and evaluation of recurrent and capital expenditures, improving economic indicators through analysis, improvement of effectiveness in foreign aid mobilization by reviewing the status of expenditure in foreign aided projects, and conducting management audit of public enterprises.

The MOF has been coordinating annual review meetings of the Nepal Portfolio Performance Review (NPPR), where representatives of different agencies of the GON and key development partners in Nepal are working together. In the annual review of NPPR, main activities are

identified and endorsed through the government under the theme of national priority. The activities are jointly monitored and reviewed.

(D) Monitoring and Evaluation Divisions/Sections of Line Ministries

There are M&E Divisions and Sections in various sectoral ministries. Some of the ministries have Planning, M&E Sections. The tasks of the M&E Division/Sections within ministries are as follows:

1. Prepare M&E plans as per Annex 5, updated annually and conduct or cause to conduct monitoring and evaluation based on the plan.
2. Require agencies to carry out regular monitoring of projects, receive progress reports, and update and document such progress reports. Forward progress report to the NPC.
3. Monitor and evaluate projects being implemented under the ministry on regular basis and initiate prompt corrective actions.
4. Submit problems or issues to MDAC for solution and act promptly on decision.
5. Forward problems and issues that need the intervention of NPC or NDAC to respective divisions of the NPC.
6. Conduct regular monitoring and evaluation as prescribed by the guidelines of the NPC and submit progress report on regular basis.
7. Carry out third party evaluation of completed or ongoing projects as necessary, and if some programmes or projects need to be evaluated by the NPC, submit to it after selection.

Part IV

Monitoring and Evaluation Report, Analysis and Feedback

Monitoring and evaluation reports are prepared at different intervals to measure the implementation statuses of programmes and projects as well as to ensure that a project is completed and results achieved within stipulated timeframe. During implementation and formative phases, the project chief should prepare monthly, trimester and annual reports focusing on inputs, process, and activities to be submitted to higher level agencies. Similarly, concerned sectoral ministries should submit monitoring and progress reports to the NPC after carrying out regular monitoring of programmes and projects. In addition, periodic evaluation should be carried out focusing on relevance, effectiveness, efficiency, impact and sustainability of programmes and projects. The reports should then be prepared and submitted to the NPC. This chapter discusses the progress reports and other forms to be prepared as part of M&E process.

4.1 Monitoring and Evaluation Forms

Different forms have been developed to make M&E reports user friendly and informative as well as to ensure that all concerned agencies report uniformly to higher levels on time. These forms simplify the monitoring of inputs invested into project and the outputs produced thereof. The samples of such forms and information on their use are given in Annex-7. The Annual Development Programme and Progress Report Forms are also included in the Budget Formulation Guidelines issued by the Ministry of Finance. M&E forms are divided in two types focusing on formative phase and reporting phase.

Formative Phase/Implementation Phase Forms

1. Project Proposal Form for a new project
2. Annual Development Programme Form
3. Project Duration Extension Form
4. District wise Budget Allocation Form for district level Programmes/Projects

Programme/Project Monitoring and Evaluation Report Forms

1. Trimester/Annual Progress Report Form of Development Programme/Project
2. Overall Trimester/Annual Progress Report Form of Development Programme/Project
3. Basic Statistics and Status Update Form of Development Programme/Project
4. Monthly Progress Report Form for Development Programme/Project
5. Trimester/Annual Progress Report Form for Sub-Projects of Programme/Project
6. Integrated Progress and Problem Reporting Form to be submitted to NDAC
7. Development Programme/Project site Inspection Form

4.2 Rationale, Use and Time Schedule of Monitoring Forms

The rationale, use and time schedule of monitoring forms are presented in the following table.

Table 18
Monitoring Forms

Form No.	Title of Form	Rationale/ Responsible Agency	Time Schedule
Budget Form No.6.04.01 and 02 NPC (ME) Form No. 1	Annual Development Programme	To translate all activities mentioned in the approved programme/projects in practice through annual programmes or project offices fill up the form and report to higher levels and sectoral ministries forward it to NPCCS after examining them.	Twice (1. Annual programme discussions in April, and 2. For approval of the programme of work plan in July)
Budget Form No.6.04.05 NPC (ME) Form No. 2	Trimester/ Annual Progress Report	Collecting information on project performance against targets and problems encountered in implementation so as to present at MDAC prepared by programme/project office and reported to higher levels and finally to NPCCS through sectoral ministry.	Within 7 days after the end of every trimester or a year.
NPC (ME) Form No. 3	Overall Trimester/ Annual Progress Report of Priority One (P1) Projects	Prepare integrated report of priority one (P1) programme to present at NDAC prepared by sectoral ministries and forwarded to NPCCS.	Within a month after the end of every trimester or fiscal year.
NPC (ME) Form No. 4	Basic Statistics and Status Update Form of Project/ Programme	Prepare and update basic statistics of project prepared by project office and reported to department/ministry and finally to NPCCS.	Within 7 days after the end of the fiscal year by project office and within one month by the ministry.
NPC (ME) Form No. 5	Monthly Progress Report	Prepare implementation status report of programme/project under intensive monitoring to present in review meeting; prepared by project office and reported to ministry and to NPCCS.	Within 7 days after the end of month by project office and within two weeks by ministry.
NPC (ME) Form No. 6	Trimester/Annual Progress Report of Priority One (P1) Projects	Prepare integrated progress report of programme/project; prepared and forwarded to NPCCS by ministries attaching Form No.3.	Within 7 days after the end of the trimester/ fiscal year by project office and within four weeks by ministries.

Form No.	Title of Form	Rationale/ Responsible Agency	Time Schedule
NPC (ME) Form No. 7	District-wise Budget Allocation Form for district level Programmes/Projects	Prepare Annual Programme by synthesizing information from district level programme/project and budget; prepared by ministries and reported to NPC.	At the time of preparation of district level annual programme and of approving trimester division of work plan.
NPC (ME) Form No. 8	Trimester/Annual Progress Report of Priority One (P1) Projects including problems and efforts made to resolve them	Prepare report to submit to NDAC; prepared by the relevant divisions/ sections of NPC and forwarded to Monitoring and Evaluation Division.	Within one month after the end of the trimester/ fiscal year.
NPC (ME) Form No. 9	Project Proposal Form for a new project	Facilitate decision making during project approval by collecting information on inputs, outputs and other relevant issues; prepared by ministries and forwarded to NPC.	While requesting approval of new project to NPC.
NPC (ME) Form No. 10	Form to be used while requesting the extension of Project duration	Justify project extension/filled up by ministries and reported to NPC.	While requesting approval of project extension.
NPC (ME) Form No. 11	Programme/Project site Inspection Form	Provide information about project performance; prepared by the official inspecting any project and report to the respective office.	After every field inspection visits.

The above-mentioned forms should be used to make the reports uniform, and simple and make the task easier in the analysis.

4.3 Monitoring and Evaluation of Indicators

Project offices should continuously monitor the input, activity and output level indicators defined in the logical framework and annual development programmes and report to concerned ministry after updating them. Ministries should integrate the progress made against indicators and report to the NPC along with review within the stipulated timeframe. Similarly, concerned agencies should measure the outcome and impact level indicators by employing survey or other various methods.

4.4 Monitoring and Evaluation Report

M&E reports should be prepared at different phases of implementation and submitted to the concerned agencies on time along with recommendations. Monitoring reports are useful during implementation phase to initiate corrective measures and at other times to design similar projects in future.

4.4.1 Monitoring Reports

While preparing monthly, trimester and annual monitoring reports of a project, performance, physical and financial progress and elapsed time should be compared with the targets/plans. In addition, analysis of problems encountered in the implementation processes and the measures taken to resolve them should also be discussed. Similarly, indicators defined in the logical framework should be measured and the assumptions and risk aspects analyzed while undertaking monitoring. Concrete recommendations should be included in such reports based on the result of analysis of the performance of project towards accomplishing targeted activities and the measures that are likely to help produce intended outputs.

4.4.2 Evaluation Reports

Reports of ex-ante evaluation, baseline survey, on-going evaluation, final evaluation, and impact evaluation carried out by third parties should be received within stipulated time by ensuring that they are prepared in accordance with the TOR, including all predetermined attributes. The evaluation reports prepared by the NPC and line ministries should also abide by the format prescribed in this Guideline.

4.5 Analysis and Utilization of M&E Reports

Programme/project management or higher level agencies receiving reports should mull over the data, information, problems faced, and likely solutions as suggested by the reports and decide whether they can initiate measures on their own or through involvement of other agencies to resolve problems.

Similarly, arrangements should be made to implement appropriate findings and recommendations of evaluation reports. While implementing them, it is necessary to analyze and arrange the cost, technology, and other infrastructure required. The summary of recommendations obtained through the M&E reports should be used by the management at relevant levels to improve policy design and decision making process. The reports and recommendations can be utilized in the following situations.

1. **Trimester/Annual Progress Report** should be used to know the actual status of progress against its target in stipulated time period. And they should also be used in performance evaluation of relevant employees or in taking decisions on career opportunities as well as reward and punishment of staff.
2. **Basic Statistics and Status Updating Form** should be used for stocktaking on the current situation while formulating periodic plans, annual development programmes, and budgets.
3. **Field Visit Report** can be used to initiate corrective measures to improve the effectiveness of project implementation.
4. **Evaluation Report** can be used to improve the performance of an ongoing programme/project as well as to improve the design of future project or to make decision on project extension or up-scaling.

5. **Monthly Report** can be used to inform the higher level agencies on the performance of project on regular basis
6. **Development Partners' Reports** can be used during the discussions with development partners and other stakeholders as well as in decision making processes.
7. **Other Information and Reports**, for instance, information obtained through mass media can be used to improve governance and performance of relevant agencies.

4.6 Dissemination and Communication of M&E Reports

M&E reports should be disseminated by the following procedures:

- By posting on the website of concerned ministry or agency.
- By organizing meetings, interaction programmes or workshops to deliberate on monitoring and evaluation reports, and to inform all concerned stakeholders.
- By submitting important accounts, data, information, or reports to the decision making agencies such as the NPC, the OPMCM and the MOF.

4.7 Implementation Action Plan of Evaluation

It is necessary to ensure development outcomes by properly using the results and recommendations obtained from the evaluation of development plans, policies, and programmes/projects. Similarly, evaluation action plans should be prepared along with the estimate of required resources to implement the recommendations of third party evaluations based on their instrumentality.

All recommendation sand findings of evaluations may not be implementable as they are. Some of them may require immediate action. Accordingly, to implement the recommendations of an evaluation, the concerned agency should prepare a management response and action plan and regularly keep tracking of implementation. Management Response and Action Plan should give consideration to the following aspects:

- **Main recommendations and issues:** Whether the issues are relevant and acceptable.
- **Key measures:** What are the key measures recommended? Who are the potential partners in implementation?
- **Implementation of recommended measures:** Which are the responsible agencies? What are the timelines for implementation?

Table 19
Structure of Evaluation Action Plan
 (Also related to No. 2.8)

Title of Programme/Project:

Type of Report:

Recommendations	Major Tasks	Timelines	Responsible	Resources	Monitoring Agency
1	2	3	4	5	6
1	1.1				
	1.2				
2.	2.1				
	2.2				

Evaluation Action Plan as depicted in Table 19 can be prepared with the help of following tips:

- Type of reports may include ex-ante evaluation, ongoing evaluation, performance evaluation, impact evaluation, or cost-effectiveness assessment.
- In the column (1) key recommendations of evaluations are mentioned sequentially.
- Column (2) contains the major tasks recommended for implementation.
- Column (3) consists of the timelines for accomplishing the major tasks.
- Column (4) indicates the agencies responsible for carrying out the major tasks.
- Column (5) indicates the resources that are needed to accomplish the tasks.
- Column (6) designates the agency for monitoring the progress or performance of the agencies responsible for implementation.

4.8 Monitoring and Evaluation Feedback

The mechanisms and processes for feeding back the data, information, or descriptions obtained from monitoring, and those for communication and utilization of evaluation reports should be as follows:

- The monitoring individual or agency should report the important data, information, or description obtained from monitoring or evaluation to the concerned agency.
- Management at different levels should dwell on the information and recommendations contained in the report and implement appropriate recommendations.
- If the implementation of recommendations has to be carried out by another agency, it should be forwarded to the relevant agency for necessary action.
- Important measures or recommendations of high priority that are derived from M&E reports should be implemented by immediately preparing an implementation action plan.

4.9 Role of Head of the Agency in Monitoring and Evaluation

The policymakers or the head of the agencies should accept the results and recommendations of M&E reports as feedback. Heads of the agencies can play an important role in adopting the recommendations of M&E reports. They also can influence the decisions with regard to additional resources required as well as modifications to programmes or strategies. They can also play a key role in mobilizing necessary resources and by raising the morale of the human resources involved so as to make the M&E function more systematic and effective.

Part V

Transparency, Social Responsibility and Accountability

Plans, policies, programmes and projects are formulated and implemented by the state to bring about improvements in the lives of its citizens. These programmes and projects should be monitored on regular basis and evaluated at different stages. It helps make transparent the outputs, outcomes, and impacts produced in the lives of citizens by the inputs invested in programme/project. The social responsibility of concerned agency requires that it keeps the public informed on the realities about the programmes and projects which are meant to deliver goods and services to the common people. It is an essential part of their duty to provide information about the programme, its operation, or any other issues surrounding it when sought by the agencies and individuals concerned.

Provisions ranging from parliamentary committees to public hearings have been made to ensure that all the stakeholders are informed about the activities and outputs of various programmes/projects in which public agencies are engaged, and make them fulfill their social responsibilities. The following section gives a brief account of the role played by different agencies and mechanisms in the process.

5.1 Parliamentary Committee

A number of thematic committees have been formed within Legislative Parliament to conduct monitoring and evaluation of the government functions/activities in order to ensure that the social responsibility is properly carried out, to hold government accountable to parliament, and to provide suggestions and directives. These committees also deliberate over the reports submitted by various agencies under the executive branch of government and provide appropriate suggestions and directives. The implementing agencies are required to adopt these suggestions and directives. While keeping themselves within their respective jurisdictions, each of these sectoral committees performs following functions:

- Evaluating the status of policy/programme implementation, mobilization and management of resources as well as similar other activities undertaken by ministries, departments, and their field offices, and to provide guidance and instructions;
- Looking into the revenue and expenditure estimates of ministries, departments, and their field offices along with the methods of preparing annual estimates, underlying assumptions and policies, and providing necessary directives for alternative policies and methods to improve efficiency and effectiveness;
- Conducting monitoring initiatives, evaluations, and commissioning studies to investigate whether or to what extent public assets/property in relevant sectoral agencies have been misused or misappropriated, and issuing necessary instructions for improvement;
- Holding deliberations on the actions and activities undertaken by the government in compliance with prevailing legislations and bylaws, and issuing necessary instructions;
- Monitor the implementation of suggestions incorporated into reports from different commissions/committees instituted by the government, carry out investigations on a given issue/subject, and provide necessary opinions, suggestions, and directives as appropriate;

5.2 Monitoring and Evaluation Committee

Pursuant to Article 38 of Governance (Management and Operation) Act, 2064 (which was enacted with an objective to make the public administration people-oriented, accountable, transparent, inclusive and participatory), and Rules 26, 27, 28, and 29 of Governance (Management and Operation) Regulations, 2065 provisions have been made for central, regional, district, and ministry level M&E committees. The Chief Secretary of the government is designated as the coordinator of Central Monitoring and Evaluation Committee, whereas the secretary of the ministry/commission/agency concerned is designated as the coordinator of M&E Unit. Similarly, Regional Administrators and Chief District Officers are designated as the coordinators of M&E committees at their respective levels.

The Central Monitoring and Evaluation Committee, with Chief Secretary of GON as its coordinator, comprises the following officials:

Chief Secretary, Office of the Prime Minister and Council of Ministers	Coordinator
Secretary, Ministry of Home Affairs	Member
Secretary, Commission for Investigation of Abuse of Authority	Member
Secretary, Ministry of Finance	Member
Secretary, Ministry of General Administration	Member
Secretary, National Planning Commission Secretariat	Member
Chief, National Vigilance Center	Member
Secretary, OPMCM (Development Works and Coordination)	Member-Secretary

5.3 Social Responsibility and Accountability

The main objective of M&E is to bring about positive impacts in the lives of common people by implementing public plans, policies, programmes, and projects in an effective, efficient, and sustainable manner. It is through public agencies that the government executes various programmes/projects to deliver goods and services to the people. Social responsibility is meant to ascertain that these goods and services are properly delivered to the citizens, to make stakeholders aware of the provisions and activities being launched as well as of duties and responsibilities of office bearers and stakeholders so as to steer development endeavours sustainably. In this process beneficiaries need to be engaged directly in all stages of project management, from inputs through activities and outputs to outcomes, by implementing the programmes and projects in a transparent way. While delivering services or carrying out development works through the public agencies it is necessary to use regularly the mechanisms of public audit, social audit, and public hearing for ensuring social responsibility and accountability.

5.3.1 Public Audit

Public audits are organized to inform the stakeholders about the goals, objectives, and budget as well as the results, outputs, and expenditure of plans, policies, programmes, and projects executed by public agencies. It also engages stakeholders in the appraisal and evaluation of their performance.

They are organized to publicly inform the stakeholders about the programmes and projects implemented by public agencies along with the total budget invested, tasks and activities completed, and achievements accomplished.

Public audits should be performed of the various development activities carried out by government agencies, local bodies, non-government organizations and communities with an objective to improve service delivery by making the process swift, smart, transparent, and efficient. They are accomplished by enlisting direct participation and engagement of beneficiaries, and with the help of a competent facilitator. It helps promote transparency, people's participation, and good governance. To conduct public audit following procedures are to be carried out.

- Inform stakeholders about the date and time of the social audit;
- Send invitation to office bearers of the user groups of relevant programme/project, local representatives of people and civil societies;
- Prepare details of programme or project to be audited publicly;
- Registration of all participants;
- Inform participants about the objectives of the programme, methods to be employed in event management, time available, and code of conduct to be abided by;
- Documentation of the deliberations taking place among the participants;
- The facilitator conducting the public audit should prepare a report documenting all proceedings including complaints, grievances, comments, reactions, and suggestions to be submitted to the agency concerned; and
- Initiate necessary actions based on public audit reports, and by making it public.

5.3.2 Public Hearing

Public hearings are events organized to bring stakeholders, common citizens, and officials of public agencies face to face to hold open and frank discussions on a matter of public concern in an open public place.

Public hearings are performed in order to: establish a two way dialogue between public agencies and citizens; engage people constructively in development process; improve the quality and effectiveness of development works and service delivery through transparency; and to develop a culture of accountability amongst public officials.

The concerned agency procures the service of a qualified facilitator who facilitates the discussions in presence of the officials from public agencies, beneficiaries, common people, journalists, and other participants in a public place. S/he also handles question answers and documents the proceedings of the entire event.

During such hearings, the beneficiaries or service users can frankly express their grievances or discriminations suffered by them due to the actions of public agencies in front of the relevant officials. This can be instrumental in making public services more people-oriented, transparent, and prompt, as well as reducing the distance between the public agencies and service users. To conduct public hearings the following procedures are to be carried out:

- Prepare an account by reviewing the commitments made in previous public hearing;
- Collect information by using the tools of Citizen Report Card and Exit Poll at least 15 days before the event;
- Dispatch invitations to common citizens engaged in preparing Citizen Report Card and Exit Poll to participate in the hearing;
- Procure the service of a qualified facilitator to manage the event;
- Issue public notice informing people of the date, time, and place of public hearing;
- Invite representatives of various organizations, journalists and common people;
- Designate the official to answer the questions likely to be raised;
- Review the public hearing programme after its closing;
- Receive the public hearing report from the facilitator; and
- Make arrangements to disseminate information about public hearing.

Provisions made in Rule 19 of Governance (Management and Operation) Regulations, 2065 with regard to Public Hearing is as follows;

1. Public hearings should be organized at least once every trimester and in the process the service users and common people should be informed about the actions initiated and efforts made to realize the commitments made in previous hearings.
2. Following issues may be included in public hearing, among others:
 - Informing service users/beneficiaries about the goods and services provided by the office concerned;
 - Problems, grievances, or petitions related with the office concerned;
 - Informing stakeholders or other interested participants the details of the plan, programme, projects, and budget of the office concerned for the current fiscal year;
 - Evaluation of the positive and negative impact produced by the programme implemented by the agency;
 - Progress and achievements on issues raised in previous hearings;
 - Other relevant issues.

