

**Nepal
Ministry of Federal Affairs
and Local Development**

**The Strengthening Community Mediation
Capacity for Peaceful and
Harmonious Society Project
(COMCAP) (Extended 1st Year)**

Project Completion Report

October 2014

Japan International Cooperation Agency (JICA)

PADECO Co., Ltd.

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JR
14-006

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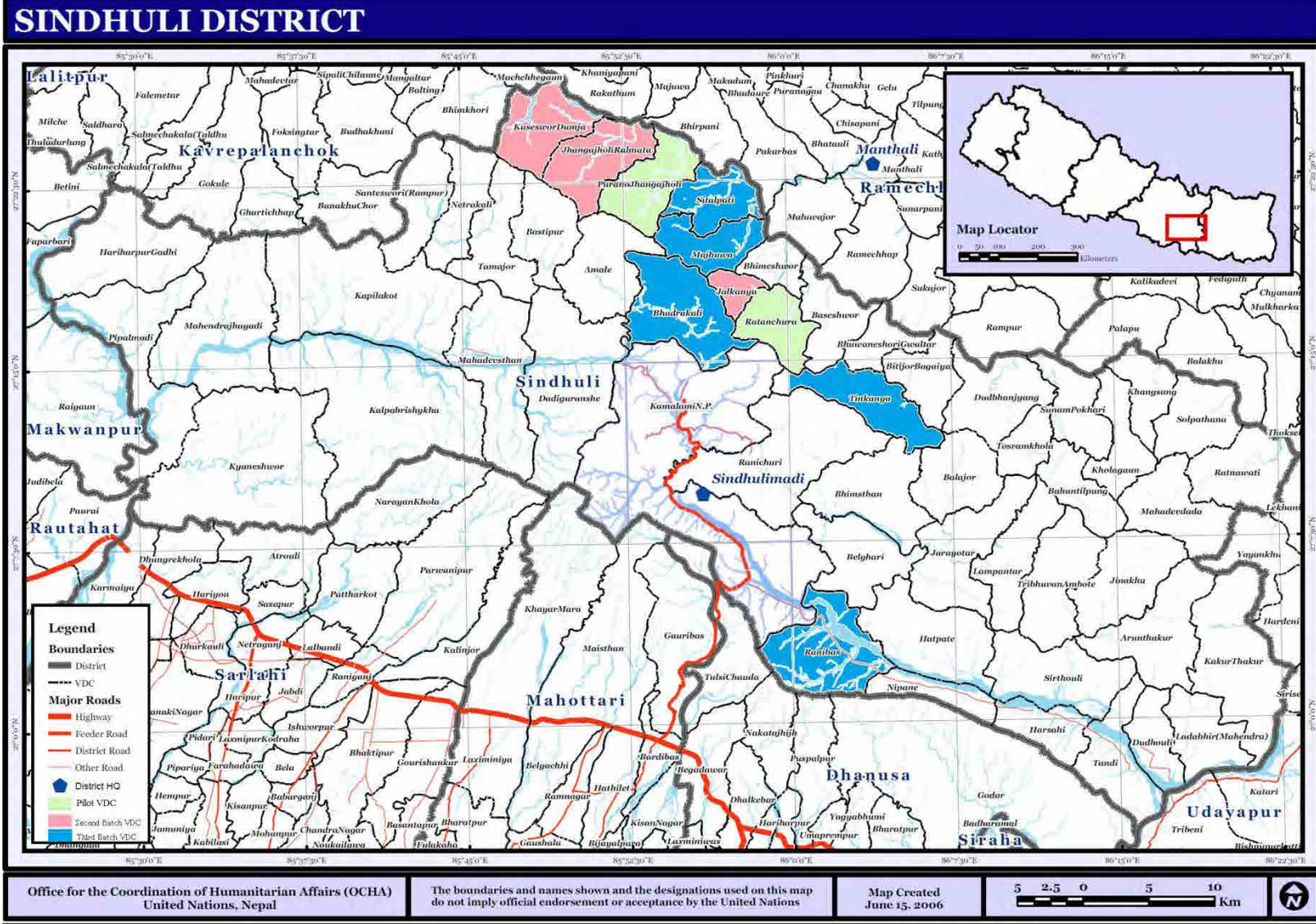
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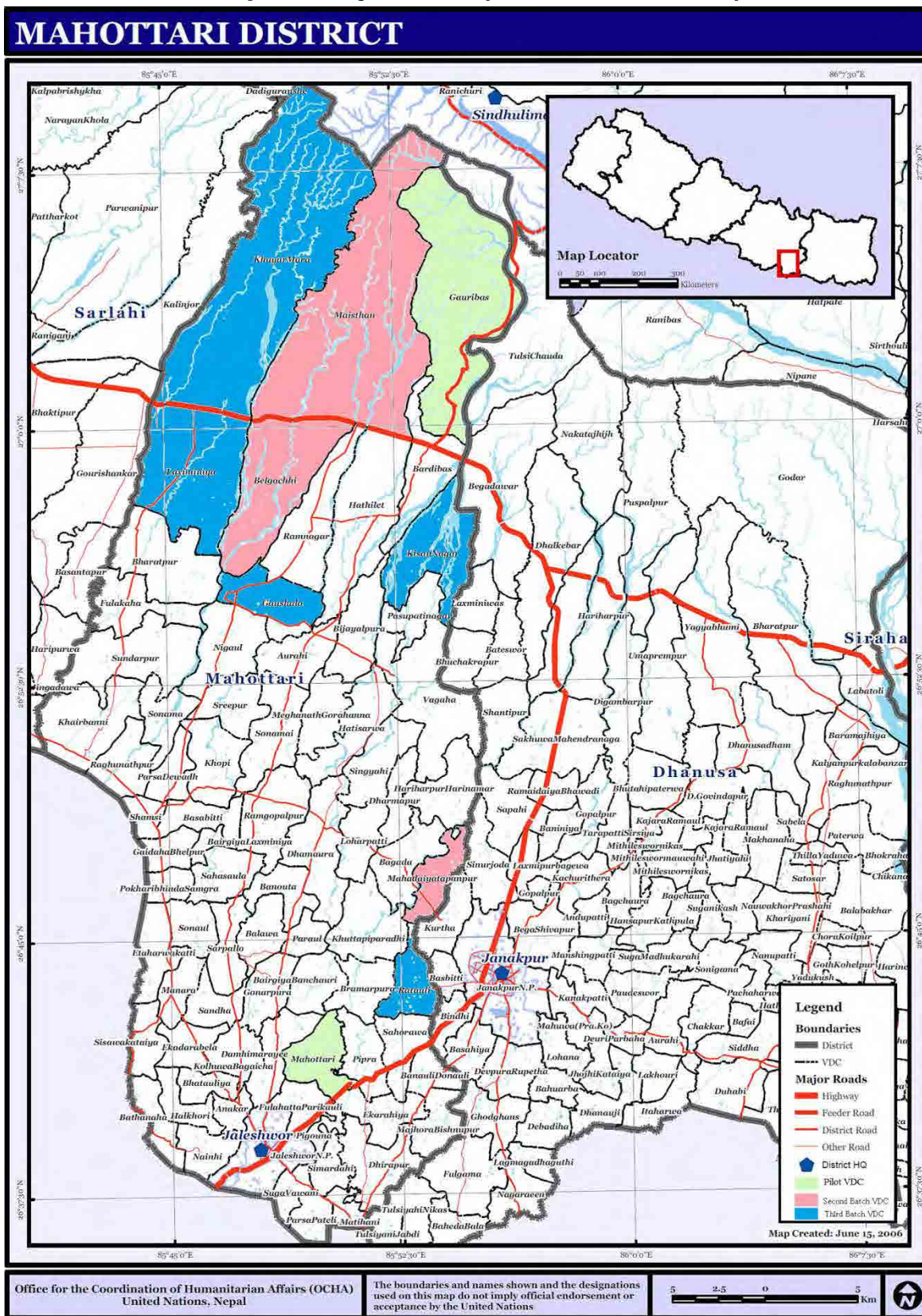
Japan International Cooperation Agency (JICA)

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Map of Project Site (Sindhuli District)



Map of Project Site (Mahottari District)



Photos of Project Activities



Joint Consultation Meeting (March 2014)
(Photo: MoFALD)



Review Meeting (March & August 2014)
(Photo: Dumja VDC, Sindhuli)



Street Drama (May 2014)
(Photo: (L)Sindhulimadi & (R)Jaleshwor)



MTOTs on Basic Community Mediation
Administrative Service (May & August 2014)
(Photo(L) Dhulikhel & (R) Godavari)



DCCs(April & August 2014)
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Abbreviations

ADR	Alternative Dispute Resolution
AFN	Antenna Foundation Nepal
ASIP	Annual Strategic Implementation Plan
CA	Capacity Assessment
CBO	Community Based Organization
CD	Capacity Development
CDO	Chief District Officer
CeLRd	Centre for Legal Research and Resource Development
CMC	Community Mediation Center
COMCAP	The Strengthening Community Mediation Capacity for Peaceful and Harmonious Society Project
C/P	Counterparts
CVICT	Centre for Victims of Torture
DANIDA-HUGOU	Danish International Development Assistance- Human Rights and Good Governance Advisory Unit
DAO	District Administration Office
DCC	District Coordination Committee
DDC	District Development Committee
DED	German Development Service
DFID	Department for International Development
ESP	Enabling State Program
FC	Field Coordinator
GOJ	Government of Japan
GoN	Government of Nepal
HUCODAN	Human Rights and Community Development Academy Nepal
ICR	Inception Report
IGD	Institute of Governance and Development
JCC	Joint Coordination Committee
JICA	Japan International Cooperation Agency
LBSS	Local Body Support Section
LPC	Local Peace Committee
LGCDP	Local Governance and Community Development Programme
LSGA	Local Self Governance Act
MCMP	<i>Madesh</i> Community Mediation Programme
MJF/MPRF	<i>Madeshi Janadhikar</i> Forum/ <i>Madeshi</i> People's Rights Forum
M/M	Minutes of Meeting
MoFALD	Ministry of Federal Affairs and Local Development
MoLD	Ministry of Local Development
MoLJ	Ministry of Law and Justice
MoPR	Ministry of Peace and Reconstruction
MoWCSW	Ministry of Women, Children, and Social Welfare
MTOT	Maser Training of Trainers
NGO	Non-Governmental Organization
NJA	National Judicial Academy

PDM	Project Design Matrix
P/R	Progress Report
R/D	Record of Discussion
RUWDUC	Rural Women's Development and Unity Centre
SDC	Swiss Development Cooperation
SUSS	Service for the Underprivileged Section of Society
TAF	The Asia Foundation
TMDP	<i>Tarai Madhes</i> Democratic Party
TOT	Training of Trainers
UNDP	United Nations Development Programme
UNICEF	United Nations Children's Fund
USAID	United States Agency for International Development
VDC	Village Development Committee
WCF	Ward Citizen Forum
WCO	Women and Children's Offices

*Exchange Rate: 1 NPR = 1.127 Japanese Yen
(October, 2014)*

Executive Summary

The Project Completion Report(C/R) presents the progress of the Japan International Cooperation Agency (JICA) Technical Cooperation Project for “Strengthening Community Mediation Capacity for Peaceful and Harmonious Society” (COMCAP) in Nepal for the extended 1st year, from February 2014 to October 2014. The C/R consists of five (5) chapters: in Chapter 1, the outline of the Project, such as its background, objectives, scope, and the implementation approach, is described; in Chapter 2, resources required for the project are explained. Chapter 3 that includes details of project activities and the progress and achievements is followed by Chapter 4 which is consisted of findings, lessons learned, and outputs and deliverables. Finally in Chapter 5, information related to the project is listed.

As for opportunities for mutual discussion with Ministry of Federal Affairs and Local Development (MoFALD) and its stakeholders, there are several official meetings both at central and district levels, e.g., the joint consultation meeting, the 6th and 7th District Coordination Committees (DCCs) in each district, and Joint Coordination Committee (JCC), (see Chapter 3). In April 2014, a one-week mission for the formulation of the second phase of COMCAP was also organized, which became a significant opportunity to discuss the basic concepts of COMCAP-II with extensive range of ideas. Other than the MoFALD, there were various opportunities with non-government sectors, donor partners and the other related ministries were initiated during this period. MoFALD has also recognized the importance of partnering with the relevant agencies/organizations so that the ministry took initiatives to develop a basic policy resolution regarding the role and responsibilities under the Mediation Council.

A variety of activities were executed as agreed in the Project Implementation Plan submitted in February 2014: review meetings in 20 VDCs, the joint consultation meeting, DCCs, two batches of 8-day MTOT on Basic Community Mediation Administrative Service, and social marketing programs for the targeted 20 VDCs, such as radio rebroadcasting from seven local stations, street drama performance for six times, and distribution of desktop and pocket calendars, and so forth. Though the socio-political situations have stabilized gradually, every member of the Project continued to pay special attention to ensure staff safety, minimize project interruptions, and coordinate in close consultation with the JICA Nepal Office, as well as with the counterpart agencies (see Chapter 3).

As for the activities at VDC levels, despite the fact that there was virtually no tangible support from COMCAP during the prolonged interval of almost half a year between the project 3rd year and the extended 1st year, it was found in Review meetings that most VDCs in both districts had amazingly sustained their community mediation activities and even ensured continuous commitment. The various social marketing programs in the targeted 20 VDCs continuously provide steadfast opportunities for the public to become interested in the community mediation service there and utilize as requested.

At District levels, it is remarkable that there are growing initiatives and commitments by Sindhuli and Mahottari DDCs as the piloting districts of the Project. During the earlier stages of this phase, both the DDCs have promised officially to introduce a reporting system on Community Mediation service in the targeted VDCs for testing at the earliest timing possible of the next trimester reporting period.

At the central level, there was close collaboration under the strong initiative of Mr. Reshmi Pandey, as Project Director, JS. Both LBSS and the LGCDP-II section facilitated by the Project

held joint meetings for detailed discussions more frequently than ever. This led to address various issues, all of which are crucial to the rolling out: e.g., introducing piloting of the reporting system, designing MTOT, and obtaining a wider and clearer mutual understanding on the roles and responsibilities of Community Mediation both internally and externally.

The Project found that the community mediation service and its introduction are quite effective in terms of social inclusion for several reasons. Still, however, the posteriori data analysis regarding the demography of mediators implies that almost half of the mediators have not had an opportunity to serve in any real case resolution. At the same time, the figure also shows that there is attrition of mediators. These findings would suggest crucial points for the future, for MoFALD, in designing the introduction of community mediation service in the other VDCs.

As a conclusion, the Project observed that preparation for the rolling out of community mediation as an official administrative service by MoFALD has developed at great speed, in other words, the progress of “institutionalization”. The Project would like to stress that various dimensions of institutionalization could be observed: international; national, and intra-ministry (MoFALD-DDC-VDC) (Chapter 4).

END

1 Outline of the Project

1.1 Background of the Project

Upon the abolishment of the monarchy in 2007 and after the decade-long conflicts, Nepal is currently under the process of re-inventing itself and starting with formulation of a new constitution. While in this transitional period, various troubles at all levels are liable to occur, and even minor seeds, if left untouched, can escalate into serious future conflicts.

In order to contribute to establishing more stable societies in the regions of Nepal, JICA dispatched the Preparatory Study Team and developed the concepts of the possible technical cooperation with the Government of Nepal (GoN), especially in the field of capacity development to facilitate dispute resolutions at community levels (alternative dispute resolution, ADR). Based on the Minutes of Meeting signed on 24th September 2009, the design of the project for “Strengthening Community Mediation Capacity for Peaceful and Harmonious Society (hereinafter referred as the Project), was agreed as described in the record of discussion signed on 20th November 2009.

During the first phase of the project, from January 2010 to September 2013, the project carried out all the designated project activities to achieve the expected outputs and outcomes, including the trainings of selected community mediators. As a result, 18 district trainers were trained and 557 selected candidates from two targeted districts completed mediator training (Basic Course -40 hours), thus 20 Community Mediation Centers launched the voluntary services both in Mahotari and Sindhuli districts accordingly. The first community mediation centre opened in February 2011 and currently community mediation services by JICA-COMCAP project are available in 20 villages.

Due to the successful results of mediation service at community levels, MoFALD started to collect the results of community mediation services with the other donors and NGOs, which led the organization to consider rolling out the service as a nation-wide program as part of the local governance program, “Local Governance and Community Development Programme (Phase-II)” and issued the official request for the support of planning the second phase of the Project in July 2013. In order to bridge the first and the new phase, especially addressing the issues and tasks pointed out by the Joint Terminal Evaluation conducted in June 2013, GoN and JICA further agreed to cooperate in another technical cooperation during the transitional period as “Extended 1st Year” from January to October 2014. (see Appendix A for Record of Discussion and Project Design Matrix)

1.2 Objectives of the Project

The Project aims to strengthen the capacity of dispute management mainly through community mediation in the two districts, Sindhuli and Mahottari, thereby contributing to building a peaceful and harmonious society in the Sindhuli road corridor area.

The objectives and outputs of the Project are as follows.

Overall goal of the Project

“Knowledge on dispute management mainly through community mediation for peaceful and harmonious community is disseminated in Sindhuli road corridor area.”

<Objectively verifiable indicators>

1. Understanding of community mediation and dispute management developed among people in the Sindhuli Corridor area.
2. Community mediation is introduced in other districts of the Sindhuli road corridor area.

Project Purpose

“Capacity and mechanism for dispute management mainly through community mediation are enhanced in Sindhuli and Mahottari Districts”

<Objectively verifiable indicators>

1. The number of cases registered and resolved through community mediation service in the target VDCs increases from 0 to more than 300.
2. Based on a survey, more than 66% of mediators developed by the project have confidence in their skills and knowledge on community mediation.
3. The experience of dispute management, mainly through community mediation in the two target districts is incorporated in government measures at the central level.

Outputs of the Project

Outputs and their indicators are summarized in the following table.

Table 1-1: Project Outputs and their Indicators

Narrative Summary	Objectively Verifiable Indicators
1. Situation on dispute management, mainly through community mediation, is studied at the national level and in the project target area.	1. Baseline survey report and progress reports, which include the situation on dispute management are prepared.
2. Skills and knowledge of mediators for dispute management mainly through community mediation are strengthened.	2. 540 mediators are trained in two target districts.
3. Community Mediation Centers (CMCs) are established and dispute management mainly through community mediation remains appropriately functional.	3-1 The number of established CMCs increases from 0 to 20. 3-2 The records of dispute registration and mediation are properly documented and maintained at CMCs.
4. Target DDCs and VDCs take initiatives for implementation of community mediation and dispute management.	4-1 The proportion of target VDCs which allocate VDC budget for community mediation service increases from 0% to 50%. 4-2 A monitoring/reporting format for target VDCs/DDCs on community mediation service has been developed. 4-3 DCC, as a venue for monitoring/reporting on community mediation service is conducted around twice a year. 4-4 Information sharing on community mediation and dispute management among district-level stakeholders is conducted twice a year.

5. Community mediation by the project is recognized as an effective option of dispute management by the residents of target VDCs.	5. Based on a survey, more than 66% of the residents of the target VDCs responded that they will use community mediation service from this project.
6. The recommendations for the institutionalization of community mediation at the central level are compiled and accepted for future action.	6-1 A recommendation paper for the institutionalization of community mediation is prepared. 6-2 The achievement of community mediation by the project is reflected in government documents. 6-3 40 to 50 persons are trained in Master-level Training of Trainers (MTOT).

1.3 Scope of the Project

- (1) Target Area: Sindhuli District, Mahottari District
- (2) Target Group: Local bodies and communities of 2 target districts (Sindhuli, Mahottari) mainly women, children and economically and socially excluded groups
- (3) Indirect Beneficiaries: Residents of Mahottari District and Sindhuli District
- (4) Implementing Agencies: Project counterparts are listed in the table below.

1.4 Project Implementation Approach

Approach 1-1 To form a good alliance with the preparation for the rolling out of community mediation service under Local Governance and Community Development Program Phase II (LGCDP-II)

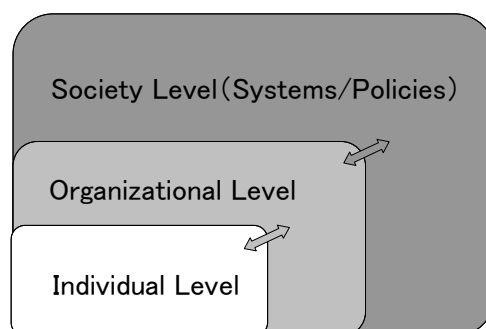
As the basis of coordination connecting the project with MoFALD and other line ministries, COMCAP established coordination committees both at central and district levels in the 1st phase. The trained mediators and VDC assistants also hold periodical meetings at VDC levels, where the COMCAP members are involved with updating information and facilitation.

Based on these channels, COMCAP strengthened collaboration of what LGCDP-II is aiming at in the field of community mediation. During this project period, the project facilitated MoFALD's process of developing basic designs at the central level for the rolling out phase and detailed plans including budgeting and human resources.

Approach 1-2 To apply JICA's Capacity Development (CD) approach to trainings such as MTOT and OJT.

COMCAP applied the capacity development (CD) approach of JICA into trainings and activities.

According to JICA (2006), CD refers to "the process in which capacity for problem-solving improves concurrently at multiple levels from individuals, institutions and the society at large." in other words, CD is a process involving not only the skill development of individuals but also strengthening capacity of public and private institutions as well as overall societal systems.



(Capacity Development Report, JICA (2006))

Figure 1-1: Capacity Development at Three Levels

The above Figure 1-1 illustrates such a process as mentioned above. The arrows in this figure indicate both the direction and the flow of impact at every level and at different points in time. For example, taking in consideration what happened in the targeted districts and villages of COMCAP, the trigger of CD was commenced through the mediators' trainings (at the individual level), then the group of mediators started their practice in the home village and formulated an informal network of promotion for community mediation among the mediators and recipients (at the organizational level). Then, community mediation gradually attained positive acknowledgement by word of mouth in the village which led to change in aspects such as budgeting which automatically required lobbying to local/political elites, and other voluntary activities as by-products (at society levels). From the project point of view, the project continued a series of presentations showing these achievements and impacts that had occurred in the region so that MoFALD could understand the progress of events more clearly.

The Project carried out MTOT twice, where the scenario of CD took place. Technical transfer is targeted to happen at the individual level at first place but the Project also included measures such as group discussions (1st MTOT) and action plan formulation (2nd MTOT) so that it would be more likely that the capacity development at organizational levels take place. Finally, even at the institutional/society level, these results may lead to further development of community mediation service in systems and/or policies.

Approach 1-3 To pay sufficient attention to the volatile situation of decentralization, or transition to a new federal system, where DDCs/VDCs are exposed. Also, JPT will make practical and concrete suggestions based on the past 3 years of experience in Sindhuli and Mahottari districts

Upon the completion of the Constituent Assembly election (November 2013), the drafting tasks for a new constitution resumed and the long-standing issue of the new federal system has been discussed. Such drastic change to central-regional structures created a great challenge.

Moreover, during the period of transition, significant political changes and events took place continuously: preparation for the local government elections, change of roles and functions of local governments such as DDCs and VDCs. Despite such instability, the Project, along with JICA Nepal Office have attempted to collect information from the top leaders to grass-root level officials through internal information networks. This is because the Project believes facilitation and suggestions would become concrete and would be able to support the local bodies more effectively.

2 Resources Required for the Project

Various resources were continuously required to implement the extended 1st Project Year from February to October 2014. In this period, the Project was targeted at district and national levels to materialize the guideline for the nationwide dissemination of community mediation while monitoring the activities of the village level.

The Local Body Support Section in the Local Self Governance Coordination Division of the Ministry of Federal Affairs and Local Development (MoFALD) is the central counterpart of the whole project. While two targeted District Development Committees (DDCs)—Sindhuli and Mahottari—serve as bases for project activities at the district level. Each DDC selected twenty (20) VDCs, ten (10) from each DDC, as the main acting body at the village level.

This chapter shows the input of human resources from both the Japan International Cooperation Agency (JICA) and the Nepalese side Counterparts (C/P). It also describes the equipment provided by JICA, the project offices and the local cost of the project activities.

2.1 Human Resources

2.1.1 Assignment of the JICA Project Team

The JICA Project Team (JPT) consists of five Japanese experts whose positions and names are listed below:

Table 2-1: List of the JICA Experts

No.	Position in Project	Name
1	Team Leader/Dispute Management	Kenichi Tanaka
2	Deputy Team Leader/Local Governance & Community Analysis 1	Nakako Hattori-Ishimaru
3	Local Governance & Community Analysis 2	Naoko Kitadate
4	Community Mediation Training 1	Anna Miyaura
5	Community Mediation Training 2/Monitoring	Kazutoshi Machida

Assignment schedule of COMCAP in the extended 1st year period is shown in the next table.

Table 2-2: Assignment Schedule of the JICA Project Team

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				Project Fiscal Year		Extended 1st Year										Total	
				Year		2014											
				No. of Month		1	2	3	4	5	6	7	8	9	MM		
No.	Position	Name	Company	Rank	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct				
Nepal	1	Team Leader /Dispute Management	Kenichi Tanaka	PADECO	1	16-25 (38)		12-13 (32)		16-15 (55)		9-1 (48)			5.77	173	
	2	Deputy Team Leader /Local Governance & Community Analysis 1	Nakako Hattori-Ishimaru	PADECO	3	16-31 (44)		8-5 (59)		15-31 (78)		9-6 (28)			6.97	209	
	3	Local Governance & Community Analysis 2	Naoko Kitadate	PADECO	3		1-15 (45)		1-22 (22)				16-24 (9)		2.53	76	
	4	Community Mediation Training 1	Anna Miyaura	PADECO	5	16-16 (29)						11-23 (44)			2.43	73	
	5	Community Mediation Training 2/Monitoring	Kazutoshi Machida	PADECO	6			8-15 (38)		29-28 (30)			8-7 (30)		3.27	98	
	Work in Nepal		(M/M Total)													20.97	629
Japan	1	Team Leader /Dispute Management	Kenichi Tanaka	PADECO	1				5 (1)			13 (1)		3 (1)	0.15	3	
	2	Deputy Team Leader /Local Governance & Community Analysis 1	Nakako Hattori-Ishimaru	PADECO	3			7 (1)		11 (1)			8 (1)	7-10 (4)	0.35	7	
	3	Local Governance & Community Analysis 2	Naoko Kitadate	PADECO	3		30 (1)			27 (2)	30 (2)				0.15	3	
	4	Community Mediation Training 1	Anna Miyaura	PADECO	5		19-20 (2)				8-9 (2)	14-15 (2)	7-8 (2)	6-10 (6)	0.70	14	
	5	Community Mediation Training 2/Monitoring	Kazutoshi Machida	PADECO	6			3-4 (2)		17-18 (2)					0.20	4	
	Work in Japan		(M/M Total)													1.55	31
					Total										Actual	22.52	660

Report	Submission	● Implementation Plan (E)	● Implementation Plan (N)	● 5th Progress Report	● Final Report
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Work in Nepal
 Work in Japan

Aside from the above-mentioned JICA Experts, Ms. Kiyoko Ogura has been assigned as Consultant on political situation and security analysis on a part-time basis. The consultant made weekly reports during the extended 1st year and conducted a field study in Sindhuli and Mahottari districts from 15th to 18th September 2014.

During the extended 1st year, the Project fully supported activities of the designing process of its Phase Two, such as survey carried out by the Detailed Planning Survey Team, based on the request of JICA Nepal Office.

