

**Local Government Engineering Department (LGED)
Ministry of Local Government, Rural Development and Cooperatives
People's Republic of Bangladesh**

**Special Assistance for Project Implementation on
Small Scale Water Resources Development Project
(Phase 2)**

Project Completion Report

Annexes

June 2018

Japan International Cooperation Agency (JICA)

Nippon Koei Co., Ltd.

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Ministry of Local Government, Rural Development and Cooperatives
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Annex 1

JICA- 2 Operational Guidelines Volume 1: Project Policy

June 2018

Japan International Cooperation Agency (JICA)

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People's Republic of Bangladesh
Local Government Engineering
Department (LGED)



**SMALL SCALE WATER RESOURCES
DEVELOPMENT PROJECT (PHASE 2)
(JICA-2)**

JICA Loan No. BD-P98

***Operational Guideline
Volume I: Implementation Policy***

March 2018

Prepared by

JICA-2 PROJECT MANAGEMENT UNIT

OPERATIONAL GUIDELINES

VOLUME I IMPLEMENTATION POLICY

TABLE OF CONTENTS

1.	PURPOSE OF THE OPERATIONAL GUIDELINES	1
2.	PROJECT DESCRIPTION	1
2.1	Background of the Project	1
2.2	Project Area	2
2.3	Project Concept	2
2.4	Project Approaches	4
2.5	Project Goals and Objectives	5
3.	PROJECT SCOPE	6
3.1	Project Composition	6
3.2	Implementation Strategies	10
3.2.1	New Development	10
3.2.2	Additional Development	11
3.2.3	Flagship Development	12
4.	PROJECT IMPLEMENTATION ARRANGEMENT	14
4.1	Project Management Structure	14
4.1.1	Project Steering Committee (PSC)	15
4.1.2	Project Implementation Committee (PIC)	15
4.1.3	Integrated Water Resources Management Unit (IWRMU)	16
4.1.4	Project Management Unit (PMU)	17
4.1.5	Divisional and Regional Office	18
4.1.6	Project Implementation Unit (PIU)	19
4.2	Project Management System	22
4.3	Financial Management	22
4.4	Institutional Arrangements	23
4.5	Social and Environmental Safeguards	24
5.	IMPLEMENTATION PROCEDURES	24
5.1	Implementation Procedures of New Development	24
5.2	Implementation Procedures for Additional Development	30
5.3	Implementation Procedures for Flagship Development	32
6.	PROJECT BENEFIT MONITORING AND EVALUATION	35
6.1	Operation and Effect Indicators	35
6.2	Management Information System	35

LIST OF TABLES

Table 1	Composition of Steering Committee Members	15
Table 2	Composition of Project Implementation Committee Members	15
Table 3	Composition of Project Management Unit Staff	17
Table 4	Composition of Project Implementation Unit Staff	19
Table 5	Stages/Steps of JICA-1 and Modified Stages/Steps for JICA-2	24

Table 6	Modified Implementation Procedures for New Development.....	25
Table 7	Difference between Additional Development and New Development.....	30
Table 8	Implementation Procedures of Additional Development Different from New Development.....	31
Table 9	Difference between Flagship Development and New Development.....	32
Table 10	Implementation Procedures of Flagship Development Different from New Development.....	34

LIST OF FIGURES

Figure 1	Location Map	2
Figure 2	Conceptual Diagram of JICA-2	3
Figure 3	Expected Coordination Mechanism in LGED	5
Figure 4	Summary Logical Framework of JICA-2.....	6
Figure 5	Composition of JICA-2.....	6
Figure 6	New Development	7
Figure 7	Additional Development	8
Figure 8	Flagship Development.....	9
Figure 9	Project Management Structure	14
Figure 10	Funds Flow of Loan Proceed	23

LIST OF ATTACHMENT

Attachment I-1:	Terms of Reference for Individual Firm
Attachment I-2:	Terms of Reference for FS-DD Firm
Attachment I-3:	Terms of Reference for Facilitator Firm/NGO
Attachment I-4:	Training on Overall Management for JICA-2
Attachment I-5:	Advance Procedure
Attachment I-6:	Transfer Procedure
Attachment I-7:	Financial Management Guideline
Attachment I-8:	Gender Action Plan (GAP) for JICA-2, 2017-2024
Attachment I-9:	Work Flow of New Development Type Subproject
Attachment I-10:	Pre-screening Criteria for New Development Type Subproject
Attachment I-11:	Pre-screening Criteria for Additional Development Type Subproject
Attachment I-12:	Work Flow of Additional Development Type Subproject
Attachment I-13:	Pre-screening Criteria for Flagship Development Type Subproject
Attachment I-14:	Work Flow of Flagship Development Type Subproject
Attachment I-15:	Monitoring and Evaluation Indicators

OPERATIONAL GUIDELINES: VOLUME I IMPLEMENTATION POLICY

1. PURPOSE OF THE OPERATIONAL GUIDELINES

This Guideline was prepared to provide a common framework for implementers, decision-makers, beneficiaries and partners involved as well as stakeholders concerned in the implementation of the Small Scale Water Resources Development Project Phase-2 (JICA-2). JICA-2 is a project of the Local Government Engineering Department (LGED) under Official Development Assistance (ODA) funded by a concessional loan from the Government of Japan through the Japan International Cooperation Agency (JICA) with counterpart financing from Government of Bangladesh (GoB). JICA-2 will provide basic support services in selected subprojects in Sylhet, Dhaka, Mymensingh and Rangpur Divisions.

The guideline presents the operational policies and guideposts prepared based on the various project documents such as the final report on Small Scale Water Resources Development Data Collection Survey prepared by JICA, signed Loan Agreement and its Annexes, and Detailed Project Proposal (DPP). Principally, this guideline takes off from the implementation guidelines used in the Small Scale Water Resources Development Project (JICA-1) and the Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development (JICA-TA) with appropriate modifications and additional provisions to suit the requirements of JICA-2 including the lessons learned from previous projects.

The guideline is a product of collective efforts generated thru detailed technical discussions, workshops, and agreements with key implementers. It seeks to promote a common understanding among stakeholders and make available a single reference for all those involved in the implementation of JICA-2. This implementation policy guideline is derived from and supported by the detailed operational guideline for subproject development.

The scope and application of this guideline may be modified during implementation in the event it becomes inevitable to consider some peculiarities or changes in actual field conditions which might necessitate improvements in implementation systems, procedures and mechanisms. Supplemental guidelines may also be formulated as needed to address gaps or institute corrective or enhancement measures to the existing guidelines. However, operational and procedural modifications may be adopted by the Project Management Unit (PMU) as necessary to expedite project implementation.

2. PROJECT DESCRIPTION

2.1 Background of the Project

In 2015, the total population in Bangladesh was estimated at about 157.9 million, about 77% were living in the rural areas in 2011. The poverty incidence levels both in the upper (35.2%) and lower (21.1%) poverty lines are quite higher in the rural area than those of urban area in 2010. Even a large number of rural households have income below the poverty line. Within the year 2010 - 2015, there was good improvement in poverty reduction, yet more than 25% people are still living on the upper poverty line. Low productivity and inequitable distribution of land accentuate the problem of poverty. Crop production and fisheries are the sub-sectors under agriculture through which low productivity and inequitable distribution of land accentuate the problem of poverty. Due to very fertile land and favourable weather, agriculture is one of the most important sectors in Bangladesh in terms of food and nutritional security, employment in the rural areas, income generation, and poverty reduction.

The agriculture sector of Bangladesh is dominated by the crops production. Therefore, increase in productivity of crops is critical to achieve poverty reduction in rural areas and food security of the country. However, there are issues on the increase of crop productivity, as follows:

- 1) Due to uneven distribution of rainfall (80% during rainy season), flood is a major problem during the rainy season while surface water is scarcely available in the dry season;
- 2) Due to urbanisation and industrialisation, agricultural land tends to decrease; and
- 3) Due to increase in population, there is growth in food demand.

In order to solve the above issues, increasing the crop intensity through proper water resources management such as flood control during the rainy season and irrigation during the dry season is highly required. Currently, irrigation groundwater for crop production accounts for 77% of the total irrigation water use with a number of significant problems such as excessive water pumping, arsenic contamination, and lack of operation and maintenance (O&M). In these perspectives, the Government of Bangladesh (GoB) through the National Water Policy and the Seventh Five-Year Plan 2016 - 2021 (7th FYP) has prioritized the surface water resources development. In line with the aforesaid policy and plan, LGED has started to implement Small Scale Water Resources Development (SSWRD) in the rural areas with the assistance of Asian Development Bank (ADB), JICA, and other donor agencies. Through SSWRD, the surface water utilisation capacity has been increasing. However, there is still huge demand and potential for SSWRD in the country. Therefore, LGED targets to expand SSWRD areas throughout the country to contribute to rural economic growth and poverty alleviation, sustainable food production, and environmental management.

The positive gains achieved by JICA-1, such as increases of cropping intensity from 1.43 to 1.60, cropped area by 11.9%, cereal production by 19.5% and non-cereal production by 47.6%, led to the scaling-up of the delivery of SSWRD support in the rural areas through the launching of similar programs within LGED and necessitates a replication of JICA-1. Therefore, JICA-2 was formulated in consideration of the needs of rural areas as well as the commitments of GoB and the Government of Japan (GoJ) to rural development.

2.2 Project Area

The JICA-2 will cover four (4) Divisions, namely; Sylhet, Dhaka, Mymensingh and Rangpur. The location map of the project area is illustrated in the attached Figure 1.

2.3 Project Concept

The JICA-2 was designed to help attain the development vision of the 7th FYP and LGED thrusts and priorities, in consideration of lessons learned in previous SSWRD projects, i.e., ADB-1, ADB-2, JICA-1 and JICA-TA. The following development concepts of JICA-2 are proposed as shown in Figure 2:

- 1) Essentially, JICA-2 espouses the same approach of JICA-1 to the development of new subprojects, which involves the combination of water resources

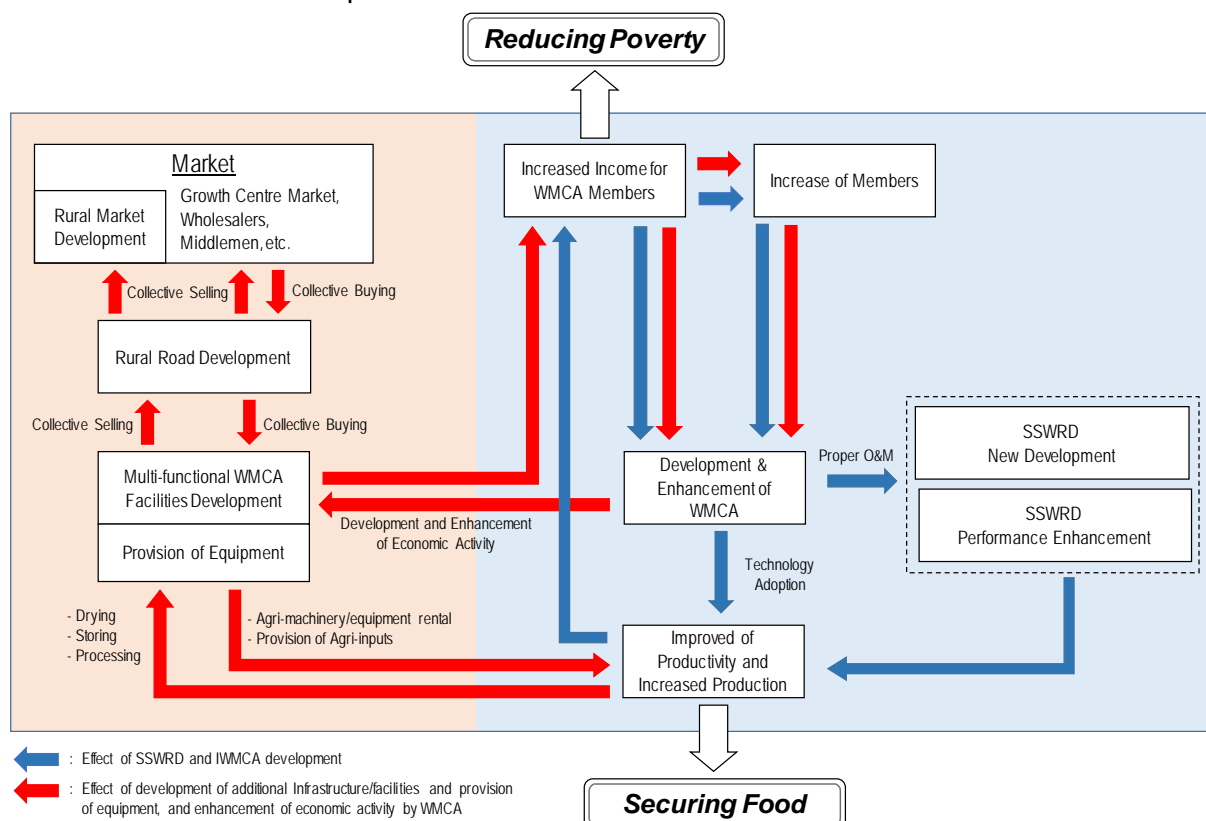


Source: Small Scale Water Resources Development Data Collection Survey, JICA, April 2017

Figure 1 Location Map

management facilities development and organization/institutional development support;

- 2) The JICA-2 also adopts the performance enhancement approach to the subprojects implemented under JICA-1, which exists the good performing Water Management Cooperative Associations (WMCAs); and
- 3) In addition to the above approaches, JICA-2 introduces the comprehensive development approach to support the enhancement of subproject not only the water resources management facilities development but also additional rural infrastructures development and provision of equipment to be on synergistic effects with water resources development.



Source: Small Scale Water Resources Development Data Collection Survey, JICA, April 2017

Figure 2 Conceptual Diagram of JICA-2

Specifically, the JICA-2 shall focus on:

- 1) **New Development:** Replication of SSWRD subprojects in the new potential areas of Sylhet, Dhaka, Mymensingh and Rangpur Divisions, as JICA-1, with greater emphasis on poverty reduction in the rural area of Bangladesh through increasing of agricultural and/or fisheries products by providing water resources management facilities and institutional development support to WMCA for proper O&M of water resources management facilities;
- 2) **Additional Development:** Performance enhancement of SSWRD subproject implemented under JICA-1, which exists the good performing WMCAs through provision of additional water resources management facilities for the improvement and/or expansion of the subproject area with the standard office in case not constructed during JICA-1 and equipment to WMCA for the maximisation of the benefits of SSWRD. Institutional development support to WMCA for enhancement of

planning and management capacity for the diversification of WMCA's economic activities. This new dimension will be also an enhanced incentive/empowerment mechanism to farmers and WMCA members through boosting the circle and their management from production/O&M of water resource facilities to business/sales for the continuous development of their performance, to reach the ultimate goal of JICA-2; agricultural production increase and income increase of farmers; and

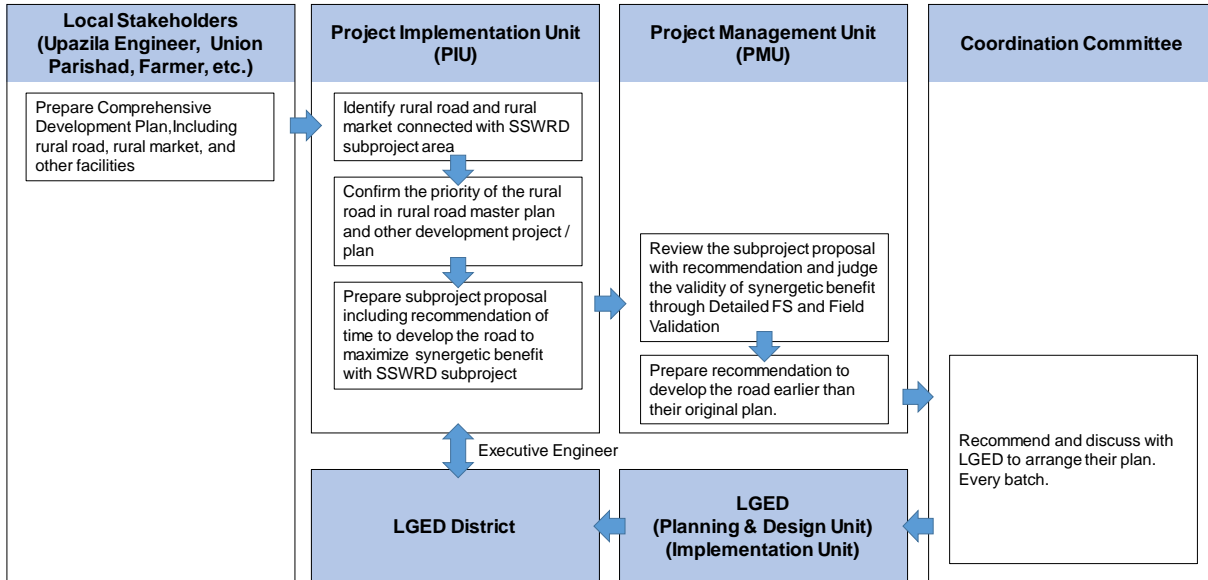
- 3) **Flagship Development for Best WMCAs:** Pilot implementation of comprehensive SSWRD in JICA-1 area, which exists the best performing WMCAs. JICA-2 will provide enhancement of subproject with additional rural infrastructures such as rural road, rural market and multi-functional facilities, and equipment to be in synergistic effects with SSWRD in terms of the marketing of agricultural and/or fisheries products for the top three (3) subprojects with the best performing WMCAs in each Division of Sylhet, Dhaka and Mymensingh. JICA-2 will enhance WMCA by providing capacity building training on planning and management of agri-businesses and/or services for collective selling of agricultural and/or fisheries produces, agri-machinery and equipment rental, collective buying of agri-inputs, and storing and/or processing of agricultural and/or fisheries produces. Although Flagship Development will be conducted as pilot basis under JICA-2, it could be expected to become an advanced model to be disseminated to whole Bangladesh in future projects of rural development. This new dimension will be also an enhanced incentive/empowerment mechanism to farmers and WMCA members through boosting the circle and their management from production/O&M of water resource facilities to business/sales for the continuous development of their performance, to reach the ultimate goal of JICA-2; agricultural production increase and income increase of farmers.

2.4 Project Approaches

Based on the project concepts discussed in Section 2.3, the approaches of JICA-2 are set as follows:

- 1) Demand driven concept and participatory approach are the guiding principle for the sustainability of the assistance provided by JICA-2;
- 2) The implementation approaches and guidelines use in JICA-1 and JICA-TA pertaining to planning, implementation, monitoring and evaluation will be adopted in JICA-2. For effectively and efficiently managed subprojects scattered nationwide, however, the modification and/or formulation of project management, quality control, monitoring and evaluation system are required due to difficult circumstances to undertake an on-site monitoring frequently;
- 3) The perspective of comprehensive SSWRD should be incorporated in the preparation of subproject proposal at the field level as a candidate subproject to be implemented under JICA-2. Adoption of the perspective of comprehensive approach from the initial stage is important because the local level staff is able to realise the development priority of the other components, especially for road component, and to provide more or maximum synergistic effects for SSWRD in order to facilitate marketing of increased agricultural and/or fisheries produces. In this connection, JICA-2 will strengthen the comprehensive development planning capacity of the field level staff through orientation/workshop and appropriate training as necessary; and
- 4) The implementation of comprehensive SSWRD will be limited under JICA-2 because priority is given for the expansion of SSWRD subprojects across the country. From such a situation, the implementation mechanism for the left behind additional rural

infrastructures under JICA-2 to incorporate in the existing projects or programmes of LGED will be formulated during the implementation period of JICA-2. The expected coordination mechanism between JICA-2 and the existing projects or programmes of LGED is proposed by the Small Scale Water Resources Development Data Collection Survey of JICA as shown in Figure 3. However, this proposed mechanism will be further examined and discussed among Planning and Design Unit, Implementation Unit, Integrated Water Resources Management Unit (IWRMU) and JICA-2.



Source: Small Scale Water Resources Development Data Collection Survey, JICA, April 2017

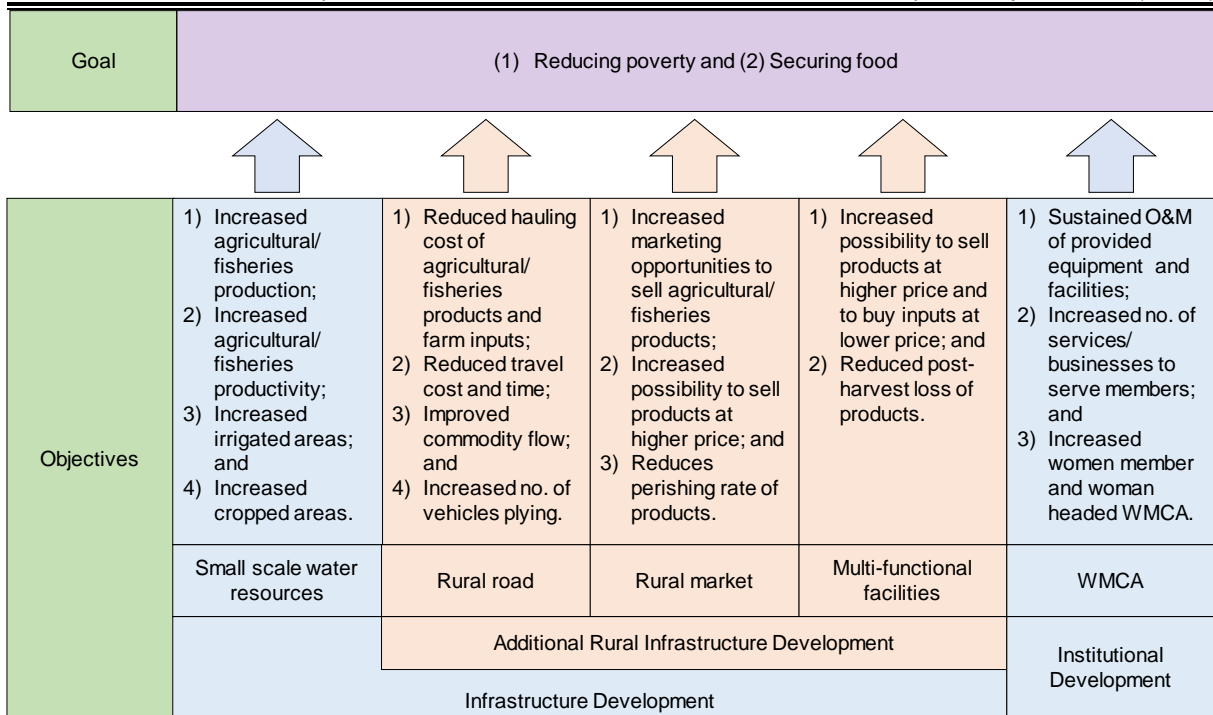
Figure 3 Expected Coordination Mechanism in LGED

2.5 Project Goals and Objectives

The goal of JICA-2 is to reduce poverty and secure food by making agricultural and/or fisheries products plentiful and enhancing the marketing of the said products through provision of rural infrastructures such as water resources management facilities, rural roads, rural markets, multi-function facilities and capacity building training to WMCA. The JICA-2 aims also to generate jobs during construction, on/off-farm works and in agribusiness operations as shown in Figure 4.

In attaining the project goal, the following objectives of JICA-2 shall be pursued:

- 1) To increase agricultural and/or fisheries productivity in the benefited area of SSWRD subproject thereby improving production;
- 2) To establish and develop WMCA for the proper O&M of the water resources management facilities;
- 3) To improve the efficiency of commodity flow and mobility of people within, to, and from the subproject area in support to agribusiness, livelihood, and domestic activities;
- 4) To enhance viable WMCA for marketing of agricultural and/or fisheries products through provision of appropriate training and multi-functional facilities to be managed by WMCA; and
- 5) To improve and/or modify existing project management, monitoring and evaluation system.



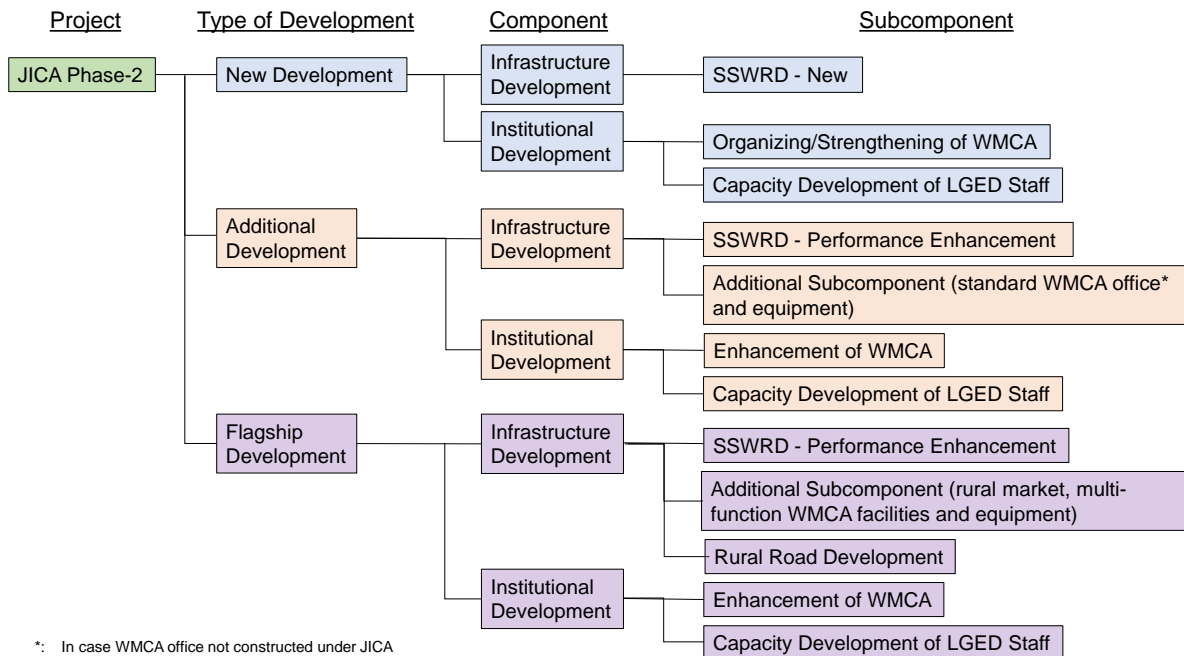
Source: Small Scale Water Resources Development Data Collection Survey, JICA, April 2017

Figure 4 Summary Logical Framework of JICA-2

3. PROJECT SCOPE

3.1 Project Composition

To attain the project goals and objectives mentioned in Section 2.5, JICA-2 will be implemented in the composition shown in Figure 5:

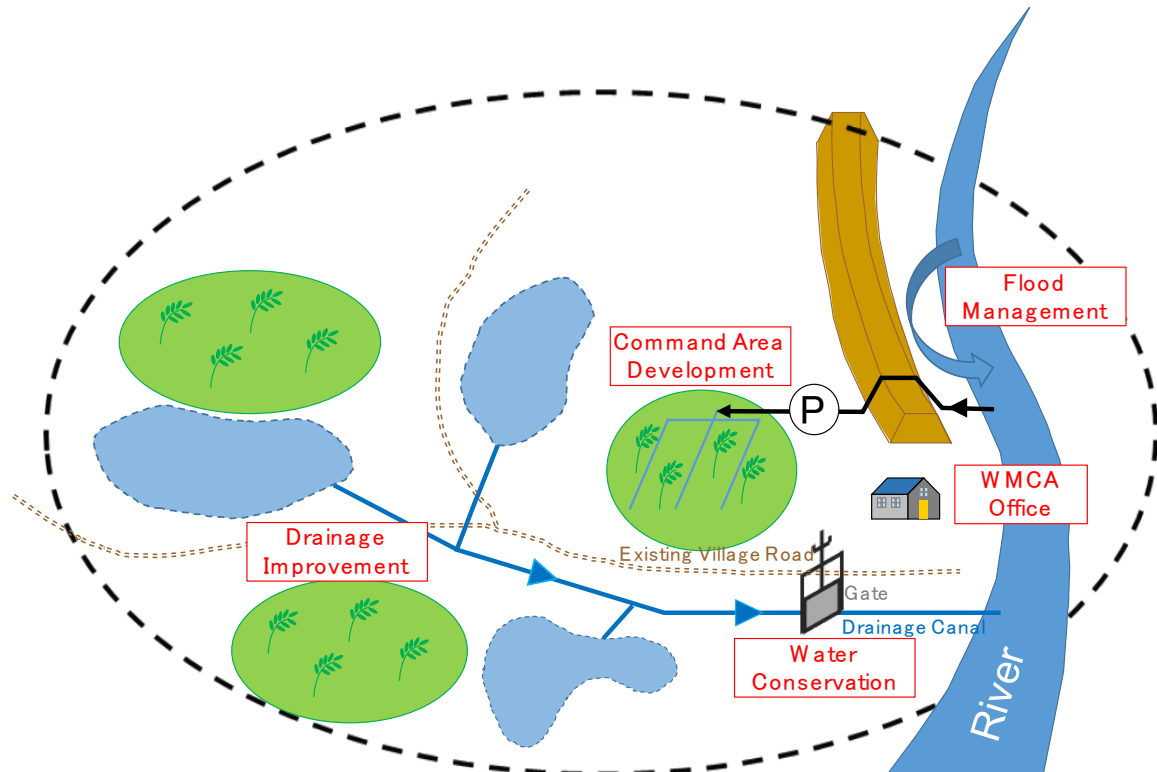


Source: Small Scale Water Resources Development Data Collection Survey, JICA, April 2017

Figure 5 Composition of JICA-2

(1) New Development

The New Development consists of infrastructure and institutional development components and subcomponents shown in Figures 5 and 6:



Source: Small Scale Water Resources Development Data Collection Survey, JICA, April 2017

Figure 6 New Development

(a) New SSWRD:

1) Construction of the following water resources management facilities:

- a) Earthen embankment;
- b) *Khal* (natural drainage channel) re-excavation to improve drainage as well as increase water conservation capacity;
- c) Regulator, sluice, water retention structure and other types of hydraulic structure; and
- d) Irrigation system by providing improved canal network, lined canal and/or buried pipe system, and associated structure including pump house.

2) Construction of office building for the establishment of O&M activities by WMCA.

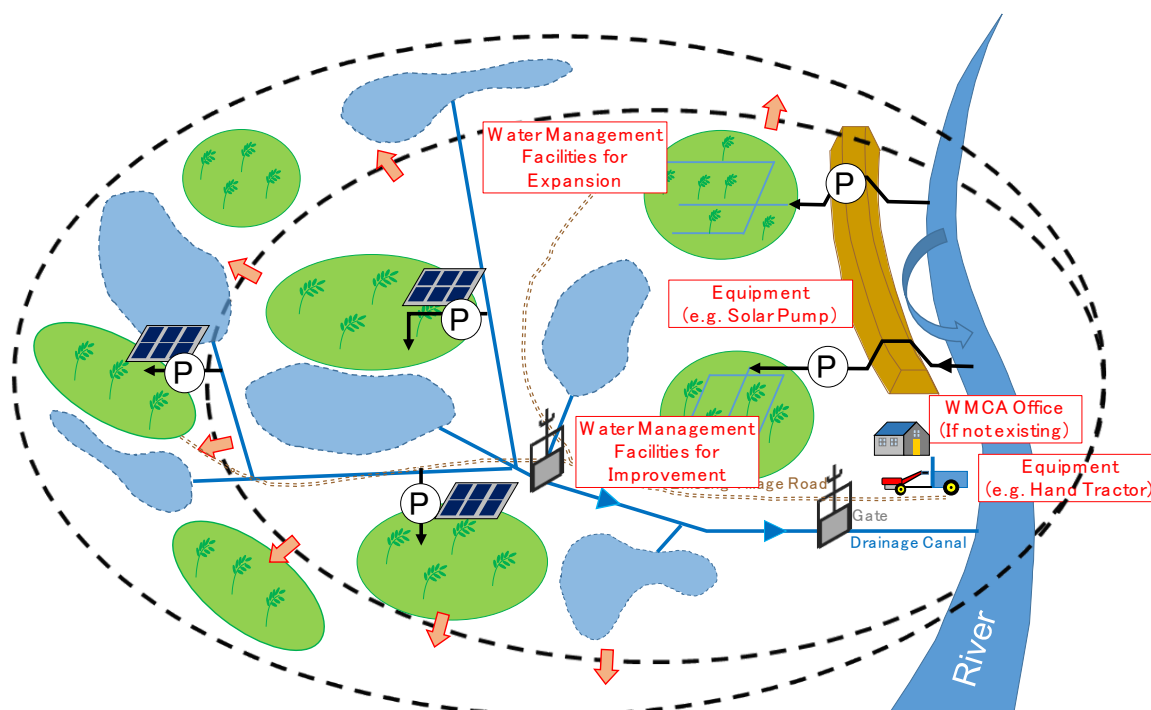
(b) Establishment and development of WMCA: Establishing and developing of WMCA and its member through the following trainings:

- 1) Organizational management and administration;
- 2) Construction supervision;
- 3) O&M;
- 4) Agricultural and/or fisheries production;
- 5) Gender and development;
- 6) Environment management; and

7) Micro-credit and various income generating activities for women and landless.

(2) Additional Development

Additional Development consists of infrastructure and institutional development components and subcomponents shown in Figures 5 and 7.



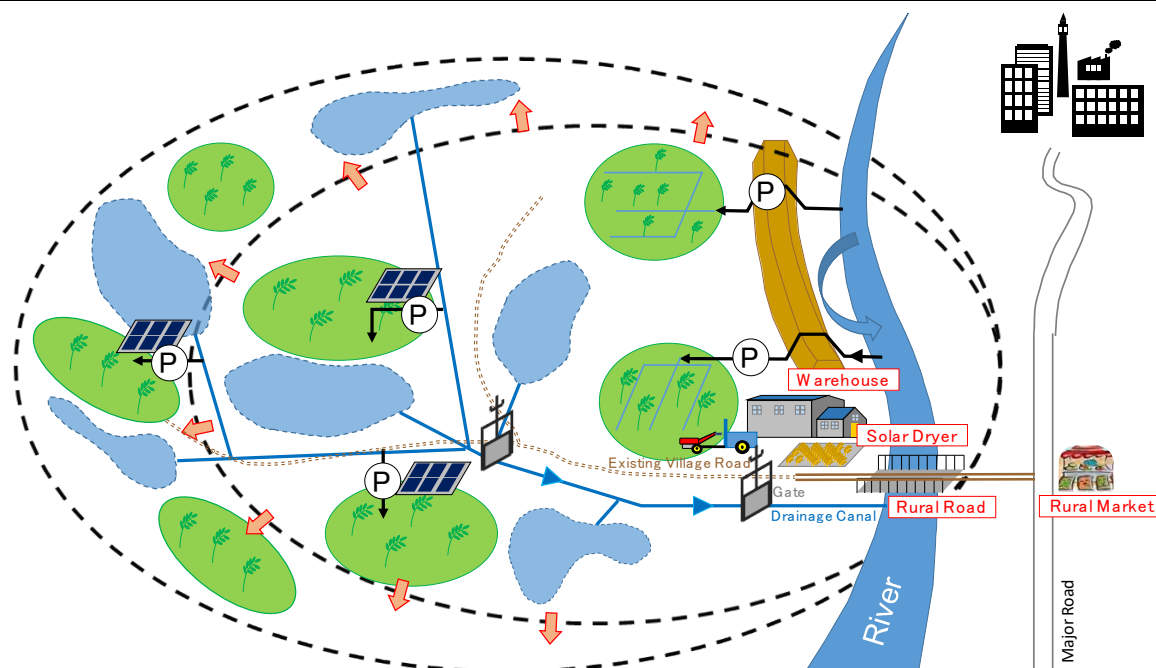
Source: Small Scale Water Resources Development Data Collection Survey, JICA, April 2017

Figure 7 Additional Development

- 1) Performance enhancement SSWRD: This subcomponent is applied to the existing subprojects implemented under JICA-1, which exists in good performing WMCA. The definition of performance enhancement for JICA-2 applies same definition of ADB-3; i.e. “performance enhancement covers improvement and/or expansion and does not cover maintenance or rehabilitation or rectification of obvious design and construction mistakes”. The water resources management facilities will be provided for improvement and/or expansion of subproject area, and also provided the standard WMCA office in case not being constructed during JICA-1.
- 2) Equipment: Provision of equipment (movable solar pump, hand tractor with trailer, sprayer, trolley, computer, sewing machine, food processing equipment, etc.) which can maximise the benefits of SSWRD.
- 3) WMCA Enhancement: Provision of the following trainings related to agribusiness to the existing WMCA and its member:
 - a) Agribusiness/service planning for agri-machinery and equipment rental;
 - b) Agribusiness/service management;
 - c) Proper O&M of equipment; and
 - d) Other trainings as necessary.

(3) Flagship Development

Flagship Development consists of infrastructure and institutional development components and subcomponents shown in Figures 5 and 8.



Source: Small Scale Water Resources Development Data Collection Survey, JICA, April 2017

Figure 8 Flagship Development

- 1) Performance enhancement SSWRD: Details are same as Additional Development.
- 2) Rural road: The provision of this subcomponent is envisioned to (i) improve existing rural road in the subproject area, (ii) construct and/or open new rural road in the subproject area, and (iii) construct and improve structures such as bridge, overflow structures, and drainage crossing. The rural road shall compose a part of value chain connecting from the subproject area to market. The specifications shall comply with the design guidelines and standards¹ developed by LGED.
- 3) Rural market: Construction of new rural market, and improvement or rehabilitation of existing rural market shall be carried out under this subcomponent. The rural market shall be located at a place where it is strategically important for agriculture and/or fisheries value chain. The typical facilities equipped to the rural market include market shed, latrine, shallow tube well, waste management facilities and management office.
- 4) Multi-functional facilities: This subcomponent involves the provision of multi-purpose building and/or multi-purpose pavement/raised open platform in the subproject area for post-harvest activities. This includes construction of facilities purposely for warehouse, solar dryer, trading post, processing facility in support of agribusiness activities such as marketing and processing of agricultural and/or fisheries products and also serve as venue for training and agricultural and/or fisheries extension activities, product packaging and labelling, market information exchange, and other social or community activities.
- 5) Equipment: Provision of equipment (movable solar pump, hand tractor with trailer, sprayer, trolley, computer, sewing machine, food processing equipment, etc.) which can maximise the benefits of SSWRD.
- 6) WMCA Enhancement: JICA-2 will enhance WMCA by providing the following capacity building training:

¹ LGED. 2005. Road Design Standards Rural Road

- a) Agribusiness/service planning for collective selling of agricultural/fisheries products, agri-machinery and equipment rental, collective buying of agri-inputs, and storing/processing of agricultural/fisheries products;
- b) Agribusiness/service management;
- c) Agribusiness matching with private sector;
- d) Proper O&M of multi-functional facilities and equipment; and
- e) Other trainings as necessary.

3.2 Implementation Strategies

In line with the project concept and approach mentioned in Chapter 2, the following implementation strategies are adopted for each type of development.

3.2.1 New Development

(1) Planning

- 1) Qualified new subproject: New Development will cover only new small scale water resources development (SSWRD) subproject, which has not received any financial assistance from the Government of Bangladesh (GoB) and/or donors in the past. The new SSWRD subproject should be located in the potential areas of Sylhet, Dhaka, Mymensingh and Rangpur Divisions.
- 2) Comprehensive new SSWRD plan: The perspective of comprehensive SSWRD should be incorporated in the preparation of subproject proposal at the field level as a candidate subproject to be implemented under JICA-2. Adoption of the perspective of comprehensive approach from the initial stage is important because the local level staff is able to realize the development priority of other components to provide more or maximum synergistic effects for SSWRD in order to facilitate marketing of increased agricultural and/or fisheries produces. Under the New Development, however, only SSWRD new subproject subcomponent will be implemented. From such a situation, coordination mechanism between JICA-2 and the existing LGED projects and/or programmes is expected for the implementation of left behind subcomponents as discussed in Section 2.4. In this connection, JICA-2 will strengthen the comprehensive development planning capacity of the field level staff through orientation/workshop and appropriate training as necessary.
- 3) Site validation: To ensure technical, financial, economic, and organizational feasibility, and social and environmental acceptability, subproject site should be validated by Project Management Unit (PMU)/Project Consultant (PC) based on the draft detailed feasibility study (F/S) results.

(2) New SSWRD subproject

- 1) Participatory approach: Participation of potential beneficiaries shall be promoted in all phases of project cycle from project identification to O&M. Under this approach, the beneficiaries should familiarise themselves with the SSWRD subproject, shall have greater responsibility for their own facilities, and shall conduct O&M by themselves as members of WMCA on a sustainable manner.
- 2) O&M fund: The potential beneficiaries, through WMCA, are required to contribute O&M costs for water resources management facilities. In this connection, first year

O&M cost² should be generated and deposited by WMCA through contribution from beneficiaries prior to tender for the construction of SSWRD subproject. For WMCA office, WMCA should acquire a lot or parcel of land for the proposed site through deed of donation (DoD) or deed of sale (DoS) or long-term right to use Public Land from Upazila Land Office.

- 3) O&M by WMCA: The proper O&M of water resources management facilities and WMCA office should become the responsibility of the beneficiaries to ensure the facilities' sustainability. Therefore, the water resources management facilities and WMCA office shall be handed-over to WMCA for O&M at the end of first year joint O&M.
- (3) WMCA establishment and development
- 1) Targeting: One WMCA per SSWRD subproject will be established and developed under JICA-2; and
 - 2) Framework of training: JICA-1 provided training to ensure viability of the WMCAs responsible to the selected SSWRD subprojects. The training shall be also provided under JICA-2 with the following intensive framework. PMU shall deploy an Institutional Development Expert to each Regional office at Divisional office, Agriculture and Fishery Facilitators to Project Implementation Unit at District level (D-PIU), and General Facilitator to Project Implementation Unit at Upazila level (U-PIU) to provide basic inputs for WMCA establishment and development such as organisational management and administration, construction supervision, and O&M of small scale water resources management facilities. In addition, PMU shall also tap partner agencies and institutes concerned to provide other necessary trainings, on agriculture and/or fisheries production, gender, environment, microcredit, and various income generating activities (IGA) for women.

3.2.2 Additional Development

- (1) Planning
- 1) Qualified performance enhancement subproject: Additional Development will cover only the performance enhancement SSWRD subprojects with good performing WMCAs completed under JICA-1 in Sylhet, Dhaka and Mymensingh Divisions for maximising the project benefits.
 - 2) Comprehensive performance enhancement SSWRD plan: Same strategy of New Development is also adopted.
 - 3) Site validation: Same strategy of New Development is also adopted.
- (2) Performance enhancement SSWRD subproject
- 1) Participatory approach: Same strategy of New Development is adopted.
 - 2) O&M contribution: Same strategy of New Development is adopted. Strategy for WMCA office is only applicable when the office was not constructed during JICA-1.
 - 3) O&M by WMCA: Same strategy of New Development is adopted.

² First year O&M cost = (3% for earthwork) + (1.5% for structure) + (7.0% for equipment) + (10% for bamboo fish screen) + (0.5% for miscellaneous)

(3) Provision of equipment

- 1) Participatory approach: Participation of WMCA shall be promoted from planning to O&M of equipment. Under this approach, WMCA is expected to have greater responsibility over O&M of the equipment on a sustainable manner.
- 2) Approval of business plan: WMCA shall prepare a business plan of equipment and submit to PMU for review and approval.
- 3) O&M fund: The potential beneficiaries, through WMCA, are required to contribute O&M costs for equipment. In this connection, first year depreciation amount³ should be generated and deposited by WMCA through contribution from beneficiaries prior to tender for the equipment.
- 4) Operation and management by WMCA: The equipment will be provided for use by WMCA under JICA-2. In this context, the equipment shall be operated and managed by WMCA which can provide equipment rental, commodity transport service for members, processing of products, etc. and able to operate and manage the provided equipment on a sustainable basis. Therefore, the equipment will only be provided and handed-over to WMCA at the end of first year joint O&M.

(4) WMCA enhancement

- 1) Targeting: The good performing WMCAs supported under JICA-1 will be enhanced.
- 2) Provision of training: In order to undertake the equipment rental, commodity transport, processing of products, etc., training shall be provided to WMCA. For this purpose, PMU shall deploy an Institutional Development Expert to each Divisional office, Agriculture and Fisheries Facilitators to D-PIU, and General Facilitator to U-PIU to provide training on business planning, business management, resource mobilization, and maximum utilization and proper management of equipment. In addition, PMU shall also tap partner agencies and institutes concerned, and partner from private sector to provide other necessary training.
- 3) Harmonisation: WMCA enhancement should be harmonised with provision of equipment and training.

3.2.3 Flagship Development

(1) Planning

- 1) Qualified performance enhancement subproject: Flagship Development will only cover the top three (3) performance enhancement subprojects with excellent performed WMCAs completed under JICA-1 in each Division of Sylhet, Mymensingh and Dhaka for maximizing the project benefits.
- 2) Comprehensive performance enhancement SSWRD plan: This plan consists of a comprehensive package of performance enhancement SSWRD subproject with rural road, rural market, multi-functional facilities and institutional development. Support is to be identified and endorsed by the local stakeholders concerned as subproject proposal. All subcomponents in the proposal will be implemented under Flagship Development as pilot basis. Therefore, comprehensive plan should be reviewed and approved by PMU for the candidate subproject to be implemented under JICA-2.
- 3) Site validation: Same strategy of New Development is adopted.

³ First year depreciation amount = (amount of equipment) / (durable year of equipment)

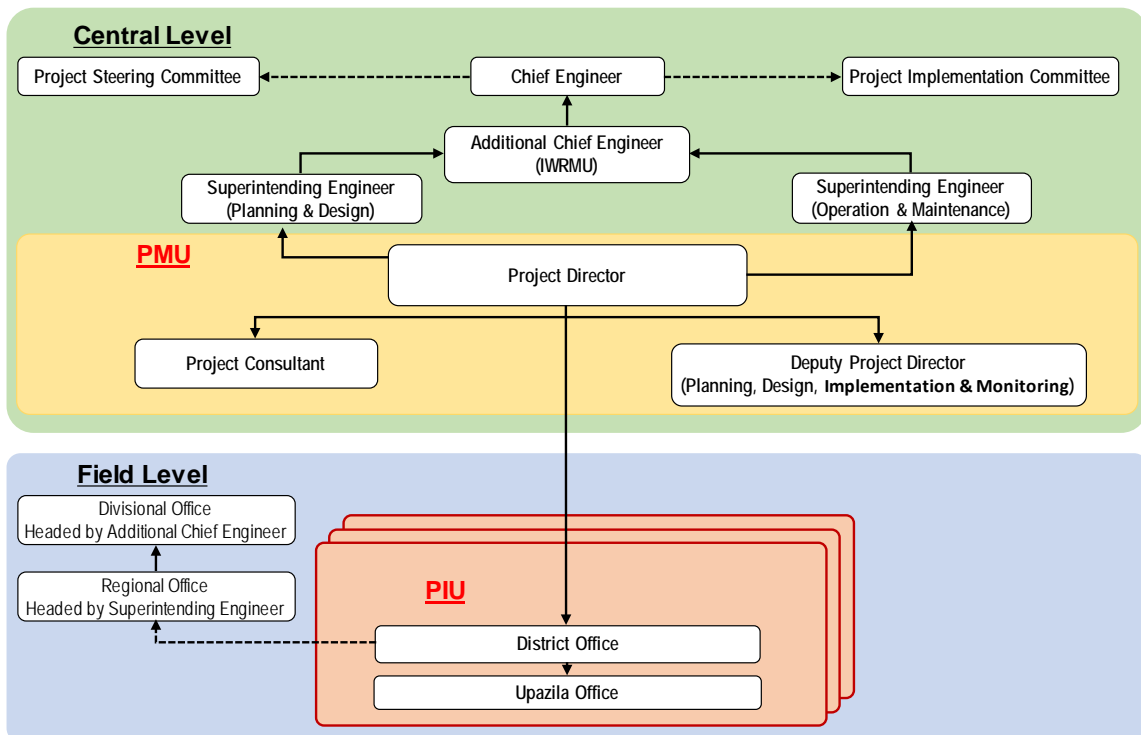
- (2) Performance enhancement SSWRD subproject
Same strategy of the Additional Development is adopted.
- (3) Rural road development
 - 1) Assurance of road right-of-way (RoW): The Upazila Parishad shall be responsible for assurance of the proposed rural road RoW to ensure smooth implementation. In general, areas with existing and potential RoW problems shall be avoided.
 - 2) Maintenance by LGED: The maintenance of the completed rural road will be the responsibility of LGED.
- (4) Rural market development:
 - 1) Securing of the proposed market site: Union Parishad shall be responsible for providing a lot/parcel of land situated along the road for the establishment of rural market.
 - 2) Operation and management by the Union Market Management Committee (MMC): The operation and management of the completed rural market will be the responsibility of the Union MMC. To ensure effective operation and management, the Union Parishad will be required to commit annual budget and staff allocation for the completed rural market by Union MMC. Therefore, the rural market shall be handed-over to Union MMC after completion of the construction works.
- (5) Multi-functional facilities development
 - 1) Participatory approach: Participation of WMCA shall be promoted in all the phases of the project cycle from planning to O&M. Under this approach, WMCA is expected to have greater responsibility over O&M of the multi-functional facilities on a sustainable manner developed under JICA-2.
 - 2) Approval of business plan: WMCA shall prepare a business plan of multi-functional facilities and submit to PMU for review and approval.
 - 3) Operation capital: WMCA should acquire a lot/parcel of land situated at strategic location for marketing of agricultural and/or fisheries products for the proposed multi-functional facilities site through DoD or DoS or long-term right to use Public Land from Upazila Land Office. WMCA shall also deposit initial operation capital (at least Tk 50,000) for multi-functional facilities.
 - 4) O&M by WMCA: The multi-functional facilities are designed for use of WMCA. In this context, the multi-functional facilities shall be managed by WMCA which can provide marketing, storing and drying, processing of products services for members and able to undertake O&M of the completed multi-functional facilities on a sustainable basis. The performance level of WMCA must be carefully analysed and considered, in terms of management capability and operating capital, among others. Therefore, the multi-functional facilities will only be provided and handed-over to WMCA.
- (6) Provision of equipment
Same strategy of Additional Development is adopted
- (7) WMCA enhancement
 - 1) Targeting: The top three (3) excellent performing WMCAs supported under JICA-1 in each of Sylhet, Mymensingh and Dhaka Divisions will be enhanced.

- 2) Provision of training: In order to act as a consolidator, trading or marketing arm in the subproject area, training shall be provided to WMCA. For this purpose, PMU shall deploy an Institutional Development Expert to each Divisional office, Agriculture and Fisheries Facilitators to D-PIU, and General Facilitator to U-PIU to provide training on business planning, business management, resource mobilization, productivity enhancement, and maximum utilisation and proper O&M of multi-functional facilities. In addition, PMU shall also tap partner agencies and institutes concerned, and partner from private sector to provide other necessary training.
- 3) Harmonisation: WMCA enhancement should be harmonised with multi-functional facilities development and institutional development.
- 4) Agribusiness collaboration: JICA-2 will also help WMCA to establish at least one (1) demand and/or market driven agribusiness per multi-functional facilities in partnership with the private sector. The agribusiness shall be managed by WMCA with members supporting in terms of raw materials, capital, and other resources.

