RECORD OF DISCUSSIONS BETWEEN JAPAN INTERNATIONAL COOPERATION AGENCTY AND AUTHORITIES CONCERNED OF

AUTHORITIES CONCERNED OF THE GOVERNMENT OF NEPAL

ON

JAPANESE TECHNICAL COOPERATION ON THE PROJECT FOR CAPACITY DEVELOPMENT ON WATER SUPPLY IN SEMI-URBAN AREA

With Regard to the Minutes of Meeting between the Preparatory Study Team and the Government of Nepal dated August 15 2008, Japan International Cooperation Agency (hereinafter referred to as "JICA) had an series of discussions, through the Chief Representative of JICA in Nepal, with the Authorities Concerned of the Government of Nepal with respect to desirable measures to be taken by JICA and the Government of Nepal for the successful implementation of the Project for Capacity Development on Water Supply in Semi-urban Area.

As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Government of Nepal, signed in Kathmandu on September 3, 2003, the JICA and Nepalese authorities concerned agreed to recommend attheir respective Governments the matters referred to in the document attached hereto.

Mr. Uma K. JHA

Secretary,

Ministry of Physical Planning and Works,

Government of Nepal

Kathmandu, 27 February 2009

Mr. Raj Kumar MALLA

Director General

Department of Water Supply and Sewerage

Ministry of Physical Planning and Works

Government of Nepal

Mr. Noriaki NIWA

Chief Representative

Nepal Office

Japan International Cooper

7 FEB 2008

THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF NEPAL

- 1. The Government of Nepal will implement the Project for Capacity Development on Water Supply in Semi-urban Area (hereinafter referred to as "the Project") in cooperation with Japan International Cooperation Agency (hereinafter referred to as "JICA").
- 2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

II. MEASURES TO BE TAKEN BY JICA

In accordance with the laws and regulations in force in Japan and the provisions of Article III of the Agreement, JICA, as the executing agency of technical cooperation for the Government of Japan, will take, at its own expense, the following measures according to the standard procedures of its technical cooperation scheme.

DISPATCH OF JAPANESE EXPERTS

JICA will provide the Government of Nepal with the services of the Japanese experts as listed in Annex II. The provision of Article III (b) of the Agreement will be applied to the above-mentioned experts.

2. PROVISION OF MACHINERY AND EQUIPMENT

JICA will provide to the Government of Nepal with such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex II. The provision of Article III (e) of the Agreement will be applied to the Equipment.

TRAINING OF NEPAL PERSONNEL IN THIRD COUNTRIES AND JAPAN

JICA will provide technical trainings in third countries and Japan to the personnel of the Government of Nepal, who are connected with the Project

III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF NEPAL

- The Government of Nepal will take necessary measures to ensure that the self-reliant operation of
 the Project will be sustained during and after the period of Japanese technical cooperation, through
 full and active involvement in the Project by all related authorities, beneficiary groups and
 institutions.
- 2. The Government of Nepal will ensure that the technologies and knowledge acquired by the Nepalese nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of Nepal.
- 3. In accordance with the provisions of Article VI of the Agreement, the Government of Nepal will grant in Nepal privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families.
- 4. In accordance with the provisions of Article VIII of the Agreement, the Government of Nepal will take the measures necessary to receive and use the Equipment provided by JICA under II-2 above and equipment, machinery and materials carried in by the Japanese experts referred to in II-1 above.
- 5. The Government of Nepal will take necessary measures to ensure that the knowledge and experience acquired by the Nepalese personnel from technical training in Japan and third countries

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will be utilized effectively in the implementation of the Project.

- 6. In accordance with the provision of Article V (b) of the Agreement, the Government of Nepal will provide the services of Nepalese counterpart personnel and administrative personnel as listed in Annex III.
- 7. In accordance with the provision of Article V (a) of the Agreement, the Government of Nepal will provide the project with the buildings/office spaces and facilities as listed in Annex IV.
- 8. In accordance with the laws and regulations in force in Nepal, the Government of Nepal will take necessary measures to supply or replace at its own expense machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA under II-2 above.
- 9. In accordance with the laws and regulations in force in Nepal, the Government of Nepal will take necessary measures to meet the running expenses necessary for the implementation of the Project.