5.3.3 Social Audit

Social auditing is a process in which the entire activities and performance of a service delivery agency is examined and assessed with the direct involvement and participation of stakeholders, and is concluded with a report. The underlying assumption is that the stakeholders should be fully informed and directly involved in all activities of public service delivery.

Social audits are important tools to develop ownership of stakeholders on the activities of public agencies; make maximum use of available resources; improve transparency, promote the culture of accountability and address the problems and issues surrounding service delivery including people grievances.

Social audits should be carried out by procuring the service of a qualified social auditor in the presence of all stakeholders so as to assess the social responsibility of a public agency as well as its efforts and performance towards fulfilling its obligations.

Social audits are useful for retrieving information on whether or to what extent the investment made by the state to deliver goods and services to its citizens has succeeded in having a positive impact on the lives of its citizens, as well as to identify the areas of improvement in future. To conduct social audits, the following procedures are to be carried out.

- Contract a specialist as a social auditor who is in no ways related to the project office or local bodies;
- Furnish social auditor with information related with policies, laws, directives, annual programmes, description of achievements, progress reports and others;
- Arrange field visits, stakeholder meetings, and consultations for the social auditor;
- Auditor prepares or causes to prepare report based on study, analysis assessment of data and information drawn from various reports, descriptions, discussions, question answers, and other sources;
- Dispatch invitation to all stakeholders to participate in social audit report presentation programme;
- Make arrangements to ensure the presence of maximum number of stakeholders
- Presentation of report by social auditor;
- Open the floor for discussions, comments, observations and provide equal opportunity for all to participate;
- Note down the ideas and opinions of the discussants;
- Social auditor incorporates the ideas and opinions of participants into the final report
- Receive final report from the social audit;
- Make final report public.

5.4 Provisions for the Promotion of Social Responsibility and Accountability

- Every service delivery organization required to undertake public audit once a year by involving independent individual or agency.
- The NPC is to conduct a public audit, social audit and public hearing of selected projects and service delivery organizations every year.
- The service of a third party may be procured for such audits and hearings.

Part VI Miscellaneous

6.1 Uniformity in Monitoring Forms and Report

Duplications currently existing in monitoring of development activities will be avoided by consolidating and harmonizing monitoring and reporting forms and systems.

Nevertheless, relevant ministries may use different forms as required for documentation of particulars related to governance or financial affairs.

6.2 Provision of Budget for Implementation of Monitoring Plan

Ministries and other agencies responsible for conducting M&E should prepare monitoring plans and make provision for resources necessary for its implementation in their annual budget.

6.3 Representation

It is mandatory for representatives of different ministries or agencies to participate in M&E committee meetings.

6.4 Development of Human Resources

Knowledge, skill, and competence of human resources involved in M&E should be developed by making provision for an adequate budget in annual programme. The NPC will support ministries to improve capacity of their central level human resources in matters of M&E. Ministries will make provision for capacity building of their staff at department and local levels.

6.5 Incorporate Appropriate Methods and Tools

Appropriate new and innovative methods and tools can be incorporated into the M&E system so as to make it more systematic and effective.

6.6 Use of Information and Communication Technology (ICT)

Information and communication technologies will be employed progressively to develop devices and networks so as to make M&E function more systematic, smart and swift, and to enable it to communicate basic information as well as progress reports through its application.

6.7 Unified Guidelines and Repeal of Existing Guidelines

The guidelines issued by the NPC, such as the Poverty Monitoring and Analysis System, (PMAS), Monitoring and Evaluation related forms and formats 2066 (Pink Book), and Results Based Monitoring and Evaluation (RBME) Guidelines 2067 (2010) are compiled and integrated into this guideline. After the presentation of this guideline, those three guidelines will automatically be repealed.

Annex 1:
(Related to No. 1.1)

Name of Interacted Ministry/Agencies

S. No.	Ministry/Agency	Date
1.	National Planning Commission	069.4.7
2.	Ministry of Irrigation	069.4.23
3.	Ministry of Urban Development	069.4.24
4.	Ministry of Energy	069.4.24
5.	Ministry of Education	069.4.26
6.	Ministry of Physical Infrastructure and Transport	069.4.28
7.	Ministry of Federal Affairs and Local Development	069.4.29
8.	Ministry of Agriculture Development	069.4.30
9.	Ministry of Health and Population	069.4.31
10.	Ministry of Science Technology and Environment	069.4.32
11.	Ministry of Women, Children and Social Welfare	069.5.3
12.	Ministry of Co-operatives and Poverty Alleviation, Ministry of Land Reform and Management, Ministry of Information and Communication, Ministry of Industry and Ministry of Peace and Reconstruction	069.5.10
13.	Ministry of Forest and Soil Conservation	069.5.28
14.	Central Bureau of Statistics	069.6.15
15.	Development Partners	069.6.26

In addition, an interaction was held in Nepal Administration Staff College (NASC) on 069.9.3-4 with government officials.

Annex 2: (Related to No. 2.2.1) **Short Description of Logical Framework**

Introduction:

Logical Framework Approach ('Log-frame' in short form) is considered an analytical tool, which facilitates in identifying the project's goals, targets, outputs and the cause-effect relationship between them. It develops the indicators to identify whether a project's goals and objectives are achieved or not. It also makes presumptions about external forces, which can influence the success or failure of a project and their impacts. That is why Log-frames are accepted as a project planning tool, which ensures the effective monitoring and evaluation in the process of implementing of a project.

The implementation aspect of development projects is very weak in Nepal. As a result, targeted outputs are not being achieved from most of the projects owing to the failure in the proper use of resources. In this context, the Eighth Plan made institutional provisions to make the monitoring and evaluation process effective. The Ninth Plan had also taken various initiatives to improve the existing monitoring system and to make the project selection process systematic by mitigating the weaknesses of the projects in their planning stage. As a result, a policy was introduced with a mandatory provision for enclosing a Log-frame with project proposals of all new projects to be implemented by the GON and also with assistance of donor agencies. There has been significant mobilization and participation in the use of Log-frames in the formulation of these periodic plans.

Nowadays, Log-frames are widely used and considered very useful tools in project management. Their use is still limited in the context of Nepal, but external development partners are generally using it. Owing to the limited use of Log-frames in the projects implemented by the GON, problems have been experienced in screening projects. As well, making monitoring and evaluation systems results oriented has proven difficult. Preparing a Log-frame is a complicated process in itself, as it is prepared by a participatory exercise involving all stakeholders. For this, line ministries should emphasize capacity building of concerned bodies through training.

Introduction of Log-frame in Brief:

Log-frames are an analytical tool for objective oriented project planning and management. They help in identifying objectives of the project and to formulate indicators, which can be monitored. It also predicts the external impacts, which can affect the success of the project and identifies risks. This means that expected targets of the project can be identified, and the tools necessary to measure the level of achievement of such goals can be developed in the beginning, with the help of the Log-frame.

The Log-frame, which presents all information in a brief format, is mainly based on a 4x4 matrix. The Log-frame matrices being used by donor agencies (such as, ADB, GIZ, USAID, JICA etc.) are not always the same. But in the context of projects of the GON, the matrix provided by the NPC in Table No.1 is used to maintain uniformity.

The matrix provided in Table No.1 presents all of the above mentioned features of the Log-frame. There are four rows in every column. There are provisions for separate indicators, means of verification (MOV) and assumptions and risks in the Second, Third and Forth Column respectively for each goal, objective, output, and activity mentioned in the First Column.

Its columns show the linkage between inputs, activities, outputs, objectives and goals, which is called Vertical Logic. The rows in the matrix indicate activities, indicators to measure whether the achievements are achieved or not, the means of verification and assumptions and risks. It is called Horizontal Logic.

Logical Framework

Name of the Project: Project Starting F.Y.:		Project Completion F.Y.: Prepared Date:	
Narrative Summary	Objectively Verifiable Indicators (OVI)	Means of Verification(MOV)	Assumptions
Goal			
Purpose			
Outputs			
Activities	Inputs		

Building Blocks of the Log-frame:

A brief description on the basic blocks used in Log-frame Approach follows:

Goal: There are hierarchies of objectives of a project in a goal is the supreme objective. A project/ programme is expected to help in achieving a goal. A goal is an impact, which results over the long term of a project. Generally, such a goal is an objective of a programme or sector. For example, if agriculture productivity is increased (an objective), the income of a farmer family will be increased (a goal)

Purpose: A purpose is the immediate objective of a project. In fact, it indicates the formulated result, which is expected to be achieved by project intervention. It is appropriate to have single basic purpose for a project.

Outputs: Outputs of a project are the specific results expected to be achieved by various activities and investment in a project. Outputs are such results, to which the management in a project is directly responsible.

Activities: Activities are various actions which are executed to achieve the outputs formulated by a project. The identification and listing of such activities must be done very carefully.

Inputs: Inputs are the resources needed to execute the activities to achieve the desired outputs of a project. Inputs a project may require include human resource, budgetary materials, and information, among others.

Objectively Verifiable Indicators (OVI):

Also called Performance Indicators, these present the bases to indicate clearly whether or not the expected results are being achieved from the execution of a project in terms of quantity, quality, time, and cost. There are distinct indicators for every level of vertical logic in a Log-frame. They help in determining the amount of current achievement and the work to be done, which facilitates management of activities accordingly. The point to be paid attention to is that indicators should be measurable and baseline values and that the goal value and timeframe should be mentioned clearly. (For example, the productivity of one hectare of land will be reached to 3 MT from 1.8 MT within 2 years.) It should be understood that indicators define the required performance level to achieve the hierarchy of objectives; they are not required pre-conditions to give the expected results themselves.

Means of Verifications (MOV): MOVs are related to the monitoring and evaluation of a project. It establishes means to verify the success or failure of a project on the basis of OVI. There should be a predetermined basis of verification for every indicator. Locations, where the necessary data and information can be found, and their sources should be made clear.

Assumptions: These are the external factors which are considered inevitable conditions affecting the progress and success of a project. It is assumed at the time of project planning that there will be a certain type of natural, political, economic, social and environmental conditions during the whole period of project execution. Such assumptions are beyond the control of a project. If such assumptions are made and there are any changes owing to the external factors which are beyond the control of a project, they can nonetheless affect the project adversely and expected outputs might not be achieved. In such conditions, assumptions made at the start of the project can be risks which create obstacles to the success of the project. The probabilities of whether the goals of a project can be achieved are affected by the accuracy of assumptions. Assumptions should be mentioned as a positive condition in Log-frame.

Pre-condition: If there is something needed before starting a project's activities, it is known as a pre-condition of the project and should be clearly mentioned. A project's actual activities will start only after completing those preconditions, i.e. availability of budget.

In fact, the work of preparing the matrix of a project using Log-frame is a result of teamwork on linkage of cause-effect between various hierarchies of objectives of the project. Following stages should be crossed in this process: (i) Problem Analysis (ii) Stakeholders Analysis (iii) Cause-Effect Analysis (iv) Objectives Analysis, and (v) Alternatives Analysis

Various participatory approaches, such as Zeil Oriented Objective Planning Approach, Participatory Rural Appraisal Approach, SWOT Analysis Approach etc. are used in the process of above-mentioned analysis. In this way, determination of objectives, outputs and activities; assumptions of risks, and development of indicators are done and included in Log-frame.

Limitations of Log-frame:

- Log-frame approach is an important tool among various tools of monitoring and evaluation of project planning and execution. But it does not replace technical, economic, social, and environmental appraisals.
- It remains neutral in achieving goals, such as income distribution, employment opportunity creation, and access to resources etc.
- It does not replace professional qualifications and the experience of managers.
- It is essential to provide systematic training to concern personnel for gaining the maximum benefits from Log-frames.

Annex 3:
(Related to No. 2.3.1 A)
National Level Final (Impact) Indicators
Total Number of Indicators - 65

Sector	S. N.	Indicators	Disaggregation level	Source	Frequency	Responsible Agency
I. Economic Sector (17 Indicators)						
Human Development/ Poverty	1.1	Human Development Index (HDI)	Social, Sub-national	NHDR	Every 3-4 years	NPC
	1.2	Per capita GNI	National	Survey, National Account	Annual	CBS
	1.3	Human assets index	National	Survey, National Account	Annual	CBS
	1.4	Economic vulnerability index	National	Survey, National Account	Annual	CBS
	1.5	Population below the poverty line (%)	Social, Ecology, Sub-national	NLSS	Every 5 year	CBS
	1.6	Population living below US\$ 1.25 per day (%)	Social, Ecology, Sub-national	NLSS	Annual, Every 5 year	CBS
	1.7	Gini coefficient	Sub-national	NLSS	Every 5 year	CBS
	1.8	GDP growth in agriculture (% per year)	Sub-national, Type - Agriculture, Forestry, Fishery	National Account	Annual	CBS
	1.9	GDP growth in non-agriculture sector (% per year)	Type - Industry, Service, Energy, Tourism and cultural, Travel, Communication, Road infrastructure, Cooperatives sector	National Account	Annual	CBS
Economic growth						

Sector	S. N.	Indicators	Disaggregation level	Source	Frequency	Responsible Agency
Trade, Commerce and Supply	1.10	Growth in real per capita income (% per year)	Type - GDP, GNI	National Account	Annual	CBS
	1.11	Inflation rate	Sub-national	CPI	Monthly/ Annual	NRB
	1.12	Ratio of Export/Import (%)	National, Type – Merchandise trade/Service trade	National Account	Monthly/ Annual	NRB/MoCS
	1.13	Annual change in trade deficit (%)	National	MIS	Monthly/ Annual	NRB
	1.14	Unemployment rate (%)	Ecology, Sub-national, Social, Gender, Type - Formal/ Informal, Public/Private, Domestic/Foreign, By sector- Agriculture, Tourism, Industry, Health, Education, Communication, Energy, Road infrastructure, Cooperatives	NLFS/MIS of sectoral ministry	Every 5 year, Annual	CBS, sectoral ministries
	1.15	Labor under utilisation rate	Gender, Social, Urban/Rural	NLFS	Every 5 year	CBS
Tourism	1.16	Labor force participation rate of children in 5-14 and 16 or 18 year age-groups (%)	Gender, Social, Urban/Rural	NLFS	Every 5 year	CBS
	1.17	Per tourist spending per day (USD)	Type - Domestic, International	MIS	Annual	MoCTCA
II. Agriculture/Forestry/Land reform/Environment Sector (9 indicators)						
Agriculture / Irrigation	2.1	Quantity of main food crops production (metric tons)	Type of food crops - rice, maize, wheat, millet, barley, buckwheat	National Account	Annual	MoAD/NPC
	2.2	Area under year-round irrigation(hectare)	Type- Surface, ground, new technology	MIS/Ag. Census	Annual/ Every 10 year	MoIrr/CBS

Sector	S. N.	Indicators	Disaggregation level	Source	Frequency	Responsible Agency
Forest and Soil conservation	2.3	Area under forest cover (%)	Ecology, Sub-national	GIS	Annual	MoFSC
	2.4	Area covered by protected forest (%)	Ecology, Sub-national	GIS	Annual	MoFSC
	2.5	Area under treated sub watershed (%)	Ecology, Sub-national	GIS	Annual	MoFSC
Land reform	2.6	Rehabilitation of landless people	National	Progress report	Regular	MoLRM
	2.7	Spatial and attribute data update	National , Ecology	Progress report,	Regular / Annual	MoLRM
Environment	2.8	Per capita energy consumption (giga jule/mega jule)	Sub-national, by categories	National account	Annual	NPC/CBS
	2.9	Carbon emission measure (metric ton in '000 metric ton and metric ton per person)	National	MIS/Survey	Annual	MoSTE
III. Infrastructure Sector (5 Indicators)						
Energy (power)	3.1	Households benefiting from energy sources (%)	Source- Traditional, Hydro (grid connected/off grid connected), Renewable; Type - Electricity/power, Petroleum, Fuel, Traditional source, Alternative	Census/ NLSS/NEA Annual report	Annual/ Every 5 year	MoEne/ NEA/ MoSTE/ AEPC/ CBS
	3.2	Population using telephone service (%)	Ecology, Sub-national, Social, Type –(PSTN, fixed wireless), mobile (GSM, CDMA, 3G)	MIS/NLSS	Annual, Every 5 year	MoIC/NTC/ CBS
Information and Communication	3.3	Population using internet (%)	Ecology, Sub-national, Social	MIS/NLSS	Annual, Every 5 year	MoIC/CBS
	3.4	Population with access to radio/ television (%)	Ecology, Sub-national, Social, Type-Radio/FM/ TV	HH survey/NLSS	Annual, Every 5 year	MoIC/CBS

Sector	S. N.	Indicators	Disaggregation level	Source	Frequency	Responsible Agency
Road infrastructure	3.5	Population with year-round access to road (%)	Ecology, Sub-national, Type = 4 hours for hill; 2 hours for Terai	Access mapping prepared by VDC, VDC profile, NLSS	Annual, Every 5 year	MoPIT/CBS
IV. Social Sector (33 Indicators)						
Education	4.1	Gross enrolment rate	Gender, Social, Ecology, Sub-national, Type-primary, secondary, higher secondary	Flash report / Consolidated report/ census	Annual	MoEdu/CBS
	4.2	Net enrolment rate	Gender, Social, Sub-national, Type-primary, secondary, higher secondary	Flash report / Consolidated report	Annual	MoEdu
	4.3	Children enrolling at grade one with ECD experience	Gender, Social, Ecology, Sub-national	Flash report / Consolidated report	Annual	MoEdu
	4.4	Literacy rate	Level- 15-24, 6+, Gender, Sub-national, Social, Urban/Rural	NLSS /Census	Every 5/10 year	MoEdu/CBS
	4.5	Internal efficiency (primary, basic, secondary and higher secondary levels)	Gender, Social , Sub-national, Ecology	Flash report / Consolidated report	Annual	MoEdu
	4.6	Gender Parity Index in NER	Type - Basic /Secondary	Flash report	Annual	MoEdu
	4.7	Survival rate to grade 5	Gender, Social, Sub-national, Ecology	Flash report	Annual	MoEdu
	4.8	Survival rate to grade 8	Gender, Social, Sub-national, Ecology	Flash report	Annual	MoEdu
	4.9	Survival rate to grade 12	Gender, Social, Sub-national, Ecology	Flash report	Annual	MoEdu

Sector	S. N.	Indicators	Disaggregation level	Source	Frequency	Responsible Agency
Health	4.10	Life Expectancy at Birth	Gender, Social, Sub-national, Ecology	NDHS/Census	Every 5/10 year	MoHP/CBS
	4.11	Maternal mortality rate (per 1,00,000)	Sub-national, Ecology	Census	Every 5/10 year	NPC/CBS
	4.12	Child mortality rate (per 1000 live birth)	Sub-national, Ecology	NDHS/Census	Every 5/10 year	MoHP/CBS
	4.13	Infant mortality rate (per 1000 live birth)	Sub-national, Ecology	NDHS/Census	Every 5/10 year	MoHP/CBS
	4.14	Neo-natal death rate (per 1000 live birth)	Sub-national, Ecology	NDHS/Census	Every 5/10 year	MoHP/CBS
	4.15	Total fertility rate (women in 15-49 age group)	Sub-national, Ecology; Type : 15-19; 15-49	NDHS/Census	Every 5/10 year	MoHP/CBS
	4.16	Rate of delivery related death risk for mother	Sub-national, Ecology	HMIS	Annual	MoHP/CBS
	4.17	Underweight, wasted and stunted under five children (%)	Social, Ecology, Sub-national	HMIS/NDHS/NLSS	Annual, Every 5 year	MoHP/CBS
	4.18	Rate of babies born with low weight (%)	Social, Ecology, Sub-national	HMIS/NDHS	Annual, Every 5 year	MoHP
	4.19	% of women whose BMI is between 18.5 and 24.9	Social, Ecology, Sub-national	HMIS/NDHS	Annual, Every 5 year	MoHP
	4.20	Rate of HIV infection in men and women in 15-24 years age group	Social, Ecology, Sub-national	HMIS/NDHS	Annual, Every 5 year	MoHP
	4.21	Rate of diagnosis and successful treatment of TB	Social, Ecology, Sub-national	HMIS	Annual	MoHP
	4.22	Incidence of malaria and parasitic diseases (%)	Social, Ecology, Sub-national	HMIS	Annual	MoHP
4.23	Percentage of beneficiaries satisfied with health services	Social, Ecology, Sub-national, Gender	DHFS	Annual	MoHP	

