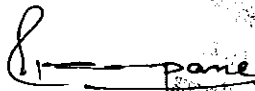


**RECORD OF DISCUSSIONS BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
AUTHORITIES CONCERNED OF THE GOVERNMENT
OF FEDERAL DEMOCRATIC REPUBLIC OF NEPAL
ON
JAPANESE TECHNICAL COOPERATION
FOR THE GENDER MAINSTREAMING AND SOCIAL INCLUSION PROJECT**

With Regard to the Minutes of Meeting between the Preparatory Study Team and the Government of the Federal Democratic Republic of Nepal (hereinafter referred to as "the Government of Nepal") dated September 29 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 Gender Mainstreaming and Social Inclusion Project.

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 to their respective Governments the matters referred to in the document attached hereto.

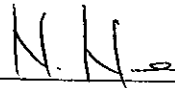
Kathmandu, 7 December, 2008



Mr. Punya Prasad NEUPANE
Secretary,
Ministry of Local Development,
Government of
Federal Democratic Republic of Nepal



Ms. Brinda HADA
Secretary
Ministry of Women, Children and Social Welfare
Government of
Federal Democratic Republic of Nepal



Mr. Noriaki NIWA
Chief Representative
Nepal Office
Japan International Cooperation Agency



THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF NEPAL

1. The Government of Federal Democratic Republic of Nepal (hereinafter referred to as "the Government of Nepal") will implement the Project (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.

1. 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.

3. 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

1. 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 IV.
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 V.
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

1. Joint Secretary of General Administration Division and Self-Governance Coordination Division, Ministry of Local Development and Joint Secretary of Women, Social Welfare and Children Division, Ministry of Women, Children and Social Welfare, as the Co-project Director, will bear overall responsibility for the administration and implementation of the Project.
2. Under Secretary of Local Body Support Section, Ministry of Local Development and Director of Planning Section, Department of Women Development, as the Co-project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Team Leader (Chief Technical Advisor) 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 Project Management Committee (PMC) will be established by the Government of Nepal and JICA. The functions and compositions of JCC and PMC 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. MEASURES 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 Five years from February 1st, 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

Gender Mainstreaming and Social Inclusion Project

2. Implementing Organization

Ministry of Local Development
Ministry of Women, Children and Social Welfare
Department of Women Development
DDC, WDO, Municipality, VDC
GM/SI related Coordinating Committees
Line ministries concerned at national level and district level

3. Super Goal of the Project

Quality of life of women and socially excluded groups is improved in Nepal

4. Overall Goal of the Project

GM/SI responsive programs are developed and implemented in Nepal

5. Purpose of the Project

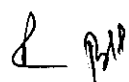
GM/SI responsive programs are implemented at the national level and two targeted districts (Syangja and Morang)

6. Outputs

GM/SI responsive mechanism is developed through the institutional capacity enhancement at the national government and two targeted districts.

0. Project Management is implemented to the Project appropriately.
1. GM/SI understanding of persons concerned of VDC, Municipality, WDO and DDC in collaboration with GM/SI related Coordinating Committees in the two districts, DWD, MoLD, MoWCSW and GFP/SIFP at the national level are enhanced through trainings.
2. DDC, WDO, Municipality, VDC and other members of GMCC/SICC in the targeted two districts are able to carry out "GM/SI Appraisal" on development plans and "GM/SI Audit" on budget of implementing plans in accordance with GM/SI related guidelines.
3. DDC, WDO, Municipality, VDC and other members of GMCC/SICC in the targeted two districts are able to formulate GM/SI responsive development plans in accordance with GM/SI guidelines.
4. "GM/SI Monitoring team" consisting of DDC, WDO, Municipality, VDC and GMCC/SICC members in the targeted two districts are able to periodically carry out "GM/SI Monitoring" on implementing plans and projects.
5. "GM/SI responsive practical operational manuals for local bodies (LBs) and WDO" are developed in the two districts based on processes, practices and lessons gained by the Project.
6. Dissemination strategies of "GM/SI practical operational manuals for LBs and WDO" to other districts are developed jointly by MoLD, MoWCSW, DWD and GFP/SIFP at the national level.
7. Function of GM/SI related coordinating committees are enhanced and networking is strengthened.