4. PROJECT IMPLEMENTATION ARRANGEMENT

4.1 Project Management Structure

LGED established a separate project management unit at the Central, District and Upazila offices to supervise project implementation under JICA-1. This project management unit approach was proven effective and efficient in the implementation of JICA-1. Hence, the existing units of LGED designated in the implementation of JICA-1 will again be tapped to be the responsible project management units for JICA-2. In principle, project management units will utilize existing LGED staff on concurrent basis. However, the staff will have to be augmented in view of the increase in workload as a project basis, if necessary. The project management structure for JICA-2 is shown in Figure 9 and the role of each implementer is summarised in the following subsections:



Source: Small Scale Water Resources Development Data Collection Survey, JICA, April 2017

Figure 9 Project Management Structure

4.1.1 Project Steering Committee (PSC)

The PSC of JICA-2 will be formed by the Local Government Division (LGD) to oversee the overall project progress and effective coordination among various stakeholders. The PSC will be headed by the Secretary of LGD. The Senior Assistant Chief of LGD will be the Member Secretary. PSC will comprise the representatives of concerned ministries and agencies as shown in Table 1 below.

Table 1 Composition of Steering Committee Members

Organization	Title in Organization	Title in PSC
1) Local Government Division (LGD)	Secretary	Chairperson
2) Planning, LGD	Joint Chief	Member
3) Development, LGD	Joint Secretary	Member
4) LGED	Chief Engineer	Member
5) LGD	Deputy Chief	Member
6) NEC-ECNEC & Coordination Wing, Planning Division	Representative	Member
7) Implementation Monitoring and Evaluation Division (IMED)	Representative	Member
8) Irrigation Wing of Agriculture, Water Resources and Rural Institution Division, Planning Commission	Representative	Member
9) Programming Division, Planning Commission	Representative	Member
10) Finance Division	Representative	Member
11) Economic Relation Division	Representative	Member
12) Planning Unit, LGED	Representative	Member
13) LGED	Project Director (PD)	Member
14) LGD	Senior Assistant Chief	Member Secretary
Total	14	-

Source: Small Scale Water Resources Development Data Collection Survey, JICA, April 2017

The PSC meeting will be held at least once in three (3) months. The roles of the PSC are:

- 1) Review the recommendation of the project implementation committee (PIC) for addressing problems that arise during project implementation and take decision accordingly;
- 2) Give guidelines or formulate policies required for implementing project activities; and
- 3) Any other matter related to project implementation.

4.1.2 Project Implementation Committee (PIC)

The PIC will be established by LGED for the JICA-2 to oversee the overall project progress and effective coordination among various stakeholders. The PIC will be headed by the Chief Engineer of LGED. PD of JICA-2 will be the Member Secretary. PIC will comprise representatives of concerned ministries and agencies as shown in Table 2.

Table 2 Composition of Project Implementation Committee Members

Organization	Title in Organization	Title in PIC
1) LGED	Chief Engineer	Chairperson
2) Planning, Local Government Division (LGD)	Representative	Member
3) Development, LGD	Representative	Member
4) Establishment Division, Ministry of Public Administration	Representative	Member
5) Economic Relations Division	Representative	Member
6) IMED	Representative	Member
7) Planning Commission	Representative	Member
8) Ministry of Land (MoL)	Representative	Member
9) Ministry of Youth and Sports	Representative	Member
10) Bangladesh Water Development Board (BWDB)	Representative	Member
11) Water Resources Planning Organization (WARPO)	Representative	Member

12) Department of Agricultural Extension (DAE)	Representative	Member
13) Department of Cooperatives (DoC)	Representative	Member
14) Department of Fisheries (DoF)	Representative	Member
15) Department of Environment (DoE)	Representative	Member
16) Department of Women's Affairs (DoWA)	Representative	Member
17) LGED	PD	Member Secretary
18) JICA	Representative	Observer
Total	18	-

Source: Small Scale Water Resources Development Data Collection Survey, JICA, April 2017

The PIC meeting will be held at least once in every three (3) months or whenever urgent issues requiring inter-ministerial coordination arise. The roles of the PIC are:

- 1) Provide guidance on policy and strategic direction of the Project;
- 2) Ensure smooth inter-ministry/agency coordination;
- 3) Oversee project implementation and progress; and
- 4) Guide to resolve implementation problems and issues that require higher level interventions.

4.1.3 Integrated Water Resources Management Unit (IWRMU)

The IWRMU in LGED is responsible for the development and management process of small scale water resources facilities, including the engagement of competent outside entities and effective follow-up of time and result bound work entrusted to these entities. The tasks and responsibilities of IWRMU are re-grouped and reformulated as follows:

- 1) Planning and design (P&D): supervise and monitor P&D related activities, identification, selection, planning, and design of subprojects as well as the District Water Resources Assessment (DWRA);
- 2) Implementation: monitoring and supervision during implementation of subproject.
- 3) Operation and maintenance: one year jointly O&M with WMCA after completion of construction works of subproject;
- 4) Monitoring and evaluation: supervising and monitoring the technical auditing and evaluation of the project;
- 5) Policy advice: advising on laws, regulations, rules, guidelines, and directives related to LGED water resources management activities;
- 6) Coordination: coordination with WARPO, BWDB, Ministry of Water Resources (MoWR), DoC, and other ministries/ departments; and
- 7) Environment, social, and capacity building: updating the environmental guidelines, the assessment of the environmental impact of the projects, and as well as follow-up actions of these assessments, analysis of water-related poverty issues, management of the GoB fund for emergency maintenance, management of major flood and cyclone damage rehabilitation, and management of additional training for LGED staff and WMCAs.

The IWRMU is headed by an Additional Chief Engineer. Superintending Engineers assist the Additional Chief Engineer and ensure that IWRMU performance is consistent with its mandate.

4.1.4 Project Management Unit (PMU)

For effective and efficient implementation of JICA-2, PMU will be established within IWRMU. The PMU will be headed by Project Director (PD). One (1) management subunit will be set up under PD. PMU staff report directly to PD who will report directly to and work under the supervision and guidance of the Additional Chief Engineer of IWRMU. PMU will comprise the staff as shown in Table 3:

Table 3 Composition of Project Management Unit Staff

Post	Status	Nos.	In Charge
1) Project Director (PD)	Permanent	1	Overall Project Management of JICA-2
2) Deputy Project Director	Permanent	1	Plan, Design, Implementation and Monitoring
3) Senior Assistant Engineer	Permanent	2	Plan, Design, Environment and Social, Training, Water Structure, Road, Market and O&M
4) Assistant Engineer	Permanent	4	Plan, Design, Environment, Water Structure, Road, Market and O&M
5) Sub Assistant Engineer	Permanent	2	-
6) Sociologist	Permanent	4	Institutional Development, Social Management, Training, and Gender
7) Senior Aquaculturist	Permanent	1	Fishery Development
8) Senior Agronomist	Permanent	1	Agricultural Development
9) Account Officer	Permanent	1	Financial Management
10) Accountant Assistant	Permanent	1	-
11) Office Assistant cum Computer Operator	Permanent	3	-
12) Driver	Permanent	2	-
13) Office Support Staff	Permanent	2	-
Total	-	25	-

Source: Special Assistance for Project Implementation on JICA-2, JICA

In addition, JICA-2 will tap the qualified Project Consultant (PC) as JICA-1 in order to efficiently and effectively manage, coordinate, and monitor the Project. PC will belong to PMU and supervised by PD. PMU will conduct, with assistance of PC and IWRMU, the overall administration, control, management, and supervision of the implementation of JICA-2. PMU will:

- 1) Formulate JICA-2 Operational Guidelines;
- 2) Prepare publicity materials for awareness campaign of JICA-2;
- 3) Conduct orientation of implementers from the central down to the field level to ensure that implementers have a common understanding of concept, system and procedures of JICA-2;
- 4) Prepare and/or modify overall implementation schedule and package of subprojects for implementation;
- 5) Prepare annual work and budget plans;
- 6) Manage overall project finance for the smooth implementation of JICA-2;
- 7) Review and pre-screen subproject proposal submitted by PIU, and prepare candidate subprojects list per batch;
- 8) Select following local consultant firms and/or NGOs through Quality and Cost Based Selection (QCBS) or Quality Based Selection (QBS) and execute Training of Trainer (TOT) based on JICA-2 Operational Guidelines:
 - a) Local Consultant Firm to deploy individual local consultants i.e. Water Resource Development Expert and Institutional Development Expert to each Divisional

- Office abbreviated as Individual Firm (The terms of reference for the experts are shown in Attachment I-1.),
- b) Local Consultant Firms to conduct detail feasibility study (FS) and detail design (DD) abbreviated as FS-DD Firm (The terms of reference for the FS-DD Firm are shown in Attachment I-2.), and
 - c) Consultant Firms/NGOs to deploy Agricultural, Fishery and General Facilitators to PIU abbreviated as Facilitator Firm/NGO (The terms of reference for the facilitators are shown in Attachment I-3.).
- 9) Review and approve Field Reconnaissance (FR) report submitted by Water Resource Development Expert at Divisional office;
 - 10) Review and approve Participatory Rapid Appraisal (PRA) report submitted by FS-DD Firm;
 - 11) Review and approve draft FS report submitted by FS-DD Firm;
 - 12) Conduct Site Validation based on draft FS results jointly with PIU and local stakeholders, and prepare Site Validation report;
 - 13) Review and approve Institutional Development Action Plan (ID-AP) submitted by WMCA through PIU;
 - 14) Review and approve DD report submitted by FS-DD Firm;
 - 15) Review and approve bid evaluation results for construction works of subproject submitted by PIU;
 - 16) Monitor overall status and progress of subproject through reviewing of monthly progress report submitted by PIU and conducting of Semi-annual Progress Review and Planning Conference;
 - 17) Conduct on-site monitoring as necessary;
 - 18) Prepare Quarterly and Annual Progress report and submit to overseeing agencies and JICA;
 - 19) Provide TOT and Skills Enhancement training to PIU staff for improvement of their planning, technical, institutional, monitoring and evaluation capacity;
 - 20) Modify JICA-2 Operational Guidelines and/or prepare Supplemental Guidelines as necessary;
 - 21) Conduct Project Results Monitoring and Evaluation; and
 - 22) Maintain close coordination with partner agencies and institutes.

4.1.5 Divisional and Regional Office

Divisional and Regional offices will serve as intermediaries between PMU and PIU. Each of Divisional and Regional office is headed by Additional Chief Engineer and Superintending Engineer, respectively. They will provide supervision, inspection, and monitoring functions for the subprojects. Regional office is also responsible for technical training of PIU staff, labour contracting societies, and WMCAs that are provided at Regional Training Centre (RTC).

A project-based Account Assistant will be deployed to each Regional Office under GoB counterpart fund. In addition, PMU will deploy Water Resource Development Expert and Institutional Development Expert under loan proceed to each Regional Office at Divisional Office through Individual Firm due to difficult circumstances to undertake (i) field reconnaissance of proposed subproject, (ii) technical assistance for PIU staff and WMCA, and (iii) frequent on-site monitoring of subproject by PMU/PC.

4.1.6 Project Implementation Unit (PIU)

PIU will consist of PIU at District level (D-PIU) and PIU at Upazila level (U-PIU) headed by Executive Engineer (XEN) and Upazila Engineer (UE), respectively. Other staff of both units are shown in Table 4. In addition, PMU will deploy Agriculture Facilitator and Fishery Facilitator to D-PIU and General Facilitator under loan proceed to U-PIU through Facilitator Firm/NGO for assisting of institutional development activities.

Table 4 Composition of Project Implementation Unit Staff

Post	Status	Nos	In Charge
D-PIU			
1) Executive Engineer	Permanent	1	Project management within District
2) Sr. Assistant Engineer	Permanent	1	-
3) Assistant Engineer	Permanent	1	-
4) Assistant Engineer (Mechanical)	Permanent	1	-
5) Sociologist	Permanent	1	-
6) Sub Assistant Engineer	Permanent	2	-
7) Mechanical Foremen	Permanent	1	-
8) Accountant	Permanent	1	-
9) Accountant Assistant	Permanent	1	-
10) UD	Permanent	1	-
11) Stenographer cum Computer Operator	Permanent	1	-
12) Electrician	Permanent	1	-
13) Driver	Permanent	3	-
14) Rower Driver	Permanent	3	-
15) Truck Driver	Permanent	1	-
16) Office Support Staff	Permanent	1	-
17) Assistant Engineer	Project-GoB	1	Water Resources Development
18) Sociologist	Project-GoB	1	Institutional Development
19) Sub Assistant Engineer	Project-GoB	2	Water Resources Development
20) Agriculture Facilitator	Project-RPA	1	Agriculture Development
21) Fisheries Facilitator	Project-RPA	1	Fishery Development
Subtotal	-	25	-
U-PIU			
1) Upazila Engineer	Permanent	1	Project management within Upazila
2) Assistant Upazila Engineer	Permanent	1	-
3) Sub Assistant Engineer	Permanent	2	-
4) Draftsman	Permanent	1	-
5) Accountant	Permanent	1	-
6) Surveyor	Permanent	1	-
7) Work Assistant	Permanent	4	-
8) Community Organizer	Permanent	1	-
9) Electrician	Permanent	1	-
10) Stenographer cum Computer Operator	Permanent	1	-
11) Office Assistant	Permanent	1	-
12) Account Assistant	Permanent	1	-
13) Office Support Staff	Permanent	2	-
14) Night Guard	Permanent	1	-
15) General Facilitator	Project-RPA	1	Institutional Development
Subtotal	-	23	-
Total	-	48	-

Source: Small Scale Water Resources Development Data Collection Survey, JICA, April 2017

(1) D-PIU

D-PIU will be established within LGED District office. Under the close guidance and supervision of PMU, D-PIU will conduct, with assistance from U-PIU, administration, control, management and supervision of implementation of JICA-2 within the District. D-PIU will:

- 1) Maintain close coordination with District Parishad and Administration, and partner agencies and institutes;
- 2) Prepare sub-project implementation schedule at District level and submit to PMU for approval;
- 3) Prepare annual work and budget plan at District level and submit and submit to PMU for approval;
- 4) Check and consolidate subproject proposals submitted by Upazila Engineer and submit to PMU for pre-screening;
- 5) Assist Water Resource Development Expert at Divisional office to conduct field reconnaissance (FR) for pre-screened subprojects jointly with U-PIU and local stakeholders;
- 6) Assist PMU to monitor FS-DD firms' performance jointly with U-PIU for PRA, FS and DD;
- 7) Assist PMU/PC to conduct Site Validation for confirmation of the draft FS results jointly with U-PIU and local stakeholders;
- 8) Present Detail FS results of subproject at DLIAPEC meeting for review and clearance;
- 9) Assist potential beneficiaries to establish WMCA by themselves jointly with U-PIU in coordination with partner agencies and institutes;
- 10) Assist WMCA in preparation of ID-AP jointly with U-PIU in coordination with partner agencies and institutes for PMU's review and approval;
- 11) Assist WMCA in establishment, development and enhancement of WMCA based on approved ID-AP jointly with U-PIU in coordination with partner agencies and institutes and private sector;
- 12) Confirm attainment of pre-conditions by WMCA jointly with U-PIU for signing of Implementation Agreement (IA) of subproject;
- 13) Enter into IA among XEN, WMCA and Union Parishad Chairman;
- 14) Prepare tender document for construction works and specification for equipment;
- 15) Select local contractor for construction of subproject and procurement of equipment through Open Tendering Method (OTM);
- 16) Contract for construction works and equipment supply, and payment of bills;
- 17) Manage and supervise construction works of subproject jointly with U-PIU;
- 18) Assist WMCA to execute first year joint O&M of water resource management facilities together with U-PIU;
- 19) Hold monthly progress meeting on infrastructure and institutional development together with U-PIU and prepare monthly progress report for PMU's review;
- 20) Participate Semi-annual Progress Review and Planning Conference at Central level;
- 21) Enter Lease Agreement (LA) among WMCA, XEN and Union Parishad Chairman on the use of resource management facilities and subproject hand-over;
- 22) Prepare subproject completion report jointly with U-PIU on Infrastructure Development supported with As-built Drawings of all facilities including general layout map and Institutional Development including Accomplishment of ID-AP, O&M Manual and Sustainability Plan and submit them to PMU for review and acceptance.

(2) U-PIU

U-PIU will be established within LGED Upazila office. Under the close guidance and supervision of D-PIU, U-PIU will be responsible for administration, control, management and supervision of implementation of JICA-2 at Upazila and Union level. U-PIU will:

- 1) Maintain close coordination with Upazila Parishad and Administration, and partner agencies and institutes, and Union Parishad;
- 2) Assist Upazila Parishad, local people and potential beneficiaries to identify subproject;
- 3) Prepare subproject proposal based on subproject identification form and submit to PMU through D-PIU for pre-screening;
- 4) Assist Water Resource Development Expert at Divisional office to conduct field reconnaissance (FR) for pre-screened subprojects jointly with U-PIU and local stakeholders;
- 5) Assist PMU to monitor FS-DD firms' performance jointly with D-PIU for PRA, FS and DD;
- 6) Assist PMU/PC to conduct Site Validation for confirmation of the draft FS results jointly with D-PIU and local stakeholders;
- 7) Assist potential beneficiaries to establish WMCA by themselves jointly with D-PIU in coordination with partner agencies and institutes;
- 8) Assist WMCA in preparation of ID-AP jointly with D-PIU in coordination with partner agencies and institutes for PMU's review and approval;
- 9) Assist WMCA in establishment, development and enhancement of WMCA based on approved ID-AP jointly with D-PIU in coordination with partner agencies and institutes and private sector;
- 10) Confirm attainment of pre-conditions by WMCA jointly with D-PIU for signing of IA of subproject;
- 11) Assist D-PIU to enter into IA among XEN, WMCA and Union Parishad Chairman;
- 12) Manage and supervise construction works of subproject jointly with D-PIU;
- 13) Supervise pre- and post-measurements, check measurements, prepare bill of quantities (BOQ) for payment;
- 14) Assist WMCA to execute first year joint O&M of water resource management facilities together with D-PIU;
- 15) Hold monthly progress meeting on infrastructure and institutional development together with D-PIU and prepare monthly progress report for PMU's review;
- 16) Assist D-PIU to enter LA among WMCA, XEN and Union Parishad Chairman on the use of resource management facilities and subproject hand-over;
- 17) Prepare subproject completion report jointly with D-PIU on Infrastructure Development supported with As-built Drawings of all facilities including general layout map and Institutional Development including Accomplishment of ID-AP, O&M Manual and Sustainability Plan and submit them to PMU for review and acceptance.

Implementation of JICA-2, which subprojects are scattered throughout the country would be tedious and complicated without sufficient logistic support. This has been proven in JICA-1 where mobility and coordination have been hampered due to lack of transport and communication facilities. In JICA-2, therefore, project inputs will include provision of motorcycles for U-PIUs.

4.2 Project Management System

The established implementation guidelines under JICA-1 and JICA TA, and modified and newly formulated guidelines by PMU/consultant under JICA-2 will be compiled as the Operational Guideline. The Operational Guideline for JICA-2 is composed as follows:

- 1) Volume 1: Implementation Policy,
- 2) Volume 2: New Development,
- 3) Volume 3: Additional Development, and
- 4) Volume 4: Flagship Development.

The above enumerated guidelines are designed to serve as common guide for the PMU established at the central level, D-PIU, U-PIU, cooperating agencies/institutes, and local stakeholders. The basic requirements, guidelines, criteria, and procedures in the implementation of the development components are drawn from the existing policies, common guidelines, and standards. Additional/supplemental guidelines will be formulated by PMU/PC, whenever necessary, as the work progresses. All aspects will be taken up and discussed in detail with PMU and PIUs and agreed before finalization.

In addition, the staff of PIUs assigned to JICA-2 will be oriented by PMU/PC on the project implementation systems and procedures. PMU/PC will provide orientation, workshop, and skills enhancement training to the staff of PIUs that will improve the planning and technical design of infrastructure facilities, monitoring and evaluation, crisis management, among others, as necessary. The orientation, workshop and skills enhancement training conducting under JICA-2 by PMU/PC are shown in Attachment I-4 and summarized as follows:

- 1) JICA-2 Orientation and Action Planning Workshop.
- 2) Training of Trainers (TOT):
 - a) Subproject identification and comprehensive SSWRD planning,
 - b) Construction monitoring and quality assessment,
 - c) Preparation of hand-over document, subproject completion report and WMCA sustainability plan,
 - d) O&M of water resources management facilities,
 - e) Environment, and
 - f) Gender and development.
- 3) Skills Enhancement Training:
 - a) Financial management,
 - b) Management information system (MIS), and
 - c) Micro-credit management.

4.3 Financial Management

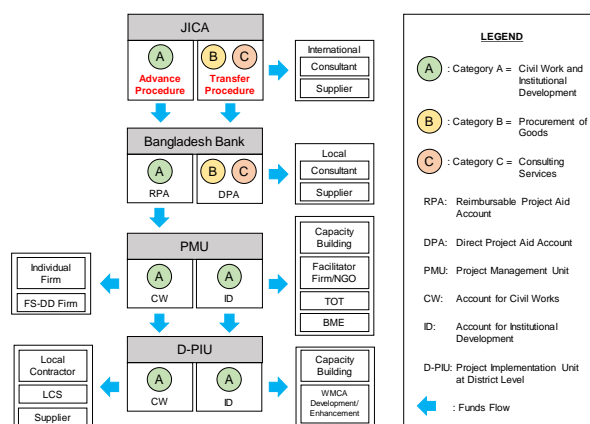
(1) Project Financing

JICA-2 is funded through a loan from the Government of Japan through JICA and counterpart funds from the Government of Bangladesh (GoB) as well as equity contributions from the project beneficiaries. The loan proceeds will be used to finance the costs of civil works including survey, investigation and design (SID), institutional development, equipment of goods (equipment and material), consulting services and contingencies.

Items which are not eligible for loan financing per loan agreement and will therefore be charged to GoB counterpart funds which are general administration expenses, taxes and duties, purchase of land and other real property, compensation, and other indirect items.

(2) Financial management

Funds of JICA-2 will be administered and managed by LGED through PMU. Funds flow shall be in accordance with the existing government rules and regulations and JICA Disbursement Procedures; specifically, Advance Procedure (refer to Attachment I-5) for the category of Civil Works and Institutional Development, and Transfer Procedure (refer to Attachment I-6) for the category of Procurement of Goods and Consulting Services, financed out of the loan. The funds flow of JICA-2 is illustrated on Figure 10 and the Financial Management Guidelines are shown in Attachment I-7.



Source: Special Assistance for Project Implementation on JICA-2, JICA

Figure 10 Funds Flow of Loan Proceed

In accordance with the Loan Agreement, the Foreign Aided Project Audit Directorate (FAPAD) under the Office of the Comptroller and Auditor General of Bangladesh shall audit the records and accounts related to applicable expenditures of loan proceeds. The same shall apply to GoB counterpart funds.

4.4 Institutional Arrangements

LGED is the executing agency in the implementation of JICA-2 with the cooperating agencies having their own distinct function in the implementation of institutional development component of JICA-2. As such, LGED shall exercise overall administration, planning, control, management and supervision in the implementation of JICA-2. Implementation of each institutional development subcomponent will be undertaken jointly by LGED, partner agencies and institutes concerned. The partner agencies and institutes policies and the implementation shall be synchronised in accordance with the approved ID-AP.

In this connection, implementation arrangements are governed by Memorandum of Understanding (MoU) on Institutional Development signed by and between LGED and the partner agencies and institutes. This MoU specifically provides for the functions and responsibilities of each cooperating partner. LGED already has MoU with the following respective agencies and institutes to have mutual cooperation:

- 1) Department of Agricultural Extension (DAE),
- 2) Department of Cooperatives (DoC),
- 3) Department of Environment (DoE),
- 4) Department of Fisheries (DoF),
- 5) Department of Livestock Services (DLS),
- 6) Department of Women Affairs (DWA),
- 7) Water Resources Planning Organisation (WARPO),
- 8) Bangladesh Fisheries Research Institute (BFRI), and
- 9) Bangladesh University of Engineering and Technology (BUET),

10) Bangladesh Water Development Board (BWDB).

JICA-2 will continue to coordinate with the above-mentioned partner agencies and institutes especially in providing the technical assistance, extension services and training to WMCA members and others.

In addition, Special Memorandum of Agreement (MoA) or Contract may be entered by LGED to address specific requirement and/or needs of WMCA especially for Additional Development and Flagship Development, whenever necessary.

4.5 Social and Environmental Safeguards

JICA-2 shall incorporate environmental concerns in planning, design, construction, provision and O&M of subcomponents to mitigate any adverse impact. JICA-2 shall adhere to JICA Guidelines for Environmental and Social Considerations dated April 2010 and to Bangladesh Environment Conservation Act (ECA, 1995, Amendment 2010) and Environment Conservation Rules (1997). Social safeguards, including the concerns of women and indigenous people (IP) will be taken into consideration during planning, implementation, and monitoring. of JICA-2.

In terms of gender and development, LGED stresses to prepare the Gender Action Plan (GAP) for each project in accordance with the LGED’s Gender Equity Strategy (2014) and modified Gender Equity Action Plan for the water sector (2017). Therefore, JICA-2 shall follow its own GAP prepared accordingly (refer to Attachment I-8). It is also in line with JICA Strategies and Actions for Gender Equality and Women’s Empowerment (2014).

5. IMPLEMENTATION PROCEDURES

5.1 Implementation Procedures of New Development

The subcomponents corresponding to New Development type subproject are same as JICA-1 as follows: (refer to Section 3.1 item (1))

- 1) Small scale water resources (SSWR) development, and
- 2) Water management cooperative association (WMCA) establishment/development.

Therefore, the implementation procedures established under JICA-1 will be basically adopted for New Development under JICA-2. However, the modification of implementation procedures of JICA-1 were modified in terms of streamlining of operations and shortening of duration for efficient and effective implementation of JICA-2. The implementation procedures of JICA-1 and modification of implementing procedures for JICA-2 are summarized in Table 5.

Table 5 Stages/Steps of JICA-1 and Modified Stages/Steps for JICA-2

Stages/Steps of JICA-1	Modified Stages/Steps for JICA-2
<p>1. Subproject Identification, Reconnaissance, and Clearance Stage (12 - 18 months)</p> <ul style="list-style-type: none"> ➤ Steps including this stage: 10 Steps (1 to 10) ➤ Milestone for ending this stage: Clearance of District Level Inter Agency Project Evaluation Committee (DLIAPEC) 	<p>1. Planning and Design Stage (15 - 24 months)</p> <ul style="list-style-type: none"> ➤ Steps including this stage: 12 Steps (1 to 12) ➤ Milestone for ending this stage: Signing of IA
<p>2. Institutional Establishment and Design Stage (9 - 16 months)</p> <ul style="list-style-type: none"> ➤ Steps including this stage: 12 Steps (11 to 22) ➤ Milestone for ending this stage: Signing of Implementation Agreement (IA) 	

Stages/Steps of JICA-1	Modified Stages/Steps for JICA-2
3. Construction and First-Year Joint O&M Stage (18 - 33 months) <ul style="list-style-type: none"> ➤ Steps including this stage: 12 Steps (23 to 34) ➤ Milestone for ending this stage: Signing of Lease Agreement (LA) 	2. Construction Stage (6 - 12 months) <ul style="list-style-type: none"> ➤ Steps including this stage: 4 Steps (13 to 16) ➤ Milestone for ending this stage: Completion of construction works
	3. First-Year Joint O&M Stage (12 months) <ul style="list-style-type: none"> ➤ Steps including this stage: 4 Steps (17 to 20) ➤ Milestone for ending this stage: Signing of LA and submission of Completion Report.
4. Sustained O&M Stage <ul style="list-style-type: none"> ➤ Steps including this stage: 4 Steps (35 to 38) ➤ Milestone for ending this stage: There is no end. 	This stage will be excluded from JICA-2 because this stage should be covered by IWRMU regular operations.
JICA-1: 4 Stages with 38 Steps (39 - 67 months)	JICA-2: 3 Stages with 20 Steps (33 - 48 months)

Source: Special Assistance for Project Implementation on JICA-2, JICA

The work flow for the implementation of New Development is shown in Attachment I-9. The implementation procedures for New Development are shown in Operational Guideline Volume II and summarized in Table 6.

Table 6 Modified Implementation Procedures for New Development

Stage	Step	Major Activities	Output
Planning and Design Stage	Step 1: Subproject Identification	<ul style="list-style-type: none"> ➤ LGED field office will issue letter to Union Parishad (UP) with publicity materials prepared by PMU/PC informing local people about JICA-2. ➤ Upazila Engineer will also distribute and explain subproject identification form to UP and local people. ➤ UP and local people will fill out subproject identification form and submit to Upazila Engineer. 	<ul style="list-style-type: none"> ▪ Filled out subproject identification form
	Step 2: Subproject Proposal	<ul style="list-style-type: none"> ➤ Upon receiving of subproject identification form from UP, Upazila Engineer will fill out subproject proposal form. ➤ Upazila Engineer will present subproject proposal at Upazila Parishad meeting for review and approval. ➤ Submission of filled out subproject proposal form to PMU by Upazila Engineer endorsement from District Executive Engineer. 	<ul style="list-style-type: none"> ▪ Filled out subproject proposal form
	Step 3: Contract with Local Consultant Firm and/or NGO	<ul style="list-style-type: none"> ➤ PMU will conduct tender for advisory and professional services by local consultant firm and/or NGO through Quality and Cost Based Selection (QCBS) or Fixed Budget Selection (FBS) or Quality Based Selection (QBS). ➤ PD and awarded Individual Firm, FS-DD Firm and Facilitator Firm/NGO will sign contract. ➤ PMU/PC will execute Training of Trainer (TOT) to contracted Individual Firm, FS-DD Firm and Facilitator Firm/NGO based on JICA-2 Operational Guideline. 	<ul style="list-style-type: none"> ▪ Signed contract
	Step 4: Pre-Screening of Subproject	<ul style="list-style-type: none"> ➤ PMU/PC will pre-screen subproject proposal submitted from LGED field office in accordance with pre-screening criteria⁴ prepared by PMU/PC⁵. ➤ PMU/PC will prepare subproject list based on pre-screened results per batch. ➤ PD will request to local consultant (water resource development expert) at Divisional office to conduct field reconnaissance of pre-screened subproject. 	<ul style="list-style-type: none"> ▪ Subproject list

⁴ Refer to Attachment I-10.

⁵ PMU/PC will always monitor and assess whether the pre-screening criteria are acceptable or not in terms of the pass rates for identified subproject. In case that the constraints will be identified in the screening criteria, PMU/PC in consultation with JICA will update/modify the pre-screening criteria to address the constraints.

Stage	Step	Major Activities	Output
	Step 5: Field Reconnaissance (FR)	<ul style="list-style-type: none"> ➤ Local consultant (water resource development expert) stationed at Regional Office at Divisional office will execute FR jointly with D-PIU and U-PIU to identify (i) subproject boundary, (ii) location of water resources management facilities, and (iii) hydrological system. ➤ Local consultant stationed at Regional Office at Divisional office will prepare FR report and submit to PMU. ➤ PMU/PC will review FR report. ➤ PD will request FS-DD Firm to start Detail FS on concerned subproject in case FR results indicated technically acceptable. 	<ul style="list-style-type: none"> ▪ FR report
	Step 6: Detail Feasibility Study (FS)	<ul style="list-style-type: none"> ➤ Detail FS Team dispatched by FS-DD Firm will execute Participatory Rapid Appraisal (PRA). ➤ Detail FS Team will prepare PRA report and submit to PMU. ➤ PMU/PC will review PRA report. ➤ PD will request to FS-DD Firm to start FS in case PRA results shown socially acceptable. ➤ Detail FS Team will execute FS including Initial Environmental Examination (IEE) or Environmental Impact Assessment (EIA). ➤ Detail FS Team will prepare draft Detail FS report and submit to PMU. ➤ PMU/PC will review of draft Detail FS report. ➤ PD will request PMU/PC to conduct Site Validation in case draft Detailed FS results indicated technically sound, economically feasible, and no adverse impact on environment. 	<ul style="list-style-type: none"> ▪ PRA report. ▪ Draft Detail FS report
	Step 7: Site Validation	<ul style="list-style-type: none"> ➤ PMU/PC will execution of Site Validation to confirm draft Detail FS results jointly with local consultants at Divisional office, D-PIU and U-PIU and potential beneficiaries. ➤ PMU/PC will prepare implementation schedule until Implementation Agreement (IA) during Site Validation together with local consultants at Divisional office, concerned D-PIU and U-PIU, and potential beneficiaries for progress management and monitoring purpose in case draft Detailed FS results were confirmed. ➤ PMU/PC will prepare Site Validation report. ➤ PD will request FS-DD Firm to finalize draft Detail FS report by Detail FS Team in accordance with Site Validation Report and submit to PMU. ➤ PD will request D-PIU to present draft Detail FS results at District Level Inter Agency Project Evaluation Committee (DLIAPEC) meeting for review and clearance. ➤ PD will request Facilitator Firm/NGO to deploy Agricultural Facilitator and Fishery Facilitator to D-PIU and General Facilitator to concerned U-PIU. ➤ PD will request D-PIU to start institutional development activities for establishment of WMCA. ➤ PD will request FS-DD Firm to start Detail Design (DD). ➤ In parallel with the above activities, PMU/PC will prepare the List of Candidate Subprojects based on the results of site validation and submit to JICA for confirmation in batch. 	<ul style="list-style-type: none"> ▪ Site Validation report, ▪ Final Detail FS report
	Step 8: Subproject Clearance	<ul style="list-style-type: none"> ➤ District Executive Engineer will present draft Detail FS results of subproject at DLIAPEC meeting for review and clearance. ➤ DLIAPEC will clear to implement subproject. 	<ul style="list-style-type: none"> ▪ DLIAPEC Clearance

Stage	Step	Major Activities	Output
	Step 9: Establishment of WMCA	<ul style="list-style-type: none"> ➤ District Executive Engineer will call-up open public meeting to potential beneficiaries for selection of Organizing Committee (OC) members. And selected members will form OC. ➤ OC will call-up General Meeting to potential beneficiaries for election of First Management Committee (FMC) members (at least 33% of FMC members are female) in accordance with Cooperative Law. And elected members will form FMC. ➤ FMC will prepare Institutional Development Action Plan (ID-AP) with assistance of local consultant (institutional development expert) at Divisional office, Sociologist, AF and FF at D-PIU, Community Organizer (CO) and GF at U-PIU, Upazila Cooperative Officer (UCO), Upazila Agricultural Officer (UAO), Upazila Livestock Officer (ULO), Upazila Fishery Officer (UFO), and Upazila Women Affairs Officer (UWAO) through action planning workshop. ➤ FMC will prepare necessary documents for registering in Department of Cooperatives (DoC) with assistance of Sociologist at D-PIU, CO and GF at U-PIU, and UCO and submit to UCO. ➤ FMC will enrol potential beneficiaries as WMCA member. ➤ FMC will collect contribution of O&M fund from WMCA members. ➤ FMC will propose Election Committee (EC) in Annual General Meeting for election of Management Committee (MC) in accordance with Cooperative Law. ➤ EC will call-up General Meeting to WMCA members for election of MC members (at least 33% of MC members are female) in accordance with By-Law. And elected members will form MC. 	<ul style="list-style-type: none"> ▪ FMC formed ▪ ID-AP ▪ DOC Registering Documents ▪ Potential beneficiaries list, ▪ WMCA membership list ▪ Updated books of account ▪ Bank statement ▪ MC formed
	Step 10: Detail Design (DD)	<ul style="list-style-type: none"> ➤ DD Team dispatched by FS-DD Firm will execute DD. ➤ DD Team will conduct at least two times (initial and draft DD) of DD meeting with WMCA to present design in assistance with U-PIU. ➤ DD Team will prepare draft DD report and submit to PMU. ➤ PMU/PC will review draft DD report. ➤ PD will request PIU to conduct DD meeting with WMCA and DD Team for approval in case draft DD results were technically sound. And U-PIU will conduct DD meeting by with WMCA and DD Team for approval of draft DD and signing of EMP with WMCA MC Chairman. ➤ Upon receiving Minutes of Meeting on approval of DD from Upazila Engineer, PD will request D-PIU to sign Subproject Implementation Agreement (IA) with WMCA MC Chairman as well as to start Tender. 	<ul style="list-style-type: none"> ▪ DD report ▪ MM of DD approval signed by WMCA and Upazila Engineer
	Step 11: Tender for Construction Works of Subproject	<ul style="list-style-type: none"> ➤ D-PIU will confirm attainment of following most important WMCA pre-conditions for Subproject IA signing: <ul style="list-style-type: none"> - 70% of potential beneficiaries are WMCA member. - 1st year O&M fund is deposited. ➤ D-PIU will conduct tender for construction works of water resources management facilities and WMCA office through Open Tendering Method (OTM) in case attainment of above pre-conditions were confirmed. ➤ D-PIU will submit bid evaluation results to PMU. And PMU/PC will review bid evaluation results. ➤ PD will submit reviewed bid evaluation results to Chief Engineer for concurrence. 	<ul style="list-style-type: none"> ▪ WMCA membership list ▪ Bank certificate ▪ Bid evaluation results

Stage	Step	Major Activities	Output
Construction Stage	Step 12: Signing of Subproject Implementation Agreement (IA)	<ul style="list-style-type: none"> ➤ D-PIU will confirm attainment of following WMCA pre-conditions for signing of IA: <ul style="list-style-type: none"> - 33% of FMC/MC members are female. - Regular committee meetings are held. - Temporally WMCA office is established. - 70% of potential beneficiaries are WMCA member. - Manager/Accountant is appointed. - Books of account are installed and updated. - 1st year O&M fund is deposited. ➤ WMCA, District Executive Engineer and Union Parishad Chairman will sign IA in case attainment of above pre-conditions were confirmed. 	<ul style="list-style-type: none"> ▪ Signed IA for Construction of Subproject
	Step 13: Construction of Water Resources Management Facilities and WMCA Office	<ul style="list-style-type: none"> ➤ Upon signing of Subproject IA among WMCA, District Executive Engineer and Union Parishad Chairman, District Executive Engineer and awarded local contractor for construction of water resources management facilities and WMCA office will sign contact. ➤ Local contractor will undertake construction works of water resources management facilities and WMCA office. 	<ul style="list-style-type: none"> ▪ Signed contract
	Step 14: LCS Formation	<ul style="list-style-type: none"> ➤ U-PIU will form LCS in accordance with LSC member list approved by Upazila LCS Selection Committee. ➤ U-PIU will provide training to LCS. 	<ul style="list-style-type: none"> ▪ LCS formed
	Step 15: Monitoring of Construction Works	<ul style="list-style-type: none"> ➤ PIU will undertake management and supervision of construction work in terms of Progress Control, Quality Control, Quantity Control, Cost Control and Safety Control with assistance of local consultant (water resource development expert) at Divisional office. ➤ PIU will hold monthly meeting with representatives from local contractor and WMCA to discuss following matters: <ul style="list-style-type: none"> - Work items executed during this month. - Physical and financial progress as of this month. - Problems/constraints during this month. - Work items programmed for next month. - Other specific issues, if any. ➤ PIU will prepare monthly progress report based on results of monthly meeting and submit to PMU. ➤ PMU will conduct Semi-annual Progress Review and Planning Conference at Central level to review nationwide progress of JICA-2. 	<ul style="list-style-type: none"> ▪ Monthly progress report

Stage	Step	Major Activities	Output
	Step 16: Development of WMCA	<ul style="list-style-type: none"> ➤ MC will prepare Multi-year (3-5 years) WMCA Strategic Development Plan with assistance of local consultant (institutional development expert) at Divisional office, Sociologist, AF and FF at D-PIU, CO and GF at U-PIU, UCO, UAO, ULO, UFO, UWAO and UEO through strategic planning workshop. ➤ MC will acquire land in suitable location for WMCA office through Deed of Donation (DOD) or Deed of Sale (DOS) or long-term right to use Public Land from Upazila Land Office. ➤ MC will form following Subcommittee (SC): <ul style="list-style-type: none"> - Construction Monitoring SC - O&M SC - Agricultural Development SC - Fishery Development SC - Gender Development SC - Micro-Credit SC - Environmental Management SC ➤ SC will prepare following Development Plan with assistance of local consultant at Divisional office, Sociologist, AF and FF at D-PIU, CO and GF at U-PIU, UCO, UAO, ULO UFO, UWAO and UEO through development planning workshop: <ul style="list-style-type: none"> - O&M plan - Agricultural development plan - Fishery development plan - Gender development plan - Micro-Credit development plan ➤ SC will implement above development plan 	<ul style="list-style-type: none"> ▪ Multi-year WMCA Strategic Development Plan ▪ Land acquired ▪ Construction Monitoring SC, O&M SC, Agricultural Development SC, Fishery Development SC, Gender Development SC, Micro-Credit SC, and Environmental Management SC formed ▪ O&M, Agricultural development, Fishery development, Gender development and Micro-Credit development plans
	Step 17: Monitoring of Establishment and Development of WMCA	<ul style="list-style-type: none"> ➤ PIU will hold monthly coordination meeting with representatives from WMCA and concerned agencies/institutes to discuss following matters: <ul style="list-style-type: none"> - Activities executed during this month. - Progress against target as of this month. - Problems/constraints necessary to thresh out. - Activities programmed for next month. - Other specific issues, if any. ➤ PIU will prepare monthly progress report based on results of monthly coordination meeting and submit to PMU. ➤ PMU will conduct Semi-annual Progress Review and Planning Conference at Central level to review nationwide progress of JICA-2. 	<ul style="list-style-type: none"> ▪ Monthly progress report
First Year Joint O&M Stage	Step 18: O&M of Water Resource Management Facilities	<ul style="list-style-type: none"> ➤ O&M SC will undertake following operation activities: <ul style="list-style-type: none"> - Review and update beneficiary households list. - Collect annual O&M fee from WMCA members. - Appoint gate/system operator. - Record water level. ➤ O&M SC will carry out maintenance work of embankments, structures, drainage canals and other facilities. 	<ul style="list-style-type: none"> ▪ Updated WMCA member list ▪ Financial statement ▪ Maintained facilities
	Step 19: Lease Agreement (LA)	<ul style="list-style-type: none"> ➤ PIU will prepare final inventory of completed facilities jointly with WMCA. ➤ WMCA, District Executive Engineer and Union Parishad Chairman will sign LA on the use of embankments, structures, drainage canals and other facilities, and subproject hand-over in case attainment of following conditions: <ul style="list-style-type: none"> - WMCA is duly registered with DOC. - O&M SC is formed by MC of WMCA. - O&M Plan is prepared by O&M SC and approved by General Meeting. - Any conflict/dispute related to land or property is resolved. 	<ul style="list-style-type: none"> ▪ Signed LA

Stage	Step	Major Activities	Output
	Step 20: Subproject Completion Report	<ul style="list-style-type: none"> ➤ PIU will prepare Subproject Completion Report (SPCR) for water resources management facilities development supported with As-built Drawings of all facilities including general layout map and submit to PMU. ➤ PIU will prepare SPCR for institutional development including accomplishment of ID-AP, O&M Manual and Sustainability Plan and submit to PMU. 	<ul style="list-style-type: none"> ▪ SPCR for infrastructure development ▪ SPCR for institutional development

Source: Special Assistance for Project Implementation on JICA-2, JICA

5.2 Implementation Procedures of Additional Development

The subcomponents corresponding to Additional Development type of subproject are set under JICA-2 as follows: (refer to Section 3.1 item (2))

- 1) Performance enhancement of existing subproject implemented under JICA-1,
- 2) Provision of equipment to WMCA, and
- 3) Enhancement of existing WMCA developed under JICA-1.

The implementation procedures of Additional Development are basically same as New Development. The difference between New Development and Additional Development implementation procedures are summarized in Table 7.

Table 7 Difference between Additional Development and New Development

New Development	Additional Development	Difference
Step 1: Subproject Identification		Same procedure except for the followings: <ul style="list-style-type: none"> ➤ Skip of awareness campaign activities. ➤ Using of Subproject Identification Form for Additional Development (added items for WMCA performance and equipment needs). ➤ Filling out of Subproject Identification Form by WMCA instead of UP and local people.
Step 2: Subproject Proposal		Same procedure except for the followings: <ul style="list-style-type: none"> ➤ Using of Subproject Proposal Form for Additional Development (added items for WMCA performance and equipment needs). ➤ Skip of Upazila Parishad meeting for review and approval of subproject proposal.
Step 3: Contract with Local Consultant Firm/NGO		Same procedure.
Step 4: Pre-Screening of Subproject		Same procedure except for the using of pre-screening criteria for Additional Development ⁶ (added scoring of WMCA performance) ⁷
Step 5: Field Reconnaissance (FR)		Same procedure.
Step 6: Detail Feasibility Study (FS)		Same procedure.
Step 7: Site Validation		Same procedure.
Step 8: Subproject Clearance	-	Delete this Step because subproject was already approved by DLIAPEC clearance during JICA-1.
Step 9: Establishment of WMCA	-	Delete this Step because WMCA was already established during JICA-1.
Step 10: Detail Design (DD)		Same procedure but Step 8 for Additional Development.
Step 11: Tender for Construction Works of Subproject		Same procedure but Step 9 for Additional Development.

⁶ Refer to Attachment I-11.

⁷ PMU/PC will always monitor and assess whether the pre-screening criteria are acceptable or not in terms of the pass rates for identified subproject. In case that the constraints will be identified in the screening criteria, PMU/PC in consultation with JICA will update/modify the pre-screening criteria to address the constraints.

New Development	Additional Development	Difference
Step 12: Signing of Subproject IA		Same procedure but Step 10 for Additional Development
Step 13: Construction of Water Resources Management Facilities and WMCA Office		Same procedure but Step 11 for Additional Development.
Step 14 LCS Formation		Same procedure but Step 12 for Additional Development.
Step 15: Monitoring of Construction Works		Same procedure but Step 13 for Additional Development.
Step 16: Development of WMCA	Step 14: Enhancement of WMCA	Rename this Step because Development of WMCA was completed by JICA-1.
-	Step 15: Procurement of Equipment	Add this Step because provision of equipment to WMCA is included in Additional Development.
Step 17: Monitoring of Establishment & Development of WMCA	Step 16: Monitoring of Enhancement of WMCA	Same procedure but rename this Step because Step 9 Establishment of WMCA is deleted and Step 16 Development of WMCA is renamed to Enhancement.
Step 18: O&M of Water Resource Management Facilities	Step 17: O&M of Water Resource Management Facilities and Equipment	Same procedure for O&M of water resource management facilities. In addition, O&M of equipment is required because provision of equipment to WMCA is included in Additional Development.
Step 19: Lease Agreement (LA)		Same procedure but Step 18 for Additional Development.
Step 20: Subproject Completion Report		Same procedure but Step 19 for Additional Development.

Source: Special Assistance for Project Implementation on JICA-2, JICA

The work flow of Additional Development is shown in Attachment I-12. The implementation procedures of Additional Development are shown in Operational Guideline Volume III. Only the implementation procedures of Additional Development different from New development are summarized in Table 8.

Table 8 Implementation Procedures of Additional Development Different from New Development

Stage	Step	Major Activities	Output
Construction Stage	Step 14: Enhancement of WMCA	<ul style="list-style-type: none"> ➤ MC will prepare Institutional Development Action Plan (ID-AP) with assistance of local consultant (institutional development expert) at Divisional office, Sociologist, AF and FF at D-PIU, Community Organizer (CO) and GF at U-PIU, Upazila Cooperative Officer (UCO), Upazila Agricultural Officer (UAO), Upazila Livestock Officer (ULO), Upazila Fishery Officer (UFO), and Upazila Women Affairs Officer (UWAO) through action planning workshop. ➤ MC will form following Subcommittee (SC): <ul style="list-style-type: none"> - Construction Monitoring SC - O&M SC - Agri-business SC ➤ SC will prepare following Development Plan with assistance of local consultant at Divisional office, Sociologist, AF and FF at D-PIU, CO and GF at U-PIU, UCO, UAO, ULO UFO, UWAO and UEO through development planning workshop: <ul style="list-style-type: none"> - O&M plan for enhancement of subproject - Business plan for equipment operations ➤ SC will implement above development plan 	<ul style="list-style-type: none"> ▪ ID-AP ▪ Construction Monitoring SC, O&M SC, and Equipment O&M SC formed ▪ O&M and Business plans
	Step 15: Procurement of Equipment	<ul style="list-style-type: none"> ➤ D-PIU will confirm attainment of WMCA pre-conditions for provision of equipment: <ul style="list-style-type: none"> - Business plan is approved by PMU. - 1st year depreciation amount is deposited. 	<ul style="list-style-type: none"> ▪ PMU approval ▪ Bank certificate ▪ Signed IA for provision of equipment

		<ul style="list-style-type: none"> ➤ WMCA, District Executive Engineer and Union Parishad Chairman will sign IA for provision of equipment in case attainment of above pre-conditions were confirmed. ➤ D-PIU will conduct tender for equipment through Open Tendering Method (OTM). ➤ D-PIU will submit bid evaluation results to PMU. And PMU/PC will review bid evaluation results. ➤ PD will submit reviewed bid evaluation results to Chief Engineer for concurrence. 	<ul style="list-style-type: none"> ▪ Bid evaluation results
First Year Joint O&M Stage	Step 17 O&M of Water Resource Management Facilities and Equipment	<ul style="list-style-type: none"> ➤ O&M of Water Resource Management Facilities <ul style="list-style-type: none"> - O&M SC will undertake followings: <ul style="list-style-type: none"> ✓ Review and update beneficiary households list. ✓ Collect annual O&M fee from WMCA members. ✓ Appoint gate/system operator. ✓ Record water level. ✓ Carry out maintenance work of embankments, structures, drainage canals and other facilities. ➤ O&M of Equipment <ul style="list-style-type: none"> - Agri-business SC will undertake followings: <ul style="list-style-type: none"> ✓ Prepare and update beneficiary households list for equipment rental. ✓ Collect equipment rental fee beneficiary. ✓ Prepare and update separate books of account. ✓ Carry out maintenance and repair of equipment. 	<ul style="list-style-type: none"> ▪ Updated WMCA member list ▪ Updated beneficiary list for equipment rental ▪ Financial statement ▪ Update separate books of accounts ▪ Maintained water management facilities ▪ Maintained equipment

Source: Special Assistance for Project Implementation on JICA-2, JICA

5.3 Implementation Procedures of Flagship Development

The subcomponents corresponding to Flagship Development type of subproject are set under JICA-2 as follows: (refer to Section 3.1 item (3))

- 1) Performance enhancement of existing subproject implemented under JICA-1,
- 2) Rural road development,
- 3) Rural market development,
- 4) Provision of multi-functional facilities to WMCA,
- 5) Provision of equipment to WMCA, and
- 6) Enhancement of existing WMCA developed under JICA-1.

The implementation procedures of Flagship Development are basically same as Additional Development. The difference between Flagship Development and New Development implementation procedures are summarized in Table 9.

Table 9 Difference between Flagship Development and New Development

New Development	Flagship Development	Difference
Step 1: Subproject Identification		Same procedure except for the followings: <ul style="list-style-type: none"> ➤ Skip of awareness campaign activities. ➤ Using of Subproject Identification Form for Subproject Identification Form for Flagship Development (added items for WMCA performance, and needs of rural road, rural market, multi-functional facility and equipment). ➤ Filling out of Subproject Identification Form by WMCA instead of UP and local people.