Sector	S. N.	Indicators	Disaggregation level	Source	Frequency	Responsible Agency
Water and Sanitation	4.24	Population with sustainable access to safe drinking water (%)	Sub-national, Ecology, Type - Urban, Rural	NLSS/MIS/ NDHS/ Census	Annual, Every 5/10 year	MoUD/ MoFALD/ CBS
	4.25	Population using improved water (%)	Sub-national, Ecology	NLSS/MIS/NDHS	Annual, Every 5 year	MoUD/ MoFALD / CBS
	4.26	Population with access to basic and safe toilets (%)	Ecology, Sub-national, Type - Urban, Rural	NLSS/MIS/NDHS	Annual, Every 5 year	MoUD/ MoFALD / CBS
Youth and Sports	4.27	Youth migration rate	National, Type – Internal/External	Census	Every 10 years	CBS
Social inclusion and targeted programme	4.28	Empowerment Index	Sub-national	NHDR	Every 3-4 years	NPC
	4.29	Gender Development Index	Sub-national	NHDR	Every 3-4 years	NPC
	4.30	Gender Empowerment Measure	Sub-national	NHDR	Every 3-4 years	NPC
	4.31	Women's representation in parliament (%)	Sub-national, Type - Women, Dalit, Madeshi, Muslim, Janajati	MIS	Annual	NEC
	4.32	Women's representation in various sectors (%)	Type - Teachers, Government services (Civil service, Military, police)Parliament	MIS	Annual	MoGA/ MoEdu/ MoHA/MoD
	4.33	Representation in civil service (Women, social groups) (%)	Type - Women, Dalit, Madeshi, Muslim, Janajati	MIS	Annual	MoGA

2013 | National Monitoring and Evaluation Guidelines

Sector	S. N.	Indicators	Disaggregation level	Source	Frequency	Responsible Agency
V. Governance Sector (1 Indicator)						
Governance/Improvement in civil service	5.1	Average time required for households in remote areas to reach the nearest 15 main services * (minutes)	Ecology, Sub-national, DDC, Municipality, VDC	NLSS	5-7 years	CBS
<p>* 1. Primary school, 2. Health post, 3. Bus stop, 4. Road transport, 5. Police station, 6. Post office, 7. Telephone booth, 8. Market center, 9. Haat bazaar, 10. Agriculture centre, 11. Bank, 12. Source of drinking water, 13. Cooperatives, 14. Internet facility and 15. Community library.</p> <p>Source: Ag. census = Agricultural census; CPI = Consumer Price Index; DHFS = District Health Facilities Survey; GIS = Geographic Information System; HH survey = Household Survey; HMIS = Health Management Information System; MIS = Management Information System; NDHS= Nepal Demographic and Health Survey; NHDR = Nepal Human Development Report; NLFS = Nepal Labor Force Survey; NLSS = Nepal Living Standard Survey;</p> <p>Responsibility: AEPC = Alternative Energy Promotion Centre; CBS=Central Bureau of Statistics; MoAD = Ministry of Agriculture Development ; MoCS = Ministry of Commerce and Supplies; MoCTCA =Ministry of Culture, Tourism and Civil Aviation; MoD =Ministry of Defence; MoEdu = Ministry of Education; MoEne =Ministry of Energy; MoF= Ministry of Finance; MoFALD = Ministry of Federal Affair and Local Development; MoFSC = Ministry of Forestry and Soil Conservation; MoGA = Ministry of General Administration; MoHA = Ministry of Home Affairs; MoHP = Ministry of Health and Population; MoIrr = Ministry of Irrigation; MoIC = Ministry of Information and Communication; MoLE = Ministry of Labor Employment; MoLRM = Ministry of Land Reform and Management; MoPIT = Ministry of Physical Infrastructure and Transport; MoSTE= Ministry of Science Technology and Environment; MoUD = Ministry of Urban Development; NEA = Nepal Electricity Authority; NEC = Nepal Election Commission; NPC = National Planning Commission; NRB =Nepal Rastra Bank; NTC = Nepal Telecom; NVC= National Vigilance Center;</p>						

Annex 4:
(Related to No.2.3.1 B)
National Level Interim (Input, Process, Output) Indicators
Total Number of Indicators are 284

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
I. Economic Sector (66 Indicators)							
Macroeconomic stability	Fiscal balance	1.1	Capital expenditure/Total expenditure ratio (%)	National	Economic survey	Annual	MoF
		1.2	Capital expenditure/GDP ratio (%)	National	Economic survey/ National accounts	Annual	MoF/CBS
		1.3	Recurrent expenditure/Total expenditure ratio (%)	National	Economic survey	Annual	MoF
		1.4	Recurrent expenditure/GDP ratio (%)	National	Economic survey/ National accounts	Annual	MoF/CBS
		1.5	Total domestic loan/GDP ratio (%)	National	Economic survey/ National accounts	Annual	MoF/CBS
	Balance of payment status	1.6	Export/GDP ratio (%)	National	Economic survey/ National accounts	Annual	NRB/CBS
		1.7	Import/GDP ratio (%)	National	Economic survey/ National accounts	Annual	NRB/CBS
		1.8	Remittance income/GDP ratio (%)	National	Economic Survey	Annual	MoF/NRB

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
		1.9	Cash reserve ratio	National	Economic Survey	Annual	MoF/NRB
		1.10	Current account balance/GDP (%)	National	Economic Survey	Annual	MoF/NRB
		1.11	Foreign exchange reserve (% change)	National	Economic Survey	Annual	MoF/NRB
		1.12	Foreign investment growth (%)	National	Economic Survey	Annual	MoF/NRB
	Monetary balance	1.13	Broad money supply (% change)	National	Economic Survey	Annual	MoF/NRB
		1.14	Narrow money supply (% change)	National	Economic Survey	Annual	MoF/NRB
		1.15	Total domestic credit/GDP (%)	National	Economic Survey	Annual	MoF/NRB
		1.16	Private investment/GDP (%)	National	Economic Survey	Annual	MoF/NRB
		1.17	Private sector credit (% change)	National	Economic Survey	Annual	MoF/NRB
		1.18	Profit bearing public enterprises and their profit amount	National	Yellow book	Annual	MoF
		1.19	Pro poor expenditure compared to total expenditure	National, Type- Direct, Indirect	Economic Survey	Annual	MoF/NRB
		1.20	Gender responsive budget expenditure (percentage)	Sub-national, Ecology	MIS	Annual	MoF/FCGO
		1.21	Proportion of foreign aid in total budget for development programme (percentage)	Sub-national, Ecology	MIS	Annual	MoF/FCGO
		1.22	Foreign aid budget expenditure percentage	National	MIS	Annual	MoF/FCGO

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
Industry, commerce/trade and supply	Industry	1.23	Proportion of manufacturing industry in GDP	National	Economic survey/CME	Annual/ every 5 years	MoF/CBS
		1.24	Number of registered and operated industries	National, Sub-national, Type-domestic/foreign	MIS	Monthly/ Annual	MoInd
		1.25	Investment amount in industrial estate	National, Sub-national, Type-domestic/foreign	MIS	Monthly/ Annual	MoInd
		1.26	Employment generation from industries (in number)	National, Sub-national, Type-domestic/foreign	MIS	Monthly/ Annual	MoInd
		1.27	Number of entrepreneur (Micro, Cottage, Small)	National, Sub-national	MIS	Annual	MoInd
		1.28	Number of industries conducted IEE and EIA	National, Sub-national	MIS	Annual	MoInd
		1.29	Number of intellectual property	National, Sub-national	MIS	Annual	MoInd
		1.30	Number of national and international trade fair organized and participated	Sub-national, Type – Number of National/international stalls	MIS	Annual	MoCS
		1.31	Food quantity stored and sold by Nepal Food Cooperation (MT)	National, Type - Stored, Sold	MIS	Annual	MoCS
		1.32	Import of petroleum (kiloliter)	National, Type- Quantity / Price	MIS	Monthly	NOC/MoCS
		1.33	Proportion of iodine salt supply (quintal)	National	MIS	Annual	MoCS
		1.34	Import (% change)	National, Type- Quantity / Price	MIS	Monthly/ Annual	MoCS/NRB

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
		1.35	Export (% change)	National, Type- Quantity / Price	MIS	Monthly/ Annual	MoCS/NRB
		1.36	Annual change in trade deficit (%)	National	MIS	Monthly/ Annual	MoCS/NRB
		1.37	Amount of food grains locally procured	Sub-national	MIS	Annual	MoCS
		1.38	Food storage capacity increased	National, Type - oil production, cereal production	MIS	Annual	MoCS
		1.39	Proportion of blacklisted among inspected in market monitoring	Sub-national	MIS	Annual	MoCS
Labour	Labour and employment	1.40	Number of Nepali workers in foreign countries	Gender, Type - Country	MIS/Census	Annual/ Every 10 year	MoLE/ MoHA/ CBS
		1.41	Total amount of remittance received (in million US\$)	National	MIS/BoP	Monthly/ Annual	MoLE/ MoHA/ NRB
		1.42	Number of people involved in self-employment	National, Sub-national	NLFS	Every 5 year	MoLE/CBS
		1.43	Number of work related accident or disease cases	National	MIS	Annual	MoLE
		1.44	Total number of youth having three months employment centric skill development programme	Gender, Social	MIS	Annual	MoLE
		1.45	Employment rate of trained graduates	National	MIS	Annual	MoLE

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency	
Cooperative and Poverty Alleviation		1.46	Number of person days of employment in P1 projects	National, Type - P1 projects	MIS	Annual	MoLE/ infrastructure ministries	
		1.47	Number of labour disputes settled	National	MIS	Annual	MoLE	
	Cooperatives	1.48	Number of primary co-operatives with associated members	Sub-national, Ecology, Gender, by service	MIS	MIS	Annual	MoCPA
		1.49	Total share capital of primary cooperatives	Sub-national, Ecology	MIS	MIS	Annual	MoCPA
		1.50	Total deposit mobilised by cooperatives	Type - saving, current, fixed deposit, periodic savings (daily, weekly, monthly)	MIS	MIS	Annual	MoCPA
		1.51	Total loan delivery through co-operative banks	Sub-national, Ecology	MIS	MIS	Annual	MoCPA
		1.52	Total number of cooperatives members, directors and employees trained	Type - Accounting, management, Business enterprise, Awareness, Pre cooperative education, TOT, Refresher	MIS	MIS	Annual	MoCPA
		1.53	Feasibility study of forest, agriculture, livestock, crops	Type – Sector-wise, social group, targeted programmes	MIS	MIS	Annual	MoCPA
		1.54	Number of cooperatives having business plans	Type – Sector-wise, social group, targeted programmes, access to public services like education , health, road, communication, food security	MIS	MIS	Annual	MoCPA

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
Tourism	Tourism	1.55	Number of promotional activities outside Nepal	National	MIS	Annual	MoCTCA
		1.56	Number of tourist hotel beds	Sub-national, Ecology. By - Star hotel/non star hotels and resorts	MIS	Annual	MoCTCA
		1.57	Number of home-stay destination opened	National, Ecology	MIS	Annual	MoCTCA
		1.58	Number of flights (seats per week)	National, Type - National, International, By airlines	MIS	Annual	MoCTCA
		1.59	Annual growth rate of inbound tourist	National, Type - Air, Road, Country	MIS	Annual	MoCTCA
		1.60	Number of tourist by purpose of visit	Sub-national, Ecology	MIS	Annual	MoCTCA
		1.61	Duration of the tourists stay (average day)	National	MIS	Annual	MoCTCA
		1.62	Gross foreign exchange earnings (in million \$)	National	MIS	Annual	MoCTCA
		1.63	Proportion of internal tourist in total tourists flow	Sub-national	Survey	Annual	CBS/ MoCTCA
		1.64	Number of cultural heritage sites	Sub-national, Ecology. Type - Protected/classification of monument sites	MIS	Annual	MoCTCA
		1.65	Number of management plans for monument zone prepared and implemented	Sub-national, Ecology. By Class - A, B, C	MIS	Annual	MoCTCA
		1.66	Number of archaeological and pre-historical sites	Sub-national, Ecology. By type - Protection, Excavation, Conservation	MIS	Annual	MoCTCA

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
II. Agriculture/Forestry/Land Reform/Environment Sector (64 indicators)							
Agriculture	Agriculture	2.1	Number of districts facing food deficit	Sub-national, Ecology	MIS	Annual	MoAD/NFC
		2.2	Food production (MT)	Sub-national	MIS	Annual	MoAD
		2.3	Number of households having access to agriculture extension service	National	DADOs records	Annual	MoAD
		2.4	Area of cultivable land (hectare)	National, Sub-national	MIS/Ag.census	Annual/ Every 10 year	MoLRM/ CBS
		2.5	Area of land with crop plantation (hectare)	National, By - Food crop	MIS/Ag.census	Annual/ Every 10 year	MoAD/CBS
		2.6	Number of agricultural product collection market centers	Sub-national, Ecology, Type - Collection center, Wholesale, Retail market	Survey	Annual	MoAD
		2.7	Use of chemical fertilizer (MT)	Sub-national, Ecology	MIS/Ag. Census	Annual	MoAD/CBS
		2.8	Foreign currency earned from agricultural product export	National	MIS	Annual	MoAD/ MoCS
		2.9	Foreign currency spent to import agricultural products	National	MIS	Annual	MoAD/ MoCS
		2.10	Production and distribution of improved seeds (MT)	Type - cereals, pulses, vegetable, oilseed crops	MIS	Annual	MoAD
		2.11	Number of pocket programmes in operation	Sub-national, Ecology, Type -Cereals, Vegetables, Fruits, Oilseeds, pulses, Spices and Cash crops	MIS	Annual	MoAD

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency	
	Livestock	2.12	Production of pulses ('000 MT)	Types- Lentil, black gram, green gram etc.)	MIS	Annual	MoAD	
		2.13	Production of cash crops('000 MT)	Types- Jute, Sugarcane, tobacco, potato, oilseeds	MIS	Annual	MoAD	
		2.14	Number of cross bred, artificially bred, and naturally bred animal	Sub-national, Ecology, Type-Natural, Artificial	MIS	Annual	MoAD	
		2.15	Milk production ('000 MT)	Sub-national, Ecology	MIS	Annual	MoAD	
		2.16	Meat production ('000 MT)	Sub-national, Ecology	MIS	Annual	MoAD	
		2.17	Wool and bones production (MT)	Sub-national, Ecology	MIS	Annual	MoAD	
		2.18	Skin production (sq.m.)					
		2.19	Organic manure production from livestock (metric ton)	Sub-national, Ecology	MIS	Annual	MoAD	
		2.20	Capital mobilised through cooperative	Sub-national, Ecology	MIS	Annual	MoAD	
		2.21	Ensure the label of safety and quality food supply chain	Market/food outlets, hotel, restaurants, food industries	Inspection visit	Quarterly/ Annual	MoAD	
	2.22	Growth rate of food industry licensing (%)	National, Type -New registration, Renewal	Record verification and counting	Quarterly/ Annual	MoAD		
	2.23	Number of cases filed under quality control	National	Record verification and counting	Quarterly/ Annual	MoAD		
		Food technology and quality control						

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
Irrigation	Irrigation	2.24	Water user groups/organizations	Sub-national, Ecology, Type – No. of groups/ organization; Area in hectare; Agency/ farmer managed	MIS	Annual	Molrr
		2.25	Contribution of irrigation to agricultural productivity	National	Survey	Annual	NPC/CBS
		2.26	Irrigation schemes creating immediate employment opportunities (number)	Sub-national, Ecology, Type - surface, ground water	MIS	Annual	Molrr
		2.27	Irrigated area (hectare)	National, Type- Surface, Underground, New system	MIS/Ag. Census	Annual/ Every 10 year	Molrr/CBS
		2.28	Increase in cropping intensity (%)	National, Sub-national	Ag. Census	Every 10 year	CBS
		2.29	Increase in agriculture production (hectare)	National, Type- Food crop, Cash crop	Survey	Annual	CBS
		2.30	Increase in collection of irrigation service fee (percentage)	Sub-national, Ecology	MIS	Annual	Molrr
		2.31	Number of the management transferred irrigation system and irrigated areas (hectare)	Sub-national, Ecology	MIS	Annual	Molrr
		2.32	Number of irrigation systems operated in joint management and irrigated areas (hectare)	Sub-national, Ecology	MIS	Annual	Molrr
		2.33	Embankment construction (km)	National	MIS	Annual	Molrr
		2.34	Total land reclaimed (km)	National	MIS	Annual	Molrr

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
Forest and Soil Conservation	Area covered by dense forest	2.35	Area of national forest (hectare)	Sub-national, Ecology, Social, national park, conservation, leasehold	GIS	Annual	MoFSC
		2.36	Number of forest users' groups	Sub-national, Ecology, Type-Community, Leasehold	MIS	Annual	MoFSC
		2.37	Number of groups in targeted programmes for the marginalized	Sub-national, Ecology	MIS	Annual	MoFSC
		2.38	Area of forestation (hectare)	Sub-national, Ecology	GIS	Annual	MoFSC
	2.39	Number of household having income from forest management	Sub national, Social Groups	Survey	Annual	MoFSC	
	2.40	Area of herb plantation (hectare)	Sub-national, Ecology	GIS	Annual	MoFSC	
	2.41	Number of forest users group having Climate Change Adaptation Plan (CCAP)	Sub-national, Ecology	MIS	Annual	MoFSC	
	2.42	Income from community forest users group	Sub-national, Ecology	MIS	Annual	MoFSC	
Land Reform	Income from forest	2.43	Income from herbs	Sub-national, Ecology	MIS	Annual	MoFSC
		2.44	Investment by private sector	National	MIS	Annual	MoFSC
		2.45	Number of haliya and kamaiya family resettled	National, Sub-national	Progress report	Regular	MoLRM
		2.46	Number of district offices with functional geo-database system	National, Sub-national	Progress report,	Regular	MoLRM
	2.47	Maps updated by application of modern technology	National, Sub-national	Progress report,	Regular	MoLRM	
	2.48	Human resources with graduate degrees (graduate/engineering)	National	Progress report,	Regular	MoLRM	

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
Environment	Pollution	2.49	Concentrations of the air pollutants in air sheds (parts per million - PPM)	Sub-national, Type - nitrogen dioxide, carbon monoxide, sulphur dioxide, ground level ozone	MIS	Annual	MoSTE
		2.50	No of municipalities maintained defined air quality standard	Ecology, Sub-national	GIS	Annual	MoSTE
	2.51	Urban pollution level	Type - Air, Water, Sound, Soil pollution	MIS/Survey	MIS	Annual	MoSTE
	2.52	Emissions of greenhouse gases into the atmosphere	Type of greenhouses gases	MIS	Annual	MoSTE	
	2.53	Concentrations of stratospheric ozone (average yearly ozone levels over Nepal)	National	MIS	Annual	MoSTE	
	2.54	Rainfall(mean millimeters)	National	MIS	Annual	MoSTE	
	2.55	Temperature, mean degree Celsius (°C) (minimum and maximum)	National	MIS	Annual	MoSTE	
	2.56	Distribution of selected native plants and animals	Type of species	MIS	Annual	MoFSC	
	2.57	Threatened species	Ecology, Sub-national	MIS	Annual	MoFSC	
	2.58	Water quality in rivers	Type - Nutrients, Bacteria (E.coli), Visual clarity, water temperature, dissolved oxygen, micro vertebrates	MIS	Annual	MoSTE	
2.59	Water quality in groundwater	Type - nitrate, bacteria (E.coli)	MIS	Annual	MoSTE/ Mofrr		

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
	Soil	2.60	Soil properties in terms of chemical, biological and physical composition	Type = total carbon content; total nitrogen content; PH in water; oslen phosphate; mineralisable nitrogen ; macroporosity	MIS	Annual	MoSTE/ MoFALD
		2.61	Percentage of vehicle with Euro standard 1	Type: by fuel type (petrol or diesel) ; by vehicle age ; by vehicle type.	MIS	Annual	MoPIT/ MoSTE
	2.62	Science and technology	Bio informative database maintained	National	MIS	Annual	MoSTE
	2.63		No. of bio village established	National	MIS	Annual	MoSTE
	2.64		Municipality with science museum	National	MIS	Annual	MoSTE
III. Physical Infrastructure Sector (17 Indicators)							
Energy (Power)	Energy	3.1	Total electricity generation capacity (megawatt)	Sub-national, Ecology	MIS	Annual	MoEne/NEA
		3.2	Status of electricity supply (%)	Sub-national, Ecology	MIS	Annual	MoEne / NEA
		3.3	Percentage of electricity leakage (%)	Sub-national, Ecology. Type of loss - Technical and non-technical loss	MIS	Annual	MoEne / NEA
	3.4	Increase in consumption	Per capita utility of rural electricity	Sub-national, Ecology	MIS	Annual	MoEne / NEA
	3.5		Number of VDCs having access to electricity	Sub-national, Ecology	NLSS/Census	Every 5/10 year	NPC/CBS