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7. Activities

- 0-1. Conduct baseline survey on the all Objectively Verifiable Indicators of Project Design Matrix (PDM).
- 0-2. Conduct one day Project Cycle Management (PCM) Work Shop to formulate OVI Monitoring System (PCM method) of the Project.
- 0-3. Carry out OVI Monitoring regularly.

- 1-1. Conduct baseline assessment for the GM/SI understanding.
- 1-2. Formulate training plan based on the result of assessment (trainees, curriculum, resource persons, etc.).
- 1-3. Conduct Training of Trainers.
- 1-4. Conduct GM/SI basic training.
- 1-5. Conduct refresher training.
- 1-6. Develop "GM/SI basic training module".

- 2-1. Review all the exiting GM/SI guidelines.
- 2-2. Hold a series of meetings to study "GM/SI appraisal" and "GM/SI audit" based on GM/SI related guidelines.
- 2-3. Conduct baseline survey for the analysis of implementing situations of GM/SI appraisal and GM/SI audit.
- 2-4. Formulate the implementing plan for GM/SI appraisal and GM/SI audit.
- 2-5. Develop indicators for GM/SI appraisal and GM/SI audit at the district level.
- 2-6. Organize implementing body for GM/SI appraisal and GM/SI audit in each district.
- 2-7. Conduct GM/SI appraisal on district development plans.
- 2-8. Conduct GM/SI audit on district development budgets.
- 2-9. Modify implementing procedure of GM/SI appraisal and GM/SI audit.

- 3-1. Hold a series of meetings to study "GM/SI planning process" based on GM/SI related guidelines.
- 3-2. Form "GM/SI planning promotion team" in the targeted two districts.
- 3-3. Conduct training on GM/SI responsive project planning (such as SWOT, PCM, etc.) for local bodies, WDO and concerned organizations.
- 3-4. Program GM/SI responsive planning steps based on GM/SI related guidelines according to each district GM/SI situations.
- 3-5. Conduct GM/SI planning trainings for village women, men, socially excluded groups.
- 3-6. Formulate development plans in accordance with the steps.
- 3-7. Implement community based GM/SI responsive projects and feed back to the GM/SI planning.

- 4-1. Conduct baseline survey for the analysis of implementing situations of GM/SI Monitoring.
- 4-2. Formulate the implementing plan for GM/SI Monitoring based on the result of survey.
- 4-3. Form "GM/SI Promotion Monitoring team".
- 4-4. Develop a checklist and monitoring plans for GM/SI Promotion Monitoring at the district level.
- 4-5. Conduct orientation meetings for GM/SI Promotion Monitoring in the districts.
- 4-6. Conduct GM/SI Promotion Monitoring based on the above plan.
- 4-7. Revise the checklist based on the monitoring activities.
- 4-8. Implement regular monitoring system.

- 5-1. Form a team to develop "GM/SI practical operation manuals for LBs and WDO" in each district
- 5-2. Record the process on Output 1 ~ 4 of the project to develop the manuals
- 5-3. Support DDC/VDC to produce GM/SI profiles based on the collected information and surveys
- 5-4. Develop the manuals
- 5-5. Hold consultation workshops in each district.

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- 6-1. Study on "GM/SI practical operation manuals for LBs and WDO" of each district at the national level (meetings and field trips).
 - 6-2. Develop the dissemination strategies of the manuals to other districts.
 - 6-3. Suggest the GM/SI strategies to LGCDP and other related organizations.
 - 6-4. Identify necessary skills for dissemination of manuals.
 - 6-5. Conduct skill trainings on related personnel at the national level for dissemination.
 - 6-6. Launch the dissemination activities by GoN.
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- 7-1. Assess the GM/SI promotion situation and capacity of the members of GM/SI related meetings (GFP Joint Meeting and etc.) at the national level.
 - 7-2. Review on the function and roles of GM/SI related meetings and develop an action plan to activate and coordinate.
 - 7-3. Implement the action plan by GM/SI related meetings.