New Development	Flagship Development	Difference
Step 2: Subproject Proposal		Same procedure except for the followings: <ul style="list-style-type: none"> ➤ Using of Subproject Proposal Form for Additional Development (added items for WMCA performance, and needs of rural road, rural market, multi-functional facility and equipment). ➤ Skip of Upazila Parishad meeting for review and approval of subproject proposal.
Step 3: Contract with Local Consultant Firm/NGO		Same procedure.
Step 4: Pre-Screening of Subproject		Same procedure except for the using of pre-screening criteria for Flagship Development ⁸ (added scoring of WMCA performance) ⁹
Step 5: Field Reconnaissance (FR)		Same procedure.
Step 6: Detail Feasibility Study (FS)		Same procedure except for the FS of rural road and rural market subcomponents are added.
Step 7: Site Validation		Same procedure.
Step 8: Subproject Clearance	-	Delete this Step because subproject was already approved by DLIAPEC clearance during JICA-1.
Step 9: Establishment of WMCA	-	Delete this Step because WMCA was already established during JICA-1.
Step 10: Detail Design (DD)		Same procedure but Step 8 for Flagship Development.
Step 11: Tender for Construction Works of Subproject		Same procedure but Step 9 for Flagship Development.
Step 12: Signing of Subproject IA	Step 10: Signing of IA	Rename this Step because construction of multi-functional facilities and rural market is included in Flagship Development. For rural road, IA is not required because LGED will responsible for O&M after completion.
Step 13: Construction of Water Resources Management Facilities and WMCA Office		Same procedure but Step 11 for Flagship Development.
Step 14: LCS Formation		Same procedure but Step 12 for Flagship Development.
Step 15: Monitoring of Construction Works		Same procedure but Step 13 for Flagship Development.
Step 16: Development of WMCA	Step 14: Enhancement of WMCA	Rename this Step because Development of WMCA was completed by JICA-1.
-	Step 15: Procurement of Equipment	Add this Step because provision of equipment to WMCA is included in Flagship Development.
Step 17: Monitoring of Establishment & Development of WMCA	Step 16: Monitoring of Enhancement of WMCA	Same procedure but rename this Step because Step 9 Establishment of WMCA is deleted and Step 16 Development of WMCA is renamed to Enhancement.
Step 18: O&M of Water Resource Management Facilities	Step 17: O&M of Water Resource Management Facilities, Equipment and Multi-functional Facilities	Same procedure for O&M of water resource management facilities. In addition, O&M of equipment is required because provision of equipment and multi-functional facilities to WMCA are included in Flagship Development.
Step 19: Lease Agreement (LA)		Same procedure for water resource management facilities but Step 18 for Flagship Development. In addition, LA for rural market is required because rural market will be handed-over to Union Market Management Committee (MMC).

⁸ Refer to Attachment I-13.

⁹ PMU/PC will always monitor and assess whether the pre-screening criteria are acceptable or not in terms of the pass rates for identified subproject. In case that the constraints will be identified in the screening criteria, PMU/PC In consultation with JICA will update/modify the pre-screening criteria to address the constraints.

New Development	Flagship Development	Difference
Step 20: Subproject Completion Report		Same procedure but Step 19 for Flagship Development.

Source: Special Assistance for Project Implementation on JICA-2, JICA

The work flow of Flagship Development is shown in Attachment I-14. The implementation procedures of Flagship Development are shown in Operational Guideline Volume IV. Only the implementation procedures of Flagship Development different from New development are summarized in Table 10.

Table 10 Implementation Procedures of Flagship Development Different from New Development

Stage	Step	Major Activities	Output
Planning and Design Stage	Step 10: Signing of Subproject Implementation Agreement (IA) and Rural Market IA	<ul style="list-style-type: none"> ➤ D-PIU will confirm attainment of WMCA pre-conditions for not only implementation of subproject but also multi-functional facilities: <ul style="list-style-type: none"> - Pre-conditions of subproject are same as New Development. - Pre-conditions of multi-functional are as follows: <ul style="list-style-type: none"> ✓ Business plan is approved by PMU. ✓ Land is acquired. ➤ WMCA, District Executive Engineer and Union Parishad Chairman will sign IA in case attainment of WMCA pre-conditions for the construction of subproject were confirmed. ➤ District Executive Engineer and Union Market Management Committee will sign IA for the construction of rural market. 	<ul style="list-style-type: none"> ▪ Signed IA for Construction of Subproject ▪ Signed IA for Construction of Rural Market
Construction Stage	Step 14: Enhancement of WMCA	<ul style="list-style-type: none"> ➤ MC will prepare Institutional Development Action Plan (ID-AP) with assistance of local consultant (institutional development expert) at Divisional office, Sociologist, AF and FF at D-PIU, Community Organizer (CO) and GF at U-PIU, Upazila Cooperative Officer (UCO), Upazila Agricultural Officer (UAO), Upazila Livestock Officer (ULO), Upazila Fishery Officer (UFO), and Upazila Women Affairs Officer (UWAO) through action planning workshop. ➤ MC will acquire land in suitable location for multi-functional facilities through Deed of Donation (DOD) or Deed of Sale (DOS) or long-term right to use Public Land from Upazila Land Office. ➤ MC will form following Subcommittee (SC): <ul style="list-style-type: none"> - Construction Monitoring SC - O&M SC - Agri-business SC ➤ SC will prepare following Development Plan with assistance of local consultant at Divisional office, Sociologist, AF and FF at D-PIU, CO and GF at U-PIU, UCO, UAO, ULO UFO, UWAO and UEO through development planning workshop: <ul style="list-style-type: none"> - O&M plan for enhancement of subproject. - Business plan for equipment and multi-functional facility operations. ➤ SC will implement above development plan 	<ul style="list-style-type: none"> ▪ ID-AP ▪ Land acquired ▪ Construction Monitoring SC, O&M SC, and Equipment O&M SC formed ▪ O&M and Business plans
	Step 15: Procurement of Equipment	<ul style="list-style-type: none"> ➤ D-PIU will confirm attainment of WMCA pre-conditions for provision of equipment: <ul style="list-style-type: none"> - Business plan is approved by PMU. - 1st year first year depreciation amount is deposited. ➤ D-PIU will conduct tender for equipment through Open Tendering Method (OTM) in case attainment of above pre-conditions were confirmed. ➤ D-PIU will submit bid evaluation results to PMU. And PMU/PC will review bid evaluation results. ➤ PD will submit reviewed bid evaluation results to Chief Engineer for concurrence. 	<ul style="list-style-type: none"> ▪ WMCA membership list ▪ Bank certificate ▪ Bid evaluation results

First Year Joint O&M Stage	Step 17 O&M of Water Resource Management Facilities and Equipment	<ul style="list-style-type: none"> ➤ O&M of Water Resource Management Facilities <ul style="list-style-type: none"> - O&M SC will undertake followings: <ul style="list-style-type: none"> ✓ Review and update beneficiary households list. ✓ Collect annual O&M fee from WMCA members. ✓ Appoint gate/system operator. ✓ Record water level. ✓ Carry out maintenance work of embankments, structures, drainage canals and other facilities. ➤ O&M of Equipment <ul style="list-style-type: none"> - Agri-business SC will undertake followings: <ul style="list-style-type: none"> ✓ Prepare and update beneficiary households list for equipment rental. ✓ Collect equipment rental fee beneficiary. ✓ Prepare and update separate books of account. ✓ Carry out maintenance and repair of equipment. ➤ O&M of Multi-functional Facilities <ul style="list-style-type: none"> - Agri-business SC will undertake followings: <ul style="list-style-type: none"> ✓ Prepare and update beneficiary households list for agri-business by using of multi-functional facilities. ✓ Collect agri-business fee beneficiary. ✓ Prepare and update separate books of account. ✓ Carry out maintenance work of multi-functional facilities. 	<ul style="list-style-type: none"> ▪ Updated WMCA member list ▪ Updated beneficiary list for equipment rental ▪ Updated beneficiary list for multi-functional facilities ▪ Financial statement ▪ Update separate books of accounts ▪ Maintained water management facilities ▪ Maintained equipment ▪ Maintained multi-functional facilities
	Step 18: Lease Agreement (LA)	<ul style="list-style-type: none"> ➤ LA for Subproject <ul style="list-style-type: none"> - PIU will prepare final inventory of completed facilities jointly with WMCA. - WMCA, District Executive Engineer and Union Parishad Chairman will sign LA on the use of embankments, structures, drainage canals and other facilities, and subproject hand-over in case attainment of same conditions of New Development. ➤ LA for Rural Market <ul style="list-style-type: none"> - PIU will prepare final inventory of completed facilities jointly with Union Parishad/MMC. - MMC is formulated in Union Parishad. - O&M Plan is prepared by MMC and approved by Union Parishad. 	<ul style="list-style-type: none"> ▪ Signed LA for subproject. ▪ Signed LA for rural market.

Source: Special Assistance for Project Implementation on JICA-2, JICA

6. PROJECT BENEFIT MONITORING AND EVALUATION

6.1 Operation and Effect Indicators

In compliance with JICA and GoB, a monitoring and evaluation (M&E) system will be operationalized for JICA-2 taking into consideration the indicators included in the logical framework as illustrated in Figure 4. The pinpointing key operation and effect indicators of JICA-2 will be formulated per subcomponent that would directly contribute to the attainment of JICA-2 development goals such as to alleviate poverty, increase household income and production. The possible indicators are provisionally set as shown in Attachment I-15. The baseline study should be designed in accordance with the said indicators to gather information that would be used and served as the basis for the monitoring and evaluation of the results and impacts of JICA-2. However, modifications during implementation may be made to consider actual demands and/or needs in the subprojects, changing conditions and unforeseen events.

6.2 Management Information System

The management information system (MIS) was set up and adopted during ADB-1, and was adopted with minor modifications for JICA-1. MIS comprises the module of (i) planning;

(ii) design and construction; (iii) institutional development; (iv) O&M during the project period, and (v) training. However, there are the following limitations of said MIS:

- 1) LAN based with data entry by PMU staff and it is not accessible by district and Upazila staff;
- 2) Software used for MIS is rather slow and not secure; and
- 3) Minor changes were/are required, for example to include for performance enhancement work to existing subprojects.

In this connection, integrated water resources management unit (IWRMU)-O&M unit with support from JICA TA has been developing a separate database by using of MS-SQL for better security. This database has (i) general module, (ii) O&M module, and (iii) performance enhancement module. This database allows to connect district staff through a firewall (long term) for data entry and to access database reports.

Integration of two database will be undertaken by using of MS-SQL under JICA TA to encourage and allow district staff to enter data and use this database remotely to track subproject development activities. Thus, the M&E system of JICA-2 will be compatible and synchronized with this integrated database.

Attachments

Attachment I-1
Terms of Reference for
Individual Firm

TERMS OF REFERENCE FOR INDIVIDUAL FIRM

A. Institutional development Specialist

A.1 Nature and Purpose of Institutional Development

1. In JICA Phase-2, WMCA plays a key role in formulation and operation & maintenance (O&M) stages of subproject. As the maturity and capability of WMCAs established or to be established in the subproject are respectively different, needs of institutional development for WMCAs vary accordingly by subproject. Therefore the order made menu of institutional development for each WMCA are required.
2. After subproject formulation based on the demands of local stakeholders regarding small scale water resources development, a subproject proposal are prepared and submitted to District Project Implementation Unit (D-PIU). The subproject proposals are aggregated in each responsible area of D-PIU and finalized with assistance of LGED division office concerned. Then the proposals are sent to central Project Management Unit (PMU). Since there are no additional staff allocation at divisional office under JICA Phase-2, services shall be required to carry out such additional task.
3. After field reconnaissance of the subproject to be conducted by D-PIU, the report describing the result shall be reviewed at divisional level and then submitted to PMU with recommendation to implement Detailed Feasibility Study (Detailed FS) on the subproject, if the validity is proved. The LGED division office shall also review the report of Detailed FS and recommend PMU to conduct site validation in the same manner. Then PMU shall carry out site validation with assistance of the division office. These additional works borne by LGED division office shall call for additional manpower. Detailed Design (DD) and preparation of Institutional Development Action Plans (ID-Aps) are commenced after reviewing the report of site validation by LGED division office.
4. The LGED division office shall assist preparation of ID-APs, subproject completion report, O&M manual for each subproject, and each WMCA sustainability plan,
5. The above tasks additionally burdened on the concerned LGED division office shall be conducted by the contracted firms providing services of institutional development.
6. The firms responsible to carry out said services are selected through the National Competitive Procurement (NCP) with Quality and Cost based Selection (QCBS) method. The PMU will begin procurement process after commencement of JICA Phase-2 and select one firm. The PMU and the selected firm make a general contract and agree on following conditions;
 - a. End of the contract: April 2021
 - b. Assignment of works: to be informed by the PMU after selection of eligible subprojects. If at least one subproject is selected under a division, the firm shall dispatch one institutional development specialist to the division. The specialist shall stay at PMC office and trained by PMC during implementation of batch-1. From batch-2, the specialist shall stay in the division and work at the LGED division office as far as any subprojects of JICA Phase-2 are being implemented. Each specialist shall be under direction of PMC.
 - c. Wage of the expert: to be agreed in general contract.

7. TOR

As mentioned in the above, the terms of reference (TOR) for the services are shown as below;

- a. To conduct the necessary trainings;
- b. To assist PMU/PIU in finalization of pre-screening subprojects list;
- c. To review of FR reports and recommend to PMU/PIU for Participatory Rural Appraisal and Feasibility Study (PRA-FS);
- d. To review the PRA-FS reports and recommend to PMU for site validation
- e. To assist PMU/PIU in conducting of site validation on subprojects;
- f. To prepare the site validation reports and recommend to PMU/PIU for DD
- g. To assist in preparation of the ID-APs and recommend to PMU/PIU for implementation
- h. To assist in preparation of subproject completion report and O&M manual and WMC sustainability plan

A.2 Facilities for the Firms

8. The firms will be supplied with the proposals of the selected subproject and will receive assistance from PMU/PIUs of JICA Phase-2 during the process of the service.

B. WATER RESOURCES MANAGEMENT Expert

B.1 Nature and Purpose of Construction Management and Quality Control

1. In JICA Phase-2, proper construction management and quality control (CM/QC) are badly needed for sustainable operation and maintenance of the facilities with long life. In order to attain the proper quality of the facilities, day-to-day supervision based on the drawings, specification and contract documents shall be undertaken by LGED.
2. During the construction, close monitoring of the works and close communication with the Contractor are also essential to attain proper quality, on time completion without any additional cost. Furthermore, special attention to environmental social consideration shall be paid too. Variation order shall be also need quick decision by LGED.
3. Since there is no enough staff at D-PIU and U-PIU, divisional CM/CQ shall be required to carry out such additional task.
4. The divisional CM/QC expert shall also assist to conduct a pre-final inspection and final inspection.
5. The above tasks additionally burdened on the concerned LGED division office shall be conducted by the contracted firms providing services of construction management and quality control.
6. The firms responsible to carry out said services are selected through the National Competitive Procurement (NCP) with Quality and Cost based Selection (QCBS) method. The PMU will begin procurement process after commencement of JICA Phase-2 and select one firm. The PMU and the selected firm make a general contract and agree on following conditions;

- a. End of the contract: March 2023
- b. Assignment of works: to be informed by the PMU after selection of eligible subprojects. If at least one subproject is selected under a division, the firm shall dispatch one institutional development expert to the division. The specialist shall stay at PMC office and trained by the Consultant during implementation of batch-1. From batch-2, the expert shall stay in the division and work at the LGED division office as far as any subprojects of JICA Phase-2 are being implemented. Each expert shall be under direction of the Consultant.
- c. Wage of the specialist: to be agreed in general contract.

7. TOR

As mentioned in the above, the terms of reference (TOR) for the services are shown as below;

- a. To review/modify the existing guidelines on construction monitoring and quality control including safety measures;
- b. To assist PMU in conducting of TOT for D-PIUs' staff;
- c. To assist PMU in monitoring of overall physical and financial progress for construction works;
- d. To assist PMU in quality control of the works
- e. To assist PMU in execution of site inspection on civil works at critical stages including pre-final inspection; and
- f. To review hand-over documents and subproject completion report.

B.2 Facilities for the Firms

8. The firms will be supplied with the proposals of the selected subproject and will receive assistance from PMU/PIUs of JICA Phase-2 during the process of the service.

Attachment I-2
Terms of Reference for
Detailed Feasibility Study
and
Detailed Design Firm

TERMS OF REFERENCE FOR DETAILED FEASIBILITY STUDY AND DETAILED DESIGN FIRM

A. DETAILED FEASIBILITY STUDY

Nature and Purpose of Detailed F/S

1. Selection of good subprojects is fundamental to the success of the project. Key elements of the subproject selection process include collecting the field data and appraising the engineering, agricultural, fishery, social, environmental, and economic viability of proposed subprojects.
2. To undertake the above works, services will be required of qualified professional firms experienced in Participatory Rural Appraisal (PRA) and Feasibility Study (FS) in participatory water resources development planning and design.
 - a. The purpose of the PRAs is to obtain a comprehensive overview of the perceptions of the different local interest groups (stakeholders) concerning water in its broadest sense in the proposed subproject area. While the local stakeholders will vary from area to area they are likely to include men, women, farmers, labourers, part time and full time fishers, minorities, people inside and outside the proposed subproject area. The PRA will not only fulfil the technical requirements of subproject appraisal in a professional manner using acceptable technical tools but, more importantly, will also undertake the analysis in consultation with subproject affected persons. This is to ensure that subproject concept and subsequent designs conform to the needs and aspirations of the beneficiaries who will ultimately be responsible for the operation and maintenance (O&M) of the subproject after its implementation. The PRA reports will be the key input leading to a determination of social feasibility and environmental sustainability of the subprojects.
 - b. The FS will be conducted to accomplish the following works: (i) data collection and engineering survey including geo-technical investigation, where hydraulic structures are to be constructed, basic design of civil works and structures, and cost estimation, (ii) data analysis and evaluation of technical and economic feasibility of the subprojects (iii) compilation of the above results into the FS reports. Each contracted firm will be tasked with all the referenced components within their geographical area of operation.
3. Since both of PRA and FS need to be participated by various stakeholders in and around the proposed subproject area, they shall be conducted simultaneously or in a series of certain period not only to reduce load on the local stakeholders but also to proceed such pre-construction procedures smoothly. Therefore PRA and FS under JICA Phase-2 are united into single process and called "Detailed FS".
4. The firms responsible to conduct Detailed FS are to be selected through the National Competitive Procurement (NCP) with Quality and Cost based Selection (QCBS) method. The PMU will begin procurement process immediately after commencement of JICA Phase-2 and select seven firms and make an agreement of general contract with the firms. The PMU and the firms shall agree on following conditions.
 - a. End of Contract period: June 2021

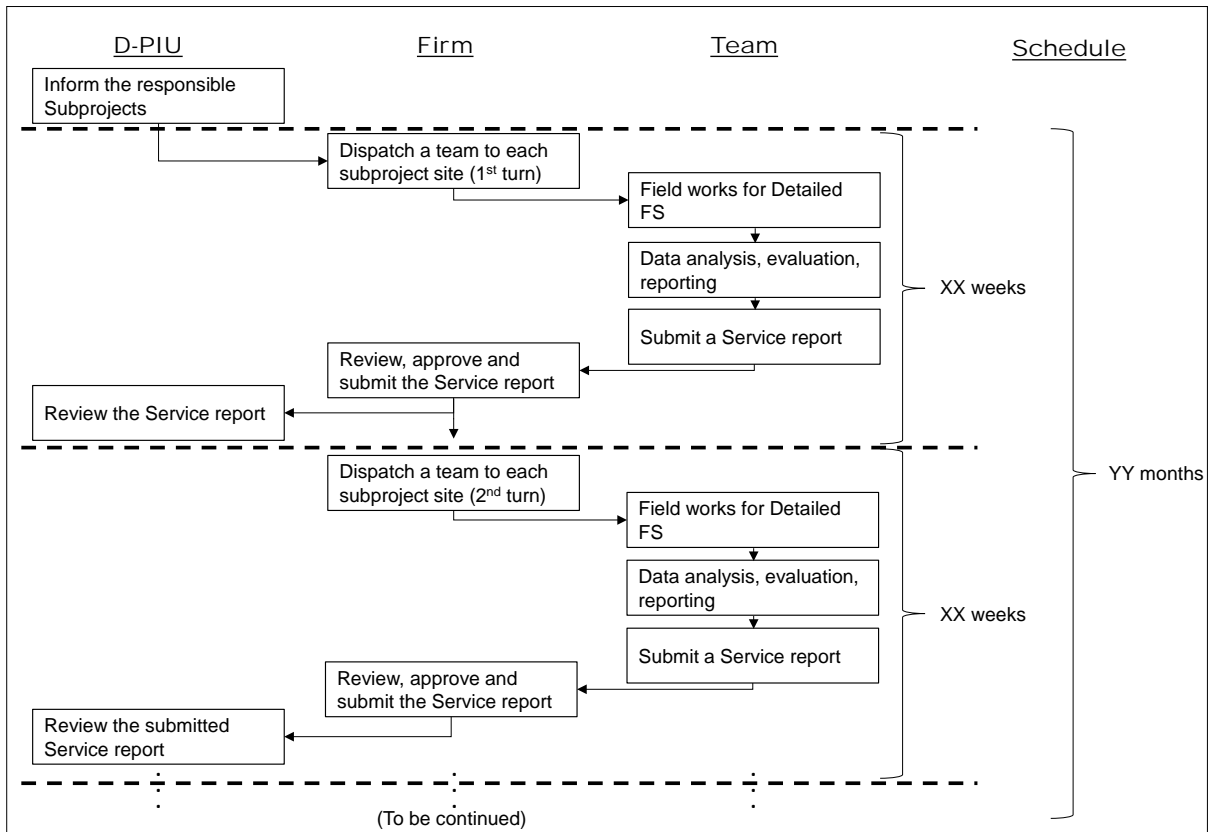
- b. Assignment of works: to be informed by the PMU after selection of eligible subprojects. The PMU shall decide the assignment with considering capacity of each firm, distribution of selected subprojects, and natures of the subprojects.
- c. Unit price of service: while quantity and location of the subprojects assigned to each firm are to be notified after the selection process, the PMU and each firm shall agree on the unit price of service per subproject.
- d. Experts to be assigned to the service: The firms shall submit the list of human resources to PMU and assure their participation to Detailed FS.

Scope and Methods of Services

- 5. The scopes and methods of PRA and FS shall be principally complied with the guidelines: Small Scale Water Resources Subproject Planning and Design Guidelines, LGED (2009). The guidelines provides survey forms and report formats of PRA and FS as well as guidance to conduct said services.
- 6. Each firm shall compose several teams and allocate responsible subproject(s) to each team. Each team shall prepare a service report in English immediately after the field activities of a subproject and submit to XEN of D-PIU. Before submitting the service report, the team never go in next service regarding another subproject. One team shall consist of members as bellow;
 - i. Sociologist
 - ii. Agriculturist
 - iii. Fishery specialist
 - iv. Water resources engineer
 - v. Economist
 - vi. Biologist
 - vii. Surveyor
- 7. The professionals assigned to the work must have at least 15 years of experience with a minimum of 10 years in the relevant field. The firms must have adequate logistics support like transport facilities, survey equipment, and office accommodation with telephone facilities so the PIUs can supervise the day-to-day progress of the services. If the PMU consider a member equipped with enough capability, he/she can hold double positions.

Schedule

- 8. After notification of responsible subprojects from D-PIU, the firm shall submit a Service report to D-PIU every XX weeks until completion of services for all responsible subprojects (refer to below chart). The firms shall submit three hard copies of the Service report along with its electronic version (Word 2003 or higher) for each subproject. Maps shall be produced in hand-written format in size A3.



Facilities for the Firms

- The firms will be supplied with the proposals of the selected subproject and will receive assistance from PMU/PIUs of JICA Phase-2 during the process of the service.

B. DETAILED DESIGN

Nature and Purpose of Detailed Design (D/D)

- After the Detailed F/S of the subproject, Detailed Design (DD) will be commenced by the firm contracted with PMU on the basis of the data collected under Detailed F/S in the subproject site. In order to undertake D/D, the firm shall additionally conduct necessary survey in the subproject site under coordination with the concerned PIUs.
- In undertaking D/D, extensive use will be made of various computer-based analytical tools consisting of spreadsheets designed for: hydrological analysis, hydraulic design, foundation and structural design (section and reinforcement), bill of quantities, and cost estimates. Hydraulic Engineering Center (HEC) and SSWRDSP developed software is available and shall be used where called for. In addition, a design catalogue prepared for the SSWRDSP and made available to designers in both digital and hard copy will be used in preparation of detail design drawings.
- The firms responsible to conduct DD are to be selected through the National Competitive Procurement (NCP) with Quality-and Cost- based Selection (QCBS) method. PMU will begin procurement process immediately after commencement of JICA Phase-2 and

select firms and make an agreement of general contract with the firms. PMU and the firms shall agree on following conditions.

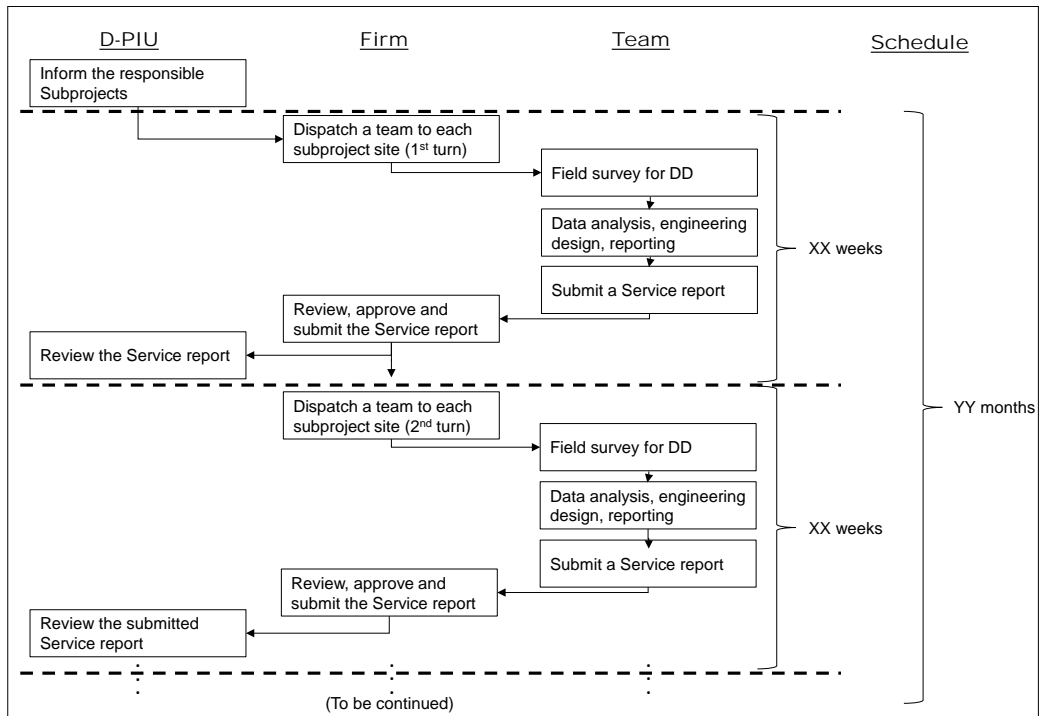
- a. End of Contract period: June 2021
- b. Assignment of works: to be informed by PMU after selection of eligible subprojects. PMU shall decide the assignment with considering capacity of each firm, distribution of selected subprojects, and natures of the subprojects.
- c. Unit price of service: price of services depend on type of SSWRD, type of structures composing the subproject, quantity of earthwork and structures, size of structures, etc. PMU shall prepare tender documents and forms of general conditions of contract stipulating above issues and agree with the firms. The guidelines to prepare such documents and forms are to be developed by SAPI.
- d. Experts to be assigned to the service: The firms shall submit the list of human resources to PMU and assure their participation to DD.

Scope and Methods of Services

4. The scopes and methods of D/D shall be principally complied with the guidelines: Small Scale Water Resources Subproject Planning and Design Guidelines, LGED (2009). The guidelines provides report formats and forms of analysis and calculation necessary to undertake D/D as well as guidance to conduct said services.
5. Each firm shall compose several teams and allocate responsible subproject(s) to each team. Each team shall prepare a service report in English immediately after completion of design work for a subproject and submit to XEN of D-PIU. Before submitting the service report, the team never go in next service regarding another subproject. One team shall consist of members as bellow;
 - i. Hydraulic structure design engineer
 - ii. CAD Technician
 - iii. Surveyor
 - iv. Estimator
6. The professionals assigned to the work must have at least 15 years of experience with a minimum of 10 years in the relevant field. The firms must have adequate logistics support like transport facilities, survey equipment, and office accommodation with telephone facilities so the PIUs can supervise the day-to-day progress of the services. If the PMU consider a member equipped with enough capability, he/she can hold double positions.

Schedule

7. After notification of responsible subprojects from D-PIU, the firm shall submit a Service report to D-PIU every XX weeks until completion of services for all responsible subprojects (refer to below chart). The firms shall submit three hard copies of the Service report along with its electronic version (MS office 2003 or higher, Autodesk AutoCAD 2012 or higher) for each subproject. Maps shall be produced in CAD format (DWG file).



Facilities for the Firms

- The firms will be supplied with the proposals of the selected subproject and will receive assistance from PMU/PIUs of JICA Phase-2 during the process of the service.

Attachment I-3
Terms of Reference for
Facilitator Firm/NGO

TERMS OF REFERENCE FOR FACILITATOR FIRM/NGO

Small-scale water resources development subprojects are being implemented by LGED through a participatory process. In each subproject grass-roots level beneficiaries (landowners, farmers, sharecroppers, landless men and women) form an organization named Water Management Cooperative Association (WMCA). By managing the water resources, WMCA has been playing an important role to improve the socio-economic status of the local people. To assist in doing those tasks, the following facilitators will be deployed under JICA Phase-2:

- 1) Agricultural Facilitator: one per District Project Implementation Unit (D-PIU);
- 2) Fishery Facilitator: one per D-PIU; and
- 3) General Facilitator: one per Upazila Project Implementation Unit (U-PIU).

They will be dispatched to concerned Districts and Upazila after candidate subprojects are identified. For the deployment of facilitators, Project Management Unit (PMU) will enter the contract/agreement. Qualification and Terms of Reference (TOR) of the facilitators are as follows:

1. Agriculture Facilitator

- 1) Qualification: He/she should be graduated in the field of agriculture with at least five years' experience in water resources development project for increasing agriculture production.
- 2) TOR
 - a) Assist District Project Implementation Unit (D-PIU) and Upazila Project Implementation Unit (U-PIU) specifically Executive Engineer, Assistant Engineer and Sociologist at D-PIU, and Upazila Engineer, Sub-assistant Engineer and Community Assistant at U-PIU in the implementation of institutional development component under JICA Phase-2.
 - b) Assist D-PIU and U-PIU to prepare Institutional Development Action Plan (ID-AP) from a perspective of agricultural sectoral expertise and to facilitate and monitor the ID-AP approved by Project Management Unit (PMU).
 - c) Collect data and information on present land use and agricultural development constraints and opportunities to determine feasibility of the proposed subproject.
 - d) Guide and assist WMCA and beneficiaries for the sustainable agricultural production in the relevant district on the following:
 - apprise and demonstrate agricultural development with flood control, drainage improvement, increase in flood free lands, protection of crops from flooding's, conservation of water for irrigation and expansion of irrigation command area;
 - preparation agricultural production plan according to the beneficiary farmers needs to take advantage of flood control, drainage improvement, availability of flood free lands, crop protection from flooding, water conservation and irrigation expansion;
 - ensure guidance, advice and support Upazila Office of Department of Agricultural Extension (DAE), Department of Livestock (DOL) and other relevant department in the preparation agricultural production plan and strengthening agricultural extension activities in the subproject area;
 - organization of field level training and extension activities on sustainable farm practices to implement subproject agricultural production plan and motivate beneficiary farmers to adopt new and improved agricultural technology and integrated crop management (ICM) for sustainable agricultural production;
 - ensure support from Upazila Office of DAR and DOL, Soil Resources Development Institute (SRDI) and other relevant agencies to organize field level training and extension activities on land and soil use, soil sample collection, soil fertility status and nutrient level, preparation of soil health card, fertilizer management, on farm water management, integrated pest management, new crops, modern varieties, crop diversification and other improved farming technologies by the Agricultural Facilitators.
 - group marketing and procurements of fertilizer, seeds and farm produces;
 - agricultural credit arrangements and investments;
 - ensure participation of all farmers types, particularly marginal and small farmers, share croppers and women in subproject agricultural activities;

- realization of contribution for subproject O&M from beneficiary farmers;
- evaluation of progress in agricultural production and improvement of subproject annual production plan;
- Identify resources present within the subproject areas according to the nature and properties of the resources and enlist those with approximate area, locations and ownership; and
- other tasks assigned by PMU.

2. Fishery Facilitator

- 1) Qualification: He/she should be graduated in the field of fisheries with at least five years' experience in water resources development project for increasing fish production.
- 2) TOR
 - a) Assist D-PIU and U-PIU specifically executive engineer, assistant engineer and sociologist at D-PIU, and upazila engineer, sub-assistant engineer and community assistant at U-PIU in the implementation of institutional development component under JICA Phase-2.
 - b) Assist D-PIU and U-PIU to prepare institutional development action plan (ID-AP) from a perspective of fishery sectoral expertise and to facilitate and monitor the ID-AP approved by project management unit (PMU).
 - c) Collect data and information on present land use and fish development constraints and opportunities to determine feasibility of the proposed subproject.
 - d) Guide and assist subproject WMCA and beneficiaries for the sustainable fish production in the relevant district on the following:
 - Identify genuine fisherman if any, living within the subproject area and enlist them with their father's name, age, education and names of villages;
 - Identify fish/prawn/shrimp culturists present within the subproject areas and enlist them with their father's name, age, education, names of villages, types of culture they are practicing and rates of production of each item of produce;
 - Motivate the beneficiaries in fish production;
 - Keep close liaison with the WMCA and discharge duties in consultation with them.
 - Maintain close contact with the local Fisheries Officials of Department of Fisheries (DOF) and solicit their assistance as and when required;
 - Maintain close contact with Upazila Engineers within the subproject areas and always keep them informed about the current status of the subproject areas and solicit their help in resolving problems;
 - Assist the WMCA and the fisheries subcommittee in preparing the Subproject Fisheries Development Plan, which is a subset of the Poverty Reduction Plan;
 - Assist the WMCA in preparing the Annual Fisheries Production Plan, consulting producers, local DOF, DAE and LGED officials;
 - Assist the producers in implementing their Production Plans, monitor their activities constantly and evaluate progress;
 - Select candidates for different types of training in consultation with the WMCA and also arrange local training program on fishery production/demonstration as and when instructed by the Project Director;
 - Identify and enlist fishermen affected negatively due to implementation of subprojects and the way the fishermen wish to be helped to compensate the loss incurred on them;
 - Collect and send information and reports to PIO as per instructions of the Project Director; and
 - Tasks assigned by PMU.

3. General Facilitator

- 1) Qualification: He/she shall be at least Bachelor's Degree or HSC having 5 years relevant experiences with good hand writing. He/she should bear a good moral character and very good physics and local residents will get preference.
- 2) TOR:
 - a) Assist U-PIU specifically Upazila Engineer, Sub-Assistant Engineer and Community Assistant in the implementation of institutional development component under JICA

Phase-2.

- b) Assist D-PIU and U-PIU to prepare institutional development action plan (ID-AP) and to facilitate and monitor the ID-AP approved by project management unit (PMU).
- c) Assist LGED officials in information campaign on subproject in the area.
- d) Assist in preparing accurate households list, beneficiary list, etc., and organizing meetings at village and para level.
- e) Assist in Operation & Maintenance (O&M) fund collection from the beneficiaries.
- f) Assist WMCA to achieve the target in complying with all conditions for the signing implementation agreement.
- g) Assist WMCA and LGED for the formation of Labor Contracting Society (LCS) during the subproject implementation.
- h) Assist in formalities of implementation and signature of handing-over agreement.
- i) Perform the all duties related to WMCA office functioning and account management.
- j) Increase the WMCA membership, share and savings.
- k) Ensure weekly and monthly meetings of the Management Committee and general meetings regularly.
- l) Assist WMCA in the execution WMCA accountability and responsibilities within the Cooperative Act & Rules.
- m) Closely work with community assistant at U-PIU and sociologist, agriculture and fishery facilitators at D-PIU.
- n) Other tasks assigned by PMU.

Attachment I-4
Training on Overall
Management for JICA-2

TRAINING ON OVERALL MANAGEMENT FOR JICA-2

No	Participants	Type of Training	Name of Training Course	Venue	Possible Trainer/ Resource Person/ Organization
1	PMU, PIU, LGED/PC	Orientation	Training or workshop on Gender Action Plan (GAP) 2017-2021	LGED HQ/ Region/RTC	PMU, PC
2	DWA, DoF, DoC, DAE, DLS, DYD (HQ Dist. and UZ)	Orientation	Orientation on JICA-2 Gender Activities in Water Management for Partner Agencies	LGED HQ/ RTC/ Region/District	PMU, Sociologist-Gender, D-PIU, PC/GDS, Gender Development Forum, DWA
3	Local people	Orientation	Participatory Water Resources Management	Folk Song and Drama in SP area	NGO
4	Union Parishad (UP) members	Orientation	Union Parishad Role in Water Resources Management	Rural Development Academy (RDA, BARD)	RDA and BARD Specialists
5	UP Chairperson, Members and Secretaries	Orientation	Subproject Identification	LGED Upazila Office	UE, WRE, SE
6	IDS & QCE, Regional Office, Water Resource Development (WREs), D-PIU	Orientation	Field Reconnaissance	LGED RTC	PMU, Project Consultants
7	Project Consultants and Project & IWRMU Staff	Orientation	Subprojects PRA and FS	Rural Development Engineering Center (RDEC)	PMU, Project Consultants
8	Water Resources Engineers (WREs), Socioeconomists (SEs), SAEs	Orientation	Subprojects PRA and FS	LGED Regional Training Centre (RTC)	PMU, Project Consultants
9	PRA Teams	Orientation	Project Description and Subproject Development Process	RDEC	PMU, Project Consultants
10	FSDD Teams	Orientation	Project Description and Subproject Development Process	RDEC	PMU, Project Consultants
11	Upazila Engineers (UEs), WREs, SEs, SAEs	Orientation	Project Implementation Activities	LGED RTC	PMU, Project Consultants
12	Executive Engineers (XENs)	Orientation	Social and Institutional Aspects of Project	LGED RTC	PMU, Project Consultants

No	Participants	Type of Training	Name of Training Course	Venue	Possible Trainer/ Resource Person/ Organization
13	Senior Assistant Engineers (Sr. AEs)	Orientation	Social and Institutional Aspects of Project	LGED RTC	PMU, Project Consultants
14	Assistant Engineers (AEs)	Orientation	Social and Institutional Aspects of Project	LGED RTC	PMU, Project Consultants
15	UEs	Orientation	Social and Institutional Aspects of Project	LGED RTC	PMU, Project Consultants
16	Project/IWRMU Personnel, Consultants	Orientation	MIS Data Collection and Analysis	RDEC	PMU, Project Consultants
17	XENs, UEs, WREs, SEs, AC Land and DOC, DAE, DFO, DLS & DWA Officials	Orientation	WMCA Establishment and Management	LGED RTC	PMU, Project Consultants
18	DAE, DLS and SRDI District Officials/Specialist	Orientation	Project Effect on Agriculture Production	LGED RTC	PMU, Project Consultants
19	UFOs	Orientation	Subprojects Fisheries Resource Management	LGED RTC	PMU, Project Consultants
20	PMU and District XEN, LGED/PC	Orientation	Concept on Gender and why gender matters in water management	LGED HQ/ Region/RTC	PMU, PC, GDF, DWA, Specialized NGO
21	BARD and RDA Trainers	TOT	Union Parishad Role in Water Resources Management	BARD, RDA	PMU, Project Consultants
22	UE, WRE, SEs, CO, Facilitators	TOT	Subproject Identification	LGED RTC	PMU, Project Consultants
23	UEs, AEs & WREs, SAEs, SEs, COs, GFs	TOT	Earthwork Method for LCSs	LGED RTC	PMU, Project Consultants
24	Principal and Instructors of Cooperative Zonal Institute (CZIs)	TOT	Basic Cooperative Management	Cooperative Academy	Project Consultants, DOC
25	SEs	TOT	Micro Credit Management	LGED RTC	Specialized organization personnel
26	SEs, WREs	TOT	Orientation on WMCA By-Laws Drafting	LGED RTC	PMU, Project Consultants

No	Participants	Type of Training	Name of Training Course	Venue	Possible Trainer/ Resource Person/ Organization
27	LGED and project Field Staff	TOT	Gender Concept and Role of Gender in Water Management	Subproject	PMU, Project Consultants, NGO
28	LGED XENs (Training) and WREs	TOT	WMCA's Construction Monitoring Training	LGED RTC	PMU, Project Consultants
29	LGED XENs (Training), WREs & SEs	TOT	O&M Training	LGED RTC	PMU, Project Consultants
30	Agriculture Training Institute (ATI) Instructors/NA Specialists	TOT	Sustainable Agricultural Production in Subproject Areas	RDEC/LGED RTC/RDA/NATA	PMU, Project Consultants
31	WRE, SEs	TOT	Environmental Issues and Environmental Mitigation Plan	RDEC/LGED RTC	PMU, Project Consultants, DOE Specialist
32	BARD and RDA Specialists	TOT	Poverty Reduction Plan	PMU, Project Consultants	BARD, RDA
33	RDA Specialists	TOT	Onfarm Water Management	PMU, Project Consultants	RDA
34	RDA Specialists	TOT	Sustainable Agricultural Production	PMU, Project Consultants	RDA
35	UE, AE(Water), SAE (Water), Sociologist, Facilitator	TOT	TOT on Gender Concept and Role of Gender in Water Management for Field Staff	LGED HQ/Regional Selected Venue (GO/NGO)	PMU, PC, SE- region, PIU, or selected Suitable GO/NGO
36	UE, AE(Water), SAE(Water), Sociologist, Facilitator	TOT	TOT on Women Human Rights, Legal Aspects and woman empowerment	LGED HQ/ RTC/ Dist/Other Suitable GO/NGO	Third party expert/ selected Suitable GO/NGO
37	AEs (PMU), District XENs, WREs, SEs and SAEs	Planning, Design & Construction	Data Collection for Subproject Appraisal	LGED RTC	PMU, Project Consultants
38	AEs (PMU & LGED), District XENs, WREs	Planning, Design & Construction	Planning Methods and Design Concepts	LGED RTC	PMU, Project Consultants
39	WREs, SAEs	Planning, Design & Construction	Engineering Survey and Geotechnical Investigation	LGED RTC	LGED Training Unit
40	WREs, SEs, SAEs	Planning, Design & Construction	Basic Computer Training (BCT) Course	LGED RTC	LGED Training Unit
41	WREs, SAEs	Planning, Design &	Computer based Estimate Preparation (RSEPS) and Earth	LGED RTC	LGED Training Unit

No	Participants	Type of Training	Name of Training Course	Venue	Possible Trainer/ Resource Person/ Organization
		Construction	Volume Calculation (EVCS) Software		
42	WREs, SAEs	Planning, Design & Construction	Understanding Drawings of Hydraulic Structures	LGED RTC	PMU, Project Consultants
43	District AEs, UEs, WREs	Planning, Design & Construction	Construction Practices and Quality Control	LGED RTC	PMU, Project Consultants
44	SAEs	Planning, Design & Construction	Construction Practices and Quality Control	LGED RTC	PMU, Project Consultants
45	LCS members	Planning, Design & Construction	Earthwork Methods for LCSs	Subproject Area	UE, WRE, SAE, SE, CO, GF
46	UEs	Planning, Design & Construction	Construction Monitoring	LGED RTC	PMU, Project Consultants, XEN Training
47	UEs, Agriculture and Fisheries Facilitators	O&M	Subproject O&M	LGED RTC	PMU, Project Consultants, XEN Training
47	SAEs	Planning, Design & Construction	Construction Monitoring	LGED RTC	PMU, Project Consultants, XEN Training, WRE
48	SAEs, COs	O&M	Subproject O&M	LGED RTC	XEN Training, WRE
49	SEs and WREs	Foundation Training	Responsibilities of Socioeconomist and Water Resources Engineer	LGED RTC	PMU, Project Consultants
50	Facilitators: General (GF), Agriculture (AF) & Fisheries (FF)	Foundation Training	Responsibilities of Facilitators: General, Agriculture and Fisheries	LGED RTC	PMU, Project Consultants
51	PRA Teams, NGOs/Firms Personnel	Follow Up/Refresher	PRA and FS Works	RDEC	PMU, Project Consultants
52	LGED XEN (Training) and WRE	Follow Up/Refresher	O&M Training Review	LGED RTC	PMU, Project Consultants
53	AFs	Follow Up/Refresher	Subproject Agricultural Development	RDEC/RTC	PMU, Project Consultants
54	AFs	Follow Up/Refresher	Review of Effect Monitoring and Evaluation (EME) Agricultural Findings	RDEC/RTC	PMU, Project Consultants
55	UCO/ DoC	WMCA	Audit and Inspection of WMCAs	CZI	DOC

No	Participants	Type of Training	Name of Training Course	Venue	Possible Trainer/ Resource Person/ Organization
	Inspector/Asstt. Inspector	Establishment and Mangement			
56	Regional IDS, District SEs and WRE	WMCA Establishment and Mangement	Workshop on Better WMCA Practice Experience Sharing	LGED RTC	PMU, Project Consultants
57	FS Team	Awareness and Orientation on JICA- 2 Gender Activities	Gender equity and orientation on gender activities in water management for FS Team	LGED HQ/ RTC/ Region/District	PMU, PC,DWA,GDF
58	CO, GF, WMCA MC Members	Awareness and role of MC	Gender Awareness Training and Role of Gender in Water Management for Field Staff and WMCA Management Committee	SP Area/ WMCA Office	D-PIU, U-PIU, PC, DWA, DCO/UCO
59	UP Chairman and Members (Chairman-1, Female Member-1 and Male Member-1)	Awareness and role of UP	Gender Awareness Training and Role of Gender in Water Management for UP Chairman and Members	LGED HQ/ RTC/ Region/District	D-PIU, U-PIU, PC, DWA, DCO/UCO

Attachment I-5
Advance Procedure

Dec. 3. 2012

JAPAN INTERNATIONAL
COOPERATION AGENCY

Brochure on
Advance Procedure
for Japanese ODA Loans

December 2012

Brochure on Advance Procedure
for Japanese ODA Loans
December 2012

Section 1. Introduction

- 1.01. Unless otherwise defined in this brochure, the capitalized words not defined herein have the same meanings as defined in the relevant Loan Agreement and/or the General Terms and Conditions to which this brochure applies.
- 1.02. If any provision of this brochure is inconsistent with any provision of the Loan Agreement, of which this brochure constitutes an integral part, such provision of the Loan Agreement shall govern.
- 1.03. Headings of Sections herein are inserted for convenient reference only, are not part of this brochure and do not affect the construction of, or be taken into consideration in interpreting this brochure.

Section 2. Procedure

- 2.01. This brochure provides for advance disbursements substantiated by a financial forecast made by the Borrower on a periodic basis.
- 2.02. The Borrower shall prepare a financial forecast that reflects the fund requirements, in principle, for the subsequent two (2) terms (such forecast hereinafter referred to as the “**Financial Forecast**”), with sufficient details to enable JICA to verify the reliability of the forecast and submit the same to JICA promptly after the end of each term. A term wherever mentioned in this brochure shall be for a quarter, an interval of three (3) months, starting from the date separately agreed between the Borrower and JICA.
- 2.03. The Borrower shall open and maintain a non-resident yen account (hereinafter referred to as the “**Loan Account**”) in accordance with the

relevant laws and regulations of Japan in advance with a bank in Tokyo (hereinafter referred to as the “**Paying Bank**”), as stipulated in the Loan Agreement, and a designated account, from which payments for eligible expenditures are made (such account hereinafter referred to as the “**Designated Account**”), with a bank, as stipulated in the Loan Agreement.

- 2.04. The Designated Account shall be stated and maintained in Japanese Yen. Amount requested to JICA shall also be expressed in Japanese Yen, and the total disbursement for the Designated Account shall be in the amount not exceeding the amount allocated to the Category for the Designated Account, stipulated in the Loan Agreement.
- 2.05. The Borrower may submit one (1) request for advance disbursement each term (other than the case stipulated in Section 4.04 below). When JICA finds that the Request for Disbursement and the related documents are in order and in conformity with the relevant provisions of the Loan Agreement, JICA shall make disbursement in Japanese Yen, in principle, within fifteen (15) business days from the date of receipt of the request by paying into the Loan Account. Thereafter, the Borrower shall transfer the amount disbursed from the Loan Account to the Designated Account.
- 2.06. All amounts withdrawn from the Designated Account shall be used solely for payments made or to be made in accordance with the purpose and scope of works stipulated in the relevant provisions of the Loan Agreement. The Borrower shall record all transactions independently in accordance with consistently maintained sound accounting principles. The Borrower shall submit relevant documents, including, but not limited to, the documents mentioned hereinafter to justify the expenditures paid out from the Designated Account.

Section 3. Initial Advance Disbursement

- 3.01. The Borrower shall submit the following documents to make request for the initial advance disbursement:
- (a) Request for Disbursement as per attached Form RFD(A);
 - (b) Financial Forecast, in principle, for the first two (2) terms; and
 - (c) document evidencing the opening of the Designated Account

Section 4. Subsequent Request for Disbursement and Recovery Percentage

- 4.01. The Borrower shall submit to JICA the following documents to make request for subsequent advance disbursements:
- (a) Request for Disbursement as per attached Form RFD(A);
 - (b) Financial Forecast, in principle, for the subsequent two (2) terms;
 - (c) Reconciliation Statement made substantially as per attached Form RS;
 - (d) Statement of Expenditures, as supporting documents, made substantially as per Form SOE (A); and
 - (e) document evidencing the balance of the Designated Account
- 4.02. Subsequent request for advance disbursement should be based on the Financial Forecast, in principle, for the subsequent two (2) terms, provided that the advance disbursement made in the past under the Loan Agreement have been utilized adequately. The amount stated on the Request for Disbursement shall match the amount calculated and described in the Reconciliation Statement.
- 4.03. For each request, Reconciliation Statement shall show the recovery percentage calculated based on the cumulative total justified through supporting documents, over the cumulative total withdrawn from the Designated Account. If the recovery percentage is less than seventy percent (70%), the Borrower shall not be allowed to submit the Request for Disbursement until it exceeds such percentage, unless JICA determines otherwise.