Table 2-3: Support for Official Mission

Title of Mission	Name of Person	Duration
The Detailed Planning Survey Team for COMCAP Phase 2	Mr. Satoshi Fujii; Mr. Yamato Kawamata; Ms. Yuko Dohi; Mr. Namaraji Adhikari	27 th April to 2 nd May 2014

2.1.2 National Staff

As for the National Staff, five (5) Nepalese members have worked for COMCAP since February 2014. In addition, aiming at strengthening a smoother and effective implementation of the project within the limited period, two (2) members have joined April 2014. The names and positions are listed as below:

Table 2-4: List of National Staff

Position	Name	Duty Station	Working Period
Senior Advisor	Mr. Bodh Raj Niroula	Kathmandu	April-September 2014
Office Administrator	Ms. Bindu K.L.Dhakal	Kathmandu	February-September 2014
Senior Project officer	Ms. Kabita Pandey	Kathmandu	February-September 2014
Senior District Project Officer	Mr. Radhe Shyam Tharu	Mahottari	February-September 2014
District Project Officer	Ms. Ambika Yadav	Mahottari	February-September 2014
District Project Officer for Field Monitoring	Mr. Binaya Babu Dhakal	Sindhuli	February-September 2014
Office Assistant	Ms. Alisha Bhandari	Sindhuli	April-September 2014

Source: JICA Project Team

2.1.3 Nepalese Counterpart Personnel

The counterpart personnel from MoFALD (former MoLD) were assigned to the Project based on an agreement in the Record of Discussion (R/D) signed in October 2013. Some of the counterparts were replaced through staff reassignment within the Nepali Government during the extended 1st year. The Nepalese counterparts for the Project as of the end of September 2014 are as listed below:

Table 2-5: List of Nepalese Counterparts (as of September 2014)

Level	Organization	Name	Title	Position in Project
National	Ministry of Federal Affairs and Local Development	Dr. Somlal Subedi	Secretary	
	Same as above	Mr. Reshmi Raj Pandey	Joint Secretary, Local Self Governance Coordination Division	Project Director
	Same as above	Mr. Eshwor Raj Paudel	Under Secretary, Local Body Support Section	Project Manager
	Same as above	Mr. Ramesh Adikhari	Under Secretary, Planning Section	
	Same as above	Mr. Dal Bikram Kadel	Officer, Local Body Support Section	Assistant for Project Manager
	Same as above	Ms. Maiya Kadel	Officer, Local Body Support Section	Assistant for Project Manager
	Ministry of Law and Justice	Mr. Dilli Raj Ghimire	Joint Secretary	Resource Person
	Ministry of Peace and Reconstruction	Mr. Sadhu Ram Sapkota	Joint Secretary	Resource Person
District	Sindhuli District Development Committee (DDC)	Mr. Dhruva Bahadur Khadka*	Local Development Officer	
	Same as above	Mr. Sagar Kumar Dhakal	Social Development Officer	District Focal Person
	Mahottari District Development Committee (DDC)	Mr. Hari Prasad Dahal*	Local Development Officer	
	Same as above	Mr. Shailendra Pandey	Social Development Officer	District Focal Person
Village (Sindhuli District)	Ratanchura VDC, Sindhuli	Ms. Bashanta Ghimire	VDC Secretary	
	Purano Jhangajholi VDC, Sindhuli	Mr. Shiva Kumar Khatri	VDC Secretary	
	Jalkanya VDC, Sindhuli	Mr. Bishnu Bhandari	VDC Secretary	
	Jhagajholi Ratmata VDC, Sindhuli	Mr. Bidhya Prasad Pyakurel	VDC Secretary	
	Kusheswar Dumja VDC, Sindhuli	Mr. Padam Shankar Gautam	VDC Secretary	
	Bhadrakali VDC, Sindhuli	Mr. Thal Kumar Gautam	VDC Secretary (Concurrent with Tinkanya VDC)	

Level	Organization	Name	Title	Position in Project
	Majhuwa VDC, Sindhuli	Mr. Shiva Kumar Khatri	VDC Secretary	
	Ranibas VDC, Sindhuli	Mr. Surya Bahadur Chauhan	VDC Secretary	
	Sittalpati VDC, Sindhuli	Mr. Tritha Kumar Bhandari	VDC Secretary	
	Tinkanya VDC, Sindhuli	Mr. Thal Kumar Gautam	VDC Secretary (Concurrent with Bhadrakali VDC)	
Village (Mahottari District)	Gauribas VDC, Mahottari	Mr. Om Prakash Khadka	VDC Secretary	
	Mahottari VDC, Mahottari	Mr. Ram Bahadur Singh	VDC Secretary	
	Mahadaiya Tapanpur VDC, Mahottari	Mr. Ranjit Kumar Pandey	VDC Secretary	
	Belgachhi VDC, Mahottari	Mr. Thagendra Prasad Timilsena	VDC Secretary	
	Maisthan VDC, Mahottari	Mr. Madhav Lamichhane	VDC Secretary	
	Gaushala VDC, Mahottari	Mr. Upendra Ray	VDC Secretary	
	Kisan Nagar VDC, Mahottari	Mr. Chandra Prasad Adhikari	VDC Secretary	
	Khayarmara VDC, Mahottari	Mr. Shyam Bahadur Thing	VDC Secretary	
	Laxminiya VDC, Mahottari	Mr. Maheshwor Mahato	VDC Secretary	
	Ratauli VDC, Mahottari	Mr. Pitambar Jha	VDC Secretary	

Source: Nepal Government and JICA Project Team

Table 2-6: List of Ex-Counterparts (MoFALD/DDC/VDC)

Level	Name	Position, Organization	From	To	Remarks
National	Mr. Sital Babu Regmi	Secretary, MoLD	Jan. 2010	Nov. 2012	
	Mr. Santa Bahadur Shrestha	Secretary, MoFALD	Nov. 2012	Aug. 2014	
	Mr. Somlal Subedi	Joint Secretary, Self-Governance Coordination Division, MoLD	Jan. 2010	Apr. 2011	Project Director

Level	Name	Position, Organization	From	To	Remarks
	Mr. Teertha Raj Dhakal	Joint Secretary, Local Self Governance Coordination Division, MoLD	May 2011	Feb. 2012	Project Director
	Mr. Bodh Raj Niroula	Joint Secretary, Self-Governance Coordination Division, MoLD	May 2012	Oct. 2013	Project Director
	Mr. Ganesh Pandeya	Under Secretary, Local Body Support Section, MoLD	Jan. 2010	Aug. 2011	Project Manager
	Mr. Ganesh Gyawali	Under secretary, Local Body Support Section, MoLD	Sep. 2011	Dec. 2011	Project Manager
	Mr. Ganesh Pandeya	Under secretary, Local Body Support Section, MoLD	Dec.2011	Jan. 2012	Project Manager
	Mr. Rajendra Dev Pandey	Under secretary, Local Body Support Section, MoLD	Feb.2012	August 2012	Project Manager
	Mr. Peshal Pokhrel	Under Secretary, Local Body Support Section, MoFALD	Sep. 2012	Mar. 2013	Project Manager
	Mr. Tek Raj Niroula	Under Secretary, Local Body Support Section, MoFALD	Mar. 2013	July 2014	Project Manager
District	Mr. Ganesh Gyawali	LDO, Sindhuli DDC, MoLD	Jan. 2010	Jul. 2011	
	Mr. Dhruba Bahadur Khadka	LDO, Sindhuli DDC, MoLD	Jul. 2011	Dec. 2011	
	Mr. Shankar Nepal	LDO, Mahottari DDC, MoLD	Jan. 2010	Apr. 2010	
	Mr. Hari Lochan Sharma	LDO, Mahottari DDC, MoLD	Jun. 2010	Jan. 2011	
	Mr. Rajendra Dev Pandey	LDO, Mahottari DDC, MoLD	Jan. 2011	Nov. 2011	
	Mr. Tub Raj Pokharel	LDO, Mahottari DDC, MoLD	Mar. 2012	Sep. 2012	
	Mr. Tirtha Raj Bhattra	LDO, Mahottari DDC, MoFALD	Sep. 2012	Jun. 2014	
Village (Sindhuli District)	Mr. Laxmi Prasad Devkota	VDC Secretary, Ratanchura VDC, Sindhuli	Jan. 2010	Jan. 2014	
	Mr. Krishna Prasad Paudel	VDC Secretary, Ratanchura VDC, Sindhuli	Jan. 2014	Apr. 2014	
	Mr. Govinda Prasad Koirala	VDC Secretary, Purano Jhangajholi VDC, Sindhuli	Dec. 2010	Nov. 2011	
	Mr. Rohit	VDC Secretary,	Jan. 2010	Apr. 2014	

Level	Name	Position, Organization	From	To	Remarks
	Kumar Karki	Jhangajholi Ratmata VDC, Sindhuli			
	Mr. Gopi Narayan Shrestha	VDC Secretary, Jalkanya VDC, Sindhuli	Feb. 2010	Aug. 2012	
	Mr. Dipak Prasad Koirala	VDC Secretary, Kusheswar Dumja VDC, Sindhuli	Jan. 2010	Dec. 2013	
	Mr. Om Prasad Paudel	VDC Secretary, Kusheswar Dumja VDC, Sindhuli	Dec. 2013	Mar. 2014	
	Mr. Tirtha Lama	VDC Secretary, Kusheswar Dumja VDC, Sindhuli	Mar. 2014	Jun. 2014	
	Mr. Tika Prasad Acharya	VDC Secretary, Majhuwa VDC, Sindhuli	Jan. 2010	Mar. 2014	
	Mr. Bishnu Bhandari	VDC Secretary, Majhuwa VDC, Sindhuli	Mar. 2014	Mar. 2014	
	Ms. Bashanta Ghimire	VDC Secretary, Majhuwa VDC, Sindhuli	Apr. 2014	Apr. 2014	
	Mr. Krishna Prasad Paudel	VDC Secretary, Ranibas VDC, Sindhuli	Jan. 2010	Apr. 2014	
	Mr. Thal Kumar Gautam	VDC Secretary, Tinkanya VDC, Sindhuli	Apr. 2012	Nov. 2012	
	Mr. Acchutam Ghimire	VDC Secretary, Tinkanya VDC, Sindhuli	Dec. 2012	Mar. 2014	
Village (Mahottari District)	Mr. Thagendra Prasad Timilsena	VDC Secretary, Gauribas VDC, Mahottari	Jan. 2010	Jan. 2013	
	Mr. Dev Narayan Yadav	VDC Secretary, Mahadaiya Tapanpur VDC, Mahottari	Apr. 2011	Jan. 2013	
	Mr. Satrudhan Mishra	VDC Secretary, Mahadaiya Tapanpur VDC, Mahottari	Jan. 2013	Jul. 2013	
	Mr. Ram Ekbal Sah	VDC Secretary, Mahadaiya Tapanpur VDC, Mahottari	Jul. 2013	Jan. 2014	
	Mr. Balkrishna Pradhan	VDC Secretary, Belgachhi VDC, Mahottari	Jan. 2010	Apr. 2014	Retired
	Mr. Shyam Bahadur Thing	VDC Secretary, Maisthan VDC, Mahottari	Dec. 2010	Jan. 2013	
	Mr. Gauri Narayan Sah	VDC Secretary, Gaushala VDC, Mahottari	Sep. 2011	Feb. 2013	
	Mr. Gangaram Yadav	VDC Secretary, Gaushala VDC, Mahottari	Feb. 2013	Dec. 2014	
	Mr. Bhanu Bhakta Dungana	VDC Secretary, Kisan Nagar VDC, Mahottari	Jan. 2010	Jan. 2013	

Level	Name	Position, Organization	From	To	Remarks
	Mr. Madhav Lamichhane	VDC Secretary, Khayarmara VDC, Mahottari	Dec. 2010	Jan. 2013	
	Mr. Rabindra Lal Karn	VDC Secretary, Ratauli VDC, Mahottari	Sep. 2011	Jan. 2013	
	Mr. Ram Binaya Pande	VDC Secretary, Ratauli VDC, Mahottari	Jan. 2013	May 2013	
	Mr. Sushil Kumar Jha	VDC Secretary, Ratauli VDC, Mahottari	Jan. 2013	Mar. 2014	

* Mr. Dhruva Bahadur Khadka, LDO of Sindhuli DDC, and Mr. Hari Prasad Dahal, LDO of Mahottari DDC, was transferred from the position at the end of September 2014 and new LDOs have not been assigned yet as of 25th September, 2014.

Source: Nepal Government and JICA Project Team

2.2 Equipment

With the project budget, JICA Project Team procured equipment to the project offices located in Kathmandu (*Karmachari Sanchaya Kosh* Building), Sindhuli (inside of Sindhuli DDC office) and Mahottari (inside of Mahottari DDC office) in order to assist smooth implementation of the Project. The list of equipment is shown in Appendix (C). Most of the equipment was procured during the 1st Phase of the project and has been used during the extended 1st year continuously. The equipment listed above was fully utilized for project activities and contributed to the achievement of intended outcomes.

Apart from the items listed above, two project cars (TOYOTA Fortuner 4X4 SUV WAGON, procured on 16th June 2010) were procured directly by the JICA Nepal office for the smooth implementation of the Project.

2.3 Project Office

In consideration of the conditions of MoFALD, which cannot afford to provide space for the project office inside their building, the JICA Project Team has rented an office space (as large as 90 m²) since February 2010 and a meeting space (as large as 27.98 m²) since April 2012, which is located on the 3rd Floor of the *Karmachari Sanchaya Kosh* Building, *Harihar Bhawan, Lalitpur*. At the district level, the DDCs provided space for the district project office inside their respective DDC buildings. These offices are continuously used during the extended 1st year as well.

2.4 Local Expense

The total amount of Project's local expenses of the extended 1st year was approximately 12,679,000 Japanese Yen. The expensed items are: training costs, travel costs including for the trainees of 2 batches of MTOT and Central Workshop, office room rent and facilities, other miscellaneous items including local implementation cost of meetings, trainings and promotional activities, and salaries for national officers and consultants.

3 Project Activities

In the outset of the extended 1st year, COMCAP reported to MoFALD about the Project Implementation Plan, and the Plan of Operation (PO) was developed with the schedule for each task. In the 3rd Year, the Project executed a variety of activities as planned in the Project Implementation Plan, such as advanced trainings, street drama, Central Workshop, and Review meetings. These were performed despite all of the challenges posed by political and economical insecurities and uncertainties, including strikes, dwindling supply of electricity, and shortage of petrol.

This chapter outlines the progress of the technical component of the Project. The work flow of the Project is shown in the diagram in the following section.

Table 3-1: Progress Overview in the Extended 1st Year

	Year	2014										
		Month	1	2	3	4	5	6	7	8	9	10
Activities carried out throughout years												
I	Support for JCC & DCC meetings				★6th DCC			7th DCC★			★4th JCC	
II	Set indicators and revision for PDM based on discussion with CPs of Nepal											
III	Collect & analysis information on Mediation Bill and the justice system			●	●	●	●	●	●	●		
IV	Donor coordination and information exchange			●	●	●	●	●	●	●		
V	Project administration activities (Set up project office, recruit local staffs, local procurement of grant equipments)			●	●	●	●	●	●	●	●	●
VI	Prepare Project Implementation Plan, Progress Report and Final Report			●	●	●	●	●	●	●	●	●
Output 1 Situation on dispute management mainly through community mediation is studied in national level and project target area.												
1-1	Carry out monitoring at 2 target districts and pilot VDCs.			(task 3-1)	●	●	●	●	Review Mtg	●	●	
Output 2. Skills and knowledge of mediators for dispute management mainly through community mediation are strengthened												
2-1	Conduct workshops to learn the other district's experiences			Consulting Mtg ●			Roundtable Mtg ●			District WS ●		
Output 3. Community Mediation Centers (CMCs) are established and dispute management system mainly through community mediation remain functioning appropriately.												
3-1	Carry out monitoring and provide technical guidance regularly on dispute management mainly through community mediation.			●	●	●	●	Review Mtg	Review Mtg ●	●	●	
3-2	Research mediation cases and analyze data			●	●	Data Collection ●	●	●				
Output 4 DDC and target VDCs take initiative for implementation of community mediation and dispute management.												
4-1	Coordinate among MoFALD, DDC and targeted VDCs and discuss necessary actions taken by each organization.			●	●	●	●	●	●	●	●	●
4-2	Conduct workshops for the demarcation of the roles and responsibilities of stakeholders related to dispute management in DDC level			Consulting Mtg ●			Roundtable Mtg ●			District WS ●		
4-3	Support target VDCs to allocate budget for the operation of CMCs.			●	●	●	●	Review Mtg	Review Mtg ●	●	●	
Output 5 Community mediation by the project is recognized as an effective option of dispute management by the residents of target VDCs.												
5-1	Conduct Social Marketing Activities (Street Drama, awareness raising campaigns etc)			Radio (till Sept) ●			Street Drama (6 places) ●					
5-2	Prepare and disseminate materials on community mediation.					Calendar (Pocket&Desk) NL ●	Dasain Card ●					
Output 6 The recommendations for the institutionalization of community mediation in central level are compiled and accepted for the future action.												
6-1	Compile and assess the experiences of community mediation and dispute management.			●	●	●	●	●	●	●	●	●
6-2	Hold meetings with related government organizations, other donors and NGOs and discuss on the way to institutionalization of community mediation.			●	●	●	●	●	●	●	●	●
6-3	Summarize recommendations for the institutionalization of community mediation and share with related government organizations, other donors and NGOs.			●	●	●	●	●	●	●	●	●
6-4	Prepare a proposal for the implementation guideline of community mediations based on project experiences, support MoFALD to finalize the implementation guideline and give technical inputs to make a extension plan			●	●	●	●	●	●	●	●	●
6-5	Attend meetings to discuss how MoFALD extend community mediation nationwide based on LGCDP (Outcome3/Output6) and conduct technical guidance			●	●	●	●	●	●	●	●	●
6-6	Conduct trainings to develop human resource of CPs including MTOT and other capacity building to extend community mediation nationwide under LGCDPII							1st MTOT ●		2nd MTOT ●		
6-7	Prepare a training curriculum and manuals of community mediation for community mediators and trainers			●	●	●	●	●	●	●	●	●
Main outputs and reports								Project Implementation plan ●		5th Progress Report ●		Completion Report ●

3.1 Progress of the Project Activities (Administrative Part)

The tasks which are related to the administration of the project were planned to be carried out throughout the project period (February to October 2014). In this regard, the progress is listed in the table below.

**Table 3-2: Summary of Progress of the Project Activities in the Extended 1st Year
(Administrative Part)**

Task	Progress
I. Support for JCC & DCC meetings	<ul style="list-style-type: none"> The 6th DCCs (April 2014), the 7th DCCs (August 2014), and the 4th JCC (September 2014) were successfully completed.
II. Set indicators and revision of PDM based on discussion with counterparts of Nepal	<ul style="list-style-type: none"> No specific concerns for any necessary revisions of PDM were raised by CPs as well as Project Team The detailed Terminal Evaluation conducted a 3-week field survey in Nepal. The survey was designed to discuss and obtain basic understanding regarding the feasibility of COMCAP Phase II.
III. Collect and analyze information on Mediation Bill and the justice system	<ul style="list-style-type: none"> The mediation act was enacted in April 2014 and the electronic copy of the regulations and translations were collected. In the development of 2nd MTOT,
IV. Donor coordination and information exchange	<ul style="list-style-type: none"> In cooperation with the donor programs, NGOs, JICA Legal Advisor, JICA Case Management Project, updates were received on new developments of the Mediation Act. Continued communication with the donors/NGOs to share the progress of their support in community mediation and to discuss the possible joint actions in the near future. Attended a series of meetings for sharing and developing a consensus for the more synthesized approaches of community mediation.
V. Project administration activities (Set up project office, recruited local staff, local procurement of grant equipments)	<ul style="list-style-type: none"> Set up project office, recruited local staff and facilitators, the other local procurement of grant equipments were completed (February to April 2014).
VI. Prepare Project Implementation Plan, Progress Report and Final Report	<ul style="list-style-type: none"> The implementation Plan (February 2014) and Nepali translation (March 2014), the 5th Progress report (May 2014), and Project Completion Report (October 2014,) were submitted.

The Joint Coordination Committee (JCC)

The 4th Joint Coordination Committee (September 2014)

The meeting was held on 12th September 2014, chaired by Mr. Reshmi raj Pandey, Joint Secretary, MoFALD at Hotel Radisson. There were 20 participants of JCC membership. The major agendas were: (1) progress and summary report of COMCAP especially during the extended 1st Year; (2) discussion and feedback collection for a way forward.

Ms. Maiya Kadel Section Officer, MoFALD, as MC of the program called upon all the guests along with the chair person. She briefed on the objectives of JCC and MoFALD's recent policy to roll out community mediation nationwide in line with LGCDP-II nationwide. Also, she added that MoFALD and JICA have continued discussions for the 2nd Phase.

Mr. Eshwor Raj Paudel, US of MoFALD insisted that replication of this project is necessary since MoFALD is planning to implement a second phase. He said this program is of the utmost value to the MoFALD as the ministry decided to roll out nationwide within 5 years so that mediation practice in line with decentralization. He emphasized that the CMP not only promotes the access of justice to the poor and marginalized people but also noted the community development dimension as well by addressing the dispute in positive manner dispute. He thanked all COMCAP members for their hard work to complete the activities successfully.

Ms. Kabita Pandey, Senior Project Officer reviewed the meeting minutes of the last year's JCC (the 3rd JCC).

Three (3) presentations were made in the working session. First, Mr Kenichi Tanaka Team Leader of COMCAP presenting his paper on the achievement of COMCAP in order of the six(6) outputs according to the Project Design Matrix (PDM). He further presented data of dispute resolution, users of CM service by cast, gender, age group and education, etc. He highlighted that 80% of users are farmers, 76% are without schooling, 71% are male and more *dalit* members of Sindhuli and Madeshi members used CMC. Finally he said the role and responsibility recommended by COMCAP is based on MoFALD's local development structure.

Mr. Hari Prasad Dahal, Mahottari LDO, presented his paper consisting of the district activities performed during the extended period: District workshop, District coordination Committee meeting, Review meeting, social marketing (Wall painting, FM radio program and street drama), and so forth. He said that now Madeshi women are also participating in the mediation sessions without hesitation while wearing veils (*ghugat*). He mentioned about the allocated budget from VDCs and said the budget is expensed for the communication payment of VDC coordinator, Mediator's transportation and tea, awareness program (Ghardailo) to distribute pamphlets, leaflets etc. Furthermore, he said there are still some challenges like lack of coordination among district stakeholders as well as between central and district entities still, due to the mediators enthusiasm towards the program, the program is started to be institutionalized in his district.

Mr. Dhurba Bahadur Khadka, Sindhuli LDO, presented the district activities during the extension period. He agreed that this program does not only help the poor people to achieve justice but also causes social and cultural changes at large. He also described the positive changes such as access to justice to the economically and socially poor people, self respect, and increased behaviors of mutual supports. Finally he shared several potential challenges: coordination among districts and central stakeholders, status of district trainers, mediators, DDC internal resources and institutionalization of the program in the district.

Senior Representative of JICA, Mr. Fujii Satoshi said he enjoyed the series of presentations and discussion. He came to understand that CM is becoming one of the most popular and effective mechanisms to settle disputes. He appreciated the high level of commitment from MoFALD, such as formulation of Nagarkot Declaration. Referring to the second phase, he mentioned that there are challenges in near future, and his expectation for MoFALD is to take strong responsibility for making the program successful.

Following the presentations, open floor discussion took place where the following people put forward their views.

Mr. Prakash Dahal, US of Foreign Affairs Division of MoFALD, expressed gratitude for the opportunity to participate in the JCC for the first time and realized the importance of coordination among the ministries for greater success.

Mr. Bharat Acharya, US of MoPR shared about the Local Peace Committee (LPC), currently a network of 75 districts and 55 municipalities. He said that there is an idea to bridge the LPCs with Community Mediation and informed that MoPR has provided 40-hour training sessions to selected 130 master trainers from 19 districts (5 regions). Now MoPR is planning to provide CM along with conflict management and dialogue training to all the district LPC members. He stressed that the coordination and experience sharing between the community mediators and LPCs would be necessary through MoPR, NGOs and MoFALD. He also asked whether MoFALD would consider any budget allocation to LPC in the revised guideline if possible.

Mr. Dhurba Bahadur Khadka, said that in near future when the second phase comes into action, instead of VDC assistance we can keep LGDCP members as coordinators of CM program in VDCs. He also added that although there are some skilled members in LPC, due to the overall lack of coordination with DDC the information flowing process is not very efficient which is a constraint in work and performance.

Ms. Yukiko Daizumoto, said that the discussion was lively and very nice. She then thanked Mr. Kenichi Tanaka and all members of COMCAP for the successful completion of the program. Mr. Nama Raj Adhikari, Senior program officer of JICA, said that coordination among development partners, NGOs and government is essential to make the program effective.

Mr. Kenichi Tanaka Team Leader of COMCAP, said that coordination with DDC level stakeholders is difficult and would be more efficient if it was possible to coordinate with the mediation council.

In conclusion, Mr. Reshami Raj Pandey summarized the discussion in accordance to the following points:

- He appreciated the great achievement of COMCAP projects and thanked Mr. Fujii and all the COMCAP stakeholders for the dedicated works and contribution;
- He declared that MoFALD will develop the progress further under LGCDP-II and the concept of Nagarkot declaration in line with the flow chart suggested by COMCAP. First of all, it is urgently necessary to formulate the coordination committees for smoother implementation of community mediation at all the levels. Also, the revision of the VDC/DDC resource guideline is another urgent task since the issues of systematic budget allocation are addressed repeatedly by several presenters and participants in the meeting, both inside and out of MoFALD. For this purpose, he requested Ms. Maiya Kadel to collect the necessary information and comments from the relevant sections of MoFALD for further

- steps.
- JS also insisted that the process for preparation of the commencement of COMCAP phase-II should be committed by MoFALD urgently so as to make the intermission period as short as possible. Likewise, Mr. Reshmi requested Mr. Fujii and JICA Nepal office to consider flexibly to their aid policy for enlarging the budget for direct costs of project activities. If this will happen, CM services shall be extended to the other VDCs in Sindhuli and Mahottari, and the necessary capacity building of central/district officers will also be strengthened.

Finally he concluded with thanking all the participants for their active participation and fruitful discussion.

The District Coordination Committee (DCC)

The 6th DCC Meeting in Mahottari (April 2014)

The meeting of the DCC was held on 17th April 2014, chaired by Mr. Tirtha Raj Bhattarai, LDO for Mahottari DDC.

The participants included Mr. Shailendra Kumar Pandey (SDO), Mr. Radhe Shyam Giri (PO), all the VDC secretaries (except Kisannagar VDC), and the representatives from major organizations/divisions in the field of conflict management, such as Women and Child Development Office, District Police Office, and Local Peace Committee.

First off, Mr. Tirtha Raj Bhattari, LDO made a presentation on “**Lessons learnt from COMCAP**”. He highlighted the community mediation project is crucial for building peace within communities. So for its sustainability, all VDC should allocate some budget. Some VDCs have already allocated a portion of their budget but some are yet to do so. He also gave instructions on how to allocate budget to all VDC secretaries. He highly appreciated the COMCAP project and stated that this project shouldn’t phase out after just eight months, that it should be extended for eight years.

Following that, Mr. Kenichi Tanaka presented “DCC Meeting Objectives and Discussion Topics: Reporting System and Master Training of Trainers (MTOT)” and elaborated on the background and objectives of the meeting. In this presentation, he explained and requested feedback from the participants so as to build the reporting system of the government within the targeted 10 VDCs as a pilot case. If the reporting systems are trialed successfully, it would be implemented in the other VDCs under the rolling out program by LGCDP-II. In addition, the project team leader gave notice about the upcoming activities, such as MTOT, from different districts.

In the following session, the participants actively shared and discussed their viewpoints. The attendants generally agreed that community mediation was crucial. Moreover, the plan of MoFALD for future community mediation was also understood by all.

COMCAP suggested that case reporting practices from Community Mediation Centers in the targeted VDCs to DDC should be introduced before the extended 1st Year is phased out. They further discussed how to manage such a reporting system which can be sustained effectively. In the end, the participants agreed that in the official trimester report, the targeted VDC secretaries shall submit the results of resolved cases in the given format to DDC. (See the Meeting Minutes shown in Appendix (B)).