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
	Demand and Supply	3.6	Population (%) benefited by micro hydro- energy source in rural areas	Sub-national, Ecology	MIS	Annual	MoEne / NEA/ MoSTE
		3.7	Difference between electricity demand and supply	Sub-national, Ecology	MIS	Annual	MoEne / NEA
		3.8	Annual load shedding (in hours)	Sub-national, Ecology, By season	MIS	Annual	MoEne / NEA
Information and communication	Information and communication	3.9	Number of TV and radio service provider	Sub-national, Type - public, private	MIS	Annual	MoIC
		3.10	Number of daily newspapers	Sub-national, Ecology	MIS	Annual	MoIC
Infrastructure	Increase in roadway service	3.11	Number of districts with all-weather road facility	Sub-national, Ecology, Type- Earthen, Gravel, Blacktopped	MIS	Annual	MoPIT
		3.12	Total length of roads (km)	National, Type- Earthen, Gravel, Blacktopped, New	MIS	Annual	MoPIT
		3.13	Upgrading, rehabilitation and reconstruction of roads (km)	Sub-national, Ecology	MIS	Annual	MoPIT
		3.14	Regular repair and maintenance (km)	Sub-national, Ecology	MIS	Annual	MoPIT
		3.15	Number of bridge constructed	Sub-national, Ecology	MIS	Annual	MoPIT
		3.16	Number of bridge repaired	National, Ecology	MIS	Annual	MoPIT
		3.17	Total route length (km)	National	MIS	Annual	MoPIT
Railways							

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
IV. Social Sector (60 Indicators)							
Education	Improvement in access	4.1	Number of ECD/Pre primary centers(PPC)	Sub-national, Ecology, Type - School/ Community base	Flash report EMIS	Annual	MoEdu
		4.2	Number of schools	Sub-national, Ecology, Type - Level of schools; Public/Private,	Flash report EMIS	Annual	MoEdu
		4.3	Percent of students obtaining scholarships in basic education	Gender, Social, Type - Level of schools	Flash report EMIS	Annual	MoEdu
		4.4	No. of schools that get textbooks on time	Sub-national, Ecology, Type- Primary, Basic, Secondary	Flash report EMIS	Annual	MoEdu
		4.5	Percentage of trained teachers	Sub-national, Ecology, Type Primary, Basic, Secondary	Flash report EMIS	Annual	MoEdu
		4.6	Teacher-student ratio	Sub-national, Ecology, Type Primary, Basic, Secondary	Flash report EMIS	Annual	MoEdu
	Education quality	4.7	Percent of subject teachers	Sub-national, Ecology; Type - Secondary level; - Bachelor or Masters	Flash report EMIS	Annual	MoEdu
		4.8	Learning achievement test of school education	Type – Grade3 or 5 or 8 or 10	Flash report EMIS	Annual	MoEdu
		4.9	Grade promotion rate	Sub-national, Ecology, Type Primary, Basic, Secondary	Flash report EMIS	Annual	MoEdu
		4.10	Number of community learning centers (CLCs)	Sub-national, Ecology	NFEC status report	Annual	MoEdu
		4.11	Portion of adult education in total education expenditure	Sub-national, Ecology	NFEC status report	Annual	MoEdu

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
Health	Gender equality	4.12	Number of women literacy programmes completed and number of literates	Sub-national, Ecology	NFEC status report	Annual	MoEdu
		4.13	Portion of female teachers in school (%)	Sub-national, Ecology, Type - Level of schools	Flash report EMIS	Annual	MoEdu
		4.14	Percentage of schools having separate toilets for girls	Sub-national, Ecology; Type - Level of schools	Progress report	Annual	MoEdu
	Technical skill	4.15	No. of trainee in long term and short term vocational education/skill	Sub-national, Ecology, Dalit, Ethnicity, Gender	Flash report EMIS	Annual	MoEdu
		4.16	Number of graduates from Anex schools	Sub-national, Ecology	Flash report EMIS	Annual	MoEdu
	Access to health service	4.17	Number of SHP per 5000 people	National, district	HuRIS	Annual	MoHP
		4.18	Number of HPs per 5,000 people	National, district	HuRIS	Annual	MoHP
		4.19	Number of PHCCs per 5000 people	National, district	HuRIS	Annual	MoHP
		4.20	Number of beds in district hospitals per 5,000 people	National	HuRIS	Annual	MoHP
		4.21	PHCCs providing all Basic and Essential Obstetric Care service (%)	National, district	HuRIS	Annual	MoHP
		4.22	Population having access to the nearest government health facilities (within an hour) in %	National	HMIS	Annual	MoHP
		4.23	Sanctioned posts fulfilled at SHP (%)	Sub-national, Ecology	HuRIS	Annual	MoHP
		Improvement in quality					

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
		4.24	Sanctioned posts fulfilled at HP (%)	Sub-national, Ecology	HuRIS	Annual	MoHP
		4.25	Sanctioned posts fulfilled at PHCC (%)	Sub-national, Ecology. Type: Doctor, Nurse, Paramedics	HuRIS	Annual	MoHP
		4.26	Sanctioned posts fulfilled at district hospitals (%)	Sub-national, Ecology. Type: Doctor, Nurse, Paramedics	HuRIS	Annual	MoHP
		4.27	District hospitals that have at least 1 MDGP or Obstetrician/Gynecologist; 5 nurses (SBA); and 1 Anesthesiologist or Anesthetic Assistants (%)	Sub-national, Ecology. Type - PHC, District hospital, Regional Hospital, Zonal hospital, Central hospitals	Administrative record	Annual	MoHP
		4.28	Number of developed and deployed SBAs	National	HuRIS	Annual	MoHP
	Population growth	4.29	Contraceptive prevalence rate	National, Type-rural/urban, wealth quintile, caste/ethnicity	HMIS/NDHS	Annual, Every 5 year	MoHP
	Infant/ child/ maternal mortality	4.30	Children under 5 with pneumonia, who received antibiotics (%)	Sub-national, Ecology, Social, Gender	HMIS	Annual	MoHP
		4.31	Children aged 6-59 months that have received vitamin A supplements (%)	National, Ecology	HMIS	Annual	MoHP
		4.32	Met need for emergency obstetric care	National	HMIS/NDHS	Annual, Every 5 year	MoHP

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
		4.33	Pregnant women attending at least 4 ANC visits (%)	Sub national and district disaggregated by (rural/urban, wealth quintile, caste/ethnicity)	HMIS/NDHS	Annual, Every 5 year	MoHP
		4.34	Pregnant women receiving Iron folic acid (IFA) tablets (%)	Sub national and district disaggregated by (rural/urban, wealth quintile, caste/ethnicity)	HMIS/NDHS	Annual, Every 5 year	MoHP
		4.35	Deliveries conducted by a skilled birth attendants (%)	Sub national and district disaggregated by (rural/urban, wealth quintile, caste/ethnicity)	HMIS/NDHS	Annual, Every 5 year	MoHP
		4.36	Institutional deliveries (%)	Sub-national and district disaggregated by (rural/urban, wealth quintile, caste/ethnicity)	HMIS/NDHS	Annual, Every 5 year	MoHP
		4.37	Women receiving health check-up service after giving birth (%)	National, Sub-national and district disaggregated by (rural/urban, wealth quintile, caste/ethnicity)	HMIS/NDHS	Annual, Every 5 year	MoHP
		4.38	Children under 1 year immunized against measles (%)	National, Sub-national, district disaggregated by (rural/urban, wealth quintile, caste/ethnicity)	HMIS/NDHS	Annual, Every 5 year	MoHP
	Infection from main diseases	4.39	Percentage of children under 5 years who slept under a long lasting insecticide treated bed net (LLITBN) in high-risk areas	National, Sub-national, district disaggregated by (rural/urban, wealth quintile, caste/ethnicity)	HMIS/Survey	Annual	MoHP

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency	
Drinking water supply and sanitation		4.40	Percentage of households using long lasting insecticide treated bed in high-risk areas	National, Sub-national, district disaggregated by (rural/urban, wealth quintile, caste/ ethnicity)	HMIS/Survey	Annual	MoHP	
		4.41	Percentage of population aged 15-24 years with comprehensive correct knowledge of HIV/AIDS	National, Sub-national type:- (rural/urban, wealth quintile, caste/ethnicity)	NDHS	Annual	MoHP	
		4.42	Percentage of people who inject drugs reached with HIV prevention programme	National	Integrated Biological and Behavioral Surveillance Survey (IBBS)	Annual	MoHP	
		Access to clean drinking water	4.43	Number of population benefitted from basic drinking water services	Sub-national, Ecology, Social	MIS/Census	Annual/ Every 10 year	MoUD/CBS
			4.44	Number of population benefitted from high and medium level drinking water services	Sub-national, Ecology, Social	MIS	Annual	MoUD/ MoFALD
		Reduction of waterborne disease	4.45	Number of Open Defecation Free (ODF) sites	Sub-national, Ecology, Social, Type - District, Municipality, VDC, Community	MIS	Annual	MoUD/ MoFALD
			4.46	Total number of sewerage treatment facilities	Sub-national, Ecology	MIS	Annual	MoUD/ MoFALD
			4.47	Number/Percentage of households with sewerage system	Sub-national, Ecology, Type - District, Municipality, VDC, Community	MIS	Annual	MoUD/ MoFALD
		4.48	Number of municipality with solid waste management sites	National, Type - Dumping sites/ Sanitary landfill sites	MIS	Annual	MoUD/ MoFALD	

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency	
Youths and Sports	Youth	4.49	Number of employment generated from youth self-employment programme	Sub-national, Ecology	MIS	Annual	MoF	
		4.50	Number of National development volunteers mobilized	Sub-national, Ecology, Type - services	MIS	Annual	NPC	
		4.51	Number of youth information centers	Sub-national, Ecology	MIS	Annual	MoYS	
	Sports	4.52	Number of sports person who participated in international and SAARC regional sports	Sub-national, Ecology, Gender, Social	MIS	Annual	MoYS	
		4.53	Percentage of female participation in sports	Sub-national, Ecology	MIS	Annual	MoYS	
	Social Inclusion and Targeted Programme	Social security	4.54	Social security budget expenditure	Sub-national	MIS	Annual	NPC
			4.55	Budget allocated to provide grant to local bodies on the basis of poverty formula	Sub-national, Ecology	MIS	Annual	MoFALD
		4.56	Proportion of population covered by poverty alleviation fund's programme	Sub-national, Ecology	MIS	Annual	OPMCM	
		4.57	Yearly investment in Social Security (GDP) percentage	Sub-national, Ecology	MIS	Annual	MoFALD	

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
	Access of women, Dalit and ethnic group to debt	4.58	Number of municipal/VDCs wards implementing women development programme	Sub-national, Ecology Type-Dalit, Ethnic, Muslim, Madhesi	MIS	Annual	MoFALD
		4.59	Gender responsive budget (%)	Sub-national, Ecology Type-Dalit, Ethnic, Muslim, Madhesi	MIS	Annual	MoFALD
		4.60	Proportion of women in income generating employment in non-agricultural sector	Sub-national, Ecology Type-Dalit, Ethnic, Muslim, Madhesi	MIS	Annual	MoFALD
V. Local Development/Governance/Peace and Reconstruction Sector (77 Indicators)							
Local Development	Rural/Urban infrastructure development	5.1	Length of rural roads constructed (km)	Sub-national, Type - Earthen, Gravel, Blacktopped, Stone pitching	MIS	Annual	MoFALD
		5.2	Number of VDCs reached by road service	Sub-national, Type - Earthen, Gravel, Blacktopped, Stone pitching	MIS	Annual	MoFALD
		5.3	Upgrading, rehabilitation and reconstruction of roads (km)	Sub-national, Type - By season	MIS	Annual	MoFALD
		5.4	Length of road managed by the local bodies (km)	Sub-national, DDC, Municipality, VDC, Type - Earthen, Gravel, Blacktopped	MIS	Annual	MoFALD
		5.5	Number of bridge constructed	Sub-national, Type - Suspension, Motorable	MIS	Annual	MoFALD
		5.6	Number of municipalities which adopted national building codes	Sub-national, Ecology	MIS	Annual	MoFALD

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
		5.7	Number of municipalities with dumping sites/landfill sites	Type - dumping sites, landfill sites	MIS	Annual	MoFALD
		5.8	Drainage construction in rural and urban areas (km)	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD
		5.9	No of DDC, Municipality, VDC declared as Open Defecation Free (ODF)	Sub-national,	MIS	Annual	MoFALD
	Public goods and public services	5.10	Electricity generated from micro hydro (in KW)	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD/ MoSTE
		5.11	Irrigated land by small irrigation schemes (in hectares)	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD/ MoAD
		5.12	Local employment generated (labor day per year)	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD/ MoLE
	Governance	5.13	Percentage of local bodies that meet minimum condition and performance measure (MCPM) per year	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD
		5.14	Percentage of local bodies that score above 50 points in all MCPM and meet minimum scores in all functional areas per fiscal year.	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD
		5.15	Number of local bodies which prepared or updated district periodic plan (DPP)	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD
		5.16	Number of DDC with functional DPMAS	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
	resources and accountability	5.17	Percentage of internal resources in the annual budget of local body	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD
		5.18	Number of local bodies conducting cent percent of public audit of projects	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD
		5.19	Number of local bodies conducting public hearing	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD
		5.20	Ratio of unconditional grants in total budget	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD
		5.21	Number of local bodies that accomplished financial audit in time	Ecology, DDC, Municipality, VDC	MIS	Annual	MoFALD
		5.22	Total number of female headed households	Sub-national, Urban/rural	NLSS/NLFS, NDHS/Census	Every 5/10 year	NPC/CBS/ MoHP
		5.23	Number of senior citizens who received allowances	Sub-national, Urban/rural	MIS	Annual	MoFALD
	5.24	Number of person with disabilities who received allowances	Sub-national, Urban/rural	MIS	Annual	MoFALD	
	5.25	Number of single women and widow who received allowances	Sub-national, Urban/rural	MIS	Annual	MoFALD	
	5.26	Number of endangered indigenous communities who received allowances (person)	Sub-national, Urban/rural	MIS	Annual	MoFALD	
	Performance Management System	Performance management system	5.27	Number of employees who got departmental actions	Sub-national, Gender Type-Officers, Non-officers	MIS	Annual

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
		5.28	Number of ministry/agency implementing performance-based incentive systems	Sub-national, Ecology	MIS	Annual	MoGA
		5.29	No of trainings programmes for the civil servants/with participants	Sub-national, Ecology, Gender	MIS	Annual	MoGA
Social Security	Social Security	5.30	Number of employment generated from labour intensive public work programmes	Sub-national, Ecology, Gender	MIS	Annual	MoLM
		5.31	Number of shelter homes with livelihood provisions for abandoned and destitute	Sub-national	MIS	Annual	MoWCSW
		5.32	Number of DDCs with emergency social services	Sub-national	MIS	Annual	MoFALD
Public Service Commission	Public Service Commission	5.33	Number of people benefitted from contribution based social health insurance/health cards	Sub-national	MIS	Annual	MoHP/ MoFALD
		5.34	Number of applicants in open examination	Sub-national, Social, Gender	MIS	Annual	PSC
Electronic governance system	Electronic governance system	5.35	Number of new recruitments in public service	Sub-national, Ecology, Social, Gender, Type -Officers, Non officers, National	MIS	Annual	PSC
		5.36	Number of ministries implementing directives of electronic governance system	National	MIS	Annual	MoSTE/ MoGA
		5.37	Number of district offices with active website	Sub-national	MIS	Annual	MoSTE/ MoGA
		5.38	Number of district offices with electric database system	Sub-national	MIS	Annual	MoSTE/ MoGA

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
Public Service Delivery	Public service delivery	5.39	Number of management audits conducted	National	MIS	Annual	MoGA
		5.40	Number of households who received poverty cards	Sub-national, Ecology, social,	MIS	Annual	MoCPA
		5.41	Number of public complaint related to public service delivery	Sub-national, Ecology	MIS	Annual	MoGA
		5.42	Total number of civil servants by category	Gender, Social groups, Type-new appointment, Posting, Transfer, Promoted, Retired	MIS	Annual	MoGA
Human Rights	Human Rights	5.43	Number of cases investigated against human rights	National, Type -Discrimination, gender based violence, untouchability	MIS	Annual	NHRC
		5.44	Number of complaints received	Sub-national	MIS	Annual	NHRC
		5.45	Number of curriculum of formal and non-formal education implemented after incorporating human right issues	Sub-national	MIS	Annual	NHRC
CIAA	CIAA	5.46	Number of programmes for promoting human rights for the targeted groups	Sub-national	MIS	Annual	NHRC
		5.47	Number of corruption cases investigated/ filed/ adjudicated	Sub-national, Ecology, Gender, Type -Fully/Partially	MIS	Annual	CIAA/NVC
		5.48	Number of success or decided cases	Sub-national	MIS	Annual	CIAA

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
Legal Affairs	Legal Affairs	5.49	Number of Acts submitted for enactment and amendment	National	MIS	Annual	MoLJ
		5.50	Number of international treaties/agreements forwarded	National	MIS	Annual	MoLJ/MoFA
OPMCM	OPMCM	5.51	Number of joint inspection visits to districts	National	MIS	Annual	OPMCM
		5.52	Number of complaints received/managed	National	MIS	Annual	OPMCM
		5.53	Number of technical audits of projects and programmes	National	MIS	Annual	OPMCM/ NVC
Peace and Reconstruction	Peace and Reconstruction	5.54	Number of victims of the conflict benefitted from relief	Type of relief - conflict affected single women; children; disabled; property damage; disappeared family	MIS	Annual	MoPR
		5.55	Number of infrastructures damaged during the conflict reconstructed	Sub-national, Ecology	MIS	Annual	MoPR
		5.56	Number of conflict affected people rehabilitated and reintegrated	Sub-national, Ecology	MIS	Annual	MoPR
		5.57	Number of Maoist combatants rehabilitated and accommodated in the Nepal Army	National	MIS	Annual	MoPR
		5.58	Number of conflict-affected families rehabilitated	National	MIS	Annual	MoPR

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
Disaster	Disaster	5.59	Number of disaster prone areas	Sub-national, Ecology, Type of disasters -Flood, earthquake, fire	MIS	Annual	MoHA
		5.60	Number of warehouse established	Sub-national, Ecology	MIS	Annual	MoHA
		5.61	DM Act/Rules enacted	National	MIS	Annual	MoHA
		5.62	Number of Search and Rescue Teams established	National	MIS	Annual	MoHA
		5.63	Number of approval of open space	National, Sub-national	MIS	Annual	MoHA
		5.64	Number of municipalities with functional fire brigade service	Sub-national, Ecology	MIS	Annual	MoHA
		5.65	Number of municipalities implementing earthquake resistance building codes	Sub-national, Ecology	MIS	Annual	MoHA
		5.66	Number of retrofitted buildings	Type - School, Hospital	MIS	Annual	MoHA
		5.67	Number of districts which prepared and implemented disaster preparedness and response plans.	Sub-national	MIS	Annual	MoHA
		5.68	Number of casualties due to disaster	Ecology	MIS	Annual	MoHA
		5.69	Loss amount due to disaster	Ecology	MIS	Annual	MoHA
Narcotic drugs	Narcotic drugs	5.70	Number of public awareness campaign through Local NGOs	Type - Student, youth and female centered	MIS	Annual	MoHA
		5.71	Number of drugs-related orientation programmes	National	MIS	Annual	MoHA

Sector	Theme	I. No.	Indicators	Disaggregation level	Source	Frequency	Responsible agency
		5.72	Number of rehabilitation centre	National	MIS	Annual	MoHA
		5.73	Number of ex- drugs users covered in skill development programmes	National	MIS	Annual	MoHA
Internal security	Internal security	5.74	Number of crime (% change)	National	MIS	Annual	MoHA
		5.75	Number of detention	National	MIS	Annual	MoHA
		5.76	Number of registered and prosecuted cases	National	MIS	Annual	MoHA
		5.77	Number of illegal weapons seized	National	MIS	Annual	MoHA
<p>Source: Ag.census = Agricultural census; BoP = Balance of Payment; CME = Census of Manufacturing Establishment; DADO = District Agriculture Development Office; EMIS = Education Management Information System; GIS = Geography Information System; HFS = Health Facility Survey; HMIS = Health Management Information System, HuRIS = Human Resource Information System; MIS = Management Information System; NDHS= Nepal Demographic and Health Survey; NFEC = Non formal education center; NHDR = Nepal Human Development Report; NLSF = Nepal Labour Force Survey; NLSS = Nepal Living Standard Survey;</p> <p>Responsibility: CBS = Central Bureau of Statistics; CIAA= Commission for Investigation of Abuse of Authority; FCGO = Financial Comptroller General's Office; MoAD = Ministry of Agriculture Development ; MoCPA = Ministry of Cooperative and Poverty Alleviation; MoCS = Ministry of Commerce and Supplies; MoCTCA =Ministry of Culture, Tourism and Civil Aviation; MoEdu = Ministry of Education; MoEne = Ministry of Energy; MoF= Ministry of Finance; MoFA = Ministry of Foreign Affairs; MoFALD = Ministry of Federal Affairs and Local Development; MoFSC = Ministry of Forestry and Soil Conservation; MoGA = Ministry of General Administration; MoHA = Ministry of Home Affairs; MoHP = Ministry of Health and Population; MoInd = Ministry of Industry; MoIrr = Ministry of Irrigation; MoIC = Ministry of Information and Communication; MoLE = Ministry of Labor and Employment; MoLRM = Ministry of Land Reform and Management; MoPIT = Ministry of Physical Infrastructure and Transport; MoPR = Ministry of Peace and Reconstruction; MoSTE= Ministry of Science Technology and Environment; MoUD = Ministry of Urban Development; MoWCW = Ministry of Women Child and Social Welfare, MoYS = Ministry of Youth and Sports; NHRC = National Human Right Commission; OPMCM = Office of the Prime Minister and Council of Ministers; NEA = Nepal Electricity Authority; NFC = Nepal Food Cooperation; NHRC = Nepal Human Rights Commission; NPC = National Planning Commission; NOC = Nepal Oil Corporation; NRB =Nepal Rastra Bank; NTC = Nepal Telecom; NVC= National Vigilance Center; PSC = Public Service Commission</p>							

Annex 5:
(Related to No. 2.5.6 and 2.6.4)
Monitoring and Evaluation (M&E) Plan
(FY.....)