- 4.04. Notwithstanding Section 2.05. above, if the Borrower has unexpected fund requirements for further advance disbursement for the Project before the end of the term, the Borrower is allowed to make additional requests in the course of the term, upon submission of the required documents stated in Section 4.01. above, to rationalize such requirements. In such case, the Borrower shall submit a revised Financial Forecast that reflects such unexpected fund requirements, for the unexpired time period of the two (2) terms covered in the originally submitted Financial Forecast. Furthermore, if one (1) year or less is left until the end of the project completion or expiry of the Disbursement Period, whichever is expected to come earlier, the Borrower may change the interval for submitting the Request for Disbursement by adjusting the term for the Financial Forecast by consultation with JICA. In any event, however, meeting the recovery percentage shall be a prerequisite in submission of a Request for Disbursement as provided in Section 4.03. above.
- 4.05. The Borrower may, not only at the time of requesting disbursements as stipulated in Section 4.01 above, but also, at any time during the Disbursement Period or up to four (4) months after the Disbursement Period expires as provided under Section 10.01 below, submit to JICA the documents listed in Section 4.01., excluding (b), to update the justified amount of expenditures and recovery percentage.

Section 5. Payments Made in Currency Other than Japanese Yen

- 5.01. When the currency used or to be used for the payment is not Japanese Yen, the amount paid or to be paid shall be converted to Japanese Yen and the Borrower shall withdraw such Japanese Yen equivalent to the amount paid or to be paid in the original currency, from the Designated Account. The exchange rate shall be the one quoted by a foreign exchange bank authorized as such by the authority in the territories of the Borrower as of the date of withdrawal. The amount paid or to be paid in the original currency, the exchange rate at the time of withdrawal from the Designated Account, and the equivalent

amount paid in Japanese Yen shall be described in the Statement of Expenditures and submitted together with the evidence of the exchange rate.

Section 6. Request for Advances to be Disbursed in Installments

- 6.01. Upon request by the Borrower, the advances may be disbursed in installments, provided that the request meets the following conditions:
- (a) the Request for Disbursement is submitted to JICA at least fifteen (15) business days prior to the first requested disbursement date;
 - (b) the Requested Schedule for Advance Payments substantially as per attached Form RSAD is submitted in addition to the requirements stipulated in Section 3.01. or 4.01 as the case may be;
 - (c) requested disbursement dates are all banking business days in Japan, are all within the immediately succeeding term and are acceptable to JICA; and
 - (d) the frequency of the requested disbursement in installment within the term, in the opinion of JICA, is reasonable.
- 6.02. Once the Request for Disbursement is approved by JICA, the request shall become irrevocable and the Borrower shall not be allowed to change the disbursement dates.

Section 7. Method of Statement of Expenditure and Auditing Requirements

- 7.01. The Statement of Expenditure required in Section 4.01. shall be deemed as a supporting document for payment and shall exempt the obligation of the Borrower to submit specific supporting documents such as invoices and receipts to JICA, on condition that the Borrower shall:
- (a) promptly at the beginning of project implementation, furnish JICA, with a copy of engagement letter signed by an authorized person of an auditor acceptable to JICA, in which the said auditor agreed to audit the records and accounts related to the applicable expenditures financed out of the proceeds of the Loan in the

Designated Account and submit to the Borrower a certified copy of the report of such audit;

- (b) maintain, or cause to be maintained, records and accounts adequate to reflect, in accordance with consistently maintained sound accounting practices, the expenditures financed out of the proceeds of the Loan;
- (c) have the records and accounts related to the applicable expenditures financed out of the proceeds of the Loan in the Designated Account for each fiscal year audited, in accordance with appropriate auditing principles consistently applied, by the said auditor;
- (d) furnish JICA as soon as available, but in any case not later than nine (9) months after the end of each fiscal year, with a certified copy of the report of such audit by the said auditor, of such scope and in such detail as JICA may reasonably request;
- (e) furnish JICA with such other information concerning said records and accounts, and the audit thereof, as JICA may from time to time reasonably request;
- (f) retain, until at least five (5) years after the Completion Date, all records (contracts, orders, invoices, bills, receipts and other documents) evidencing such expenditures;
- (g) enable JICA's representatives to examine such records; and
- (h) ensure that such records and accounts are included in the annual audits referred to in paragraph (c) above and that the report of such audit contains a separate opinion by the said auditor as to whether the statements of expenditures submitted during such fiscal year, together with the procedures and internal controls involved in their preparation, can be relied upon to support the related disbursement.

Section 8. Refund

- 8.01. If JICA has determined at any time that any of the following occurs, the Borrower shall, promptly upon notice from JICA, deposit into the Designated Account or, if JICA so requests, refund to JICA such ineligible or unjustifiable amount in Japanese Yen:

- (a) any payment made for an expenditure not eligible under the Loan Agreement, including, but not limited to, an ineligible expenditure described in a certified copy of a report of such audit referred to in Section 7.01.;
- (b) any payment not justified by supporting documents. (Such unjustifiable amount shall be determined to be the balance between the cumulative disbursement for the Designated Account and the cumulative amount of satisfactory supporting documents in Japanese Yen received by JICA); or
- (c) any amount deposited into the Designated Account that will not be required to cover further payments under the Loan Agreement.

8.02. When the ineligible or unjustifiable amount in Japanese Yen is refunded to JICA, the Borrower shall refund such amount together with the interest accrued thereon. Notwithstanding the above, if such refund is made before the Disbursement Period expires, the interest accrued thereon shall be paid to JICA on the Payment Date immediately following the date the refund is made.

Section 9. Suspension

- 9.01. When the Borrower, in the opinion of JICA, fails to perform its obligations stated in any of the paragraphs of Section 7. or Section 8. above, JICA may, by notice to the Borrower, suspend in whole or in part the rights of the Borrower under the Loan Agreement until JICA determines that such failure has been fully remedied.
- 9.02. Moreover, even if the situation is remedied, if JICA determines that the Borrower will not be able to perform its obligations at a satisfactory level to JICA, JICA may, by notice to the Borrower, suspend the use of the Statement of Expenditure and instead require the submission of all supporting documents such as invoices and receipts along with a Summary Sheet of Payments in a form designated by JICA, or suspend the use of Advance Procedures entirely.

- 9.03. However, the above actions do not impair JICA's further exercise of the rights stated in Section 6.01 of the General Terms and Conditions.

Section 10. Closing of the Designated Account

- 10.01. Upon request by the Borrower, and when JICA finds it necessary, withdrawals from the Designated Account may be allowed after the Disbursement Period expires, to make payments for services or supplies incurred on or before such period expires. Notwithstanding the above, the Borrower shall submit to JICA all supporting documents justifying the utilization of advance disbursement within four (4) months after the Disbursement Period has expired, unless otherwise agreed by JICA.
- 10.02. The Designated Account shall not be closed prior to JICA's confirmation that all necessary procedures including submission of the final audit report and refund, if necessary, have been completed.

Section 11. Banking Arrangement

- 11.01. The Borrower shall designate a foreign exchange bank in the territories of the Borrower (hereinafter referred to as the "Agent Bank"), as stipulated in the Loan Agreement, as its agent for the purposes of taking any action or entering into any arrangement or agreement, on behalf of the Borrower, required or permitted under this procedure. Any action taken or arrangement or agreement entered into by the Agent Bank pursuant to the authority conferred on the Agent Bank shall be fully binding on the Borrower and shall have the same force and effect as if such action was taken or such arrangement or agreement was entered into by the Borrower. The Borrower may revoke or modify the authority conferred on the Agent Bank if consent of JICA is obtained.
- 11.02. The Borrower shall cause the Agent Bank to make necessary arrangement with the Paying Bank, including, but not limited to, the

following for this brochure:

- (a) to open a Loan Account on behalf of the Borrower with the Paying Bank; and
- (b) to confirm necessary arrangements for transaction of funds to the Designated Account after the proceeds of the Loan is credited to the Loan Account.

Section 12. Foreign Exchange Risk

- 12.01. The Borrower shall bear all risks associated with foreign exchange fluctuations arising from disbursement and JICA shall not be liable therefor.

Request for Disbursement

to D/A Name : Account no. or name

	Request for Disbursement
	Request for Disbursement (in installments)
	Request for reporting justified expenditures only

Date:

Application Serial No.:

To: JAPAN INTERNATIONAL COOPERATION AGENCY

Attn: Name of the Department or JICA Office in charge

Ladies and Gentlemen:

Pursuant to the Loan Agreement No. dated , between the JAPAN INTERNATIONAL COOPERATION AGENCY (hereinafter referred to as "JICA") and (the Borrower) (hereinafter referred to as the "Loan Agreement"), the undersigned hereby requests for Advance Disbursement, under the said Loan Agreement, of ¥ in number (Say Japanese Yen in wording) by being paid to the Loan Account of (Agent Bank of the Borrower) with (Paying Bank), Tokyo, Japan, from which (Agent Bank of the Borrower) transfers the amount to the Designated Account.

1. The undersigned has prepared the accompanying documents (including the Financial Forecast, if applicable) in good faith. The undersigned has not obtained nor will obtain funds for such purpose out of the proceeds of any other loan, credit or grant available to the undersigned except short-term loans or credits, if any, established in anticipation of the disbursement requested for herein and to be repaid pro-tanto with the funds disbursed hereunder and any charges, commission or interest paid or payable under such anticipatory short-term credits are not included in the amount herein requested to be disbursed.
2. Required documents as per the Loan Agreement attached to this request shall form an integral part hereof.

Very truly yours,

 (Name of the Borrower)

 (Authorized Person's Signature, Name & Title)

REQUESTED SCHEDULE FOR ADVANCE PAYMENTS in INSTALLMENTS

Instruction: Please complete this form and attach it to the related Request for Disbursement (RFD) form, when applicable. When attached, this will be deemed to be an integral part of the RFD.

1. Loan No.

2. Application Serial No. of related Request for Disbursement

3. Requested payment schedule

Ref. (a)	Requested Value Date for Disbursement (b)	Amount to be Paid in JPY (c)	
I.		JPY	
II.		JPY	
III.		JPY	
TOTAL		JPY	-

NOTE: i) The requested dates should be in accordance with section 6.01 of the Brochure.
 ii) JICA will make its best effort to make the payments on the requested dates, but if difficult, JICA will shift the date to the nearest date appropriate for disbursement by JICA.
 iii) Once JICA approves the request, the request will become irrevocable and the dates and amount may not be changed.

RECONCILIATION STATEMENT

LOAN NO.: _____ APPLICATION NO.: _____
 NAME: (Borrower or E/A) _____
 REPORTING PERIOD: From _____ To _____
 CATEGORY: _____
 DESIGNATED ACCOUNT: Bank Name _____ Account NO. _____
 DATE: _____

		[in Japanese Yen]		
Detail	Current Period	Cumulative		
Beginning cash balance				
1. D/A balance as of		-		
ADD: Advances from JICA				
2. Advances credited to D/A				
3. Amount claimed but not yet credited as of the date of the bank statement	-	-		
4. Total cash available (1+2+3)	-	- a		
LESS: Advances withdrawn from D/A				
5. Total amount justified by supporting documents		- b		
6. Total amount withdrawn but not yet justified by supporting documents	-	- c (d-b)		
7. Total withdrawn (5+6)		- d (a-e)		
8. Cash available less withdrawn (4-7)	-	-		
Closing cash balance				
9. D/A balance as of	e	-		
Difference (8-9) should be zero	0	OK!		
Recovery Percentage (Total justified amount / Total amount withdrawn from D/A)	The percentage stipulated on the U/A	70%	#DIV/0!	b/d #DIV/0!

		[in Japanese Yen]		
Detail	Next Period			
Forecast of amount needed for next 2 periods				
10. Total Fund requirement				
11. Amount requested to be advanced (10-9)		- f		
(Reference)				
Unjustified Amount when request for advance above is approved		- g+f-b		

Authorized Signature(s), name, and title of representative of the E/A which hold the title of the designated account

- NOTES:
 1 Copy of bank statement for the period should be attached
 2 _____ is automatically calculated.

REMARKS:

STATEMENT OF EXPENDITURE

Advance Procedure

PROJECT LOAN NO.		D/A NO. CATEGORY		DATE APP. NO.						
JICA CONC. No. NO./CONTRAC T No.	NAME OF SUPPLIER	NATIONALITY	Month/Date of Payment	Description	Amount Paid (without Tax)	Disburse- ment %	Amount for JICA Financing in Contract Currency	Exchange Date *	Exchange Rate	Amount for JICA Financing in Request Currency (JPY)
JICA CONCURRENCE NO.										
1										
2										
3										
							SUBTOTAL (JICA CONC. NO.)			JPY
JICA CONCURRENCE NO.										
1										
2										
3										
							SUBTOTAL (JICA CONC. NO.)			JPY
CONTRACTS NOT REQUIRING CONCURRENCE										
1										
2										
3										
							SUBTOTAL (CONTRACTS NOT REQUIRING CONCURRENCE)			JPY
										TOTAL AMOUNT in JPY

The undersigned certifies that the Supplier(s) and payments stated above are procured according to the applicable guidelines and eligible under the Loan Agreement.

For (Name of the Borrower)

* Exchange Date: the date of withdrawal from D/A

Authorized Person's Signature,
Name & Title

Attachment I-6
Transfer Procedure

JAPAN INTERNATIONAL
COOPERATION AGENCY

Brochure on
Transfer Procedure for Japanese ODA Loans

December 2015

Brochure on Transfer Procedure for Japanese ODA Loans
December 2015

Section 1. Introduction

- 1.01. Unless otherwise defined in this brochure, the capitalized words not defined herein have the same meanings as defined in the Loan Agreement and/or the General Terms and Conditions to which this brochure applies.
- 1.02. If any provision of this brochure is inconsistent with any provision of the Loan Agreement, of which this brochure constitutes an integral part, such provision of the Loan Agreement shall govern.
- 1.03. Headings of Sections herein are inserted for convenient reference only, are not part of this brochure and do not affect the construction of, or be taken into consideration in interpreting this brochure.

Section 2. Procedure

- 2.01. This brochure is to be followed in cases where the expenditures eligible for JICA's financing are for payments to be made to the suppliers, contractors or consultants (hereinafter collectively referred to as the "**Supplier(s)**").
- 2.02. The Borrower shall request JICA to make disbursement to a non-resident Yen account (hereinafter referred to as the "**Loan Account**"), which shall be opened, in accordance with the relevant laws and regulations of Japan, in advance with a bank in Tokyo (hereinafter referred to as the "**Paying Bank**"), as stipulated in the Loan Agreement, for a sum not exceeding the amount actually claimed by the Supplier(s). Depending on the type of currency to be paid to the Supplier(s), the Borrower shall

simultaneously instruct the Paying Bank or the Agent Bank (as defined in Section 5. below) to transfer such amount to the account of the Supplier(s).

- 2.03. Details of the procedure for Type A and Type B, depending on the currency to be used for the actual payment to the Supplier(s), are provided in Sections 3 and 4, below, respectively.

Section 3. Procedure for Type A

- 3.01. Type A shall apply in case where the currency used for the actual payment to the Supplier(s) is Japanese Yen or other internationally traded foreign currency acceptable to JICA.

3.02. Request for Disbursement

- (1) When the Borrower receives Claims for Payment from the Supplier(s) (made substantially as per Form CFP attached hereto), the Borrower shall request JICA to make disbursement for a sum not exceeding the amount actually claimed by the Supplier(s) by sending to JICA a Request for Disbursement in accordance with the attached Form RFD(T). Each request shall be accompanied by the following documents:
 - (a) Summary Sheet of Payments made substantially as per Form SSP(T) attached hereto;
 - (b) copy of Transfer Instruction for Type A addressed to the Paying Bank, made substantially as per attached Form TI-A;
 - (c) Claims for Payment evidencing the amount to be paid to the Supplier(s); and
 - (d) supporting documents evidencing each payment and its usage, as stipulated in the Loan Agreement.
- (2) The amount stated in the Request for Disbursement shall be either in Japanese Yen or other internationally traded foreign currency acceptable to JICA.
- (3) In principle, the currency stated in the Request for Disbursement shall be the same currency stated in the Claims for Payment by the Supplier(s). However, in case where the Supplier(s)

- requests payment to be made in a different currency, provided that it is Japanese Yen or other internationally traded foreign currency acceptable to JICA, the amount stated in the Request for Disbursement shall be calculated using the telegraphic transfer buying (TTB) rate quoted by a foreign exchange bank authorized as such by the authority in the territories of the Borrower one (1) business day prior to the date on which the Request for Disbursement is made. The amount payable to the Supplier and the exchange rate used for conversion to Japanese Yen or other internationally traded foreign currency acceptable to JICA, shall be described in the Summary Sheet of Payments and submitted together with the evidence of such conversion rate.
- (4) The Borrower shall send, to the Paying Bank, Transfer Instruction for Type A accompanied by a copy of the Request for Disbursement and Claims for Payment.

3.03. Disbursement

- (1) When JICA finds the Request for Disbursement in order and in conformity with the relevant provisions of the Loan Agreement, JICA shall make disbursement in Japanese Yen, in principle, within fifteen (15) business days from the date of receipt of the Request for Disbursement by paying into the Loan Account.
- (2) In case where the amount stated in the Request for Disbursement is in an internationally traded foreign currency acceptable to JICA other than Japanese Yen, the amount of disbursement in Japanese Yen shall be calculated at the telegraphic transfer selling (TTS) rate quoted by the Paying Bank two (2) business days before the date on which the disbursement is made.

3.04. Payment to the Supplier(s)

- (1) Immediately after the proceeds of the Loan disbursed by JICA has been credited to the Loan Account, the Borrower shall cause the Paying Bank to transfer the disbursed amount to the corresponding account(s) of the Supplier(s) as specified in the Claims for Payment.

- (2) At the same time, the Borrower shall cause the Paying Bank to inform the Agent Bank of the above-mentioned transfer.

Section 4. Procedure for Type B

4.01. Type B shall apply in case where the currency used for the actual payment to the Supplier(s) is the local currency of the Borrower's country.

4.02. Request for Disbursement

- (1) When the Borrower receives Claims for Payment from the Supplier(s) (made substantially as per Form CFP attached hereto), the Borrower shall request JICA to make disbursement for a sum not exceeding the amount actually claimed by the Supplier(s) by sending to JICA a Request for Disbursement in accordance with the attached Form RFD(T). Each request shall be accompanied by the following documents:
 - (a) Summary Sheet of Payments made substantially as per Form SSP(T) attached hereto;
 - (b) copy of Transfer Instruction for Type B addressed to the Agent Bank made substantially as per attached Form TI-B;
 - (c) Claims for Payment evidencing the amount to be paid to the Supplier(s); and
 - (d) supporting documents evidencing each payment and its usage, as stipulated in the Loan Agreement.
- (2) The amount stated in the Request for Disbursement shall be either in Japanese Yen or other internationally traded foreign currency acceptable to JICA, converted at the telegraphic transfer buying (TTB) rate quoted by a foreign exchange bank authorized as such by the authority in the territories of the Borrower one (1) business day prior to the date on which the Request for Disbursement is made. The amount to be paid in the local currency of the Borrower's country and the exchange rate used for conversion to Japanese Yen or other internationally traded foreign currency acceptable to JICA shall be described in

the Summary Sheet of Payments and submitted together with the evidence of such conversion rate.

- (3) The Borrower shall submit, to the Agent Bank, Transfer Instruction for Type B accompanied by a copy of Request for Disbursement and Claims for Payment.

4.03. Disbursement

- (1) When JICA finds the Request for Disbursement in order and in conformity with the relevant provisions of the Loan Agreement, JICA shall make disbursement in Japanese Yen, in principle, within fifteen (15) business days from the date of receipt of the Request for Disbursement by paying into the Loan Account.
- (2) In case where the amount stated in the Request for Disbursement is in an international traded foreign currency acceptable to JICA other than Japanese Yen, the amount of disbursement in Japanese Yen shall be calculated at the telegraphic transfer selling (TTS) rate quoted by the Paying Bank two (2) business days before the date on which the disbursement is made.

4.04. Payment to the Supplier(s)

Immediately after the proceeds of the Loan disbursed by JICA have been credited to the Loan Account, the Borrower shall cause the Paying Bank to make a cable advice to the Agent Bank. After receiving the cable advice from the Paying Bank, the Borrower shall cause the Agent Bank to immediately transfer the amount actually payable to the Supplier(s) in the local currency of the Borrower's Country, to the corresponding account(s) of the Supplier(s) as specified in the Claims for Payment.

Section 5. Banking Arrangement

- 5.01. The Borrower shall designate a foreign exchange bank in the territories of the Borrower (hereinafter referred to as the "**Agent Bank**"), as stipulated in the Loan Agreement, as its agent for the

purposes of taking any action or entering into any arrangement or agreement, on behalf of the Borrower, required or permitted under this brochure.

- 5.02. Such arrangement or agreement mentioned in Section 5.01. above for Type A shall include, but not be limited to, the following:
- (1) The Borrower shall cause the Agent Bank to make necessary arrangement or agreement with the Paying Bank:
 - (a) to open a Loan Account of the Agent Bank on behalf of the Borrower with the Paying Bank; and
 - (b) immediately after the disbursement made by JICA has been credited to the Loan Account of the Agent Bank, to make the Paying Bank transfer the disbursed amount to the corresponding account(s) of the Supplier(s) pursuant to the Transfer Instruction for Type A issued by the Borrower.
 - (2) Notwithstanding the stipulation in 5.02.(1) above, even if the Paying Bank has not received the Transfer Instruction for Type A from the Borrower by the time JICA makes the disbursement, the Paying Bank may transfer the disbursed amount to the corresponding account of the Supplier(s) pursuant to a copy of the Transfer Instruction for Type A which JICA has received from the Borrower.
- 5.03. Such arrangement or agreement mentioned in Section 5.01 above for Type B shall include, but not be limited to, the following:
- (1) The Borrower shall cause the Agent Bank to make necessary arrangement with the Paying Bank:
 - (a) to open a Loan Account of the Agent Bank on behalf of the Borrower with the Paying Bank; and
 - (b) to let the Paying Bank make a cable advice to the Agent Bank of the disbursement by JICA.
 - (2) The Borrower shall make necessary arrangement with the Agent Bank, so that, after receiving the cable advice from the Paying Bank, the Agent Bank shall immediately credit the amount actually payable to the Supplier(s), in the local currency of the

Borrower's country, to the corresponding account(s) of Supplier(s) pursuant to the Transfer Instruction for Type B issued by the Borrower.

- 5.04. Any action taken or arrangement or agreement entered into by the Agent Bank pursuant to the authority conferred on the Agent Bank shall be fully binding on the Borrower and shall have the same force and effect as if such action was taken or such arrangement or agreement was entered into by the Borrower.
- 5.05. The Borrower may revoke or modify the authority conferred on the Agent Bank if consent of JICA is obtained.

Section 6. Foreign Exchange Risk

- 6.01. JICA shall not be liable for any risks incurred by the Borrower and/or the Supplier(s) at the time of exchange owing to any difference between payment claims from the Supplier(s) to the Borrower and the actual payments to the Supplier(s).

Request for Disbursement

Date:
Loan Agreement No.:
Application Serial No.:

To: JAPAN INTERNATIONAL COOPERATION AGENCY
[Name of the Department or JICA Office in charge]

Attention:

Ladies and Gentlemen:

1. Pursuant to the Loan Agreement No. [], dated [], between the JAPAN INTERNATIONAL COOPERATION AGENCY (hereinafter referred to as "JICA") and (the Borrower) (hereinafter referred to as the "Loan Agreement"), the undersigned hereby requests for disbursement under the Loan Agreement, of the sum of [] (say []) for the payment of expenditures as described in the attached Summary Sheet(s) of Payments.
 2. The undersigned has not previously requested for disbursement of any amount under the Loan Agreement for the purpose of meeting the expenditures described in the Summary Sheet(s) of Payments. The undersigned has not obtained nor will obtain funds for such purpose out of the proceeds of any other loan, credit or grant available to the undersigned.
 3. The undersigned certifies that:
 - a) the expenditures described in the Summary Sheet(s) of Payments are made for the purposes specified in the Loan Agreement;
 - b) the goods and services purchased with these expenditures have been procured in accordance with the applicable procurement procedures agreed with JICA pursuant to the Loan Agreement and the cost and terms of purchase thereof are reasonable;
 - c) the said goods and services were or will be supplied by the Supplier(s) specified in the attached Summary Sheet(s) of Payments and were or will be produced in (or, in the case of services, supplied from) the applicable eligible country(ies) for the Loan Agreement.
 4. Please disburse the amount requested herein requested by paying into the Loan Account of (Agent Bank of the Borrower) with (Paying Bank), Tokyo, Japan.
- . Summary Sheet(s) of Payments and other required documents attached to this request shall form an integral part hereof.

Very truly yours,
For: _____
(Name of the Borrower)

By: _____
(Authorized Person's
Signature, Name & Title)

Summary Sheet of Payments

■ Transfer Procedure

Date:

L/A No.:		Application Serial No.:		L/A Category Name :		JICA Concurrence No. : Contract No.:	
				(A)	(B)	(C) = (A) × (B)	
Item No.	Supplier	Contract Concurrence Amount (or Contract Amount)	Description	Amount Payable and currency (without Tax)	Disbursement Ratio	Amount for JICA Financing and currency	
1.					%		
2.							
3.							
.							

Total (A) _____ Total (C) _____

If requested currency is different from (C) above:

Exchange rate as of Date/Month/Year : 1 JPY = XXX (name of the currency) (E)

Request Amount and currency (D) (C) + (E)	
---	--

The undersigned certifies that the Supplier(s) and payments stated above are eligible under the Loan Agreement.

For (Name of the Borrower)

Authorized Person's
Signature, Name & Title

<p>[Category]: Category Name described in Section 1 of Schedule 2 of the Loan Agreement</p> <p>[Contract Concurrence Amt or Contract Amt]: Concurrence amount by JICA. If not applicable, contract amount.</p> <p>[Description] : Description of service/goods, & details of payment (i.e. down payment, an installment payment or the final payment, invoice no., monthly payment, etc).</p> <p>[Amount Payable]: Amount in the currency claimed by the Supplier(s). (A) ≥ Eligible amount on the Claims for Payment.</p> <p>[Disbursement Ratio]: Ratio to derive the Amount for JICA Financing against Amount Payable.</p> <p>[Amount for JICA Financing]: Amount applicable for JICA financing in the currency claimed by the Supplier(s). If the currency for the final requested amount to JICA is different from (C), indicate the Exchange rate (E) (TTB rate 1 business day prior to the date on the Request for Disbursement) quoted in accordance with the Brochure on Transfer Procedure and relevant provision(s) of the Loan Agreement, to calculate the Request Amount (D).</p> <p><i>If the Request for Disbursement includes payments for more than 1 Category/Concurrence no., prepare the Summary Sheet for each.</i></p>
--

Transfer Instruction for Type A

Date:
Loan Agreement No.:
Application Serial No.:

To: [Paying Bank]

Pursuant to the Banking Arrangement between [Paying Bank] and [Agent Bank of the Borrower] dated [date of the B/A], we hereby request you to transfer the amount disbursed by JICA against our Request for Disbursement No. [] dated [] to the account of the relevant Supplier mentioned in the Claims for Payment No. [] dated [] attached to the Request for Disbursement mentioned above.

For:

(Name of the Borrower)

By:

(Authorized Person's
Signature, Name & Title)

encl. Request for Disbursement
Claims for Payment

Transfer Instruction for Type B

Date:

Loan Agreement No.:

Application Serial No.:

To: [Agent Bank of the Borrower]

Upon receipt of cable advice from the Paying Bank, [Agent Bank of the Borrower] shall immediately credit the amount in [currency of the Borrower's country] actually payable to the corresponding account of the Supplier.

For:

(Name of the Borrower)

By:

(Authorized Person's
Signature, Name & Title)

encl. Request for Disbursement
Claims for Payment

Claims for Payment

Date :

Loan Agreement No.:

Application Serial No. :

To: [Name and Address of the Borrower or Executing Agency]

We hereby submit our Claims for Payment to you for the progress of the work in the following content.

1. Name of Beneficiary:
2. Contract No. and date:
3. JICA Contract Concurrence No. (if available):
4. Description of goods and/or services accomplished:
5. Claimed amount for JICA financing:
6. Accumulated amount already claimed:
7. Total amount (5. + 6.):

Please pay the amount claimed in 5. above into the following account.

Account number or IBAN:

Account holder's name:

Account holder's address (Country and city are indispensable) :

Name of the bank and branch of the account holder:

Address of the bank of the account holder:

SWIFT code:

For:

(Name of the Supplier)

By:

(Authorized Person's
Signature, Name & Title)

Attachment I-7
Financial Management
Guideline

FINANCIAL MANAGEMENT GUIDELINE

A. LGED HEADQUARTERS

LGED is financed by revenue and development budgets and supported by an impressive series of bilateral and international Donors, including JICA. It has developed its financial management system on a project basis. It uses United Financial Management Software (UFMS) in the implementation of externally supported projects. This software captures important data, financial information and accounting records, and processes this data in accordance with financial information requirements of the Government and external agencies to use for recording and producing financial reports.

LGED follows the “cash basis” system of accounting with a transaction accounting system as required by the Government. The reimbursement and disbursement process for project funds adheres to the requirements of the Government, and development partners and external agencies. The management and recording of expenditures are maintained through standard accounting practices. Basic accounting records, including cash books, stock registers, and ledgers, are maintained for each project separately. Periodical financial statements are prepared to ensure that all transactions comply with the requirements. The basic accounting unit is the LGED District office headed by the Executive Engineer. The Executive Engineers have the authority to pay contractors’ and suppliers’ invoices. The District accountants record transactions and transmit periodic statements to LGED headquarters, where they are consolidated into LGED’s central accounts. The accounting records show the disbursement of District funds.

LGED strictly follows the Bangladesh Public Procurement Regulations and are applied to all procurement processes. It has established the Procurement Unit in 2004 to oversee the implementation of the Regulations. The Unit recommends annual procurement plans of LGED District offices and resolves complaints reported by contractors. LGED also revises and updates the schedule of rates for the construction of cost-effective rural infrastructure. These ensure transparency and accountability in the expenditure of public funds.

The financial management and disbursements are implemented in the Project Management Unit (PMU) and district implementation units. The PMU prepares annual work plan and budget and disbursement projections, requests budgetary allocations for counterpart funds, collects supporting documents for payment, prepares and sends withdrawal applications to donor or external funding agency, and makes payments from imprest fund.

Immediately upon loan effectiveness, the government open imprest accounts with the Bangladesh Bank for LGED. The request for advance to the imprest accounts is accompanied by an Estimate of Expenditure Sheet setting out the estimated expenditures for the forthcoming six months of project implementation, and submission of evidence satisfactory that the imprest accounts have been duly opened. For every liquidation and replenishment request of the imprest accounts, Statement of Account (Bank Statement) where the imprest accounts are maintained, and the Imprest Account Reconciliation Statements (IARS) reconciling the above mentioned bank statement against LGED’s records are furnished.

LGED’s Internal Audit Cell is headed by an Executive Engineer, who holds this position on a full time basis. The Executive Engineer heading the Audit Cell reports directly to the LGED Chief Engineer. The Internal Audit Cell has been strengthened by the formation a number of audit teams to conduct internal audits of various LGED managed projects. This internal control and audit mechanism has motivated project officials to better organize their financial records

in line with the requirements of the Government and external agencies. This has raised the standard of financial management and the maintenance of accounting systems on projects being implemented by LGED. Moreover, the follow up of external audit of LGED by the Foreign Aided Project Audit Directorate (FAPAD) has significantly improved.

Detailed project financial statements are audited in accordance with International Standards on Auditing and in accordance with the government's audit regulations by an auditor acceptable to donors. The audit report, together with the management letter and the audited project financial statements are submitted to donor in the English language within 6 months of the end of the fiscal year.

The annual audit report include a separate audit opinion on (i) the use of loan proceeds for the intended purpose of the project, (ii) the use of the imprest accounts, project financial statements, and subaccounts and the SOE procedures; and (iii) the compliance with all financial covenants of the Loan Agreement. Public disclosure of the project financial statements, including the audit report on the project financial statements is guided by donor policy.

The Project Directors rejoins to audit observations in coordination with FAPAD. LGED District Executive Engineers resolve audit objections raised by Government Audit Agency. Bilateral and tripartite meeting are held.

PMU maintain separate project financial statements and subaccounts and records by funding source and prepare consolidated accounts for all expenditures incurred on the project. It prepares consolidated project financial statements in accordance with the Government of Bangladesh's accounting standards, which are consistent with international accounting principles and practices.

PMU organizes orientation and training a for finance and account staff in the area of project-required financial operations and reporting.

The PMU downloads funds to the districts within the project area in accordance with the annual work plan and budget. PMU maintains financial documents with processing of payments and supporting documents to disbursement vouchers in order with appropriate certification from the Finance or Account Officer and approval from the Project Director.

B. BETWEEN THE LGED HEADQUARTERS AND DISTRICT LEVELS

At the District level, after the supply of goods, works and services, bills are submitted by the service provider to the District Executive Engineer. The following procedure is then observed in the District office:

- 1) the bills, along with other supporting documents (works order, measurement book, receipts register, etc.) are examined by the designated officials – accountants, sub-assistant engineer, assistant engineer and the Executive Engineer irrespective of the nature or size of the bill;
- 2) after this detailed scrutiny the bills are approved for payment and the Executive Engineer issues cheques to the service provider from the respective project operational account at the district level.

As soon as the District Executive Engineer expends the allocated amount in a particular project account, he will request the remittance of additional funds from the respective Project Director at LGED Headquarters. The District office supports its application for funding with a statement of expenditure in a prescribed format accompanied by paid accounts with receipts and bank statements.

The district management unit maintains cash book, general ledger, government funds register and the advances register. The general ledger has columns for expenditure government funds and Reimbursable Project Aide (RPA) for donor loans and grants and trust fund. The general ledger columns for government funds showed gross bill, Income Tax (IT), Value Added Tax (VAT) and Net Payment.

C. EXTERNALLY FINANCED PROJECT

LGED establishes a PMU, headed by a Project Director, as the responsibility center for coordinating and directing activities associated with implementation of externally funded project. The PMU responsibilities include (a) coordinate with other agencies concerned; (b) prepare an overall implementation plan and annual Project budgets, (c) review and approve subproject appraisal and designs, (d) supervise district offices in preparing tender documents, evaluating bids, and awarding contract for equipment and civil works, (e) maintain financial accounts, (f) prepare periodic reports on implementation progress and (g) monitor and evaluate environmental impact and Project benefits.

The Project Director, PMU is responsible for financial management of the project including the drawing and disbursing of project funds. Staffing in financial section of the PMU included the Project Director himself, one Accounts Officer and one Accounts Assistant. Since a most of the expenditure is expended at district level, PMU financial disbursement responsibilities are largely directed at the management of the district level imprest (fixed cash) accounts.

In implementation of JICA-2 the PMU managed two (2) imprest accounts concurrently for JICA expenditure - one for subproject civil works and one for institutional development. The steps in this process include the followings.

- 1) at project inception, the Project Director sought permission to open an imprest account with either the Bangladesh Bank (central bank) or in a scheduled bank to hold the foreign currency deposits from the external agencies;
- 2) at the same time, the Project Director opened a local currency operating account (disbursement account) from which to pay eligible project expenditure;
- 3) at the beginning of each financial year, the Project Director requested the Ministry of Finance to issue an authorization order to the designated bank mentioning the amount of external funding deposited to each account for that particular financial year;
- 4) based on the annual workplan and funding requirements, the Project Director periodically requested the donor or development partner to release funding to the operating (disbursement) account, from the imprest account; and
- 5) based on the receipt of donor funds, the Project Director incurs eligible Project expenditure from the operating or disbursement account, and disburses as required to the district level.

The expenditure at district included subproject civil works cost and institutional development cost.

In implementation of JICA-2, there is disbursement and reimbursement of fund between PMU and training institutes such as Cooperatives Zonal Institutes (CZIs) of Department of Cooperatives, Rural Development Academy (RDA) under the Ministry of Local Government, Rural Development and Cooperatives, Bangladesh Fisheries Research Institute (BFRI) under

the Ministry of Fisheries and Livestock and National Agriculture Training Academy (NATA) under the Ministry of Agriculture.

Maintenance and suit of separate accounts for the extrenally financed components of the Project furnish to the donor agency, as soon as available but in any event not later than a ceratin period after end of each fiscal year certified copies of such audited accounts and financial statements and the report of auditors relating thereto (including the auditor's opinion on the use of the Loan proceeds and compliance with covenants of this Loan Agreement as well as on the use of imprest accounts) in English Language.

Attachment I-8
Gender Action Plan (GAP)
for JICA-2, 2017-2024

GENDER ACTION PLAN (GAP) FOR JICA-2, 2017-2024

To form the Gender Action Plan under the Small Scale Water Resource Development Project, Phase 2 it is very important to follow the national gender policies, strategy and philosophical guideline (refer to Annex 7). Moreover as being the second phase of the project, it is also very important to analyze final report of data collection survey team and the lesson learnt from the experience of previous phase. So the action plan is supposed to be having the initiative to incorporate the recommendations received from the assessment and study, as well as initiatives to overcome the limitations identified in the previous phase, and improve the activities for gender mainstreaming. Gender Action Plan (GAP) of the Small Scale Water Resource Development Project, Phase 2 is prepared based on the following documents:

- Final report on Small Scale Water Resources Development Data Collection Survey prepared by JICA,
- Development Project Proposal (DPP) of Small Scale Water Resources Development Project, Phase-II,
- International and National policies, strategies on Gender Equality and Women's Empowerment;
- Development Project Proposal (DPP) of Small Scale Water Resources Development Project, Phase-2;
- Core Areas of the LGED's Gender Equity Strategy;
- Gender Action Plan of Water Sector Revised on December 2017 and
- Lessons Learned from the Previous Project (Phase-1) and
- Sub-Project Development Process/Stages

1.1 Lesson learned from previous phases:

Lessons learned from LGED's Small Scale Water Resources Development Sector projects including JICA-1 are well documented. A number of gender and development issues remained unresolved and require attention in the future.

- In project documents/DPP of SSWRDP-JICA (phase-1) ensured 33% quota of women members in WMCA Management Committee (MC) only, but for other cases including subcommittee and general members were not specified or targeted.
- Gender Equity Strategy and Action Plans for water sector/ project were not followed properly by the sector/project authority.
- Some of the members of project consultant team were not that gender sensitive and enthusiast.
- Message about scope of women participation were not conveyed properly during initial stage of sub-project (mainly they receive the project gender views during gender & development training when membership already fulfill), so it requires to be informed at the beginning of the project activity.
- Gender issues were not included in basic training courses under the project such as WMCA Management Committee.
- Knowledge of the Gender Equity Strategy and Action Plans was limited mostly to project authority/ staffs at head quarter level.
- There was no such training or programs especially for improving the leadership or empowerment of women to make them more involved in local level decision-making about water management and WMCA affairs.

1.2 Issues have been considered to formulate GAP:

The following have been measured in preparation of Gender Action Plan (GAP) of the Small Scale Water Resource Development Project, Phase 2 attaining equal participation of male and female both in quality and quantity.

- In DPP it is obligatory for Management Committee (MC) to have at least 33% (have been achieved in phase-1) of women members and initiatives needed to be taken to increase up to 50% gradually in MC with the provision for important/key position for women including Chairperson or Secretary in By-Law (Cooperative Rule 2004, Clause 8: Preparation of Byelaw, bb) Any issues determined by the Registrar, 2) All cooperative society as per their nature can include additional issues in accordance with cooperative Act and Rules.)
- The number of women participation to be encouraged targeting 33% and gradually increase up to 50% including membership (though it was achieved up to 26% in phase-1 without targeting), sub-committees, and keeping key position in various committees.
- Project authority will have to monitor the proper implementation of the GAP on regular basis from the very beginning of the project.
- Donor agency will also follow up the progress of Gender Activities like other areas of the project.
- Gender sensitivity and enthusiasm have to be considered as requirement for recruitment of project staffs at all level including project consultant.
- Ensure discussion on “Gender Activities” of the project from the beginning of the SP selection as described in stage 1, i.e. ;
 - Awareness campaign;
 - SP proposal meeting with UP at Union Parishad (UP),
 - Reconnaissance Survey,
 - Feasibility Study,
 - Detail Design,
 - Site validation,
 - Draft and final detailed feasibility report,
 - Inclusion in SP approval conditions etc.Ensure presents adequate number of women and their active participation in all/relevant above levels.
- Gender trainings to be included in basic training courses for WMCA MC Members for understanding their roles to expedite the gender activities under the project and WMCA.
- Initiative including training or workshop to be taken to dissemination of Gender Equity Strategy and Action Plans for all level of staffs at PMU and PIU level.
- Prepare yearly gender action plan and update/ revise as per the requirement or necessity.
- Necessary clarification/instruction to be encouraged to endorsement in by-laws of WMCA to ensure equal opportunity including preservation important position in all committees of decision making process in sub-project implementation’;
- Activities to be taken specially on entrepreneur, agriculture, various processing oriented for poverty reduction and income generation for both male and female;
- Both female and male to be selected from WMCA members in all trainings under the project reasonably as much as possible/ feasible (50:50).
- Separate platform or committee or sub-committee for women development at field / WMCA level to be formed;
- Provide microcredit ensuring **One-third** women and gradually increase up to 50% with special attention on poor and vulnerable women for financial empowerment of women and to commence Income Generating Activities (IGA) to improve their economic condition.

- WMCAs should strive for more active roles of women in the Association and sub-committees;
- Meetings of WMCA will be conducted regularly ensuring active women participation.
- Strong monitoring system to be ensured and continued even after handover the SP not for only gender perspective also for accelerate WMCA activities.
- Employment of women in construction/ reconstruction work, tree plantation and caretaking (at reasonable number/ 20% by the contractor in construction works, **one-third** in earth works by LCS & 100 % in tree plantation and caretaking to be ensured.
- Environmental management plan (EMP) should be gender sensitive.
- For Land acquisition and settlement plan special provision for the women headed families and poor-vulnerable women to be included.
- Ensure participation of potential female members/GDSC during WMCA establishment and preparation of the following development plans to make the plans gender sensitive:
 - O&M plan
 - Agricultural development plan
 - Fishery development plan
 - Gender development plan
 - Micro-Credit development plan
 - Agri-Business plan (for flagship development SP)
- Performance monitoring with special emphasis on gender issues.
- Environmental impact monitoring with attention on women and child health.
- Follow up support & training including women.
- Arrange half yearly meeting with the participation of the representatives of the concern line departments for necessary revision and follow up MoU& field level activities as well.

Therefore, the gender action plan will start the journey for the second phase with a view to establish strong communication among all the stakeholders from the initial level of the project activities.

Gender Action Plan for Small Scale Water Resource Development Project, Phase 2 has been described in the following Annexes:

Annex-1: Gender Activities in Line with LGED's Gender Equity Strategy.

Annex-2: Gender Action Plan in accordance with the 3 Stages of the Project.

Annex-3: Gender Activity Flow Chart

Annex 4: Implementation Procedures of gender activities for LGED/ Local Government layer

Annex 5: Implementation Procedures of gender activities for WMCA- MC/ Members/ Family layer

Annex 6: Gender Equity Action Plan (Gap) 2016-2021: Water Resources Sector, LGED

Annex 7: Gender Action Plan (Gap) -Policy Background and Perception on Gender

Annex 1: Gender Activities in Line with the LGED's Gender Equity Strategy

LGED Gender Equity Strategy Element/ Gender Activity	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
1. Policy Adoption:					
1.1 Formulate Gender Action Plan (GAP) for Small Scale Water Resource Development Project (SSWRDP) Phase-2 in consistence with LGED gender equity strategy & Gender Action Plan for Water Sector and lesson learned from previous phase.	<ul style="list-style-type: none"> Gender Action Plan formulated 	November,2017	PMU, PC/GDS		
1.2 Formulate of operational guideline for the implementation of the gender action plan.	<ul style="list-style-type: none"> Operational Guideline formulated 	December,2017	PMU, PC/GDS		
1.3 Review and evaluate Gender Action Plan and implementation guideline.	<ul style="list-style-type: none"> Review and evaluation is done 	Dec'17-Jan'18	SE-IWRMU, PMU, GDS, GDF		
1.4 Updating of Gender Equity Action Plan and implementation guideline	<ul style="list-style-type: none"> Action Plan and implementation guideline is updated 	January 2018	SE-IWRMU, PMU, GDS, GDF		
2. Institutional Arrangements:					
2.1 Formation a Working Group (WG) in IWRMU specifying the responsibility and gender trainings to all.	<ul style="list-style-type: none"> Working Group (WG) formed and sensitized on gender and oriented on GAP 	April 2018	SE-O&M, IWRMU, GDF		Not formed, (December 2017, planned to form in GAP of water sector)
2.2 Enrolment adequate number or as much as possible of female staff targeting 50:50 at various level including Sociologist, facilitators (agriculture development, fishery development and in charge of general affairs in each upazila). And provide gender trainings to all staff.	<ul style="list-style-type: none"> Adequate numbers of the Project staff are female at various levels as Sociologist, Facilitators and sensitized on gender and oriented on gender action plan. 	June 2018	SE (Admin./IWRMU), PMU		
2.3 Select gender focal point (GFP) for project/PMU at HQ and at division, district and Upazila level specifying the responsibility.	<ul style="list-style-type: none"> Number of male-female Gender Focal Point selected and sensitized on gender and oriented on GAP at different level. 	June 2018	PMU, WG, GDS, PIU (XEN, UE)		
2.4 Every FS team will have to recruit women staff.	<ul style="list-style-type: none"> Every FS team has one women staff. 	During selection of FS firm	IWRMU, PMU, PC/GDS, SIDS, GFP-PMU, PRA/FS team/NGO, GDS, Sociologist-Gender		

LGED Gender Equity Strategy Element/ Gender Activity	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
3. Data collection, Monitoring and Evaluation:					
3.1 Collection of gender segregated data/Information through the format as prepared by the project as well as by Gender and Development Forum (GDF).	<ul style="list-style-type: none"> Gender disaggregated data collected regularly 	Continuous	PMU, PIU, GDS, GDF and Sociologist-Gender		
3.2 Routine data collection, generate and updating data base on gender indicators: quantitative, qualitative (for all related information; such as: number of male and female in OC, FMC and WMCA and member, committee/ sub-committee member, number & quantity of share/savings, micro credit, self-employment, employment in LCS and construction works, training, etc.).	<ul style="list-style-type: none"> MIS updated regularly 	Continuous	PIU (XEN, UE, Sociologist, Facilitators, CO, GF) Follow-up: Executive Engineer (Implementation), GDS, MIS Specialist, Sociologist-Gender and WG		
3.3 Analysing and review collected gender disaggregated and gender sensitive data/information.	<ul style="list-style-type: none"> Collected gender disaggregated data analyzed and reviewed 	Continuous	PMU, PIU, PC/GDS, SIDS, GDF, Sociologist-Gender, WG		
3.4 Prepare analytical reports on them and send to all concern(annual/ongoing): - Effect Monitoring and Evaluation (EME) - Gender component and recommendations	<ul style="list-style-type: none"> Report Prepared with updated data and sent 	Annual/ongoing			
3.5 Review progress of gender activities in Monthly Progress Review Meeting.	<ul style="list-style-type: none"> Progress of gender activities regularly reviewed 	Continuous	PMU, Sociologist-Gender, PIU (XEN, UE, Sociologist, CO, GF) PC/GDS, SIDS, WG.		
3.6 Include progress of gender activities in monthly progress report.	<ul style="list-style-type: none"> Progress of gender activities included in monthly progress report. 		D-PIU/ Sociologist, PMU/ Sociologist-Gender PC/GDS, SIDS		
3.7 Review progress of gender activities in quarterly meeting of working group and gender focal point.	<ul style="list-style-type: none"> Gender activities reviewed by WG and GFP and recommended. 	Continuous			
3.8 Recommend to PMU based on results of quarterly meeting.					
3.9 Arrange half yearly meeting with the participation of the representatives of the concern line departments for necessary revision up MoU and follow up of field level activities.	<ul style="list-style-type: none"> Number and date of meeting arranged. 	Continuous	IWRMU, PMU, Sociologist-Gender, PC, GDS, SIDS, WG, Concern line department's officials (DWA, DOAE, DOC, DO, DOL etc.)		

LGED Gender Equity Strategy Element/ Gender Activity	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
4. Infrastructure Development:					
4.1 Implement programs/structure taking into account the need for women-friendly facilities or most essential support facilities for women and children including separate sitting arrangements/ rooms, toilets & water supplying system, first aid services, and child care etc. or any other facilities as necessary/stipulated by the potential women members/GDSC.	<ul style="list-style-type: none"> Supporting facilities for women arranged according their requirements/needs. 	During detail design	SE (P&D, IWRMU), PMU, PIU (XEN, UE), PC, SIDS, WG, Sociologist-Gender, WMCA MC/ GDSC		
5. Employment Opportunity and Working Environment:					
5.1 Ensure Employment of women in construction/ reconstruction work, tree plantation and caretaking: <ul style="list-style-type: none"> ➤ at reasonable number/ targeting 20% by the contractor in construction works ➤ 33% in earth works by LCS aiming to achieve 50:50 and ➤ 100% in tree plantation and caretaking. 	<ul style="list-style-type: none"> Increased numbers of female labourers Number of male-female employed in construction works Number of male-female employed in LCS/earth works Number of female employed in tree plantation and caretaking 	During implementation/ construction	SE (D&M, IWRMU), PMU, PC/ GDS, SIDS, WG, Sociologist-Gender, PIU (XEN, UE, Sociologist, Facilitator, CO, GF) & WMCA MC/ GDSC.		
5.2 Include the gender sensitive clause on women employment in the tender document for contractor to ensure effective implementation and discuss the issue in pre-bid meeting to make sure women employment and women friendly working environment for women.	<ul style="list-style-type: none"> Gender sensitive clause ensured in tender document Number of male-female employed in construction works 	During preparation of tender doc.	SE (D&M, IWRMU), PMU, PC/ GDS, SIDS, WG, Sociologist-Gender, PIU/ XEN, UE, Sociologist		
5.3 Ensure implementation of the women friendly facilities both in contractors and LCS work.	<ul style="list-style-type: none"> Number of necessary facilities for women constructed. 	During implementation	PMU, PC, WG, Sociologist-Gender, PIU (Sociologist, Facilitator, CO & GF), FMC/WMCA MC		
5.4 Ensure proper operation and maintenance to keep the facilities usable around the year.	<ul style="list-style-type: none"> Number of facilities that ensured O&M. 	During O&M	SE-O&M, PMU, PIU, MC/ GDSC		
5.5 Provide equal pay for equal work.	<ul style="list-style-type: none"> Number of male-female received equal wage 	During implementation	PMU, PC, GDS, Sociologist-Gender, PIU (Sociologist, Facilitator, CO & GF), WMCA MC/ GDSC, Contractor and LCS		

LGED Gender Equity Strategy Element/ Gender Activity	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
5.6 Identify appropriate income generating activities and include women in those to increase employment for women.	<ul style="list-style-type: none"> Increased numbers of skilled female members and those engaged in income generating activities. 	Before IGA training	PMU, PC/GDS, GFP-PMU, Sociologist-Gender, WG, PIU (Sociologist, Facilitator, CO & GF), MC/ GDSC		
5.7 Ensure participation of potential female members/GDSC during preparation of the following development plans to make the plans gender sensitive. - O&M plan - Agricultural development plan - Fishery development plan - Gender development plan - Micro-Credit development plan - Agri-Business plan (for flagship development SP)	<ul style="list-style-type: none"> Potential female members/GDSC participated during preparation of all plans. Numbers of plans are gender responsive. Number of male-female included in plans in applicable area/field. Number of gender sensitive development plan implemented. 	During preparation of plans			
5.8 Concerned SC will implement above gender sensitive development plan.					
6. Training:					
6.1 Gender Issues to be included in basic training courses for WMCA MC Members for understanding their roles to expedite the gender activities under the project and WMCA.	<ul style="list-style-type: none"> WMCA MC Members accelerated the gender activities under the project and WMCA. 	During preparation of module	PMU, PC/ SIDS, GDS, Sociologist-Gender		
6.2 Gender Issues to be included in the contractors training courses. Specially responsibilities of the contractors in implementing gender related activities including women employment and women friendly working environment in construction work.	<ul style="list-style-type: none"> Number of contractors training conducted including gender issues. 	Contractors training period	PMU, Sociologist-Gender, PC/GDS, WG, GDF, GFP, PIU/ XEN, UE, Sociologist		
6.3 Both female and male to be selected from WMCA members in all trainings under the project reasonably as much as possible/ feasible (50:50).	<ul style="list-style-type: none"> Number of participants (female and male alike) in trainings Number of skill trainings to women and men alike 	During selection of participants	PMU, Sociologist-Gender, PC/GDS, SIDS, PIU/ Sociologist, AF, FF, CO, GF & WMCA MC/ GDSC		
6.4 Training needs assessment for identify women friendly work.	<ul style="list-style-type: none"> Number of trainings on women friendly work identified 	Before IGA training	PMU, Sociologist-Gender, PC/GDS, SIDS, PIU/ Sociologist, AF, FF, CO, GF & WMCA MC/ GDSC		
6.5 Conduct special training to orient Project staff and beneficiaries on gender issues.	<ul style="list-style-type: none"> Gender orientation special training held for various Project levels: officers/staff and beneficiaries 	Continuous	PMU, PC/SIDS, GDS, WG, Sociologist-Gender, PIU/ Sociologist.		