The 6th DCC Meeting in Sindhuli (April 2014)

The meeting in Sindhuli was held on 18th April 2014 at the Sangam Hotel, Sindhuli and chaired by Mr. Dhruva Bahadur Kadhka, LDO for Sindhuli DDC. There were 20 participants: Mr. Surendra Thapa Magar, Planning Officer, and Mr. Sagar Kumar Dhakal, SDO from DDC and all COMCAP's targeted VDCs secretaries; representatives from major organizations/divisions in the field of conflict management, such as the District Administration Office (DAO) Sindhuli, Local Peace Committee, Women and Children Office, District Bar Association, Paralegal Programme, and the Community Service Centre.

Mr. Sagar Dhakal, SDO, welcomed and presented the overall Project goal and implementation strategy as well as achievements. Mr. Kenichi Tanaka shared the recommendations from VDC related to the reporting system with DDC and then with MoFALD which COMCAP requested to be trialed in the targeted 10 VDCs. He also briefed about LGCDP and MTOT along with the remaining activities of COMCAP, which are scheduled until September.

After the one hour meeting, Mr. Dhruva Bahadur Khadka (LDO) concluded that COMCAP has promoted social harmony by resolving disputes in a win-win situation and that the involvement of government counterpart offices should be increased in planning. (For more details, refer to the Meeting Minutes shown in Appendix (B)).

The 7th DCC Meeting in Mahottari (August 2014)

The meeting of Mahottari District was held at the DDC office on 19th July 2014, chaired by LDO Mr. Hari Prasad Dahal. There were 28 participants including Mr. Mishree Lal Yadav, Programme Officer and Account officer of DDC, related offices such as DAO, Women Development Officer, District Court, representatives of all the 10 targeted VDCs, community mediation related NGOs such as Ashtha Nepal/Mandawi Mahottari, the major political parties, and COMCAP team experts and officers.

Mr. Mishree Lal Yadav, Programme Officer and COMCAP welcomed and presented the overall Project goal and Mr. Kenichi Tanaka shared the findings and achievement on the reporting system with DDC. Furthermore, COMCAP provided the progress and discussion topic as the possible coordination among the ADR related organizations and groups for the floor.

As for the reporting system, in order to promote community mediation service, it was decided that the reporting format prepared by MoFALD and COMCAP shall be used officially for the targeted 10 VDCs. The VDC secretaries shall report to SDO, Mr. Shailendra Kumar Pandey of DDC monthly and DDC report to MoFALD every four months. It was also decided that in submission of this report, the case reports will also be sent to MoFALD.

As for the district level coordination for ADR, it is again emphasized that community mediation related projects has been launched by several donors/NGOs in Mahottari. Ms. Chandra Kumari Byanjankar of WDO emphasized the importance to establish good coordination among ADR related organizations and requested DDC to take the lead. All the participants agreed that SDO of DDC shall coordinate with ADR in the future. (The Meeting Minutes are shown in Appendix (B)).

The 7th DCC Meeting in Sindhuli (August 2014)

The meeting was held at Sindhuligadi Hotel Hall, chaired by LDO Mr. Dhruva Bahadur Khadka. There were 23 participants from DDC, all the targeted 10 VDCs, and the ADR related organizations and offices such as District Court, District Police, Bar Association, Community Service Center, the political party, and LGCDP.

SDO Mr. Sagar Kumar Dhakal welcomed and shared the objectives of the meeting. The SDO briefed about the need for COMCAP projects in local development. COMCAP briefed about the reporting format for VDCs and showed a sample reporting example.

The SDO presented the overall Project goal and implementation strategy as well as achievements during the project period. He expressed different indicators of project progress. From COMCAP, Team Leader Mr. Kenichi Tanaka shared recommendations of the reporting system about project progress activities through VDC to DDC to MoFALD. He briefed on the activities achieved and scheduled and also referred to the alliance with LGCDP phase II.

Following the presentations, the participants actively engaged in a discussion. The gist of the discussion was as follows:

VDC Secretary of Mahuwa shared that he realized that he had submitted reports in an incorrect format but is now aware of the correct format. LDO requested the VDC secretaries not to revise the format and should submit reports regularly. All the other VDC secretaries also agreed and mentioned that they came to understand the reporting system more clearly.

Mr. Ram Bahadur Hayu, Chairperson of Community Service Centre, supported the idea that community mediation service is working effectively, especially for minor disputes at community levels and emphasized again such service should be available all over the district.

Representative, District Bar Association said that quality of mediators should be ensured before selecting and training them. He also suggested that provision of reward system for the outstanding mediator/community mediation center may be effective to encourage volunteerism.

WDO representative expressed that they also implemented some kind of dispute resolution service in some VDCs of Sindhuli District and WDO has submitted quarterly progress report to Ministry of Women, Children, and Social Welfare. She promised future coordination with COMCAP project.

In summing up, LDO Mr. Dhruva Bahadur Khadka (LDO) concluded the following points:

- COMCAP has promoted social harmony by resolving disputes in win-win situations. Involvement of government counterpart offices should be increased in planning, implementation and monitoring/evaluation.
- WDO should submit the copy of their progress reports in the field office of ADR to DDC, Sindhuli.
- All the VDC secretaries should submit the report regularly in the format provided by MoFALD.
- He also emphasized the importance of social marketing as COMCAP have prepared a map of Community mediation program, which should be shared among the ADR centres and respected police office sub centre.

Lastly he again insisted that community mediation should be implemented district-wide and thanked all of the achievements and efforts given by the Japan Government as “a gift for Nepal”. (Also see the Meeting Minutes shown in Appendix (B).)

The Detailed Planning Survey Team for COMCAP Phase 2 (April-May2014)

In April 2014, the detailed Terminal Evaluation conducted a 3-week field survey in Nepal. The

survey was designed to discuss and obtain basic understanding regarding the feasibility of COMCAP Phase II. COMCAP supported the survey solely when requested. The detailed planning survey team confirmed the positive outcomes of community mediation especially at the central level. The Mission concluded with meeting minutes and future recommendations (signed in April 2014).

3.2 Progress of the Project Activities (Technical Part)

In this section, tasks related to the technical part, which are scheduled as project activities to be completed in the extended 1st year, are shown with the summary of each progress made during this period.

Activities for Output 1: Situation on dispute management, mainly through community mediation, is studied at national level and in the project target area.

Task 1-1: Carry out monitoring at target districts and pilot VDCs.

The Project has been carrying out regular monitoring at field levels, mainly by Project District Project Officers under the Japanese experts' good guidance on mediation practice and provision of technical guidance, as necessary. Such monitoring is done based on whether mediators are maintaining the code of conduct and the mediation sessions are properly following the "four steps" standardized as the appropriate procedure for mediation.

Review Meeting Support for regular review meetings was started in February 2011. The review meetings are aimed at all the mediators and VDC stakeholders at VDC levels to share their experiences and express their own views on community mediation.

Not only were the mediators in charge, but also the stakeholders for matters of resolving disputes and conflicts at the village levels, e.g., VDC officers, police, school teachers, and political party members, were also invited. Generally speaking, these participants made positive remarks about the community mediation activities in their home VDCs.

In the Review meetings, mediators shared developments of community mediation since the previous meeting. The meetings held in this reporting period were the first ones organized after an intermission of few months following the end of the 3rd project year. The meetings were organized by the district offices and Japanese experts along with Ms. Kabita Pandey (Senior Project Officer). In the meeting, COMCAP informed about MoFALD's new policies on the rolling out of community mediation services, the project scopes of this extended project year of COMCAP, and finally the upcoming schedules of activities in the field, such as a radio broadcasting program and possible review meetings.

Table 3-3: Record of Review Meeting Date

District	Targeted VDC	Date of Review Meeting		No. of Participants(Total)	
		(1 st and 2 nd during the reporting period, 2014)			
Sindhuli	Kusheswar Dumja	6 th March	22 nd August	24	24
	Jhangajholi Ratmata	7 th March	23 rd August	21	16
	Purano Jhangajholi	8 th March	24 th August	22	19
	Sittalpati	11 th March	18 th August	17	20
	Tinkanya	12 th March	2 nd September	22	21
	Majhuwa	13 th March	4 th September	18	17
	Jalkanya	9 th April	15 th August	25	22

District	Targeted VDC	Date of Review Meeting (1 st and 2 nd during the reporting period, 2014)		No. of Participants(Total)	
	Ratanchura	10 th April	31 st August	24	20
	Ranibas	11 th April	13 th August	27	25
	Bhadrakali	12 th April	14 th August	23	19
Mahottari	Belgacchi	5 th March	15 th August	45	45
	Khayarmara	6 th March	18 th August	52	60
	Ratauli	7 th March	6 th September	41	42
	Gaushala	11 th March	23 rd August	23	46
	Mahottari	12 th March	4 th September	19	41
	Mahadaiya Tapanpur	13 th March	3 rd September	38	24
	Gauribas	1 st April	12 th August	20	35
	Maisthan	2 nd April	13 th August	44	38
	Kisannagar	3 rd April	23 rd August	43	22
	Laxminiya	4 th April	18 th August	47	45

In March 2013, based on the request from then Project Director, Mr. Bodah Raj Niroula, Mr. Kenichi Tanaka and COMCAP established a database on the situations of community mediation of donor partners. Information collection at VDC levels was held for the first time. Based on the version which was originally formulated in February 2009 by Danida-HUGOU, "Mapping of Support for ADR in Nepal", Mr. Kenichi Tanaka updated information regarding their coverage of support, especially on community mediation service. He collected information from the implementing NGOs, such as IGD, Pro-Public, CelRRD, SUSS, RUWDUC, as well as the donors and their program office such as USAID, GiZ and ESP/DFID. At the end of the 3rd project year, all the information which was voluntarily complied, was printed as the booklet titled "Mapping of VDCs/Municipalities/Sub-municipalities with Community Mediation Services in Nepal (version 1)." After several revisions, Mr. Kenichi Tanaka published the updated version of the booklet as version 3.

The following table (Table 2-4) summarizes the number of targeted places for community mediation at VDC levels. According to the survey for updating, as of February 2014, COMCAP found that 507 VDCs/Municipalities within 31 districts are already selected as targeted areas for assistance on community mediation by TAF, USAID, DANIDA, DFID, UNDP and JICA through different NGOs or under funded projects.

Table 3-4: Community Mediation Assistance by Donors/NGOs (as of February 2014)

Dist SN	DISTRICT	Total VDCs	MC/Sub-MC	VDC/MC/SMC with CMS	VDC/MC/SMC without CMS	Donor	NGO	VDCs	MC	Sub-MC
1	Jhapa	47	3	29	21	DFID/ESP	CVICT	29	0	0
2	Ilam	48	1	37	12	DFID/ESP	CVICT/HUCODAN	7	0	0
						SDC/DFID	HURT/CVICT	24	0	0
						SDC	HURT-Nepal	6	0	0
3	Panchthar	41	0	5	36	DFID/ESP	HUCODAN	5	0	0
5	Morang	65	1	29	37	USAID	Pro Public	12	0	0
						Danida/HUGOU	CeLRRD	18	0	1
7	Dhankuta	35	1	10	26	TAF	SUSS	9	1	0
11	Saptari	114	1	50	65	DFID/ESP	HUCODAN	20	0	0
						DFID/ESP	CVICT	30	0	0
12	Siraha	106	2	20	88	DFID/ESP	HUCODAN	20	0	0
13	Udayapur	44	1	9	36	UNDP	CeLRRD	8	1	0
17	Dhanusha	101	1	37	65	DFID/ESP	HUCODAN	20	0	0
						TAF	Pro Public	16	1	0
18	Mahottari	76	1	30	47	DFID/ESP	HUCODAN	20	0	0
						JICA	(IGD1)	10	0	0
19	Sarlahi	99	1	39	61	TAF	Pro Public	18	1	0
						DFID/ESP	HUCODAN	20	0	0
20	Sindhuli	53	1	10	44	JICA	(IGD1)	10	0	0
25	Rautahat	96	1	20	77	DFID/ESP	HUCODAN	20	0	0
26	Chitwan	36	2	13	25	TAF	IGD	11	2	0
27	Makawanpur	43	1	13	31	Danida/HUGOU	CeLRRD	12	1	0
28	Dhading	50	0	5	45	TAF	CeLRRD	5	0	0
31	Bara	89	1	5	85	DFID/ESP	HUCODAN	5	0	0
32	Parsa	82	1	5	78	DFID/ESP	HUCODAN	5	0	0
36	Tanafu	46	1	12	35	TAF	IGD	11	1	0
40	Kaski	43	2	11	34	TAF	SUSS	9	1	1
45	Mustang	16	0	3	13	TAF	IGD	3	0	0
49	Nawalparasi	73	1	16	58	TAF	CeLRRD	15	1	0
50	Rupandehi	69	2	16	55	Danida/HUGOU	CeLRRD	14	2	0
52	Dang	39	2	9	32	UNDP	CeLRRD	7	2	0
57	Banke	46	1	12	35	TAF	CeLRRD	11	1	0
58	Bardiya	31	1	18	14	Danida/HUGOU	CeLRRD	17	1	0
59	Surkhet	50	1	9	42	UNDP	CeLRRD	8	1	0
67	Kailali	42	2	15	29	TAF	RUWDUC	5	1	0
						UNDP	CeLRRD	8	1	0
69	Doti	50	1	6	45	TAF	RUWDUC	5	1	0
72	Kanchanpur	19	1	7	13	TAF	CeLRRD	6	1	0
73	Dadeldhura	20	1	7	14	TAF	RUWDUC	6	1	0
Total 31 Districts		Total 1,805 VDC/MC/SMC		507 with CMS	1,298 without CMS					

The efforts of compiling data in the form of maps are highly appreciated by MoFALD as well as the donor partners and NGOs. For the implementation of COMCAP activities, such latest information proves very useful as the project can easily refer to the results when planning and making decisions regarding the scope of necessary training and seminars in this reporting period. As a result, the database prepared by COMCAP has become widely recognized as “the baseline” for rolling out community mediation services under LGCDP-II.

Activities for Output 2: Skills, knowledge, and the mechanism for dispute management, mainly through community mediation, are strengthened.

Task 2-1: Hold practice sharing workshop of mediators at target districts

Sindhuli-Mahottari Joint Consultation Meeting on Reporting System (March 2014)

On 18th March 2014, COMCAP organized a joint workshop on the reporting system of community mediation cases under the structure of MoFALD. On its outset, the workshop was planned to be held in each district to assist the initiatives of DDCs. However, when COMCAP shared the agenda with LDOs during the visit in February, both the LDOs suggested that such agenda of the reporting system, with regard to both national and district stakeholders, should be discussed jointly in Kathmandu, and the plan for district workshops turned into a type of joint

consultation meeting. The summary and participant list of the consultation meeting is shown in the following table.

Table 3-5 Summary of Joint Consultation Meeting (18th March 2014)

Time and Date	14:00 to 16:00 Tuesday 18 th of March, 2014
Venue	Joint Secretary's Chamber, Ministry of Federal Affairs and Local Development (MoFALD)
Participants	Mr. Reshmi Raj Pandey Joint Secretary, MoFALD (Chairperson)
	Mr. Tek Raj Niraula, US, LBSS (Member Secretary)
	Mr. Purusottam Nepal, US, LGCDP-II, MoFALD(Member)
	Ms. Maiya Kedal, Section Officer, LBSS
	Ms. Shreeja Dahal, LBSS
Sindhuli DDC	Mr. Dhurba Bahadur Kadhka, LDO Sindhuli DDC
	Mr. Sagar Dhakal, SDO, Sindhuli DDC
	Mr. Surendra Thapa Magar, PO, Sindhuli DDC
Mahottari DDC	Mr. Tirtha Raj Bhattarai, LDO, Mahottari DDC
	Mr. Sailendra Pandey, SDO, Mahottari DDC
	Mr. Radheshyam Giri, PO, Mahottari DDC
JICA COMCAP Team	Mr. Kenichi TANAKA
	Ms. Nakako ISHIMARU
	Ms. Kabita Pandey
	Ms. Bindu Dhakal
	Mr. Radhe Shyam Tharu
	Ms. Ambika Yadav
	Mr. Binaya Babu Dhakal

The meeting was chaired by Mr. Reshmi Raj Pandey, Joint Secretary, Local Self Governance Coordination Division of MoFALD. In the beginning of the meeting, Ms. Maiya Kadel briefed on the achievement of COMCAP, the upcoming schedule, and, lastly, major points of discussion for the consulting meeting.

Following the introduction, there were a series of five presentations: "Why Community Mediation in Nepal?" by Mr. Reshmi Raj Pandey; "Lessons learnt from COMCAP: Completed Activities of Mahottari" by Mr. Tirtha Raj Bhattarai (Mahottari LDO); and that of Sindhuli by Mr. Dhurba Bahadur Kadhka (Sindhuli LDO), "Sustainability of Community Mediation Program, The way Forward" by Mr. Tek Raj Niraula.

Mr. Reshmi Raj Pandey highlighted the results of COMCAP and expressed the need to conclude a way forward for this program to roll out throughout the nation under the LGCDP-II. Following this, both Mr. Tirtha Bhattarai LDO of Mahottari district and Mr. Durba Khadka LDO of Sindhuli outlined COMCAP's efforts and its achievements by presenting results of the empirical data and analysis. In conclusion, they summarized the challenges of the project. Then, Mr. Tek Raj Niroula posed a question for discussion: "What should be done for the rolling out of community mediation nationwide under LGCDP-II?"

Mr. Kenichi Tanaka facilitated the participants by explaining the objective of the meeting and detailing the upcoming activities planned by COMCAP through slides. He mentioned that COMCAP is to conduct MTOT for a maximum of 50 participants from different districts, and

requested the participants to decide the training scope.

Mr. Purusottam Nepal pointed out that during the prospective 10-month extension phase of COMCAP, MoFALD is expecting not only 50 Master trainers but are also planning to select 75 master trainers from 75 districts. However, in the case COMCAP has a training plan for just 50 people MoFALD, LGCDP-II will arrange necessary resources for the training.

Mr. Tek Raj Niraula mentioned that he understood the importance of COMCAP's contribution because it is the first project to bridge the structures of MoFALD. He said the Ministry shall develop a reporting format where DDCs can add one column regarding the community mediation program to collect information, such as the number of mediators, number of registered and resolved cases, and the types of disputes.

All the participants agreed on his suggestion and said when MoFALD sends the format to DDCs, the SDOs will look after the practice of reporting in the 20 ongoing VDCs and collect the information. The information will be recorded on the column accordingly and summaries will be sent back to MoFALD in the trimester reports. Both districts' SDOs agreed to take responsibility for completing the reporting form.

Mr. Khadka from Sindhuli and Mr. Bhattari from Mahottari district summarized that the three major points were: (1) participants of MTOT should either be SDOs or Planning Officers; (2) case reporting responsibility should be taken by SDOs which would be endorsed by MoFALD; and (3) under the LGCDP-II, DDCs will play a more active role for community mediation and request all the program-running VDCs to obtain enough budget for the program's sustainability.

Finally, Mr. Reshmi Raj Pandey concluded the meeting and thanked all the participants for their contribution. (For more details, see the Meeting Minutes shown in Appendix (B).)

District Workshops for Social Marketing and ADR Coordination (August 2014)

The workshops were organized in Mahottari (19th August) and Sindhuli (20th August) respectively for the purpose of social marketing and discussions on ADR coordination at district levels. The details can be seen in the following section, Task 4-2.

Activities for Output 3: Community Mediation Centers (CMCs) are established and dispute management mainly through community mediation remains functioning appropriately.

Task 3-1: Carry out monitoring and provide technical guidance regularly on dispute management mainly through community mediation.

The Project continuously carried out regular monitoring, mainly with the initiative by Senior/District Project Officers, through various opportunities of consultation such as review meetings and communication by phone. At each setting, the Project provided technical guidance as necessary. (also see Task 1-1 for the result of review meetings.)

Task 3-2: Research mediation cases and analyze data

The Project continued to collect and compile mediation case data from 20 target VDCs. The latest mediation data from Mahottari District as of September 2014 showed that there were 295 disputes registered and 261 disputes resolved. The main types of disputes were: 1. Property/Land (38%), 2. Physical Assault (13%), 3. Lending/Borrowing Money (12%), 4.

Verbal Abuse (12%), and 5. Family Discord (10%). Case records from 10 VDCs in Sindhuli District as of September 2014 showed that there were 215 disputes registered and 161 disputes resolved. The main types of disputes were: 1. Verbal Abuse (26%), 2. Lending/Borrowing Money (23%), 3. Physical Assault (13%), 4. Property/Land (12%), and 5. Water Management (8%).

During the project period, the Project has conducted periodical analysis focusing on the types of disputes, profiles of mediators and disputants, and results of mediation. The detailed case analysis results will be presented in “3.3 Findings and Lessons Learned.”

Activities for Output 4 - DDC and target VDCs take initiative for implementation of community mediation and dispute management.

Task 4-1: Coordinate among MoFALD, DDC and targeted VDCs and discuss necessary actions taken by each organization

COMCAP planned to utilize both formal (JCCs, DCCs, and Review Meetings) and informal channels to accelerate communication and discussion among the government stakeholders at different levels. Through these opportunities of discussion; their roles, responsibilities, and resource provisions (budgetary and human) to support and sustain community mediation practices would be clarified. During the preceding project period, COMCAP attempted to institutionalize mediation practices at the VDC level by raising funds through the budgeting process of VDC block grant application. In the Extended 1st year, the Project has sought a possible scenario in collaboration with MoFALD by supporting their preparation of rolling out of Community Mediation under LGCDP-II.

During the reporting period, as shown in the previous section of Task 2-1, the Project organized the first joint consultation meeting for Sindhuli and Mahottari. The objective of this meeting was to discuss the setting up of reporting systems for community mediation cases. Also, those in-class discussions held during MTOT (see Task 6-6) proved very fruitful and intuitive because all the stakeholders of MoFALD, SDOs of the districts with Community Mediation Services, and the major members of Community Mediation Alliance could participate in.

Task 4-2: Conduct workshops for the demarcation of the roles and responsibilities of stakeholders related to dispute management in DDC level

Sindhuli-Mahottari Joint Consulting Meeting (March 2014)

Originally, the Project planned to have two different workshops at each DDC, in Sindhuli and Mahottari (four in total). The topics of the workshops would be: “Promotion of effective CMCs” and “Case management of community mediation”. However, as suggested by both the LDOs, discussions should be held jointly in Kathmandu rather than in each district because the matter concerns both national and district stakeholders. Therefore, plan of a district workshop was turned into a form of joint consultation meeting. (for the detailed report on the consultation meeting, see Task 2-1)

Roundtable Meeting on Community Mediation Implementation Guideline (June 2014)

The meeting was called by Mr. Reshmi Raj Pandey, JS MoFALD on 27th June 2014 in order to conform to the general status of community mediation and possible rolling out strategies. This is one of the first official joint meetings of the Project to discuss implementation of community mediation among the Community Mediation Alliance (NGOs) and MoFALD.

All the members of the meeting participated in the lively discussion on the following points:

- Selection Criteria of Mediators and the appropriate number of mediators;
- Coordination Committee for Community Mediation Implementation
- Consensus on the basic concept of the 2nd MTOT of MoFALD and its modality;
- Discussion on the contents of Community Mediation Implementation Guideline drafted by the Project

First off, regarding the selection criteria and the appropriate number of mediators, a variety of opinions were exchanged. The popular criteria are: those who are socially recognized, traditionally engaged in dispute resolution, retired teachers and government officials by occupations. As for the age, the majority of participants said that it is necessary for the mediators to reach some extent of age, such as 30 or 40, however this did not reach a consensus. The level of education was also discussed but at the same time, it is stressed that not only the qualification but the selection process should be inclusive. The appropriate number of mediators (candidate trainees) was also questioned. For example, Dr. Kumar suggested an idea such as selecting 18 members instead of 27 from each VDC but not a clear consensus was obtained as of now.

Then the participants discussed about the coordination bodies. Mr. Reshmi Raj Pandey suggested organizing two types of coordination meetings both at central level and district level. Central level meetings would be held with the donor agency to discuss about the possible financial support to roll out the program across the country. District level meeting would be conducted with district stakeholders for getting their support and proper implementation of the program in that respective district. The proposal of Mr. Pandey was agreed by all the participants of the meeting.

In regards to organizing the Mediation Training by MoFALD, it was agreed that after the preparation of the Community Mediation Guideline by MoFALD, all the related organizations shall follow the curriculum approved by MoFALD and conduct the training according to the Guideline/ standard operation process. Mr. Reshmi Raj Pandey further referred LDITA as a potential training institution to perform all the MTOT on Community mediation with the support of the Alliance members in the future.

At the end of the meeting, the JS announced that the meeting members fully agreed with the general contents of the draft of Community Mediation Implementation Guideline submitted by the Project. Furthermore, he requested to arrange for the translated version (in Nepali) of the draft of Community Mediation guideline. This translated version, to be edited in a more official style is to be shared for further consideration (please refer to the meeting minute in Appendix B).

District Level Workshops for social marketing and coordination (August 2014)

District Workshop in Mahottari

The workshop was organized on 19th August 2014, at District Development Office, chaired by Mr. Hari Prasad Dahal, LDO. There were approximately 40 participants from DDC, representatives from all the targeted VDCs, related organization and offices, related organizations, representative of political parties etc.

The Program Officer, Mr. Mishree Lal Yadav made a presentation on Lessons Learnt from the Project and briefed on the major points of discussions.

Mr. Kenichi Tanaka gave the background of the meeting. In his remarks, he requested to clarify the reporting channel of the government after the phase of the COMCAP project.

Representative of all the political parties, Mr. Sita Ram Yadav, expressed that Nepalese society is constantly in disputes. If disputes are resolved at an early stage, it would not get worse. Community mediation service has especially supported the poor people to access some form of justice. Therefore, Government of Nepal should develop regulation and allocate budget for community mediation service.

Mr. Kenichi Tanaka shared examples of when the Project had started, activities with the first selected group VDCs: Gauribas and Mahottari VDC of Mahottari district and Purano Jhangajholi and Ratanchura of Sindhuli. He had realized how community people would react when the Project introduced community mediation: they declined to have community mediation because they have no disputes at village level and they will not work voluntarily.

Ms. Rama Bista, Mediator from Gauribas VDC, shared her own experiences as a mediator and what kind of changes, both at individual and societal levels she had gone through. After the first group of VDCs started to resolve disputes, it was difficult to allocate budget for community mediation but budget is necessary to continue the activities of mediators such as transportation, telecommunication fee for VDC assistants as coordinator, etc. Also the confusion between community mediation and court referred mediation was also common. But now it is gradually clarified that MoFALD shall take initiatives regarding disputes at community level under the supervision of Mediation Council.

After the floor discussion, former president of DDC Mahottari, Mr. Tej Narayan Yadav also thanked JICA/COMCAP for conducting the community mediation project in Mahottari district. He said he heard about project achievements but social marketing activities should be done time to time and how is it going on should be checked.

Lastly, Mahottari LDO concluded the workshop by saying that after the phasing out of COMAP project, he would incorporate community mediation service with MoFALD and LGCDP.

District Workshop in Sindhuli

The workshop was organized at Sindhuligadi Hotel Hall, chaired by Mr. Dhruva Bahadur Khadka, LDO. There were approximately 35 participants including the Chief guest, Mr. Devendra Prasad Pauldel, Judge of District Court, DDC officers, representatives from all the 10 targeted VDCs, various related organizations and offices such as Local Peace Committee, Women Development Officer, Land Revenue Office, District Education Office, District Police, and representatives of political parties.

Mr. Bharatjung Thapa, former district trainer and currently staff at DDC, hosted the programme. SDO Mr. Sagar Kumar Dhakal, Member Secretary of DCC and Program Officer, DDC Sindhuli presented the overall Project goal and implementation strategy as well as achievements during the project period. He expressed different indicators of project progress and presented with a PowerPoint presentation. The Project Team Leader Mr. Kenichi Tanaka shared project achievements; he briefed about LGCDP phase II alliance with community mediation. Then he briefed the achievements with some statistical figures and also clarified the status of community mediation implemented Districts including the other different donors/NGOs.