IV. ADMINISTRATION OF THE PROJECT

- Joint Secretary of Water Supply and Sanitation Division, Ministry of Physical Planning and Works and Director General of Department of Water Supply and Sewerage, Ministry of Physical Planning and Works as the Co-Project Director, will bear overall responsibility for the administration and implementation of the Project.
- Deputy Director General of Department of Water Supply and Sewerage, Ministry of Physical Planning and Works as the Project Manager, will be responsible for the managerial and technical matters of the Project.
- The Japanese Team Leader (Chief/Strengthening governance body) will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
- 4. The Japanese experts will give necessary technical guidance and advice to Nepalese counterpart personnel on technical matters pertaining to the implementation of the Project.
- 5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee (JCC) and a Steering Committee (St/C) will be established by the Government of Nepal and JICA. The functions and compositions of JCC and St/C are described in Annex V.

V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by JICA and the Nepalese authorities concerned, at the middle and during the last six months of the cooperation term in order to examine the level of its achievements and impacts.

VI. CLAIMS AGAINST JAPANESE EXPERTS

In accordance with the provision of Article VII of the Agreement, the Government of Nepal undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in Nepalese except for those arising from the willful misconduct or gross negligence of the Japanese experts.

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VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and the Government of Nepal on any major issues arising from, or in connection with this Attached Document.

VIII. MESURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of Nepal, the Government of Nepal will take appropriate measures to make the Project widely known to the people of Nepal.

IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be 3 years and 9 months from April, 2009.

ANNEX I MASTER PLAN

ANNEX II LIST OF JAPANESE INPUT

ANNEX III LIST OF NEPAL COUNTERPART AND ADMINISTRATIVE PERSONNEL

ANNEX IV LIST OF BUILDINGS AND FACILITIES

ANNEX V JOINT COORDINATING COMMITTEE AND PROJECT MANAGEMENT

COMMITTEE

ANNEX VI- I PROJECT DESIGN MATRIX (PDM)

ANNEX VI- II PLAN OF OPERATION (PO)

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ANNEX I MASTER PLAN

I. Basic Framework of the Project

1. Project Title

The Project for Capacity Development on Water Supply in Semi-urban Area

2. Implementing Organization

Department of Water Supply and Sewerage, Ministry of Physical Planning and Works (Including Jhapa and Morang WSSDO, Eastern RMSO)
Water Users Committees (Dhulabari, Mangadh, Gauradaha)

3. Super Goal of the Project

Safe drinking water will be supplied stably in Semi-urban areas in Nepal.

4. Overall Goal of the Project

DWSS technical support model for WUSCs established by the Project will be disseminated to all over the country by MoPPW & DWSS.

5. Purpose of the Project

DWSS technical support system to WUSCs is improved in Morang and Jhapa districts.

6. Outputs

- 1. Basic information for the Project and necessary information for indicators are collected, and water supply management of the Project is appropriately executed and implements periodically monitoring for appropriate water supply management.
- 2. "Small and medium-sized water supply support model" and "Small and medium-sized water supply management model" are collected as models for WSSDO/ERMSO and WUSC.
- 3. Model of Output 2 is disseminated in Jhapa/Morang districts.

7. Activities

- 1-1 To conduct baseline survey in target areas.
- 1-2 To conduct periodically capacity assessment (technical/ management/ organization/ financial) for DWSS, Eastern RMSO, WSSDO in Jhapa and Morang, 3WUSCs.
- 1-3 To confirm current situation of water supply support by other organizations and other donors in target areas.
- 1-4 To make a draft of revised PDM/PO by using information collected Activity 1-1, 1-2 and
- 1-5 To approve project direction including a revised PDM/PO and project progress in JCC

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and StC.

- 1-6 To conduct monitoring of indicators regularly by StC.
- 2-1 DWSS formulates revised job descriptions for regularly supporting WUSC for DWSS/RSMO/WSSDO.
- 2-2 WSSDO in Jhapa/Morang districts conducts technical support and trainings for 3 WUSCs as below.
 - (1) O/M on WTP and distribution facilities
 - (2) Water quality monitoring
 - (3) Meter reading and meter accuracy
 - (4) Efficient billing
 - (5) Customer ledger
 - (6) Claim management
 - (7) User's education for saving water
 - (8) Formulation of WUSC's annual report
 - (9) Formulation of mid-term/long-term business plan
- 2-3 DWSS conduct training for staff of WSSDO in Jhapa/ Morang and ERMSO as below.
 - (1) Coordination/solution, obligation among stakeholders
 - (2) Planning, design and execution for facilities
 - (3) Performance for water supply monitoring
- 2-4 WSSDO completes "Small and medium-sized water supply support model" for technical support of WUSC and "Small and medium-sized water supply management model" for WUSC based on Activity 2-2 and 2-3.
- 3-1 WSSDOs in Jhapa/Morang districts conduct technical trainings for other WUSCs in Jhapa/Morang.
- 3-2 WSSDOs in Jhapa/Morang establish a liaison conference for WUSCs and conduct the technical exchange workshop.
- 3-3 MoPPW/DWSS holds a liaison M&E conference including related organization/local authorities.