LGED Gender Equity Strategy Element/ Gender Activity	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
6.6 Include gender awareness/sensitivity training modules for both men and women (on such topics as human rights of women, women & child laws and women & child health issues) in the training activities.	<ul style="list-style-type: none"> Number of gender awareness/sensitivity trainings to women and men alike 	Continuous	PMU, PC/SIDS, GDS, WG, Sociologist-Gender, PIU, Sociologist, GF & WMCA MC/ GDSC		
6.7 Increase women participation in management and skill development training.	<ul style="list-style-type: none"> Percentage of female in management and skill development 	Continuous	PMU, Sociologist-Gender, PC/GDS, IDS/SIDS, PIU/ Sociologist, AF, FF, CO, GF & WMCA MC/ GDSC		
6.8 Keeping provision & providing of income generation training for women (fish cultivation, tree plantation, rearing livestock, poultry & vaccination, mushroom cultivation, preparing organic/compost fertilizer, engraving, tailoring etc.) & establishing communication with the concerned line department under the project (such as Agricultural Extension, Fisheries, Livestock and Women Affairs) as per their need.	<ul style="list-style-type: none"> Income generating activities are started up as a result of training received 	Continuous	PMU, Sociologist-Gender, PC/GDS, IDS/SIDS PIU/ Sociologist, AF, FF, GF, Concern line Department/Suitable NGO & WMCA MC/ GDSC		
7. Participation:					
7.1 Motivate and involve women from the beginning of subproject development process: i.e., awareness campaign, subproject proposal meeting at Union Parishad, Reconnaissance Survey, Detail Feasibility Study, Detailed Design Study and etc.	<ul style="list-style-type: none"> Number of women and men participants in subproject development processes 	Stage 1/ continuous	PMU, PIU, PC, SIDS, GDS, WG, Sociologist-Gender, UP, PRA, FS-DD team/NGO etc.		
7.2 Ensure effective participation of men and women in all stages of the Project implementation cycle: i.e., Pre-construction, Construction, and O&M	<ul style="list-style-type: none"> Increased effective participation of men and women in all stages of the Project implementation cycle. 	Continuous	PMU, PIU, PC, IDS/SIDS, GDS, Sociologist-Gender, GF & WMCA MC/ GDSC.		
8. Empowerment:					
8.1 Increase effective participation of men and women in all stages of the Project implementation cycle: i.e., Pre-construction, Construction, and O&M.	<ul style="list-style-type: none"> Men and women participated effectively alike in all stages of the Project. 	Continuous	PMU, PIU, DOC, PC, SIDS, GDSC, WG, Sociologist-Gender, GF & OC/FMC/WMCA MC/ GDSC.		Cooperative Rule 2004, Clause 8: Preparation of By-law 1, bb) Any issues determined by the Registrar, 2) Every cooperative

LGED Gender Equity Strategy Element/ Gender Activity	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
<p>8.2 Encourage to inclusion following provisions in WMCA by-laws to ensure qualitative and quantities women participation”:</p> <ul style="list-style-type: none"> ➤ Ensuring 33% female in MC of WMCA and in other subcommittee ➤ Increase women in MC of WMCA up to 50% with the important/key positions including Chairperson or Secretary to ensure women’s participation in decision making and one-third women in all sub-committees. ➤ Ensure one-third of female membership in WMCA and try to achieve up to 50%). 	<ul style="list-style-type: none"> • Number of by-laws: <ul style="list-style-type: none"> ➤ Prepared/revise to ensuring one-third women participation in WMCA MC & other subcommittee ➤ 50% women in MC of WMCA with the important/key positions including Chairperson or Secretary and ➤ one-third of female membership in WMCA and try to achieve up to 50% 	<p>During preparation of by-laws</p>	<p>Follow-up: District Executive Engineers, Executive Engineer (Implementation), PMU, GDS, SIDS.</p>		<p>society as per their nature can include any other issues/subject in the by-laws in accordance with act and rules.</p> <p>Local Govt. of Bangladesh the post of the commissioner in the union council, pourashava, and city corporations are reserved for the women (2.2.9. page 14)</p> <p>The principles of gender equality are embedded in the Constitution of the People’s Republic of Bangladesh. Women’s rights to equality and affirmative action in support of equality are guaranteed in the Constitution. The constitution of Bangladesh ensures the human rights and basic freedom of women (please see 2.2.2 page-8).</p>
<p>8.3 Ensure recruitment of potential female as Accountant or Cashier of WMCA.</p>	<ul style="list-style-type: none"> • Number of female recruited as Accountant or Cashier of WMCA 	<p>Beginning of WMCA</p>	<p>PMU, PIU, DOC, PC, SIDS, GDSC, WG, Sociologist-Gender, GF & OC/FMC/WMCA MC/ GDSC.</p>		
<p>8.4 Formation separate platform or committee or gender development sub-committee for development female members.</p>	<ul style="list-style-type: none"> • Separate platform or committee or Gender Development sub-committee for women development formed. 	<p>During formation of SC</p>	<p>PMU, PIU, DOC, PC/SIDS, GDS, WG, Sociologist-Gender, GF & OC/FMC/WMCA MC/ MCSC/ GDSC.</p>		
<p>8.5 Provide microcredit ensuring One-third women and gradually increase up to 50% with special attention on poor and vulnerable women for financial empowerment of women</p>	<ul style="list-style-type: none"> • Plan for distributing microcredit are alike among female and male • Number of female and male received microcredit 	<p>During microcredit plan Continuous</p>	<p>PMU, PIU, DOC, PC/SIDS, GDS, WG, Sociologist-Gender, GF & OC/FMC/WMCA MC/ MCSC/ GDSC.</p>		
<p>9. Financing:</p>					
<p>9.1 Ensure budget allocation of all training and activities under the project for gender related aspects.</p>	<ul style="list-style-type: none"> • Amount spent for training and activities on gender related aspects • Proportionate allocation spent for women trainee 	<p>Continuous/ As & when necessary</p>	<p>PMU, Sociologist-Gender, PC/GDS, SIDS</p>		

Annex 2: Gender Action Plan in accordance with the Stages of the Project

Sub-project Development Process	Gender Activities	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
Stage 1: Planning and Design (Step 1-12)	1. Formulation of yearly Gender Equity Action Plan	<ul style="list-style-type: none"> Yearly gender action plan formulated. 	Each Year	PMU, PC/GDS, Sociologist-Gender, WG		
	2. Review and evaluate Gender Equity Action Plan	<ul style="list-style-type: none"> Yearly gender action plan reviewed updated 		PMU		
	3. Updating of Gender Equity Action Plan			PMU, PC/GDS, Sociologist-Gender, WG		
	4. Recruitment adequate number or staff as much as possible of female targeting to 50:50 at PMU and PIU level.	<ul style="list-style-type: none"> Half of the women staff or in reasonable ratio recruited and training arranged for them. 	April,2018	SE (Admin. &IWRMU), PMU, PIU		
	5. Formation a Working Group (WG) in IWRMU specifying the responsibility and gender trainings to all includes orientation on gender.	<ul style="list-style-type: none"> Working Group (WG) formed and sensitized on gender and oriented on GAP 	April 2018	SE-O&M, IWRMU, GDF		Not formed as planned
	6. Training or workshop to be initiated to disseminate GAP (2017-21) for all level of staffs not only HQ but also field levels at the beginning of the Project.	<ul style="list-style-type: none"> Strong communication will be established among all the stakeholders and will be familiar with GAP. Effective to achieved GAP/ increased number of effective participation of female and male. 	May-June 2018	IWRMU, PMU, PC/ GDS, SIDS, GDF, Sociologist-Gender, PIU.		
	7. "Gender Issues" of the project will have to discuss/include from the beginning of the SP development process i.e.; <ul style="list-style-type: none"> ➤ Awareness campaign; ➤ SP proposal meeting with UP at Union Parishad (UP), ➤ Reconnaissance Survey, ➤ Detail Feasibility Study, ➤ Detail Design, ➤ Site validation, ➤ Draft and final detailed feasibility report, ➤ Inclusion in SP approval conditions. 	<ul style="list-style-type: none"> Local people will be responsive about gender activities and women participation. Gender issues reflected in project activities 	Continuous/ during all mentioned activities	PMU, Sociologist-Gender, PIU, PC/ SIDS, GDS, WG, PRA, FS-DD team/GIRM/NGO etc.		
	8. Provide Gender Awareness Training and Role of Gender in Water Management for UP Chairman and Members.	<ul style="list-style-type: none"> Gender issues included in subproject proposal. 	June 2018	PMU, PC/SIDS, GDS, Sociologist-Gender, PIU, DWA, UP		
	9. Provide Training/Orientation for FS Teams.	<ul style="list-style-type: none"> Trained PRA/FS teams collect gender-specific data and mention them in reports 	June 2018	PMU, Sociologist-Gender, PIU, PC, SIDS, GDS, WG, NGO/Firm		

Sub-project Development Process	Gender Activities	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
	10. Arrange separate meetings with male and female at village level during work and data collection.	<ul style="list-style-type: none"> Number of separate meetings organized for women by FS team. Number of male-female participated. 	During FS	PIU, FS team		
	11. Collection of gender disaggregated data by the FS team.	<ul style="list-style-type: none"> Gender disaggregated data collected and incorporated in the draft FS report, Final report prepared as recommended by GDS/GDF/WG 	During FS	FS team, Sociologist-Gender, PIU, GDS, PMU, GDP, WG		
	12. In proposing mitigation measures (to assist persons negatively affected by subprojects), information on different impacts on men and women should be collected and recorded.	<ul style="list-style-type: none"> Proposed mitigation plans are prepared with specific data on both affected male and female 	During FS/side validation	Data collection: FS-DD teams Follow-up: Executive Engineer (Planning and Design), SIDS, PIU, GDP, WG, Sociologist-Gender.		
	13. Women and men both to be treated in the same way while implementing mitigation/compensation measures, affected; i.e., both should get similar access to alternative livelihood opportunities or other mitigation arrangements.	<ul style="list-style-type: none"> Affected women and men both received similar access to mitigation measures, including alternative livelihood opportunities 	While implementing mitigation/compensation measures	FS-DD teams, PIU/CO, GF Follow-up: PMU, Sociologist-Gender/PIU, PC/GDS, SIDS		
	14. Preparing beneficiary lists, female-headed households should be listed separately	<ul style="list-style-type: none"> Finalized separate beneficiary lists for female-and male headed households in each subproject. 	During FS	PRA and FS team, PIU/CO, GF Follow-up: PMU, Sociologist-Gender/PIU, WG, GDS, SIDS		
	15. Formation of WMCA OC/ FMC ensuring one-third female members with one female in vital position, ie; Chairperson or secretary and they will be trained.	<ul style="list-style-type: none"> Women represent one-third of Organizing Committee members; and they have been trained. 	Continuous	PMU, Sociologist-Gender/PIU, UP, GF, DOC, GDS		
	16. Encourage beneficiaries/FMC for keeping provision in by-laws of WMCA for ensuring adequate/equal opportunity between male and female including preservation important position in all committees of decision making process in sub-project as described below. -	Number of by-laws:	During preparation of by-laws	PIU (Sociologist, CO, GF) DOC, FMC Follow-up: PMU/Sociologist-Gender,		Cooperative Rule 2004, Clause 8: Preparation of By-law 1, bb) Any issues determined by the Registrar, 2) Every cooperative society as per their nature can include any other issues/subject in the

Sub-project Development Process	Gender Activities	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
	<ul style="list-style-type: none"> ➤ With the provision of one- third female members at all committees and membership level from all social categories. ➤ Provision to Increase up to 50% gradually in MC of WMCA with the provision for important/key position for women as Chairperson or Secretary. ➤ Provision for important/key position for women as Chairperson or Secretary. <p>17. Registration of by-laws WMCA ensuring the provisions regarding the percentage and key position of women in various areas.</p> <p>18. Dissemination of by-laws regarding gender issues among the stakeholders including beneficiaries properly.</p> <p>19. Ensure recruitment potential women as Accountant of Cashier of WMCA.</p>	<ul style="list-style-type: none"> ➤ Prepared/ revised ensuring one-third women participation in WMCA MC, other subcommittees and membership ➤ 50% women in MC of WMCA are women ➤ Provision kept for women in important/key positions including Chairperson or Secretary. • Women participation including leadership in all activities of WMCA legitimated and ensured. • Gender issues included in by-laws disseminated properly. • Number of women recruited as Accountant of Cashier of WMCA. 	<p>During registration</p> <p>Continuous</p> <p>Beginning of WMCA</p>	<p>PIU (XEN, UE), GDP, WG, PC/GDS, SIDS</p>		<p>by-laws in accordance with act and rules.</p> <p>Local Govt. of Bangladesh the post of the commissioner in the union council, pourashava, and city corporations are reserved for the women (2.2.9, page 14).</p> <p>The principles of gender equality are embedded in the Constitution of the People's Republic of Bangladesh. Women's rights to equality and affirmative action in support of equality are guaranteed in the Constitution. The constitution of Bangladesh ensures the human rights and basic freedom of women (please see 2.2.2 page-8).</p>
	<p>20. Arrange meeting with the potential women & women member of MC to identify the women-friendly facilities or most essential support facilities for women and children.</p> <p>21. Preparation detail design considering women-friendly facilities or most essential support facilities for women and children needed in related areas including separate sitting arrangements/ rooms, toilets & water supplying system, first aid services, and child care etc. or any other facilities as necessary/stipulated by the women members.</p>	<ul style="list-style-type: none"> • Special issues needed for the women and children identified and included in detail design. • Number of women-friendly facilities identified, • Number of women-friendly facilities included in detail design 	<p>During detail design</p>	<p>DD Firm/NGO</p> <p>Follow-up: Executive Engineer (Planning and Design) and Sociologist-Gender, PC/GDS, SIDS, PIU, GDP.</p>		
	<p>22. Include the gender sensitive clause about women employment (reasonable ratio/ 20%) and women friendly working environment in the tender document for contractor to ensure effective implementation and discuss the issue in pre-bid meeting to make sure.</p>	<ul style="list-style-type: none"> • Number of in tender document included gender sensitive clause. • Women participation in construction work at a reasonable number/20% ensured. 	<p>During preparation of tender document</p>	<p>IWRMU, PMU, Sociologist-Gender, PIU (XEN, UE), PC/ SIDS, GDS.</p>		

Sub-project Development Process	Gender Activities	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
	23. Arrange training 'Concept on Gender' for LGED, PMU, PC	<ul style="list-style-type: none"> • LGED, PMU, PC sensitized on gender and implementation of gender activities under the project has accelerated. 	August-September 2018	PMU, PC/GDS, GDF, GFP-PMU, DWA/ Specialized NGO		
	24. Provide 'Orientation on gender activities in Water Management for Partner Agencies (DWA, DOF, DOC, DAE, DOL (HQ Dist. and UZ)	<ul style="list-style-type: none"> • Partner Agencies oriented on the nature and activities of the project and participated in relevant training and activities. 	October-November, 2018	PMU, Sociologist-Gender, PIU, PC/GDS, GDF, DWA.		
	25. Arrange necessary ToT for all relevant staff for providing training on gender and other related issues under the project.	<ul style="list-style-type: none"> • Expert training teams have been formed on gender and other related issues, who will be able to provide training in related subjects. 	November-December 2018	PMU, Sociologist-Gender, PC/ GDS, SIDS, SE-region, PIU, or Third-party expert/ selected Suitable GO/NGO.		
Stage 2: Construction (Step 13-16)	1. Formation of LCS ensuring-33% women member including women in key position ie; chairperson or secretary and gender issues included in LCS training. 2. Formation of separate male and female LCS in possible area.	<ul style="list-style-type: none"> • Number of LCS with 33% women member formed. • Women in key position kept. • Training provided with gender aspects. • Number of separate male and female LCS formed. 	During formation of LCS	PMU, PIU (Sociologist, CO, GF), WMCA/FMC MC, GDSC. Follow-up: XEN, UE, GDP, WG, Sociologist-Gender, PC/GDS, SIDS		
	3. Ensure reasonable number/ 20% women employment in construction/Contractor's work 4. Ensure one-third women employment in earth works by LCS. 5. Safeguard equal wage for equal work	<ul style="list-style-type: none"> • Number male and female employed in Contractors work. • Number male and female employed in LCS work. • Equal wages ensured for women. • Number male and female received equal wages for equal work. 	During Implementation	PMU, Sociologist-Gender, PIU (XEN, UE, Sociologist, UE, CO, GF), PC/ GDS, SIDS, WG, WMCA MC, GDSC.		
	6. Ensure implementation of the women-friendly facilities or essential support facilities including separate sitting arrangements/ rooms, toilets & water supplying system, first aid services, and child care etc. or as proposed/identified by the potential women/GDSC. 7. Keep the constructed facilities functional around the year.	<ul style="list-style-type: none"> • Supporting facilities for women arranged in all applicable area. • Number of different essential facilities functional. • Number of facilities that ensured O&M 	During Implementation Continuous Continuous	IWRMU, PMU, PIU (XEN, UE), PC, WG, Sociologist-Gender, Firm/NGO, WMCA MC, GDSC. IWRMU, PMU, PIU (XEN, UE), PC, WG, Sociologist-Gender, WMCA MC, GDSC.		

Sub-project Development Process	Gender Activities	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
	8 Both female and male to be selected from WMCA members to conduct and attend in trainings under the project reasonably as much as possible (50:50).	<ul style="list-style-type: none"> Number of female and male selected for training under the project. 	Continuous/ during selection of participants	PMU, Sociologist-Gender, PC/GDS, SIDS, PIU (Sociologist, Facilitator, CO, GF), PC/ GDS, SIDS, WG& WMCA MC/ GDSC.		
	9 Arrange training/dissemination on gender awareness, training on women human rights, legal aspects, woman empowerment, leadership and role in decision making in WMCA's for: <ul style="list-style-type: none"> ➤ WMCA committee/ members & field staff (CO, GF) ➤ WMCA members family/SP beneficiaries layer 	<ul style="list-style-type: none"> Increased numbers of gender sensitive male-female at all activities of WMCA level. Women are effectively participated at all activities of WMCA level. Increased numbers of women in leadership and decision making in WMCA. Number of male-female received training. 	Continuous	PMU, Sociologist-Gender, PC/GDS, PIU (XEN, UE, Sociologist), PC/GDS DWA, WMCA MC, GDSC.		
	10 'Refresher Training on Gender Awareness' for WMCA Members for Additional Development and Flagship Development.	<ul style="list-style-type: none"> Increased numbers of gender sensitive male-female of WMCA in additional and flagship development sub- project. 	Continuous	PMU, Sociologist-Gender, PC, PIU (XEN, UE, Sociologist), PC/GDS DWA, WMCA MC/ GDSC.		
	11 Ensure formation of sub-committees (O&M, Agriculture, Fishery, Micro-Credit, Agri-Business for flagship development SP etc.) with one- third female members.	<ul style="list-style-type: none"> Number of sub-committee formed with one- third 	During formation of SC	PIU/ Sociologist, GF, CO, DWA, PMU, Sociologist-gender & Inst. PC/GDS, IDS/SIDS, O&M/ Agri./ Fishery Specialist		
	12 Formation separate platform or committee or gender development sub-committee (GDSC) for women development. <ol style="list-style-type: none"> Collection of gender disaggregated data for preparing Gender Development Plan. Preparation of Gender Development Plan by GDSC through development planning workshop. 	<ul style="list-style-type: none"> Number of GDSC for women development formed. Number of male-female in GDSC Gender Development Plan prepared using the collected data Number of Gender Development Plan prepared 	During formation of SC Just after formation of GDSC	PIU/ Sociologist, GF, CO, DWA, PMU, Sociologist-gender & Inst. PC/ GDS, IDS/SIDS, DWA		
	14 Ensure participation of potential female members/GDSC during preparation of the following development plans to make the plans gender sensitive. <ol style="list-style-type: none"> O&M plan Agricultural development plan Fishery development plan 	<ul style="list-style-type: none"> Potential female members/GDSC participated during preparation of all plans. Numbers of plans are gender responsive. Number of male-female included in plans in applicable area/field. 	During preparation of plans	local consultant at Divisional office, PIU/ Sociologist, AF and FF at D-PIU, CO and GF at U-PIU, UCO, UAO, ULO UFO, UWFO and UE, Sociologist-gender & Inst.		

Sub-project Development Process	Gender Activities	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
	d. Gender development plan e. Micro-Credit development plan f. Business plan (for Flagship Development) 15 Concerned SC will implement above gender sensitive development plan.	<ul style="list-style-type: none"> Number of gender sensitive development plan implemented. 		PC/ GDS, IDS/SIDS, O&M/ Agri./ Fishery Specialist.		Business plan (for Flagship Development)
	16 Preparation of Microcredit plan with the provision of One-third women and try to achieve up to 50% with special attention on poor and vulnerable women. 17 Provide microcredit ensuring One-third women and try to achieve up to 50% with special attention on poor and vulnerable women for financial empowerment of women.	<ul style="list-style-type: none"> Number of Microcredit Plan prepared for distributing equally among male and female Number of male and female received microcredit including poor and vulnerable women. 	During preparation of MC plan Continuous	PIU (XEN, UE, Sociologist, CO, GF), MCSC, WMCA MC/ GDSC, PMU/ Sociologist-Gender, PC/GDS.		
	18 Need assessment for identifying the necessary equipment for women. 19 Procurement of Equipment taking into account appropriate/identified equipment for women.	<ul style="list-style-type: none"> Number of equipment identified for women Number equipment procured for male and female. 	During Procurement	PMU, D-PIU, Sociologist-Gender, PC/IDS/SIDS, GDS, U- PIU, MC/ Agri-Business SC		For Flagship Development
	20 Training needs assessment for identify female friendly work. 21 Training on appropriate/identified Income Generating Activities (IGA) for women members of WMCA. 22 Dissemination Training on income generating activities for the male-female beneficiaries.	<ul style="list-style-type: none"> Number of Women friendly work identified Numbers of Income generating activities are started up as a result of training received. Number of Women started IGA those who received training. Number of IGA training disseminated. Number of male-female beneficiaries covered. 	Before IGA training Continuous After IGA training)	PMU, Sociologist-Gender, PC/GDS, PIU (Sociologist, CO, GF), WMCA MC/ GDSC. PMU, Sociologist-Gender, PC/GDS, PIU (Sociologist, CO, GF), DWA/ concern line department officials/selected suitable NGO, WMCA MC/ GDSC. WMCA MC/ GDSC/trained members, PIU (Sociologist, CO, GF).		
	23 Routine data collection, generate and updating data base on gender indicators: quantitative, qualitative (for all related information; such as: number of male and female in WMCA member, committee/ sub-committee member, number & quantity of share/savings, micro credit, self-employment, employment in LCS and construction works, training, etc.).	<ul style="list-style-type: none"> Gender disaggregated data collected regularly MIS updated regularly 	Continuous	PIU (XEN, UE, Sociologist, Facilitators, CO, GF) Follow-up: Executive Engineer (Implementation), GDS, MIS Specialist, GDF and Sociologist-Gender		

Sub-project Development Process	Gender Activities	Indicators	Time Frame (Tentative)	Responsibility	Cumulative Progress	Remarks
	24 Analysing and review collected gender disaggregated and gender sensitive data/information.	<ul style="list-style-type: none"> Collected gender disaggregated data analyzed and reviewed 	Continuous			
	25 Prepare analytical reports on them (annual/ongoing) and send to all concern: <ul style="list-style-type: none"> - Effect Monitoring and Evaluation (EME) - Gender component and recommendations 	<ul style="list-style-type: none"> Report Prepared with updated data and sent 	Annual/ongoing	PMU, PIU, PC/GDS, SIDS, GDF, Sociologist-Gender		
	26 Review progress of gender activities in Monthly Progress Review Meeting.	<ul style="list-style-type: none"> Progress of gender activities regularly reviewed. 	Continuous	PMU, Sociologist-Gender, PIU (XEN, UE, Sociologist, CO, GF) PC/GDS, SIDS.		
	27 Include progress of gender activities in monthly progress report.	<ul style="list-style-type: none"> Gender activities included in monthly progress report. 	Continuous	D-PIU/ Sociologist, PMU, Sociologist-Gender,		
	28 The MIS will document gender-sensitive data for all activities under project	<ul style="list-style-type: none"> Gender-sensitive data are available for all activities and on O&M annual plan preparation and related issues through the MIS 	Continuous	PMU, MIS Specialist, PIU (XEN, Sociologists, Facilitator, UE, CO & GF). Follow-up: Executive Engineer (Implementation), Sociologist-Gender, GDS O&M Specialist, GDF and WG.		
	29 The MIS will document details O&M (annual plan preparation, follow-up for year-round work) in a way that demonstrates the levels of participation of both women and men.					
Stage 3: First Year Joint O&M (Step 17-20)	1. One-third of O&M Committee members and those who plan O&M activities are women.	<ul style="list-style-type: none"> O&M committees are formed, and a minimum of one-third of committee members are women. 	During formation of O&M committees	PMU, PIU (XEN, UE, Sociologist, CO, GF), WMCA MC, GDSC, O&M Specialist, Sociologist-O&M/Gender, PC/GDS, IDS/SIDS		
	2. O&M SC will carry out maintenance work of women-friendly facilities where applicable.	<ul style="list-style-type: none"> Number of women-friendly facilities O&M ensured. 	1 st year of joint O&M	PIU, O&M SC, PMU		
	3. Include progress of gender activities in completion report.	<ul style="list-style-type: none"> Gender activities included in completion report 	During SPCR	PIU, PMU, PC		

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Annex-3: Gender Activity Flow Chart, JICA2

WMCA- MC/
Members/
Family Layer

Activity	Responsibility
1. Gender Action Plan (GAP) <ul style="list-style-type: none"> ➤ Preparation & Submission to PD, PMU ➤ Review & Approval ➤ Implementation 	PMU, SAPI Team SE- IWRMU, PD-PMU, GDF SE- IWRMU, PMU, PC, PIU, WMCA
2. Operation Guideline <ul style="list-style-type: none"> ➤ Preparation & Submission to PD, PMU ➤ Review & Approval ➤ Implementation 	PMU, SAPI Team SE- IWRMU, PD-PMU, GDF SE- IWRMU, PMU, PC, PIU, WMCA- MC
3. Yearly Gender Action Plan (GAP) <ul style="list-style-type: none"> ➤ Preparation ➤ Review & Approval ➤ Implementation 	PMU, SAPI Team SE- IWRMU, PD-PMU SE- IWRMU, PMU, PC, PIU, WMCA- MC
4. Recruiting staff <ul style="list-style-type: none"> ➤ Project level ➤ PIU level ➤ Formation of WG at IWRMU ➤ Selection of focal point at PMU & IWRMU. PIU 	SE Admin, PD- PMU, Firm/ NGO SE-O&M, IWRMU PMU. PIU
5. Training or workshop on GAP (2017-24) for HQ level <ul style="list-style-type: none"> ➤ Organizing and preparation ➤ Review & Approval ➤ Conduct training/workshop 	PMU, PC PD-PMU PMU, PC PC/GDS, IDS/SIDS, GDF
6. Training or workshop on GAP for PIU level <ul style="list-style-type: none"> ➤ Organizing and preparation ➤ Review & Approval ➤ Conduct training/workshop 	PMU, PC, PIU PD-PMU PMU, PC, PIU
7. Dissemination of knowledge on Gender activities at the beginning of the SP development process: <ul style="list-style-type: none"> ➤ Include gender activities in awareness campaign ➤ SP proposal meeting with UP ➤ Reconnaissance Survey, FS/Site Validation/DD ➤ Inclusion in points for SP approval conditions ➤ Separate meeting with women 	PMU PIU PMU, PIU, PC, FS team, D/D PMU, PIU FS team, D/D, UP

Activity	Responsibility
1 Formation of Organizing Committee (OC): <ul style="list-style-type: none"> ➤ Discussion on gender activities under JICA-2 ➤ Formation of OC ensuring 33% women members and one women in vital position ➤ Approval 	UP, DOC, PIU Beneficiaries, UP, DOC, PIU Beneficiaries
2 Awareness campaign: <ul style="list-style-type: none"> ➤ Conducting of awareness campaign including gender activities/ scope of women participation in JICA-2 	OC, UP, GF, CO, Sociologist
3 Election of First Management Committee (FMC) <ul style="list-style-type: none"> ➤ Discussion on gender activities under JICA-2 ➤ Election of FMC ensuring 33% women members and one women in vital position ➤ Approval 	OC-PIU, DOC OC, General Members, DOC, PIU General Members
4 Enrollment of Membership: <ul style="list-style-type: none"> ➤ Prepare separate list for male-female headed household ➤ Enrollment of one- third women member 	Task force/FMC, with assistance of PIU/GF Task force/FMC
5 Preparation of By-laws: <ul style="list-style-type: none"> ➤ Preparation of by-laws with the provision: <ul style="list-style-type: none"> ✓ One- third women members at all committees ✓ Increase up to 50% gradually in MC of WMCA ✓ important/key position for women as Chairperson or Secretary ➤ Review and approval ➤ Implementation 	FMC, PIU/ DOC FMC, DOC FMC/WMCA/PIU, PMU
6 Detail Feasibility Study: <ul style="list-style-type: none"> ➤ Assist FS team for arranging separate meetings with male and female ➤ Assist in collection of gender disaggregated data ➤ Assist in preparation gender sensitive mitigation plan 	OC, UP, FS team, GF, CO, Sociologist

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Layer

Gender Activity Flow Chart, JICA-2

VMCA- MC/
Members/
Family Layer

Activity	Responsibility
8. Gender Awareness Training UP Chairman and Members <ul style="list-style-type: none"> ➤ Preparation/ modification of module ➤ Review and Approval ➤ Organizing ➤ Conduct training 	PMU, SAPI Team/PC SE- IWRMU, PMU PMU, PIU, PC PMU, PIU, PC
9. Training/Orientation for FS Teams: <ul style="list-style-type: none"> ➤ Preparation/ modification of module ➤ Review and Approval ➤ Organizing ➤ Conduct training 	PMU, SAPI Team/PC SE- IWRMU, PMU PMU, PIU, PC PMU, PC
10. Detail Feasibility Study: <ul style="list-style-type: none"> ➤ Arrange separate meetings with male and female ➤ Collection of gender disaggregated data ➤ Prepared gender sensitive mitigation plan ➤ Preparation final report as recommended 	FS team, PIU FS team, PIU FS team, PIU FS team, PIU, GDS, GDF, WG
11. Formation of Organizing Committee (OC): <ul style="list-style-type: none"> ➤ Discuss gender issue ➤ Ensure formation of OC with 33% women including women in vital position ➤ Approval 	PIU, UP PIU, UP, Beneficiaries DOC, Beneficiaries
12. Formation/Election of FMC: <ul style="list-style-type: none"> ➤ Discuss gender issue in the meeting ➤ Ensure formation of FMC with 33% women including women in vital position ➤ Approval 	PIU, OC PIU, DOC, EC/OC DOC, Beneficiaries
13. Enrollment of Membership: <ul style="list-style-type: none"> ➤ Assist in separate list of women headed HH ➤ Support in enrollment of members with 33% women 	PIU/Sociologist, CO, GF, Task force/FMC PIU/Sociologist, CO, GF, Task force/FMC

Activity	Responsibility
7 Preparation of Detail Design: <ul style="list-style-type: none"> ➤ Assist DD firm for arranging meeting with potential women to identify women friendly facilities ➤ Participate in planning meeting to identify special issues needed in related areas for the women and children ➤ Propose mitigation measures on different impacts (negatively affected) for men and women 	OC, UP, Potential women, DD firm, GF, CO, Sociologist
8 LCS Work <ul style="list-style-type: none"> ➤ Formation of LCS (mixed or male-female separate) ensuring 33% women ➤ Approval of LCS ➤ Conduct Training ➤ Supervision and monitoring 	WMCA, GDS, PIU PD, PMU WMCA, GF/ PIU Sub-committee
9 Formation of different Sub-committees: <ul style="list-style-type: none"> ➤ Ensure one- third women members during formation of various subcommittees (O&M, Agriculture, Fishery, Micro-Credit, Agri-Business for flagship development SP etc.) Formation of Gender Development Sub-Committee (GDS) through workshop ➤ Preparation of Gender Development Plan ➤ Review and approval 	FMC/WMCA, PIU/GF FMC/WMCA, PIU, DWA GDSC with assistance of Sociologist, DWA/ concern line department, PIU/GF, MC FMC/WMCA
10 Preparation of Development Plans: <ul style="list-style-type: none"> ➤ Preparation of following development plans ensuring participation of potential female members/GDSC by WMCA MC and SC: O&M, Agricultural, Fishery, Micro-Credit plan including Business plan (for Flagship Development) 	FMC/WMCA MC, SC/ GDSC/ with assistance of Sociologist, DWA/concern line department, PIU/GF
11 Procurement of Equipment (For Flagship Development): <ul style="list-style-type: none"> ➤ Assist PIU in need assessment for identifying the necessary equipment for women by WMCA/FMC MC ➤ Monitoring of equipment procurement as identified appropriate equipment for women 	WMCA MC, PIU

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Gender Activity Flow Chart, JICA-2

WMCA- MC/
Members/
Family Layer

Activity	Responsibility
<p>14. Preparation of By-laws of WMCA:</p> <ul style="list-style-type: none"> ➤ Encourage beneficiaries/FMC for keeping the following provision: <ul style="list-style-type: none"> ✓ One-third women member in all committees & membership ✓ Increase up to 50% in MC ✓ Keeping vital position for women ➤ Pursue in registration with the above ➤ Assist FMC for dissemination of by-laws 	<p>PIU/Sociologist, CO, GF, FMC</p> <p>PIU/Sociologist, CO, GF PIU/Sociologist, CO, GF</p>
<p>15. Preparation of Detail Design:</p> <ul style="list-style-type: none"> ➤ Arrange meeting with potential women to identify women friendly facilities ➤ Preparation of detail design considering special issues needed in related areas for the women and children ➤ Propose mitigation measures on different impacts (negatively affected) for men and women ➤ Review and Approval 	<p>DD-NGO/firm DD-NGO/firm</p> <p>PRA/FS/NGO/firm</p> <p>PD, PMU PMU, PIU, Contractor, I.CS</p>
<p>16. Construction and LCS Work</p> <ul style="list-style-type: none"> ➤ Modification of LCS Guidelines (if necessary) ➤ Formation of LCS ensuring 33% women ➤ Formation of separate male-female LCS ➤ Inclusion gender sensitive clause in tender document including women employment and women friendly working environment. ➤ Review and Approval ➤ Ensure 20% /reasonable number women employment in construction work ➤ Ensure 33% women employment in LCS work ➤ Ensure construction of women friendly facilities ➤ Safeguard equal wage for equal work 	<p>PMU, PC PIU, WMCA PIU, WMCA PMU, PIU</p> <p>PD, PMU PMU, PIU, PC, Contactor</p> <p>PMU, PIU, PC, LCS PMU, PIU, PC, Contactor PMU, PIU, PC, Contactor, LCS</p>
<p>17. Revision of Basic training module including gender issue</p> <ul style="list-style-type: none"> ➤ Modification (inclusion of gender issue) ➤ Review and Approval ➤ Organizing ➤ Conduct training 	<p>PMU, PC PD- PMU PMU, DOC, PIU, PC/IDS, DOC, DWA, PIU, PC/IDS</p>
<p>18. Concept on Gender for PMU, PIU and PC</p> <ul style="list-style-type: none"> ➤ Modification of Training Module ➤ Review and Approval ➤ Organizing & Preparation ➤ Conduct training 	<p>PMU, SAPI Team/ PC PD, PMU PMU, PC PC, GDF, DWA, Specialized NGO</p>

Activity	Responsibility
<p>12 Orientation and Training (compulsory)</p> <p>12.1 Gender training for the WMCA members:</p> <ul style="list-style-type: none"> ➤ Selection of potential male-female (50:50) members ➤ Allocating necessary budget & instruction ➤ Organizing training ➤ Conduct training 	<p>GDSC/MC with assistance of PIU/GF</p> <p>PD, PMU/ D-PIU/ U-PIU GDSC/WMCA MC PIU, Sociologist/DWA/ DOC/PC/GDSC/MC</p>
<p>12.2 Gender Awareness Training for the Family Layer:</p> <ul style="list-style-type: none"> ➤ Selection of potential family among WMCA members ➤ Allocating necessary budget & instruction ➤ Organizing training ➤ Conduct training 	
<p>12.3 Dissemination Training on gender for SP Beneficiaries</p> <ul style="list-style-type: none"> ➤ Preparation of training module/materials ➤ Review and Approval ➤ Selection of male-female (50:50) participants among the beneficiaries ➤ Allocating necessary budget & instruction ➤ Organizing training ➤ Conduct training 	<p>GDSC with assistance of Sociologist, DWA, PIU GDSC/FMC/WMCA MC, PIU/ GF</p> <p>PD, PMU/ D-PIU/ U-PIU GDSC/WMCA- MC/ General Member GDSC/MC, general members GDSC/Trained members, GF/Sociologist DWA</p>
<p>12.4 Training on Women Human Rights and Legal Aspects for WMCAMC and selected Members</p> <ul style="list-style-type: none"> ➤ Selection of potential male-female (50:50) members ➤ Allocating necessary budget/ instruction ➤ Organizing training ➤ Conduct training 	
<p>12.5 Dissemination Training on Women Human Rights and Legal Aspects for SP beneficiaries</p> <ul style="list-style-type: none"> ➤ Preparation of training module/materials ➤ Review and Approval ➤ Selection of potential male-female (50:50) members ➤ Allocating necessary budget ➤ Organizing training ➤ Conduct training 	<p>GDSC/ MC assisted by trained staffs, Sociologist PMU/PIU GDSC/WMCA MC</p> <p>PD, PMU/ D-PIU/ U-PIU GDSC/WMCA- MC/ General Member GDSC/WMCA- MC /Sociologist/Trained staff/DWA</p>

LGED/ Local
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Layer

Gender Activity Flow Chart, JICA-2

WMCA- MC/
Members/ Family
Layer

Activity	Responsibility
19. TOT on Gender for all relevant staff: <ul style="list-style-type: none"> ➤ Modification of Training module on gender ➤ Review and Approval ➤ Organizing & Preparation ➤ Conduct training 	PMU, SAPI Team/ PC PD- PMU PMU, PC, SE- region, PIU, selected Suitable GO/NGO PMU, PC, SE- region, PIU, selected Suitable GO/NGO
20. TOT on Women Human Rights, Legal Aspects and woman empowerment: <ul style="list-style-type: none"> ➤ Preparation of Training module ➤ Review and Approval ➤ Organizing & Preparation ➤ Conduct training 	Third party expert/ selected Suitable GO/NGO PD- PMU/ Third party expert/ Suitable GO/NGO PMU, PC, SE- region, PIU, selected Suitable GO/NGO PMU, PC, SE- region, PIU, selected Suitable GO/NGO
21. Orientation on JICA-2 Gender Activities in Water Management for Partner Agencies <ul style="list-style-type: none"> ➤ Modification of Training Module ➤ Review and Approval ➤ Instruction/budget allocation ➤ Organizing & Preparation ➤ Conduct training 	PMU, SAPI Team/ PC PD, PMU PD, PMU PMU, PC, SE- Region, PIU PMU, PC PMU, PC, SE- Region, PIU PMU, PC
22. Training on Gender equity and women empowerment for FS Team <ul style="list-style-type: none"> ➤ Modification of Training Module ➤ Review and Approval ➤ Instruction/budget allocation ➤ Organizing & Preparation ➤ Conduct training 	PMU, SAPI Team/ PC PD, PMU PD, PMU PMU, PC PMU, PC, GDF, DWA
23. Gender Awareness Training & Role for UP Chairman and Members <ul style="list-style-type: none"> ➤ Modification of Training Module ➤ Review and Approval ➤ Instruction/budget allocation ➤ Organizing & Preparation ➤ Conduct training 	PMU, SAPI Team/ PC PD, PMU PD, PMU PMU, PC, SE-Region, PIU or Suitable Venue PC, SF- Region. PIU. DWA. DCO/IJO
24. Gender Awareness Training for the Field Staff and WMCA MC <ul style="list-style-type: none"> ➤ Modification of Training Module ➤ Review and Approval ➤ Instruction/budget allocation ➤ Organizing & Preparation ➤ Conduct training 	PMU, PC PD, PMU PD, PMU PIU, WMCA PMU, PC, DOC, DWA

Activity	Responsibility
12.6 Training on Women Leadership and their Role in Decision Making for WMCA MC and selected Members <ul style="list-style-type: none"> ➤ Selection of potential male-female (50:50) members ➤ Allocating necessary budget/ instruction ➤ Organizing training 	GDSC/ MC with assistance of PIU/GF PD, PMU/ D-PIU/ U-PIU GDSC/WMCA- MC
12.7 Dissemination Training on Women Leadership and their Role for SP beneficiaries <ul style="list-style-type: none"> ➤ Preparation of training module/materials ➤ Review and Approval ➤ Selection of potential male-female (50:50) members ➤ Allocating necessary budget ➤ Organizing training ➤ Conduct training 	GDSC/ MC assisted by trained staffs, Sociologist PMU/PIU GDSC/WMCA MC PD, PMU/ D-PIU/ U-PIU GDSC/WMCA- MC/ General Member GDSC/WMCA- MC /Sociologist/Trained staff/DWA
12.8 Refresher Training on Gender Awareness for WMCA Members of Additional Development and Flagship Development Sub-Project. <ul style="list-style-type: none"> ➤ Selection of potential male-female (50:50) members ➤ Allocating necessary budget ➤ Organizing training ➤ Conduct training 	WMCA MC/GDSC with assistance of PIU/GF PD, PMU/ D-PIU/ U-PIU WMCA MC/ GDSC PIU, Sociologist/DWA/ DOC/PC
13 Training (Income generating/ skill development) (Training on appropriate Income Generating Activities (IGA) for women members of WMCA) <ul style="list-style-type: none"> ➤ GDSC are meant about training need assessment forms ➤ Training need assessment ➤ Proposal on identified training to PIU and PMU via WMCA ➤ Selection of appropriate participants ➤ Sending to PIU and PMU through WMCA 	GDSC, CO, GF, Sociologist GDSC, CO, GF, Sociologist GDSC, GF GDSC, MC, assisted by Sociologist, AF, FF GDSC, MC, GF, PIU, PMU, PC

LGED/ Local
Government
Layer

Gender Activity Flow Chart, JICA-2

WMCA- MC/
Members/ Family
Layer

Activity	Activity
<p>25. Gender Awareness for WMCA Members</p> <ul style="list-style-type: none"> ➤ Modification of Training Module ➤ Review and Approval ➤ Instruction//budget allocation ➤ Organizing & Preparation 	<p>PMU, PC PD, PMU PD, PMU PIU, WMCA PIU, DOC, DWA, WMCA</p>
<p>26. Gender Awareness for the Family Layer of WMCA Members</p> <ul style="list-style-type: none"> ➤ Preparation of training material ➤ Review and Approval ➤ Instruction//budget allocation ➤ Organizing & Preparation ➤ Conduct training 	<p>PMU, PC PD, PMU PD, PMU PIU, WMCA PIU, WMCA MC, trained members/GDSC</p>
<p>27. Dissemination Training on Gender Awareness for SP Beneficiaries</p> <ul style="list-style-type: none"> ➤ Preparation of training material ➤ Review and Approval ➤ Instruction//budget allocation ➤ Organizing & Preparation ➤ Conduct training 	<p>PMU, PIU, trained staff & members/PC/GDSC PD, PMU, D-PIU PD, PMU PIU, WMCA MC, General Members/GDSC PIU, WMCA MC, trained members/GDSC</p>
<p>28. Training on Women Human Rights, Legal Aspect for the Field Staff and WMCA MC</p> <ul style="list-style-type: none"> ➤ Preparation of training material ➤ Review and Approval ➤ Instruction//budget allocation ➤ Organizing & Preparation ➤ Conduct training 	<p>PMU, Trained Staff, PC PD, PMU PD, PMU, D-PIU PIU, WMCA PMU/PIU, Trained Staff, PC, DWA</p>
<p>29. Dissemination Training on Women Human Rights, Legal Aspect for SP Beneficiaries</p> <ul style="list-style-type: none"> ➤ Preparation of training material ➤ Review and Approval ➤ Instruction//budget allocation ➤ Organizing & Preparation ➤ Conduct training 	<p>PMU/PIU/ trained staff & members/PC/GDSC PD, PMU/ D-PIU PD, PMU, D-PIU PIU, WMCA MC, General Members/GDSC PIU, WMCA MC, trained staff & members/GDSC</p>

Activity	Activity
<p>13.1 Dissemination Training on income generating activities for the male-female beneficiaries</p> <ul style="list-style-type: none"> ➤ Organizing & Preparation ➤ Conduct training 	<p>GDSC, MC, assisted by Sociologist, AF, FF, PIU/PMU/PC Training recipients, GDSC, PIU, DWA</p>
<p>13.2 Reflection of IGA training</p> <ul style="list-style-type: none"> ➤ Feedback Assessment of training ➤ Income Generating Activities started ➤ Follow up of IGA 	<p>GDSC/WMCA- MC, PIU Training recipients, Training recipients, GDSC, PIU, DWA,</p>
<p>14 Data collection</p> <ul style="list-style-type: none"> ➤ Collection of necessary data ➤ Providing necessary data 	<p>GDSC/WMCA- MC, Other Subcommittees GDSC/WMCA- MC, Other Subcommittees, General Members</p>
<p>15. Preparation of Report</p> <ul style="list-style-type: none"> ➤ Preparation of report according the plan ➤ Review and Approval ➤ Sending report to concern as per plan 	<p>GDSC/WMCA- MC, Other Subcommittees WMCA, MC GDSC/WMCA- MC, Other Subcommittees</p>

Gender Activity Flow Chart, JICA-2

LGED/ Local
Government Layer

Activity	Activity	Activity	Activity
<p>30. Training on Women Leadership and their Role in Decision Making for WMCA MC and selected Members</p> <ul style="list-style-type: none"> ➤ Preparation of training module ➤ Review and Approval ➤ Instruction//budget allocation ➤ Organizing & Preparation ➤ Conduct training 	<p>PMU, Trained Staff, PC PD, PMU PD, PMU, D-PIU PIU, WMCA PMU/PIU, Trained Staff, PC, DWA</p>	<p>37. Procure of Equipment (for Flagship Development):</p> <ul style="list-style-type: none"> ➤ Issuing letter of instruction for need assessment along with need assessment form ➤ Need assessment for identify necessary equipment for women ➤ Procurement of equipment taking into account appropriate /identified equipment for women 	<p>PD, PMU to D-PIU</p> <p>D/U-PIU, WMCA MC</p> <p>PD, PMU/ D-PIU</p>
<p>31. Dissemination Training on Women Leadership and their Role in Decision Making for SP Beneficiaries</p> <ul style="list-style-type: none"> ➤ Preparation of training material ➤ Review and Approval ➤ Instruction//budget allocation ➤ Organizing & Preparation ➤ Conduct training 	<p>PMU/PIU/ trained staff & members/PC/GDSC PD, PMU/ D-PIU PD, PMU, D-PIU PIU, WMCA MC, General Members/GDSC PIU, WMCA MC, trained staff & members, DWA</p>	<p>36. Training (Income generating/ skill development):</p> <ul style="list-style-type: none"> ➤ Preparation of training need assessment form ➤ Instruction letter for need assessment ➤ Instruction letter for participants selection ➤ Preparation/modification of module on IGA 	<p>PMU, PC PMU, PIU PMU, PIU PMU, PC, Concern line departments/ suitable NGO/other organization ((depends on type of training) As above PD, PMU Depends on type of training</p>
<p>32. Refresher Training on Gender Awareness for WMCA Members of Additional Development and Flagship Development Sub-Project.</p> <ul style="list-style-type: none"> ➤ Training module of # 22/23 ➤ Instruction/Budget allocation ➤ Organizing & Preparation ➤ Conduct training 	<p>PD, PMU PIU, WMCA MC PMU/PIU, PC, DWA</p>	<ul style="list-style-type: none"> ➤ Review and Approval ➤ Instruction/Budget allocation ➤ Conduct training 	
<p>33. Formation of Sub-Committee:</p> <ul style="list-style-type: none"> ➤ Assist FMC/ WMCA MC for ensuring one-third in all SC ➤ Assist FMC/ WMCA MC in formation of GDSC ➤ Collection of gender disaggregated data and Assist GDSC in preparation of gender development plan. 	<p>PIU/Sociologist, GF, CO, DWA/ GDS, IDS/ SIDS, FMC/WMCA MC</p>	<p>36.1 Dissemination Training on income generating activities for the male-female beneficiaries:</p> <ul style="list-style-type: none"> ➤ Issuing instruction letter ➤ Allocating necessary budget 	<p>PD, PMU/D-PIU PD, PMU</p>
<p>34. Preparation of Development Plans:</p> <ul style="list-style-type: none"> ➤ Assist WMCA MC/SC in preparation of following development plans ensuring participation of potential female members/GDSC: O&M, Agricultural, Fishery, Micro-Credit plan including Business Plan (for Flagship Development). 	<p>PIU/Sociologist, GF, CO, DWA/ concern line departments, GDS, IDS/SIDS</p>	<p>36.2 Reflection of IGA training</p> <ul style="list-style-type: none"> ➤ Feedback Assessment of training ➤ Follow up of IGA 	<p>PIU/GF/CO, WMCA MC, GDSC PIU/ GF/CO, DWA, WMCA MC, GDSC, Training Recipients</p>
		<p>37. Data collection</p> <ul style="list-style-type: none"> ➤ Preparation of data collection form ➤ Routine data collection ➤ Data compilation and synchronization 	<p>PMU, PC, GDF, GFP D-PIU, U-PIU/ GF, CO IWRMU, PMU, GFP-IWRMU/Project, PC, MIS</p>
		<p>38. Report Preparation</p> <ul style="list-style-type: none"> ➤ Review data & preparation of various reports ➤ Review and Recommendation 	<p>PMU, PC PMU, IWRMU, GDF, GFP-IWRMU/Project, PC, Donor agency PD, PMU</p>
		<ul style="list-style-type: none"> ➤ Approval 	