After this, the participants were invited to Q&A sessions and the open discussions.

The coordinator of the LPC requested to align LPCs with community mediation at village levels and implied the potential of collaboration with teachers.

From the Political party representatives, most of participants admitted the importance and effectiveness of community mediation service and questioned how to extend it in other districts. The importance of mediator selections and trainings were emphasized by politicians themselves, and they suggested that any reward system for the outstanding mediator/centers might be effective to encourage volunteerism. It was also pointed out about how to find necessary local resources for the extension of community mediation to reach all the other VDCs of Sindhuli District. Some questions were also raised about the selection of targeted VDCs and mediators.

Mr. Devendra Prasad Paudel, Judge of District Court, articulated the difference between arbitration and mediation and also suggested that one monitoring committee should be formulated at district level. He stressed that community mediation service should be available in all 53 VDCs and (including municipalities) and asked for the support and consent from all the political party leaders.

In conclusion, Mr. Dhruva Bahadur Khadka, Sindhuli LDO, delivered the final remarks. He said that the Project succeeded to promote social harmony by resolving disputes in win-win situations. He thanked the COMCAP team and all the participants. He noted that the involvement of government counterpart offices should be increased in planning, implementation and monitoring/evaluation and also highlighted the importance of social marketing.

He announced that community mediation service should be implemented all over within the district and with the man-power trained so far, community mediation service should be sustained and institutionalized more strongly. He requested all political party leaders to support local level CMC. At the end of workshops, all the participated political party leaders and participants promised to support the results of discussion at the workshop.

Task 4-3: Support target VDCs to allocate budget for the operation of CMCs.

During the previous project period, it is reported that 14 VDCs (5 VDCs in Sindhuli and 9 VDCs in Mahottari) succeeded in acquiring approval for the budget claim for operating CMCs, however, the full amount of their budget has not been fully approved yet. For Fiscal Year 2014, the number of VDCs that allocated budget for community mediation decreased to 5 (5 VDCs in Mahottari and non in Sindhuli). The following table lists the changes of approved budget and actual expensed items accordingly.

Table 3-6: Status of VDC Budget Allocation for Community Mediation Activities

S.N.	Name of VDCs	Approved Budget (2012)	Approved Budget (2013)	Approved Budget (2014)	Remarks (expensed Item)	Rate of Monthly Meeting (from January to September 2014, including the Project's RM)
Mahottari						
1	Gauribas	NPR 25,000	NPR -	NPR -	Tea for session; Transportation of mediators; Telecommunication (Recharge card) for VDC assistant	38%
2	Mahottari	NPR -	NPR 25,000	NPR 25,000	Transportation of mediators; Telecommunication for VDC assistant	22%
3	Belgachhi	NPR 100,000	NPR 100,000	NPR 20,000	Transportation of mediators; Telecommunication for VDC assistant; Wall painting (for PR)	78%
4	Mahadaiya Tapanpur	NPR -	NPR 150,000	NPR -	Transportation of mediators, Telecommunication for VDC assistant, Wall painting and "Door to door program"	67%
5	Maisthan	NPR -	NPR 25,000	NPR -	Tea for session, Transportation of mediators; Telecommunication for VDC assistant	25%
6	Khayarmara	NPR -	NPR 25,000	NPR 25,000	Tea for session; Transportation of mediators; Telecommunication for VDC assistant	88%
7	Laxminiya	NPR -	NPR -	NPR -	NA	25%
8	Gaushala	NPR -	NPR -	NPR 25,000	Tea for session; Transportation of mediators; Telecommunication for VDC assistant	75%
9	Ratauli	NPR -	NPR -	NPR 25,000	Tea for session; Transportation of mediators; Telecommunication for VDC assistant	33%
10	Kisan Nagar	NPR -	NPR 25,000	NPR -	Tea for session, transportation of mediators; Telecommunication for VDC assistant	63%
Sindhuli						
1	Kuseshwar Dumja		NPR -	NPR -		25%
2	Jhangajholi Ratmata		NPR -	NPR -		38%
3	Purano Jhangajholi		NPR -	NPR -		25%
4	Sittalpati		NPR -	NPR -		25%
5	Ratanchura		NPR 10,000	NPR -	Tea for session	100%
6	Tinkanya		NPR -	NPR -		44%
7	Jalkanya		NPR 11,000	NPR -	Camera	70%
8	Majhuwa		NPR 5,000	NPR -	Approved but not disbursed yet.	22%
9	Bhadrakali		NPR 10,000	NPR -	Leaflet, Hording Board	100%
10	Ranibas		NPR 10,000	NPR -	Tea for Session	100%

For further approval, it is necessary and important for the stakeholders and local elites to obtain better understanding of the significance of community mediation as a public service. As the “*parisad*” season, or the timing for annual meetings to discuss budgeting for next fiscal year both at VDC and DDC levels was over, COMCAP did not have the opportunity to provide direct support in full capacity.

COMCAP District Offices had some opportunities to support the VDCs in terms of managing the allocated budgets for effective implementation. For example, Mahottari District Office and VDCs planned to print an information leaflet. It was developed and supervised by Mahottari District Office in close coordination with the targeted VDCs. With good facilitation by Mahottari District Office, the VDCs reached a consensus to print and distribute among the stakeholders and to take turns one by one in covering the printing cost. The 5,000 copies of the leaflets were distributed as the following table shows the distribution plan of the information leaflets. (see Task 5-2 for the content of the leaflet).

Table 3-7: Distribution Plan of Leaflet (Mahottari VDCs)

Name of Organization/Places	No. of leaflet
MOFALD	20
JICA/COMCAP	20
DDC	20
WDO	20
District Court	20
Bar Association	20

Name of Organization/Places	No. of leaflet
DPO	20
DAO	20
IPO (Loharpatti)	50
Local Peace Committee	40
Gouribas VDC	250
Maisthan VDC	250
Khyarmara VDC	250
Kisannagar VDC	500
Belgachhi VDC	500
Gausala VDC	500
Laxminiya VDC	500
Ratauli VDC	500
Mahottari VDC	500
Mahadiya Tapanpur VDC	700
For street drama (100×3 Places)	300
Total	5,000

Activities for Output 5: Community mediation by the project is recognized as an effective option of dispute management by the residents of target VDCs.

Task 5-1: Conduct Social Marketing Activities (street drama, awareness raising campaigns, etc)

COMCAP Calendar for Nepali Year of 2071

During this reporting period, COMCAP printed two types of calendars: a desktop type and a pocket calendar. The idea of a desktop calendar is new and prepared for distribution among stakeholders and officers working at desks, while the pocket calendar is aimed towards mediators and announcements at village level. 350 desktop calendars and 2,000 pocket-type calendars were printed and distributed as planned. The design of both the calendars can be seen in the following photo.

Photo 3-1: COMCAP Calendars (Desktop and Pocket-type) for Nepali New Year 2071



Radio Program Production (From March to September 2014)

In December 2012, the first broadcast of a special radio programme, titled “*Milijuli*”(amity), was aired for the advertisement of Community Mediation Services, especially for COMCAP’s targeted VDCs. Each broadcast is 30 minutes long, except for the final broadcast, No.79, which is one hour long and was produced by a certified, private radio production firm called “Antenna Foundation Nepal (AFN).”

During this reporting period, COMCAP arranged to further air parts of some broadcasts under contract with seven local radio stations in the targeted districts: four (4) from Mahottari and three (3) from Sindhuli, based on its full coverage of radio frequencies for some of the COMCAP’s targeted VDCs. Considering the prevalence of *Maithali* language in Mahottari, the translated version of the broadcasts with some localizations are also airing. The broadcast schedule, as agreed with the seven local radio stations can be seen below (as of May 2014).

Table 3-8: Re-broadcasting Schedule of “*Milijuli*” at Seven Stations

S/N	Radio station (Mghrz)	District	Broadcast day		Broadcast time
			Nepali	Maithali	
1	Radio Appan Mithila Jaleshowar 94.4 MHz	Mahottari	Fri	Sat	7:30 – 8:00 Evening
2	Radio Bardibas 94 MHz	Mahottari	Sun	Mon	7:00-7:30 Evening
3	Radio Gaushala 93.6 MHz	Mahottari	Tue	Wed	7:00 – 7:30 evening
4	Radio Mithila Anchal Janakpur 105 MHz	Danusha	Fri	Sat	7:30-8:00 evening
5	Radio Sindhuligadhi 92.0 MHz	Sindhuli	Sun	NA	8:00 -8:30 evening
6	Radio Sahara 104.2 MHz	Sindhuli	Sat	NA	7.30 -8.00 Evening
7	Radio Ramechhap 95.8 MHz	Sindhuli	Sun & Fri	NA	7.30 – 8.00 Evening

According to the monitoring report from District Project Offices and the broadcasting certificates submitted by the stations, the broadcasts are aired as scheduled with some minor exceptions.

Street Drama on Community Mediation at district level (May 2014)

During this reporting period, COMCAP organized 6 street drama performances on community mediation at district levels. In the inception report, it was originally scheduled to be held at the district workshops (a total of four times) and in the district capitals. After internal discussions, the plans were revised to be held on market days to have wider impact on the public.

The performances were outsourced to professional drama groups, “*Susheli Kala Ssamuha*” represented by Mr. Bindu Singh for the performances in Sindhuli, and “*Social Improvement Center*” by Mrs. Indu Kumari Karn in Mahottari. Both are experienced drama groups and carried out performances for COMCAP in the previous project period. The following table lists the schedule of performance as agreed.

Table 3-9: Plan of Street Drama Performance at Market Places (May 2014)

S/N	Drama Site (Market place)	District	Date & Time	No. of Spectators
1	Bhiman	Sindhuli	16 th May, Fri., 12:00 pm	350
2	Sindhulimadi	Sindhuli	17 th May, Sat., 5:00 pm	450
3	Jhangajholi Ratmate	Sindhuli	18 th May, Sun., 1:30 pm	250
4	Gausala	Mahottari	19 th May, Mon., 3:00 pm	300
5	Bardibas	Danusha	21 st May, Wed., 3:00 pm	500
6	Jaleshower	Mahottari	22 nd May, Thu., 3:00 pm	350
Total				2,200-

Task 5-2: Prepare and disseminate materials on community mediation

COMCAP continuously prepared related printed materials on community mediation. Other than the calendars (as mentioned in Task 5-1), the COMCAP Mahottari district office supported the targeted VDCs in printing a one-page leaflet (in Nepali) on Community Mediation Service with their own budget. The VDC secretaries and mediators of Mahadaiya Tapanpur, who obtained enough budget for community mediation, consulted with the district office and prepared 5,000 copies of leaflet targeting the stakeholders.

Leaflet printed by VDC Budget Printing of leaflets for public announcement was planned and supervised by the Mahottari district office in close coordination with the targeted VDCs. The leaflet consisted of the following information: types of disputes which can be dealt by community mediators, the names of 10 VDCs where COMCAP mediation centers and its service are available, and the schedule of “*Milijuli*” program from the four local radio stations. The cost of printing for 5,000 copies was shouldered by Mahadaiya Tapanpur VDC and would be distributed to the targeted stakeholders within May 2014 as planned.

COMCAP Newsletter The Project’s Newsletter (Volume 8) was issued in August 2014 in both languages (Nepali 2,000 copies and English 200 copies). The newsletter articles contain: introduction on community mediation and COMCAP project, achievement and result reports on Project Activities from February up until August 2014, Success Story of community mediation with illustration and statistical status of dispute resolution over 20 VDCs and its total number at district levels. Both versions were distributed according to plan in September 2014.

Photo 3-2: COMCAP Newsletter (Vol.8, August 2014) and Dashain Greeting Card

Activities for Output 6: Recommendations for the institutionalization of community mediation at the central level are compiled and accepted for future reference.

Task 6-1: Compile and assess the experiences of community mediation and dispute management

In the previous project period, especially from March to July 2013a and as requested MoFALD, the Project succeeded in compiling the current conditions of community mediation into series of maps at VDC levels. All the information, which was voluntarily complied, was printed as a booklet, titled "Mapping of VDCs/Municipalities/Sub-municipalities with Community Mediation Services in Nepal (version 1)."

During this period, the Project continued to update and published the third version of the document. According to the survey for updating, as of April 2014, COMCAP found that 507 VDCs/Municipalities within 31 districts have become targets of assistance on community mediation by TAF, USAID, DANIDA, DFID, UNDP and JICA through different NGOs or under funded projects.

The Project has gradually become the center of data collection of community mediation practices of not only its own targeted VDCs but also other donors/NGOs. Such information would provide a central platform for better understanding among the stakeholders in future discussions and in tackling possible challenges.

Task 6-2: Hold meetings with related government organizations, other donors and NGOs and discuss the way of institutionalizing community mediation.

As was done during the previous project, the Project continued to organize the coordination committee at the central, district and village levels. In addition to the meetings with MoFALD, donors, and the other stakeholders from Nepal, the Project has played a proactive role in forming a link with other technical cooperation projects undertaken by JICA in the field of legal support, especially case management and mediation.

Table 3-10: Meetings with Related Donor Agencies and NGOs

Day	Organization	Person	Agenda
28 th February, AM	Human Rights Forum Nepal, Ilam	Mr. Devendra Bishwakarma	-Activity report on activity in Ilam district funded by SDC in “Seminar on a interaction program on “Practice of Community Mediation: Impact and Significance” from HURF
24 th March, Morning	DFID, Embassy of Denmark	Mr. Ed Bell, Ms. Anine Hagemann	-Updating the activities of THE PROJECT especially with MoFALD
19 th April, Afternoon	JICA Project on “Case Management and Mediation”	Mr. Shamoto, Mr. Ishida, Mr. Ishii and Dhanusha District Court stakeholders	-Seminar on Case management and mediation by Dhanusha district Court
21 st April, 16:00-17:30	Community Mediation Alliance	Mr. Prakash Sharma (Pro-Public), Mr. Mukti Rizal (IGD) Dr. Kumar Sharma Acharya (CeRRD, Professionals’ Law Associates & Legal Research)	-Sharing of the discussion with MoFALD and possible collaboration with Community Mediation Alliance (MoFALD-COMCAP model) Sharing the concept of MTOT
25 th April, 11:00-12:00	TAF	Dr. George Varughese, Ms. Pretti Thapa	-Updating the activities of COMCAP
25 th July to 26 th July	MoFALD/Community Mediation Society/TAF	Mediation Council, Community Mediation Society, MoFALD, MoLJ, Supreme Court, Community Mediation Alliance and other NGOs Interaction Programme	-Detailed discussion regarding the provision of Mediation Act and Regulation -Achievement of Community Mediation programmes by NGOs -Demarcation among the related Ministries -Organized the working group for drafting “Nagarkot Declaration”

Task 6-3: Summarize recommendations for the institutionalization of community mediation and share with related government organizations, other donors and NGOs.

Based on the community mediation guideline, which was based on the experiences of

COMCAP in the 1st phase, the Project continued to discuss and collect information regarding the possible institutionalization of community mediation. During the reporting period, the Project had a series of discussions for the preparation of a recommendation paper. Taking the opportunities of meetings, such as the consultation meeting (see Task 2-1), the Roundtable meeting (see Task 4-2), two-day workshop in Nagarkot organized by MoFALD and Community Mediation Society, meetings, COMCAP team has always prepared detailed recommendations in the form of slides for discussion.

The following table highlights the major meetings/interaction programmes that contributed to achieve the consensus regarding institutionalization and demarcations among the stakeholders. The table below shows how and when the consensus among the varieties of ministries/organizations/projects was developed.

Table 3-11: Records of meetings for the Institutionalization and Demarcation

Title of Meeting (Month)	Organizer	Major Stakeholders	Agenda	Outcome
Consultation Meeting (March 2014)	MoFALD-COMCAP	MoFALD (LBSS), LGCDP-II, DDCs of Sindhuli & Mahottari	-Introducing a monitoring and reporting system on community mediation from VDCs-DDCs-MoFALD	-MoFALD's Reporting Format for monitoring of Community Mediation was introduced to the targeted DDCs and VDCs.
Preparatory Meeting for 1 st MTOT (April 2014)	COMCAP	COMCAP, Community Mediation Alliance (NGOs)	-Sharing of the discussion with MoFALD and possible collaboration with Community Mediation Alliance (MoFALD-COMCAP model)	-Consensus on the basic concept of 1 st MTOT of MoFALD
Roundtable Meeting (June 2014)	MoFALD-COMCAP	MoFALD (LBSS), LGCDP-II, Community Mediation Alliance (NGOs)	-Prioritizing target Districts -Planning of 1 st MTOT -General approval of draft of Implementation Guideline	-Draft of CM Implementation Guideline to be translated and formatted for internal circulation.
2-day interaction programme (July 2014)	MoFALD/Community Mediation Society/TAF	Mediation Council, Community Mediation Society, MoFALD, MoLJ, Supreme Court, Community Mediation Alliance and other NGOs	-Detailed discussion regarding the provision of Mediation Act and Regulation -Achievement of Community Mediation programmes by NGOs -Demarcation among the related Ministries -Organized the working group for drafting "Nagarkot Declaration"	-Official approval from Mediation council on organizing MTOT was provided to MoFALD. -Draft of "Nagarkot Declaration" was signed and to be submitted to Mediation Council.
Central Workshop	MoFALD-COMCAP	MoFALD, LGCDP-II, MoLJ,	-Sharing the achievements/ findings	-Discussion results and inputs by

Title of Meeting (Month)	Organizer	Major Stakeholders	Agenda	Outcome
On Rolling out Community Mediation (August 2014)		MoPR, Targeted 20 VDCs, DDCs of Sindhuli & Mahottari, LGCDP related donors (WB, ADB), UNDP, Community Mediation Alliance, Community Mediation Society, JICA Nepal, JICA projects	of community mediation; -Strategies for rolling out via MoFALD structures; -Detailed discussion on rolling out plan of community mediation under the overall supervision of the Mediation Council	Participants were incorporated into Community Mediation Implementation Guideline

“Nagarkot Declaration”(Draft of Policy Resolution based on the discussions in the Interaction Program in Nagarkot)

In “Interaction program on Future Strategy on Community Mediation” held in Nagarkot on 25th and 26th July, the working group for drafting the record of discussions called the “Nagarkot Declaration,” given the name by the Chairperson of Mediation Council, Honorable Girish Chandra Lal of Supreme Court. The working group, coordinated by Mr. Reshmi Raj Pandey, JS, succeeded to finalize the document for submission to the Secretary of MoFALD. The paper refers to the discussed points regarding the policy resolution of community mediation, especially the roles and responsibilities of MoFALD.

According to the unofficial translation prepared by the Project (for full version of translation, also see Annex D), the scopes of work responsibilities of MoFALD are informed into nine (9) points such as: 1) coordination to ensure uniformity in work and procedure of community and local bodies led mediation; 2) to serve as a member of the national coordination Committee; 3) to prepare a separate procedure and guideline for the community and local body led mediation activities; 4) to mobilize and seek the necessary support of international development partner organizations and national NGOs to expand the core function of local bodies to include community led mediation within five years; 5) to monitor, evaluate and regulate NGOs, INGOs, and partner organizations related to community mediation activities; 6) to prepare the draft of the coordination and strategic partnership with the related GOs, NGOs, and partner organizations; 7) to carry out the function of capacity building programs and prepare subject-matter for trainings such as curriculum and materials along with issue the certificates; 8) to give basic training and make identification of organizations, undertake capacity analysis and development, and give authority to organizations to impart training in community mediation; 9) to give directions to the local bodies and to provide authority to mediators and trainers who had been trained at least 8 days before the community mediation related law came into effect.

Central Workshop on Rolling out Community Mediation

The workshop was organized at Radisson Hotel on 25th August, chaired by Mr. Reshmi Raj Pandey, JS. There were approximately 55 participants including the Chief guest, Mr. Sunil Pokharel, General Secretary of Nepal Bar Association and Mr. Shimizu Tsutomu, Chief Representative of JICA Nepal, Dr. Mukti Rijal, Convener of Community Mediation Alliance, representatives from MoFALD, LGCDP-II, MoLJ, MoPR, targeted 20 VDCs, DDCs of Sindhuli & Mahottari, LGCDP related donors (WB, ADB), UNDP, Community Mediation Alliance, Community Mediation Society, JICA Nepal, and JICA projects.

The major objectives of the workshop are: informing of the achievements, findings of community mediation; to discuss strategies for rolling out through MoFALD structures (COMCAP model); and to conduct detailed discussions on the rolling out plan of community mediation under the overall supervision of Mediation Council. After the presentation sessions by the Project, two LDOs, two representatives from VDCs and mediator, Mr. Reshmi Raj Pandey, JS, and Mr. Eshwor Raj Paudel, the US, articulated the major discussion points and facilitated the floor participants. The major conclusions can be summarized as follows:

- Presently there is no specific provision in VDC / DDC guideline about allocation of budget for mediation program. Therefore we need to revise Financial Guidelines of both DDC and VDC so that we can allocate budget for mediation program.
- MoFALD will implement the community mediation program through local bodies to ensure its sustainability.
- DDC and VDC should manage the resources for community mediation program and coordinate with local elites, local leaders and local community
- Court mediation and community mediation are two different things so these have to be tackled differently.
- Enormous investment has been made to train mediators and establish a mediation mechanism at the local bodies, hence there is a need to develop harmonization among donors working in this field so that MoFALD can continue to roll out this program in 75 districts within 5 years .
- To sustain the community mediation program over all the communities according to the policy guideline (Nagarkot declaration) recently prepared by MoFALD. Now under this guideline MoFALD will take the lead role and responsibility to prepare all the necessary materials needed to sustain the Community mediation program in all over the country.

Task 6-4: Prepare a proposal for the implementation guideline on community mediation based on project experiences, support MoFALD in finalizing the implementation guideline and give technical inputs to make an extension plan

At the end of the previous project period (the 3rd Project Year), COMCAP finalized the guideline on dispute management at the central level, “Operational Guideline of the Implementation of Community Mediation Services” (in English, 38 pages) and submitted it to the JICA Nepal Office and the Project Director of MoFALD. The guideline was formulated based on existing models in other countries as well as feedback from mediation practices in the target districts. It consists of the background of community mediation in Nepal, practice of community mediation, related acts and regulations, and management of CMCs. In the appendix, Case Registration Form (2 pages) and Case Report Form (2 pages) are introduced. However, the terminal evaluation team (conducted in June 2013) strongly recommended that this guideline be further developed more in line with the current structures and systems of MoFALD, which was agreed to be implemented in the extended phase.

The Project had a series of discussions with major stakeholders including MoFALD C/P, representatives from LGCDP, and other development partners to finalize implementation guidelines of community mediation under MoFALD’s initiatives. Moreover, taking the opportunity of MTOT on Basic Community Mediation Administrative Service conducted in May 2014, the Project also collected various feedback from 25 SDOs from the districts where community mediation service had already been introduced by various development partners. During MTOT, the Project also had a discussion with MTOT Chief Facilitators, representatives of the Community Mediation Alliance, on how to collaborate with the Alliance for the effective roll-out of community mediation.

In June, the Roundtable Meeting (see also Task 4-2) approved the contents shown in the English version and Mr. Reshmi Raj Pandey ordered the arrangement to be translated into Nepali and formatted in official style for further consideration and circulation among the MoFALD officers, Donor partners and representatives of Ministries for further consideration.

Task 6-5: Attend meetings to discuss how MoFALD should extend community mediation nationwide based on LGCDP (Outcome3/Output6) and conduct technical guidance

During the reporting period, MoFALD has continuously consulted closely with the Project for necessary advice and also participation in the working group meeting.

In April, the Project participated in the OUTPUT 6 meeting, in which the meeting focused on the review of ASIP FY2013/14 and proposition for ASIP FY2014/15 in terms of budget and activities, based on the slides presented by Mr. Tek Raj Niroula, MoFALD US. Based on the request addressed by LGCDP Secretariat in this meeting, the Project supported MoFALD LBSS to finalize LGCDP's draft Annual Strategic Implementation Plan (ASIP) on Community Mediation (Output 6 Activity 6.4) by filing Activity 6.4 sub-activities with provisional/tentative budgets in the provided format and by facilitating the discussion with Mr. Tek Raj Niroula, Ms. Maiya Kadel and Mr. Purushotam Nepal respectively, to finalize the concerned sections with possible budget plans for the extended project year. In May, the Project actively supported to finalize Annual Monitoring and Evaluation Program (AMEP) through participation in the meetings and informal discussions with Section Officer in charge.

The composition of Output 6 where activities in regard to community mediation are shown is as follow.

Table 3-12: Descriptions Related to Community Mediation in LGCDP-II's ASIP

Output 6: Access to and quality of local infrastructure and other socio-economic services administered by Local Bodies(LB) are improved	
Activity 6.1: Improve Quality and Access (QA) of local infrastructure (High)	
Activity 6.2: Provide technical backstopping to VDCs (High)	
Activity 6.3: Establish and operate MoFALD technical division (Low)	
Activity 6.4: Develop local-level community mediation services (Medium)	
	6.4.1. Support in mapping the agencies involved in community mediation
	6.4.2. Study the situation of dispute management through alternative dispute resolution (ADR) including community mediation in each district
	6.4.3. Organize cascade training on community mediation for community mediators
	6.4.4. Establish Community Mediation Centres (CMCs) in VDCs and municipalities.
	6.4.5. Support in monitoring and evaluation of the functioning of CMCs
	6.4.6. Regular sharing among the actors of community mediation under the convenership of MoFALD
Activity 6.5: Strengthen and improve local management of vital event registration and social security system (Medium)	
Activity 6.6: Undertake vital registration awareness campaign (Medium)	
Activity 6.7: Implement local economic development activities in municipalities and peri-urban VDCs (Low)	

Activity 6.8: Develop alternative NGO/CSO-based service delivery options for high risk and remote districts/VDCs (High)

Activity 6.9: Improve grievance mechanism (High)
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In May 2014, the working group coordinated by Mr. Reshmi raj Pandey submitted the document regarding draft policy resolution named “Nagarkot Declaration.” Based on the discussions in the two- day interaction program by MoFALD and Community Mediation the Society in Nagarkot (see the box article in Task 6-3 and also Annex D for unofficial translation.) The paper is drafted to clarify the scopes of work responsibilities of MoFALD into nine (9) points. The paper was submitted to Secretary of MoFALD for further consideration.

Task 6-6: Conduct trainings to develop human resource of CPs including MTOT and other capacity building programs to extend community mediation nationwide under LGCDPII

1st MTOT on Basic Community Mediation Administrative Service (May 2014)

On its outset as shown in the inception report, COMCAP had developed a tentative plan for the master-level training of trainers (MTOT). Originally the whole training was designed to consist of the contents of an 8-day basic level training and a 5-day advanced level training. During this reporting period, COMCAP asked for advice from MoFALD to possibly provide participants for the MTOT for practitioners and middle management. Based on a series of discussion with MoFALD, such as the consultation meeting held in March and other periodical meetings, the original plan was revised.

Though COMCAP has already provided technical consultation and on-the-job-training to the officers as well as staff members in charge of LGCDP-II in the previous project period, it is pointed out that there is constant shortage of human resources for the rolling out of community mediation service. MTOT has targeted a group of officers who would be assigned as responsible persons in the future for the planning of OUTPUT 6 of LGCDP-II and its monitoring/evaluation. All 26 participants completed the training course.

The following table shows the summary report and the module of the 8-day program of the “1st MTOT on Basic Community Mediation Administrative Service.”