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Map/

ANNEX II LIST OF JAPANESE INPUT

1. The Japanese Side

- (1) The dispatch of experts
 - a. Chief/Strengthening governance body
 - b. O&M on WTP /Water Quality Control/Electric machinery
 - c. Maintenance/Planning of Distribution Facilities
 - d. Management
 - e. Coordinator/Training Management/Public Relation
- (2) Provision Equipment

Equipment necessary for the effective implementation of the Project will be provided within the budget allocated for the technical cooperation under JICA.

- a. Vehicles and Motorbikes
- b. Water quality test instruments
- c. Computers and related office equipments
- d. Spare parts and tools for distribution maintenance for OJT
- e. Spare parts and tools for WTP maintenance for OJT
- ·f. Office generator/invertors
- g. Training supporting materials
- (3) Training in-country, third countries and in Japan On-the-job training and class room training for counterpart personnel related with the Project will be conducted.

Details of (1), (2) and (3) to be provided in the Inception Report

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ANNEX III LIST OF NEPAL COUNTERPART AND ADMINISTRATIVE PERSONNEL

1) Project Director

Mr. Suman P. Sharma : Joint Secretary, Water Supply and Sanitation Division,

Ministry of Physical Planning and Works

Mr. Raj Kumar Malla : Director General, Department Water Supply and Sewerage,

Ministry of Physical Planning and Works

2) Project Manager

Mr. Krishna P. Acharya : Deputy Director General, Department Water Supply and

Sewerage, Ministry of Physical Planning and Works

3) Counterpart Personnel

(a) MoPPW

Monitoring and Evaluation Unit

Mr. Rajeeb Ghimire

: Unit Chief

> Legal Unit

Mr. Binod. K. Gautam

: Unit Chief

(b) DWSS

> Foreign Aid Coordination and Planning Section

Mr. Deepak Puri

: Section Chief

> Project Design Appraisal and Progress Monitoring and Evaluation Section

Mr. Hari Prasad Rijal

: Section Chief

> Human Resources Development, Training and Research Section

Mr. Nawal Kishor Mishra

: Section Chief

> Water Quality Improvement and Monitoring Section

Mr. Birendra Man Shakya

: Section Chief

Mr. Ram Prasad Kharel

: Senior Divisional Engineer

NGO and Community Mobilization Section

Mr. Jyoti Kumar Shrestha

: Section Chief

(c) Eastern Regional Monitoring and Supervision Office

Mr. Ram Deep Sah

: Regional Chief

Mr. Rajit Ojha

: Engineer

(d) Jhapa/Morang WSSDO

Jhapa WSSDO

Mr. Ram Chandra Sah

: Division Chief

Mr. Ram Chandra Kafle

: Engineer

Mr.Sushil Kumar Karn

: Engineer

Women worker/Social mobilizer

Morang WSSDO

Mr. Shyam Prasad Upadhyaya

: Division Chief

Mr. Dharmendra Keshari

: Engineer

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· `~ Mr. Surat Lal Choudhary : Engineer Women worker/Social mobilizer

(e) Mangadh, Dhulabari, Gauradha WUSC ➤ Mangadh WUSC

- Mangadh WUSC

 Chair person
 Secretary
 Manager/Engineer
- Dhulabari WUSC
 Chair Person
 Secretary
 Manager/Engineer
- Gauradaha WUSC Chair Person Secretary Manager/Engineer

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ANNEX IV LIST OF BUILDINGS AND FACILITIES

The following space and facilities will be provided by the Government of Nepal for the implementation of the Project.

- 1. Necessary office space and facilities for Japanese Experts
- 2. Other facilities mutually agreed upon as required.

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ANNEX V JOINT COORDINATING COMMITTEE AND PROJECT MANAGEMENT COMITTEE

I Joint Coordinating Committee(JCC)

JCC will be formulated and the meeting will be held at least twice a year for the smooth implementation of the Project. Prospective function and member as below.