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ANNEX II LIST OF JAPANESE INPUT

1. Dispatch of experts

- (1) Dispatch of Experts
 - a. Chief Technical Advisor
 - b. Gender Mainstreaming Expert
 - c. Social Inclusion Expert
 - d. Local level planning and management/Monitoring and Evaluation
 - e. Capacity Development/ Training
 - f. Financial Management and Administrative Expert

2. Provision Equipment

Equipment necessary for the effective implementation of the Project will be provided by JICA to the Government of Nepal within the budget allocated for its technical cooperation.

- a. Vehicles and Motorbikes
- b. Computers and related office equipments

3. Training in third countries and Japan

Training for counterpart personnel(Government Officials) related with the Project will be conducted in Nepal, Japan and other countries.

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ANNEX III LIST OF NEPAL COUNTERPART AND ADMINISTRATIVE PERSONNEL

<Ministry of Local Development>

Joint Secretaries of General Administration Division and Self-Governance Coordination Division

Under Secretary of Local Body Support Section
Section Officers of Local Body Support Section
Section Chief and Section Officers of the Planning Section

<Ministry of Women, Children and Social Welfare>

Joint Secretary of Women, Social Welfare and Children Division

Under Secretary of Women Development and Coordination Section
Section Officers of Women Development and Coordination Section
Section Chief and Section Officers of the Planning Section

<Department of Women Development>

Director General
Director of Planning Section
Section Officers of Planning and Training Section

<Syangja District>

- DDC
- Local Development Officer
- Planning Officer
- Social Development officer
- WDO and staffs
- GM/SI related Coordination Committee Members
- VDC Secretaries

<Morang District>

- DDC
- Local Development Officer
- Planning Officer
- Social Development officer
- WDO and staffs
- GM/SI related Coordination Committee Members
- VDC Secretaries

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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 COMMITTEE**

I Joint Coordinating Committee(JCC)

The JCC will be formed and its meetings will be held at least once a year for the smooth implementation of the Project. The prospective function and members of the JCC are as follows.

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 periodically revise the PDM and PO, as necessary.
- (e) To recommend and request for necessary actions to the organizations, concerned.

2) Members

- (a) Co-Chairperson: Secretary, Ministry of Local Development (MoLD)
Secretary, Ministry of Women, Children and Social Welfare

- (b) Members:

Nepalese side

<MoLD>

Joint Secretary of General Administration Division and Self-Governance Coordination
Division

<MoWCSW>

Joint Secretary of Women, Social Welfare and Children Division

<DWD>

Director General

<Syangja>: as necessary

LDO, WDO

<Morang>; as necessary

LDO, WDO

Representative of LGCDP Programme Coordination Unit

Japan side

Resident Representative, JICA Nepal Office

Chief Technical Advisor of the Project

Other experts of the Project as necessary

Observers: Embassy of Japan

*The MoLD/MoWCSW/DWD and JICA can invite other personnel as

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necessary.

II Project Management Committee(PMC)

The PMC will be formed and the meetings will be held quarterly, or more as necessary for the smooth implementation of the Project. The venue could be at the national and districts levels in turn. Prospective function and the members are as follows.

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 organizations concerned.
- (d) To implement necessary countermeasures for issues, as necessary.

2) Members

- (a) Co-Chairperson: Joint Secretary, Ministry of Local Development
Director General, Department of Women Development (DWD)

(b) Members:

Nepal side

<MoLD>

Section Chief and Section Officer of Local Body Support Section

<MoWCSW>

Section Chief and Section Officer of Women Development and Coordination Section

<DWD>

Section Chief and Section Officer of Planning Section and Staff of DWD

LDO/WDO of Syangja and Morang districts

Representative of LGCDP Programme Coordination Unit

Japan side

Representative from JICA Nepal Office

Chief Technical Advisor of the Project

Other experts of the Project

*The GoN and JICA can invite other personnel as necessary.