Table 3-13: Summary Result of the 1st MTOT

Objective	To train master level trainers for the rolling out of Community Mediation Services under the LGCDP-II
Date (duration)	From 5 th to 12 th May 2014 (8 days)
Venue	Godavari Village Resort
Target	Social Development Officer (SDO) of 31 District with Community Mediation Service and 2 MoFALD Stakeholders (US and Section officer)
No. of Participants (trainees)	26 participants (25 SDOs or POs, and 1 MoFALD Section officer)

Table 3-14: Training Module of the 1st MTOT on Basic Community Mediation Administrative Service

Day	Session		Tea	Session		Lunch		Tea	Session		
1 st Day 5 th May, Mon.	Opening session	Introduction of the participants	30 min.	Expectation collection of participants		1 hour	Definition & Nature of Conflict	30 min.	Dynamics of Conflict/ Analyzing conflict	Sources of conflict	Session review
		Shobha Regmi		Babindra majhi & Sushil Sah			Mukti Rijal & Sushil Sah		Kumar Sharma & Babindra Majhi	Mukti Rijal & Sushil Sah	Shobha Regmi
	9:00- 10:00	10:00- 10:30		11:00- 11:30	11:30- 12:30		1:30-2:30		3:00-4:00	4:00- 4:45	4:45- 5:00
2 nd Day 6 th May, Tue.	Review	Strategy & Approaches and Mechanism of Conflict resolution	30 min.	Concept & Forms of ADR	Practice of Mediation In Nepal & Provision of LSGA, CM Act & Regulation	1 hour	Concept of Mediation	30 min.	Pillars & key elements of mediation		Session review
		Mukti Rijal & Sushil Sah		Kumar Sharma & Shobha Regmi	Kumar Sharma & Babindra Majhi		Mukti Rijal & Sushil Sah		Kumar Sharma & Shobha Regmi	Babindra Majhi	
	8:30- 9:00	9:00- 10:30		11:00- 11:45	11:45- 12:45		1:45- 3:00		3:30 - 4:45	4:45- 5:00	
3 rd Day 7 th May Wed.	Review	Role & Function of Mediators	30 min.	Where and When to mediate Possibilities and Limitations		1 hour	Issues of power and culture in Mediation	30 min.	Apple Exercise		Session review
		Mukti Rijal & Babindra Majhi		Mukti Rijal, Kumar Sharma & Shobha Regmi			Hon' Arju Rana Deuba		All Facilitators & COMCAPTEAM	Sushil Sah	
	8:30- 9:00	9:00- 10:30		11:00-12:45			1:45 - 2:30		3:00- - 4:30	4:30- 5:00	
4 th Day 8 th May, Thu.	Review	Ladder of inference/ Intent and impact	30 min.	Communication skill for mediation		1 hour	Listening Skills	30 min.	Inquiry skills	Three Phases of Mediation (pre, Mediation & post)	Session review
		Mukti Rijal & Babindra majhi		Kumar Sharma & Shobha Regmi			Kumar Sharma & Shobha Regmi		Mukti Rijal & Sushil Sah	Kumar Sharma & Babindra Majhi	Sushil Sah
	8:30- 9:00	9:00- 10:30		11:00- 12: 45			1:45 - 2:45		3:00 - 4:30	4:30- 5:00	5:00-5:30

Day	Session		Tea	Session	Lunch		Tea	Session	
5 th Day 9 th May, Fri.	Review	Mediation Process	30 min.	Introduction of steps	1 hour	Role Play: Whole step group & feedback	30 min.	Role play (<i>cont.</i>)	Session review
		Shobha Regmi		Sushil Sah & Babindra majhi		All team		All team	Shobha Regmi
	8:30-9:00	9:00- 10:30		10:30- 12:30		1:30- 2:00		2:30- 5:15	5 :15- 5:30
6 th Day 10 th May, Sat.	Review	Introduction step 3 & 4	30 min.	Role Play: Whole step group & feedback	1 hour	Role Play: Whole step group & feedback	30 min.	Mediation Service management and monitoring and reporting.	Session review
		Sobha Regmi		All team		All team		Reshami Raj Pandey, Joint secretary, MoFALD	Sushil Sah
	8:30- 9:00	9:00- 10:30		11:00- 12:30		1:30- 3:00		3:30- 5:00	5:00- 5:15
7 th Day 11 th May, Sun	Review	Role Play (Step 3 & 4) third group & feedback	30 min.	Concept and importance of post mediation relationship	1 hour	Setting up and management of mediation services centre at VDCs	30 min.	Role of district office on Community mediation service & possible work role recommendation by COMCAP	Session review
		All team		Sudeep Gautam		COMCAP team		Bodh raj Niroula, COMCAP senior Advisor	Babindra majhi
	8:30- 9:00	9:00- 10:30		11:00- 12:30		1:30- 3:00		3:30- 5:00	5 :00- 5:15
8 th Day 12 th May, Mon	Review	Local governance and mediation services (MoFALD)	30 min.	Dealing with Impasses	Post test	Closing Ceremony			
		Purusotam Nepal, LGCDP Manager, MoFALD		Sudeep Gautam	Sobha Regmi, Babindr a Majhi & Susil sah	Tek Raj Niraula Mukti Rijal COMCAP			
	8:30- 9:00	9:00- 10:00		10:30-11:30					

All the participants (25 from the Districts and one from MoFALD) attended the whole program and completed the program successfully.

New attempts that included training topics on administrative aspects such as setting up of CMCs, the practice of community mediation service and case reporting, were conducted. There were a series of presentations and discussion among the participants and the invited lecturers from MoFALD, namely Mr. Reshmi Raj Pandey, Mr. Bodh Raj Niroula, and Mr. Purusottam Nepal.

Table 3-15: The Additional Training Topics as for the Administrative Aspects

Presentation Title	Lecturer	Date
“Mediation Act: its provision and implementation”	Mr. Reshmi Raj Pandey, MoFALD JS and COMCAP Project Director	10 th May 2014
“Mediation Service Management, Monitoring and Reporting”	-ditto-	10 th May 2014
“Role of District Office on Community Mediation Service and Possible work role recommendations by COMCAP”	Mr. Bodh Raj Niroula, COMCAP Senior Advisor	11 th May 2014
“Local Governance and Mediation Services”	Mr. Prushotam Nepal, US and Manager for LGCDP-II	12 th May 2014

The following are major points observed in these discussions:

-The SDO participants repeatedly requested institutional support for extending their orientation activities for the VDC secretaries, even utilizing general meetings such as the trimester meeting at the DDCs to express this. Also, the SDOs requested consideration for necessary resource allocation to set up new CMCs for preparation of the facilities such as basic furniture, shelves, photo-boards for mediators, files and other stationeries.

-On the other hand, the Ministry side mentioned that now that the central government is considering allocating budget to cover training costs. They expect the DDCs to manage other additional costs related to operations within the original budgets.

-However, there may be some room for LGCDP-II to financially support the orientation for VDC secretaries along with other operational costs though the planned budget is far too small to cover all the training costs for the remaining roughly 3,500 VDCs and Municipalities. Therefore, for rolling out to be implemented, it would be urgently necessary to categorize the targeted districts and VDCs for prioritization.

2nd MTOT on Basic Community Mediation Administrative Service (August 2014)

On 8th July 2014, the Project was informed that then Secretary of MoFALD, Mr. Santa Bahadur Shrestha, requested to suspend the preparation of the 2nd MTOT until the Ministry will obtain clearer consensus among the Mediation Council on demarcation regarding community mediation under the Mediation Act. It is reported that upon the enactment of the Mediation Act and its regulation in May 2014, the first Mediation Council was called, where the Secretary was invited.

Although the Project had started the necessary arrangement and preparation in accordance with the consensus as discussed in the roundtable meeting (June 2014, also see Task 4-2), the Project decided to comply with the necessary process and considerations that MoFALD and the

Mediation Council requested as far as the project resources allowed. JICA Nepal Office agreed with this decision as it understood the importance of following the internal decision making within the Government of Nepal for further ownership of community mediation.

In this regard, “Interaction program on Future Strategy on Community Mediation” was held by MoFALD and the Community Mediation Society, funded by TAF in Nagarkot on 25th and 26th July. The program was chaired by Honorable Justice Girish Chandra Lal, Supreme Court, Chairperson of Mediation Council, and this became one of the first high-level opportunities to discuss closely. The main agenda was: the provision of the Mediation Act and Regulation; achievement of Community Mediation programmes by partner donors/NGOs; and demarcation among the related Ministries on community mediation. In conclusion, the working group for drafting the official record of discussions was formulated and called the “Nagarkot Declaration.”

After the Nagarkot programme, the Project revised the training curriculum and designs in line with the discussion. Also, MoFALD LBSS and the Project facilitated Mediation Council members and finally, at the end of July, obtained the official approval from Mediation Council for the 2nd MTOT. MoFALD and the Project successfully started the training in accordance with the rescheduled itinerary and revised version of curriculum. This targeted 22 participants from 8 varieties of ministries/organizations such as MoFALD, LDTA, LGCDP-II, Nepal Police, MoLJ, MoPR, MoWCSW and JICA case management project. For the opening ceremony on 14th August at Dhulikhel Lodge Resort, the honorable Justice Girish Chandra Lal, Supreme Court, chairperson of Mediation Council, Mr. Reshmi Raj Pandey, JS of MoFALD, and Mr. Tsutomu Shimizu, Chief Representative of JICA Nepal participated as guests.

The following table shows the summary report and the module of the 8-day program of “2nd MTOT on Basic Community Mediation Administrative Service.”

Table 3-16: Summary Result of 2nd MTOT

Objective	To train master level trainers for the rolling out of Community Mediation Services under the LGCDP-II
Date (duration)	From 14 th to 21 st August 2014 (8 days)
Venue	Dhulikhel Lodge Resort
Target	MoFALD (LBSS, Planning Section, Legal Section etc.) (6); LDTA(5); LGCDP Social mobilize and community mediation regional experts (5); Nepal Police(2); MoLJ (1); MoPR(1); MoWCSW(1); Observer from JICA case management project(1)
No. of Participants (trainees)	22 participants

Table 3-17: Training Module of the 2nd MTOT on Basic Community Mediation Administrative Service

Day	Session		Tea	Session	Session	Lunch	Session	Session	Tea	Session
Day First	Opening session	Introduction of participants	15 minutes	Expectation collection of participants (Session 1)	Definition Nature & Sources of Dispute (Session 2)	1 hour	Concept of Mediation & practice in Nepal (Session 3)	Forms of ADR & its effectiveness (Session 4)	15 minutes	Session review
	Maiya Kadel	COMCAP		CM Alliance & COMCAP	Mukti Rijal		Kumar Sharma	PM Sharma		COMCAP
	9:00- 10:00	10:00- 10:15		10:30- 11:30	11:30- 1:00		2:00-3:15	3:15-4:15		4:30-5:00
Day second	1 st Day Review	Communication skill for mediation (Active Listening, Inquiry skill (Session -5)	15 minutes	(Paraphrasing, Reframing & Summarizing (Session 6)	Role & Function of Community Mediators (Session 7)	1 hour	Appreciative Inquiry (Session-8)	Mediation practice in different jurisdiction (Session -9)	15 minutes	Session review
	Kumar Sharma	P.M Sharma		Kumar Sharma	Eshwor Paudel		K Sharma	Nahakul Subedi		COMCAP
	9:00- 9:30	9:30- 1100		11:15- 12:15	12:15: - 1:15		2:15: - 3:15	3:15: - 4:30		4:45 - 5:00
Day Third	2 nd day Review	Role of district office on Community mediation service & possible work role recommendation (Session-10)	15 minutes	Strategy & Mechanism of dispute resolution (Session -11)	Provision of mediation Act, Regulation & LSGA (Session 12)	1 hour	Dispute Analyzing and exercise (Session -13)	LGCDP & Community mediation rolling out and its plan (Session 14)	15 minutes	Session review
	P. Sharma	Bodh Raj Niroula		Ramesh Adhikari	Rashmi Raj Pandey		Kumar Sharma	Purusotam Nepal		COMCAP
	9:00- 9:30	9:30- 10:30		10:45- 12:00	12:00- 1:15		2:15: - 3:45	3:45: - 4:30		4:45-5:00

Day four	3 rd day Review	stages of dispute (Session -15))	15 minutes	Ladder of inference, Intent & Impact (Session 16)	Mediation and culture (Session 17)	1 hour	Apple Exercise (Session 18)	Three Phases of Mediation (pre , Mediation session & post mediation (Session -19)	15 minutes	Session review
	M Rijal	Prakash Sharma		M Rijal	Prakash Sharma		COMCAP& CM Alliance	P. Sharma		COMCAP
	9:00- 9:30	9:30- 10:45		11:00- 12 : 15	12:15- 1: 15		2:15 - 3:15	3:15 - 4:30		4:45- 5:00
Day fifth	4 th day Review	Facilitation & Mediation Skill (Session -20)	15 minutes	Where C. mediation process hits snags Impasse (Session (21)	(BATNA,WATNA, ZOPA & dirty Tricks Session (22)	1 hour	Mediation Process & steps (1-3 Session (23)	Role play demonstrati on (1-3) & Feedback from the participants (Session -23.1)	15 minutes	Session review
	P. Sharma	Mukti Rijal		Sudeep Gautam	Sudeep Gautam		P Sharma	CM Alliance & COMCAP		COMCAP
	9:00- 9:30	9:30- - 10:45		11:00- - 12:00	12:00-1:15		2:15- 3:15	3:15- 4:30		4:45- 5:00
Day Six	5 th day Review	Role Play (1-3 step) three group & feedback) (Session 23.2)	15 minutes	Mediation Process & steps (4- 7) (Session -24)	Role Play demonstration (4-7 steps) & feedback From participants (Session -24.1)	1 hour	Role Play (4-7 step) three group & feedback (Session (Session -24.2)		15 minutes	Session review
	Sudeep Gautam	CM Alliance & COMCAP		PM Sharma & Sudeep Gautam	CM Alliance & COMCAP		CM Alliance & COMCAP			COMCAP
	9:00- 9:30	9:30- - 10:30		10:45- 12:00	12:00- 1:15		2:15- - 4:30			4:45 - 5:00

Day Seven	6 th day Review	Value creation (Session25)	15 minutes	Learning Cycle & Adult Learning (Session 26)		1 hour	Psycho-Socio Impact in Mediation (Session 27)	Discussion on Central and district coordination for ADR (Session 28)	15 minutes	Session review
	P. Sharma	CM Alliance & COMCAP		Mukti Rijal	Prakash Sharma & Sudeep Gautam		Eshwor Paudel & CM Alliance	COMCAP		
	9:00- 9:30	9:30- - 11:30		11:45-1:00	2:00-3:30		3:30-4:30	4:45 - 5:00		
Day Eight	7 th day Review	Action Plan and Presentation (Session -29)	30 minutes	Evaluation (30mins)	Closing session	1 hour	Departure from Training Venue			
		CM Alliance & COMCAP		COMCAP	Maiya Kadel					
	9:00- 9:30	9:30- - 12:00		12:30- - 1:00	1:00- - 1:45					

The training completed with remarkable success. All the participants actively participated during the entire programme. All the facilitators, Senior Advocate Prakash Sharma, Senior Advocate Sudeep Gautam, Dr. Mukti Rijal, and Dr. Kumar Sharma, as well as guest speakers from Ministries facilitated the lectures and discussions quite effectively under the coordination of the Project.

As one of the crucial training outputs, the participants also developed a possible structure of coordination as well as demarcations at the district and village level. The idea was originally suggested by Mr. Eshwor Paudel, US of MoFALD at his lecture, and then followed up by Chief Facilitator, Mr. Prakash Sharma. The participants were divided into five (5) groups and three (3) groups worked on the District level structure and its role and responsibility, while the other 2 groups worked on those of the VDC/ municipality level. Once all the group members presented their group work and under the convenership of Mr. Bishwa Raj Dotel of MoFALD, former LDO, the results were constituted for final recommendation. The result paper “Structure, Role and Responsibility of VDC/Municipal and District level Community Mediation Facilitation and Coordination Committee suggested by the participants of MTOT” was employed as a part of the suggestions shown in the Community Mediation Implementation Guideline after the necessary revision.

Task 6-7: Prepare training curriculum and manuals of community mediation for community mediators and trainers

COMCAP already had developed a series of training curriculums and manuals. The below table lists the titles of the developed materials, all of which were submitted to the JICA Nepal Office.

Table 3-18: Title list of Community Mediation Training Materials

Title	Level	Language
Training Module (Model of Time Schedule)	Basic, Advanced, Refresher	Nepalese English
Training Manual for trainers	Basic, Advanced, Refresher	Nepalese English
Resource Book for Trainers	Basic, Advanced	Nepalese English
Handbook on Community Mediation with Examples of resolved cases	Basic, Advanced	Nepalese English
Case sheets for Exercise	Basic, Advanced	Nepalese English

During the reporting period, while preparing for the two batches of MTOT programs (Task 6-6), COMCAP applied these developed materials, mostly at the basic levels, with some revisions as deemed necessary. Other than the new topics and contents in line with the basic modules in the field of community mediation, there were also new contents which were added, especially those relating to administrative service and implementation in LGCDP-II. (see Table 2-13)

Reportedly, from the point of view of the Community Mediation Alliance, the experiences of joint implementation of MTOT served as a valuable opportunity to share basic concepts of the

rolling out plan. According to some remarks heard in the daily review session in MTOT, the Community Mediation Alliance representatives mentioned that they had never imagined that such training components, mentioned in the above section, would become imperative topics for training. They have realized through the MTOT, that good orientation and discussion regarding these topics are necessary for MoFALD to roll out community mediation all over the country. Also, they gained clearer understanding on the importance of efforts for the establishment of a system of service deliveries within the structure of MoFALD (VDC, DDC and MoFALD), and thus in designing the trainings targeting the government officers, such topics regarding the administrative aspects should be included.

In preparation for the 2nd MTOT, the Project revised the training curriculum and designs in line with the discussion at the Nagarkot Meeting as well as the suggestions by Mediation Council. The revised schedule and curriculum could obtain the official approval from Mediation Council MoFALD and the Project successfully completed the training accordingly (see Task 6-6).

4 Findings and Lessons Learned (Recommendation)

Based on the project activities and other related activities that took place during the reporting period, COMCAP found various important findings and lessons learnt obtained from VDC levels, District levels, and national levels. Some of the findings provided crucial clues for future activities, especially how and what to contribute to the plan of rolling out by MoFALD. Major points can be summarized in the following sections.

4.1 Findings from Project Implementation

At VDC levels, despite the fact that there was virtually no tangible support from the Project during the prolonged interval of almost half a year between the 3rd project year and this project period (Extended 1st year), the review meetings found that most of the targeted VDCs sustained their community mediation activities even though the level of scales and frequencies of activities varied. There were some VDCs, such as Prano Jhangajholi in Sindhuli, where the official registered number of cases actually increased after the end of the project 3rd year. For both VDCs in Sindhuli and Mahottari, steadfast financial support for CMC from VDCs was provided for the ongoing fiscal year. Considering the fact that the Project could not carry out any direct appeals or lobbying to VDC's general assembly meeting for budget planning (known as *Parisat*) this year because they were already completed in January 2014, these achievements certainly imply that public support toward CMCs have rose gradually.

At District levels, it is remarkable that there are growing initiatives and commitments by Sindhuli and Mahottari DDCs as the piloting districts of the Project. During the earlier stages of this phase, both the DDCs have promised officially to introduce a reporting system on Community Mediation service in the targeted VDCs for testing at the earliest timing possible of the next trimester reporting period. In the case of Sindhuli, some VDCs reported that their first case record was done successfully in the designated format by the DDC (which was in August 2014). All the LDOs, POs, and SDOs have actively participated in a series of discussion such as Consultation meeting, DCCs, JCC and the interactive sessions in MTOT. Their viewpoints, based on the daily practices at the district and village levels, contributed to the planning of a more feasible plan for future.

During this period, 31 districts where community mediation had already been introduced by various development partners were identified as the first cluster for the rolling out plan. The SDOs of 25 districts among these 31 first cluster districts, including Sindhuli and Mahottari, successfully completed the Project's 1st 8-day MTOT titled "the Basic Community Mediation and Administration Service course". Within the training, the participating SDOs shared their experiences and viewpoints and contributed a lot in developing the ideas for a roadmap which would help all the project stakeholders of MoFALD at central levels. Though positive consensus was obtained in general, still, good institutional support from the central levels, especially by official instructions with financial backup, was repeatedly requested from SDOs.

At the central level, there was close collaboration under the strong initiative of Mr. Reshmi Pandey, as Project Director, JS. Both LBSS and the LGCDP-II section facilitated by the Project held joint meetings for detailed discussions more frequently than ever. This led to address various issues, all of which are crucial to the rolling out: e.g., introducing piloting of the reporting system, designing MTOT, and obtaining a wider and clearer mutual understanding on the roles and responsibilities of Community Mediation both internally and externally.

4.2 Findings of Mediation Data Analysis

The Project has conducted periodical analysis focusing on the types of disputes, profiles of mediators and disputants, and results of mediation (see Task 3-1). In this section, the detailed case analysis results are presented.

Profile of Disputes

Number of Disputes Both in Mahottari and Sindhuli Districts, the total number of disputes registered and resolved have steadily increased over time. The number of disputes registered at CMCs more than doubled from 248 in March 2013 to 510 in September 2014 and the number of disputes resolved through mediation increased 61% from 261 in March 2013 to 421 in September 2014. This is most likely due to the increased awareness and recognition of the services CMC offers in the community. However, there were significant variations in the numbers of disputes brought to CMC across VDCs. The most disputes were recorded in Belgacchi VDC in Mahottari (69 disputes registered and 58 disputes resolved) and the least number of disputes were recorded in Tinkanya VDC in Sindhuli (9 disputes registered and 6 disputes resolved).

Resolution Rates of Disputes Overall, COMCAP CMCs maintained a high rate of dispute resolution. As of September 2014, 92% of all registered disputes were mediated and 90% of all mediated disputes were resolved successfully. These high success rates confirm that Community Mediation is an efficient and effective mechanism for local dispute resolution in the target communities. However, there is a declining trend of resolution rates observed in Sindhuli District (the resolution rate of mediated disputes dropped from 96% in March 2013 to 80% in September 2014.) while in Mahottari the same rate remained constant (96% in March 2013 and 97% in September 2014).

Types of Disputes It was observed that between Mahottari and Sindhuli Districts, there were noteworthy differences in the types of common disputes. In Mahottari, disputes related to Property/Land (38%) represent the largest share of all the disputes, while Verbal Abuse (26%) and Lending/Borrowing Money (23%) were the most common types of disputes in Sindhuli. The regional variation in dispute types can be attributed to the geographical (plain v.s. hill), cultural (Tarai v.s. Pahadhi) and demographical (densely populated v.s. sparsely populated) differences in the 2 districts.

Nature of Disputes As of September 2014, 5% (27 disputes) of all registered disputes were group disputes while the remaining 95% were individual disputes. It was been reported that COMCAP CMCs were able to resolve some high-profile communal conflicts involving religious tensions, water resources or flood damages. This indicates a possibility of CMCs to assume a larger role in resolving more complex disputes with appropriate capacity building support such as more specialized training.

Location of Disputes There were significant variations in the numbers of disputes registered across different wards within the same VDC. For example, in Gauribas VDC in Mahottari, 23 disputes were registered from Ward 3 while none were registered from Ward 8 and likewise, in Purano Jhagajholi VDC in Sindhuli, there were 11 disputes registered from Ward 8 while Ward 6 has never brought in any dispute to CMC. It is interesting to note that the Ward where CMC is located (i.e. VDC office is located) does not necessarily receive more disputes than other Wards and the Wards where active mediators (i.e. who have been selected by disputants to mediate disputes often) reside do not necessarily bring in more disputes than others. There should be further research as to why certain locations utilize the services of CMCs more than others.

Profile of Disputants

Demography of Disputants Most of the disputants were farmers who were illiterate or only semi-literate. This indicates that the majority of beneficiaries of CMCs were socially marginalized groups with limited economic opportunities.

Caste The breakdown of disputants by caste in Mahottari was: Madheshi (48%), B/C (16%), Janajati (14%), Madheshi-Dalit (9%), Dalit (7%) and Muslim (5%), and in Sindhuli: Janajati (45%), B/C (31%) and Dalit (24%). These caste breakdowns more or less mirror the caste demographic distribution of each district.

Gender 29% of all disputants were female while 71% were male. In Sindhuli, the percentage of women disputants was higher (33%) than in Mahottari (26%).

Occupation Almost 90% (86% in Mahottari and 91% in Sindhuli) of all disputants were farmers.

Education Around 90% (91% in Mahottari and 88% in Sindhuli) of all disputants were illiterate or semi-literate with only primary education.

Age The majority (53%) of disputants fell in the age group between 30 and 49 and 34% were over 50 years old. Disputants under 30 years old represented only 13%.

Type of Relationships

Relationship between the 1st and the 2nd Disputants Our records strongly suggest that most of the disputes brought to CMCs were those within the same community (within the same caste, gender and ward).

In total, 73% of disputes were between neighbors (i.e. the 1st and the 2nd disputants were neighbors to each other) and 27% were between family/relatives (the 1st and the 2nd disputants were family members, relatives or in-laws). In Sindhuli, there were significantly more disputes between family/relatives (36%) than in Mahottari (16%).

Caste Overall, 80% of disputes were within the same caste group (i.e. the 1st and the 2nd disputants belong to the same caste group).

Gender 72% of all disputes were within the same gender group (i.e. the 1st and the 2nd disputants belong to the same gender).

Ward 78% of all disputes were between the residents of the same ward.

Profile of Mediators

Demography of Trained Mediators

Caste The breakdown of the trained mediators by caste in Mahottari was: Madheshi (41%), B/C (19%), Janajati (23%), Madheshi-Dalit (7%), Dalit (5%) and Muslim (5%), and in Sindhuli: Janajati (46%), B/C (40%) and Dalit (14%).

Gender In both districts, 36% of all the trained mediators were female.

Occupation While in Sindhuli, 71% of all the trained mediators were farmers and only 8% represented social workers, in Mahottari 51% of all the trained mediators reported that they

were social workers and only 30% reported that their occupation was farming. This may be due to the fact that, after the mediation training, many of the mediators in Mahottari considered themselves as “social workers” rather than farmers.

Education Around 40% (44% in Mahottari and 38% in Sindhuli) of all the trained mediators had an education level above SLC while 23% received secondary education.

Age The majority (63%) of all the trained mediators fell in the age group between 30 and 49 and 25% were over 50 years old. Mediators under 30 years old represented only 12%.

Mediator Selection

It is interesting to note that when selecting their mediator, disputants do not necessarily select mediators who belong to the same community (caste, gender or ward). It should be further studied to identify what are the main criteria for disputants to select mediators because it has a possible implication for future mediator selection.

Caste Nearly half (47%) of the disputants chose mediators who belong to a different caste group.

Gender 63% of the disputants chose mediators who belong to the same gender group with them.

Ward The majority (58%) of the disputants chose mediators who do not reside in their ward.

Demography of Mediators who have been selected by Disputants

The cumulative breakdown of the mediators who have been selected by either the 1st or the 2nd disputant to mediate a dispute show that certain groups of mediators are selected more often than others.

Caste Madheshi mediators (42%) in Mahottari, and B/C mediators (45%) in Sindhuli were more likely to be selected by disputants than other caste groups.

Gender Male mediators (77%) were more likely to be selected by disputants than female mediators.

Education Mediators with an education level above SLC (49%) were more likely to be selected by disputants than those with lesser education levels.

Age Mediators in the age group between 30 and 49 (68%) were more likely to be selected by disputants than other age groups. In Sindhuli, 37% of disputants chose mediators over 50 years old. Mediators under 30 years old represented only 5% of selected mediators.

Demography of Mediators who have never been selected by Disputants

While there are 13 mediators who have been selected more than 10 times to mediate a dispute, nearly half (46% in Mahottari and 47% in Sindhuli) of all the trained mediators have never been selected to participate in any mediation session. Though there were no identifiable characteristics among mediators in this category, the breakdown by gender shows that the share of female mediators (45%) who have never been selected was significantly higher than the share of female mediators who have been selected by disputants (23%), suggesting that female mediators are less likely to be selected by disputants. It should be further investigated to identify why certain mediators are never selected by disputants to inform future mediator selection criteria and processes.

Attrition of Mediators

Among all the trained mediators, 11 (4%) in Mahottari and as many as 33 (12%) in Sindhuli were no longer active as mediators. The majority of attrition is due to migration for employment. This suggests a need for re-selection and training for new mediators to replace non-active mediators at certain intervals.