- 1) Function
- (a) To approve the Project Plan to be formulated by the Project in accordance with the Record of Discussion
- (b) To review overall progress of the technical cooperation project, in particular, activities carried out based on the above Project Plan
- (c) To review and exchange views on major issues arising from or in connection with the Project
- (d) To revise the PDM/Plan of Operation if necessary.
- (e) To request for necessary action to the related organization.
- 2) Members
- (a) Co-Chairperson:
- Joint Secretary, Water Supply and Sanitation Division, Ministry of Physical Planning and Works
- Director General , Department Water Supply and Sewerage, Ministry of Physical Planning and Works
- (b) Members:

Nepalese side

Deputy Director General, DWSS

Section Chiefs, DWSS

- Foreign Aid Coordination and Planning Section
- Project Design Appraisal and Progress Monitoring and Evaluation
 Section
- Human Resources Development, Training and Research Section
- Water Quality Improvement and Monitoring Section
- NGO and Community Mobilization Section

Regional Chief. Eastern Region Monitoring and Supervision Office

Division Chief. Morang/ Jhapa WSSDO

Unit Chief and officers, Monitoring and Evaluation Unit, MoPPW

Related Chiefs and officers, Water Supply and Sanitation Division, MoPPW

Japanese side

Resident Representative, JICA Nepal Office

Chief of the Project

Other experts of the Project

JICA Expert on Water Supply Management

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II Steering Committee(St/C)

The St/C will be formulated and the meeting will be held at least once a trimester for the smooth implementation of the Project. Prospective function and member

1)Function

- (a) To review the progress of the Project, in particular, activities carried out based on the approved Project Plan.
- (b) To decide next trimester's activities based on the review.
- (c) To monitor the progress and coordinate necessary activities with related organization.
- (d) To implement necessary countermeasures for issues if necessary.

2)Members

- (a) Chairperson: Deputy Director General, Department of Water Supply and Sewerage (DWSS)
- (b) Members:

Nepalese side

Section Chief, staff, DWSS

- Foreign Aid Coordination and Planning Section
- Project Design Appraisal and Progress Monitoring and Evaluation Section
- Human Resources Development, Training and Research Section
- Water Quality Improvement and Monitoring Section
- NGO and Community Mobilization Section

Unit Chief and officers, Monitoring and Evaluation Unit, MoPPW

Related Chiefs and officers, Water Supply and Sanitation Division, MoPPW

Regional Chief, Eastern RMSO

Division Chief, staff, Morang / Jhapa WSSDO

Representative, 3 model WUSCs(Mangadh, Dhulabari, Gauradha)

Japanese side

Representative from JICA Nepal Office

Chief of the Project

Other experts of the Project

JICA Expert on Water Supply Management

*JICA and DWSS can invite other experts as needed.

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PROJECT DESIGN MATRIX (PDM) 20090211

Project Name; The Project for Capacity Development on Water Supply in Semi-urban Areas

Period; April 2009 - December 2012

Ver. No : 2

Target Area; Morang & Jhapa District Target Group; DWSS, WUSCs & Water users (Approximately 21,000) Date; 11 February, 2009

	Target Area; Morang & Jhapa District Target Group;	et Area; Morang & Jhapa District Target Group; DWSS, WUSCs & Water users (Approximately 21,000) Date; 11 February, 2009												
	Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption										
	Super Goal Safe drinking water will be supplied stably in Semi-urban areas in Nepal.	Number of households of which the safe drinking water can be supplied will be supplied.	Statistics Reports of MoPPW (5 Years Plan, etc.) Statistics of MDGs											
	Overall Goal DWSS technical support model for WUSCs established by the Project will be disseminated to all over the country by MoPPW & DWSS.	The number of WUSCs which are strengthened by the support of DWSS is increased XX% of all WUSC. The DWSS technical support model reflects to annual schedules of every RMSO & DWSSDO.	1. &2. DWSS annual report	1. The constructions of appropriate Water Supply facilities are promoted. 2. People's awareness for the importance of the safe water is improved.										
	Project Purpose DWSS technical support system to WUSCs is improved in Morang and Jhapa districts.	 Based on the technical support manual established by DWSS /RMSO/ WSSDO, the support system to XX % of all WUSC in Jhapa/Morang is implemented. The Safe drinking water services by 3 WUSCs is improved in comparison with the beginning of the Project. 	1-1 WUSC annual report (Management, Water quality Monitoring, Future business plan) 2-1 DWSS monitoring report 2-2 Annual/periodical reports of DWSS/RMSO/WSSDO 2-3 Support Activity Report of WSSDO	1. Necessary budget for expansion of WUSC support model in semi-urban area is allocated.										
8	Output 1. Basic information for the Project and necessary information for indicators are collected, and water supply management of the Project is appropriately executed and implement periodically monitoring for appropriate water supply management. 2. "Small and medium-sized water supply support model" and "Small and medium-sized water supply management model" are collected as models for WSSDO/ERMSO and WUSC.	 1-1 PDM is revised. 1-2 Monitoring for indicators is regularly executed. 2-1 "Small and medium-sized water supply support model" manual and "Small and medium-sized water supply management model" manual are completed. 3-1 XX % of all WUSCs in Jhapa/Morang 	1-1 Revised PDM 1-2 Monitoring report 2-1 "Small and medium-sized water supply management model" 2-2 "The support manual for WUSC" 3-1 WUSC annual reports 3-2 ERMSO/WSSDO/DWSS	1. National Water Policy is not changed drastically. 2. Authority of DWSS including ERMSO/WSSDO is not changed drastically. 3. Counterpart personnel of the Project works										
	3. Model of Output2 is disseminated in Jhapa/Morang districts.	districts make a plan to conduct "Small and medium-sized water supply management model".	annual report	continuously in project period.										