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Project Design Matrix (PDM)

ANNEX VI- I
as of December 2008

Project Name: Gender Mainstreaming and Social Inclusion Project (GMSIP) in Nepal

Duration of the Project: January 2009 to January 2014 (5 years)

Target Area: National Level, Syangja Dist. and Morang Dist.

Version Number: 1

Responsible Agencies: MoLD, MoWCSW/DWD and JICA

Implementing Agencies: MoLD, MoWCSW, DWD, DDC, WDO, Municipality, VDC and GM/SI related Coordinating Committees, Line ministries concerned at the national and district levels

Target Group: Women and socially excluded groups

Date: September 29, 2008

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Super Goal Quality of life of women and socially excluded groups is improved in Nepal.		District Gender Empowerment Measures, District Gender Development Indicators, District Social Inclusion Indicators and house hold surveys etc.	
Overall Goal GM/SI responsive programs are developed and implemented in Nepal.	GM/SI responsive programs are implemented in 12 districts (Syangja, Morang, Palpa, Tanahun, Kaski, Parbat, Gulmi, Ilam, Panthar, Sunsari, Dhanakuta and Jhapa) by the year 201X.		Priority of GM/SI policy in Nepal is not changed.
Project Purpose GM/SI responsive programs are implemented at the national level and two targeted districts (Syangja and Morang).	1. The number of GM/SI programs/projects is increased to XX% at the national level and YY% at two targeted districts level by the end of the Project. 2. The proportion of GM/SI responsive budget is increased to at least XX% at two targeted districts by end of the Project. 3. The proportion of women and social excluded groups directly benefiting from all development projects/programs is increased to at least XX% at two targeted districts by the end of the Project.	MOF Red book DDC plan & annual report MOF Red book Rural Progress Report of Line Ministries (MIS)	GM/SI practical operation manuals developed by the Project are authorized with necessary revisions and disseminated to other districts as planned on dissemination strategies by the government of Nepal.