4.3 Lessons Learned (Recommendation)

Effectiveness of Community Mediation: Social Inclusion

The Project found that the community mediation service and its introduction are quite effective in terms of social inclusion for several reasons. First, as the analysis of CMC users clearly shows, the majority of users are those who are economically/socially marginalized. The data shows that the introduction of Community Mediation Service into the targeted VDCs did contribute in providing an alternative opportunity to the access of justice, in other words, ADR for needy people free of cost. Second, even at the selection of candidate mediators for training, the Project intentionally included females, ethnic minorities, and younger generation, basically those who have been generally and conventionally excluded from any process of a dispute resolution. A few mediators of the targeted VDCs have testified that how their life and social status dramatically changed as they performed as mediations, obtained social appreciation, and then increased self-esteem eventually despite no financial reward for their service. Still, however, the posteriori data analysis regarding the demography of mediators implies that almost half of the mediators have not had an opportunity to serve in any real case resolution. At the same time, the figure also shows that there is attrition of mediators. These findings would suggest crucial points for the future, for MoFALD, in designing the introduction of community mediation service in the other VDCs.

Progress of “Institutionalization”:

The Project is delighted to report that it can be observed that preparation for the rolling out of community mediation as an official administrative service by MoFALD has developed at great speed, in other words, the progress of “institutionalization”. The Project would like to stress that various dimensions of institutionalization could be observed: international; national, and intra-ministry (MoFALD-DDC-VDC). First, **at international levels** during this period, the general consensus regarding the related donors/NGOs and ministries have become more aware of the other organizations’ achievements in the field of community mediation. Based on such understandings, detailed discussions were opened regarding the differences as well as common points for the theoretical/technical issues, e.g., interest-based and right-based, open and closed session, and so forth. Second, **at national or inter-institution/ministries level**, there was a remarkable progress on the demarcations for the implementation of Mediation Act during this period. Through outstanding efforts by the Mediation Council, Community Mediation Society, and MoFALD, the general understanding raised is that the practices and implementation of community mediation can be led by the initiatives of MoFALD, under the collaboration and supervision of Mediation Council. Third, **at the intra-ministry level**, as reported in this report, the piloting of the reporting system on community mediation cases record was launched within this project period. Though the target VDCs and DDCs are limited, MoFALD has prepared a model of official reporting format for the future rolling out. Also, the Project’s technical output, the Community Mediation Implementation Guideline highlights the COMCAP Model, how the community mediation service can be introduced in line with the ongoing MoFALD structures from various aspects as an integration of all the series of discussions during the reporting period (also see Task 6-4).

4.4 Outputs and Deliverables

4.4.1 Project Reports

Project Implementation Plan (April 2014)

The Project Implementation Plan outlines the overview of the Project and discusses the implementation approach and methodology for the extended 1st project year starting from February 2014. It also includes project management, work plan, and implementation structure.

5th progress Report (May 2014)

The 5th Progress Report (P/R) presents the progress up to May 2014 for the extended 1st year of the Project. P/R discusses the project methodology, activities, and outputs and deliverables from February to May 2014. The report covers project achievements from both administrative and technical points of view, outputs and deliverables, and findings and lessons learned. Other relevant reference documents are also attached as appendices.

Project Completion Report (October 2014, This report)

The Completion Report (C/R) presents the result of this JICA Technical Cooperation Project for the Extended 1st Project year, from February 2014 to September 2014. The C/R consists of four (4) chapters: in Chapter 1, Outline of the Project; Chapter 2, the resources required for the project is described; in Chapter 3, details of project activities and their achievements are explained; and in Chapter 4 other relevant reference documents are outlined.

4.4.2 Technical Deliverables

Draft of recommendations and guideline for MoFALD national expansion plan of community mediation

Guideline for MoFALD to implement national rolling out plan of community mediation.

Mapping of Community Mediation Coverage in Nepal

The collections of national/district/village level data and mapping of the coverage by community mediation project/programs in Nepal.

Database of mediation cases at the targeted 2 districts

Database of basic information and data analysis of mediation cases at the targeted 2 districts.

4.4.3 Other Technical Outputs

The other technical outputs and other social marketing tools prepared during the Extended 1st Project Year as follows:

- Training kit for MTOT;
- Desktop calendar and pocket calendar;
- Re-broadcasting of radio program from seven local stations (April to September 2014);
- Newsletters;

- Promotional interview video clips; and
- Dashain Greeting Card.

5 Information Related to the Project Activities

5.1 Revised version of PDM

The record of discussion including the revised version of PDM (Signed on October 3, 2013) is shown in Appendix (A).

5.2 Meeting Minutes

The major Meeting minutes are shown in Appendix (B): JCC, DCCs, Joint Consultation Meetings, and Roundtable Meeting.

5.3 Equipment List

The list of equipments is shown in Appendix (C).

5.4 List of Collected Documents

The list of collected documents is shown in Appendix (D).

5.5 Translation of Nagarkot Declaration (Unofficial Translation)

The unofficial translation of Nagarkot Declaration is shown in Appendix (E).

Appendices

Appendix A
Record of Discussion(R/D)
for Extended 1st Year

Minutes of Meeting
between
Ministry of Federal Affairs and Local Development
and
Japan International Cooperation Agency
for
Amendment on Record of Discussions
for
the Strengthening community Mediation Capacity for Peaceful and harmonious
Society Project
Agreed upon between

Kathmandu, 3rd October 2013



Bodhraj

Mr. Bodh Raj NIROULA
Joint Secretary,
Local Self Governance Coordination
Division
Ministry of Federal Affairs and Local
Development
Government of Nepal

T. Shimizu

Mr. Tsutomu SHIMIZU
Chief Representative
Japan International Cooperation Agency
Nepal Office



THIS AMENDMENT OF RECORD OF DISCUSSION (hereinafter referred to as “the Amendment of RD”), made and entered into 3rd day of October, 2013 by and between Ministry of Federal Affairs and Local Development (hereinafter referred to as “MoFALD”) and Japan International Cooperation Agency (hereinafter referred to as “JICA”), as the amendment of the original Record of Discussion for the Strengthening community Mediation Capacity for Peaceful and harmonious Society Project (hereinafter referred to as “the Project”), made on the 20th day of November, 2009 by and between MoFALD and JICA (hereinafter referred to as “the Original RD”),

WITNESSETH:

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. “IX. TERM OF COOPERATION” of the Original RD shall be amended as follows;

The words “The Duration of the technical cooperation for the Project under this Attached Document will be three (3) years and nine (9) months from January 2010.” shall be deleted and “The Duration of the technical cooperation for the Project under this Attached Document will be four (4) years and seven (7) months from January 2010.” shall be substituted in lieu thereof.

2. “X PDM (Project Design Matrix) and PO (Plan of Operation)” of the Original RD shall be amended as follows;

The words “Tentative PDM and PO are attached herewith at ANNEX VI and ANNEX VII as a tool for monitoring, evaluation, management of the activities of the Project.” shall be deleted and “The PDM of version3 and PO as of September 2013 are attached herewith at ANNEX VI and ANNEX VII as a tool for monitoring, evaluation, management of the activities of the Project.” shall be substituted in lieu thereof.

3. "ANNEX II LIST OF JAPANESE INPUTS" of the Original RD shall be amended as follows;

The words "(1) Dispatch of experts

- a. Team leader having expertise on conflict management
- b. Expert on Community analyst and local governance
- c. Expert on Community Mediation Training/coordination" shall be deleted and

"(1) Dispatch of experts

- a. Team leader having expertise on conflict management
- b. Deputy leader/ Expert on Community analyst and local governance1
- c. Expert on Community analyst and local governance2
- d. Expert on Community Mediation Training1/ coordination
- e. Expert on Community Mediation Training2/ monitoring

"The total duration of all experts will not exceed 20 person months" shall be substituted in lieu

4. "ANNEX VI: Project Design Matrix (PDM) as of November 20, 2009" of the Original RD shall be amended as ATTACHMENT 1.
5. "ANNEX VII: Tentative Plan of Operation (PO) as of 20 November, 2009" of the Original RD shall be amended as ATTACHMENT 2.
6. All the other articles of the Original RD shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto have caused the Amendment of RD to be signed, as of the day and year first above written, in their respective names in duplicate, each party retaining one (1) copy thereof.

ATTACHMENT 1 PDM (Project Design Matrix-version3)

ATTACHMENT 2 Plan of Operation (PO) as of September, 2013

Project Design Matrix (PDM)

Project Name: Strengthening Community Mediation Capacity for Peaceful and Harmonious Society Project

Duration of the Project: January 2010 to July 2014

Target Area: Sindhuli District, Mahottari District.

Version Number: 3

Implementing Agencies: Ministry of Federal Affairs and Local Development (MoFALD), DDCs and VDCs/Municipalities of target districts

Target Group: Local bodies and communities of 2 target districts (Sindhuli, Mahottari) mainly women, children and economically and socially excluded groups

Date: October 3, 2013

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Overall Goal Knowledge on dispute management mainly through community mediation for peaceful and harmonious community is disseminated in Sindhuli road corridor area.</p>	<ol style="list-style-type: none"> 1. Understanding on community mediation and dispute management developed among people in Sindhuli Corridor area. 2. Community mediation is introduced in other districts in Sindhuli road corridor area. 	<p>Survey</p>	<p>Local Governance and Community Development Program Phase II (LGCDP II) will be implemented as planned.</p>
<p>Project Purpose Capacity and mechanism for dispute management mainly through community mediation are enhanced in Sindhuli and Mahottari Districts</p>	<ol style="list-style-type: none"> 1. The number of cases registered and resolved through community mediation service in the target VDCs increases from 0 to more than 300. 2. Based on a survey, more than 66% of mediators developed by the project respond that they have confidence in their skills and knowledge on community mediation. 3. The experience of dispute management mainly through community mediation in the two target 	<ol style="list-style-type: none"> 1. Project Reports 2. Project Reports, Survey, and Interviews 3. Government documents (LGCDP II project documents, Draft Operational Guidelines on Community Mediation, etc.) 	<ol style="list-style-type: none"> 1. Political stability will not deteriorate drastically in the target area. 2. Local Governance and Community Development Program Phase II (LGCDP II) will be implemented as planned.

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	districts is incorporated in government measures at the central level.		
Outputs 1. Situation on dispute management mainly through community mediation is studied in national level and project target area. 2. Skills and knowledge of mediators for dispute management mainly through community mediation are strengthened. 3. Community Mediation Centers (CMCs) are established and dispute management mainly through community mediation remain functioning appropriately. 4. Target DDCs and VDCs take initiatives for implementation of community mediation and dispute management. 5. Community mediation by the project is recognized as an effective option of dispute management by the residents of target VDCs. 6. The recommendations for the institutionalization	1. Baseline survey report and progress reports which include the situation on dispute management are prepared. 2. 540 mediators are trained in two target districts. 3-1 The number of established CMCs increases from 0 to 20. 3-2 The records of dispute registration and mediation are properly documented and maintained at CMCs. 4-1 The proportion of target VDCs which allocate VDC budget for community mediation service increases from 0% to 50%. 4-2 A monitoring/reporting format for target VDCs/DDCs on community mediation service has been developed 4-3 DCC as a venue for monitoring/reporting on community mediation service is conducted around twice a year. 4-4 Information sharing on community mediation and dispute management among district-level stakeholders is conducted around twice a year. 5. Based on a survey, more than 66% of the	1. Baseline survey report, Capacity assessment report and Project reports 2. Project reports 3. Project reports, Interview from mediators and disputants, records at CMCs 4. Interview from DDC/VDCs, project reports 5. Survey	Stakeholders support to implement community mediation.

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<p>of community mediation at the central level are compiled and accepted for the future action.</p>	<p>residents of the target VDCs respond that they will use community mediation service by the project.</p> <p>6-1 A recommendation paper for the institutionalization of community mediation is prepared.</p> <p>6-2 The achievement of community mediation by the project is reflected in government documents.</p> <p>6-3 40 to 50 persons are trained in MTOT</p>	<p>6. Government documents, project reports</p>	
<p>Activities</p> <p>1-1 Conduct workshops at central and local levels, to share the examples of community mediation in Nepal and other country.</p> <p>1-2 Experience on Alternative Dispute Resolution (ADR) by other donors and NGOs and the situation of Nepalese traditional arbitration are assessed and collated.</p> <p>1-3 Carry out baseline survey and capacity assessment at 2 districts and VDCS/Municipalities.</p> <p>1-4 Select the targeted pilot VDCs/Municipalities</p> <p>1-5 Carry out monitoring at target districts and pilot VDCs.</p>	<p>Inputs</p> <p><u>Japanese side</u></p> <p>1. Dispatch of experts</p> <p>a. Team leader having expertise on dispute management</p> <p>b. Deputy Team Leader/Expert on community analysis and local governance 1</p> <p>c. Expert on community analysis and local governance 2</p> <p>d. Expert on community mediation training 1</p> <p>e. Expert on community mediation training 2/Monitoring</p> <p>f. The total assignment of all experts will not exceed 20 person months.</p>	<p><u>Nepalese side</u></p> <p>1. Allocation of Personnel (1) Project Director (2) Project Manager(2 districts)</p> <p>2. Local Cost (especially for administrative cost of the office operation.)</p> <p>3. Project Office, other necessary assistance if available.</p>	<p>DDCs/VDCs/Municipalities' counterpart personnel are properly allocated.</p>

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<p>2-1 Formulate training modules and modify the existing manuals followed by other agencies if necessary.</p> <p>2-2 Conduct orientation and consultation on peace building, community mediation and dispute management in the target districts/VDCs</p> <p>2-3 Select the community mediators and district coordinators through participatory process.</p> <p>2-4 Carry out training for district trainers on community mediation and dispute management.</p> <p>2-5 Carry out training for the community mediators on community mediation and dispute management with district trainers.</p> <p>2-6 Implement the community mediation and dispute management in selected pilot VDCs with district trainers.</p> <p>2-7 Implement refresher training for community mediation and dispute management.</p> <p>2-8 Conduct observation tour to learn the third country's experience.</p> <p>2-9 Conduct observation tour to learn the other district's experience.</p> <p>2-10 Hold the practice sharing workshop of mediators at target districts.</p> <p>3-1 Conduct orientation for community and local stakeholders.</p> <p>3-2 Set up CMCs and provide guidance for the registration and record keeping of community</p>	<p>2. Equipment as per requirement for smooth operation of project activities</p> <p>3. Logistics and financial support</p> <p>4. In-country/Third country training</p> <p>5. National Specialist, Local Consultants/NGOs as and when required.</p> <p>6. Cost of Master-level Training of Trainers (MTOT)</p> <p>7. Cost of mapping of the community mediation activities done by all stakeholders in Nepal.</p>		<p>Pre-Conditions</p> <p>Security situation does not deteriorate drastically</p>
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<p>mediation.</p> <p>3-3 Carry out monitoring regularly and provide technical guidance to support sustainable reporting and feedback on dispute management mainly through community mediation.</p> <p>4-1 Coordinate among MoFALD, target DDCs and VDCs and discuss necessary actions to be taken by each organization.</p> <p>4-2 Conduct workshops for the demarcation of the roles and responsibilities of stakeholders related to dispute management in the DDC level.</p> <p>4-3 Support target VDCs to allocate budget for the operation of CMCs.</p> <p>5-1 Conduct Social Marketing Activities (Street Drama, awareness raising campaigns etc</p> <p>5-2 Prepare and disseminate materials on community mediation.</p> <p>6-1 Compile, assess, and map the experiences of community mediation and dispute management by all stakeholders.</p> <p>6-2 Hold a workshop to share the experiences of community mediation and dispute management with the stakeholders concerned at national level and Sindhuli road corridor area.</p> <p>6-3 Hold meetings with related government organizations, other donors and NGOs and discuss</p>			
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<p>on the way to institutionalization of community mediation.</p> <p>6-4 Prepare a recommendation paper for the institutionalization of community mediation and share with related government organizations, other donors and NGOs.</p> <p>6-5 Prepare the Operational Guidelines on community mediation and support MoFALD to finalize the Guidelines, and provide technical inputs for planning to roll out in other districts</p> <p>6-6 Participate in discussions and provide technical guidance to MoFALD on the nationwide replication of community mediation under LGCDP II (Outcome 3/Output 6)</p> <p>6-7 Support training activities such as MTOT and capacity building of C/P for developing human resources to implement the nationwide replication of community mediation under LGCDP II</p> <p>6-8 Develop a training curriculum and manual for community mediators and trainers in community mediation.</p>			
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ANNEX III: Revised Plan of Operation as of July 2013

* The schedule below is subject to change due to bandh, weather/raod access conditions or security situations.

Planned Activities	Year	2010				2011				2012				2013				2014			Organization (Center)	Organization (Local)	JICA Input
		Quarter	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	I	II	III			
Output 1	Situation on dispute management mainly through community mediation is studied in national level and project target area.																						
1-1	Conduct workshops at central and local levels, to share the examples of community mediation in Nepal and other country.																			MoFALD	DDC, VDCs	Experts	
1-2	Experience on Alternative Dispute Resolution (ADR) by other donors and NGOs and the situation of Nepalese traditional arbitration are assessed and collated.																			LBBS of MoFALD	DDC, VDCs	Experts	
1-3	Carry out baseline survey and capacity assessment at 2 districts and VDCs/Municipalities.																			LBBS of MoFALD	DDC, VDCs	Experts, NGO	
1-4	Select the targeted pilot VDCs/Municipalities																			LBBS of MoFALD	DDC, VDCs	Experts	
1-5	Carry out monitoring at target districts and pilot VDCs.																			LBBS of MoFALD	DDC, VDCs	Experts	
Output 2	Skills and knowledge of mediators for dispute management mainly through community mediation are strengthened.																						
2-1	Formulate training modules and modify the existing manuals followed by other agencies if necessary																			LBBS of MoFALD	DDC, VDCs	Experts, NGO	
2-2	Conduct orientation and consultation on peace building, community mediation and dispute management in the target districts/VDCs																			LBBS of MoFALD	DDC, VDCs	Experts	
2-3	Select the community mediators and district coordinators through participatory process.																			LBBS of MoFALD	DDC, VDCs	Experts	
2-4	Carry out training for district trainers on community mediation and dispute management																			LBBS of MoFALD	DDC	Experts, NGO	
2-5	Carry out training for the community mediators on community mediation and dispute management.																			LBBS of MoFALD	DDC, VDCs	Experts, NGO	
2-6	Implement the community mediation and dispute management in selected pilot VDCs with district trainers.																			LBBS of MoFALD	DDC, VDCs	Experts	
2-7	Implement refresher training for community mediation and dispute management.																			LBBS of MoFALD	DDC, VDCs	Experts	
2-8	Conduct observation tour to learn the third country's experience.																			MoFALD	DDC	Experts	
2-9	Conduct observation tour to learn the other district's experience																			LBBS of MoFALD	DDC, VDCs	Experts	
2-10	Hold the practice sharing workshop of mediators at target districts.																			LBBS of MoFALD	DDC, VDCs	Experts	
Output 3	Community Mediation Centers(CMCs) are established and dispute management mainly through community mediation remain functioning appropriately.																						
3-1	Conduct orientation for community and local stakeholders																			LBBS of MoFALD	DDC, VDCs	Experts	
3-2	Set up CMCs and provide guidance for the registration and record keeping of community mediation																			LBBS of MoFALD	DDC, VDCs	Experts	
3-3	Carry out monitoring regularly and provide technical guidance to support sustainable reporting and feedback on dispute management mainly through community mediation.																			LBBS of MoFALD	DDC, VDCs	Experts	
Output 4	DDC and target VDCs take initiatives for implementation of community mediation and dispute management.																						
4-1	Coordinate among MoFALD, target DDCs and VDCs and discuss necessary actions to be taken by each organization.																			LBBS of MoFALD	DDC, VDCs	Experts	
4-2	Conduct workshops for the demarcation of the roles and responsibilities of stakeholders related to dispute management at the DDC level.																			LBBS of MoFALD	DDC	Experts	
4-3	Support target VDCs to allocate budget for the operation of CMCs.																			LBBS of MoFALD	DDC, VDCs	Experts	
Output 5	Community mediation by the project is recognized as an effective option of dispute management by the residents of target VDCs.																						
5-1	Conduct Social Marketing Activities (Street Drama, awareness raising campaigns etc)																			LBBS of MoFALD	DDC, VDCs	Experts	
5-2	Prepare and disseminate materials on community mediation.																			LBBS of MoFALD	DDC, VDCs	Experts	

Output 6		The recommendations for the institutionalization of community mediation at the central level are compiled and accepted for the future action.														
6-1	Compile, and assess, and map the experiences of community mediation and dispute management by all stakeholders.													LBBS of MoFALD	DDC, VDCs	Experts
6-2	Hold a workshop to share the experiences of community mediation and dispute management with the stakeholders concerned at national level and Sindhuli road corridor													MoFALD	DDC, VDCs	Experts
6-3	Hold meetings with related government organizations, other donors and NGOs and discuss on the way to institutionalization of community mediation.													LBBS of MoFALD	DDC, VDCs	Experts
6-4	Prepare a recommendation paper for the institutionalization of community mediation and share with related government organizations, other donors and NGOs.													LBBS of MoFALD	DDC, VDCs	Experts
6-5	Prepare the Operational Guidelines on community mediation and support MoFALD to finalize the Guidelines, and provide technical inputs for planning to roll out in other													LBBS of MoFALD	DDC, VDCs	Experts
6-6	Participate in discussions and provide technical guidance to MoFALD on the nationwide replication of community mediation under LGCDP II (Outcome 3/Output 6).													LBBS of MoFALD	DDC, VDCs	Experts
6-7	Support training activities such as MTOT and capacity building of C/P for developing human resources to implement the nationwide replication of community mediation under													LBBS of MoFALD	DDC, VDCs	Experts
6-8	Develop a training curriculum and manual for community mediators and trainorstrainers in community mediation.													LBBS of MoFALD	DDC, VDCs	Experts

Project Management

JCC	Joint Coordination Committee				●			●					●				
DCC	District Coordination Committee		○	○		○	○			○			○	○			
Eva.	Joint Evaluation of GoN and JICA (Mid-term and Terminal Evaluation)						○					○					

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Appendix B
Meeting Minutes on Joint
Consultation Meeting and
6th DCCs

**The Strengthening Community Mediation Capacity for Peaceful and
Harmonious Society Project
(COMCAP)
Minutes of the Consultation Meeting**

Time and Date:	14:00 to 16:00 Tuesday 18 th of March, 2014
Venue:	Joint Secretary's Chamber, Ministry of Federal Affairs and Local Development (MoFALD)
Participants:	Mr. Reshmi Raj Pandey Joint Secretary, MoFALD (Chairperson)
	Mr. Tek Raj Niraula Under Secretary, Local Body Support Section (Member Secretary)
	Mr. Purusottam Nepal, Under Secretary, LGCDP-II, MoFALD (Member)
	Ms. Maiya Kedal, Section Officer, Local Body Support Section
	Ms. Shreeja Dahal Local Body Support Section
Sindhuli DDC	Mr. Dhurba Bahadur Kadhka Local Development Officer DDC, Sindhuli
	Mr. Sagar Dhakal Social development Officer, Sindhuli
	Mr. Surendra Thapa Magar Panning Officer, Sindhuli
Mahottari DDC	Mr. Tirtha Raj Bhattarai, Local Development Officer DDC, Mahottari
	Mr. Sailendra Pandey, Social Development Officer, Mahottari
	Mr. Radheshyam Giri, Planing Officer, Mahottari
JICA COMCAP Team:	Mr. Kenichi TANAKA, Team Leader
	Ms. Nakako ISHIMARU, Community Analysis/ Local governance Expert Deputy Team Leader
	Ms. Kabita Pandey, Senior Project Officer
	Ms. Bindu Dhakal, Administration Officer
	Mr. Radheshyam Tharu, Senior District Project Officer, Mahottari
	Ms. Ambika Yadav, District Officer, Mahottari
	Mr. Binaya Babu Dhakal, District Officer, Sindhuli
Agenda:	Welcome Remarks by Ms. Maiya Kadel
	Background of the meeting Mr. Kenichi Tanaka, Team Leader, COMCAP
	Objective of the meeting, Mr. Kenichi Tanaka, Team Leader, COMCAP
	Discussion by all

	Concluding Remarks and Vote of thanks: Mr. Reshmi Raj Pandey Joint Secretary, MoFALD
Paper:	“Why Community Mediation in Nepal?” by Mr. Reshmi Raj Pandey, Joint Secretary, MoFALD
	“Lessons learnt from COMCAP: Completed Activities of Mahottari” by Mr. Tirtha Raj Bhattarai, Local Development Officer
	“Lessons learnt from COMCAP: Completed Activities of Sindhuli” Mr. Dhurba Bahadur Kadhka, Local Development Officer
	“Sustainability of Community Mediation Program, The way Forward” by Mr. Tek Raj Niraula Under Secretary Local Body Support Section
	“Consultation Meeting Objectives and Discussion Topics: Reporting System and MTOT” by Mr. Kenichi Tanaka, Team Leader

Proceedings/Discussion note:

The meeting was chaired by Mr. Reshmi Raj Pandey, Joint Secretary, Local Self Governance Coordination Division, MoFALD. Welcoming the all the participants, Mr. Pandey justified the need of community mediation program as service which could be provided by the local bodies and highlighted the performance of the COMCAP and appreciated the hard work of project team members put for the success of the program.

In the beginning, Ms. Maiya Kadel briefed on the major points of discussions. She mentioned the achievement of JICA-COMCAP and MoFALD has shown strong commitment in accordance with LSGA so that community mediation should become a part of services provided by MoFALD nationwide, which would be aligned into LGCDP-II. In this regard, she stressed that MoFALD, and JICA have continued discussions for a 10-month extension of the project as well as a possible Phase-II of COMCAP. Therefore JICA extended it for the period of 10 months. This consultation meeting is one of the activities of the extension period of project.

Mr. Reshmi Raj Pandey, Joint Secretary, Local Self Governance Coordination Division, MoFALD made a presentation on **“Why Community Mediation in Nepal and its Achievement.”** He highlighted the results of the COMCAP and said now we need to conclude a way forward for this program to roll out throughout the nation under the LGCDP-II.

Mr. Kenichi Tanaka gave the background of the meeting. In his remarks, he requested to clarify the reporting channel of the government after the phase of the COMCAP project While

speaking he mentioned to brief about the objective of the program later..

Mr.Tritha Bhattarai LDO of Mahottari district and Mr.DurbaKhadka LDO of Sindhuli presented paper jointly on “**Lessons learnt from COMCAP**”. In their presentation, both of them referred to the background of support to community mediation in Nepal and outlined COMCAP efforts and its achievement by showing results of the empirical data and analysis. In conclusion, they summarized the challenges of the project.

Mr. Tek Raj Niroula, Under Secretary, MoFALD presented his paper on ”**Sustainability of the Community Mediation Program**. The presentation was concluded with a question “What should be done for rolling out community mediation nationwide under LGCDP-II?” to the floor for discussion.

Then, Mr. Kenichi Tanaka facilitated the participants by explaining the objective of the meeting and inform about the upcoming activities planned by COMCAP with the slides, “**Consultation Meeting Objectives and Discussion Topics: Reporting System and Master Training of Trainers (MTOT).**” He further said that COMCAP is planning to conduct MTOT for maximum 50 participants from different districts, and requested the floor to decide how the participants should be selected. He explained the approach saying that now that the community mediation program are deployed by the donors in 32 districts. MoFALD should decide whether or not if these districts with CMC service can be included for COMCAP’s MTOT.

The members of the meeting participated in the lively discussion after the presentations.