Activities

- 1-1 To conduct baseline survey in target areas.
- 1-2 To conduct periodically capacity assessment (technical/management/organization/financial) for DWSS, Eastern RMSO, WSSDO in Jhapa and Morang, 3WUSCs.
- 1.3 To confirm current situation of water supply support by other organizations and other donors in target areas.
- 1.4 To make a draft of revised PDM/PO by using information collected Activity 1.1, 1.2 and 1.3.
- 1-5 To approve project direction including a revised PDM and project progress in JCC and StC.
- 1-6 To conduct monitoring of indicators regularly by StC.
- 2-1 DWSS formulates revised job descriptions for regularly supporting WUSC for DWSS/RSMO/WSSDO.
- 2.2 WSSDO in Jhapa/Morang districts conducts technical support and trainings for 3 WUSCs as below.
 - (1) O/M on WTP and distribution facilities
 - (2) Water quality monitoring
 - (3) Meter reading and meter accuracy
 - (4) Efficient billing
 - (5) Customer ledger
 - (6) Claim management
 - (7) User's education for saving water
 - (8) Formulation of WUSC's annual report
 - (9) Formulation of mid-term/long-term business plan
- 2-3 DWSS conduct training for staff of WSSDO in Jhapa/ Morang and ERMSO as below.
 - (1) Coordination/solution, obligation among stakeholders
 - (2) Planning, design and execution for facilities
 - (3) Performance for water supply monitoring
- 2-4 WSSDO completes "Small and medium-sized water supply support model" for technical support of WUSC and "Small and medium-sized water supply management model" for WUSC based on Activity 2-2 and 2-3.
- 3.1 WSSDOs in Jhapa/Morang districts conduct technical trainings for other WUSCs in Jhapa/Morang.
- 3-2 WSSDOs in Jhapa/Morang establish a liaison conference for WUSCs and conduct the technical exchange workshop.
- 3.3 MoPPW/DWSS holds a liaison M&E conference including related organization/local authorities.

<u>Inputs</u>

- 1. Japanese side
- (1) The dispatch of experts
- a. Chief/Strengthening governance body
- b. O&M on WTP /Water Quality Control/Electric machinery
- c. Maintenance/Planning of Distribution Facilities
- d. Management
- e. Training Management/Public Relation/ Coordinator
- (2) Provision Equipment
 - a. Vehicles, Motorbikes
 - b. Water quality test instruments
 - c. Computer and related equipment
 - d. Spare parts and tools for distribution maintenance
 - e. Spare parts and tools for WTP maintenance
 - f. Office generator/invertors
- (3) Training in-country and third countries, in Japan
- (4) Necessary expense
- 2. Nepal side
- (1) Assignment of counterpart personnel
- (2) Office facilities in DWSS and Jhapa/Morang WSSDO(Space, Electronic power source, Telephone, Internet, Feed water, Furniture)
- (3) Necessary Budget (the Project related budget, Domestic transportation/accommodation allowance for training/workshop, telephone charge, electric charge, etc.)

- Necessary electricity is stably supplied in the Project sites.
- 2. The price of fuel for generators at WTP does not rise rapidly.
- Natural disaster such as heavy floods or landslides at the sluice gates, etc. is not appeared during the Project.

Pre-conditions

- Security situation in
 Morang and Jhapa
 districts does not worsen
 more than current
 situation.
- The function of related organization of the Government (Central, Local) does not change drastically.



Tentative Plan of Operation (PO) 20090211

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Note:IC/R; Inception Report P/R; Progress Report A/R Annual Report F/R; Final Report M/E, midterm Evaluation TE; termination Evaluation J;Japan TC; Third Country