<p>Outputs</p> <p>GM/SI responsive mechanism* is developed through the institutional capacity enhancement at the national government and two targeted districts.</p> <p>0. Project Management is implemented to the Project appropriately.</p> <p>1. GM/SI understanding of persons concerned of VDC, Municipality, WDO and DDC in collaboration with GM/SI related Coordinating Committees in the two districts, DWD, MoLD, MoWCSW and GFP/SIFP at the national level are enhanced through trainings.</p> <p>2. DDC, WDO, Municipality, VDC and other members of GMCC/SICC in the targeted two districts are able to carry out "GM/SI Appraisal" on development plans and "GM/SI Audit" on budget of implementing plans in accordance with GM/SI related guidelines.</p> <p>3. DDC, WDO, Municipality, VDC and other members of GMCC/SICC in the targeted two districts are able to formulate GM/SI responsive development plans in accordance with GM/SI guidelines.</p> <p>4. "GM/SI Monitoring team" consisting of DDC, WDO, Municipality, VDC and GMCC/SICC members in the targeted two districts are able to periodically carry out "GM/SI Monitoring" on implementing plans and projects.</p> <p>5. "GM/SI responsive practical operational manuals for local bodies (LBs) and WDO" are developed in</p>	<p>0-1. Monitoring system for Objectively Verifiable Indicators is implemented to the Project by the first six months of the Project.</p> <p>1-1. A total of XX key personnel are trained as resource persons in GM/SI within three years of the Project.</p> <p>1-2. At least 3 types of resource materials on GM/SI are developed within three years at the central level.</p> <p>2-1. Participatory GM/SI appraisal/audit are carried out at DDC, WDO, municipalities, VDCs and other members of GMCC/SICC at the district level with in XX years of the Project.</p> <p>3-1. GM/SI responsive projects are implemented in 20 VDCs and all municipalities (two in Syangja and one in Morang) in each district.</p> <p>4-1. GM/SI monitoring team monitors at least XX% programs/projects regularly (every six months).</p> <p>4-2. At least one person from each organization regularly participates in monitoring.</p>	<p>Project monitoring records</p> <p>Project monitoring records</p> <p>Project monitoring records</p> <p>Project monitoring records</p> <p>Project monitoring records</p> <p>Project monitoring records</p> <p>Project monitoring records</p> <p>Operational manual</p> <p>Project monitoring records</p> <p>GM/SI strategy paper</p>	<p>95% of trained personnel are utilized at GM/SI related responsibility.</p>
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<p>the two districts based on processes, practices and lessons gained by the Project.</p> <p>6. Dissemination strategies of “GM/SI practical operational manuals for LBs and WDO” to other districts are developed jointly by MoLD, MoWCSW, DWD and GFP/SIFP at the national level.</p> <p>7. Function of GM/SI related coordinating committees are enhanced and networking is strengthened.</p>	<p>5-1. XX number of operational manuals prepared and implemented by local bodies and WDO by the end of the third year of the Project.</p> <p>5-2. XX% of related organizations utilized GM/SI operational manuals developed by the Project by the end of the Project.</p> <p>6-1. Dissemination strategies of “GM/SI practical operational manuals for LBs and WDO” are developed by the end of the Project.</p> <p>7-1. More than 90% of the GMCC decisions are implemented.</p> <p>7-2. Annual action plans of GMCC, SICC and GFP meeting are implemented by the end of the year 20XX.</p>	<p>Each meeting record Action plans of GMCC, SICC and GFP meeting</p>		
<p>Activities</p> <p>0-1. Conduct baseline survey on the all Objectively Verifiable Indicators of PDM.</p> <p>0-2. Conduct one day PCM WS to formulate OVI Monitoring System (PCM method) of the Project.</p> <p>0-3. Carry out OVI Monitoring regularly.</p> <p>1-1. Conduct baseline assessment for the GM/SI understanding.</p> <p>1-2. Formulate training plan based on the result of assessment (trainees, curriculum, resource persons, etc.).</p> <p>1-3. Conduct Training of Trainers.</p> <p>1-4. Conduct GM/SI basic training.</p> <p>1-5. Conduct refresher training.</p> <p>1-6. Develop “GM/SI basic training module”.</p> <p>2-1. Review all the exiting GM/SI guidelines.</p>	<p style="text-align: center;">Input</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>Japan side</u></p> <p>1. Dispatch of Japanese Experts (1) Chief Technical Advisor (2) Gender Mainstreaming Expert (3) Social Inclusion Expert (4) Local level planning, Monitoring and Evaluation Expert (5) Capacity development/Training Expert (6) Financial and Administrative Expert</p> <p>2. Training in-country, in third countries and in Japan</p> <p>3. Provision of Equipment</p> <p>4. Local cost</p> </td> <td style="vertical-align: top;"> <p><u>Nepal side</u></p> <p>1. Assignment of counter personnel of MoLD, MoWCSW, DWD at the national level and DDC, WDO in Syangja and Morang districts at the local level</p> <p>2. Project office, facilities /equipment</p> <p>3. Necessary budget</p> </td> </tr> </table>	<p><u>Japan side</u></p> <p>1. Dispatch of Japanese Experts (1) Chief Technical Advisor (2) Gender Mainstreaming Expert (3) Social Inclusion Expert (4) Local level planning, Monitoring and Evaluation Expert (5) Capacity development/Training Expert (6) Financial and Administrative Expert</p> <p>2. Training in-country, in third countries and in Japan</p> <p>3. Provision of Equipment</p> <p>4. Local cost</p>	<p><u>Nepal side</u></p> <p>1. Assignment of counter personnel of MoLD, MoWCSW, DWD at the national level and DDC, WDO in Syangja and Morang districts at the local level</p> <p>2. Project office, facilities /equipment</p> <p>3. Necessary budget</p>	<p>Security level at two targeted districts are not deteriorated severely.</p>
<p><u>Japan side</u></p> <p>1. Dispatch of Japanese Experts (1) Chief Technical Advisor (2) Gender Mainstreaming Expert (3) Social Inclusion Expert (4) Local level planning, Monitoring and Evaluation Expert (5) Capacity development/Training Expert (6) Financial and Administrative Expert</p> <p>2. Training in-country, in third countries and in Japan</p> <p>3. Provision of Equipment</p> <p>4. Local cost</p>	<p><u>Nepal side</u></p> <p>1. Assignment of counter personnel of MoLD, MoWCSW, DWD at the national level and DDC, WDO in Syangja and Morang districts at the local level</p> <p>2. Project office, facilities /equipment</p> <p>3. Necessary budget</p>			