Note: Gender Activity Flow Chart Prepared in Line with the Detail GAP of Phase-2 and Sub-Project Implementation Procedures. For Detail see the GAP

Annex 4: Implementation Procedures of gender activities for LGED/ Local Government layer

1. **Gender Action Plan (GAP)**
 - Preparation of GAP 2017-2024 by SAPI Team
 - Submission to PD, PMU
 - Review and evaluate by PD, PMU, Gender Development Forum (GDF), IWRM unit
 - Modifying by SAPI Team/PMU/PC
 - Approval by PD, PMU
 - Implementation by all stakeholder, i.e. - IWRMU, PMU, PC, PIU, WMCA.
2. **Operation Guideline**
 - Preparation of Operation Guideline by SAPI Team for proper implementation of GAP
 - Submission to PD, PMU
 - Review and evaluate by PD, PMU, GDF, IWRM unit
 - Updating by SAPI Team/PMU/PC
 - Approval by PD, PMU
 - Implementation by all stakeholder, i.e. - IWRMU, PMU, PC, PIU, WMCA
3. **Yearly Gender Action Plan (GAP)**
 - Preparation of yearly GAP (each year) by PMU and PC
 - Review and evaluate by PD
 - Updating by PMU and PC
 - Approval by PD
 - Implementation by all stakeholder
4. **Recruiting staff**
 - Recruitment of female staff as much as possible targeting 50:50 at Project level
 - Recruitment of female staff as much as possible targeting 50:50 at PIU Level
 - Formation of Working Group (WG) at IWRM unit by SE IURMU
 - Holding quarterly meeting of Gender Focal Point and Working Group
 - Recruit/select gender focal point at project HQ level by PD, PMU
 - Select gender focal point at region/D-PIU, U-PIU
5. **Training or workshop on GAP for HQ level**
 - Organize and preparation training or workshop at HQ level for proper dissemination of GAP by PMU
 - Approval by PD, PMU
 - Conduct training or workshop by PMU, PC
6. **Training or workshop on GAP for Region/PIU level**
 - Organize and preparation training or workshop for PIU level for proper dissemination of GAP by PMU
 - Approval by PD, PMU
 - Conduct training or workshop by PMU, PC
7. **Dissemination of knowledge on Gender activities at the beginning of the SP development process i.e.**
 - Include gender activities/women participation in leaflets, posters for awareness campaign by PMU,
 - Discuss gender activities in SP proposal meeting with UP by PIU,
 - Discuss gender activities during Reconnaissance Survey, FS-DD by PMU, PIU, PC, Firm/NGO
 - Inclusion the proportionate rate/adequate number of women's participation in points for SP approval conditions by PMU, PIU
 - Arrange separate meetings with men and women at village level during feasibility study, data collection, site validation by FS-DD team etc.
8. **Gender Awareness Training UP Chairman and Members**
 - Preparation/ modification of module by PMU, SAPI team
 - Review and Approval by PD, PMU
 - Organize and preparation training by PMU
 - Conduct training by PMU, PC
9. **Training/Orientation for FS Teams:**
 - Preparation/ modification of module by PMU, SAPI team
 - Review and Approval by PD, PMU
 - Organize and preparation training by PMU
 - Conduct training by PMU, PC
10. **Detail Feasibility Study**
 - Arrange separate meetings with male and female at village level during feasibility study and data collection by FS team/PIU.
 - Collection of gender disaggregated data by the FS team
 - Preparation of separate beneficiary lists for female-headed households
 - Proposed mitigation plans are prepared with specific data on both affected male and female
 - Preparation of Final report as recommended by GDS/GDF/WG
11. **Formation of Organizing Committee (OC):**
 - Discuss gender activities in open public meeting to potential beneficiaries for OC formation by PIU, UP
 - Formation of OC ensuring **one-third** female members with one female in vital position, i.e.; Convener/ Chairperson or secretary by OC selection committee

12. **Formation/Election of First Management Committee (FMC):**
 - Discuss gender activities/scope of women participation in JICA-2 in General Meeting to potential beneficiaries called for election of FMC by PIU and election committee (EC)/OC, DOC.
 - Encourage EC, potential beneficiaries for ensuring one-third (33%) female members with one female in vital position, i.e.; Chairperson or secretary by PIU/GF/CO to EC, potential beneficiaries
13. **Enrollment of Membership:**
 - Assist in preparation separate list for male-female headed households during preparation of beneficiary list by PIU/GF/CO to Task force/FMC,
 - Support in enrollment of potential beneficiaries to WMCA members with a focus to enroll of **one- third** women members targeting to achieve up to 50% by PIU/GF/CO to Task force/FMC,
14. **Preparation of By-laws of WMCA:**
 - Encourage beneficiaries/FMC in preparation of by-laws of WMCA for ensuring equal opportunity between men and women including preservation important position in all committees of decision making process in sub-project as described below by PIU/Sociologist, GF, CO.-:
 - With the provision of **one- third** women members at all committees and membership level from all social categories,
 - Provision to Increase up to 50% gradually in MC of WMCA and other committees,
 - Provision for important/key position for women as Chairperson or Secretary
 - Pursue by PIU/Sociologist, GF, CO in DOC for Registration of by-laws ensuring the provisions regarding the percentage and key position of women in various areas
 - Assist FMC/WMCA in dissemination of by-laws regarding gender issues among the stakeholders including beneficiaries properly by PIU/Sociologist, GF, CO
15. **Preparation of Detail Design:**
 - Arrange meeting with the potential women beneficiaries to identify the women-friendly facilities
 - Preparation of detail design considering special issues/facilities (as necessary/stipulated by the women members/ GDS needed in related areas for the women and children by NGO/Firm
 - Propose mitigation measures on different impacts (negatively affected) for men and women by PRA/FS/NGO/Firm
 - Review and Approval by PD, PMU
 - Implementation by PMU, PIU, Contractor, LCS
16. **Construction and LCS Work:**
 - Modification of LCS Guidelines (if necessary) by PMU, PC
 - Approval by PD, PMU
 - Formation of LCS ensuring-33% women member including women in key position ie; chairperson or secretary by PIU, WMCA
 - Formation of separate male and female LCS in possible area by PIU, WMCA
 - Review and Approval by PMU
 - Include the gender sensitive clause on women employment (reasonable ratio/ 20%) in the tender document for contractor to ensure effective implementation and discuss the issue in pre-bid meeting to make sure women employment and women friendly working environment for women by PMU/PIU.
 - Ensure reasonable number/ 20% women employment in construction/Contractors work by PMU/PIU, Contractor.
 - Ensure one-third women employment in earth works by LCS.
 - Ensure construction of women-friendly facilities or essential support facilities (separate sitting arrangements/ rooms, toilets & water supplying system, first aid services, and child care etc.) in LCS, Construction, WMCA office and other possible area by PMU, PIU,
 - Safeguard equal wage for equal work by contractor, LCS, PMU, PIU, PC.
17. **Revision of Basic training module including gender issue**
 - Modification (inclusion of gender issue) of module by PMU, PC
 - Review and Approval by PD, PMU
 - Organize and preparation training by PMU, DOC
 - Conduct training by PIU, DOC, DWA
18. **Concept on Gender for PMU, PIU and PC:**
 - Modification of Training Module on the basis GAP 2017-2024 by PMU, SAPI team/PC
 - Review and Approval by PD, PMU
 - Organize and preparation training by PMU, PC
 - Conduct training by PMU, PC, GDF, DWA, Specialized NGO
19. **TOT on Gender Concept and Role of Gender in Water Management for all relevant staff:**
 - Modification of Training module on gender by PMU, SAPI team/PC
 - Review and Approval by PD, PMU
 - Issuance of letter to all concern by PD, PMU
 - Allocating budget by PD, PMU to D-PIU/ other organization (depends availability of venue)
 - Organize and preparation training by PMU, PC, SE- region, PIU, or selected Suitable GO/NGO
 - (Will depend on the availability of venue)
 - Conduct training by PMU, PC, SE- region, PIU, or selected Suitable GO/NGO
20. **TOT on Women Human Rights, Legal Aspects and Woman Empowerment:**
 - Preparation of Training module by Third party expert/ selected Suitable GO/NGO
 - Review and Approval by PD, PMU, third party expert/ selected Suitable GO/NGO
 - Issuance of letter to all concern by PD, PMU

- Allocating budget by D-PIU to D-PIU/ other organization
 - Organize and preparation training by PMU, PC, SE- region, PIU, third party expert or selected Suitable GO/NGO
 - Conduct training by PMU, PC, SE- region, PIU, or selected Suitable GO/NGO
- 21. Orientation on JICA-2 Gender Activities in Water Management for Partner Agencies**
- Modification of Training module on gender by PMU, PMU, SAPI team/PC
 - Review and Approval by PD, PMU
 - Issuance of letter to all concern by PD, PMU
 - Allocating budget by PD, PMU
 - Organize and preparation training by PMU, PC, SE-Region/PIU
 - Conduct training by PMU, PC, SE- region, PIU, DWA
- 22. Training on Gender Equity and Women's Empowerment, and Orientation on JICA-2 Gender Activities in Water Management for FS Team**
- Modification of Training module on gender by PMU, PMU, SAPI team/PC
 - Review and Approval by PD, PMU
 - Issuance of letter to all concern by PD, PMU
 - Allocating budget by PD, PMU
 - Organize and preparation training by PMU, PC
 - Conduct training by PMU, PC, GDF, DWA
- 23. Gender Awareness Training and Role of Gender in Water Management for UP Chairman and Members**
- Modification of Training module on gender by PMU, PMU, SAPI team/PC
 - Review and Approval by PD, PMU
 - Issuance of letter to all concern by PD, PMU
 - Allocating budget by PD, PMU
 - Organize and preparation training by PMU, PC, SE- region, PIU, or selected Suitable Venue
 - Conduct training by PMU, PC, SE- region, PIU, DWA, DCO/UCO
- 24. Gender Awareness Training and Role of Gender in Water Management for the Field Staff and WMCA MC:**
- Modification of Training Module in line with the GAP by PMU, SAPI team/PC in accordance with the GAP
 - Review and Approval by PD, PMU
 - Issuance of letter to all concern by PD, PMU
 - Issuance of letter to U-PIU by District Executive Engineer
 - Allocating budget by PD-PIU to D-PIU
 - Organize and preparation training by PIU, WMCA
 - Conduct training by D-PIU, U-PIU, PC, DWA, DCO/UCO
- 25. Gender Awareness Training and Role of Gender in Water Management for the WMCA members**
- Modification of training module by PMU, PC
 - Review and Approval by PD, PMU
 - Issuance of letter of instruction to all concern by PD, PMU
 - Issuance of letter to U-PIU by District Executive Engineer
 - Allocating budget by PD-PIU to D-PIU
 - Conduct training by D-PIU, U-PIU, PC, DWA, DCO/UCO
- 26. Gender Awareness Training and Role of Gender in Water Management for the Family Layer of the WMCA Members**
- Preparation of training material by PIU, Trained Members/GDSC
 - Issuance of letter of instruction to all concern by PD, PMU
 - Issuance of letter to U-PIU District XEN
 - Allocating budget to D-PIU by PD PMU
 - Organize and preparation training by WMCA MC, general members/GDSC
 - Conduct training by PIU, DWA, DCO/UCO, WMCA MC, trained members/GDSC
- 27. Gender Awareness Dissemination Training for SP Beneficiaries**
- Preparation of training material PIU, trained members/GDSC
 - Issuance of letter of instruction to all concern PD, PMU
 - Issuance of letter to U-PIU District XEN
 - Allocating budget to D-PIU PD, PMU
 - Organize and preparation training by WMCA MC, general members/GDSC
 - Conduct training PIU, DWA, DCO/UCO, WMCA MC, trained members/GDSC
- 28. Training on Women Human Rights, Legal Aspects for Field Staff, WMCA MC and selected members:**
- Preparation of training module by PMU/Trained staffs/PC
 - Review and Approval by PD, PMU
 - Issuance of letter to U-PIU by District Executive Engineer
 - Allocating budget by PD-PMU to D-PIU
 - Organize and preparation training by PIU/ WMCA MC, general members/GDSC
 - Conduct training by PMU/PIU, Trained Staff/PC, DWA
- 29. Dissemination Training on Women Human Rights, and Legal Aspects for SP Beneficiaries:**
- Preparation of training module by PMU/Trained staffs/PC/PMU
 - Review and Approval by PD, PMU/PIU

- Issuance of letter to U-PIU by District Executive Engineer
 - Allocating budget by PD-PMU to D-PIU
 - Issuance of letter to U-PIU by District Executive Engineer
 - Allocating budget by PD-PMU to D-PIU
 - Organize and preparation training by WMCA MC, general members/GDSC
 - Conduct training by PIU, WMCA MC, trained members/GDSC
- 30. Training on Women's Leadership and Empowerment, and their Roles in Decision Making in WMCAs for WMCA MC and selected Members**
- Preparation of training module by PMU/Trained staffs/PC
 - Review and Approval by PD, PMU
 - Issuance of letter to U-PIU by District Executive Engineer
 - Organize and preparation training by WMCA MC/GDSC
 - Allocating budget by PD-PMU to D-PIU
 - Conduct training by PMU/ PIU, Trained staffs/PC, DWA
- 31. Dissemination Training on Women's Leadership and Empowerment, and their Roles in Decision Making in WMCAs for SP Beneficiaries**
- Preparation of training materials by PMU/Trained staffs/PC
 - Review and Approval by PD, PMU/PIU
 - Issuance of letter to U-PIU by District Executive Engineer
 - Allocating budget by PD-PMU to D-PIU
 - Allocating budget by PD-PMU to D-PIU
 - Organize and preparation training by WMCA MC, general members/GDSC
 - Conduct training by PIU, WMCA MC, trained members/GDSC
- 32. Refresher Training on Gender Awareness for WMCA Members of Additional Development and Flagship Development Sub-Project.**
- Training module of # 16
 - Review and Approval
 - Issuance of letter to U-PIU by District Executive Engineer
 - Allocating budget by PD-PMU to D-PIU
- 33. Formation of different Sub-committees (SC):**
- Assist FMC/WMCA MC for ensuring one- third women members during formation of various subcommittee (O&M, Agriculture, Fishery, Micro-Credit, Agri-Business for flagship development SP etc.) by PIU/Sociologist, GF, CO
 - Assist FMC/WMCA in formation of Gender Development Subcommittee (GDSC) PIU/Sociologist, GF, CO, DWA, IDS, GDSC.
 - Collection of gender disaggregated data for preparation of Gender Development Plan by GF, CO, GDSC, WMCA MC.
 - Assist GDSC in preparation of Gender Development Plan through gender development planning workshop by DWA, local consultant (institutional development expert), GDS, Sociologist at D-PIU and GF, CO at U-PIU.
- 34. Preparation of Development Plans:**
- Assist WMCA MC and SC in preparation of following development plans ensuring participation of potential female members/GDSC by PIU/Sociologist, GF, CO, DWA/ concern line departments, GDS, IDS/SIDS:
 - O&M plan
 - Agricultural development plan
 - Fishery development plan
 - Gender development plan
 - Micro-Credit development plan
 - Business plan (for Flagship Development)
- 35. Procurement of Equipment (For Flagship Development):**
- Issuance letter of instruction for need assessment along with need assessment form by PD, PMU to D-PIU,
 - Need assessment for identifying the necessary equipment for women by D/U-PIU, WMCA MC
 - Procurement of Equipment taking into account appropriate/identified equipment for women by PD, PMU/ D-PIU.
- 36. Training (Income generating/ skill development):**
- Preparation of training need assessment form by PMU, PC
 - Issuance letter of instruction for need assessment along with need assessment form by PD, PMU to D-PIU,
 - Issuance letter of instruction by XEN to U-PIU, WMCA in accordance with instruction from PD
 - Issuance letter of instruction by PD, PMU to D-PIU and other concern for selection of participants
 - Preparation/modification of module on IGA i.e;
 - Livestock, poultry & Duck Farming, Fish cultivation and Homestead Gardening, Vaccination for livestock, (according the experiences of JICA-1) by PMU, PC/SAPI Team
 - Bee Keeping and Honey Cultivation by Concern line department/ NGO/other organization
 - Mushroom Cultivation by Concern line department/ NGO/other organization
 - Primary Health Education (Woman& Child Health, Vaccination) by Concern line department (Health & Family Planning)/ NGO/organization
 - Tailoring/ Embroidery/Block & Batik by DWA/ Suitable NGO
 - Vermin Culture/ Preparing Organic & Compost Fertilizer by RDA/BARD/RDRS/ Other suitable NGOs
 - Mobile & Motor Cycle Repairing by DWA/ Suitable NGO

- Food Processing /Snacks Corner Management by DWA/ Suitable NGO
- Pearl Cultivation BFRI/ other suitable Organization
- Beauty Parlor Work by DWA/ Suitable NGO
- Basic Computer by DWA/ Suitable NGO/LGED
- Others as per need
- Review and Approval by PD, PMU/ by Concern line department/ NGO/organization (depends type of training)
- Issuance letter of instruction by PD, PMO to PIU and other concern,
- Allocating necessary budget by PD, PMU for implementation of the trainings to D-PIU/concern line department/ NGO/organization (depends type of training),
- Organize and preparation training by PMU/ PIU/Concern line department/ NGO/organization (depends type of training)
- Execution of training by PMU, PC/ Concern line department/ NGO/organization (depends type of training)

36.1 Dissemination Training on income generating activities for the male-female beneficiaries:

- Issuance letter of instruction by PD, PMO to D-PIU and other concern
- Issuance letter of instruction by XEN to U-PIU, WMCA and other concern
- Allocating budget by PD-PMU to D-PIU/U-PIU/WMCA

36.2 Reflection of IGA training

- Feedback Assessment of training by PIU/GF, CO, WMCA MC, GDSC
- Follow up of IGA by PIU/ GF, CO, WMCA MC, GDSC, Training Recipients

37. Data collection

- Preparation of gender disaggregated data collection form by PMU, PC, GDF, GFP-IWRMU/ project
- Routine data collection by D-PIU, U-PIU/ GF, CO
- Data compilation and synchronization (generate and updating data base on gender indicators: quantitative, qualitative) by IWRMU, PMU, GFP- IWRMU/ project, PC, MIS

38. Preparation of Report

- Analyzing and review collected gender disaggregated and gender sensitive data/information by PMU, PC,GFP
- Prepare various reports on them by PMU, PC
- Review/recommendations by PMU, IWRMU, GDF,GFP, PC, Donor agency
- Approval by PD, PMU

Annex 5: Implementation Procedures of gender activities for WMCA- MC/ Members/ Family layer

- 1. Formation of Organizing Committee (OC):**
 - Discuss gender activities/scope/area of female participation in JICA-2 in General Meeting to potential beneficiaries called for formation of OC by D-PIU, UP
 - Formation of OC ensuring one-third (33%) female members with one female in vital position, i.e.; Chairperson or secretary by potential beneficiaries, UP, PIU
- 2. Awareness campaign:**
 - Conducting of awareness campaign including gender activities/scope of women participation in JICA-2 by Organizing Committee (OC) with assistance of UP, General Facilitator (GF), Sociologist/PIU
- 3. Formation/Election of First Management Committee (FMC):**
 - Discuss gender activities/scope of women participation in JICA-2 in General Meeting to potential beneficiaries called for election of FMC by OC and PIU,
 - Election of FMC MC ensuring one-third (33%) female members with one female in vital position, i.e.; Chairperson or secretary by election committee/ potential beneficiaries,
 - Approval of FMC by DOC/ potential beneficiaries,
- 4. Enrollment of Membership:**
 - Prepare separate list for male-female headed households during preparation of beneficiary list by Task force/FMC, with assistance of PIU/G F,
 - Enrollment of potential beneficiaries to WMCA members with a focus to enroll of one- third women members targeting to achieve up to 50% by Task force/ FMC.
- 5. Preparation of By-laws:**
 - Include following issues during preparation of draft by-laws by FMC with assistance with PIU, DOC:
 - With the provision of **one- third** women members at all committees and membership level from all social categories,
 - Provision to Increase up to 50% gradually in MC of WMCA and other committees,
 - Provision for important/key position for women as Chairperson or Secretary
 - Review and approval/Registration of by-laws ensuring the provisions regarding the percentage and key position of women in various areas by DOC
 - Dissemination of by-laws regarding gender issues among the stakeholders including beneficiaries properly by FMC/WMCA/PIU
 - Implementation by FMC/WMCA/PIU
- 6. Detail Feasibility Study:**
 - Assist FS team for arranging separate meetings with male and female by OC, UP, Women beneficiaries, FS team, GF, CO, Sociologist
 - Assist in collection of gender disaggregated data
 - Assist in preparation gender sensitive mitigation plan
- 7. Preparation of Detail Design:**
 - Assist DD firm for arranging meeting with potential women to identify women friendly facilities
 - Participate in planning meeting to identify special issues needed in related areas for the women and children
 - Propose mitigation measures on different impacts (negatively affected) for men and women.
- 8. LCS Work:**
 - Formation of LCS ensuring-33% women member including women in key position ie; chairperson or secretary by WMCA,PIU
 - Formation of separate women LCS in suitable areaby WMCA, GDS, PIU
 - Approval by PD, PMU
 - Organize LCS training by WMCA, GF, PIU
 - Formation of subcommittee ensuring-33% women member for supervision and monitoring of LCS work
- 9. Formation of different Sub-committees (SC):**
 - Ensure one- third women members during formation of various subcommittees (O&M, Agriculture, Fishery, Micro-Credit, Agri-Business for flagship development SP etc.) by FMC/WMCA
 - Formation Gender Development Subcommittee (GDSC) by FMC/WMCA
 - Review and Approval of by WMCA MC,
- 10. Preparation of Development Plans:**
 - Preparation of following development plans ensuring participation of potential female members/GDSC by WMCA MC and concern SC with assistance of DWA/concern department, local consultant (institutional development expert), GDS at Divisional office, Sociologist at D-PIU and GF:
 - O&M plan
 - Agricultural development plan
 - Fishery development plan
 - Gender development plan
 - Micro-Credit development plan
 - Business plan (for Flagship Development).
 - Preparation of Gender Development Plan by GDSC with assistance of DWA, local consultant (institutional development expert), GDS at Divisional office, Sociologist at D-PIU and GF at U-PIU considering following issues:
 - Negotiate to increase women participation in all possible area/activities/training under the project and WMCA,
 - Selection of suitable women participants for trainings under the project,

- Assist in collection of vulnerable women for LCS formation,
 - Conducting of training etc.
 - Review and Approval of Gender Development Plan by MC.
- 11. Procurement of Equipment (For Flagship Development):**
- Assist PIU in need assessment for identifying the necessary equipment for women by WMCA/FMC MC
 - Monitoring of equipment procurement as identified appropriate equipment for women
- 12. Orientation and Training (compulsory) :**
- 12.1 Gender training for the WMCA members**
- Select potential male-female (50:50) members and issuance invitation letter to them upon receiving instruction letter from PD, PMU to D-PIU/U-PIU by GDSC with assistance of PIU/GF
 - Allocating necessary budget by PD, PMU for implementation of the trainings to D-PIU/PIU/WMCA
 - Organize training by WMCA MC, GDSC
 - Conduct of training by PIU, Sociologist/DWA/ DOC/PC
- 12.2 Gender Awareness Training for the Family Layer:**
- Selection of potential family among the WMCA members and issuance invitation letter to them upon receiving instruction letter from PD, PMU to D-PIU/U-PIU by GDS with assistance of PIU/GF
 - Allocating necessary budget by PD, PMU for implementation of the trainings to D-PIU/PIU/WMCA
 - Organize training by WMCA MC, GDSC
 - Conduct training by GDSC, general members (who received the training), PIU, Sociologist/DWA/ PC
- 12.3 Dissemination Training on Gender Awareness for SP Beneficiaries:**
- Preparation of Module/materials by GDS/WMCA MC with assistance of PIU/GF, Sociologist,
 - Review and Approval by PD, PMU/ XEN, PIU
 - Selection of male-female (50:50) participants among the beneficiaries (yet not the enrolled as member of WMCA) and issuance invitation letter to them by GDS, upon receiving instruction letter from U-PIU
 - Allocating necessary budget by PD, PMU for implementation of the trainings to D-PIU/PIU/WMCA
 - Organize training by WMCA MC/ GDS, general members
 - Execution of training by GDS/WMCA MC, general members (who received the training), GF Sociologist/DWA.
- 12.4 Training on Women Human Rights and Legal Aspects for WMCA Members:**
- Select potential male-female (50:50) members and issuance invitation letter to them upon receiving instruction letter from PD, PMU to D-PIU/U-PIU by GDS with assistance of PIU/GF
 - Allocating necessary budget by PD, PMU for implementation of the trainings to D-PIU/PIU/WMCA
 - Organize training by WMCA MC, GDSC
 - Conduct of training by PIU, Sociologist/DWA/ DOC/PC
- 12.5 Dissemination Training on Women Human Rights and Legal Aspects for SP beneficiaries:**
- Preparation of training module/ materials by GDS/WMCA MC with assistance of PIU/GF, Sociologist, Trained Staff
 - Review and Approval by PD, PMU/D-PIU
 - Select male-female (50:50) participants among the beneficiaries (yet not the member of WMCA) and issuance invitation letter to them by GDS, upon receiving instruction letter from U-PIU/WMCA MC
 - Allocating necessary budget by PD, PMU for implementation of the trainings to D-PIU/PIU/WMCA
 - Organize training by GDS/WMCA MC/ general members
 - Execution of training GDSC/WMCA MC, general members (who received the training), PIU, Sociologist/DWA
- 12.6 Training on Woman Empowerment, Leadership and Role in Decision Making in WMCA's for WMCA MC and selected Members**
- Preparation of training module/ materials by GDS/WMCA MC with assistance of PIU/GF, Sociologist, Trained Staff
 - Review and Approval by PD, PMU/D-PIU
 - Select male-female (50:50) participants among the WMCA member by PIU
 - Allocating necessary budget by PD, PMU for implementation of the trainings to D-PIU/PIU/WMCA
 - Organize training by GDS/WMCA MC/ general members
 - Execution of training by PIU, Trained Staff/DWA
- 12.7 Dissemination Training on Women's Leadership and Empowerment, and their Roles in Decision Making in WMCAs for SP Beneficiaries**
- Preparation of training module/ materials by GDS/WMCA MC with assistance of PIU/GF, Sociologist, Trained Staff
 - Review and Approval by PD, PMU/D-PIU
 - Select male-female (50:50) participants among the beneficiaries (yet not the member of WMCA) and issuance invitation letter to them by GDS, upon receiving instruction letter from U-PIU/WMCA MC
 - Allocating necessary budget by PD, PMU for implementation of the trainings to D-PIU/PIU/WMCA
 - Organize training by GDS/WMCA MC/ general members
 - Execution of training GDSC/WMCA MC, general members (who received the training), PIU, Sociologist/DWA.
- 12.8 Refresher Training on Gender Awareness for WMCA Members of Additional Development and Flagship Development Sub-Project.**
- Select potential male-female (50:50) members and issuance invitation letter to them upon receiving instruction letter from PD, PMU to D-PIU/U-PIU by WMCA MC/GDS with assistance of PIU/GF
 - Allocating necessary budget by PD, PMU for implementation of the trainings to D-PIU/PIU/WMCA

- Organize training by WMCA MC/GDSC
- Conduct of training by PIU, Sociologist/DWA/ DOC/PC

13. Training (Income generating/ skill development):

- GDSC are meant about training need assessment forms through discussion by sociologist, GF/PIU,
- Carry out training need assessment by GDS using the form received from PMU/PIU guided by sociologist, GF/PIU,
- Sending proposal on identified training to PIU and PMU through WMCA by GDSC
- Selection of appropriate participants by GDSC & sending it to PIU and PMU through WMCA guided by sociologist, AF, FF, CO upon receiving instruction letter from U-PIU/WMCA
- Sending the list of appropriate participants by GDSC to PIU and PMU through WMCA

13.1 Dissemination Training on income generating activities for the male-female beneficiaries:

- Organize and preparation training by GDSC/WMCA- MC, upon receiving instruction letter from U-PIU/WMCA MC
- conduct of training by Training recipients/GDSC in assistance of PIU, DWA

13.2 Reflection of IGA training:

- Feedback assessment of training f by GDSC, WMCA, with assistance of Sociologist, AF, FF, PIU, PMU, PC
- Income Generating Activities started by the training recipients
- Regular follow up by GDSC, MC, PIU, PMU and PC

14. Data collection:

- Collection of necessary data information by all committees/members as per their plan and requested by PIU, PMU, PC and others concerned
- Providing necessary data/information by all committees/general members as requested by PIU, PMU, PC and others concerned.

15. Preparation of Report

- Preparation of report according the gender development plan by GDSC/members
- Review and Approval by WMCA MC
- Sending report to concern as per plan by GDSC/WMCA- MC, Other Subcommittees.

Annex 6: Gender Equity Action Plan (Gap) 2016-2021: Water Resources Sector, LGED

Activity	Indicator	Time Frame	Responsibility
1. Policy Adoption			
1.1 Preparation of Gender Equality Action Plan for five years/fixed term by the Water Resources Sector / Project in consistent with the LGED's Gender Equation Strategy followed by National Women Policy.	Action Plan prepared	December 2017	SE (O&M IWRMU)/ Project Director
1.2 Preparation of implementation guidelines for implementation of gender equity action plan of water resources sector.	Implementation Guidelines prepared	March, 2018	SE (O&M IWRMU)
1.3 Identifying problems faced by implementing Gender Equity Action Plan and sending recommendations to Gender and Development Forum for rectification.	Problems identified and sent to GDF for rectification.	Continuous	DO
1.4 Review and updating the Gender Action Plan of the water resources development sector five years/fixed term based on the Amended National Women Policy 2011.	Gender Action Plan updated	Five years/ fixed term inapplicable cases	DO
2. Institutional Arrangements			
2.1 Formation a working group for performing gender related activities.	Working group formed	December 2017	SE (O&M IWRMU)
2.2 Contributions to form the constitution and rules of conduct of Gender and Development Forum	Constitution and rules of conduct compiled and amended	Applicable cases	DO
2.3 Assigning gender focal points at sector (IWRMU) and project level at headquarter and determining their responsibilities	Number of focal points Female: Male: Determined their responsibilities	December 2017	SE (O&M IWRMU)/ Project Director
2.4 Arrange quarterly meeting in IWRMU and Gender Focal Points for all projects of water resources development sector.	Number of meeting Number of participants Female: Male:	Quarterly	SE (O&M IWRMU)/ Project Director
3. Data collection, Monitoring and Evaluation:			
3.1 Contributes in preparation of data collection form and collection of male-female aggregated data-information for through data collection from of all activities through the form and analyze the post-based ratio of male-female working in the project/ district /field level offices.	Data collection form prepared Male-female aggregated information-data collected Post-based male-female ratio	Yearly	SE (O&M IWRMU)/District XEN
3.2 Compilation of male-female aggregated data-information for all activities of the water resources development sector and sending them to the Gender Development Forum	Male-female aggregated data- information compiled Compiled information sent to GDF	Yearly	SE (O&M IWRMU)
3.3 Contributing to the field of strategy based monitoring and evaluation of gender related issues and taking action as recommendations made by the gender development forum	Number of action taken as per recommendations	Continuous	DO
3.4 Helping in preparation and publishing of gender related yearly and other reports.	Number of report published	Applicable cases	DO
4. Infrastructure Development:			
4.1 Analyzing the current status of the facilities for women in infrastructures constructed by the water resources development sector and projects and identifying essential facilities-opportunities.	Number of essential facilities for women in accordance with the type	Yearly	SE (O&M IWRMU)/District XEN
4.2 Ensuring to prepare the plan and design for essential facilities-opportunities for women for infrastructure to be constructed under the project.	Number design kept essential facilities- for women	Continuous	SE (P&D IWRMU)/ Project Director
4.3 Ensure implementation of the essential facilities for women as per design.	Number of essential facilities for women constructed in the infrastructures in accordance with the type.	Continuous	Project Director/ field level offices
4.4 Keep the constructed facilities useful/functional for all the time.	Number of useful infrastructure in accordance with the type	Continuous	DO
5. Employment Opportunity and Working Environment:			

Activity	Indicator	Time Frame	Responsibility
a. Employment Opportunity			
5.1 Engage women in construction/re-construction, tree plantation & caretaking at a higher rate, identify appropriate income generating activities and include women in those to increase employment for women.	Number of women Proportionate ratio of male-female	Continuous	Project Director/ field level offices
5.2 Inclusion in TOR regarding providing support or involvement in the implementation of gender related activities in relation to the appointment of consultant.	Number of TOR included gender related issue	As required	Project Director
5.3 Take effective steps to ensure equal wages for equal work for male and female in the same nature of developmental work.	Number of labour received equal wage Female: Male: Amount of wages Female's wage: Male's wage:	Continuous	Project Director/ field level offices
b. Working Environment:			
5.4 Include in BOQ as fixed term/provisional term for separate item i.e separate shed, toilet, toilets & water supplying system, temporary child care centre, first aid services etc to ensure the working environment and social security for women in the field of development activities.	Number contacts included in BOQ as fixed term/provisional term for ensuring working environment and social security	Continuous	Project Director
6. Training:			
6.1 Providing necessary support for preparation/ updating uniform gender related training manual.	Uniform gender related training manual formulated	June 2018	SE (Training)/ Project Director
6.2 Support Gender Forum to create a skilled trainer team for gender related training	Trainer team created Number of skilled trainer: Female: Male:	Continuous	DO
6.3 Provide training for all female -male irrespective of working in the project of water resources development sector.	Number of training recipients Female: Male: Trainee days	Continuous	DO
6.4 Provide training on gender awareness, leadership and IGA for female/LCS and WMCA members working/related with the project of water resources development sector.	Number of training recipients: Female: Male: Trainee days	Continuous	DO
6.5 Provide gender related training for the concerned people of the construction firm (contractors, site managers etc) engaged in the project work.	Number of training recipients: Female: Male: Trainee days	Continuous	DO
6.6 Taking necessary measures to maintain a suitable environment for the female trainees (for the child below 2 years / residential system in applicable cases)	Type of arrangement taken: Number of arrangement taken:	Continuous	DO
6.7 Establish communication with concern government, non-government/ private organization and taking necessary arrangements for providing training on income generating to the female members of WMCA under the Project.	Number of training recipients: Female: Male: Trainee days	Continuous	Project Director
6.8 Support Gender Forum in celebrating international women's day, selection of self-reliant women and organizing the award giving ceremony for the best self-reliant women.	Number of women selected Number women received award	Yearly	SE (monitoring & evaluation/ O&M, IWRMU)/ Head of the unit/ Project Director/ field level offices

Activity	Indicator	Time Frame	Responsibility
7. Participation:			
7.1 Identify the areas of women participation	Number of areas identified (various committee, training, member of representative team, planning of development work & site visit, celebrating important days etc).	Continuous	SE (O&M, IWRMU)/ Project Director/ field level offices
7.2 Ensure women participation on the basis of utility and considering positive discrimination in applicable area	Number of participated in the identified areas	Continuous	DO
7.3 Taking steps to create appropriate environment for increasing women participation	Type and number of steps taken	Continuous	DO
8. Empowerment:			
8.1 Areas of empowerment through participating in decision-making process: 8.1.1 Ensure as at least one third member in Management Committee of WMCA and inclusion of women in at least one post in four positions	Number of member in MC: Female: Male: And in important position: Female: Male:	Continuous	Project Director/WMCA/ bill management committee/ group of bill users
8.1.2 Ensure inclusion at least one fourth of women in bill management committee (BMC), bill users group (BUG) 8.1.3 Taking steps/counseling to ensure active participation of women members in all committees	Number of member in BMC/BUG Female: Male: Number steps taken according to type		
8.2 For economic empowerment of women: 8.2.1 Giving priority to the vulnerable women in the case of providing micro-credit under the Project of Water Resources Development Sector, 8.2.2 Giving priority to the vulnerable women in the case of access to property	Number of micro-credit recipients: Female: Male: Access to Property Access Female: Male:	Continuous	DO
9. Financing:			
9.1 Preparation of budget keeping the gender related activities and ensure allocating money according to the budget	Number of gender sensitive budget prepared: Amount of budget: Amount of budget used:	Continuous	SE (administration/ training/O&M, IWRMU)/ Project Director
9.2 Formulation of projects in collaboration with government and development partner organizations by adding gender segments in DPP.	Number project formulated	Continuous	SE (Planning/P&D, IWRMU)/ Project Director
9.3 Ensure money according to the needs of women in repair and Maintenance (IWRM) of irrigation infrastructure	Amount of budget allocated for women in repair & maintenance of irrigation facilities: Amount of budget used for women in repair & maintenance of irrigation facilities:	Continuous	SE (O&M, IWRMU/ Training)/ Project Director



Ministry of Local Government, Rural Development & Cooperatives
Local Government Division
Local Government Engineering Department (LGED)

GENDER ACTION PLAN (GAP)
-Policy Background and Perception on Gender-
February-2018

**Small Scale Water Resources Development Project
(SSWRDP, Phase-2) JICA**

Assisted by:

Japan International Cooperation Agency



Glossaries:

LGED	Local Government Engineering Department
IWRMU	Integrated Water Resources Monitoring Unit
SE	Superintended Engineer
PMU	Project Management Unit
PD	Project Director
PIU	Project Implementation Unit
XEN	Executive Engineer
UE	Upazila Engineer
AF	Agriculture Facilitator
FF	Fishery Facilitator
FS	Feasibility Study
DD	Detail Design
GDF	Gender Development Forum
GFP	Gender Focal Point
WG	Working Group
PC	Project Consultant
IDS/SIDS	Institution Development Specialist/ Senior Institution Development Specialist
GDS	Gender & Development Specialist
OC	Organizing Committee
FMC	First Management Committee
WMCA	Water Management Cooperative Association
MC	Management Committee
UZ	Upazila
UP	Union Parishad
SAAO	Sub Assistant Agriculture Officer
CO	Community Organizer
GF	General Facilitator
DWA	Department of Women Affairs
DAE	Department of Agriculture Extension
DoC	Department of Cooperative
DoF	Department of Fisheries
DLS	Department of Live Stock
O&M	Operation and Maintenance
P&D	Planning and Design
MIS	Monitoring Information System
RDA	Rural Development Association
BARD	Bangladesh Academy for Rural Development
RDRS	Rangpur-Dinajpur Rural Services
BFRI	Bangladesh Fisheries Research Institute
DYD	Department Youth and Development
SP	Sub-Project
SC	Sub Committee
MCSC	Micro Credit Sub Committee
GDSC	Gender & Development Sub Committee

Table of Contents

1.	INTRODUCTION.....	1
1.1	Country Policy on Gender and Development.....	1
1.2	Gender Strategy for the Seventh Plan FY 2016 – FY 2020:.....	2
1.3	Gender Equity Strategy of the LGED.....	2
1.4	Basis for Gender Action Plan of Small scale water resources development project, Phase-2.....	3
1.5	Goal and Objectives of GAP.....	3
2.	PERCEPTION ON GENDER.....	4
2.1	International Perception:.....	4
2.1.1	The Beijing Platform for Action: inspiration then and now:.....	4
	As a defining framework for change, the Platform for Action made comprehensive commitments under 12 critical areas of concern. Even 20 years later, it remains a powerful source of guidance and inspiration. Critical areas of concern:.....	4
2.1.2	Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW):	5
2.1.3	JICA Strategies and Actions Gender Equality, Women’s Empowerment and Gender Mainstreaming.....	6
2.1.3.1	Operational Approach.....	7
2.2	National Perspective:.....	8
2.2.1	Gradual development of the condition of women in the local Government and present situation.....	8
2.2.2	Rights of the men and women in the constitution:.....	8
2.2.2.1	Objectives of women development in line with the constitution:.....	9
2.2.3	Rights and facilities for the women in Bangladesh at Government level:.....	10
2.2.4	Women development programs at Government level:.....	10
2.2.5	National Women Development Policy 2011:.....	12
2.2.6	National Water Policy-1999.....	13
2.2.7	Gender in National Water Management Plan (NWMP) 2004.....	14
2.2.8	Gender in the National Agriculture Policy 2013, Ministry of Agriculture.....	14
2.2.9	Role of Local Government.....	14
2.2.9.1	Effective strategies of implementing the gender issues in local government institutions..	15
2.2.9.2	Strategies for incorporating gender with the mainstream of local government.....	15
2.3	Gender Strategy for the Seventh Plan FY 2016 – FY 2020:.....	16
2.4	Final report on Small Scale Water Resources Development Data Collection Survey prepared by JICA:.....	27
2.5	Gender Equity Strategy and Action Plan of LGED.....	29
2.5.1	Gender Equity Strategy of LGED.....	29
2.5.2	Strategic Issues.....	29
2.6	Gender topics in development project proposal (DPP) of SSWRDFP, phase-2 (JICA-2)	31

Gender Action Plan (GAP) for Small Scale Water Resources Development Project Phase-2 (JICA-2), 2017-2024

1. INTRODUCTION

1.1 Country Policy on Gender and Development

The government of Bangladesh has clearly expressed its commitment for actions leading to women's empowerment and realization of their human rights. The principles of gender equality are embedded in the Constitution of the People's Republic of Bangladesh. Women's rights to equality and affirmative action in support of equality are guaranteed in the Constitution. The constitution of Bangladesh ensures the human rights and basic freedom of women.

According to the Constitution of People Republic of Bangladesh, all citizens are equal before the law and are entitled to equal protection of law (Article 27). Article 28(1) states the principle of non-discrimination: "The State shall not discriminate against any citizen on grounds only of religion, race, caste, sex or place of birth". Women's human rights and basic freedoms are incorporated in Article 28 (2): "Women shall have equal rights with men in all spheres of the state and of public life". Article 29 (1) requires that "there shall be equality of opportunity for all citizens in respect of employment or office in the service of the Republic". The principle of non-discrimination with regard to employment is stated in Article 29(2). The Constitution makes clear that the principle of affirmative action for the advancement of women and other sections of the citizenry who are deprived is not contradictory to the principle of equality in Article 29 (relevant aspect bring up in 2.2.2 page-8). Keeping the view in mind, the government of Bangladesh developed National Women Development Policy in 1997 for the first time. It was subsequently updated in 2011 to ensure development and empowerment of women. The government of Bangladesh has firm commitment in favour of women development and gender equity. Like other countries of the world, Bangladesh also recognized women advancement and gender equity for attaining human rights, poverty reduction and sustainable economic & social development.

National Women Development Policy 2011 aims to provide women with full control over their right to land, earned property, health, education, training, information, inheritance, credit, technology and opportunity to earn (see detailed in 2.2.5, page-12).

Following the Fourth World Conference on Women at Beijing in 1995, the Ministry of Women and Children Affairs (MoWCA) took the lead in initiating a Sectoral needs assessment process in 15 line-ministries including the Ministry of Local Government, Rural Development and Cooperatives. Each line ministry then developed an Action Plan, which form the basis of the National Action Plan for Women's Advancement and was adopted by the government in 1997. Based on the Sectoral needs assessment, the MoWCA also drafted the National Policy for the Advancement of Women, which was adopted by the government in 1997. Establishment of equality between women and men in all spheres of national life is the primary goal of the policy. It aims to work towards ensuring women's active role and equal rights in the national economy. The policy has emphasized the need to ensure women's safety at the workplace, equal wages for both men and women labourers and eliminate discrimination in employment. It has also suggested increasing women's quota, ensure equal facilities, provision of special training for women and the creation of a congenial environment to increase women's employment and contribution. The National Action Plan sets clear guidelines and activities for integration of women's development into national development. The Local Government Division Action Plan sets out key issues in the areas of policy, institutional measures, skills and competencies and a programme approach.

Notwithstanding strong progress on the gender agenda, there are few unfinished agenda which need most attention concerning economic empowerment including: continued low female labour force participation, wage discrimination against women, inadequate representation of women in senior civil service positions and inadequate female managerial jobs in the private sector. In social empowerment, laws are adequate but implementation is weak. Stronger implementation of CEDAW and other gender related laws to prevent social violence and eliminate all discriminations against female in social and economic spheres remains a major challenge. These issues addressed in the Seventh Plan.

1.2 Gender Strategy for the Seventh Plan FY 2016 – FY 2020:

The gender vision of the 7th Five Year Plan is that of establishing “a country where men and women will have equal opportunities and rights and women will be recognized as equal contributors in economic, social and political development”. The mission is to ensure women’s advancement as self-reliant human beings and reduce discriminatory barriers by taking both developmental and institutional measures. Gender equality and women’s empowerment agenda for the 7th FYP is based on pursuing strategies and actions that not only enhance women’s capabilities and access to resources and opportunities but also address the control over resources, decision making, reducing the barriers in structures and institutions and aim at changing social norms and protecting their rights are critical to integrate within the plan. Establishing monitoring, oversight and accountability mechanisms is equally important (gender equity and strategy of SFYP specified in 2.3, page-16).

The framework for women’s empowerment and gender equality comprises of 4 areas of strategic objectives:

1. Improve Women’s Human Capabilities,
2. Increase Women’s Economic Benefit;
3. Enhance Women’s Voice and Agency;
4. Create an Enabling Environment for Women’s Advancement:

To implement these strategic objectives, seven action areas have been identified that will contribute in achieving results in these four areas.

1. Increase access to human development opportunities
2. Enhance access to and control over productive resources
3. Increase participation and decision making
4. Establish conducive legal and regulatory environment
5. Improve institutional capacity, accountability and oversight
6. Increase protection and resilience from crisis and shocks
7. Promote positive social norms

1.3 Gender Equity Strategy of the LGED

LGED as one of the most important department of the Government of Bangladesh already adopted its strategy for women empowerment and equality through implementation of different development projects and regular activities.

The National Women Development Policy is basic foundation of LGED’s Gender Equity Strategy. The principle objective of this Strategy is to develop women and to create women-friendly ambience at all levels of LGED activities in consonance with the incorporation of the National Women Development Policy 2011. LGED in accordance with this Gender Equity Strategy, ensures that all its infrastructures are made women-friendly, creates employment opportunities for the women in its different activities increasingly establishes a process decision making in each and every work through the participation both men and women. The deprived women should as such be empowered gradually through this process. LGED’s Gender Equity Strategy has been formulated primarily to attain the very objective of

transforming LGED into an example among the public-sector organizations towards promoting gender values.

It's also developed four (4) separate gender equity action plans (revised in December, 2017 for the period of 2016-2021) covering the following sectors: 1) LGED core gender equity action plan; 2) Urban sector gender equity action plan; 3) Rural sector gender equity action plan; and 4) Water resource sector gender equity action plan. Please see for detail Gender Equity Strategy of the LGED in 2.5, page-29.

1.4 Basis for Gender Action Plan of Small scale water resources development project, Phase-2

The LGED stressed to prepare the GAP for each LGED's project in accordance with the LGED's Gender Equity Strategy and the related sector wise action plans. Therefore, the GAP under the SSWRDP, Phase-2 prepared in line with LGED's Gender Equity Strategy and modified (December 2017) Gender Equity Action Plan for water sector.

The GAP prepared for the Phase-2 of Small Scale Water Resources Development Project, (JICA-2) covering nine (9) issues as laid down in the LGED's Gender Equity Strategy. The GAP aimed the issue of equal contribution of male and female at every stage of the subproject implementation process (pre-construction, construction and operation & maintenance stage) under the projects.

Also, the GAP primed in order to enhance and promote gender equality and empowerment of women through their involvement in project activities as well as main streaming of gender as defined in Development Project Proposal (DPP) of Small Scale Water Resources Development Phase-2 as acknowledged in 2.6, page 31.

Moreover, as being the second phase of the project, it is also very important to analyze final report of data collection survey team and the lesson learnt from the experience of previous phase. So, the action plan supposed to be having the initiative to incorporate the recommendations received from the assessment and study, as well as initiatives to overcome the limitations identified in the previous phase, and improve the activities for gender mainstreaming.

The GAP consists of the activities under each issue of the gender strategy, indicators against each activity, timeframe (tentative) for implementation of the activity and section/unit, PC and other concerned responsible for implementation of the activities in two (2) parts: 1) the Gender Strategy; and 2) the Gender Action Plan.

1.5 Goal and Objectives of GAP

The goal of the GAP is to achieve equity between women and men and to support sustainable development through improved in participation of women in at all stages of the subproject implementation process ensuring environmental safety for the women.

The specific objectives of the GAP are:

- To advance women's equitable participation with men as decision makers in subproject implementation process and WMCA activities;
- To mainstream a gender perspective in all activities under the project and WMCA through the formation of Gender Development Sub Committee; and
- To reduce gender inequalities in access to and control over the resources and benefits of development in the areas pertinent to the work of the subprojects.

2. PERCEPTION ON GENDER

2.1 International Perception:

At international level, there is a marked commitment towards achieving gender equality at all levels of the society. In the background of this commitment, bilateral and multilateral agencies are engaged in the processes that seek to mainstream gender equality in all areas of their work, such as, poverty, health and environmentally sustainable development. A number of international processes on human rights also make clear commitments to gender equality. A series of international conferences has addressed the rights of women and girls. The Human Rights Conference in Vienna (1993) affirmed the interconnectedness of rights from a gender perspective. This was reiterated at the Fourth World Conference on Women held in Beijing in 1995.

Participants identified twelve areas of concern and developed a Platform for Action for the world community. The areas include removal of poverty, participation in economy and environment, health, education, prevention of violence, human rights, right to property, image in media, development of government machinery and discrimination against girl children. The Committee on the Elimination of Discrimination against Women of 1997 explicitly makes a commitment to address uneven social conditions in order to eliminate discrimination against women in all spheres of life including state, economy, family and society.

2.1.1 The Beijing Platform for Action: inspiration then and now:

An unprecedented 17,000 participants and 30,000 activists streamed into Beijing for the opening of the Fourth World Conference on Women in September 1995. They were remarkably diverse, coming from around the globe, but they had a single purpose in mind: gender equality and the empowerment of all women, everywhere.

Two weeks of political debate followed, heated at times, as representatives of 189 governments hammered out commitments that were historic in scope. Thirty thousand non-governmental activists attended a parallel Forum and kept the pressure on, networking, lobbying and training a global media spotlight. By the time the conference closed, it had produced the Beijing Declaration and Platform for Action, the most progressive blueprint ever for advancing women's rights.