1. Ministry / sector indicators

1.1 Introduction (Sectoral background)

1.2 Impact and Outcome Indicators

Impact/Outcome	Impact and Outcome indicators	Source of Information	Baseline value (FY.....)	Target Value (FY.....)

1-3. Key output indicators

Results	Programme/Activities	Indicators	Source of Information	Baseline value (FY.....)	Target Value (FY.....)

2. M&E Activities (P1 Reporting and MDAC Meeting)

2-1. P1 Reporting

a. List of P1 Programmes/Projects of the sector

S. No.	Name of P1 Programme/Project
1.	
2.	

a. Site visit plan of selected P1 Programme/Project

The selected P1 Programmes/Project selected for site visits are as follows.

S.No.	Name of Selected P1 Programme/Project	Purpose of visit	Site name	Monitoring Agency	Timing (Quarter)	Monitoring Tools

2-2. MDAC Meeting

Types of MDAC Meeting	Planned months and date	Planned agenda
Every 2 months- Problem solving		
Every 4 months-Progress Review		

Responsible Monitoring Agencies, NPCS, Ministry, Department, Regional Offices/Jointly (including partners)

3. Capacity Development (CD) Plan

3-1. Description of CD plan fiscal year.....

3-2. Financial Plan of CD fiscal year.....

S.N.	Activities	Target for 3 yrs.	Target (Annual)	Responsible agency	Tentative cost estimate		
					GON	Other	Grand total
a. Institutional Capacity Development Plan							
b. Individual Capacity Development (CD) Plan							

Annex 6:
(Related to No. 2.6.5 C)

Main Points to be Included in the Terms of References (TOR) of Evaluators

1. Background
2. Objective of evaluation
3. Scope of evaluation
4. Approaches and methodology to be adopted during evaluation
5. Physical facilities and resources
6. Qualification and experience of the person involved in the evaluation
7. Deadline for accomplishment of work and working calendar
8. Stages and types of monitoring and evaluation report
9. Subjects to be included in the report
10. Contact person for evaluator or focal person/section
11. Mode of payment to evaluator
12. Other necessary matters

Annex 7:
(Related to No.4.1)

**Planning, Monitoring and Evaluation Format Guidelines
For Development Programmes/Projects**

S. No.	Activities	Unit	Out of Total Activities of Project			Out of Total Work, progress up to last FY			FY			Target of FY						Remarks						
			Quantity	Cost	Weight	Completed Work	Expenditure	Weighted Progress	Annual Targeted Quantity	Estimated Annual Progress	Estimated Annual Expenditure	Annual		First Trimester		Second Trimester			Third Trimester					
												Quantity	Weight	Quantity	Weight	Quantity	Weight		Quantity	Weight	Quantity	Weight	Quantity	Weight
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

(b) Programmes under Current Expenditure

(i)	Total of Programmes under Current Expenditure																									
(ii)	Total of Programmes Expenditure (i + ii)																									
(iv)	Consumption Expenditure																									
(v)	Office Operation Expenditure																									
(vi)	Total Expenditure (iii + iv + v)																									

Notes:

1. Yearly project/program do not need to fill out column 4 to 9 and at the time of approval of annual program it can hide column 4 to 12 but column numbers are same as in format.
2. Procedure to calculate weight of each activities are given below;

Yearly Project

$$\text{weight (column 14) = } \frac{\text{Annual budget of activities (column 15)}}{\text{(c) Total budget of program expenditure (column 15)}} \times 100$$

$$\text{weight (column 17) = } \frac{\text{Trimester quantity of activities (column 16)}}{\text{Yearly quantities of activities (column 13)}} \times \text{weight of column 14}$$

calculate weight of column 20 and 23 according to calculation method of column 17

Periodic Project

$$\text{weight (column 6) = } \frac{\text{Total budget of activities (column 5)}}{\text{(c) Total budget of program expenditure (column 5)}} \times 100$$

$$\text{weight (column 14) = } \frac{\text{Yearly quantity of activities (column 13)}}{\text{Total quantities of activities (column 4)}} \times \text{weight of column 6}$$

calculate weight of column 17, 20 and 23 according to calculation method of column 17 of yearly project.

Details of Expected Output on the basis of Project Goal and Other Works relating to Project Implementation

S. No.	Description	Unit	Annual Target	First Trimester Target	Second Trimester Target	Third Trimester Target
1	2	3	4	5	6	7
A)	Expected Output on the basis of Project Goal:					
	(i)					
	(ii)					
	(iii)					
B)	Other Works relating to Project Implementation:					
	<u>Preliminary Works</u>					
1.	Land Acquisition	Hector				
2.	Recruitment of Human Resource	No.				
3.	Appointment of Consultants a) Foreigner b) National	No. No.				
4.	<u>Other Works</u> Cost of works to award contract/agreement for Supply, Construction and other works	Rs. in '00000				
5.	Submitting Audit Report to Donor Agency	No.				
6.	Reimbursement Due	Rs. in '00000				

c) Output of the project according to logical framework

S. No.	Output of project	Unit	Target	Achievement up to last fiscal year

Name, Post and Signature of preparation in-charge
Date:Project/Office-In-Charge:
Date:Signature of Approval:
Date:

Guidelines to fill out the annual program form

Annual development program form is divided in two pages. Upper part of page one is project's introductory description and lower part (tabular form) is project's activities, unit, quantity, weightage, budget and their trimester/annual breakdown. Page number two part (a) is about details of expected output on the basis of project goal and other works relating to project implementation, part (b) is about important aspects of the project but that couldn't show in the project activities such as contract award, appointment of consultants, land acquisition, audit report and recruitment of human resources, part (c) is about output of the project according to existing logical framework and its target and achievement. It is mandatory to fill out the two page of annual development program at a time of program formulation. These are guidelines to fill out the annual development program.

Regarding the Introductory Description of Page No. 1

- | | |
|---|---|
| 1. FY: | Mention the FY of program implementation. |
| 2. Budget Sub-title No.: | Mention the Budget Sub-head of Budget Book (Red Book). |
| 3. Ministry: | Mention the name of the line ministry. |
| 4. Department/Agency: | Mention the name of the line Department/Agency. |
| 5. Name of Program/
Project: | Mention the name of the Program/Project as mentioned in the Budget Book (Red Book), published by the Ministry of Finance. |
| 6. Location: | Mention the location, where the project is going to be launched, as follows, <ul style="list-style-type: none"> (a) District - mention the name of the related district. (b) VDC/Municipality/Ward No. - mention the name of the VDC/Municipality/Ward No., where the program is going to be launched |
| 7. Date of Project
Launching: | Mention the date of Project Launching. |
| 8. Date of Project
Completion: | Mention the date of Project Completion (if the period is extended, mention the last date according to the amendment). If there are any amendments, mention the time of amendments also. |
| 9. Name of the Project/
Program-In-Charge: | Mention the name of the Project/Program-In-Charge at the time of filling out the form. |
| 10. Annual Budget: | Mention total amount of annual budget of related FY. |
| a) Internal | |
| 1. Nepal Government | Mention the amount to be provided by the Nepal Government. |
| 2. Local Entity/Agency | Mention the amount to be shared by the local body/agency. |
| 3. People's Participation | Mention the amount to be shared by people's participation. |
| b) External | |
| 1. Loan | Mention in Rs. the amount of loan among the total external amount. |

2. Grant	Mention in Rs. the amount of grant among the total external amount.
c) Rate of Exchange	Mention the Rate of Exchange quoted in the appraisal if the project is being implemented with foreign aid.
d) Donor Agency	Mention the name of the donor agency if the project is being implemented with foreign aid.
11. Total Cost of the Project in Rs.	Mention the total amount estimated for the completion of the project (Mention the initial amount as well as the amended amount, if there has been any amendment according to the exchange rate) a) Mention total cost as mentioned in No. 10. b) Mention the share of external loan and grant in the total cost of the project.
12. Expenditure up to the last FY (Direct payment including materials)	Mention the expenditure occurred up to the previous year of the year for which the form is being filled out from the date of commencement of the project.
a) Internal	Mention the expenditures from various sources (up to the previous FY) as mention in No. 10.
1. Government of Nepal	
2. Local body/agency	
3. Peoples participation	
b) External	Mention the expenditures from various sources (up to the previous FY) as mention in No. 10.
1. Loan	
2. Grant	

Regarding columns of lower section (tabular form) of Page No. 1:

(a) Programs under capital expenditure	Programs to be operated under capital expenditure heading should be mentioned in section (a)
(b) Programs under recurrent expenditure	programs to be operation under current expenditure heading should be mention in section (b).
No. 1 Serial No.	Mention the Serial No. of all project activities.
No. 2 Details of Activities	All the activities from the commencement to the completion of the project should be mentioned here. It includes the physical works executed with the project period to achieve the objectives of the project or the activities under various components of the project. The activities to be mentioned in this column will be classified on the basis of the project report, cost estimate of the project and the appraisal report. Activities of the project will be divided in measurable units according to the type of project.

No. 3 Unit	Mention units indicating the quantity or numbers of the activities mentioned in Column No. 2, such as Number, square meter, KM, Percentage etc. While mentioning the units, abstract units, such as 'as per the need', 'as per the demand' should not be mentioned.
No. 4 Quantity of Total Activities of the project	Mention the total physical quantity/number of every activity (mentioned in Column 2) to be completed in the total project period.
No. 5 Weight of Total Activities of the project	<p>While determining the weight of every activity, the cost mentioned in Column 6 of related activities should be divided by the amount of row (iii) of the same column (Total amount of the program) and the result should be mentioned in percentage. For example, if the total cost of Irrigation Project is Rs. 5,500,000.00 and Rs. 3,000,000.00 for the head works construction, Rs. 1,000,000.00 for canal construction and Rs. 1,000,000.00 for pipe culvert construction and Rs. 500,000.00 is allocated for Consumption and Office Operation (Administrative) Expenditure, the weight of the activities will be respectively, $30/50 \times 100 = 60$, $10 \times 100/50 = 20$, $10 \times 100/50 = 20$</p> <p>There is no weight of Administrative Expenditure (Consumption Expenditure + Office Operation Expenditure).</p> <p>While determining the weight of annual projects, the project/program should be considered as an annual project and weight should be calculated assuming the annual budget as the total cost of the project.</p>
No. 6 Cost of Total Activities of the project	Consumption and Office Operating (Administrative) Expenditure out of the total cost to complete the project according to the cost estimate of Appraisal should be filled out in Column (iv) and (v) and the cost of every activity mentioned in No. 2 out of remaining amount should be mentioned here item-wise.
No. 7 Completed Quantity Up to Previous FY	Mention quantity, numbers etc. of related activities completed up to the last year (previous FY) from the commencement of the project. Since the completed quantity up to the previous FY is mentioned in Column No. 12 of the annual progress report of the previous FY, same quantity, numbers should be copied to this column. But in the first year of the project, Column No. 7, 8, 9, 10, 11 and 12 should not be filled out.

No. 8 Cost up to Previous FY	Mention the amount spent on the related activities, which are completed within the period of the starting of the project to the previous FY.
No. 9 Weighted Progress up to Previous FY	<p>Mention the percentage of the determined weight of the progress of related activities, which are completed up to the previous FY for the project period. For calculating the weighted progress, the ratio of progress of the period and total activities should be multiplied by the determined weight of the activity. For example, the progress of the total Head Works Construction (100 %) up to the previous FY is 50 per cent and the weight of Head Works is 60 per cent, the weighted progress up to the previous FY will be, $\text{Progress/Goal} \times \text{Weight} = 50/100 \times 60 = 30$.</p> <p>This means, the figure of Column No. 15 of the annual progress report of the previous FY will be transferred to this column.</p> <p>This can be calculated in this way too, $\text{Column 9 (Weighted Progress)} = \text{Column 7 (Completed Quantity)}/\text{Column 4 (Quantity)} \times \text{Column 6 (Weight)}$ (This column should not be filled out in the case of annual or the first year of the project.)</p>
No. 10 Annual Goal of FY	Mention the approved annual goal of the current FY.
No. 11 Progress Estimate of FY	Mention the estimated progress to be achieved in the current FY, including the progress up to date and probable achievement to be achieved in the remaining period of the current FY.
No. 12 Expenditure Estimate of FY	<p>Mention the total expenditure to be occurred in the current FY, including the actual expenditure up to date and probable expenditure to be occurred in the remaining period of the current FY.</p> <p>For example, while presenting the program for FY 2013/14 for discussion, quantity, cost and weighted progress up to FY 2011/12 should be filled out in Column 7, 8, 9; annual goal quantity, estimated progress of FY 2013/14 to be achieved and estimated expenditure should be filled out in Column 10, 11, 12 and details of the program for coming FY 2013/14 should be mentioned in Column 13 to 24.</p>
No. 13 Annual Work Goal Quantity	In the context of the projects to be completed in the period of more than one FY, mention the activities (Number, Quantity etc.) to be executed in this FY among the activities mentioned in Column 4. In the context of the projects to be completed in one FY or to be operated in annual basis, mention the determined activities (Number, Quantity etc.) of the FY.

No. 14 Annual Work Goal Weight	<p>In the context of the projects to be completed in the period of more than one FY, mention the annual weight on the basis of quantity of related activities to be executed in this FY. The weight should be calculated on the basis of the quantity of an activity of the project to be executed this year among the total quantity of the activity, not on the basis of the figure of the annual budget. In other words, to calculate the annual weight to be mentioned in Column 14, the quantity of annual work goal of every activity mentioned in Column 13 should be divided by the total quantity of the related activity mentioned in Column 4 and the result should be multiplied by the related weight mentioned in Column 6, i.e.,</p> $\text{Column 14 (Weight)} = \text{Column 13} / \text{Column 4} \times \text{Column 6}$ <p>In the context of the projects to be completed in one FY or to be operated in annual basis, to calculate the weight, total budget amount for an approved program of the year, mentioned in Row (iii) should divide the amount, allocated for every activity and the result should be multiplied by 100, i.e.,</p> $\text{Column 14 (Weight)} = \text{Column 15} / \text{Amount of Row (iii) of Column 15} \times 100$
No. 15 Annual Budget	Mentioned the budget amount allocated in this FY for different activities listed in Column No. 13.
No. 16 First Trimester Quantity	Mention the quantity among the annual work goal, mentioned in Column No. 13, which will be completed in the period of first trimester.
No. 17 First Trimester Weight	Mention the weight of the activities to be executed in the period of first trimester. To calculating the weight, the activities to be executed in the first trimester among the annual work goal should be derived on the basis of first trimester goal. Quantity of every activity listed in Column 16 should be divided by the quantity of Column 13 and the result should be multiplied by the weight mentioned in Column 14. The outcome will be the weight figure of Column 17.
No. 18 First Trimester Budget	Mention the budget allocated for the first Trimester among the budget mentioned in Column No. 15.
No. 19 to No. 24	<p>Applying the same calculation method, used for the first trimester, mention the targeted quantity, weight and budget allocated for these trimesters among the annual goal and annual budget in the columns of second and third trimester respectively.</p> <p>(Trimester Goal Quantity/Annual Goal Quantity X Annual Weight = Trimester Weight of Activity)</p>

No. 25 Remarks Regarding the Rows,	If there are any remarks, mention in this column. After mentioning all of the programs/activities in rows, they should be summed up.
Row (i):	(1) The units and quantities of activities mentioned in Column No. 3, 4, 7, 10, 11, 13, 16, 19 and 22 of Section (a) should not be summed up, (2) Mention the result of vertical addition of cost, weight, budget and expenditure amounts of mentioned activities in Column No. 5, 6, 8, 9, 12, 14, 15, 17, 18, 20, 21, 23 and 24 of Section (a),
Row (ii):	(1) The units and quantities of activities mentioned in Column No. 3, 4, 7, 10, 13, 16, 19 and 22 of Section (a) should not be summed up, (2) Mention the result of vertical addition of cost, weight, budget and expenditure amounts of mentioned activities in Column No. 5, 6, 8, 9, 11, 12, 14, 15, 17, 18, 20, 21, 23 and 24 of Section (a),
Row (iii):	Mention the result of the addition of the figure in Row (i) of Section (a) and Row (ii) of Section (b),
Row (iv) and (v):	(1) Mention the amount allocated in Column No. 5, 8, 12 and 15, (2) Mention the amount allocated for the trimester among the annual budget in Column No. 18, 21 and 24,
Row (vi):	Mention the result of the addition of Row (iii), Row (iv) and Row (v).

Notes:

1. As Consumption Expenditure and Office Operation Expenditure (Administrative Expenditure) are mentioned in Row (iv) and (v), mention them in the expenditure column. Weight should not be mentioned for these figures.

2. After filling out all details in the rows of the form, they should be summed up and the result should be mentioned. The columns of Unit and Quantity should not be summed up. Only the Cost (Budget) and Weight or Weighted Progress should be summed and the result should be mentioned.

Guidelines to fill out Page No. 2

Page No. 2 of Annual Program should be filled out in following way:

1. Serial No.:

2. Description:

Section (A)

Expected outputs from the project activities planned for execution in the year according to Column No. 9 of Page No. 1 should be mentioned point-wise in respective order. Outputs from the execution of various activities and sub-activities, such as land accession, maintenance of irrigation canal, primary teacher training, free school books distribution, immunization of children under five according to the objective of the project should be mentioned as an output indicator in this column. Every activity may not have remarkable output. That is why, mentioning all of the activities listed in the annual program (Page No. 1) as an output indicator is not necessary. Output indicators should be mentioned only for main activities, which have used at least 70 per cent of the project budget.

Section (B)

Descriptions of this section are already mentioned in column so need to fill out.

Section (C)

Project/program which has logical framework has to fill out their output according to their activities. In unit column suitable unit to be mentioned, in annual target there should be annual output target within this fiscal year and mentioned achievements so far up to last fiscal year. No need to fill out if there is no logical framework.

3. Unit:

Suitable units which can represent outputs in quantity, such as hector, KM, number, per cent should be mentioned here.

4. Annual target:

The goal of the FY should be mentioned in quantity in the spirit of the unit.

5. First trimester target:

Mention the target of first trimester in this column according to annual target

6. Second trimester target:

Mention the target of second trimester in this column according to annual target

7. Third trimester target:

Mention the target of third trimester in this column according to annual target

Column 5, 6, 7 Section (B):

Goal of activities, which play a vital role in the execution of the project/program should be mentioned in this section. It is divided in two sub-sections – Preliminary Works and Other Works. If the goal of mentioned works are fixed in the mentioned FY, mention the same in Column 4

and mention them in related trimester according to the target. Mention the trimester, in which the targeted quantity of each output as mentioned in Column 4 is going to be achieved. Or, if there is a need to mention partly in different trimesters, mention targeted quantity in concerned trimester.