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- 2-2. Hold a series of meetings to study “GM/SI appraisal” and “GM/SI audit” based on GM/SI related guidelines.
 - 2-3. Conduct baseline survey for the analysis of implementing situations of GM/SI appraisal and GM/SI audit.
 - 2-4. Formulate the implementing plan for GM/SI appraisal and GM/SI audit.
 - 2-5. Develop indicators for GM/SI appraisal and GM/SI audit at the district level.
 - 2-6. Organize implementing body for GM/SI appraisal and GM/SI audit in each district.
 - 2-7. Conduct GM/SI appraisal on district development plans.
 - 2-8. Conduct GM/SI audit on district development budgets.
 - 2-9. Modify implementing procedure of GM/SI appraisal and GM/SI audit.
 - 3-1. Hold a series of meetings to study “GM/SI planning process” based on GM/SI related guidelines.
 - 3-2. Form “GM/SI planning promotion team” in the targeted two districts.
 - 3-3. Conduct training on GM/SI responsive project planning (such as SWOT, PCM, etc.) for local bodies, WDO and concerned organizations.
 - 3-4. Program GM/SI responsive planning steps based on GM/SI related guidelines according to each district GM/SI situations.
 - 3-5. Conduct GM/SI planning trainings for village women, men, socially excluded groups.
 - 3-6. Formulate development plans in accordance with the steps.
 - 3-7. Implement community based GM/SI responsive projects and feed back to the GM/SI planning.

Pre-Conditions

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- 4-1. Conduct baseline survey for the analysis of implementing situations of GM/SI Monitoring.
 - 4-2. Formulate the implementing plan for GM/SI Monitoring based on the result of survey.
 - 4-3. Form "GM/SI Promotion Monitoring team".
 - 4-4. Develop a checklist and monitoring plans for GM/SI Promotion Monitoring at the district level.
 - 4-5. Conduct orientation meetings for GM/SI Promotion Monitoring in the districts.
 - 4-6. Conduct GM/SI Promotion Monitoring based on the above plan.
 - 4-7. Revise the checklist based on the monitoring activities.
 - 4-8. Implement regular monitoring system.
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- 5-1. Form a team to develop "GM/SI practical operation manuals for LBs and WDO" in each district
 - 5-2. Record the process on Output 1 ~ 4 of the project to develop the manuals
 - 5-3. Support DDC/VDC to produce GM/SI profiles based on the collected information and surveys
 - 5-4. Develop the manuals
 - 5-5. Hold consultation workshops in each district.
-
- 6-1. Study on "GM/SI practical operation manuals for LBs and WDO" of each district at the national level (meetings and field trips).
 - 6-2. Develop the dissemination strategies of the manuals to other districts.
 - 6-3. Suggest the GM/SI strategies to LGCDP and other related organizations.
 - 6-4. Identify necessary skills for dissemination of manuals.

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6-5. Conduct skill trainings on related personnel at the national level for dissemination.

6-6. Launch the dissemination activities by GoN.

7-1. Assess the GM/SI promotion situation and capacity of the members of GM/SI related meetings (GFP Joint Meeting and etc.) at the national level.