As a defining framework for change, the Platform for Action made comprehensive commitments under 12 critical areas of concern. Even 20 years later, it remains a powerful source of guidance and inspiration. Critical areas of concern:

1. Women and Poverty
2. Education and Training of Women
3. Women and Health
4. Violence against Women
5. Women and Armed Conflict
6. Women and the Economy
7. Women in Power and Decision-making
8. Institutional Mechanism for the Advancement of Women
9. Human Rights of Women
10. Women and the Media
11. Women and the Environment
12. The Girl-child

2.1.2 Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW):

The Committee on the Elimination of Discrimination against Women of 1997 explicitly makes a commitment to address uneven social conditions in order to eliminate discrimination against women in all spheres of life including state, economy, family and society.

“Convention on the Elimination of All Forms of Discrimination Against Women” have been accepted through general consent of all the members of general assembly of the United Nations in December 18, 1979 to establish equal rights eliminating all the existing discriminations among male and female. In English this is expressed as Convention on the Elimination of All Forms of Discrimination Against Women and in brief “CEDAW”.

Signatures as assent to this convention have started on March 1, 1980, and it activated from March 3, 1981. 165 countries among the world have signed expressing their approval since December 31, 1999.

As of 2008 more than 185 countries have signed the CEDAW and of them 151 countries have ratified it and agreed to implement CEDAW through their constitutional and legal frameworks.

Bangladesh has signed this convention on November 6, 1984. Though the country has ratified CEDAW with reservations on Articles 2, 13(a), 16.1(c), and (f) while signing. Up next, Bangladesh has withdrawn its reservation on article 13(a) and 16.1 (f) on July 24, 1997 according to the recommendation of the national level review committee formed to withdraw the restrictions. The process of withdrawing reservation on article 2 and 16.1 9 (c) is under process yet.

The main essence of the CEDAW convention is, to recognize women according to their important role in advancement of the society and the civilization from the beginning, ensuring establishment of equality among male and female in all fields of human endeavor, and take all appropriate measures to ensure the development and advancement of women as human being.

All the signatory countries are committed to establish equality among the male and female in social, economic, political, cultural and overall civil aspect. With these objectives states will revise and will introduce new laws if necessary to change the existing laws, social and cultural norms or system which creates discrimination. Along with this states will take all the necessary initiatives for proper implementation of acts.

Article 1: Definition of ‘Discrimination Against Women’

Article 2: Obligation to Eliminate Discrimination

Article 3: Guarantee of Basic Human Rights and Development of Women

Article 4: Temporary Special Measures

Article 5: Elimination of Sex Role Stereotyping

Article 6: Suppression of Trafficking and Exploitation of Women

Article-7: Elimination of Discrimination against Women in Political and Public life

Article 8: Equal Opportunity for International Representation and Participation

Article 9: Equal rights with regard to Nationality

Article 10: Equal Rights in the Field of Education

Article 11: Equal Employment and Training Opportunities

Article 12: Equality of Access to Health-care

Article 13: Equal Rights with Regard to Economic and Social Benefits

Article 14: Eliminate Discrimination against Women in Rural Areas

Article 15: Equality before the Law and Civil Matters

Article 16: Equality in Marriage and Family Law

2.1.3 JICA Strategies and Actions Gender Equality, Women's Empowerment and Gender Mainstreaming

Being the largest development partner of Bangladesh JICA has been implementing its projects focusing the gender equality and women empowerment. Promoting gender equality and women's empowerment is a key to achieving sustainable and equitable development. Gender equality is a matter of fundamental human rights. In addition, gender equality and women's empowerment are crucial drivers of development progress. Evidence vigorously suggests that gender equality and women's empowerment are vital for improving economic, social, and political conditions and fostering poverty reduction and economic development.

Decades-long efforts of the international community, including towards the Millennium Development Goals (MDGs) have remarkably reduced gender disparities in health, education, employment and political participation. However, substantial gender inequality persists and women remain disadvantaged and vulnerable in many ways around the world. These include gender disparities in girls' secondary education enrolment and completion; high maternal mortality rates; women's unequal access to economic resources; disproportionate burdens of unpaid work; legal and social discrimination against women and girls; and widespread gender-based violence. In settings affected by conflict, natural disasters and other crises, gender inequalities are often magnified and their negative impacts on development are exacerbated.

The international community now has strongly committed to promoting gender equality and women's empowerment, using the UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Beijing Declaration and Platform for Action, adopted at the Fourth World Conference on Women in 1995, as a guide. The UN Millennium Declaration and the Millennium Development Goals (MDGs), adopted in 2000, have clearly outlined the promotion of gender equality and women's empowerment as an important goal to be achieved by 2015. The UN resolution 1325 adopted in 2000 also calls for strengthening women's participation as peacemakers and peace builders. This includes activities in conflict prevention and recovery, governance and peace operations.

JICA has strengthened its efforts for gender equality and women's empowerment based on both global and national mandates. JICA promotes "gender mainstreaming" as a comprehensive approach to achieve gender equality in all fields of society and incorporate the perspective of gender in all policies, programs and projects. JICA is committed to gender equality and women's empowerment in all areas in developing countries.

A. Visions and Strategies

JICA envisions "Inclusive and Dynamic Development" in its efforts for promoting human security, poverty reduction, sustainable economic growth and improving governance in its partner countries. Gender equality and women's empowerment are essential for achieving Inclusive and Dynamic Development. JICA has been adopting gender mainstreaming as the key strategy for promoting gender equality and women's empowerment across the work of its operations. JICA recognizes women as a key agent of change for development, and ensures that women have an equal voice and leadership in decision-making in all its interventions.

B. Priority targets

JICA will focus on the following targets:

- End all forms of discrimination against all women and girls everywhere
- Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation
- Recognize and value unpaid care and domestic work through the provision of public services, infrastructure, and social protection policies and the promotion of shared responsibility within the household and the family as nationally appropriate
- Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic, and public life
- Ensure universal access to sexual and reproductive health and rights.

C. Priority Areas of Interventions

JICA will make strategic investments in its gender mainstreaming efforts to promote gender equality and women’s empowerment by focusing on five priority areas as follows:

- I. Promote Women’s Economic Empowerment,
- II. Ensure Women’s Rights and Security, (protection from conflict, natural disasters, and trafficking in persons),
- III. Promote women’s education and lifetime health,
- IV. Promote Gender Responsive Governance,
- V. Promote Gender Responsive Infrastructure, especially for the improvement of women’s lives.

JICA continues to focus on these five priority areas. JICA also places importance on discussions with developing countries as to how to promote gender equality and the empowerment of women effectively based on each country’s social and economic structure.

2.1.3.1 Operational Approach

1. Diversity and socio-culturally sensitive approach:

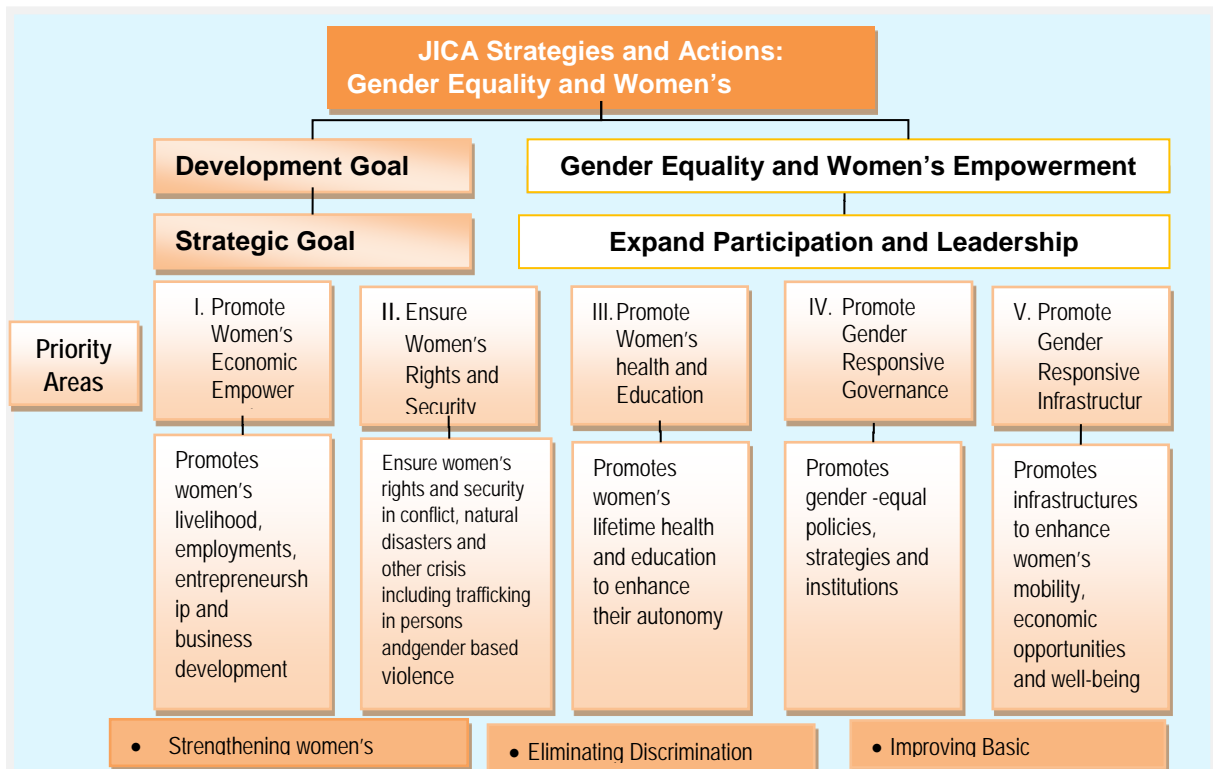
Gender equality and women’s empowerment cannot be achieved without considering the socio-cultural contexts in which men and women live. JICA will adopt inclusive approaches to development, paying due attention to the diversity of people, including gender, ethnicity, age, education, and other socio-economic attributes.

2. Harness schemes for impact :

JICA will strengthen its efforts to address gender equality and women’s empowerment by combining the three schemes of Technical Cooperation, Loan Assistance, and Grant Aid, as appropriate.

3. Partnership :

JICA will further enhance partnerships with civil society, national and international NGOs and international development organizations.



2.3 National Perspective:

The government of Bangladesh has clearly expressed its commitment for actions leading to women's empowerment and realization of their human rights. The principles of gender equality are embedded in the Constitution of the People's Republic of Bangladesh. Women's rights to equality and affirmative action in support of equality are guaranteed in the Constitution. The constitution of Bangladesh ensures the human rights and basic freedom of women. Keeping the view in mind, the government of Bangladesh developed National Women Development Policy in 1997 for the first time. It was subsequently updated in 2011 to ensure development and empowerment of women. The government of Bangladesh has firm commitment in favour of women development and gender equity. Like other countries of the world, Bangladesh also recognized women advancement and gender equity for attaining human rights, poverty reduction and sustainable economic & social development.

2.3.1 Gradual development of the condition of women in the local Government and present situation

There were no voting powers of the women before 1947 in this country. In the post liberation period the women gets first voting rights in 1956 on the basis of universal voting rights. Before that the male have their rights to cast votes on the election of the local Government. Though there is no information regarding the participation of women in the election of the local Government before independence of Bangladesh. Can be imagined that, only one female candidate was been elected as the chairman in the union partisan in the year 1973 for the first time in the history of this soil. Practically the beginning of the direct participation of the women in local Government was through that election. But the issue of the backwardness of the women was not a matter of thought yet.

The government preserved only two seats in the election of the union parishad for the first time in the year 1976 and this number was improved to three in the year 1983. In the year 1993 there was an arrangement of election through the parishad instead of selection. After that, in the year 1997 there were arrangement of direct election for the women in three preserved seats. After that, one third of the total number of wards been preserved for the women through the pourashava ordinance in the year 1998. In city corporations one third of the wards were been preserved for the women from the beginning. Seats for the women have been preserved for the women in Upazila parishad act- 1998. At present the female are participating in general seat along with the reserved seats in all the election of local Government. But the features of the number of elected female in the general seats along with the preserved seat are not satisfactory.

2.3.2 Rights of the men and women in the constitution:

To establish the rights of the women through eliminating the discrimination and violence against women during the period of different Government both within the house and outside the house, and different initiatives have been initiated for the development of the women. The rights of the male and female in the constitution of the People's Republic of Bangladesh are as bellows-

Emancipation of peasants and workers

14. It shall be a fundamental responsibility of the State to emancipate the toiling masses the peasants and workers and backward sections of the people from all forms of exploitation.

15. (d) the right to social security, that is to say, to public assistance in cases of undeserved want arising from unemployment, illness or disablement, or suffered by widows or orphans or in old age, or in other such cases.

Equality of opportunity

19. (1) The State shall endeavor to ensure equality of opportunity to all citizens.

(2) The State shall adopt effective measures to remove social and economic inequality between man and woman and to ensure the equitable distribution of wealth among citizens, and of opportunities in order to attain a uniform level of economic development throughout the Republic.

(3) The State Shall endeavor to ensure equality of opportunity and participation of women in all spheres of national life.

Equality before law

27. All citizens are equal before law and are entitled to equal protection of law.

Discrimination on grounds of religion, etc.

28. (1) The State shall not discriminate against any citizen on grounds only of religion, race, caste, sex or place of birth.

(2) Women shall have equal rights with men in all spheres of the State and of public life.

(3) No citizen shall, on grounds only of religion, race, caste, sex or place of birth be subjected to any disability, liability, restriction or condition with regard to access to any place of public entertainment or resort, or admission to any educational institution.

Equality of opportunity in public employment

(4) Nothing in this article shall prevent the State from making special provision in favour of women or children or for the advancement of any backward section of citizens.

Equality of opportunity in public employment

29. (1) There shall be equality of opportunity for all citizens in respect of employment or office in the service of the Republic.

(2) No citizen shall, on grounds only of religion, race, caste, sex or place of birth, be ineligible for, or discriminated against in respect of, any employment or office in the service of the Republic.

(3) Nothing in this article shall prevent the State from –

a) Making special provision in favour of any backward section of citizens for the purpose of securing their adequate representation in the service of the Republic;

c) Reserving for members of one sex any class of employment or office on the ground that it is considered by its nature to be unsuited to members of the opposite sex.

36. Subject to any reasonable restrictions imposed by law in the public interest, every citizen shall have the right to move freely throughout Bangladesh, to reside and settle in any place therein and to leave and re-enter Bangladesh.

38. Every citizen shall have the right to form associations or unions, subject to any reasonable restrictions imposed by law in the interests of morality or public order:

65. (3) Until the dissolution of Parliament occurring next after the expiration of the period of ten years beginning from the date of the first meeting of the Parliament next after the Parliament in existence at the time of the commencement of the Constitution (Fourteenth Amendment) Act, 2004, there shall be reserved fifty seats exclusively for women members and they will be elected by the aforesaid members in accordance with law on the basis of procedure of proportional representation in the Parliament through single transferable vote.

2.3.2.1 Objectives of women development in line with the constitution:

1. To eliminate the existing discrimination between men and women in every level of the society and the state.

2. Empowerment of women in national and international aspect.
3. Eliminations of poverty.
4. Empowerment of women through education and training.
5. Resist the violence against women.
6. To establish the human rights of the women.

2.3.3 Rights and facilities for the women in Bangladesh at Government level:

The source of power in our country is our independent parliament. 30 seats among the total of 330 seats in the parliament is reserved for the women. Beside this, women can participate in the election of the general seats if they wish. There are 6 elected women in the present parliament, who have been elected through compilation with the men. There are 4 women in the ministry as minister at present in Bangladesh. The percentage of women in the parliament is 11.5, and 12.5 in the ministry. The women of Bangladesh are more advanced in decision making and leadership than other countries. From 1991 women are governing the country as chief of the Government and other women is in role of leader of the opposition.

Government has declared the women development policy on 2011. The goals of the women development policy are as bellows;

- To establish equality among the men and women in every aspect of the society and state;
- To ensure safety and security of women in every aspect of the state, society and family life;
- To ensure the political, social, administrative and economic empowerment of women;
- To establish the human rights of the women;
- To build up the women as educated and efficient human resources;
- To make the women community free from the cruel attack of poverty;
- To eliminate the existing discrimination between men and women;
- To ensure the proper recognition of the women in social and economic aspect;
- To eliminate the discrimination on women and girls;
- To innovate and import technology in favor of the women;
- To take proper initiatives to ensure the good health and nutrition of the women;
- To ensure priority of women in sheltering project and ensure the shelter for women;
- To initiate rehabilitation project for the victim women by natural disasters and armed clashes;
- Take proper initiatives to satisfy the demand of the extremely poor women;
- Take initiatives to ensure safety of the widow, parents less, divorced, women;
- To represent the positive impression of the women and girls, and gender issues in mass media;
- To cooperate the brilliant and prosperous women to improve their creative merit;
- To provide necessary assistance in women development.

2.3.4 Women development programs at Government level:

The ministries of women welfare have been established in the year 1978 for the overall development of the women. Women division has started in 1984. There are offices of the division in every district and in 136 police stations. The association for the women is working for the welfare of the women under ministry of women welfare.

The following programs are under implementation by the Government for the welfare of the women:

1. Loan providing program for the women,
2. Poverty eliminating program for the women,
3. Women assistance center,
4. Develop awareness for the development of women,

5. Scholarship training for the women on population activities,
6. Development program for the rural women,
7. Urban based women development project,
8. VGD program, to make the poor women independent through foods for works.

Table 1: National and international commitments of the Government

Name	Date of preparation and acceptance	Date of the approval of the Bangladesh Government
Universal declaration of the human rights	The council of the united Nations received and issued the universal declaration of the human rights as the general criteria of progress of all the nation and people of the world in December 10, 1948.	The Government of the people's republic of Bangladesh have committed to follow all the thirties article from that date as being a member of the general member of the united Nations.
Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)	The convention have been accepted in the general council of the United Nations on December 18, 1979.	The Government of the people's republic of Bangladesh have approved that documents on December- 6, 1984.
Beijing platform for action (PFA)	In the documents of the fourth international women conference held on 1995 in Beijing, 12 issues for the development of women was accepted as to do for the Government, international community and NGO's.	The Government of the people's republic of Bangladesh have been agreed in that conference.
Millennium Development Goals (MDGs)	The chief of 189 states were gathered in the millennium summit on the September of 2000. After the completion of the summit the declaration of the chiefs of states is known as historical millennium goals declaration from which millennium development goals (MGD) have come.	The Government of the people's republic of Bangladesh have made commitments to fulfil 18 targets and 48 indicators of the MDG within 2015.
Constitution of the people's republic of Bangladesh.	The Government of the people's republic of Bangladesh have declared the construction on 1972.	The year 1972
National women development policy 1997	The Government of the people's republic of Bangladesh have introduced the National Women development policy in 1997 for the first time in line with the Beijing PFA.	National women development policy was declared on 8 March 1997.
National women development policy 2011	National women development policies 2011 have been introduced for ensuring women empowerment, equal rights and opportunities.	The Government of the people's republic of Bangladesh have introduced the National Women development policy in 2011.

2.3.6 National Women Development Policy 2011:

A large number of population in Bangladesh are women. So, the development of women is one of the most important part and pre-condition of national development. To ensure equal rights and opportunities for the women in every aspect of the national life is mandatory for ensuring the national development. The Government of the people's republic of Bangladesh have introduced the National Women development policy for the first time in the year 1997, the main objectives of that policy was to improve the quality of the life of the women, who are in a very depriving condition for decades and decades. There were the reflections of the demands of the long movements of the women community in the national women development policy as that policy was introduced with the view exchange with the leaderships of the women community and all the concerns persons.

After that, during the ruling period of the four party alliance they made omen changes to that policy and introduced national women development policy 2004. During the ruling of the care taker Government, they introduced the National Women development policy 2008 in a revised form. But the effective implementation of that policy was not possible. At present the National Women development policy 2011 have been introduced for the empowerment of women, and to ensure the equal rights and opportunities for the women. The main issues of this policy have been discussed below-

2.3.6.1 The main issues of the national women development policy 2011:

1. To establish equality among the men and women in every aspect of the society and state in line with the construction;
2. To ensure safety and security of women in every aspect of the state, society and family life;
3. To ensure the political, social, administrative and economic empowerment of women;
4. To establish the human rights of the women;
5. To ensure the equal and complete participation of the women in the mainstream of the national development;
6. To build up the women as educated and efficient human resources;
7. To make the women community free from the cruel attack of poverty;
8. To eliminate the existing discrimination between men and women;
9. To ensure the proper recognition of the women in social and economic aspect;
10. To eliminate the discrimination on women and girls;
11. To establish equal rights of both male and female in politics, administration and other field of works, in all aspects of education, cultural activities, sports, and family life;
12. To innovate and import technology in favor of the women, and to resist the use of technology against the women;
13. To take proper initiatives to ensure the good health and nutrition of the women;
14. To ensure priority of women in sheltering project and ensure the shelter for women;
15. To initiate rehabilitation project for the victim women by natural disasters and armed clashes;
16. Take proper initiatives to satisfy the demand of the extremely poor women, disabled, and ethnic community;
17. Take initiatives to ensure safety of the widow, parents less, divorced, women;
18. To represent the positive impression of the women and girls, and gender issues in mass media;
19. To cooperate the brilliant and prosperous women to improve their creative merit;
20. To provide necessary assistance in women development.

2.3.8 National Water Policy-1999

Objectives of National Water Policy

- b. To ensure the availability of water to all elements of the society including the poor and the underprivileged, and to take into account the particular needs of women and children;
- d. To bring institutional changes that will help decentralize the management of water resources and enhance the role of women in water management;
- f. To develop a state of knowledge and capability that will enable the country to design future water resources management plans by itself with economic efficiency, gender equity, social justice and environmental awareness to facilitate achievement of the water management objectives through broad public participation.

Public and Private Involvement

- h. Enabling environment will be created for women to play a key role in local community organizations for management of water resources.

Public Water Investment

The policy of the Government in this regard is to ensure that:

- e. Interests of low-income water users, and that of women, are adequately protected in water resource management.

Water Supply and Sanitation

The rural areas of Bangladesh suffer from lack of quality drinking water. Surface water supplies are generally polluted and groundwater, which till now had been the best source of safe drinking water, is contaminated with arsenic in many parts of the country. Heavy withdrawals of groundwater for irrigation have also lowered the water table in many areas below the effective reach of hand tube-wells. Seepage of agro chemicals into shallow aquifers may also pollute water for human and animal consumption. Salinity intrusions from seawater deep into the land in the southwest are rendering groundwater unfit for consumption. Cities and urban areas too are facing the problem of receding water table due to heavy groundwater extraction. These water supply and sanitation problems have obvious implications for public health. Diarrheal diseases, arising largely from drinking unsafe water, are a leading cause of death in the rural areas. Lack of proper sanitation and drainage facilities, inadequate water supply, and insufficient health and hygiene education are the primary causes of diseases in the urban areas. Lack of access to safe water supply in the rural areas is a special hardship for women who have to carry water over long distance, with significant impact of their health and productivity.

To address these problems, it is the policy of the Government to:

- a. Facilitate availability of safe and affordable drinking water supplies through various means, including rainwater harvesting and conservation.

Stakeholder Participation

Decisions regarding water resources management can affect nearly every sector of the economy and the public as a whole, and stakeholder participation should be established in a form that elicits direct input from people at all levels of engagement. Stakeholder involvement should be an integral part of water resources management, at all stages of the project cycle. Towards that objective there should be a complete reorientation of the institutions for increasing the role of stakeholders and the civil society in decision making and implementation of water projects. The Government has to be at the core of the effort to help build the local institutions and to impart a precise awareness of the issues and an unambiguous understanding of their role in water management. Similarly, Government must lead the effort to ensure greater participation of women in this endeavor.

2.3.9 Gender in National Water Management Plan (NWMP) 2004

I. Promotion of Women Participation:

Increased women's participation in water sector is a requirement of the NWP and will be explored in the fields of project preparation and planning; employment in water schemes; training in the management and operation of local water supply and sanitation schemes; and increased involvement in financial aspects of local water schemes (e.g. tariff billing and collection, book-keeping etc.). Changes in legislation will be introduced as required.

II. Towns and Rural Areas:

Significant sustainable improvements will be targeted in operational efficiency and service delivery with prime responsibility decentralized to local government with active community participation and consultation, and special emphasis given to the role of women. Both community and private sector participation in the provision of water supply and sanitation services are to be promoted with an overall intention that affordable and financially sustainable are offered to all level society, with particular emphasis on the poor and disadvantaged sections of the community.

2.3.10 Gender in the National Agriculture Policy 2013, Ministry of Agriculture

I. Women in Agriculture:

Almost half of human resources in the country are women. Consequently, involvement of more women is very important in government services & agriculture sector and as agricultural labor force. Because there are huge possibilities to contribute by women in agriculture expansion, thus to fruitful inclusion of women in agricultural income generating activities and to development human resources following measures will be taken by the government:

II. Women Empowerment:

- All necessary support will be provided to improve women skill for development of family food & nutrition security;
- Women will be encouraged for more involvement in decision making of agriculture management; and
- Efforts will be taken to ensure for equal rights for receipt and management agriculture equipment.

III. Participation in Production and Marketing:

Government will be encouraged women in agriculture production, specially: involve of rural destitute women in agriculture processing and agri-business activities, so that they can improve their economic conditions;

- Technological empowerment of women will attempt to encourage in agriculture;
- To receive agricultural technology for women's rights will be facilitated through the participation of women in agricultural development systems;
- Government will take steps to encourage women's participation in various activities of agricultural extension such as training, farmers meeting/ rally, workshops etc.

IV. Income Generation Opportunities:

- Government will provide loan support to the women in case of their participation in agriculture-related activities, homestead gardening, post harvesting activities, seed production and preservation, nursery, bee-keeping, food processing etc.;
- Government will provide micro credit to the women in small-scale agro-processing, storage and preservation etc.; and
- Measure will take to eliminate wage discrimination between women & men.

2.3.11 Role of Local Government

There are enormous role of the local Government in women development. The local Government has initiated many special programs at grassroots level to connect the women community with the flow of social development. There are special opportunities for the women

in the local Government of Bangladesh. The post of the commissioner in the union council, pourashava, and city corporations are reserved for the women.

One third of the total number of wards been preserved for the women through the pourashava ordinance in the year 1998. In city corporations one third of the wards were been preserved for the women from the beginning. Seats for the women have been preserved for the women in Upazila parishad act- 1998. At present the female are participating in general seat along with the reserved seats in all the election of local Government. But the features of the number of elected female in the general seats along with the preserved seat are not satisfactory.

2.3.11.1 Effective strategies of implementing the gender issues in local government institutions

- Ensuring the participations of the people of different community;
- Activation of the different committees of the union parishad;
- Making the service oriented organizations more gender sensitive/ responsive;
- Ensuring the participations of the people of different community;
- Activation of the different committees of the union parishad;
- Ensuring the participations through involving the non-elected representatives;
- Making the budget preparation process equity based;
- Incorporating the commitments of the Government with the plans;
- Making the development plan process equity based;
- Proper use of local resources;
- Making the monitoring and evaluation system gender sensitive and gender responsive;
- Demonstration and publicity of positive experiences

2.3.11.2 Strategies for incorporating gender with the mainstream of local government

Gender mainstreaming is the process of establishing qualitative and quantitative equality of male and female in the decision-making level. The meaning of incorporating gender in the local government is to create opportunity for the women to equally participate specially in politics, leadership, governance, economy, and social policy. Strategies for incorporating gender with the mainstream of local government are-

1. Preparation of the gender sensitive policies;
2. Gender sensitive decision-making structures;
3. Gender sensitive human resource development (qualitative and quantitative);
4. Gender sensitive culture and environment.

1. Preparation of the gender sensitive policies:

- The goals and objectives of the organization have been introduced considering the existing discriminating relationship between men and women;
- The policy/ manifesto of the organization has been prepared in line with gender;
- There is proper gender policy of the organization;
- There is proper action plan for the implementation of the policy;
- There is proper allocation of resources for the implementation of the policy;
- There is policy for the human resources development of the organization and that is in line with gender;

2. Gender sensitive decision-making structures

- There is prescribed and specific committees of the organization for decision making;
- The workers are included in that committee;
- There is active participation of the female workers;

- There is importance of the opinion of the female workers in decision making.

3. Gender sensitive human resource development (qualitative and quantitative);

- Quantitative and qualitative equality in human resources;
- Clear concepts and commitment on gender;
- Positive attitude and Outlook in establishing equality;
- Open discussions on gender among the male and female workers;
- The workers of the organization are in practice to change the existing rituals, customs, behavior regarding gender;
- There is connection with other organizations working with gender issues.

4. Gender sensitive culture and environment.

- The workers of the organization think that the organization is gender sensitive;
- The workers and group members thinks that there is positive environment for. The women in this organization;
- The workers can freely discuss and communicate with the superior officers of the organization;
- There is a working environment equal to all men and women, religion, and other ethnic groups.

2.4 Gender Strategy for the Seventh Plan FY 2016 – FY 2020:

2.4.1 Gender Equality

Women make up almost half of the population of Bangladesh; however, they remain one of the most at risk social groups of the country. Although strides have been taken to advance women's position in society, they continue to have lower economic, social and political opportunities. For instance, in 2008, women held less than 20% of parliament seats and in 2010 the female share of the labour force was less than 40%. This underprivileged position leads to a higher threat of poverty for women as a social group. It also subjects them to other risks such as physical and emotional violence, exploitation, and natural disasters.

It is recognized that women are a heterogeneous group such that their situations, deprivations, and needs vary according to their locations within various communities, religions, and regions. Thus, along with promoting rights and entitlements of women, Sixth Plan envisaged to cater to all these differential and specific requirements ensuring equal access of women to political, economic and social space.

Nevertheless, despite the progress of Sixth Plan, there is unfinished agenda. The main challenges are:

- The implementation of social laws remains a major challenge. The Government's monitoring capacity of domestic violence against women and domestic aid is a constraint.
- Progress in the area of economic equality is lagging behind. With regards to women accessing important factors of production such as land and credit, Bangladesh scores low in the GGR 2014. Despite progress during the Sixth Plan, the women's labour force participation rate still remains low by international norms. When included in the labour market, women still face different forms of discrimination. They are more prone to under-employment and wage and occupational gender gaps remain significant. According to GGR 2014, women receive only 57% of the male wages for equal work, and less than a third of professional and technical workers are women.
- Lack of gender responsive working environment including inadequate facilities of child care, transport, occupational health and safety discourage women from accessing the job market. Women workers in the informal sector have no legal protection against abuse, discrimination, irregular employment, low wages, and long work hours. Although policy

measures are in place and the Government has granted women 6 months maternity leave, often this is not followed by the private sector or the NGOs.

2.4.2 Gender Strategy

The gender vision of the 7th Five Year Plan is that of establishing “a country where men and women will have equal opportunities and rights and women will be recognized as equal contributors in economic, social and political development”. The mission is to ensure women’s advancement as self-reliant human beings and reduce discriminatory barriers by taking both developmental and institutional measures. Gender equality and women’s empowerment agenda for the 7th FYP is based on pursuing strategies and actions that not only enhance women’s capabilities and access to resources and opportunities but also address the control over resources, decision making, reducing the barriers in structures and institutions and aim at changing social norms and protecting their rights are critical to integrate within the plan. Establishing monitoring, oversight and accountability mechanisms is equally important.

Nevertheless, despite the progress of Sixth Plan, there is unfinished agenda. The main challenges are:

- The implementation of social laws remains a major challenge. The Government’s monitoring capacity of domestic violence against women and domestic aid is a constraint.
- Progress in the area of economic equality is lagging behind. With regards to women accessing important factors of production such as land and credit, Bangladesh scores low in the GGR 2014. Despite progress during the Sixth Plan, the women’s labour force participation rate still remains low by international norms. When included in the labour market, women still face different forms of discrimination. They are more prone to under-employment and wage and occupational gender gaps remain significant. According to GGR 2014, women receive only 57% of the male wages for equal work, and less than a third of professional and technical workers are women.
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The framework for women’s empowerment and gender equality comprises of 4 areas of strategic objectives:

1. Improve Women’s Human Capabilities,
2. Increase Women’s Economic Benefits:
3. Enhance Women’s Voice and Agency;
4. Create an Enabling Environment for Women’s Advancement:

Improve women’s human capabilities: This deals with women’s and girls’ access to health care, life expectancy, nutrition, reproductive health, education, information, training, and other services that enables women to achieve better health and educational outcomes. This also includes women’s freedom from violence and coercion.

Increase women’s economic benefits: This relates to women’s access to or control over productive assets, resources, services, skills, property, employment, income, information, technology, financial services, and other economic opportunities including community resources like land, water, forest etc.

Enhance women’s voice and agency: This pertains to women’s role as decision makers in public and private spheres including politics and promotion of their leadership is considered

here. Changed attitudes on women's and girls' rights, women's enhanced knowledge of their rights and increasing their bargaining power are reflected on.

Create an enabling environment for women's advancement: The socio-political environment, legal and policy support, and congenial social norms are the key in this area. Oversight, enforcement of laws, regular collection of sex-disaggregated data, gender and social analysis skills including the capacity to develop, implement, and monitor gender strategies, understanding of gender issues in the sector are the key areas.

To implement these strategic objectives, seven action areas have been identified that will contribute in achieving results in these four areas.

- Increase access to human development opportunities
- Enhance access to and control over productive resources
- Increase participation and decision making
- Establish conducive legal and regulatory environment
- Improve institutional capacity, accountability and oversight
- Increase protection and resilience from crisis and shocks
- Promote positive social norms.

Increase access to human development opportunities

Building the human capital of women to foster equality of opportunity is essential. Early and continuous investments in human development for girls are necessary for equitable economic growth. Education, health, nutrition, freedom from violence and such others are considered enabling human development opportunities. To implement this strategic objective, the Seventh Plan will focus on the following areas.

Life cycle based disease prevention and curative healthcare services: Considering the current realities of women in Bangladesh, a lifecycle based healthcare system including tertiary care should be accessible to women within affordable cost. The health care system would be made more responsive to differential needs of women and men aiming at reducing discrimination and ensuring equal benefits. One important initiative will be to undertake information and motivational campaigns to inform households, both women and men about the need and availability of preventive care and screening services. Coverage of the existing low cost health care services will be expanded to include the poor of the remote and vulnerable areas. The ongoing primary health care services would ensure equal immunization support for both girls and boys who are not covered yet. Similarly, immunization, maternal and ante-natal care for pregnant women and post-natal care for both mother and child would be ensured through increased facilities as well as information and motivation both in rural and urban areas. Reproductive and sexual health care services including counselling would be expanded. Expansion of women friendly hospitals in all districts by enhancing services in all *sadar* hospitals and medical college hospitals including outputs of reproductive health care will be done.

The system for registration and tracking of services for women and children at the community clinics and all hospitals would be made more effective. HIV testing and counselling would be scaled up among key populations and high risk groups and awareness amongst migrant labourers and their spouses need be promoted. Prevention of Mother to Child Transmission services will be scaled up for HIV infected women.

Equal access to nutrition: The high rate of malnutrition among children and women calls for a multidimensional approach to address the intergenerational health impact. It would include awareness on child/women nutrition, food value and food diversity. Together with this, the ongoing iron acid supplementation during pregnancy to cover iron-deficiency anaemia, postpartum vitamin A supplementation, treating intestinal parasites, distribution of *albendazole* tablets, and vitamin A campaign for children and separate deworming Programme would be strengthened and expanded. Campaign through media on obesity and overweight, and the importance of physical work and healthy food would be undertaken. Ensuring salt iodization

through BSTI and compulsory physical exercise in schools are essential. Target specific food fortification for micronutrients would be promoted with local producers.

Food security and safety net programmes including the maternal health vouchers and allowance to cover women's/girls' nutritional deficiencies particularly in the calamity/poverty prone areas would be continued and expanded. Promotion and expansion of homestead gardening and poultry in the rural and remote areas particularly amongst the poor introducing climate tolerant varieties will be done to ensure protein and vitamin consumption.

Modern reproductive health and family planning services: Counselling on population control and reproductive health and behaviour would be continued and expanded in all health care centres. Community based family planning services would be continued and expanded to cover urban poor women and men. Motivational work in urban slums and remote areas for use of modern contraceptives and availability of modern contraceptives at a low cost especially in remote areas would be ensured.

Women's decision-making over reproductive health: Information and education is necessary to enhance women's control over their own reproductive health. Counselling services would be made available in all health care centres for men, women and couples.

Quality formal education: Education is key to empowerment and formal education is often a precondition for decisions making positions in both public and private sectors. Quality and gender sensitivity of primary and secondary education would be ensured for girls and boys through teachers' education and training, curriculum improvement (including subjects to promote equality and equity by gender, ethnicity, class, physical ability etc.), and introduction of extra-curriculum activities to build confidence and to overcome the limitations in learning outcomes. Transition from primary and completion of secondary education for both boys and girls would be ensured with continued support from poverty focused stipend, free education, books, and so on. Girls' participation at the tertiary level and technical education would be increased through increased community motivation to change social norms on girls' education, providing scholarships, special quota provisions, infrastructure including accommodation, transport, hygienic sanitation for girls and such support. Other actions would include increasing the percentage of women teachers and teachers' training on inclusive education and making the education environment safe for girls.

Marketable technical and vocational education including ICT: One of the key requirements for employment of women equally with men is marketable education and skills. It is essential to reform the educational curriculum to cater to the needs of the country and the changing global requirements based on labour market analysis and future projections. It should also include measures for proficiency in ICT. Modernization of trade skills education; increasing different language proficiency; hands on training; standardization of courses in consistency with international needs; establishing globally acceptable certification system; and improved qualification of teaching staff are the needs of the day. This is also necessary for professional migration. Market need assessment and adjustment of curriculum should be a regular phenomenon.

Safe water and sanitation services: Easy access to safe water for drinking and household use facilitates women's empowerment by reducing time spent on searching for safe water and thereby allowing them to be engaged in productive endeavours. Access to water and sanitation services is also essential for household health care. It can save the family from additional expenses and women from care services. These services, both at home and in public places would be expanded to facilitate women's participation in economic and political activities. Arsenic and saline screening would be ensured and traditional filtering methods would be disseminated widely. Also water conservation Programme for the Northern region and coastal belt is important to ease water stress and protect from salinity. Arrangement of safe drinking water and accessible toilet facilities would be there for the women and people with disability in rail station, bus stand, and launch terminal.

Freedom from violence: One of the most prevalent human rights abuses, which has enormous impact on all aspects of women's lives, is violence at home and outside. Multipronged actions are essential to curb violence against women (VAW) including motivation of family, enhancing community support, enforcement of legal provisions, improving women's human capabilities, access to low cost prosecution services and economic self-reliance of women. The ongoing initiatives under the multi-sectoral Programme and institutional mechanisms would be expanded in more areas. It is necessary to take women's safety into account and promote various supports and services, i.e. one-stop crisis centre, forensic DNA laboratory, trauma counselling centre, women support centre, 24 hours toll free helpline (10921) for women and children victims of violence under multi-sectoral programmes. However, prevention would be emphasized and women's and community awareness of the economic, social and health impact of VAW would be enhanced. Information and support services for women in accessing legal support, shelter, and counselling would be expanded and support for women's economic self-reliance should continue. Private and public institutions would be instructed to formulate and enforce policies to protect women from sexual abuse at work places/ educational institutions and other public places. Accountability mechanism would be developed and implemented for the law enforcing agency members in addressing VAW.

Ending child marriage: Child marriage is prevalent and is a barrier to girls' ability to reach their potential, fulfil their aspirations and contribute to their communities. In Bangladesh 33% girls are already mothers by age 19, posing significant risks to their health as well as the increased probability of children becoming stunted. This will require action in multiple areas. The existing age at marriage for girls and boys would be strictly enforced. Compulsory registration after birth of a child will be ensured. The revised Child Marriage Restraint Act 2013 would include penal provisions for both guardians and registers. Civil society movements against child marriage would be strengthened, community orientation improved and support for continuation of education at secondary levels will be ensured to eliminate child marriage.

Participation in sports and culture: Women's participation in sports and cultural activities would be ensured from school to build self-confidence amongst girls. Extra-curriculum activities would be encouraged and supported in educational institutions and outside.

Protection and development of differently abled women: As almost 10% population is differently abled, the upcoming disability survey would identify extent and types of disability disaggregated by sex. Based on the new National Social Security Strategy (NSSS), appropriate social protection measures would be extended and expanded to cover more such persons, especially women. The needs of this group would also be addressed within human development and economic development agenda as well.

Enhance access to and control over productive resources

Increased access to and control over productive resources enhances women's self-reliance and income. It is important to enhance women's capacity to enter the labour market for income. Three important areas facilitating income are, job creation; connecting with productive jobs being created or get help to create own jobs in self-employment; and increasing women's productivity of the existing jobs.

Short and long term access to decent and harassment free employment: Implementation of the growth and employment strategy of the Seventh Plan will create new jobs for the growing labour force. The private sector will be regulated and monitored in enforcing equal wage and benefits for women and men as per Labour laws and the ILO Conventions. The implementation of NSSS will be a major step forward to encourage women participation in the formal work force.

Secure employment in public and private sectors –domestic and abroad: Filling up of the existing vacant positions in the public sector will allow additional employment for a large number of women and men where women with right qualifications may be given preference to

increase women's share of employment. Improvements in working conditions are needed to attract more women to the civil service. Recruitment of women; timely promotions, especially at senior levels; addressing safety and security concerns at field levels; gender sensitivity and elimination of discriminatory attitudes among management will enhance women's participation. Institutional weaknesses and constraints should be removed through transparent human resource management functions.

Opportunities for higher-value self-employment: Self-employment is often a critical avenue to empower women by ensuring economic self-reliance. The large number of micro-finance users, the unemployed school graduates and dropouts, and the unpaid family labourers are the main groups who will contribute to family and for growth, if they are introduced to simple time saving and green technology, information about markets, source of finance and training. Those opportunities will increase women's participation in nonfarm activities. Ensuring support from private sector, NGOs, business associations and media is also important.

Financial and business development services for entrepreneurship: Women entrepreneurship needs to be supported and entrepreneurs are to be prepared to qualify for institutional finance, i.e. they have to be prepared with required paper work, business planning, financial management and such other. Bangladesh Women Chambers of Commerce and Industry and some others are working to develop business capacity of women entrepreneurs and linking them with the banks and PFIs. All chambers and associations would be encouraged to take similar initiatives for entrepreneurs at the district levels. Business incubator services would be expanded by the chambers and associations. Opportunities to participate in trade fairs and higher levels of the value chains would be created. Scope for women at different levels of the value chain of different products would be identified, disseminated and supported with technology and inputs. Ethnic crafts would be promoted.

Reduce and prevent violence and sexual harassment in workplaces and public spheres: Community orientation and motivation by using communication methods and media would be used to create public opinion against VAW in public places. Steps would be taken to enact legislation to address sexual harassment. Full prosecution of VAW committed at public places will be done and results publicized help curb the offense. Emphasis will be given to orientation on the laws and establishing accountability of the members of law enforcing agencies in implementation and enforcement of the legal provisions.

Access to support services: Infrastructure and support services are key to increase women's participation in public spheres. Safe and affordable transport system is necessary to increase women's mobility. The public transport system would be made more frequent, safe and affordable. Public and private transport companies would be encouraged through budgetary incentive to run more buses with reserved seats for women or women only buses during peak period. Employers who employ more women in factories will be provided loan facilities to operate transport services for their women employees. A policy to increase bus services at least for girls' schools and colleges in all cities of the country will be reviewed for implementation. Safety and security (lighting, police patrols, safe toilets, waiting rooms) measures in public transport stations would be a compulsory part of transport management. Road safety would be ensured through enforcement of traffic rules and laws. Cleaning of foot paths, compulsory use of over bridges for road crossing, increased public transports are some other measures to support women's mobility.

Training/orientation on the importance of traffic safety would be provided to both public and private service providers using media and also in schools is necessary. Commuter train services between Dhaka and nearby cities, like Narayanganj, Gazipur, Tongi, and Narshingdi would be introduced/ increased with ladies compartments at peak hours. Similarly workplace safety and security concerns, child care, housing and toilet facilities, etc. would be addressed by ensuring regulatory provisions with private sectors and also by encouraging private sectors to develop low cost housing and child care facilities.

Access to markets and productive assets (land, seeds, fertilizers and extension services): The extension services of all the government agencies (livestock, fisheries, agriculture etc.) would take specific measures in reaching women with support for training on technology, market information, production techniques, sources of raw materials, etc. Employing women as extension workers is useful in reaching women and opening new employment opportunities for women. The distribution of seeds and fertilizer through women farmer groups will help grassroots level women who are gradually being responsible for farming. Partnership with NGOs has proven to be effective and should be continued.

Increased ownership of land and productive resources: The current practice of distribution of *khas* land in the name of both spouses would continue. Similarly access to forestry resources through women co-management groups would continue and expand. Micro-finance operations need to combine vocational skills, markets, information. Community orientation on giving women due share of their inherited property is often missing, which would be promoted and enforced. In case of river erosion or such disaster induced migration, women would be considered as a special group for housing or land support.

Access to, and decision-making over, community resources (water body, land, forest): Women's participation in accessing and taking decisions regarding community resources would be ensured by provisions of women's participation under the Social Forestry Rules, Water Management Policy, Forestry Sector Policy, WATSAN Policy and so on. Similar practice would be integrated in all relevant sectors. Women's participation in relevant associations and groups would be ensured and monitored.

Access to technology and information (a2i): Access to modern technology related to business and jobs would be expanded at a low cost. Women's access to information related to markets, employment, and production or business opportunities would be increased through using media and ICT. Increased access to mobile phones, internet and radio etc., will help women in accessing information. The a2i to reach young girls should be strengthened and be responsive to the needs of less educated persons.

Access to energy: Women's expanded access to renewable energy would be ensured in both grid and off-grid areas to facilitate their economic gains as well as conservation of resources. The energy policy would consider and enhance women's access to solar power, bio-gas, improve cook-stoves etc. Women's access to rural market corners and such infrastructure have proved to be beneficial and can be expanded in collaboration with the local government institutions (e.g. municipalities, city corporations). Some municipalities have already taken such initiatives in urban areas, and the others should be encouraged.

Increase Participation and Decision Making

Participation in national politics and local government: Women's participation in national Parliament and local government has increased but the evidence of women raising their voices on behalf of women rights is limited. Women's political orientation would be enhanced through apprenticeship, training, and campaigns and by establishing support and monitoring mechanisms to increase their participation as contestants in regular seats. Some projects have introduced training of women public representatives and citizens and monitoring of women's role in different committees. Steps should be taken so that these approaches are uniformly practiced. The provisions of RPO 2013 related to women's participation and representation in political parties would be ensured by enforcing it within the registration criteria.

Strengthened knowledge and capability to participate in public sphere: Training, orientation and knowledge development would be provided to all women employed in the public sector. The capacity of the existing training institutions would be increased with experienced faculty and other resources in the area of gender mainstreaming to both women and men. Leadership training and performance monitoring against defined results would be available to women on a priority basis.

Representation/ leadership in public institutions, business and trade: Women's representation together with appropriate training and capacity building support would be institutionalized in public institutions. Private sector institutions and trade bodies would also be instructed to develop their own gender strategies and ensure more women's representation at different levels. It could be considered as criteria for qualifying for different incentives by the private sector. Women's participation in delegations and committees for trade and other important negotiations and development initiatives would be made mandatory and private sector to be encouraged /incentivised to have women on the Boards. Such legislation might also be considered.

Enforcement of targets / quotas for women's representation at all levels: The existing quota provisions for women's representation in different services will be enforced and/or increased by taking specific measures, especially as the availability of qualified women increases with improvements in women's educational attainments. Also, an assessment of the quota provisions for different groups, the performance of these groups and, future possibilities would be considered.

Membership and leadership in associations and decision-making forums: Memberships in different sectoral committees and associations would be enforced, such as in, water management associations, sanitation committees, water supply committees, which are formed as per the policies/rules for sectoral ministries and agencies. Similar initiatives by other sectors are necessary. This would be supported by clear TOR and orientation and training for women on their roles in such bodies as well as orientation of their male counterparts.

Establish Conducive Legal and Regulatory Environment

Removal of all discriminatory provisions in all laws and policies: Some laws and policies are yet to incorporate provisions to ensure women's participation and equal rights and these need review and revision. Some of the laws, such as the Citizenship Act 2009 is still to ensure equal rights of both spouses in ensuring citizenship of spouse of foreign nationality and need to be revised. As another example, the Renewable Energy Policy of Bangladesh did not consider participation or benefit of women though women are involved, which would be reviewed to integrate women's perspectives and benefits. Also, punitive and discriminatory laws and policies related to HIV response need to be addressed for an enabling legal environment for access to HIV services. It is essential that all sectoral policies are also reviewed from a gender lens in order to make them more conducive to women's participation and empowerment. MOWCA's capacity would be improved to provide technical support to line ministries in reviewing such laws. Partnership with women groups would be promoted for this.

All laws effectively enforced to uphold rights of women and girls: The enforcement of the legal and policy provisions would be ensured through establishing effective mechanisms and accountability. Some good practice examples are available in other countries, which include, independent Commission on Women, Oversight of Human Rights Commission and Audit Commissions, which may be considered for adaptation. Women's access to the legal system would be ensured through expansion of support from Legal Aid Fund, simplification of legal procedures, removal of discriminatory procedures and retention of legal practitioners to support poor women. Capacity of judiciary and law enforcement agencies to deal with such cases would be strengthened. A separate tribunal for dealing with human trafficking cases would be formed.

Rights of the girl child recognized and upheld in laws and policies: Girls as a distinct group would be recognized and their rights and advancement would be upheld in all relevant policies and laws. All new laws and policies would be reviewed by the Ministry of Women and Children's Affairs (MOWCA) before their approval and enactment. Partnership with child rights groups would be promoted for the purpose.

Accountability of law enforcers: A transparent accountability mechanism for the law enforcing agencies would be in place so that they are accountable to take action fast on

offences related to VAW and women's human rights. Additionally, human resources for the agencies would be provided sufficient orientation and training to make them gender sensitive.

Increased Protection and Resilience from Crisis and Shocks

Social protection addressing gender inequalities and gender dimensions of poverty and shocks: The new NSSS is designed to addressing the specific concerns and vulnerabilities of women at different stages of the life cycle. So its sound implementation will be an essential complement to addressing gender-specific life cycle risks. The introduction of the proposed social insurance is particularly important mitigation measure for risks faced working women.

Climate change adaptation, resilience, food security and livelihoods: Adaptation capacity against climate change impacts will be augmented amongst community including women by investing in DRR and building resilience. Women equally with men would be oriented in dealing with hazards, including forest conservation to reduce probabilities of landslides and flooding; land use planning to minimize exposure to hazards; early warning systems and livelihood diversification into more resilient and empowering occupations. Resources would be allocated for full implementation of the Climate Change Gender Action Plan of the Government. Women's capacity to play effective role in DRR related committees should be strengthened. Women's livelihood services would continue to ensure food security (e.g. low gestation and less water intensive crops, food storage and preservation technology, and food preservation during calamities) amongst vulnerable groups, including climate induced migrants to urban areas. Providing women with greater access to employment guarantee schemes, skills development, technology, entrepreneurship support and training would continue.

Mitigation measures of involuntary resettlement, and for preventing environmental degradation:

Women would be given due compensation for loss of livelihoods and assets for involuntary resettlement during land acquisition and construction of infrastructure through resettlement plans. Also, women's engagement in climate change mitigation measures would be increased, such as, knowledge of technology with low carbon emission, such as, forest and bio-diversity conservation, water management, access to renewable energy (solar, wind, bio-gas), and scientific waste management, where women also can become entrepreneurs or workers in these areas.