If there are any work listed in this section, which should not be done in this FY, mention 'Not available' in Column 4.

Column 5, 6, 7 Section (C):

Mention the output according to their activities. In unit column suitable unit to be mentioned, in annual target there should be annual output target within this fiscal year and mentioned achievements so far up to last fiscal year.

After completely fill out the annual development program page 1 and page 2, duly signed by preparation in-charge, project/program in-charge and approval authority.

Budget form No. 6.04.05
NPC (ME) Form No. 2
Page No. 1/2

..... **Trimester/Annual Progress Report**

1. FY:
2. Budget Sub-title No. :
3. Ministry:
4. Title of the Programme/Project:
5. Name of the Project/Office-In-Charge:
6. Budget for this Period (Rs.):
 - (a) Internal (1) Nepal Government:
 - (2) Agency:
 - (3) People's Participation:
 - (b) External (1) Loan:
 - (2) Grant:
 - (c) Donor Agency:
7. Expenditure of this period (Rs.):
 - (a) Internal (1) Nepal Government
 - (2) Local Agency:
 - (3) People's Participation
 - (1) Loan:
 - (2) Grant:
 - (b) External (1) Loan:
 - (2) Grant:
8. Expenditure percentage in comparison to trimester/annual target:
9. Total Expenditure percentage from starting to this period (in comparison to the total cost):
10. Percentage of physical progress up to this period:
11. Percentage of elapsed time (in comparison to the total period):

(Rs. in hundred thousand)
12. Reimbursement status:
 - (a) Amount to request for reimbursement:
 - (b) Requested amount for reimbursement:
 - (c) Reimbursement due amount:

S.No.	Description of Activity	Unit	Annual Target			Trimester/Annual Target			Trimester/Annual Progress			Progress of this FY as of Reporting Period		Main output achievement based on indicator	Remarks
			Quantity	Weight	Budget	Quantity	Weight	Budget	Quantity	Weight	Quantity	Weight	Quantity		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
a) Programme under capital expenditure															
i)	Total of Programmes under Capital Expenditure														
b) programme under recurrent expenditure															
ii)	Total of Programmes under Current Expenditure														
(III)	Total of Programme Expenditure (i + ii)														
(IV)	Consumption Expenditure														
(V)	Office Operation Expenditure														
(VI)	Total Expenditure (iii + iv + v)														

Weighted Progress of Reporting Period to calculate the trimester progress: $11/8 \times 100$ of Row (III); Weighted Progress of Reporting Period to calculate the annual progress: $11/5 \times 100$ of Row (III)
Notes: 1. Column 14 and 15 should not be filled out if the programmes are executed in annual basis. 2. Column 7, 8 and 9 should not be filled out while reporting on the annual goal progress.
3. Column 12 and 13 should not be filled out while reporting on the annual goal progress.

Description Regarding Problems of the Project

S.N.	Main Problems Observed in the Project Implementation	Causes of the Problems Observed	Efforts Made to Solve Problem	Problems Observed to be Presented in MDAC	Suggestions for Solution of Problems
1	2	3	4	5	6

Details as per this page should be filled in and submitted to the Ministry to present MDAC to be held on every four months or as per needed.

Name, Post and Signature of preparation in-charge
Date:

Project/Office-In-Charge:
Date:

Signature of Approval:
Date:

.....**Guidelines to fill out Trimester/Annual Progress Report**

This form is used to prepare the progress report of the project works, executed in a specific period. Every four months (Trimester) and one year (Annual) will be considered as a period of the report. This form has to be filled out by the Project-In-Charge. Details of works executed in every trimester and annual period and their expenditure is prepared according to related trimester goal and budget etc. This form is divided in two pages. Introductory details have to be filled out in the upper part of the form and there are columns in the lower part to be filled out with the information on the details of the project progress. There are columns in the Page No.2 to be filled out with information on the problems experienced in the process of project execution, solutions and suggestions have to be filled out.

Regarding the Introductory Details of Page No.1

- | | |
|--|---|
| 1. FY: | Mention according to the guidelines provided for filling out the Annual Development Programme Form. |
| 2. Budget Sub-title No. : | Mention according to the guidelines provided for filling out the Annual Development Programme Form. |
| 3. Ministry: | Mention according to the guidelines provided for filling out the Annual Development Programme Form. |
| 4. Title of the Programme/Project: | Mention according to the guidelines provided for filling out the Annual Development Programme Form. |
| 5. Name of the Project/Office-In-Charge: | Mention the name of the Project/Office-In-Charge at the time of filling out the form. |
| 6. Budget for this Period (Rs.): | Mention total budget of this period as stated in Annual Development form. |
| (a)Internal | |
| (1) Nepal Government: | Mention the amount to be provided from the internal source of Nepal Government. |
| (2) Local Body/Agency: | Mention the amount to be covered by the local body/agency. |
| (3) People's Participation: | Mention the amount to be covered by the people's participation |
| (b)External | |
| (1) Loan: | Mention the amount received as loan among the total external fund in Rs. |
| (2) Grant: | Mention the amount received as grant among the total external fund in Rs. |
| 7. Expenditure for this Period (Rs.): | Mention total expenditure of this period |
| (a) Internal | |

(1) Nepal Government:	Mention the expenditure amount of Nepal Government.
(2) Local Body/Agency:	Mention the expenditure amount covered by the local body/ agency.
(3) People's Participation:	Mention the expenditure amount covered by the people's participation
(b) External	
(1) Loan:	Mention the expenditure amount from loan fund.
(2) Grant:	Mention the expenditure amount from grant fund.
8. Expenditure percentage in comparison to trimester/annual goal	Mention in percentage of expenditure amount for reporting period by dividing the No.7 amount by No.8 amount.
9. Total Expenditure percentage from starting to this period (in comparison to the total cost)	This is for periodic projects only. Mention in percentage of total expenditure in comparison with total budget of project
10. Percentage of physical progress up to this period:	Mention the physical progress achieved up to this period by adding previous physical progress number with physical progress of this period
11. Percentage of elapsed time (in comparison to the total period):	This is for periodic projects only. Mention in percentage the elapsed time with accordance to total time of the project.
12. Reimbursement status:	
(a) Amount to request for reimbursement:	According to project agreement, mention the amount of expenditure, that is need to request for reimbursement from development partners
(b) Requested amount for reimbursement:	With relate to 12 (a) mention the amount that are requested and yet to reimburse.
(c) Reimbursement due amount:	Mention the amount that is still not reimburse from development partners.

Regarding the lower part tabular form

Programmes to be executed under the heading of Capital Expenditure should be mentioned in Section (a) and Programmes to be executed under the heading of Current Expenditure should be mentioned in Section (b).

Column No.1 to 6	Information should be provided according to the guidelines provided for filling out the Annual Programme Form. These columns can be copied directly from the Annual Programme Form. Approved annual programme/activities of the current FY, unit, Goal Quantity, Weight and Budget should be mentioned in these columns.
7. Trimester target, quantity	Mention the targeted quantity for this period among the total quantity of related programmes/activities of the project. In other words, mention the targeted quantity for the period according to the Page No.1 of Approved Annual Development Programme Form.
8. Trimester target, weight	Mention the targeted weight for this period among the total quantity of related programmes/activities of the project. In other words, mention the targeted weight for the period according to the Page No.1 of Approved Annual Development Programme Form
9. Trimester Target, Budget	Mention the determined budget for this period for the related programmes/activities of the project. Column No.7, 8 and 9 should not be filled out while presenting the annual progress as the information to be provided in these columns are already mentioned in Column No.4, 5 and 6.
10. Trimester/Annual Progress, Quantity:	Mention the progress quantity, number, percentage etc. achieved in this period among the determined work target.
11. Trimester/Annual Progress, Weighted:	(a) Annual Progress/Weighted: Mention the figure ascertained by multiplying the ratio of the annual progress quantity of related programmes/activities and annual targeted quantity by annual weight. (Or, Weighted Progress = Progress Quantity (Column No.10)/ Targeted Quantity (Column No.4) X Weight (Column No.5) (b) Trimester Progress/Weighted: Mention the figure ascertained by multiplying the ratio of the trimester progress quantity of related programmes/activities and trimester targeted quantity by trimester weight. (Or, Weighted Progress = Progress Quantity (Column No.10)/ Targeted Quantity (Column No.7) X Weight (Column No.8)

12 and 13 Progress Quantity and Weighted of the FY up to the reporting period:	<p>Mention the progress quantity of this FY up to the reporting period as follows:</p> <p><u>Regarding First Trimester Progress Report:</u></p> <p>Column No.12: Mentioned the same quantity as mentioned in Column No.10 of First Trimester Progress Report.</p> <p>Column No.13: Mention the Weighted Progress of this FY up to the reporting period, which is derived by dividing the quantity of Column No.12 by Column No.4 (Annual Goal Quantity) and multiplying the figure by the weight of related programmes/activities of Column No.5. Or, just copy the Weighted Progress mentioned in Column No.11.</p> <p><u>Regarding Second Trimester Progress</u></p> <p>Column No.12: The Total of Quantities (number etc.) mentioned in Column No.10 of First Trimester Progress Report and Column No.10 of Second Trimester Progress Report is mentioned here.</p> <p>Column No.13: Mention the Weighted Progress of this FY up to the reporting period, which is derived by dividing the quantity of Column No.12 (above mentioned) by Column No.4 (Annual Goal Quantity) and multiplying the figure by the weight of related programmes/activities of Column No.5.</p> <p><u>Regarding Third Trimester Progress Report:</u></p> <p>Column No.12: The Total of Progress Quantities of First, Second and Third Trimester mentioned in Column No.10 is mentioned here.</p> <p>Column No.13: Mention the Weighted Progress of this FY up to the reporting period, which is derived by dividing the quantity of Column No.12 by Column No.4 (Annual Goal Quantity) and multiplying the figure by the weight of related programmes/activities of Column No.5.</p>
14. Main output achievement based on indicator	Mention the achieved output relating to page No.2 of Annual Development Programme. It is not necessary to write in every row of activities.
15. Remarks	Mention any comments regarding the progress in this column, the entire form should be filled out by numeric number.

Regarding the Rows:

After mentioning all of the programmes/activities in rows, they should be summed up.

- Row (I): (1) The units and quantities of activities mentioned in Column No.3, 4, 7, 10, 12, 14 of Section (a) should not be summed up, (2) Mention the result of vertical addition of weight and budget amounts of activities mentioned in Column No.5, 6, 8, 9, 11, 13, 15 of Section (a),
- Row (II): (1) The units and quantities of activities mentioned in Column No.3, 4, 7, 10, 12, 14 of Section (a) should not be summed up, (2) Mention the result of vertical addition of weight and budget amounts of activities mentioned in Column No.5, 6, 8, 9, 11, 13, 15 of Section (a),
- Row (III): Mention the result of the addition of the figure in Row (I) of Section (a) and Row (II) of Section (b),
- Row (IV) and (V): Mention the amount allocated according to the annual budget in Column No.6 and 9,
- Row (VI): Mention the result of the addition of Row (III), Row (IV) and Row (V).

Notes:

The formula to ascertain the Weighted Progress of the reporting period in percentage is provided in the Progress Report Form. In the same way, Weighted Progress up to this FY should be derived by dividing the Weighted Progress of Column No.13 by the total of determined annual weight for the year and the Weighted Progress Percentage should be derived by multiplying the figure by 100. To derive the Weighted Progress Percentage up to date among the total of the project, divide the total of Weighted Progress mentioned in Column No.15 by the total of total weight of the project and multiply the figure by 100. (This figure would be equal to the total of Weighted Progress of all activities mentioned in Column 15.)

Following steps should be followed while filling out the Progress Form for the Annual Progress Report:

- (a) Column No.1, 2, 3, 4, 5 and 6 should be filled out with the same information, which has been mentioned in Trimester Progress Report.
- (b) Column 7, 8 and 9 should not be filled out as the information is mentioned in Column No.4, 5 and 6.
- (c) The quantity mentioned in Column 12 of Third Trimester Progress Report should be mentioned in Column 10.
- (d) The Weighted Progress mentioned in Column 13 of Third Trimester Progress Report should be mentioned in Column 11.
- (e) Column 12 and 13 should not be filled out as the annual progress is mentioned in Column No.10 and 11.
- (f) Column No.14 and 15 should be filled out with the same information, which have been mentioned in Third Trimester Progress Report.

Notes:

- (1) Although extra progress in comparison to the formulated goal quantity in a trimester period is achieved (by completing the uncompleted work of the previous trimester or by completing some works of the forthcoming trimester), the mentioned progress should not exceed 100 percent by increasing the progress quantity or weight in comparison to the goal. In such case, the excess quantity should be mentioned in Column 12, where we show the cumulative progress of the FY up to the reporting period, adding with the progress quantity achieved in the trimester and accordingly, weighted progress should be mentioned in Column No.13, and that should be mentioned in Remarks Column.
- (2) If the goal, weight and budget of trimester allocation of approved annual programmes have been amended, the date of amendment and the agency should be mentioned in the Remarks Column. But, approved annual/trimester goal, weight and budget should not be changed without approval of line agency.

Regarding Page No.2 of Progress Report:

1. S.No.	Serial number of the problems
2. Main Problems Observed in the Project Implementation	Mention main problems experienced in the implementation of the project in point-form order of seriousness.
3. Causes of the Problems	Mention the main causes of the problems.
4. Initiatives taken to solve the problems:	Mention the initiatives taken on the level of project or department or ministry to solve the problems in point-form order.
5. Problems realized as necessary to present at the meeting of MDAC	Mention the problems realized as necessary to present at the meeting of MDAC among the problems faced in the process of project implementation, if there are any.
6. Suggestions to solve the problems:	Mention the suggestions in point-form order regarding the possible initiatives to be taken to solve the problems by MDAC.

After completely fill out the Trimester/Annual Progress Form page 1 and page 2, duly signed by preparation in-charge, project/programme in-charge and approval authority.

Priority (P ...) Projects Macro..... Trimester/Annual Progress Report

1. Fiscal year:
2. Name of Ministry/Sector:
3. Date of last meeting of Ministerial level Development Action Committee (MDAC):

S. No.	Budget Sub-title No.	Name of the Project	Overall Progress Status up to this period (%)		Trimester/Annual Progress Status (%)		Major achievement up to this period	Main Problems Observed in the Project Implementation	Initiatives taken to solve the problems	Suggestions to solve the problems	Problems that are to be presented in NDAC	
			Physical	Financial	Physical	Financial						
1	2	3	4	5	6	7	8	9	10	11	12	13

Note: Annual Projects should not fill out Column No.4, 5 and 6

Status of the last MDAC's decisions:

Major Decisions made in this MDAC:

Name, Post and Signature of preparation in-charge

Date:

Project/Office-In-Charge:

Date:

Signature of Approval:

Date:

Guidelines to fill out Macro Trimester/Annual Progress Report (Form No.3)

This form has to be filled out by ministry/agency based upon Trimester/Annual Progress Report (form No.2) and after conducting MDAC. All projects/programmes that are being implemented under the ministry/agency should be fill out and submit the P1 project/programme status to NPC and P2 and P3. Project/programme status should be monitored by ministry/agency themselves. The following are the methods to fill out the form No.3.

Methods to fill out upper part of the form

Heading	Mention the priority number and trimester's name or annual
1. Fiscal Year	Mention the reporting fiscal year.
2. Name of Ministry/Agency	Mention the name of projects/programmes implementing ministry/ agency
3. Date of last meeting of MDAC:	Mention the date of last MDAC meeting.

Methods to fill out lower part of the form (tabular form)

1. S. No.	Mention the serial number of project/programme that are implementing under the ministry/agency.
2. Budget Sub-title No.	Mention the projects/programmes budget sub heading according to red book of Ministry of Finance.
3. Title of Project/ Programme	Mention the name of projects/programmes according to red book of Ministry of Finance.
Overall Progress Status up to this period in % (This is for periodic Project/Programme only)	
4. Physical	Mention the physical progress achieved up to this period. This figure can be copied from the Trimester/Annual Progress Report (form No.2) upper part No.11
5. Financial	Mention total expenditure in comparison with total budget of project. This figure can be copied from the Trimester/Annual Progress Report (form No.2) upper part No.9
6. Time Elapsed	Mention, in percentage, the elapsed time with accordance to total time of the project. This figure can be copied from the Trimester/Annual Progress Report (form No.2) upper part No.10.
Trimester/Annual Progress Status (%)	
7. Physical	Mention the physical progress achieved within reporting period. This figure can be copied from the Trimester/Annual Progress Report (form No.2 tabular part) sum of column No.11
8. Financial	Mention the expenditure progress with in reporting period. This figure can be copied from the Trimester/Annual Progress Report (form No.2) upper part No.8

9. Major achievement up to this period	Mention the major outputs and outcomes that are achieved during this period due to intervention of project/programme
10. Main Problems Observed in the Project Implementation	Mention main problems experienced in the implementation of the project in point-form order of seriousness.
11. Initiatives taken to solve the problems	Mention the initiatives taken on the level of project or department or ministry to solve the problems in point-form order.
12. Suggestions to solve the problems	Mention the suggestions in point-form order regarding the possible initiatives to be taken to solve the problems by MDAC.
13. Problems that are to be presented in NDAC	Mention the problems that are not solved by MDAC and its needs table in NDAC meeting.

Methods to fill out lower part of form

Status of the last MDAC's decisions:	Mention the progress status of last MDAC meeting's decisions
Major Decisions made in this MDAC:	Mention the decision made from recent MDAC meetings

After completely fill out the Trimester/Annual Progress Form page 1 and page 2, duly signed by preparation in-charge, project/programme in-charge and approval authority.

Basic Statistics and Status Update Form of Project

Part A: Basic information of Project

1. Name of the project:
Budget sub-title No.:
2. Project goal # :
3. Project objective #:
4. Project output #:
5. Project main activities #:
6. Millennium Development Goal (MDG): MDG target: MDG indicator:
7. Sector:
8. Sub-sector:
9. Strategy of the periodic plan of the project:
10. Working policy of the periodic plan of the project:
11. Poverty Index:
To contribute directly to poverty eradication, To contribute indirectly to poverty eradication Others
12. Gender index:
To contribute directly for gender equality, To contribute indirectly to gender equality Others
13. Type of the project
Service oriented Research oriented Production oriented
Construction oriented Good governance
14. Project implementation site and criteria adopted while selecting
 - (a) Implementation site: District: Electoral constituency: Municipality/VDC
 - (b) Selection criteria

#To be filled in according to the logical framework. In the event when there is no log frame, it should be filled in according to the project proposal.