Mr. Purusottam Nepal pointed out that for them to roll out community mediation throughout the nation, a guideline and a road map were prepared by Mr. Kenichi Tanaka, which they have to follow. According to him, during the prospective 10-month extension phase of COMCAP, MoFALD is expecting not only 50/ Master trainers they are planning to select 75master- trainers from 75 districts. If COMCAP have planned to trained only 50 people MoFALD, LGCDP II will arrange necessary resources for the training. He further suggested the venue and the participants for the training as Local Development Training Academy (LDTA) in Pokhara, Illam, and Mujelia will be the best venue. Regarding the participants, SDO from respective District for the 32 districts where program is already available and either SDO OR NGO person from the remaining 43 districts.

Mr.Tek Raj Niraula reiterated that the Community Mediation is crucial service now and ever because it can provide opportunities for dispute resolution at community levels,

and understands that the importance of COMCAP's contribution because it is the first project which have linked the structures of MoFALD. Thus, after the phase out of the project, Ministry has to take a responsibility; therefore it is better to **start** work from now. He further said Ministry shall develop a reporting format where DDCs can add one column regarding Community mediation program to collect information, such as the number of mediators, number of registered and resolved cases, and the types of disputes for each.

All the participants agreed on his suggestion and said when MoFALD will send the format to DDCs, the SDOs will look after practicing of reporting in the ongoing 20 VDCs and collect the information. The information will be recorded on the reporting form accordingly and summarize will be send back to MoFALD by quarterly. Both districts' SDOs agreed to take responsibility to fill up the reporting format.

During the discussion Mr. Pandey raised important questions regarding how to internalize community mediation and asked the commentary from the LDOs as well as the other participants. Mr. Khadka from Sindhuli and Mr. Bhattari from Mahottari district said JICA-COMCAP has provided opportunities for DDCs to understand about community mediation. Also they summarized that the three major points such as: (1) Participants of MTOT should be either SDOs or Planning Officers; (2) Case reporting responsibility should be taken by SDOs which would be endorsed by MoFALD; and (3) under the LGCDP-II, DDCs will play more active roles for community mediation and request all the program running VDCs to obtain enough budget for the program's sustainability.

Finally, Mr. Reshmi Raj Pandey, Chair of the meeting, concluded the meeting and thanked all the participants for their contribution. He reiterated his gratitude to JICA, Embassy of Japan, COMCAP, and especially the Team Leader Mr. Tanaka, MoFALD, and the participants

END

**The Strengthening Community Mediation Capacity for Peaceful and
Harmonious Society Project
(COMCAP)**

Minutes of the District Coordination Committee Meeting

Time and Date:	10:00 to 12:00 Tuesday 17 th of April, 2014
Venue:	District Development Committee, Mahottari
Participants:	Mr. Tirtha Raj Bhattarai, Local Development Officer, DDC Mahottari
DDC staff (3)	Mr. Shailendra Kumar Pandey, SDO Mr. Radhe Shyam Giri, Planning Officer
Participants: VCD Secretaries (9)	Mr.Om Prakash Khadka (Gauribas VDC), Mr.Ram Bahadur Singh (Mahottari VDC), Mr.Thagendra Prasad Timilsina (Belgacchi VDC), Mr.Ram Bahadur Sindh (Mahadaiya Tapanpur VDC), Mr.Madhav Lamicchane (Maisthan VDC), Mr.Maheshwar Mahato (Laxminiya VDC), Mr.MPitambar Jha (Ratauli VDC), Mr.Openvndra Yadav(Gaushala VDC), Mr.Shyam Prasad Thing (Khayarmara VDC) *The secretary of Kisannagar VDC was absent.
JICA COMCAP Team (4)	Mr. Kenichi TANAKA Team Leader Ms. Nakako ISHIMARU Community Analysis/ Local governance Expert Deputy Team Leader Mr. Radhe Shyam Tharu Senior District Project Officer Ms. Ambika Yadav District Project Officer
JICA Observer Participants (5)	Mr. Makoto Ishida Mr. Katsumi Ishii Project Coordinator Mr. Yakeh Shameh Legal Support Adviser Ms. Sudha Kafle Project Legal Assistant Mr. Rajiv Subedi Consultant
Agenda:	Welcome Remarks by Mr. Shailendra Kumar Pandey Objective of the meeting ,Mr.Kenichi Tanaka, Team Leader, COMCAP Discussion by all Concluding Remarks and Vote of thanks: Mr. Tirtha Raj Bhattarai DDC
Paper:	Lessons learnt from COMCAP: Completed Activities of Mahottari” by Mr. Tirtha Raj Bhattarai, Local Development Officer “DCC meeting Objectives and Discussion Topics: Reporting System” by Mr.Kenichi Tanaka, Team Leader

Proceedings/Discussion note:

The meeting was chaired by Mr. Tirtha Raj Bhattarai, Local Development Officer District Development Committee (DDC) Mahottari. Mr. Shailendra Kumar Pandey welcomed all the participants, Mr. Pandey appreciated the hard work of project team members for making success of the program.

Mr. Tirtha Raj Bhattari, Local Development Officer, District Development Committee (DDC) Mahottari made a presentation on “**Lessons learnt from COMCAP**”. He highlighted Community mediation project is crucial for building peace in community. So for its sustainability all VDC should allocate budget. Some VDC has already allocated but some has not yet. He also gave instruction to allocate budget to all VDC secretary. He highly appreciated about COMCAP project, after eight months this project will phase out it is not good, COMCAP project should be extended for eight years not only for eight months.

Mr. Kenichi Tanaka gave the background of the meeting. In his remarks, he requested to clarify the reporting system of the government after the phase of the COMCAP project while speaking he mentioned to brief about the objective of the program later.. He informed about the upcoming activities planned by COMCAP with the slides, “DCC Meeting Objectives and Discussion Topics: Reporting System and Master Training of Trainers (MTOT).” He further said that COMCAP is planning to conduct MTOT from different districts, and requested the floor to decide how the reporting system should be managed after COMCAP project. He explained about two type of format of reporting system, one for DDC and one for VDC.

The members of the meeting actively participated in discussion after the presentations.

Meeting declared that the Community Mediation is crucial service now and forever because it can provide opportunities for dispute resolution at community levels, and understands that the importance of COMCAP’s contribution because it has enhanced capacity local people and VDC staffs. But COMCAP project will phase out after 6 months and case reporting practice is COMCAP staffs bring case report from VDC and directly sent it his center office. So how can you manage reporting system after phase out of the project, DDC has to take a responsibility. It was therefore decided that one in every four months VDC secretary should give case report of community mediation to the local development officer of DDC.

END

**The Strengthening Community mediation Capacity for Peaceful and
Harmonious Society (COMCAP) Project
Sindhuli District Coordination Committee (DCC) Meeting**

Date:	18th April 2014
Venue:	Sangam Hotel Hall, Stalbazaar, Sindhuli
Participants:	
Mr. Dhruva Bahadur Khadka	Local Development Officer, DDC Sindhuli - Chairperson
Mr. Rishi Raj Kafle	District Administration Officer, Representative from District Administrative Office, Sindhuli - Member
Mr. Ganesh Ratna	Secretary, Local Peace Committee, Sindhuli- Member
Mr. Sagar Kumar Dhakal	Social Development Officer, DDC Sindhuli- Member Secretary
Mr. Krishna Prasad Paudel	VDC Secretary, Ratanchura/Ranibas VDC - member
Mr. Shiv Kumar Khatri	VDC Secretary, Purano Jhangajholi - member
Mr. Kenichi Tanaka	Team Leader, COMCAP - Member
Invitees:	
Mr. Surendra Thapa Magar	Planning, Monitoring and Evaluation Officer, DDC
Mr. Janga Bahadur Rai	Advocat, District Bar Association
Mr. Ram Bahadur Hayoo	Chairperson, Community Service Centre, Sindhulimadi
Ms. Krishna Gurung	Representative, Women and Children Office
Ms. Nakako Ishimaru	Deputy Team Leader MCAP Project
Mr. Binaya Babu Dhakal,	District Project Officer in Monitoring, COMCAP Sindhuli
Mr. Thal Kumar Gautam	VDC Secretary Bhadrakli VDC
Mr. Bishnu Bhandari	VDC Secretary Jalkanya VDC
Ms. Basanta Ghimire	VDC Secretary Majhuwa VDC
Mr. Achutam Ghimire	VDC Secretary Tinkanya VDC
Mr. Tirtha Bhandari	VDC Secretary Sittalpati VDC
Mr. Rohit Karki	VDC Secretary Jhangajholi Ratmata VDC
Mr. Tirtha Lama	VDC Secretary Kuseshwar Dumja VDC
Mr. Krishna Ale Magar	COMCAP Project Driver

Agenda:

1. Presentation on the Project: Progress of the till date
2. Sharing the conclusion and recommendations of MoFALD consultation meeting about reporting system
3. Discussion and collecting feedback for the reporting system format.

Proceedings/Discussion note:

The Meeting was chaired by Mr. Dhruva Bahadur Khadka, Local Development Officer, District Development Committee Sindhuli. Mr. Sagar Kumar Dhakal welcomed the DCC members and invitees; shared about the purpose of the meeting and facilitated for introduction among participants. Planning Officer Mr. Surendra Thapamagar kept some welcome speech to the all participants and briefed about why need COMCAP projects for the local development. COMCAP District Project Officer in Monitoring Mr. Binaya Babu Dhakal registered the name of all participants and facilitated in the meeting.

- **Progress sharing**

Mr. Sagar Kumar Dhakal, Member Secretary of DCC and Program Officer, DDC Sindhuli presented the overall Project goal and implementation strategy as well as achievements during the project period. He expressed different indicators of project progress and presented with PowerPoint presentation.

- **Sharing Conclusion and Recommendations of reporting system**

COMCAP Team Leader Mr. Kenichi Tanaka shared through PowerPoint the conclusion and recommendations of the reporting system about project progress activities through VDC to DDC to MoFALD. He briefed about COMCAP remaining activities of till September and also LGCDP and MTOT.

- **Discussion Reporting System:**

The participants participated actively in the discussion. The gist of the discussion was as following:

Mr. Kishna Prasad Paudel (VDC Secretary Ratanchura/ Ranibas)

- Local residents have loved community mediation service.
- Sometime mediators have some challenges to bring second party disputants in CMC for the mediation.
- He agreed with reporting system format and he was also promises for the time to time submit progress report to the DDC.
- All VDC secretaries also agreed with reporting system format and they were also promises
- for the report submit.

Mr. Ram Bahadur Hayoo (Chairperson, Community Service Centre)

- Community mediation service is effective to resolve small community level disputes in effective and easy way. So, this service should be available all over the district.

Mr. Janga Bahadur Rai (Representative, District Bar Association)

- Quality of mediators should be ensured before selecting and training them. To encourage the mediators, provision of reward system for the outstanding mediator/community mediation center may be effective to encourage volunteerism.

- Ms.Krishina Gurung (Representative, Women Development Office)

- Women Development Office also implemented in some VDC of Sindhuli District like COMCAP programme. WDO also submitted progress report by quarterly basis in Ministry of Women and Welfare.

Mr. Dhruva Bahadur Khadka (LDO) delivering the concluding remarks

- COMCAP has promoted social harmony by resolving disputes in win-win situation.
- Involvement of government counterpart offices should be increased in planning, implementation and monitoring/evaluation.
- WDO should be submitting o/c copy of progress report in DDC office, Sindhuli.
- All VDC secretaries should be submit regularly progress report of VDC level about COMCAP activities according to reporting format.
- Recording and reporting system should be clearly about dispute.
- Mediation service should be implemented all over district.
- Mediation service should be made "Japan Government's gift for Nepal".

End

**The Strengthening Community Mediation Capacity for Peaceful and
Harmonious Society Project
(COMCAP)
Minutes of the Round table Meeting**

Time and Date:	11:00 to 13.00, Friday, June 27, 2014
Venue:	Chamber of Joint Secretary Mr. Reshmi Raj Pandey, Ministry of Federal Affairs and Local Development (MoFald)
Participants:	
MoFALD	Mr. Reshmi Raj Pandey Joint Secretary, MoFald– Chairperson
	Mr. Ramesh KC, Under Secretary, Decentralization Section, MoFALD
	Mr. Tul Kumar Sunuwar , Section Officer, LBSS
	Mr.Ramkrishna Lamichhane, Section Officer, LGCDP-II
	Ms.Shreeja Dahal Local Body Support Section
Community Mediation Alliance	Dr Mukti Rijal (IGD)
	Sr Advocate Prakash Mani Sharma
	Dr Kumar Sharma Acharya
	Advocate Sudeep Gautam
JICA- Nepal Office	Mr. Nama Raj Adhikari, Senior Program Officer
JICA COMCAP Team:	Mr Bodh Raj Niroula , Senior Advisor
	Mr. Kenichi TANAKA Team Leader
	Ms.Nakako ISHIMARU Community Analysis/ Local governance Expert Deputy Team Leader
	Ms.Kabita Pandey Senior Project Officer
	MsBinduDhakal Administration Officer
Agenda:	<p>Discussion on the Community Mediation Service implementation Guideline under LGCDP-II , based on COMCAP prepared draft:</p> <p>To discuss Role Out of Community Mediation Program under LGCDP-II</p> <ul style="list-style-type: none"> ○ Strategy for prioritizing districts and VDCs ○ Implementation Structure

Proceedings/Discussion note:

The meeting was chaired by Mr. Reshmi Raj Pandey, Joint Secretary, Local Self Governance Coordination Division, MoFALD. Welcoming the all the participants, Mr. Pandey justifies the need of community mediation program as a service which could be provided by the local bodies and highlighted the Guideline prepared by COMCAP and appreciated the hard work of Team Leader Mr Tanaka and project team for preparing the guideline.

After the brief background of the round Table meeting Mr. Kenichi Tanaka, Team Leader of COMCAP presented the objective and agenda of the program by PPT. After the presentation of Team Leader Kenichi Tanaka Mr Pandey open floor for discussion.

All the members of the meeting participated in the lively discussion on the following point

- ❖ **Selection Criteria of Mediators**
- ❖ **Number of Participants**
- ❖ **Coordination meeting**
- ❖ **Approval from the MoFALD to conduct the Mediation Training.**
- ❖ **Training implementation modality**
- ❖ **Translation of Community Mediation Guideline**
- ❖ **Orientation program for LDOs. etc**

Selection Criteria of Mediators: By exchanging opinions and views, it was shared that those people such as those who are socially recognized, traditionally engaged in dispute resolution, e.g., retired teachers and government officials, and also have reached to some extent of age, such as 30 or 40 (but without consent), can be good candidates for mediators. The level of education and age can be initial indicators for selection, but at the same time, it is also stressed that the selection process should be inclusive.

Number of Participants: The number of candidates for mediators (as training participants) was also questioned. For example, Dr.Kumar suggested an idea such as selecting 18 members instead of 27 from each VDC but not a clear consensus was obtained yet as for this matter.

Coordination meeting: Mr. Reshmi Raj Pandey suggested organizing two coordination meetings at central level and district level. Central level meeting will be held with the donor agency to discuss about the possible financial support to roll out the program across the country. District level meeting will be conducted with district stakeholders for getting their support and proper implementation of the program in that respective district. The proposal of Mr. Pandey is highly appreciated by all the participants of the meeting.

In this regard, Mr. Pandey mentioned that orientation program for LDOs can be arranged as an orientation program. He asked whether COMCAP can shoulder the cost of daily allowance only, not necessary for transportation cost, since the program shall be merged into a regular program organized by MoFALD where transportation costs will be prepared. This program could be either organized at regional level or the central level as preferred.

Approval from MoFALD to conduct the Mediation Training: It is generally agreed that after the preparation of the Community Mediation Guideline by MoFALD, all the related organizations shall follow the curriculum approved by the MoFALD and conduct the training according to the Guideline/standard operation process.

Training implementation modality and Responsibility; Mr. Reshmi Raj Pandey also referred LDTA as potential institution to operate all the MTOT on Community mediation with the support of the Alliance members and NGOs can train mediators as per the approved guideline.

Conclusion of the meeting:

Translation of Community Mediation guideline: In the end of the meeting Mr.Reshmi Raj Pandey requested Mr Tanaka to prepare the translated version into Nepali of the draft of Community Mediation guideline. This translated version, to be edited in a more official style as MoFALD's document, would be shared in another meeting targeting the other MoFALD officers, Donor partners and representatives of Ministeries for further consideration.

Finally, Mr. Reshmi Raj Pandey Chair of the meeting concluded the meeting by thanking all the participants for their contribution in the meeting. He reiterated his gratitude to JICA, Embassy of Japan, COMCAP, and especially the Team Leader Mr. Tanaka, MoFALD, and all the participants present in the meeting.

END

Meeting minute of DCC meeting, Mahottari

The DCC meeting of Mahottari District was held under the chairmanship of LDO Mr. Hari Prasad Dahal, at the DDC office at 9:20 A.M. on July 19th, 2014 to discuss and decide the following agendas.

Radhe Shyam Tharu facilitated in the meeting. He briefly shared the meeting's agenda items in the meeting.

Attendance

Mr. Hari Prasad Dahal, LDO, DDC Mahottari
Mr. Mishree Lal Yadav, Programme Officer, Mahottari
Mr. Shambhu Prasad Yadav, Administrative Officer, DAO Mahottari
Ms. Chandra Kumari Byanjankar, Woman Development Officer, WCO Mahottari
Mr. Shiva Narayan Mahasetha, Municipality Assistant, Gaushala Municipality Mahottari
Mr. Manoj Kumar Chaudhary, Assistant Accountant Gaushala Municipality Mahottari
Mr. Ram Naresh Pashwan, VDC Assistant, Mahottari VDC
Mr. Awadhesh Sah, Account Officer, DDC Mahottari
Mr. Kamlesh Kumar Singh, District Coordinator, Ashtha Nepal/Mandawi Mahottari
Ms. Ishragan Yadav, Field Coordinator, Husodpn Mahottari
Mr. Shyam Sundar Prasad Sah, Coordinator LPC, Mahottari
Mr. Bijay Thakur, president, District Court Bar Association, Mahottari
Mr. Kamehswar Chaudhary, VDC Assistant, Mahadaiyatapanpur VDC Mahottari
Mr. Nambarinath Acharya, VDC Assistant, Khayarmara VDC Mahottari
Mr. Tankraj Kafle, VDC Assistant Maisthan VDC Mahottari
Mr. Sushil Kumar Yadav, Section Officer, Mahottari District Court
Ms. Pranish Mishra, ICT Volunteer, DDC Mahottari
Mr. Thapindra Prasad Timilsena, VDC Secretary Belgachhi VDC, Mahottari
Mr. Pramod Kumar Singh, Representative of RPP Nepal
Mr. Binod Sah, Rastriya Samjbadhi Party
Mr. Ramesh Prasad Sah, President, N.C.P.S.
Mr. Ramjit Kumar Pandey, VDC Secretary, Mahadaiyatapanpur
Mr. Ram Kumar Yadav, VDC Assistant, Laxminiya VDC
Mr. Prakash Sah, Madheshi Jan Adhikar Forum Nepal
Mr. Kenichi Tanaka, Team Leader COMCAP
Ms. Nakako Ishimaru, Deputy Team Leader COMCAP
Mr. Radhe Shyam Tharu, Senior District Project Officer, Mahottari
Ms. Ambika Yadav, District Project Officer, Mahottari

Agenda Items

1. Regarding reporting system
2. Regarding coordination among ADR

Decisions

1. Regarding reporting system: In order to promote and sustain community mediation service for long lasting, it was decided that reporting format will be used which was prepared by MoFALD and COMCAP, VDC secretary shall report to DDC (Mr. Shailendra Kumar Pandey) as a monthly and DDC report to MoFALD once in four month. It is also decided that Mr. Shailendra Kumar Pandey shall collect mediation case report and submit this report to MoFALD once in a every four month.
2. Regarding coordination among ADR: Community mediation project has been launching in Mahottari by COMCAP and some other NGOs too. There is possibility of overlapping among ADR lack of coordination. Therefore, to make good coordination among ADR it is decided that Mr. Shailendra Kumar Pandey shall coordinate with ADR in future.

END

**The Strengthening Community mediation Capacity for Peaceful and Harmonious Society
(COMCAP) Project
Sindhuli District Coordination Committee (DCC) Meeting**

Date:	20th August 2014
Venue:	Sindhuligadi Hotel Hall, 2 no Bazaar, Sindhuli
Participants:	
Mr. Dhruva Bahadur Khadka	Local Development Officer, DDC Sindhuli - Chairperson
Mr. Rishi Raj Kafle	District Administration Officer, Representative from District Administrative Office, Sindhuli - Member
Mr. Kamaljung Rai	Representative, Local Peace Committee, Sindhuli- Member
Mr. Sagar Kumar Dhakal	Social Development Officer, DDC Sindhuli- Member Secretary
Mrs. Bashanta Ghimir	VDC Secretary, Ratanchura VDC - member
Mr. Shiv Kumar Khatri	VDC Secretary, Purano Jhangajholi - member
Mr. Kenichi Tanaka	Team Leader, COMCAP - Member
Invitees:	
Mr. Janga Bahadur Rai	Advocat, District Bar Association
Mr. Sami Kumar Shah	Representative District Court
Mrs Khil Kumari Raut	Representative District Police Office
Mr. Ram Bahadur Hayoo	Chairperson, Community Service Centre, Sindhulimadi
Ms. Krishna Gurung	Reprentative, Women and Children Office
Ms. Nakako Ishimaru	Diputy Team Leader MCAP Project
Mr. Binaya Babu Dhakal,	District Project Officer in Monitoring, COMCAP Sindhuli
Mr. Bijaya Kumar Gupta	DGE LGCDP Programme
Mr. Thal Kumar Gautam	VDC Secretary Bhadrakli VDC
Mr. Surya Chauhan	VDC Secretary Ranibas VDC
Mr. Bishnu Bhandari	VDC Secretary Jalkanya VDC
Mr. Tirtha Bhandari	VDC Secretary Sittalpati VDC
Mr. Bharatjung Thapa	District Trainer, Sindhuli
Mr. Babindralal Majhi	District Trainer, Sindhuli
Ms. Alisha Bhandari	COMCAP (OA)
Mr. Tirtha Maharjan	COMCAP Project Driver

Agenda:

4. Presentation on the Project: Progress of the till date
5. How to coordination with ADR and to make action plan for sustain CMC
6. Discussion and collecting feedback for the reporting system format.

Proceedings/Discussion note:

The Meeting was chaired by Mr. Dhruva Bahadur Khadka, Local Development Officer, District Development Committee Sindhuli. Mr. Sagar Kumar Dhakal welcomed the DCC members and invitees; shared about the purpose of the meeting and facilitated for introduction among participants. SDO Mr. Sagar Kumar Dhakal delivered some welcome speech to the all participants and briefed about why need COMCAP projects for the local development. COMCAP District Project Officer in Monitoring Mr. Binaya Babu Dhakal registered the name of all participants and facilitated in the meeting. DPMO briefed about how to fill up reporting format for VDCs and shows the sample reporting format which was filled up some VDCs secretary.

- **Progress sharing**

Mr. Sagar Kumar Dhakal, Member Secretary of DCC and Program Officer, DDC Sindhuli presented the overall Project goal and implementation strategy as well as achievements during the project period. He expressed different indicators of project progress and presented with PowerPoint presentation.

- **Sharing coordination with ADR and Recommendations of reporting system**

COMCAP Team Leader Mr. Kenichi Tanaka shared recommendations of the reporting system about project progress activities through VDC to DDC to MoFALD. He briefed about COMCAP remaining activities of till September and also LGCDP phase II alliance with community mediation and MTOT. He also clarified total number of community mediation implemented District by different donor.

- **Discussion Reporting System and about ADR:**

The participants participated actively in the discussion. The gist of the discussion was as following:

Mr. Shiva Kumar Khatri (VDC Secretary Majhuwa/ Pujha)

- He filled up different format but he realized now. LDO Order them do not change the reporting format and fill up the regularly.
- He agreed with reporting system format and he was also promises for the time to time submit progress report to the DDC.
- All VDC secretaries also agreed with reporting system format and they were also promises for the report submit.

Mr. Ram Bahadur Hayoo (Chairperson, Community Service Centre)

- Community mediation service is effective to resolve small community level disputes in effective and easy way. So, this service should be available all over the district.

Mr. Janga Bahadur Rai (Representative, District Bar Association)

- Quality of mediators should be ensured before selecting and training them. To encourage the mediators, provision of reward system for the outstanding mediator/community mediation center may be effective to encourage volunteerism.

- Ms.Krishina Gurung (Representative, Women Development Office)

- Women Development Office also implemented in some VDC of sindhuli District like COMCAP programme. WDO also submitted progress report by quarterly basis in ministry of women and welfare. She also committed with coordination with COMCAP project.

Mr. Dhruva Bahadur Khadka (LDO) delivering the concluding remarks

- COMCAP has promoted social harmony by resolving disputes in win-win situation.

- Involvement of government counterpart offices should be increased in planning, implementation and monitoring/evaluation.
- WDO should be submitting o/c copy of progress report in DDC office, Sindhuli.
- All VDC secretaries should be submit regularly progress report of VDC level about COMCAP activities according to reporting format. He also order to the all VDC secretary about regularly submit the report with MoFALD format.
- He also suggested about social marketing, COMCAP should make one map of COMCAP implemented VDCs and distribute the ADR centre and respected police office sub centre. Also should distribute the news letter and leaflets for social marketing.
- Recording and reporting system should be clearly about dispute.
- Mediation service should be implemented all over district.
- Mediation service should be made "Japan Government's gift for Nepal".

END

Minute of Meeting of 4th JCC Meeting

Purpose of Meeting	4th Meeting for Joint Coordination Committee (JCC) of The Strengthening Community Mediation Capacity for Peaceful and Harmonious Society Project
Date & Time	12 th Sep 2014, 2.00 PM-4.30 PM
Venue	Hotel Radisson, Lajimpat
Participants	MoFALD
	Mr. Reshmi Raj Pandey (Chairperson) JS, LBSS
	Mr. Eshor Raj Poudel US, LBSS
	Mr. Prakash Dahal US
	Ms. Maiya Kadel Section officer, LBSS
	Mr. Hari Dahal LDO Mahottri
	Mr. Dhruva Bahadur Khadka LDO Sindhuli
	Mr. Bharat Acharya Bujar US
	JICA
	Mr. Fujii Satoshi Senior Representative, JICA Nepal Office
	Ms. Yukiko Daizomoto Representative, JICA Nepal Office
	Mr Namaraj Adhikari S. Project Officer, JICA Nepal Office
	JICA-COMCAP Project Team
	Mr. Kenichi Tanaka Team Leader
	Ms. Nakako Hattori- Ishimaru Deputy Team Leader
	Ms. Ann MIYURA Expert
	Mr Kazutoshi Machida Expert
	Ms Kabita Pandey Senior Project Officer
	Ms Bindu Dhakal Admin Officer
	Mr. Radhe Shayam Tharu Senior District Project Officer, Mahottari
Ms. Ambika Yadav Project Officer, Mahottari	
Mr. Binay Babu Dhakal Project Officer, Sindhuli	
Agenda	<ul style="list-style-type: none"> • To review the activities & achievement of COMCAP (mainly the extended 1st year activity and achievement) • To discuss the way forward
Documents distributed	Presentation by COMCAP: “Activities and Achievement during the Extended 1 st Year” and summary report presentations by LDOs
Items Discussed	Summarized as below

Proceedings/Discussion note

The Meeting was chaired by Mr. Reshmi Raj Pandey, Joint Secretary, Local Self Governance Coordination Division, and Ministry of Local Development.

Ms. Maiya Kadel section Officer of MoFALD, MC the program and called all the guests along with the chairperson to the dais. Then she briefed on the major points of JCC mentioning the achievement of JICA-COMCAP and MoFALD showing strong commitment in accordance with LGCDP so that community mediation could become a part of services provided by MoFALD nationwide.. In this regard, she stressed that MoFALD, and JICA have continued discussions for 2nd Phase.