7-2. Review on the function and roles of GM/SI related meetings and develop an action plan to activate and coordinate.

7-3. Implement the action plan by GM/SI related meetings.

* Mechanism – Institutionalized GM/SI responsive planning, implementing and M/E cycle and appraisal/audit of program/projects in national and local governments, which is established through Output 2 – Output 7 as below.

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Gender Mainstreaming and Social Inclusion Project (GMSIP) in Nepal

ANNEX VI- II Tentative Plan of Operation (PO)

as of November 23, 2008

Planned Activities	Fiscal Year 2009				2010				2011				2012				2013				Person in charge	Organization (Central)	Organization (Local)	Materials & Equipment	Remarks
	Quarter	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III					
Output 0																									
0.1 Conduct baseline survey on the all Objectively Verifiable Indicators of PDM and GM/SI profiles of two districts..																						MoLD, MoWCSW, DWD	DDC, WDO		
0.2 Conduct one day PCM WS to formulate OVI Monitoring System (PCM method) of the Project.																						MoLD, MoWCSW, DWD	DDC, WDO		
0.3 Carry out OVI Monitoring (Monitor achievement of the Indicators and the Project implementation process, then feedback the results for the plan) regularly.																						MoLD, MoWCSW, DWD	DDC, WDO		
Output 1																									
Central (MoLD, MoWCSW, DWD and GFP/SIFP) and Local (DDC, WDO, VDC, Municipality, GMCC/SICC and Line agencies) levels																									
1.1 Conduct baseline assessment for the GM/SI understanding on related personnel in the implementing agencies.																						MoLD, MoWCSW, DWD	DDC, WDO, VDC, GMCC, SICC		
1.2 Formulate training plan based on the result of assessment (trainees, curriculum, resource persons, etc.).																						MoLD, MoWCSW, DWD	DDC, WDO		
1.3 Conduct Training of Trainers.																						MoLD, MoWCSW, DWD	DDC, WDO		
1.4 Conduct GM/SI Basic Training.																						MoLD, MoWCSW, DWD	DDC, WDO		
1.5 Conduct refresher training.																						MoLD, MoWCSW, DWD	DDC, WDO		
1.6 Develop "GM/SI Basic Training Module".																						MoLD, MoWCSW, DWD	DDC, WDO		
Output 2																									
Local level																									
2.1 Review all the existing GM/SI guidelines.																						MoLD, MoWCSW, DWD, GFP/SIFP	DDC, WDO, VDC, GMCC, SICC		
2.2 Hold a series of meetings to study "GM/SI Appraisal" and "GM/SI Audit" based on GM/SI related guidelines.																						MoLD, MoWCSW, DWD, GFP/SIFP	DDC, WDO, VDC, GMCC, SICC		
2.3 Conduct baseline survey for the analysis of implementing situations of GM/SI Appraisal and GM/SI Audit.																							DDC, WDO, VDC, GMCC, SICC		
2.4 Organize implementing body for GM/SI Appraisal and GM/SI Audit in each district.																							DDC, WDO, VDC, GMCC, SICC		
2.5 Formulate the implementing plan for GM/SI Appraisal and GM/SI Audit.																							DDC, WDO, VDC, GMCC, SICC		
2.6 Develop indicators for GM/SI Appraisal and GM/SI Audit at the district level.																							DDC, WDO, VDC, GMCC, SICC		
2.7 Conduct GM/SI Appraisal on district development plans.																							DDC, WDO, VDC, GMCC, SICC		
2.8 Conduct GM/SI Audit on district development budgets.																							DDC, WDO, VDC, GMCC, SICC		
2.9 Modify implementing procedure of GM/SI Appraisal and GM/SI Audit.																							DDC, WDO, VDC, GMCC, SICC		
Output 3																									
Local level																									
3.1 Hold a series of meetings to study "GM/SI Planning process" based on GM/SI related guidelines.																							DDC, WDO, VDC, GMCC, SICC		
3.2 Form "GM/SI planning promotion team" in the targeted two districts.																							DDC, WDO, VDC, GMCC, SICC		