15. Total cost of project and resource description: (Rs. in hundred thousand)

Description	Kinds of Payment	Internal resource		External resource		
		GoN	Local	Grant	Loan	Tech. assistance
Gov. of Nepal						
Dev. partner						
Internal/External						
Tech. assistance						
Total resources						
Total cost						

16. Project nature: Annual basis Periodic

17. Project Period (proposed total year):

(a) Date of commencement:

(b) Date of completion:

(c) Revised date of completion:

18. Priority order of the project according to Medium Term Expenditure Framework

Priority One Priority Two Priority Three

19. Allocation of the total project budget on annual basis (Rs. in hundred thousand)

Fiscal year	Amount

20. Description about project consultants

a) Total number of consultants in project:

Local: International:

b) Budget provision for consultants in fiscal year wise:

Fiscal year	Budget provision	
	Local	International
Total		

21. Project implementing agency:

Part B: Updated Status of Project

22. Annual budget, expenditure and reimbursement status (Rs. in hundred thousand)

Particular	Total cost	Annual budget	Expenditure	Reimbursable amount	Requested amount	Yet to receive	Yet to request
(a) Internal							
1. Gov. of Nepal							
• People's participation							
• Agency							
• Local body							
Total amount							
(b) External							
1. Loan							
To be reimbursed							
Direct payment							
2. Grant							
Reimbursed							
Direct payment							
Cash							
Assistance in kind							
1. Tech. assistance							
Int'l consultant							
Local consultant							
Others							
Total amount							
Net total amount							

23. Physical output and outcomes of the project to date (According to No.4):

24. Benefit/advantage from the implementation of the project:

(a) Total population benefited

Woman	Children	Indigenous ethnicity	Dalit	Madhesi	Muslim	other

(b) Employment generated (Labour/day):

(c) Estimated quantity to be increased in production:

(d) Contribution towards regional balance:

25. Services related description:

Total number of consultants for the project			
Appointed in this period		Appointed up to this period	
Local	International	Local	International

26. Number of contract and amount of contract:

Total number for the project period		Appointed up to this period	
Number	Amount	Number	Amount

27. Physical and financial progress and elapsed time of project (in percentage):

This period progress		Up to this period progress		
Physical	Financial	Physical	Financial	Elapsed Time

28. Problems occurred during project implementation:

Main problems	Causes of problem	Action taken to resolve	Measures to resolve

29. Description Regarding Project Chief:

Name	Working Duration in the Project	
	From	To

Name of project chief:

Designation:

Signature:

Date:

Guidelines for the Preparation of the Basic Data and Updated Status Form

There are two main parts in this form. Basic data of the project is in part one, and project's updated implementation status is in part two. The project's basic description and implementation status can be known from this form. All ongoing projects are to fill up this form after each trimester and after completion of each fiscal year. This form will be filled out by the Project office as follows:

Part A: Basic Description of the Project

- | | |
|---|---|
| 1. Name of Project and Sub title number: | Mention the project name and budget sub-head number according to the budget book (Red Book), published by the Ministry of Finance. |
| 2. Goal of Project: | Mention goal according to log-frame of project |
| 3. Objectives of Project: | Mention objective according to log-frame of project |
| 4. Output of Project: | Mention output according to log-frame of project |
| 5. Main Activities of Project: | Mention main activities according to log-frame of project |
| 6. Millennium Development Goal | Mention the suitable MDG (8 goals, 18 targets and 48 indicators) if the project is targeted to achieve MDG related goals, targets and indicators. If the project is not related to the MDGs, just mention 'not related'. |
| 7. Sector | Mention according to annual programme book of NPC, under which of the sectors the project falls. The sector list is given below. |
| 8. Sub-sector | Mention according to annual programme book of NPC, under which of the sub-sectors the project falls. The sub-sector list is given below. |
| 9. Related Strategy of Periodic Plan | Mention the projects relation to the strategy of the current periodic plan |
| 10. Related Working Policy of Periodic Plan | Mention the projects relation to the working policy of current periodic plan |
| 11. Poverty Index | Tick the first box if the project directly contributes to poverty alleviation, tick the second box if project indirectly contributes to poverty alleviation and tick the last box if projects do not contribute to poverty alleviation. |
| 12. Gender Index | Tick the first box if project directly contributes to gender equality, tick the second box if project indirectly contributes to gender equality and tick the last box if projects do not contribute to gender equality. |
| 13. Types of Project | Mention the type of the Project among Service Oriented, Research Oriented, Production Oriented and Construction Oriented. |

14. Project implementation site and criteria adopted while selecting	Mention project sites accordingly
(a) Implementation site: District:	District: Mention project implementing districts name.
Electoral Constituency:	Electoral Constituency: Mention project implementing electoral constituency number.
Municipality/V.D.C.:	Municipality/VDC: Mention project implementing municipality/VDC name.
(b) Selection criteria	Mention how the project site selected in those district, electoral constituency and municipality/VDC.
15. Total cost of project and resource description:	Mention the total cost to complete the project according to contribution made through various resources in Rs. from internal sector, i.e., Nepal Government, local body/ agency and people's participation and from external sector, i.e. loan, grant and technical assistance
16. Project Nature:	Mention whether project is annual basis or periodic one.
17. Project Period (proposed total year):	Mention the Date of Project commencement and completion, including the amendments, if any.
18. Priority order of the project according to Medium Term Expenditure Framework:	Mention priority number of the project based upon medium term expenditure framework or NPC annual programme book.
19. Allocation of the total project budget on annual basis:	Mention the project total budget in annual basis, i.e. if the project is for five years distribute total budget among five year.
20. Description about project consultants:	Mention the total number and budget allocation for consultants, both local and international, on annual basis.
21. Project implementing agency:	Mention the name of project implementing agency.

Part B: Update Status of the Project

22. Annual budget, expenditure and reimbursement status:	Mention the amount of total cost, annual budget and expenditures of internal source, i.e., Government of Nepal, People's Participation, Agency and local body, external sector, i.e., loans, grant, materials, technical assistance, consultants and other expenditures of the project. Also mention the reimbursement status of project.
23. Physical output and outcomes of the project to date (According to No.4):	Mention the physical outputs up to reported period of the project according to target listed in number 4. And also mention if there is any kind of outcomes from the project outputs.

- | | |
|--|--|
| 24. Benefit/advantage from the implementation of the project: | Mention in a) How many are benefitted from the project activities in their respective boxes of Woman, Children, Indigenous ethnicity, Dalit, Madhesi, Muslim and specify if any other (b) How many employment opportunities generated (Labour/day), (c) How much of an increase in production and (d) How much of a contribution towards regional balance. |
| 25. Services related description: | Mention the number of consultants appointed out of total number of consultants for the project both locally and internationally. |
| 26. Number of contracts and amount of contracts: | Mention the consultant's number and amount that is provisioned in the project. Also mention the number and amount for consultant hiring. |
| 27. Physical and financial Progress and elapsed time of project: | Mention the physical and financial progress of the reported time and also mention the overall physical and financial progress along with elapsed time of the project period. |
| 28. Problems occurred during project implementation: | Mention the problems that are faced by project during implementation and also describe how they tackled and what will be the measures to correct those problems. |
| 29. Description Regarding Project Chief: | Mention the name and post of all the Project-In-Charge and their involvement period. |

After completely filling out the Basic Data and Updated Status Form have it duly signed by project in-charge.

List of Sector and Sub-sector

Sector	Sub-sector
Economic Development	Savings Revenue Public Expenditure Management Public Debt Management Foreign Investment Foreign Aid Management Money, Banking and Credit Agriculture Credit, Rural Credit and Micro-finance Prices Capital Market Foreign Exchange and Balance of Payments Public Enterprises Private Sector Development Private, Public and Cooperative/Community Sector Partnership Cooperative sector Development Labor and Employment Transport Management Agriculture and Food Security Forest and Soil Conservation Land Reform and Management Industry Trade Supply Management Tourism and Civil Aviation
Social Development	Decentralization, Self-Governance and Local Development Youths Development Sports Development Population and Human Resources Social Protection Elderly Citizens Children and Youth Non-Government Organizations Education Culture Health and Nutrition Drinking Water and Sanitation Inclusive and Targeted Group

Infrastructure Development	Local Infrastructure Irrigation and Water Induced Disaster Management Hydro Electricity Alternative Energy Disaster Management Road and other Transports Information and Communications Building, Housing and Urban Development Science and Information Technology Environment and Climate Change
Peace, Good Governance and Mainstreaming	Peace. Reconstruction and Rehabilitation Gender Equity and Women Empowerment Inclusion Sustainable and Balanced Development Persons with Disabilities Poverty Alleviation Good Governance Human Rights Planning and Statistics Plan Formulation and Implementation Monitoring and Evaluation Research and Development

Monthly Progress Report Form (For Project/Programme to be Carried out Special Monitoring)

..... Year Month

1. Number of budget sub-title:
2. Ministry
3. Name of department/organisation:
4. Name of the project:
5. Annual budget Rs:
6. Budget until this trimester Rs:
7. Expenditure up to this month Rs:
8. Status of goals/progress according to annual work plan of the project:

S.N.	Target of this Month According to Annual Action Plan	One Month's Progress According to Target	Main Activities completed up to Last Month	Remarks
1				
2				
3				

9. Progress until the last trimester (in percentage)
 - (a) Physical
 - (b) Financial

10. Problems revealed in the project and solutions:

S.N.	Main Problems	Measures Adopted for Solution	Detail of Support Required from other Agencies, if any
1.			
2.			
3.			

Name of project chief:

Signature:

Date:

Comments and suggestions of the ministry:

- 1.
- 2.

Head of Monitoring and Evaluation Division

Name:

Signature:

Date:

Verified by

Name:

Signature:

Date:

Guidelines to fill out Monthly Progress Report

The Projects/Programmes that are to have special monitoring should prepare monthly work plans along with annual work plans. For the monthly work plan fill out this form and send it to the related ministry/agency on a monthly basis within seven days of the end of a month. The activities are fixed on the trimester basis instead of monthly basis. The objective of this form is to identify if there are any problems related with the works to be completed according to the goal and to facilitate the implementation process with timely identification of solution measures. The guidelines to fill out the forms are mention below.

- | | |
|---|--|
| 1. Number of budget sub-title: | Mention the project sub-title number according to red book of Ministry of Finance. |
| 2. Ministry | Mention the name of ministry under which project is implemented. |
| 3. Name of department/organisation: | Mention the name of department or organization under which project is implemented. |
| 4. Name of the project: | Mention the project name according to red book of Ministry of Finance. |
| 5. Annual budget: | Mention annual budget in Nepali Rs. of the project according to red book of Ministry of Finance. |
| 6. Budget until this trimester: | Mention the trimester budget in Nepali Rs. according to yearly development programme of the project within reporting trimester. |
| 7. Expenditure up to this month: | Mention the total expenditure amount in Rs. according to account section's financial report up to the reporting month of the current fiscal year. |
| 8. Status of goal/progress according to annual work plan of the project: | Mention in the first column serial No.
In the second column mention this monthly working target according to the annual work plan;
In the third column mention this monthly progress against monthly target;
In the fourth column mention major activities carried out up to last month;
and
In the fifth column mention any remarks. |
| 9. Progress until the last trimester (in percentage)
(a) Physical
(b) Financial | Mention the trimester physical and financial progress of just the most recent trimester of reporting month. i.e. if you are preparing report of Paush month you need to mention first trimester physical and financial progress. |
| 10. Problems revealed in the project and solutions: | Mention in first column serial No.;
In the second column mention major problems;
In the third column mention measures that are taken to solve the problems;
and
In the forth column mention description if there is need of other agencies support. |

Fill out all the description, duly signed by project in-charge and send to the respective ministry. The Ministry may add further comments and suggestion about the project. Division chief of Monitoring and Evaluation duly signed will likewise sign off the final authority from ministry and send to related ministry/agency.

Priority 1 Project/Programme Fiscal YearofTrimester/Annual Progress Status Form
(Description of those programmes/projects which are implementing in one budget sub-head but in different district in different name)

1. Budget Sub-title Number:
2. Name of Ministry:
3. Name of Project/Programme:
4. Budget for Current Year:

(Rs. in hundred thousand)

S.No.	Name of Sub Project	Project implemented district	Starting date	Completion date	Total Cost	Budget for current FY	Trimester progress (%)		Progress up to this period against annual target		Problems during implementation
							Physical	Financial	Physical	Financial	
1	2	3	4	5	6	7	8	9	10	11	12

Note: 1. Additional sheets of paper can be used as required. The form is prepared according to sub project's progress report (form No.2)

Name, Post and Signature of preparation in-charge

Project/Office-In-Charge:

Signature of Approval:

Date:

Date:

Date:

Guidelines to filling out the form for those programmes/projects which are implemented under one budget but in different districts under different names

This form is for instances where a projects/programmes budget sub-titles are the same but they are being implemented in different districts as sub-projects with different names and different budgets. These activities are not same and their starting and completion dates also not same. This form is for those projects/programmes to address ministry/agency problems and to send reports in on time. The ministry/agency under which these kinds of sub-projects/programmes are implementing has to prepare this form. The guidelines to fill out this form are stated below.

Upper part of the form

- | | |
|------------------------------------|---|
| 1. Number of budget sub-title: | Mention the project sub-title number according to red book of Ministry of Finance. |
| 2. Name of ministry | Mention the name of ministry under which project is implemented. |
| 3. Name of the project/ programme: | Mention the name of project/programme according to red book of Ministry of Finance. |
| 4. Budget for current year: | Mention annual budget in Rs. of the project according to red book of Ministry of Finance. |

Method to fill out tabular forms

- | | |
|--|--|
| 1. Serial number: | Mention the serial number for the sub-project. |
| 2. Name of Sub Project: | Mention the name of sub-projects that are currently in implementation |
| 3. Project implemented district: | Mention the name of district and if the sub-project being implemented in more than one district mentioning of the names of all districts. |
| 4. Starting date: | Mention the date of commencement of each sub-project. |
| 5. Completion date: | Mention the date of completion of each sub-project. |
| 6. Total Cost | Mention the total cost of the sub-projects (mention the total amount of the annual development programme column No.6) |
| 7. Budget of current FY | Mention the annual budget for this current FY out of total cost. |
| 8.Trimester/Annual physical progress | Mention the trimester/annual physical progress in percentage of the project (this progress can be copied from form No.2 column No.11). |
| 9.Trimester/Annual financial progress | Mention the trimester/annual financial progress in percentage of the project (this progress can be copied from form No.2 upper part No.8). |
| 10. Progress up to this period against annual target: physical | Mention the physical progress up to this period. (this can be copied from form No.2 column No.13). |
| 11. Progress up to this period against annual target: financial: | Mention the financial progress up to this period. (this can be copied from form No.2 upper part No.9). |
| 12. Problems during implementation: | Mention the problems that were faced during project implementation. |

Fill out all the descriptions, duly signed by the division chief of monitoring and evaluation, signed by the final authority from the ministry and send to the NPCES.

Programme/Project's District Wise Budget Division

1. Fiscal Year:
2. Name of Ministry:

(Rs. in hundred thousand)

S.No.	Project's Name Budget Sub- head No.	a) Project (Budget sub- head No.)	b) Project (Budget sub- head No.)	c) Project (Budget sub- head No.)	d) Project (Budget sub- head No.)	e) Project (Budget sub- head No.)	f) Project (Budget sub- head No.)	g) Project (Budget sub- head No.)	Total budget of district
	District's Name	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
1	Taplejung								
2	Panchthar								
3	Ilam								
4	Jhapa								
5	Terhathum								
6								
	Total								

Note: 1. Additional sheets of paper can be used as required. Write down the name of those districts where programme/project are implementing.

Name, Post and Signature of preparation in-charge

Project/Office-In-Charge:

Signature of Approval:

Date:

Date:

Date:

Guidelines to fill out the form of Programme/Project's District Wise Budget Division

This form is for use in instances where a projects/programmes budget sub-title is the same but they are implementing in more than one district. Despite the fact that they are implementing in different districts their budget is approved only once from concerned authority. In this way the ministry needs to fill out this form to know how many districts are covered by the project and what the budgeted amount for those districts is. Every fiscal year the NPC has been preparing Annual Development Programme (District level-part 2). Guidelines to fill the form are given below.

Upper part of the form

- | | |
|---------------------|--|
| 1. Fiscal year: | Mention the related fiscal year. |
| 2. Name of ministry | Mention the name of ministry under which the project is being implemented. |

Method to fill out tabular form

- | | |
|--------------------------|--|
| Serial number: | Mention the serial number for sub-project. |
| Name of district: | Mention the name of districts in column. |
| Name of project: | Mention the name of project according to red book of Ministry of Finance. |
| Budget sub-title No. : | Mention the budget sub title No. in brackets, according to red book of Ministry of Finance. |
| Budget | Mention the annual budget of respective districts as per project record. |
| Total budget of district | Mention total budget of district by adding all the programme/ project budget of particular district. |

Fill out all the description, duly signed by division/section chief of planning, signed off for approval by the final authority from the ministry and send to the form to the NPC.

Priority 1 Project/Programmes Fiscal YearofTrimester/Annual Progress Status and Problems Observed while Implementation and Efforts made in Solving Problems

Name of Ministry/Agency:

- Total Number of Priority 1 Projects/Programmes:
- Among them, Number of the Project/Programmes Progress Received:
- Number of Projects/Programmes Achieving Progress 80 and more than 80 percent:
- Number of Projects/Programmes Achieving Progress between 50 per cent and 79.99 percent:
- Number of Projects/Programmes Achieving Progress below 50 per cent:
- Number of Projects/Programmes not having Trimester Targets during this Period:

S.N.	Budget Sub-title Number	Name of Project/Programme	Progress Status (%)		Major Achievements up to this Period	Problems Observed in Implementation	Efforts Made to Solve the Problems	Remarks
			Physical	Financial				
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								

Note: 1. This form should be filled in by the Section of Concerned Division under the National Planning Commission Secretariat.
2. Additional sheets of paper can be used as required.

Name, Post and Signature of preparation in-charge

Project/Office-In-Charge:

Signature of Approval:

Date:

Date:

Date:

Guidelines to fill out the form of Priority One Trimester/Annual Progress Status, Problems Observed while Implementation and Efforts Made in Solving Problems

This form is presented at a time of National Development Action Committee (NDAC) meeting, which is chaired by Rt. Honourable Prime Minister to show the progress status and problems during implementation of projects. This form is prepared by respective divisions/sections of the National Planning Commission Secretariat (NPCS) based upon NPC ME form No.3. The form no. 3 is prepared by respective ministry/agency to the NPCS and sent to respective division of NPCS. Guidelines to fill the form are given below.

Upper part of the form

Name of ministry/agency	Mention the name of ministry/agency.
First priority project:	Mention in the first line the No. of first priority projects that are implemented under the ministry in this FY, In the second line mention the No. of project's progress reports have been received, In third line mention the No. of projects' achieved more than 80 percent physical progress, In fourth line mention the No. of projects that achieved between 50 – 79.99 percent of physical progress In fifth line mention the No. of projects that achieved below 50 percent physical progress, and In sixth line mention the No. of projects that didn't have targets in this trimester.

Lower part (tabular) of the form

1. Serial No. :	Mention the serial number.
2. Budget sub-title No. :	Mention the budget sub title No. according to the red book of the Ministry of Finance.
3. Name of project:	Mention the name of the project according to the red book of Ministry of Finance.
4. Progress status in % Physical:	Mention the physical progress as a percentage according to form No. 3.
5. Progress status in % Financial:	Mention the financial progress as a percentage according to form No. 3.
6. Major achievements up to this period:	Mention the major achievements from the project up to this period.
7. Problems observed in Implementation:	Mention the problems faced during project implementation as per seriousness order in point-form basis.
8. Efforts made to solve the problems:	Mention the efforts made to solve problems by project or by ministry.
9. Remarks:	Mention anything about the project in this field

Fill out all the description, duly signed by division/section chief of NPCS, signed for approval of the final authority and send to Monitoring and Evaluation Division of NPCS.

Government of Nepal

..... Ministry

Details of Form for New Project

(To be filled in by the concerned Ministry while submitting
the proposal for approval of new projects)

Part A: Basic information of Project

1. Name of the project:
2. Project goal # :
3. Project objective #:
4. Project output #:
5. Project main activities #:
6. Millennium Development Goal (MDG): MDG target: MDG indicator:
7. Sector:
8. Sub-sector:
9. Strategy of the periodic plan of the project:
10. Working policy of the periodic plan of the project:
11. Poverty Index:

To contribute directly to poverty eradication, To contribute indirectly to poverty eradication Others
12. Gender index:

To contribute directly for gender equality To contribute indirectly for gender equality Others
13. Type of the project

Service oriented Research oriented Production oriented
Construction oriented Good governance

#To be filled in according to the logical framework. If there is no log frame, it should be filled in according to the project proposal.

14. Project implementation site and criteria adopted while selecting
 (a) Implementation site: District: Electoral constituency: Municipality/VDC
 (b) Selection criteria

15. Total cost of project:

16. Project period (proposed total year):

(a) Date of commencement:

(b) Date of completion:

17. Project implementation agency:

Part B: Project's Financial/Economical/Technical and Environment Description

18. Total cost of project and resource description: (Rs. in hundred thousand)

Description	Kinds of Payment	Internal resource		External resource		
		GON	Local	Grant	Loan	Tech. assistance
Govt. of Nepal						
Devt. partner						
Internal/External						
Tech. assistance						
Total resources						
Total cost						

19. Allocation of the total project budget on annual basis (Rs. in hundred thousand)

Fiscal year	Amount

20. Description of project consultants

a) Total number of consultants in project:

Local: International:

b) Budget provision for consultants in fiscal year wise: (Rs. in hundred thousand)

Fiscal year	Budget provision	
	Local	International
Total		

21. Number of contracts and amount of contracts:

Total number for the project period	
Number	Amount

22. Feasibility Study of the Project:

a) Whether there has been any financial and technical feasibility study taken place?