Mr. Eshor Raj Paudel, Under Secretary MoFALD gave his welcome speech. He said that in the overall project period COMCAP has carried out its activities in the best way. He also stated that replication of this remarkable project is necessary hence MoFALDis planning to implement second phase. After the completion of the first phase, extension for 9th month was given incorporating all the ideas with necessary activities. Therefore in the second phase it is better to replicate this program in all over the nation. He also said it is of the utmost value to the MoFALD and Ministry as we want to roll out this program nationwide within 5 years. Therefore we want to take mediation practice on decentralized manner up to the community level. The MoFALD will take lead of CM program to implement it throughout the country. He further said CM is third eyes that conscience and gives justice to the community development dimension of dispute which also is the main objective of COMCAP. Finally he thanked all COMCAP team for their hard work to complete the activities successfully and in the end he said that said program is not phasing out but it is merely the beginning.

Ms. Kabita Pandey, Senior project officer of COMCAP, said she was pleased to announce that the activities planned to be completed during the extension period minute in the chairmanship of Mr. Bodh Raj Niraula, Chairperson of JCC last year, which were **consultation meeting, guidelines preparation and MTOT** to 40-50 persons were successfully completed.

Mr Reshmi Raj Pandey Chairperson, JCC thanked all COMCAP members for completion of the project and wished success of all..

Three presentations were presented in JCC. First paper was presented by Mr Kenichi Tanaka Team Leader of COMCAP. He said that based on the plan of operation as a project propose during the extended 9 month we COMCAP completed all the activities. Activities were divided in four outputs -consultation meeting, DCC and district workshop, Guideline preparation and JCC. We have done consultation meeting in March during which we decided to provide MTOT to different stakeholders as per the decision of the last JCC which was provided in May and August subsequently to 25 SDO along with Ms. Maiya Kadel of MoFALD and to stakeholders from different ministries and police department. We conducted DCC and district workshop in both of the districts in August. Street drama and radio program were arranged in the program. Also guidelines were prepared by COMCAP which as per the suggestion of Mr. Reshami Raj Pandey was given for translation and editing to Mr. Purshottam Nepal, Director of LGCDP so that he could mold it in legal framework. Today we are conduction JCC to share our outcome with different stakeholders.

Mr. Hari Prasad Dahal, LDO of Mahottri district, presented his paper consisting the district activities done during the extension period. During his presentation he said that due to the popularity of this program not only the poor people are getting justice but also social and cultural changes are being brought. Now madeshi women are also participating in the mediation sessions without hesitation and vail in their face (ghugat). That is great achievements of the program .We have to thank this project which has brought changes like this. He also informed about the success rate of dispute settlement budget allocated from VDACS for the program and other activities conducted by the program in the district during his presentation.

Mr. Dhurba Bahadur Khadka, LDO of Sindhuli, presented his paper consisting the district activities done during the extension period. During his presentation he said that agreeing with Mr. Dahal, this program has not only helped the poor people to get justice but also social and cultural changes are being brought because of it in our society. We have to thank this project for bring these social and cultural changes which also effected the political mindset among the people. He also informed about the success rate of dispute settlement, budget allocated from VDCS for the program and other activities conducted by the program in the district during his presentation.

Mr. Fujii Satoshi, Senior representative of JICA, said first of all thank you very much for the comprehensive presentation, as part of the presentation was done in Nepali I did not understand the presentation completely but from the parts of presentation which I did understand I can say that the presentation was good. He further said due to the good coordination between Nepal Gov and Japan Gov we are able to successfully finish the first phase along with the extended time thank you very much. Now CM is becoming one of the most popular and effective mechanism to settle the dispute. Therefore we are planning to operate second phase, hopefully by this November till 2017. Still we have challenge in near future, therefore in this regard I would like to strongly request to MoFALD to work on it. We are trying to summarize different Japanese side which will only be providing a push from back so MoFALD can strongly take responsibility for making the program successful.

After the remarks made by the guests and chairperson, open floor discussion took place, where the following people put forward their views.

Mr. Prakash Dahal, Undersecretary of MoFALD said, it is for the first time that I got this opportunity to participated in this JCC, I understood many thing from the presentations. I think we need coordination among the ministries to make it more successful.

Mr. Bharat Acharya, Undersecretary of MOPR said, first of all thanks for this opportunity. MOPR is now working in 75 districts and 55 municipalities through LPC. Now we have to think how to manage LPC with CM. We have selected 130 master trainers from 19 districts (5 regions) and provided 40 hour CM training through different facilitators. Now we are planning to provide CM along with conflict management and dialogue training to all the district LPC members. He further said that to tie up CM and LPC experience sharing is necessary to develop coordination among MOPR, NGOS and MoFALD. He also request MoFALD to separate some budget for LPC during the revision of DDC, VDC guideline if possible.

Mr. Dhurba Bahadur Khadka, said that in near future when the second phase comes into action, instead of VDC assistance we can keep LGDCP members as a coordinator of CM program in VDCs. He also added although there are some skillful members in LPC, due to lack of coordination with DDC the information flowing process is not very much efficient which is constructing difficulties in the work and performance.

Ms. Yukiko Daizomoto said that the discussion was lively and it was very nice. She then thanked Mr. Kenichi Tanaka and all members of COMCAP for the successful completion of the program.

Mr. Nama Raj Adhikari, Senior project Officer of JICA, said that coordination among development partners. NGOs and government is very necessary to make the program effective.

Mr. Kenichi Tanaka Team Leader of COMCAP said that coordination with DDC level stakeholders is difficult hence it would be more efficient if it was possible to coordinate with the mediation council.

Giving the concluding remarks, Mr. Reshmi Raj Pandey said that as being the flow chart of COMCAP we will work in the future. We will endorse and implement Nagarkot declaration as soon as possible and also initiate the second phase of COMCAP. We will further adjust DDC centre and VDC in facilitation. Despite the fact that court mediation and community mediation are different, we will try our best to

develop coordination between them as soon as possible. He suggested to LPC to recognize and coordinate with DDC and also suggested them to go through the book written by Vidyadhar Malik (ex minister of MoFALD) in this regard. He also suggested Ms. Maiya Kadel to collect comments from other sections of MoFALD in regard to the revision of DDC and VDC guidelines as suggested by JCC participants. He also requested JICA to change their foreign policy and give more support towards technical assistance while funding the second phase. He then said that MoFALD need to prepare resource guidelines as soon as possible so that mobilization of resources can begin. He added that we are also planning to make enabling environment to manage CM in the future. We will go from Coordination approach and we will ensure the coordination with MoPR. Finally he thanked Mr. Fujii Satoshi, Senior representative of JICA, all other ministries, LDOs, JICA's members Kenichi Tanaka, Nakako Ishimaru, Kabita Pandey and all COMCAP members for their hard work and dedication for making the program successful, thanked all the participants and closed the JCC Meeting.

END

Appendix C

List of Equipments

供与機材 (Equipment provided to MoFALD)

資機材名 Name of tool/Equipment	仕様・規格 Specification	取得年月日 Date of Registration in JICA Office	設置場所 Place to Use	状態 Condition
Laptop with bag	Dell vostro 1014	14-Apr-2010	KTM	Good
Laptop with bag	Dell vostro 1014	14-Apr-2010	KTM	Good
Laptop with bag	Dell vostro 1014	14-Apr-2010	KTM	Fair
Laptop with bag	Dell vostro 1014	15-Jun-2010	KTM	Good
Laptop with bag	Dell vostro 1014	15-Jun-2010	Sindhuli	Good
Laptop with bag	Dell vostro 1014	15-Jun-2010	Sindhuli	Good
Laptop with bag	Dell vostro 1014	25-Feb-2011	Mahottari	Fair
Laptop with bag	Dell vostro 1014	20-Sep-2011	Mahottari	Good
OS Software	Microsoft Windows 7 professional	27-Dec-2011	KTM	Good
OS Software	Microsoft Windows 7 professional	27-Dec-2011	KTM	Good
OS Software	Microsoft Windows 7 professional	27-Dec-2011	KTM	Good
OS Software	Microsoft Windows 7 professional	27-Dec-2011	KTM	Good
OS Software	Microsoft Windows 7 professional	27-Dec-2011	Sindhuli	Good
OS Software	Microsoft Windows 7 professional	27-Dec-2011	Sindhuli	Good
OS Software	Microsoft Windows 7 professional	27-Dec-2011	Mahottari	Good
OS Software	Microsoft Windows 7 professional	27-Dec-2011	Mahottari	Good
Word Processing & Spread Sheet software	Microsoft Office home and business	25-Mar-2010	KTM	Good
Word Processing & Spread Sheet software	Microsoft Office home and business	25-Mar-2010	KTM	Good
Word Processing & Spread Sheet software	Microsoft Office home and business	25-Mar-2010	KTM	Good
Word Processing & Spread Sheet software	Microsoft Office home and business	25-Mar-2010	KTM	Good
Word Processing & Spread Sheet software	Microsoft Office home and business	25-Mar-2010	Sindhuli	Good
Word Processing & Spread Sheet software	Microsoft Office home and business	25-Mar-2010	Sindhuli	Good
Word Processing & Spread Sheet software	Microsoft Office home and business	31-Mar-2011	Mahottari	Good
Word Processing & Spread Sheet software	Microsoft Office home and business	20-Sep-2011	Mahottari	Good
Scanner	Canon CanoScan LiDE 100	15-Feb-2010	KTM	Good
Photocopier with duplex automatic document feeder	Canon IR2318L	12-Apr-2010	KTM	Good
Paper Feeder for Photocopier	Canon DADF-P2	11-Jun-2010	KTM	Good
Black and White Laser Printer	Canon iSENSYS MF 4320D	24-Sep-2010	KTM	Good
Black and White Laser Printer	Canon image CLASS MF 4320d	13-Aug-2010	Sindhuli	Good
Black and White Laser Printer	Canon image CLASS MF 4320d	13-Aug-2010	Mahottari	Good
Projector	Boxlight CP-718e	18-Feb-2010	KTM	Good
LAN router	Digicom DDSL104 wt	14-Apr-2010	KTM	Good
LAN router	Digicom DDSL104 wt	21-Mar-2014	Sindhuli	Good
LAN router	W-Link -P-D-408	04-Sep-2013	Mahottari	Good
TEL/FAX machine	Canon JX210P	12-Apr-2010	KTM	Good
TEL/FAX machine	Canon JX211P	12-Apr-2010	KTM	Good
TEL/FAX machine	Canon JX210P	12-Apr-2010	Mahottari	Good
Digital Camera	Sony Cybershot W180	15-Feb-2010	Sindhuli	Good
Inverter	Su-Kam 2.5KVA	12-May-2010	KTM	Good
Inverter	Su-Kam 1400VA/24V	07-Mar-2011	Sindhuli	Good
Inverter	Su-Kam 1400VA/24V	07-Mar-2011	Mahottari	Good
Battery for inverter	Panasonic 200AH	13-Aug-2010	KTM	Poor
Battery for inverter	Panasonic 200AH	13-Aug-2010	KTM	Poor
Battery for inverter	Su - Kam 200AH	12-May-2011	KTM	Poor
Battery for inverter	Su - Kam 200AH	12-May-2011	KTM	Poor
Battery for inverter	EXIDE IT750, INVA TUBULAR	12-Mar-2014	Sindhuli	Good
Battery for inverter	EXIDE IT750, INVA TUBULAR	12-Mar-2014	Sindhuli	Good
Battery for inverter	EXIDE IT750, INVA TUBULAR	12-Mar-2014	Mahottari	Good
Battery for inverter	EXIDE IT750, INVA TUBULAR	12-Mar-2014	Mahottari	Good
Trolley for Battery of Inverter	Su-Kam Knight	12-May-2012	KTM	Good
Trolley for Battery of Inverter	Su-Kam Knight	12-May-2012	Mahottari	Good
Trolley for Battery of Inverter	Su-Kam Knight	13-Aug-2010	Sindhuli	Good

携行機材 (Equipment Accompanied by Expert Dispatch)

資機材名 Name of tool/Equipment	仕様・規格 Specification	取得年月日 Date of Registration in JICA Office	設置場所 Place to Use	状態 Condition
Colour laser printer	HP (CP 20250)	15-Feb-2010	KTM	Good
Colour laser printer	Canon LBP 9100CDN	20-Jan-2012	KTM	Good
Portable printer	Canon PIXMA ip100	20-Jan-2012	KTM	Good
Office Desk	Wooden	14-Feb-2010	KTM	Good
Office Desk	Wooden	14-Feb-2010	KTM	Good
Office Desk	Wooden	14-Feb-2010	KTM	Good
Office Desk	Wooden	14-Feb-2010	KTM	Good
Office Desk	Wooden	24-Jul-2010	KTM	Good
Office Desk	Wooden	24-Jul-2010	KTM	Good
Desk Chair	Mixed	14-Feb-2010	KTM	Good
Desk Chair	Mixed	19-Jul-2010	KTM	Good
Desk Chair	Mixed	19-Jul-2010	KTM	Good
Desk Chair	Mixed	25-Jun-2014	KTM	Good
Desk Chair	Mixed	25-Jun-2014	KTM	Good
Desk Chair	Mixed	25-Jun-2014	KTM	Good
Meeting table	Wooden, Red Brown	22-Apr-2010	KTM	Good
Meeting chair	Leather, Black, medium back	01-Jun-2010	KTM	Good
Meeting chair	Leather, Black, medium back	01-Jun-2010	KTM	Good
Meeting chair	Leather, Black, medium back	01-Jun-2010	KTM	Good
Meeting chair	Leather, Black, medium back	01-Jun-2010	KTM	Good
Meeting chair	Leather, Black, medium back	01-Jun-2010	KTM	Good
Meeting table	Wooden, Cherry	23-Aug-2010	KTM	Good
Meeting chair	Leather, Black, high back	23-Aug-2010	KTM	Good
Meeting chair	Leather, Black, high back	23-Aug-2010	KTM	Good
Meeting chair	Leather, Black, high back	23-Aug-2010	KTM	Good
Meeting chair	Leather, Black, high back	23-Aug-2010	KTM	Good
Meeting chair	Leather, Black, high back	23-Aug-2010	KTM	Good
Meeting chair	Leather, Black, high back	23-Aug-2010	KTM	Good
Cabinet	Pale Green	22-Jun-2010	KTM	Good
Cabinet	Pale Green	19-Jul-2010	KTM	Good
Cabinet	Pale Green	19-Aug-2010	KTM	Good
Cabinet	Pale Green	19-Aug-2010	KTM	Good
Revolving chair		01-Jun-2010	Sindhuli	Good
Revolving chair		01-Jun-2010	Sindhuli	Good
Revolving chair		01-Jun-2010	Sindhuli	Good
Office Table	Wooden	01-Jun-2010	Sindhuli	Good
Office Table	Wooden	01-Jun-2010	Sindhuli	Good
Office Table	Wooden	01-Jun-2010	Sindhuli	Good
Cupboard	Steel	17-Jul-2010	Sindhuli	Good
Wooden desk		22-Jun-2010	Mahottari	Good
Wooden desk		22-Jun-2010	Mahottari	Good
Office Table	Wooden	22-Jun-2010	Mahottari	Good
Revolving chair		22-Jun-2010	Mahottari	Good
Revolving chair		22-Jun-2010	Mahottari	Good
Revolving chair		22-Jun-2010	Mahottari	Good
Cupboard	Steel	22-Jun-2010	Mahottari	Good
Digital Video Camera	Sony DCR-SR 47E	15-Feb-2010	KTM	Good
Digital Camera	Sony Cybershot W 330	11-Feb-2011	KTM	Good
Digital Camera	Sony Cybershot W 330	11-Feb-2011	Mahottari	Good
Motorbike	YAMAHA SS125	23-Sep-2010	Sindhuli	Good
Helmet		23-Sep-2010	Sindhuli	Poor
Motorbike	YAMAHA SS125	23-Sep-2010	Mahottari	Good
Helmet		25-Feb-2014	Mahottari	Good
Satellite phone	Thuraya SO-2510	27-Sep-2010	KTM	Good

携行機材 (Equipment Accompanied by Expert Dispatch)

資機材名 Name of tool/Equipment	仕様・規格 Specification	取得年月日 Date of Registration in JICA Office	設置場所 Place to Use	状態 Condition
Satellite phone adopter	FUD 3500	19-Apr-2012	KTM	Good
Satellite phone	Thuraya SO-2510	27-Sep-2010	Sindhuli	Good
Satellite phone adopter	FUD 3500	19-Apr-2012	Sindhuli	Good
Projector	NEC NP-V260G	20-Jan-2012	KTM	Good
Projector Screen	CINON	17-Feb-2010	KTM	Good
External Hard Disc	Toshiba	29-Apr-2011	KTM	Good
Solar power generation	Komaes PV Module 190Wp, 24v	03-Oct-2012	KTM	Good
Solar power generation	Komaes PV Module 190Wp, 24v	03-Oct-2012	KTM	Good
Solar power generation	Komaes PV Module 190Wp, 24v	03-Oct-2012	KTM	Good
Solar power generation	Komaes PV Module 190Wp, 24v	03-Oct-2012	KTM	Good
Solar power generation	Komaes PV Module 190Wp, 24v	03-Oct-2012	KTM	Good
Solar power generation	Komaes PV Module 190Wp, 24v	03-Oct-2012	KTM	Good
Solar power generation	Komaes PV Module 190Wp, 24v	03-Oct-2012	KTM	Good
Solar power generation	Komaes PV Module 190Wp, 24v	03-Oct-2012	KTM	Good
Solar power generation	Komaes PV Module 190Wp, 24v	03-Oct-2012	KTM	Good
Solar power generation	Komaes PV Module 190Wp, 24v	03-Oct-2012	KTM	Good
Solar power generation	Komaes PV Module 190Wp, 24v	03-Oct-2012	KTM	Good
Battery for solar system	Exide Tubular Battery	03-Oct-2012	KTM	Good
Battery for solar system	Exide Tubular Battery	03-Oct-2012	KTM	Good
Battery for solar system	Exide Tubular Battery	03-Oct-2012	KTM	Good
Battery for solar system	Exide Tubular Battery	03-Oct-2012	KTM	Good
Battery for solar system	Exide Tubular Battery	03-Oct-2012	KTM	Good
Battery for solar system	Exide Tubular Battery	03-Oct-2012	KTM	Good
Battery for solar system	Exide Tubular Battery	03-Oct-2012	KTM	Good
Battery for solar system	Exide Tubular Battery	03-Oct-2012	KTM	Good
Battery for solar system	Exide Tubular Battery	03-Oct-2012	KTM	Good
Battery for solar system	Exide Tubular Battery	03-Oct-2012	KTM	Good
Battery for solar system	Exide Tubular Battery	03-Oct-2012	KTM	Good
Desktop Computer	HP Pro 3390, QT035AV	30-Aug-2012	KTM	Good
Word Processing & Spread Sheet software	Microsoft Office home and business	30-Aug-2012	KTM	Good
OS Software	Microsoft Windows 7 professional	30-Aug-2012	KTM	Good

Appendix D

List of Collected Documents

No.	Title	Type	Publisher
001	Access to Justice: Creating local level, citizen action mediation bodies to ensure human rights	Project Document	CVICT
002	Promoting Human Rights and Peace Through Community Mediation	Project Report	CVICT
003	Dispute Resolution in Nepal	Study Report	CVICT
004	Access to Justice Through Community Mediation: Analysis of Cases	Case Analysis	CVICT
005	Youth as Peace Promoter	Project Document	CN, ADF & JICA
006	Madhes Community Mediation Project	Project Document	ESP/DFID/HUCODAN
007	Madhes Community Mediation Project	Project Document	Human Rights and Social Development Project Nepal
008	Community Mediation Programme Training Manuals	Training Manuals (TOT)	CeLRRd
009	Community Mediation Programme Training Manuals	Training Manuals (Mediators)	CeLRRd
010	Community Mediation Programme (2004-2009 Dec)	Project Document	CeLRRd
011	Training Program for Bhutanese Refugees	Program Schedule	CeLRRd
012	Community Mediation Program Newsletters	Newsletters	Pro Public
013	Short Profile of Community Mediation Program	Project Document	Pro Public
014	Baseline Assessment Report on Community Mediation Programme	Assessment	IGD
015	GeMSIP Inception Report	Inception Report	GeMSIP
016	GeMSIP Baseline Report	Baseline Report	GeMSIP
017	コミュニティー内における調停能力強化プロジェクト詳細計画策定調査報告	プロジェクト詳細計画策定調査報告書	JICA Nepal Office
018	NGO Directory of Mahottari District	Directory	NGO Federation of Nepal
019	NGO Directory of Sindhuli District	Directory	NGO Federation of Nepal
020	NEPAMAP	Map	Himalayan MapHouse
021	A Socio – Cultural Perspective In Nepal	Book	CVICT
022	SHANTI	Newsletters	CHILDREN-NEPAL
023	Physical Punishment and Its Effect	Book	CHILDREN-NEPAL

No.	Title	Type	Publisher
024	Struggle for Children's Education	Book	Aasaman Nepal
025	Readings on Governance & Development (vol 13)	Magazine	IGD
026	English-English –Nepali	Dictionary	Ajanta Prakashan
027	Nepali English Nepali	Dictionary	Ajanta Prakashan
028	National Conference to Institutionalize Mediation in Nepal	Report	CeLRRd
029	Annual Report 2009/2010 of CeLRRd	Annual Report	CeLRRd
030	English – Nepali Dictionary	Dictionary	Ajanta prakashan
031	Financial Act.	Book (sangraha)	Pairavi Prakashan
032	Sindhuli DDC Databook	Book	DDC Sindhuli
033	調停への誘い	Book	日本加除出版
034	調停への誘い	Book	日本加除出版
035	調停への誘い	Book	日本加除出版
036	解説・同席調停	Book&DVD	日本加除出版
037	メデイエーション研究 第一号	Book	日本メデイエーションセンター
038	メデイエーターズ・デスクブック	Book	三協法規出版
039	ハーバード流交渉術	Book	三笠書房
040	Mediation Training	Book&DVD	日本加除出版
041	District and VDC Profile of Nepal-2010	Book and CD	Intensive Study& Research Centre
042	Peace Campaign	Book	Peace Committee
043	Peace Agreement between CPN-M and GON -2063	Book	Ministry of Peace and Reconstruction
044	Peace Evaluation Compilation	Book	National Monitoring Committee on Code of Conduct for Ceasefire.
045	Climate Resilient Planning	Bulletin	Government. of Nepal (NPC)
046	Nepal Status Paper	Book	Government of Nepal (NPC)
047	National Development Volunteer Service (NDVS)	Book	Government of Nepal (NDVS)
048	Three Year Plan Approach Paper 2010/11-2012/13 (English)	Book	Government of Nepal (NPC)

No.	Title	Type	Publisher
049	Three Year Plan Approach Paper 2010/11-2012/13 (Nepali)	Book	Government of Nepal (NPC)
050	Three Year Interim Plan 2007/08-2009/10 (English)	Book	Government of Nepal (NPC)
051	Three Year Interim Plan 2007/8-2009/10 (Nepali)	Book	Government of Nepal (NPC)
052	Statistical Year Book Nepal	Book	Government of Nepal (NPC)
053	Mediation Act, 2068 (English)	PDF File	Nepal Law Commission
054	Mediation Act, 2068 (Nepali)	PDF File	Nepal Law Commission
055	Mediation Regulation 2070 (Nepali)	Word File	Nepal Law Commission

Appendix E

Translation of Nagarkot Declaration
(Unofficial Translation)

Unofficial translation by COMCAP on 10th August 2014

Respected Mr. Secretary,

Date: 2071/04/30

Ministry of Federal Affairs and Local Development

And

Member, Mediation Council

Subject: Submission of Draft Policy Resolution

As you are aware of the fact that an “Interaction Program on Future Strategy on Community Mediation” held in Nagarkot of Bhaktapur District on 2071/4/9 has give upon us a responsibility to prepare a draft of policy resolution (Nagarkot Declaration) for making community and local body led mediation practices simple, uniformed, coordinated and in a decentralized way to reach out to the local level and making the effective implementation of Mediation Act, 2068 and Mediation Regulation 2070 and submit the draft to the Mediation Council via Ministry.

In this regard, in order to execute and manage, regulate and evaluate community mediation practices in a simplified manner for effective implementation of Mediation Act 2068 and Mediation Regulation 2070, we are honored to submit the point-wise draft of the policy resolution for Ministry of Federal Affairs and Local Development to undertake executive function and for the Mediation Council to give overall policy oversight.

1. Mr. Reshmi Raj Pandey, Joint Secretary MOFALDCoordinator
2. Ms. Shova Basnet..... Member
3. Mr. Narahari Acharya Member
4. Mr. Mukti Rijal Member
5. Mr. Sudeep Gautam Member
6. Mr. Ram Prasad Neupane Member
7. Mr. Bishnu Prasad Regmi Member
8. Mr. Ishwor Raj Poude Member
9. Mr. Shankar Bahadur K.C..... Member

Policy Resolution Regarding Community Mediation

Realizing the necessity of making mediation activities a campaign so as to realize the goal of Mediation Act, 2068 envisioned by Local Self Governance Act, 2055, that defines legal and practice of community and local bodies led mediation to be reached out, in a decentralized framework, to ensure access to justice of the general public with a speedier, simpler and affordable way, to resolve community and local level disputes with community mediation in a simple way and process, to ensure the win-win outcome to the satisfaction of the disputant parties, to develop confidence, to promote tolerance in the community, to deliver justice to citizens in their door step and ensure the local development.

Recognizing to the need, as per the decision number 6 of the Mediation Council dated 2071/03/01, for conducting and managing community and local bodies led mediation works in a more standardized, simple, uniform and coordinated approach and with the lessons learnt after the execution of Mediation Act, 2068 and Mediation Regulation, 2070 within a short period of time after the promulgation of the law, that some confusions have arisen specially for the Implementation of the community mediation was explored during the interaction program held in Nagarkot on 2071/4/9-10 organized jointly by the Ministry of Federal Affairs and Local Development, Mediation Council and Community Mediation Society.

After the directive received from the Chair of the interaction program, who is also the 'Justice of the Supreme Court and Chairperson of the Mediation Council, Honorable Girish Chandra Lal, the Ministry of Federal Affairs and Local Development, with secretary level decision made in 2071/04/14, formed a working group in order to accomplish the task of preparing the following points as a draft for the policy resolution .

Policy Resolution

1. Ministry of Federal Affairs and Local Development should coordinate to ensure uniformity in work and procedure of community and local bodies led mediation
2. Establish National Coordination Committee of seven members presided by the member of Mediation Council and the Secretary of the Ministry of Federal Affairs and Local Development in order to ensure the national level coordination, policy decisions, monitoring and evaluation and verification for community and local bodies led

mediation. The Committee should devise necessary procedures to manage and expand the community and local bodies led mediation activities. The officials in the Committee will be nominated by the Ministry.

3. The Ministry of Federal Affairs and Local Development to prepare a separate procedure and guideline for the community and local bodies led mediation activities. For the community and local level mediators, the Ministry should provide training materials, subject-matter, training Schedule curriculum, and register and publish the names of the mediators, issue certificate, and renew the same accordingly.
4. By making community and local bodies led mediation a core function of the local bodies, the mediation centers will be expanded to all municipalities and VDCs within five years. For this, the Ministry should mobilized and seek this support of operationalize the international development partner organizations and national NGOs.
5. The Ministry should monitor, evaluate and regulate NGOs, INGOs and partner organizations related to the community and local bodies led mediation activities.
6. The Ministry should prepare the draft of the coordination and strategic partnership along with the scope of operation of the GOs, NGOs and partner organizations working in the area of community and local bodies led mediation.
7. The Ministry should carry out the function of capacity building programs and prepare subject-matters, for trainings and training materials, curriculum and curriculum materials for the chief Facilitators and co-facilitators and issue the certificate for those who tend to work in affiliation with the community and local bodies led mediation program.
8. The Ministry should manage to give basic training and make identification of organization, undertake capacity analysis and development, and give authority to such organizations to impart training in relation to community and local bodies led mediation.
9. The Ministry should give direction to the local bodies in order to give authority to those mediators and trainers who are already conducting community mediation activities with minimum of eight days of training community mediation from different organizations before the law related to mediation came into effect.

END