Gender Mainstreaming and Social Inclusion Project (GMSIP) in Nepal

ANNEX VI- II Tentative Plan of Operation (PO)

as of November 23, 2008

Fiscal Year	2009				2010				2011				2012				2013				Person in charge	Organization (Central)	Organization (Local)	Materials & Equipment	Remarks																												
	Quarter	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III						IV																											
Planned Activities																																																					
3.3	Conduct training on GM/SI responsive project planning (such as SWOT, PCM, etc.) for local bodies, WDO and concerned																																																				
3.4	Program GM/SI responsive planning steps based on GM/SI related guidelines according to each district GM/SI situations.																																																				
3.5	Conduct trainings of GM/SI planning for village women, men, and socially excluded groups.																																																				
3.6	Formulate development plans in accordance with the steps.																																																				
3.7	Implement community based GM/SI responsive projects and feed back to the GM/SI planning.																																																				
Output 4	Local level																																																				
4.1	Conduct baseline survey for the analysis of implementing situations of GM/SI Monitoring.																																																				
4.2	Formulate the implementing plan for GM/SI Monitoring based on the result of survey.																																																				
4.3	Form "GM/SI Planning Promotion Monitoring team".																																																				
4.4	Develop a checklist and monitoring plans for GM/SI Promotion Monitoring at the district level.																																																				
4.5	Conduct orientation meetings for GM/SI Promotion Monitoring based in the districts.																																																				
4.6	Conduct GM/SI Promotion Monitoring based on the above plans.																																																				
4.7	Revise the checklist based on the monitoring activities.																																																				
4.8	Implement regular monitoring system (develop monitoring procedures).																																																				
Output 5	Local level																																																				
5.1	Form a team to develop "GM/SI practical operation manuals for LBs and WDO" in each district																																																				
5.2	Record the process on Output 1 ~ 4 of the Project to develop the manuals																																																				
5.3	Support DDC/VDC to produce GM/SI profiles based on the collected information and surveys.																																																				
5.4	Develop manuals in each district.																																																				
5.5	Hold consultation workshops in each district.																																																				
Output 6	Central level																																																				
6.1	Study on "GM/SI practical operation manuals for LBs and WDO" of each district at the national level (Meetings and field trips).																																																				
6.2	Develop the dissemination strategies of manuals to other districts.																																																				
6.3	Suggest the GM/SI strategy to LGCDP and other related organizations.																																																				

Gender Mainstreaming and Social Inclusion Project (GMSIP) in Nepal

ANNEX VI- II Tentative Plan of Operation (PO)

as of November 23, 2008

Planned Activities		Fiscal Year 2009				2010				2011				2012				2013				Person in charge	Organization (Central)	Organization (Local)	Materials & Equipment	Remarks
		Quarter I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV					
6.4	Identify necessary skills for dissemination of manuals.																						MoLD, MoWCSW, DWD			
6.5	Conduct skill trainings on related personnel at the central for dissemination.																						MoLD, MoWCSW, DWD			
6.6	Launch the dissemination activities by GoN.																						MoLD, MoWCSW, DWD, GFP/SIFP			
Output 7	Central level																									
7.1	Assess the GM/SI promotion situation and capacity of the members of GM/SI related meetings (GFP Joint Meeting and etc.) at the national level																						MoLD, MoWCSW, DWD, GFP/SIFP			
7.2	Review on the function and roles of GM/SI related meetings and develop an action plan to activate and coordinate.																						MoLD, MoWCSW, DWD, GFP/SIFP			
7.3	Implement the action plan by GM/SI related meetings.																						MoLD, MoWCSW, DWD, GFP/SIFP			

Project Management

JCC	Joint Coordination Committee			●				●						●												
PMC	Project Management Committee	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○					
Eva.	Joint Evaluation of GoN and JICA (Mid-term and Terminal Evaluation)							○													○					

Signature