If not, specify why:

b) Year in which financial technical feasibility study was taken place:

c) Conclusion of financial technical feasibility study:

23. Economic and financial analysis of the project:

- Pay-back period
- Benefit cost ratio
- Financial internal rate of return – FIRR
- Economic internal rate of return – EIRR
- Net present value – NPV
- Cost-effectiveness analysis
- Agency for conducting feasibility study:

24. Brief description of environmental impact assessment (Mention the reason if not conducted)

25. Benefits/advantages from the implementation of the project:

(a) Total population benefited

Woman	Children	Indigenous	Dalit	Madhesi	Muslim	Other

(b) Number of employment opportunities generated (Labour/day):

(c) Estimated quantity to be increased in production:

(d) Contribution towards regional balance:

Part C: Administrative and Logistic Detail

26. Management of human resources required for implementation of the project:

(a) To be managed by the current human resources:

(b) Details of the required additional human resources:

(c) Consent of Ministry of General Administration regarding required additional human resources:

27. Institutional arrangement to carry out monitoring and evaluation of the project:

(a) Budget allocated for monitoring and evaluation:

(b) Details of monitoring and evaluation to be conducted by the donor agencies:

(c) Details of monitoring and evaluation to be conducted by Government of Nepal:

(d) Details of indicators to reflect the output, outcome and impact of the project:

28. Main physical items necessary for the project:

Name of Items	Unit	Estimated Cost Rs.

29. Details of similar types of projects in location for which the project is proposed:

- (a) Details of similar types of projects accomplished and their strengths and weaknesses:
- (b) Details of similar types of projects currently in operation:
- (c) Details of similar types of project to be launched, if any:

30. Sustainability of the project and phase - out plan

To be filled in by the National Planning Commission Secretariat

31. Name and designation of the authority to approve before submitting the project to the Commission meeting and date of approval:

Name: _____ Designation: _____ Date of approval: _____

32. Consent of the Division concerned:

- (a) Whether or not it is appropriate to get approval from the NPC:
- (b) Reasons for being appropriate or inappropriate:
- (c) Points to be decided:

Note: Following details are required to be included along with this project description.

- a. Logical framework of the project
- b. Agreement/consent letter regarding foreign aid
- c. Responsibility and approval letter of the local bodies if they are going to be involved in the project
- d. Letter of approval from Ministry of General Administration regarding additional human resources

Remarks:

1. Separate sheets of paper can be used if the space in the prescribed form is not adequate to write description.
2. Any details not required in these forms but informative for discussion and decision making should be mentioned. (For examples, the project launched by NGOs)

Guidelines for the Details of Forms for New Projects

Prior to enter in implementing phase of any new project/programme, ministry/agency should have duly filled this form along with detail project proposal send to the National Planning Commission to get approval. The Concerned division of NPCC duly studied the proposal and make summary to present memo. If NPC decide to present the proposal to NPC meeting, it will discuss and make decision accordingly. If the project gets approval to carry out the project afterwards only implementation works carried out. The methods to fill the form as follows:

Part A: Basic Description of the Project

- | | |
|--|---|
| 1. Name of Project and Sub title number: | Mention the project name and budget sub-head number according to the budget book (Red Book), published by the Ministry of Finance. |
| 2. Goal of Project: | Mention the goal according to log-frame of project |
| 3. Objectives of Project: | Mention objective according to log-frame of project |
| 4. Output of Project: | Mention output according to log-frame of project |
| 5. Main Activities of Project: | Mention main activities according to log-frame of project |
| 6. Millennium Development Goals | Mention the suitable MDG (8 goals, 18 targets and 48 indicators) if the project is targeted to achieve MDG related goal, target and indicator. If the project does not related with MDG, just mention 'not related'. |
| 7. Sector | Mention according to the annual programme book of the NPC which of the sectors the project falls under. |
| 8. Sub-sector | Mention according to annual programme book of the NPC, under which of the sub-sectors the project falls under. |
| 9. Related Strategy of Periodic Plan | Mention the project related to strategy of current periodic plan |
| 10. Related Working Policy of Periodic Plan | Mention the project related working policy of current periodic plan |
| 11. Poverty Index | Tick the first box if project directly contribute poverty alleviation, tick the second box if project indirectly contribute poverty alleviation and tick the last box if projects do not contribute poverty alleviation. |
| 12. Gender Index | Tick the first box if the project directly contributes to gender equality, tick the second box if project indirectly contributes to gender equality and tick the last box if projects do not contribute to gender equality. |
| 13. Types of Project | Mention the type of the Project among Service Oriented, Research Oriented, Production Oriented and Construction Oriented. |
| 14. Project implementation site and criteria adopted while selecting | Mention project sites accordingly
District: Mention project implementing districts name.
Electoral Constituency: Mention project implementing electoral constituency number. |
| (a) Implementation site: District:
Electoral Constituency:
Municipality/VDC: | Municipality/VDC: Mention project implementing municipality/VDC name. |

- | | |
|---|--|
| (b) Selection criteria | Mention how the project site selected in those district, electoral constituency and municipality/VDC. |
| 15. Total cost of the project: | Mention the total cost to complete the project. |
| 16. Project Period (proposed total year): | Mention the total year duration and a) date of project commencement and b) date of project completion. |
| 17. Project implementing agency: | Mention the name of project implementing agency. |

Part B: Project's Financial/Economical/Technical and Environment Description

- | | |
|---|--|
| 18. Total cost of project and resource description: | Mention the total amount of contribution in Rs. from internal sector, i.e., Nepal Government, local body/agency and people's participation and from external sector, i.e. loan, grant and technical assistance from development partners. |
| 19. Allocation of the total project budget on annual basis: | Mention the project total budget in annual basis, i.e. if the project is for five years distribute total budget among five year. |
| 20. Number of contract and amount of contract: | Mention total number of contracts during project period and also mention the appointments made up to reporting time. |
| 21. Description about project's consultants: | Mention budget allocation for consultants both local and international on annual basis. |
| 22. Feasibility Study of the Project: | Mention in a) Whether there has been any financial and technical feasibility - study taken place or not.If not, specify the reasons,
b) The year in which financial, technical, feasibility study was taken place and
c) Major conclusion of financial technical feasibility study reports. |
| 23. Economic and financial analysis of the project: | Mention tick marks before various analysis (PBP, BC ratio, FIRR, EIRR, NPV) and give there numerical values they got. And mention the name of agency that conducted feasibility study. |
| 24. Brief description of environmental impact assessment: | Mention in brief description of environment impact assessment (EIA).If EIA not conducted mention the reason for not doing so. |
| 25. Benefit/advantage from the implementation of the project: | Mention in a) How many are benefitted from the project activities in their respective boxes of Woman, Children, Indigenous ethnicity, Dalit, Madhesi, Muslim, and specify, if any other (b) How many number of employment generated (Labour/day), (c) How much increased in production and (d) How much contribution towards regional balance. |

Part C: Administration and Managerial Description:

- | | |
|--|---|
| 26. Management of human resources required for implementation of the project: | Mention regarding human resources need for the project in
a) If human resources is managed by the current resources,
b) Details of the required additional human resources and
c) If implementing agency got consent from Ministry of General Administration regarding required additional human resources.. |
| 27. Institutional arrangement to carry out monitoring and evaluation of the project: | Mention institutional arrangement to carry out monitoring and evaluation of the project:
a) Budget amount allocated for monitoring and evaluation,
b) Details of monitoring and evaluation to be conducted by the donor agencies,
c) Details of monitoring and evaluation to be conducted by Government of Nepal and
d) Details of indicators to reflect the output, outcome and impact of the project. |
| 28. Main physical items necessary for the project: | Mention major physical equipment names, units and estimated price which are needed to implement the project. |
| 29. Details of similar types of projects in location for which the project is proposed: | Mention details of similar types of projects in location for which the project is proposed in following way;
a) Details of similar types of projects accomplished and their strengths and weaknesses:
b) Details of similar types of projects currently in operation:
c) Details of similar types of project to be launched, if any: |
| 30. Sustainability of the project and phase - out plan: | Mention the provisions of human resources and budget to carry out project in a sustainable manner throughout its life. |
| 31. Name and designation of the authority to approve before submitting the project to the Commission meeting and date of approval: | Mention the name and designation of the authority of the NPC to approve before submitting the project to the Commission meeting and date of approval. |
| 32. Consent of the Division concerned: | Mention the consent of concerned division in following manner;
a) Whether it is appropriate to get approval from the NPC or not.
b) Reasons for being appropriate or inappropriate, and c) Points to be decided from NPC meeting. |

Government of Nepal

..... Ministry

Details Regarding Extension of the Project

(To be filled in by Concerned Ministry while Proposing to Extend the Project)

Part A: Basic Details of the Project

1. Name of the Project:
Budget Sub - title Number:
2. Goal of the Project:
3. Objective of the Project:
4. Project Implementing Agency:
5. Project Implementation Location: District Constituency
Municipality/V.D.C.
6. Type of the Project:
Millennium Development Goal:
Sector:
Sub-sector:
Strategy of periodic plan:
Working policy of periodic plan:
Gender index:
Poverty index:
7. Duration of the Project (Total years):
(a) Project commenced date:
(b) Project completion date:
(c) Duration of the extension time if done so:

Part B: Current Status of the Project

8. Physical output and outcomes of the project to date:
9. Physical and financial progress and duration of the project:

Percentage of the Progress until the Last Fiscal Year among the Total Project		
Physical Progress	Financial (Expenditure)	Elapsed Time

10. Total project cost and expenditure and proposed cost detail for additional period: (Rs. in hundred thousand)

Particular	Total Cost	Expenditure up to this period	Amount to be spent	Additional Amount for extension
(a) Internal Source				
1. Government of Nepal				
2. People's participation				
3. Organisation				
4. Local body/agency				
Total amount				
(b) External				
1. Loan				
To be reimbursed				
Direct payment				
2. Grant				
To be reimbursed				
Direct payment				
Assistance in kind				
3. Technical assistance				
International consultant				
Local consultant				
Miscellaneous expenditure				
Total amount				
Net total amount				

11. Benefit/advantage from the implementation of the project:

(a) Total population benefited

Woman	Children	Indigenous ethnicity	Dalit	Madhesi	Muslim	Others

(b) Employment generated (Labour/day):

(c) Estimated quantity to be increased in production:

(d) Contribution towards regional balance:

Part C: Detail Regarding Extension of the Project Duration

12. Reasons to Extend the Project Duration:

- 1.
- 2.

13. Activities to be done in the extended period and its output:

S.N.	Activities	Unit	Quantity	Budget	Output

14. Human resources required for the extended period of the project:

- (a) Current human resources to manage:
- (b) Additional necessary/not necessary
- (c) Consent of Ministry of General Administration if required additional:

15. Main physical equipments required for additional period of the project:

Name of Items	Unit	Estimated Cost Rs.

16. Mention the details of any changes that occurred regarding the regular activities, scope, and expansion or up-scaling including the log-frame/indicators of the project while the duration of the project is extended:

17. Mention the key problems and strengths/weaknesses in the implementation of the project:

18. Priority order of the project in accordance with the MTEF:

Priority One Priority Two Priority Three

19. Sustainability and phase-out plan of the project:

20. Consent of the Ministry concerned regarding the extension of the project:

To be filled in by the National Planning Commission Secretariat

21. Name of the authorized person to submit the proposal to the Commission for extension of the project and date of approval:

Designation:

Name:

Date of approval:

22. Consent of the Division concerned:

- (a) Whether or not it is appropriate to consent from the NPC to extend the project:
- (b) Reasons for consenting/not consenting
- (c) Points that need be decided

Note: Following details should be included along with this project description form.

-
1. Revised logical framework of the project
 2. Consent/approval paper of external donor agency
 3. Consent letter of Ministry of General Administration regarding additional human resources

Remarks:

1. Separate sheets of paper can be used if the space in the prescribed form is not enough to write details.
2. Other details that are not mentioned in this form but informative for discussion and decision should be mentioned, if any.

Guidelines for the Preparation of Extension of the Project

There are three parts in this form. Basic data of the project are in part one, current status of the project is in part two and the project's period extension related descriptions are in part three. If the ongoing projects need to extend their time and work, at that time this form needs to be filled out by concerned ministry/agency of the project, and sent to the NPC. The method to filling out this form is as follows:

Part A: Basic Description of the Project

- | | |
|--|--|
| 1. Project name and budget sub-title number: | Mention the project name and budget sub-title number according to Red Book of Ministry of Finance. |
| 2. Goal of Project: | Mention goal according to log-frame of project. |
| 3. Objectives of Project: | Mention objective according to log-frame of project. |
| 4. Project implementing agency: | Mention the name of project implementing agency. |
| 5. Project implementation location: | Mention project sites accordingly
District: Mention project implementing districts name.
Electoral Constituency: Mention project implementing electoral constituency number. Municipality/VDC: Mention project implementing municipality/VDC name. |
| 6. Types of Project | Mention the MDG, MDG target, MDG indicator, sector, sub-sector, strategy and working policy of periodic plan, poverty index and gender index as per NPC ME form no. 4. |
| 7. Duration of Project: | Mention date in a) date of Project commencement, b) date of completion and c) extended period if it is done before. |

Part B: Present Status of the Project

- | | |
|--|---|
| 8. Physical output and outcomes of the project | Mention the physical output and outcomes if, any, up to this period of the project. |
| 9. Physical and financial progress and elapsed time of the project: | Mention the project physical, financial and elapsed time up to last fiscal year. |
| 10. Total project cost and expenditure and proposed cost detail for additional period: | Mention total amount of contribution in Rs. from internal sector, i.e., Government of Nepal, local body/agency and people's participation and from external sector, i.e. loan, grant and technical assistance, mention expenditure amount up to this period in each sector, mention remaining amount to be spent to this period in each sector, and mention proposed amount for extended period in each sector. |
| 11. Benefit/advantage from the implementation of the project: | (a) How many are benefitted by the project activities in their respective boxes of Women, Children, Indigenous nationalities, Dalit, Madhesi, Muslim and specify, if any other (b) How many number of employment generated (Labour/day), (c) How much increase in production, and (d) Contribution towards regional balance. |

Part C: Detail Regarding Extension of the Project Duration

- | | |
|---|---|
| 12. Reasons to extend the Project Duration | Mention the reasons behind the extension of the project. |
| 13. Activities to be done in the extended period and its output | Mention main activities, unit, quantity, budget and output to achieve after extending the project period. |
| 14. Human resources required for the extended period of the project: | Mention regarding human resources need for the project in
a) If human resources is managed by the current resources,
(b) Details of the required additional human resources and
(c) If implementing agency got consent from Ministry of General Administration regarding required additional human resources |
| 15. Main physical equipments required for additional period of the project: | Mention major physical equipment names, units and estimated price which are needed in extended period of the project. |
| 16. Mention the details of any changes that occurred regarding the regular activities, scope, and expansion or up-scaling: | Mention according to the log-frame what are the changes occurred when project extended, i.e. project activities, indicators. |
| 17. Mention the key problems and strengths/weaknesses in the implementation of the project: | Mention the strengths and weaknesses of the project and also mention key problems that occurred during project implementation. |
| 18. Priority order of the project in accordance with the MTEF: | Mention priority number of the project based upon MTEF or NPC annual programme book. |
| 19. Sustainability and phase-out plan of the project: | Mention the provisions of human resources and budget to carry out project in a sustainable manner up to its life. |
| 20. Consent of the Ministry concerned regarding the extension of the project: | Mention the ministry's consent over the extension of the project. |
| 21. Name of the authorized person to submit the proposal to the Commission for extension of the project and date of approval: | Mention the name and designation of the authority of NPC to approve before submitting the project to the Commission meeting and date of approval. |
| 22. Consent of the Division concerned: | Mention the consent of concerned division of NPC.
(a) Whether it is appropriate to extend the project or not.
(b) Reasons for the recommendation, and
(c) Points to be decided from NPC meeting. |

Development Project/Programme Site Inspection Form (Form to be filled out by Project Inspector)

1. Name of the Project:
2. Budget Sub-title No. :
3. Ministry:
4. Project Implementing Agency:
5. Project Location:
 - a) Development Region:
 - b) District:
 - c) Municipality/VDC:
6. Source of Expenditure/Development Partner:
7. Progress of the Project (Up to last FY)

Last year physical progress (%)	Physical progress up to last FY (%)	Last year expenditure (%)	Expenditure up to last FY (%)	Causes of less achievement

8. Activities and budget of the Project FY (current year)
 - a) Date of authority and approved annual development programme received:
 - b) Requesting date for budget release:
 - c) Date of budget release:
 - d) Reasons if budget is not released:
9. Project's current year activities and progress description:

S. No.	Main Activities	Expected Outputs	Previous Trimester Physical Progress Against (%)		Project's Output and Outcomes up to this Period
			First Trimester	Second Trimester	
1.					
2.					
3.					
4.					

10. Budget Description of Current Fiscal Year

Current FY Budget	Release Amount up to this period	Expenditure up to this period	Remarks

11. Managerial Aspect: (a) Physical

Number of physical tools and equipment	Number of vehicles	Number of vehicles actually being utilized	Number of vehicles in working condition	Number and name of additional physical tools needed

(b) Human Resources

No. of sanctioned post	Number of fulfilled posts	Number of vacant posts	Period of vacancy and causes	Sufficiency of sanctioned posts

12. Main problems during implementation of the project (mention according to the level of importance):

S.No.	Description of problem	Methods to resolve the problems	Action taken to resolve the problems

13. Description of the inspection visits in current FY

S.No.	Name, post, class of inspection officials	Date of inspection

14. Comments and suggestions of project manager about the project:

15. Project Manager:

(a) Name, Designation, Level:

(b) Period of Involvement in the Project:

16. Main aspects that are observed at a time of field inspection:

a) Activities

b) Output

c) Strengths

d) Weaknesses

17. Comments/Suggestions of the Inspector:

Description of the Inspector

Name	Post, class	Signature	Date of inspection	Date of submission of inspection report

- Note: 1. Use extra seat of paper if the space made provided is not sufficient.
2. Copies of this form should be dispatched to the sectoral division and M&E Division of NPCS.

Guidelines to fill out Project/Programme Site Inspection Form

Some Projects/Programmes need to have special field level monitoring and to prepare monitoring reports based upon this form. The activities are fixed to a trimester basis, and the objective of this form is to identify if there are any problems related with the works to be completed according to the envisaged output, and to facilitate the implementation process with timely identification of solution measures. The guidelines to fill out the form are mentioned below.

- | | |
|--|--|
| 1. Number of budget sub-title: | Mention the project sub-title number according to red book of Ministry of Finance. |
| 2. Name of project: | Mention project name according to red book of Ministry of Finance. |
| 3. Ministry: | Mention the name of ministry under which project is implemented. |
| 4. Project implementing agency: | Mention the name of project implementing agency. |
| 5. Project location: | Mention the project location (development region, district and VDC). |
| 6. Sources of expenditure: | Mention project cost sources and mention the name of development partners if it has any external assistance. |
| 7. Progress of the project: | Mention the dates when the authority letter and approved annual development programme were received, when budget released and if the budget has not released on time what was the reason behind it. |
| 9. Project current year activities and progress: | Mention main activities of the project along with their expected outputs in first two columns; mention physical progress of previous trimester in percentage and the outputs and outcomes due to project intervention. |
| 10. Budget description of current FY: | Mention current FY total budget, release total amount and expenditure up to monitoring period in respective columns. |
| 11. Managerial aspect | Mention number of physical tools, equipment, vehicles of the project. State the conditions of vehicles and the need for additional physical equipments. |
| (a) Physical: | Mention number of physical tools, equipment, vehicles of the project. State the conditions of vehicles and the need for additional physical equipment. |
| (b) Human resources: | Mention total human resources for the project; how many positions fulfilled, causes for not fulfilling and sufficiency of the human resources. |

-
- | | |
|--|--|
| 12. Main problems during implementation: | Mention problems that were presented during project implementation; project involvement to sort out those problems and the effective solution for them. |
| 13. Description of supervision: | Mention in date wise the personnel from different agencies who came to monitor or for the inspection of the project in current FY. |
| 14. Comments and suggestions of project manager: | Mention the version of project chief regarding the on-going project activities and other relevant suggestions. |
| 15. Name of project manager and duration of involvement: | Mention the name, designation and level of project manager. Also mention the date of his/her involvement as a project manager. |
| 16. Main aspects about project: | Mention main aspects that are observed during field level monitoring, i.e. activities that are carried out; outputs that are already achieved or will be achieved; strong aspects that lead to make successful completion of any works; or weak aspect that might affect the progress of project work. |
| 17. Comments/suggestion of supervisor: | Mention any other relevant comments about projects and suggestions, if any, to the project and implementing agency. |

Fill out all the description, duly signed with the date and mention the supervision date as well. Send one copy to the respective sectoral division of the NPCS and M&E Division of NPCS.