Information services for livelihood and to strengthen resilience to climate change, calamities and shocks:

Early warning about calamities and information related to services, shelters, livelihood support etc. would be disseminated to women and men through community radio and strengthening community networks. Water, flood refuge and sanitation facilities would be expanded with designs that address women's needs including that for child care, delivery and such other, and address women's safety and security concerns.

Influencing Social Norms and Changing How Women and Girls are Valued

Portrayal of positive image of girls / women as equal human beings in all media:

Portrayal of women's positive image will be promoted. The news/feature contents would advocate against VAW, dowry, child marriage and such evils. Negative projection of women as well as portrayal as commodity would be prevented, and positive portrayal promoted through mass awareness among the media personnel, including for the media owners. Regulatory measures will also be enforced for positive portrayal in promotional for consumer products and establishing ethical values.

Programme for men to change mind-set about men and women's roles: More programmes would include active engagement of men in all spheres to promote women's advancement and curb men's involvement or support of harmful practices. Sharing of unpaid households and care work by men to reduce double or triple burden. Men would be informed

and involved in promoting gender equality as they often control or influence social behaviour, women's mobility outside home and access to reproductive health care. It is also important to develop groups of men as advocate to change social behaviour, prevent VAW, share household responsibility, promote gender equality and hold other men accountable for discriminatory behaviour.

Working with children and adolescents to develop norms of more egalitarian relationships: As gender socialization of both boys and girls begins early at home and community, it is important to initiate change processes at a young age to shape attitudes and transform behaviours. Early initiation and continued investment in children and adolescents is critical through education curriculum, sports and culture, social behaviour, media and all other means to promote the culture of equality between girls and boys and their equal human rights is necessary, so that men do not grow up with a discriminatory view towards women.

Establishing clubs for the adolescents all over the country will create awareness to reduce sexual harassment, child marriage, and other gender based violence, i.e. eve teasing. A young population of age group 15 to 24 years comprises nearly nine percent of the country's population, who can be useful strength Girl-centred programmes equipping adolescent girls with knowledge and skills can build their confidence and contribute to the efforts to end inter-generational poverty, illiteracy, ill health, and gender inequality.

Implementation of Seventh Plan Gender Strategy

The gender agenda for the Seventh Plan is large and priorities for the next five years will have to be set. Priority areas would be chosen on the basis of contribution towards both economic growth and women's empowerment and actions that can facilitate results in more than one area. The key areas would be to ensure equal benefit from quality formal education; marketable skills to maximize productivity and potential of women; narrowing of wage gap between similarly qualified male and female workers; elimination of all types of biases against female staff at the work place; nutrition and lifelong health care; infrastructure that facilitates women's human development, mobility and economic gains; and actions that enhances positive social norms and reduces VAW and other harmful practices. An assessment of geographic areas that lag behind national average as measured by different gender equality indicators would be prioritized for resource allocation and closing the gender gap in the identified areas. Enforcement of laws and policies and effective monitoring should be ensured for good administration and governance. The available resource envelop for 7th FYP would be reviewed, resource requirements to address gender equality objectives and targets should be estimated and additional resources should be sought, as needed.

Mainstreaming of gender would continue and all macro-economic and sectoral policies would integrate gender as a crosscutting theme. Action plans should be drawn with a view to reduce inequality and promote an equal relationship between sexes. To ensure results from actions related to gender equality all reporting of national progress including those related to Post 2015 agenda would be based on sex disaggregated data to allow a better understanding the progress in the area of gender equality and women's empowerment.

Partnership and cooperation with Civil Society Organizations (CSO) including development and advocacy groups and private sector would be strengthened to promote their role and support in implementation and monitoring of actions and to achieve good results. Development and advocacy initiatives on gender equality issues and to form public opinion against harmful practices would be pursued jointly and they should be partners in better delivery of services, especially in rural and remote areas.

More specifically, the gender implementation arrangements will be strengthened through the following actions:

Effective and strong institutional mechanism: The existing institutional mechanism for women's advancement will be made more effective with accountability, capacity and authority. Regular guidance from NCWCD, functioning of the committees and the WID Focal Point mechanism would be ensured. Capacity of the key institutions like MOWCA including DWA

and PLAU, IMED, BBS, OAG and Planning Commission would be strengthened in performing their roles as per mandate in design, review, implementation, and monitoring of gender equality and women's advancement related actions and their results. MOWCA would be geared more towards an oversight role like other regulatory ministries with review of its mandate to promote its roles to monitor gender equality with allocation of adequate resources. The BBS will be tasked with generating gender disaggregated data synchronized with the national and sectoral indicators and the reporting needs for CEDAW, SDG and such others. IMED would have accountability to monitor gender equality results and the Office of the Auditor General (OAG) should be given responsibility of auditing gender budget expenditure. Similarly, Bangladesh Institute of Development Studies (BIDS) can be assigned to necessary gender equality research and BMET strengthened for analysis of labour markets at home and abroad.

Sufficient financial and human resources for gender mainstreaming: Generally, there is a lack of resources for agencies in implementing and monitoring activities for advancing women's rights and gender equality. Similarly, there is a general lack of capacity and allocation of human resources to work in this area. Projects/programmes generally lack resources for the identified gender related actions. Often functions in this area are consultant dependent. It is therefore important to allocate both financial resources as per targets of each agency and projects and human resources in the institution with capacity development support. The National Action Plan would be used as a reference point while allocating resources for women's empowerment and gender equality.

Adequate technical knowledge and support services: It is important to increase the number of technically competent persons who can carry out gender analysis, assessment, planning, implementation and monitoring. Though Dhaka University and some institutions have initiated courses, the education institutions should be encouraged to initiate additional courses to develop technical knowledge on how to address gender in different sectoral operations. The capacity of PLAU and DWA should be enriched so that their staff are able to monitor performance and can guide other agencies and ministries, if needed. Gender analysis training should be part of all staff training.

Transparent monitoring mechanisms established and implemented to measure impact of public policies and programmes: The review of 7th FYP programmes should incorporate monitoring of gender equality results. IMED monitoring should integrate monitoring of progress of women's empowerment and gender equality based on project/ Programme targets. More rigorous monitoring of the gender budget is essential across agencies, sectors and field level. The OAG should be assigned to monitor expenditure and results in the area of gender equality. Transparent procedures at different levels would include holding open meetings, issuing publicly available financial disclosure statements, and conducting budget review.

Capacity to develop, implement, and monitor gender strategies across government and sectors: Building the capacity of women and men in institutions to understand gender issues and developing their motivation to bring about changes within their own domain and act accordingly. Orientation of the policy makers and training and capacity building of existing staff contingent in different institutions has to be continued and expanded. All training programmes of different institutions should integrate gender issues that are relevant to the sectors' or departments' operation with specific actions identified and monitoring of the same. Private sectors should be encouraged to incorporate gender perspectives in their operation and employ gender specialists, if needed.

Defined national and sectoral gender equality results: The indicator of the government's performance on gender will be defined besides measuring growth, investment, deficit etc. A compilation of defined gender equality results with indicators would be integrated in the plan document for all sectors for monitoring purpose. At the national level, a list of gender equality indicators would be identified, agreed and monitored. The poverty assessment and income data would be gender disaggregated in all wealth groups so that women's poverty reduction is effectively measured.

Accountability for gender equality results: Accountability for the achievement of gender equality targets and results must be ensured. The Project/Programme management should ensure utilization of resources for gender equality as stated in the project documents, and be accountable for any failure. Reallocation of resources from gender equality objectives to other action areas should be restricted. Performance assessment criteria of projects/programmes should ensure assessment of gender equality targets and results. At country level accountability means that the Government, private sector, parliaments, local development actors, civil society including women's organizations, private sector and national women's machineries make transparent and binding commitments and that they all should work for gender equality in their own area and be accountable. The Government would provide guidelines, ensure oversight and establish partnership for ensuring accountability.

Monitoring and evaluation: For establishing good monitoring and evaluation (M&E) mechanism, it is critical to have a list of agreed gender equality indicators at the national level for measuring the progress of gender equality. These may include employment in formal sector, tertiary education, reduction of VAW and child marriage, reduction of maternal mortality and malnutrition, reduction of poverty of female headed households and such other key areas. These should be consistent with the probable indicators of the Sustainable Development Goals (SDG). At the sectoral level, a few key performance indicators (KPI) in each sector would be identified and monitored. The GED of the Planning Commission would finalize the indicators with support from sectoral ministries. All relevant stakeholders working in the sector should be informed of the expected results and indicators so that they are also active in implementing actions and monitoring for those results.

2.5 Final report on Small Scale Water Resources Development Data Collection Survey prepared by JICA:

Many gender and development issues were left unresolved and needed attentions for upcoming projects. These are the following:

- Knowledge of the LGED Gender Equality Strategy and Action Plans are limited mostly to LGED staff at the headquarters, so there is an urgent need to inform staff in field offices of the new approach and what it means for the way they conduct their activities.
- Human resources issues exist at all levels of project organisation, specifically how to and why hire and deploy female staff in ways that will improve gender equality in LGED and in subprojects. All project staffs, male and female, will need careful training to improve sensitivity and skill.
- There is also a need to clarify the extent to which project personnel, other than gender specialists themselves, will take any responsibility for improving the project's gender and development program components.
- New types of training and program development are needed at the subproject level to advance women's strategic needs and to become more involved in local level decision-making about water management and WMCA affairs.
- Monitoring and evaluation needs are not fully covered by the management information system. There is a need for in-depth, qualitative information on processes influencing various gender-related subproject outcomes.
- Follow-up training to improve the quality of the female labour, as well as skill development training for the female LCS members.
- A resting shed, a first aid box, and water facilities (tube well) need to be installed at working places, in addition to a ring-slab latrine.
- Alternative employment opportunities for LCS women need to be created including provision for extra loans.

All in all, these projects found out the following lessons and supporting factors to increase participation of women:

- (1) Women's involvement is important to motivate and mobilize other women.
 - Including women in the PRA teams that make the initial contacts is critical for reaching women and ensuring they are included in the eligibility lists for project benefits.
 - Using female staff from the executing agency on the PRA teams and as local facilitators will also support women's increased participation.
 - Involvement of women members of the UP in WMCA encourages women's involvement.
 - Election of women to WMCA management positions also has a positive influence.
- (2) Awareness of specific benefits to be gained is also a motivator for increased women participation.
 - For both poor women and men, the strongest incentive for joining WMCA was the prospect of earthworks employment.
 - Women who were not poor were less likely to join, but were attracted when they became aware of the opportunities for practical training.
- (3) Difficulty in accessing benefits, such as project employment, can have the opposite effect.
 - Complex procedures for participating in LCS can be barriers for women.
 - Delays in payment are discouraging, as day labourers cannot go several days without pay.
 - Working conditions such as water, rest, and first aid facilities can also be an issue.
- (4) Men's attitudes are important, and it may be necessary to persuade them to support the involvement of their wives and other women.
 - The findings of one survey were that women participated at lower rates in communities in which a significant proportion of men objected to the participation of their wives.
 - Other factors influencing women's engagement in project activities and decisions include:
 - Women members of WMCAs were more likely to be active when they were given responsibilities (e.g., to collect contributions or select groups of trainees).
 - Increased participation of more literate and qualified women is important to increase women's representation and effectiveness as members of WMCA management.

Most importantly, the position of the gender and development officer at the IWRMU Social and Gender Development Section has been proposed but remained vacant since the establishment of the IWRMU in early 2003. This poses serious doubt to LGED's commitment into gender equality in water sector. Gender equality can only be achieved by all project staff involved and assigning the responsible gender officer to monitor high-level field activities is very important at the starting point. There has been an urgent need to deploy him/her to the future projects.

2.7 Gender Equity Strategy and Action Plan of LGED

As one of the most important department of the Government of Bangladesh Local Government Engineering Department (LGED) already been adopted its strategy for women empowerment and equality through implementation of different development projects and regular activities.

2.7.1 Gender Equity Strategy of LGED

The National Women Development Policy is basic foundation of LGED's Gender Equity Strategy. The principle objective of this Strategy is to develop women and to create women-friendly ambience at all levels of LGED activities in consonance with the incorporation of the National Women Development Policy 2011. LGED in accordance with this Gender Equity Strategy, ensures that all its infrastructures are made women-friendly, creates employment opportunities for the women in its different activities increasingly establishes a process decision making in each and every work through the participation both men and women. The deprived women should as such be empowered gradually through this process. LGED's Gender Equity Strategy has been formulated primarily to attain the very objective of transforming LGED into an example among the public-sector organizations towards promoting gender values.

2.7.2 Strategic Issues

1. Policy Adoption:

The Gender Equity Strategy of LGED shall be devised and updated in conformity with National Women Development Policy. On the basis this strategy, LGED's different sectors, units, projects shall prepare their individual "Gender Action Plan (GAP)" and "Implementation Guidelines", which shall be reviewed by the Gender and Development Forum and any refinements/ amendments may subsequently come thereof.

2. Institutional Arrangements:

The Gender and Development Forum is the main executive body for implementation of the Gender Equity Strategy, which shall be institutionalized in due course. As a matter of good governance, the Gender and Development Forum shall have written constitution and an operational manual. Every unit and project of LGED shall prepare of its own Action Plan wherein necessary advices and guidance of the Gender and Development Forum are contained, shall review and coordinate all gender related issues and activities and shall make necessary communication as well.

3. Data/Information Collection, Monitoring and Evaluation:

Collection of data/information, irrespective of their sources shall be gender disaggregated in all spheres and activities. In the case, formats prescribed by the Gender and Development Forum containing key indicators shall be used. To meet the project requirements, any other formats with different indicators can also be used. Collected data/information shall be sent to the Gender and Development Forum bi-annually and Forum in turn shall develop a Database, which shall be used in monitoring and evaluation of all gender related matters. The annual or any other reports shall be prepared and published and relevant action plan shall also be simultaneously developed utilizing the available data. Special attention has to be paid for optimal use of the Information Technology.

4. Infrastructure development:

Infrastructure to be built by LGED shall be made women-friendly. In this end, provisions for essential facilities exclusives for women are to be kept in the plans, designs and drawings for all infrastructures to be prepared and their proper implementation is to be assured. The Planning and Design Unit of LGED shall take all necessary measures in this regards.

5. Employment and Working Environment:

a) Employment

An Action Plan shall be prepared for future manpower engagement in LGED with a view to remedy its prevailing gender discrimination at work place. To meet this end, positions most suitable for the women are to be kept reserved for them by LGED at higher ratio. Similar approaches may also be followed in the case of employment opportunities to be created under the development programs. At the same time increased need-based training and other allied supports shall be extended and necessary measures have to be taken for fixing up equal wages and paying the women for similar work.

b) Working Environment

Measures have to be taken to improve working environment for women in LGED in related areas, on ascertaining the actual success gained towards achieving the set targets in this respect.

One “Internal Review and Resolving Committee (IRRC)”, under the supervision of Gender and Development Forum, shall closely monitor the issues involving corporal punishment, mental and sexual harassment of personnel and the beneficiary women at their work places. Any such occurrences shall be reviewed and analyzed by the committee on the basis of the complaint of aggrieved person and the committee shall extend all possible cooperation to him/her in receiving proper legal support under the laws of the land.

6. Training:

Work extension areas for the women are to be explored and identified and the women shall be provided with appropriate trainings. Gender sensitive training needs shall be assessed in conformity with the LGED activities and highly skilled human resources will be developed by imparting trainings by expert trainers on gender including management and capacity building.

7. Participation:

Active participation of women shall be ensured in all fields. Gender and Development Forum shall play the lead role in ensuring women’s increased active participation by establishing a congenial working atmosphere and providing strategic guidance.

8. Empowerment:

Areas for women empowerment at all levels of LGED (e.g. training, information and technology, income, inheritance, right or full control on acquired assets) shall be identified and measures shall be taken to ascertain their ratio of inclusion based upon proper analysis and competency. At the same time, priority shall be given to the nomination/posting of women at a considerate rate towards ensuring active and effective presentation in decision making process at all levels in organizations/committees/groups in particular. Such incorporations may be clearly made in the project documents, if applicable. Matters related to provide necessary support facilities, scope creation, provisions for equal wages, security at criteria shall be taken in to consideration and be ensured by using appropriate criteria and necessary criteria shall be used in applicable cases in order to all project contract agreements or tender documents.

9. Financing:

The Planning and Administration Unit of LGED shall take all steps to ensure regular fund transfer flow from the Government and the Development Partners to preparing a gender sensitive budget and its implementation, identify fund allocation/areas, fund for implementation and institutionalization of Gender Equity Strategy.

For development of gender sensitive human resources in all activities of LGED, budget in the Annual Development Program (ADP) from the allocated funds shall be distributed proportionately for gender related trainings through the LGED training Unit.

While formulating a project provisions shall be earmarked for undertaking gender related activities. Project shall have to be developed with cooperation of the Government and the Development Partners keeping budget provision in favor of the Gender and Development Forum and for conducting studies/evaluations as well.

2.8 Gender topics in development project proposal (DPP) of SSWRDFP, phase-2 (JICA-2)

Outcomes:

- Enhance Income Generation Activities like seed storing, sewing embroidery, live-stock and poultry farming etc.
- Promote gender equality and empowerment of women through their involvement in project activities; (15.2, page 13)

Outputs:

- Supplied equipment for women empowerment (sewing machine, food processing equipment, etc.)
- Empowered women
- Main streaming gender (15.3, page 14)

Sex disaggregated data for target population and constraints faced by women

- Capability of contribution to the socioeconomic development are often overlooked of about 50% women in 29 districts of the Project area
- In considering the entire working sector women are only about 25%.
- Women and girls who are disproportionately affected by poverty and discrimination
- Women and girls are not allowed to make decisions about their household's income, or tradition and culture forbid them to leave in their homes; means a great resource goes untapped
- Women are an important part of the solutions needed to truly overcome poverty
- Limited access to land is still a major constraint to women's full participation in rural development
- Insecure rights to landownership and use are a crucial, gender-based barrier to enhancing women's agricultural productivity and income
- Share of women employed in the non-agricultural sector was 20% (baseline FY2010), target FY (2015) was 50% but achieved about 32% (page-652 in 7th five year plan).
- Female get less (57%) of the male wages for equal works-it is the main problem in the grass root level.
- Working environment is not favourable for women like separate latrine; drinking water facility etc.
- Thus, one of the significant features of the Project's is:
- Confirming women participation at all stages of the subproject implementation process ensuring environmental safety for the women workers (15.5, page 15).

Gender, women, children, person with disability/excluded group's needs, Employments, Poverty Situation

- Employment opportunity with preference to the poor and destitute women in making the LCS.
- Lot of training on Income Generating Activities (IGA)

- long term employment opportunity for women in tree plantation along embankments
- Women can also find scope of work in fisheries development activities in potential subprojects
- Promoting activities of women leadership ensuring the participation of women at every stage of the subproject implementation process
- Provision of training on Primary Health Care is exist in the project activity which will contribute in improving children health care.
- At least 33% female members are obligatory in the Management Committees of WMCAs
- Training on Micro-credit and IGA will also generate business/job opportunity to the rural poor.
- project will provide a number of training on microcredit and income generating activities to increase income of rural poor with an emphasis to the household women 24.4,24.5, 24.6, page 20, 21).

Linkage with 7th Five Year Plan (2016-2020)

- Ensuring participation, social inclusion and women empowerment;

Linkage with SDG 5: Achieve gender equality and empower all women and girls

A pre-requisite of empowerment of women is involving them in decision making, income generating activities. The project will support developing WMCAs which comprises of all the stakeholders of water resources project/sub-project of which one third are women. In this way empowerment of women can be achieved. So the project will contribute towards attainment of the SDG # 5 (26.0, page 25).

Relationship with the Allocation of Business of the Sponsoring Ministry/ Division

- Appointment of women labourers for construction and maintenance work
- Creation of employment opportunity for women and their empowerment (page 25).

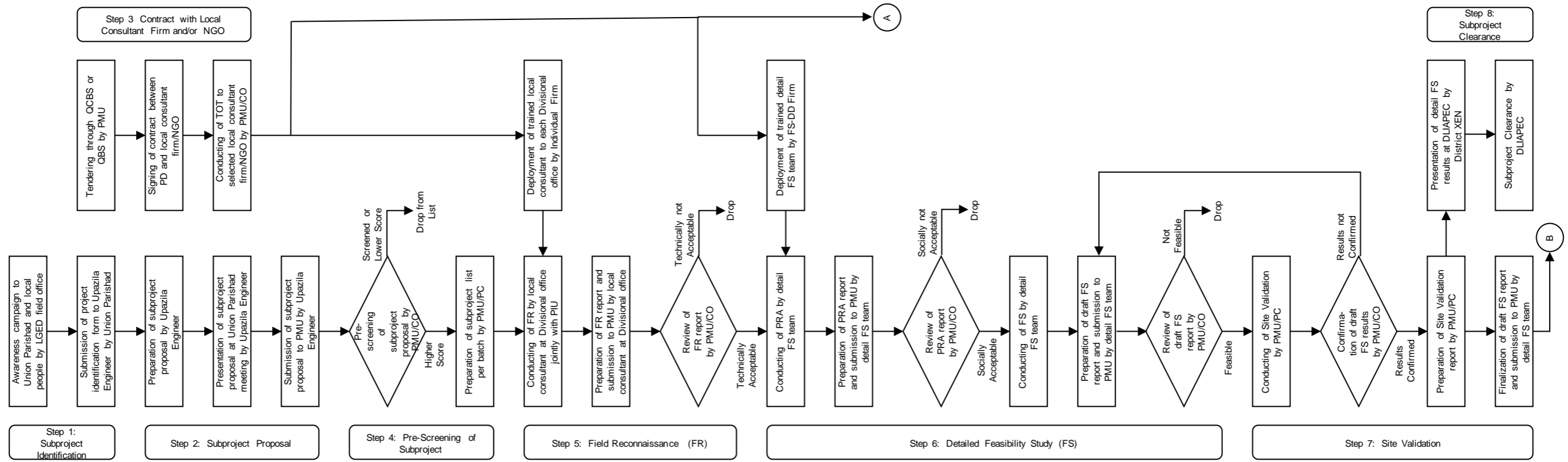
JICA's Policy on Involuntary Resettlement:

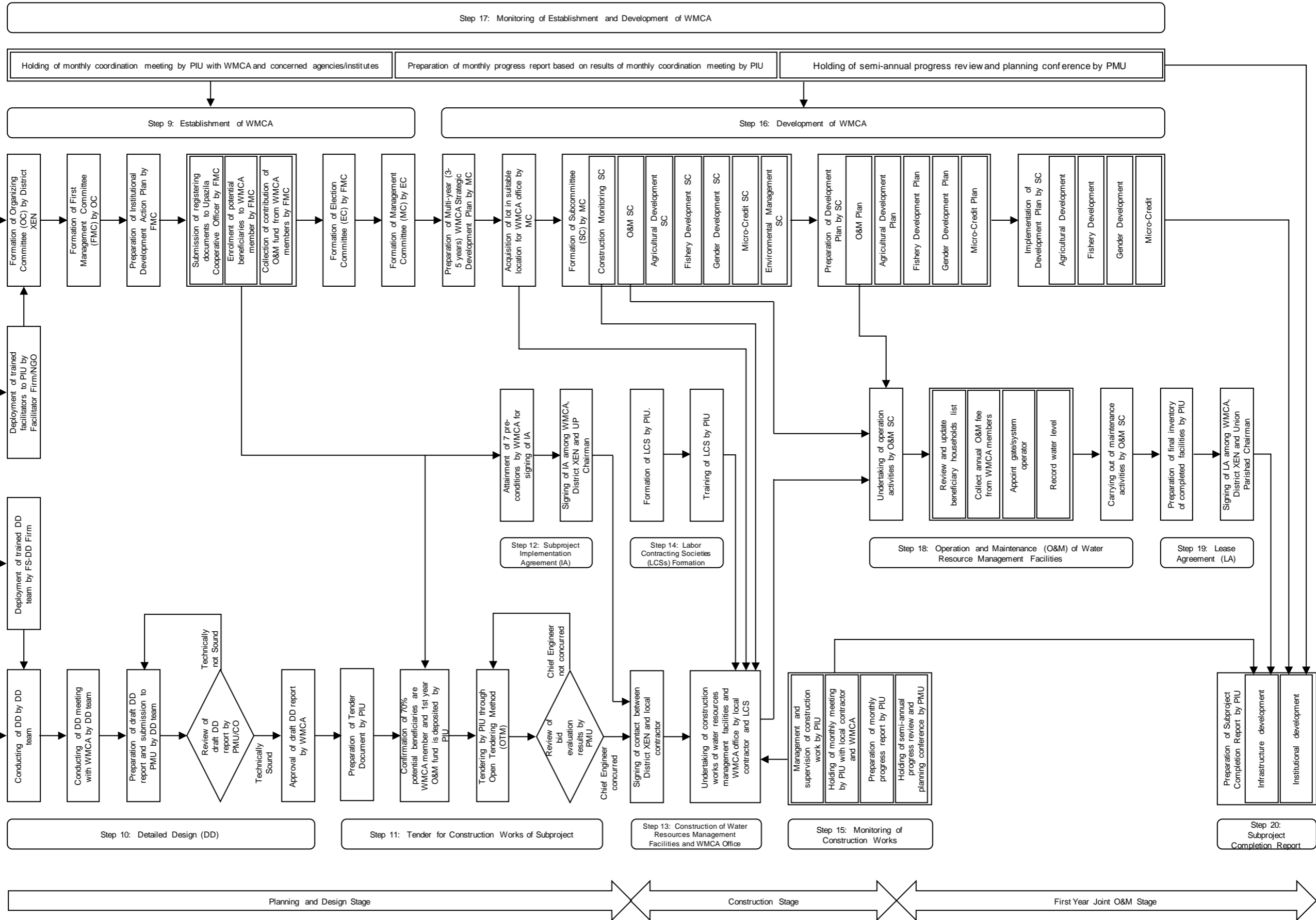
- Particular attention must be paid to the needs of the vulnerable groups among those displaced, especially those below the poverty line, landless, elderly, women and children, ethnic minorities etc. (2.2, page 123).

Scope of Consulting Service

- Gender & Development Specialist (page 59)

Attachment I-9
Work Flow of New
Development
Type Subproject





Attachment I-10
Pre-screening Criteria for
New Development Type
Subproject

New Development Screening Criteria

Items for Screening	Purpose of Screening	Screening Criteria		
		Related proposal question No.	Remain on List	Remove from List
1) Completeness of Data	Assess the availability of data for accurate and fair selection	Overall	All the necessity data for screening and scoring are available	Not all the necessity data for screening and scoring are available
2) Size of Subproject Area	Assess the consistency with the Water Resource Development Policy	1.3	Subproject area is 200 to 1,000 ha	Subproject area is less than 200 ha or more than 1,000 ha
3) Environmental and Social Impacts	Assess the possible significant adverse impacts on the environment and society	2.8	-	-
a) Resettlement			Not required	Required
b) Land Acquisition			Less than 99 ha are required	More than 100 ha are required
c) Natural Conservation and/or Cultural Heritage			None	Present
4) Situation of Public Order and Security	Assess whether subproject can be implemented safely	2.9	Well-maintained public order and security.	There is a problem with public order and security.
5) WMCA	Assess the sustainability of O&M under WMCA	2.7	-	-
a) Organise WMCA			Willing	Not willing
b) Deposit O&M fund			Willing	Not willing

New Development Scoring Criteria

Items for Scoring*	Purpose of Scoring	Scoring Criteria													
		Related proposal question No.	Score												
1) Size of Subproject Area	Priority given for the larger subproject area because of higher production volume	1.3	<table border="1"> <tr> <th>Score</th> <th>Benefit area (ha)</th> </tr> <tr> <td>20</td> <td>801~1,000</td> </tr> <tr> <td>15</td> <td>601~800</td> </tr> <tr> <td>10</td> <td>401~600</td> </tr> <tr> <td>5</td> <td>200~400</td> </tr> </table>	Score	Benefit area (ha)	20	801~1,000	15	601~800	10	401~600	5	200~400		
Score	Benefit area (ha)														
20	801~1,000														
15	601~800														
10	401~600														
5	200~400														
2) Existing Organizations	Priority given for a subproject which have experience to establish organization	1.10	<table border="1"> <tr> <th>Score</th> <th>Existing organizations</th> </tr> <tr> <td>5</td> <td>More than 1</td> </tr> <tr> <td>0</td> <td>0</td> </tr> </table>	Score	Existing organizations	5	More than 1	0	0						
Score	Existing organizations														
5	More than 1														
0	0														
3) Major Problem	Priority given for a subproject holding many problem	1.11	<table border="1"> <tr> <th>Score</th> <th>Number of problem</th> </tr> <tr> <td>20</td> <td>More than or 10</td> </tr> <tr> <td>15</td> <td>7 ~ 9</td> </tr> <tr> <td>10</td> <td>3 ~ 6</td> </tr> <tr> <td>5</td> <td>1 ~ 3</td> </tr> </table>	Score	Number of problem	20	More than or 10	15	7 ~ 9	10	3 ~ 6	5	1 ~ 3		
Score	Number of problem														
20	More than or 10														
15	7 ~ 9														
10	3 ~ 6														
5	1 ~ 3														
4) With Water Resource Management	Priority given for the irrigation function because of higher production volume and productivity.	2.1	<table border="1"> <tr> <th>Score</th> <th>Development type</th> </tr> <tr> <td>20</td> <td>equal or more than 2</td> </tr> <tr> <td>10</td> <td>1</td> </tr> </table>	Score	Development type	20	equal or more than 2	10	1						
Score	Development type														
20	equal or more than 2														
10	1														
5) Number of beneficiaries	Priority given for a subproject hold a lot of beneficiaries household. When there are multiple answers, highest number will be applied.	2.2 to 2.6 Number of beneficiaries	<table border="1"> <tr> <th>Score</th> <th>Number of households</th> </tr> <tr> <td>9</td> <td>More than 600</td> </tr> <tr> <td>6</td> <td>400 ~ 600</td> </tr> <tr> <td>3</td> <td>200 ~ 400</td> </tr> <tr> <td>0</td> <td>Less than 200</td> </tr> </table>	Score	Number of households	9	More than 600	6	400 ~ 600	3	200 ~ 400	0	Less than 200		
Score	Number of households														
9	More than 600														
6	400 ~ 600														
3	200 ~ 400														
0	Less than 200														
6) Land holding size	Priority given for a subproject located in small land holding size district. Land holding size will be calculated by dividing subproject area (ha) by households.	2.2 to 2.6 Gross Area and Number of beneficiaries	<table border="1"> <tr> <th>Score</th> <th>Land holding size (ha/household)</th> </tr> <tr> <td>9</td> <td>less than 1.0</td> </tr> <tr> <td>6</td> <td>1.0 ~ 1.5</td> </tr> <tr> <td>3</td> <td>1.5 ~ 2.0</td> </tr> <tr> <td>0</td> <td>More than 2.0</td> </tr> </table>	Score	Land holding size (ha/household)	9	less than 1.0	6	1.0 ~ 1.5	3	1.5 ~ 2.0	0	More than 2.0		
Score	Land holding size (ha/household)														
9	less than 1.0														
6	1.0 ~ 1.5														
3	1.5 ~ 2.0														
0	More than 2.0														
7) Land use	Priority given for a subproject holding high agriculture land and beel ratio because of higher production volume and productivity. It will be calculated by dividing benefit area of agricultural land and beel by subproject area.	2.2 to 2.6 Gross Area and Benefit Area	<table border="1"> <tr> <th>Score</th> <th>Agriculture land and beel ratio</th> </tr> <tr> <td>12</td> <td>more than 70 %</td> </tr> <tr> <td>9</td> <td>55 ~ 70 %</td> </tr> <tr> <td>6</td> <td>40 ~ 55 %</td> </tr> <tr> <td>3</td> <td>25 ~ 40 %</td> </tr> <tr> <td>0</td> <td>less than 25 %</td> </tr> </table>	Score	Agriculture land and beel ratio	12	more than 70 %	9	55 ~ 70 %	6	40 ~ 55 %	3	25 ~ 40 %	0	less than 25 %
Score	Agriculture land and beel ratio														
12	more than 70 %														
9	55 ~ 70 %														
6	40 ~ 55 %														
3	25 ~ 40 %														
0	less than 25 %														
8) Adverse Impact	Priority given for a subproject which will not impose adverse impact to people.	2.8	<table border="1"> <tr> <th>Score</th> <th>Adverse impact</th> </tr> <tr> <td>5</td> <td>No</td> </tr> <tr> <td>0</td> <td>Yes</td> </tr> </table>	Score	Adverse impact	5	No	0	Yes						
Score	Adverse impact														
5	No														
0	Yes														
		Total	100												

Attachment I-11
Pre-screening Criteria for
Additional Development
Type Subproject

Additional Development Screening Criteria

Items for Screening	Purpose of Screening	Screening Criteria		
		Related proposal question No.	Remain on List	Remove from List
1) Completeness of Data	Assess the availability of data for accurate and fair selection	Overall	All the necessity data for screening and scoring are available	Not all the necessity data for screening and scoring are available
2) Environmental and Social Impacts	Assess the possible significant adverse impacts on the environment and society	2.8	-	-
a) Resettlement			Not required	Required
b) Land Acquisition			Less than 99 ha are required	More than 100 ha are required
c) Natural Conservation and/or Cultural Heritage			None	Present
3) Situation of Public Order and Security	Assess whether subproject can be implemented safely	2.9	Well-maintained public order and security.	There is a problem with public order and security.
4) Ratio of Female Member of WMCA	Assess the consistency with JICA-1 criteria	2.7	Ratio of existing female member is more than or 33 %	Ratio of existing female member is less than 33 %
5) WMCA	Assess the sustainability of O&M under WMCA	2.7	-	-
a) Organise WMCA			Willing	Not willing
b) Deposit O&M fund			Willing	Not willing
6) Needs of equipment	Assess the needs of WMCA for additional development	7.2 a)	WMCA need equipment	WMCA not need equipment

Additional Development Scoring Criteria

1. WMCA PERFORMANCE

1.1 WMCA			
a) Formation process			
▪ The WMCA is formed following development process?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ The household list is updated?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ The subproject is handed over to the WMCA following the guidelines?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
b) Membership			
▪ The WMCA membership cover 70% of benefited household?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No	
▪ Female membership in the WMCA Management Committee is more than 30%.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No	
c) Election: Process and Participation			
▪ Voter list is updated.	<input type="checkbox"/> Yes (1pt)	<input type="checkbox"/> No	
▪ No. of contestants in different position.			
Chairman (more than 2)	<input type="checkbox"/> Yes (1pt)	<input type="checkbox"/> No	
Vice chairman (more than 2)	<input type="checkbox"/> Yes (1pt)	<input type="checkbox"/> No	
Secretary (more than 2)	<input type="checkbox"/> Yes (1pt)	<input type="checkbox"/> No	
▪ No. of vote cast. (more than 100)	<input type="checkbox"/> Yes (1pt)	<input type="checkbox"/> No	
▪ More than 50% of total members cast vote.	<input type="checkbox"/> Yes (1pt)	<input type="checkbox"/> No	
▪ Type of committee:	<input type="checkbox"/> Selected (1pt)		
	<input type="checkbox"/> Elected (1pt)		
d) Meetings			
▪ Monthly meetings of the Management Committee held regularly?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ 80% of female members attended in the Managing Committee meetings.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ Centers/villages weekly meetings are held.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ More than 2 weekly meetings are held in a month.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ Attendance of general members in the weekly meetings was more satisfactory.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ Attendance of female members in the weekly meetings was more satisfactory.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ The Annual General Meeting held regularly.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ More than 60 % of members attended in the Annual General Meeting.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ The institutional development plan and budget was approved in the Annual General Meeting?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
e) Staffs			
▪ No. of WMCA staffs.	<input type="checkbox"/> more than 5 (2pt)	<input type="checkbox"/> less than 4 (1pt)	
▪ What positions are they working? (Is that covered, and gate/pump operator?)	<input type="checkbox"/> Not employed (0pt)		
	<input type="checkbox"/> Account (1pt)		
	<input type="checkbox"/> Manager (1pt)		
	<input type="checkbox"/> Gate/pump operator (1pt)		
	<input type="checkbox"/> Others(Specify: _____) (1pt)		
▪ They are paid.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ Source of payment	<input type="checkbox"/> No source (0pt)		
	<input type="checkbox"/> Water fee (1pt)		
	<input type="checkbox"/> Beneficiary contribution (1pt)		
	<input type="checkbox"/> Others(Specify: _____) (1pt)		
f) Transparency of transactions and quality of records			
▪ Expense receipts and vouchers of WMCA are kept regularly in the relevant register.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ Are all the Books and Registers updated duly?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ Does all the WMCA members have access to the Books and Records?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ Is the audit done regularly?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	

g) Ability to deal with conflict and defaulters to recover outstanding loan		
▪ Are the Managing Committee members able to resolve conflict created in WMCA?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Has it been required to go for arbitration ever?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ How the conflicts due to recovery of outstanding loan are resolved?	(3pt)	
▪ What steps are taken to recover outstanding loan?	(3pt)	
h) Entrepreneurial activities		
▪ Does the WMCA carry out any entrepreneurial activities (like lease in beels, water body or any other business) for water management/maintenance/system operation?	<input type="checkbox"/> Yes (8pt)	<input type="checkbox"/> No
i) Interdepartmental Relationship		
▪ How is the relationship of WMCA with:		
Union Parishad -	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
Upazila Parishad -	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
LGED -	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
Dept. of Agriculture -	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
Dept. of Cooperative –	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
Dept. of Fisheries -	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
Others (Specify:)	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
1.2 Capital and Micro Credit		
a) Micro Credit Operation		
▪ No. of loanees.	More than 30 (2pt) Less than 20 (1pt)	<input type="checkbox"/> No loaned
▪ How many members were loan disbursed so far (cumulative)?	(2pt)	<input type="checkbox"/> No loaned
▪ Total number of member outstanding loan. (cumulative)		<input type="checkbox"/> No outstanding (3pt)
▪ No. of defaulters.	<input type="checkbox"/> No defaulter (2pt)	
	<input type="checkbox"/> less than 5 (1pt)	
	<input type="checkbox"/> more than 5 (0pt)	
▪ Is any profit or other fund transferred to O&M A/C?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No

2. WMCA PERFORMANCE OF SUBPROJECT O&M

WATER CONSERVATION

2.1 O&M Activities/System		
a) Operation & Maintenance Subcommittee		
▪ The O&M subcommittee is formed following the O&M guidelines?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ More than 2 O&M subcommittee meetings held in the current year?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The subcommittee carry out O&M activities according to the decisions taken in the meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
b) Preparation of annual O&M Plan and Budget		
▪ Annual O&M plan and budget prepared regularly.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ O&M plan and budget approved in the Annual General Meeting.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The O&M plan and budget of the current year approved in the Annual General Meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
c) O&M Fund		
▪ The beneficiaries are aware of O&M fund collection procedure.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Annual O&M fund collected every year according to O&M Plan and Budget?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The O&M fund is collected against the budget in the current year.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ O&M fund is collected in several way.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
2.2 Implementation of Operation and Maintenance Plan		
a) Operation and Maintenance Expenditure		
▪ O&M fund is spent according to O&M Plan and Budget?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ More than 80% of the budget has been spent from the O&M fund since the subproject handed over.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No

▪ More than 20% of the budget BDT has been spent from the O&M fund against the O&M Plan in the current year?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
b) Operation of structure ▪ The regulator/sluiceway WRS or rubber dam is operated according to the approved Operation Plan?	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No
c) Operation Information Recording ▪ Regulator/Sluiceway/WRS rubber dam operator record water level information in the operation register.	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No
d) Joint Walkthrough ▪ Subproject maintenance requirement is assessed more than 2times through pre and post monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Maintenance requirement assessed in the current/last year through pre and post-monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
e) Maintenance Information Recording ▪ WMCA have maintenance register	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ All the information relating to maintenance, including extent of siltation in the khal, recorded in the maintenance register.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
f) Theft or conflict ▪ Has the gate(s) or any other parts thereof ever been stolen?	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Is there any dispute regarding to operation of regulator/sluiceway/ WRS rubber dam?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (5pt)
g) GoB funded maintenance ▪ WMCA members participate in the GoB funded maintenance.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ WMCA contribute to the GoB funded maintenance (silt removing).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA monitor the maintenance work done by the contractor.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No

COMMAND AREA DEVELOPMENT

2.1 O&M Activities/System		
a) Operation & Maintenance Subcommittee ▪ The O&M subcommittee is formed following the O&M guidelines?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ More than 2 O&M subcommittee meetings held in the current year?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The subcommittee carry out O&M activities according to the decisions taken in the meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
b) Preparation of annual O&M Plan and Budget ▪ Annual O&M plan and budget prepared regularly.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ O&M plan and budget approved in the Annual General Meeting.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The O&M plan and budget of the current year approved in the Annual General Meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
c) O&M Fund ▪ The beneficiaries are aware of O&M fund collection procedure.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Annual O&M fund collected every year according to O&M Plan and Budget?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The O&M fund is collected against the budget in the current year.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ O&M fund is collected in several way.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
2.2 Implementation of Operation and Maintenance Plan		
a) Operation and Maintenance Expenditure ▪ O&M fund is spent according to O&M Plan and Budget?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ More than 80% of the budget has been spent from the O&M fund since the subproject handed over.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
▪ More than 20% of the budget BDT has been spent from the O&M fund against the O&M Plan in the current year?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
b) Operation of structure (Pump Units, Header Tank, Control Structures, and Outlets) ▪ The header tank, control structures, and outlets is operated according to the approved Operation Plan?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ The Irrigation Block Managers are communicated and organized before the irrigation season begins.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
▪ More than half land were planned to be irrigated in the current irrigation season.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
▪ More than half land was irrigated against plan in the current season?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
c) Operation Information Recording		

▪ The information on water distribution through open/underground canal (or blocks) is recorded in the operation register	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ Irrigated land and amount of irrigation tax collection per water user are recorded in the operation register.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The information on expenditure related to operation of pump units is recorded in the operation register.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
d) Joint Walkthrough		
▪ Subproject maintenance requirement is assessed more than 2times through pre and post monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Maintenance requirement assessed in the current/last year through pre and post-monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
e) Maintenance Information Recording		
▪ WMCA have maintenance register	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ All the information relating to maintenance, including extent of siltation in the khal, recorded in the maintenance register.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
f) Theft or conflict		
▪ Has the gate(s) or any other parts thereof ever been stolen?	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Is there any dispute regarding to operation of regulator/slucicegate/ WRS rubber dam?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (5pt)
g) GoB funded maintenance		
▪ WMCA members participate in the GoB funded maintenance.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ WMCA contribute to the GoB funded maintenance (silt removing).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA monitor the maintenance work done by the contractor.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No

FLOOD MANAGEMENT

2.1 O&M Activities/System		
a) Operation & Maintenance Subcommittee		
▪ The O&M subcommittee is formed following the O&M guidelines?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ More than 2 O&M subcommittee meetings held in the current year?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The subcommittee carry out O&M activities according to the decisions taken in the meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
b) Preparation of annual O&M Plan and Budget		
▪ Annual O&M plan and budget prepared regularly.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ O&M plan and budget approved in the Annual General Meeting.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The O&M plan and budget of the current year approved in the Annual General Meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
c) O&M Fund		
▪ The beneficiaries are aware of O&M fund collection procedure.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Annual O&M fund collected every year according to O&M Plan and Budget?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The O&M fund is collected against the budget in the current year.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ O&M fund is collected in several way.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
2.2 Implementation of Operation and Maintenance Plan		
a) Operation and Maintenance Expenditure		
▪ O&M fund is spent according to O&M Plan and Budget?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ More than 80% of the budget has been spent from the O&M fund since the subproject handed over.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
▪ More than 20% of the budget BDT has been spent from the O&M fund against the O&M Plan in the current year?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
b) Operation of structure		
▪ The regulator/slucicegate WRS or rubber dam is operated according to the approved Operation Plan?	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No
c) Operation Information Recording		
▪ Regulator/Slucicegate/WRS rubber dam operator record water level information in the operation register.	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No
d) Joint Walkthrough		
▪ Subproject maintenance requirement is assessed more than 2times through pre and post monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Maintenance requirement assessed in the current/last year through pre and post-monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No

e) Maintenance Information Recording			
▪ WMCA have maintenance register	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No	
▪ All the information relating to maintenance, including extent of siltation in the khal, recorded in the maintenance register.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No	
f) Theft or conflict			
▪ Has the gate(s) or any other parts thereof ever been stolen?	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No	
▪ Is there any dispute regarding to operation of regulator/sluiceway/WRS rubber dam?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (5pt)	
g) GoB funded maintenance			
▪ WMCA members participate in the GoB funded maintenance.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No	
▪ WMCA contribute to the GoB funded maintenance (silt removing).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ WMCA monitor the maintenance work done by the contractor.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	

DRAINAGE IMPROVEMENT

2.1 O&M Activities/System			
a) Operation & Maintenance Subcommittee			
▪ The O&M subcommittee is formed following the O&M guidelines?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ More than 2 O&M subcommittee meetings held in the current year?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ The subcommittee carry out O&M activities according to the decisions taken in the meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
b) Preparation of annual O&M Plan and Budget			
▪ Annual O&M plan and budget prepared regularly.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ O&M plan and budget approved in the Annual General Meeting.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ The O&M plan and budget of the current year approved in the Annual General Meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
c) O&M Fund			
▪ The beneficiaries are aware of O&M fund collection procedure.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ Annual O&M fund collected every year according to O&M Plan and Budget?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ The O&M fund is collected against the budget in the current year.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ O&M fund is collected in several way.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
2.2 Implementation of Operation and Maintenance Plan			
a) Operation and Maintenance Expenditure			
▪ O&M fund is spent according to O&M Plan and Budget?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ More than 80% of the budget has been spent from the O&M fund since the subproject handed over.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ More than 20% of the budget BDT has been spent from the O&M fund against the O&M Plan in the current year?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
b) Joint Walkthrough			
▪ Subproject maintenance requirement is assessed more than 3times through pre and post monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (8pt)	<input type="checkbox"/> No	
▪ Maintenance requirement assessed in the current/last year through pre and post-monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (7pt)	<input type="checkbox"/> No	
c) Maintenance Information Recording			
▪ WMCA have maintenance register	<input type="checkbox"/> Yes (8pt)	<input type="checkbox"/> No	
▪ All the information relating to maintenance, including extent of siltation in the khal, recorded in the maintenance register.	<input type="checkbox"/> Yes (7pt)	<input type="checkbox"/> No	
d) GoB funded maintenance			
▪ WMCA members participate in the GoB funded maintenance.	<input type="checkbox"/> Yes (9pt)	<input type="checkbox"/> No	
▪ WMCA contribute to the GoB funded maintenance (silt removing).	<input type="checkbox"/> Yes (8pt)	<input type="checkbox"/> No	
▪ WMCA monitor the maintenance work done by the contractor.	<input type="checkbox"/> Yes (8pt)	<input type="checkbox"/> No	

Remarks:

If subproject include several components, the score will be got by dividing total score by number of component. For example, when subproject have two components, e.g. WC and CAD, score will be got by dividing total score by 2.

3. WMCA SP INFRASTRUCTURE/TECHNICAL PERFORMANCE

3.1 Infrastructure Condition		
IF WMCA HAS DONE WATER CONSERVATION		
a) Khal		
▪ Weed and aquatic vegetation are removed.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Sediments/silts is removed.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA took actions when slopes of the khal slide down.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (3pt)
b) Embankment		
▪ Shape of embankment is good.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Weed/vegetation are removed from embankment.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Slips, side slopes, rain cuts and ghogs are repaired.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
c) Structure (Regulator/Sluice gate/WRS/ Rubber Dam)		
▪ Gates are operational.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Gates are painted.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Hoisting system of the gate in greased regularly.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Water level gauge is visible.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Protection blocks are set right.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
<i>In case of rubber dam</i>		
▪ Rubber dam is operational.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Water level gauge is visible.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Pump house in good condition (painted).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Pump-unit is in good condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Protection blocks are set right.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
d) Condition of any other structures (pipe-sluices, paved village roads, bridges)		
<i>In case this sub-indicator is relevant maximum points per sub-indicator will be 15</i>		
▪ Pipe sluice(s) is in good condition.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ Pavement is in good condition.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ Bridge is in good condition.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
IF WMCA HAS DONE COMMAND AREA DEVELOPMENT		
a) Pump units		
▪ Half of the pump-units are in good condition?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ The transformer and electric circuit is in good condition?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
b) header tank/sump		
<i>In case of header tank</i>		
▪ The header tank is in good condition (no cracks, no leakages).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The control ladder is in good condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The gauge is still functioning.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The control system is functioning.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Flushing system for removing sediments is well functioning (no sedimentation).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
<i>In case of sump</i>		
▪ Weed/vegetation are removed from embankment.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ Slips, side slopes, rain cuts and ghogs are repaired.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
c) Structure (conveyance system)		
▪ The canals/buried pipes is in good condition (no crack in canals, no leakages of pipe joints).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
d) Structures		
<i>In case of buried pipe system</i>		
▪ Flow control and management structures are in good condition	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Standpipes for air vents are in good condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Risers and alfalfa valves are in working condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Washout structures is in good condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
<i>In case of open canal systems:</i>		
▪ Canals are in good condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Outlets in good condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No

IF WMCA HAS DONE FLOOD MANAGEMENT		
a) Khal		
▪ Weed and aquatic vegetation are removed.	<input type="checkbox"/> Yes (6pt)	<input type="checkbox"/> No
▪ Sediments/silts is removed.	<input type="checkbox"/> Yes (6pt)	<input type="checkbox"/> No
▪ WMCA took actions when slopes of the khal slide down.	<input type="checkbox"/> Yes (6pt)	<input type="checkbox"/> No
b) Embankment		
▪ Shape of embankment is good.	<input type="checkbox"/> Yes (6pt)	<input type="checkbox"/> No
▪ Weed/vegetation are removed from embankment.	<input type="checkbox"/> Yes (6pt)	<input type="checkbox"/> No
▪ Slips, side slopes, rain cuts and ghogs are repaired.	<input type="checkbox"/> Yes (6pt)	<input type="checkbox"/> No
c) Structure (Regulator/Sluice gate/WRS/ Rubber Dam)		
▪ Gates are operational.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Gates are painted.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Hoisting system of the gate in greased regularly.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Water level gauge is visible.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Protection blocks are set right.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
IF WMCA HAS DONE DRAINAGE IMPROVEMENT		
a) Khal		
▪ Weed and aquatic vegetation are removed.	<input type="checkbox"/> Yes(10pt)	<input type="checkbox"/> No
▪ Sediments/silts is removed.	<input type="checkbox"/> Yes(10pt)	<input type="checkbox"/> No
▪ WMCA took actions when slopes of the khal slide down.	<input type="checkbox"/> Yes(10pt)	<input type="checkbox"/> No
b) Condition of structures (if any)		
▪ The structure is in good condition.	<input type="checkbox"/> Yes(30pt)	<input type="checkbox"/> No
3.2 Functionary Assessment		
IF WMCA HAS DONE WATER CONSERVATION		
a) WMCA Expectation		
▪ Infrastructure has been constructed according to the resolution taken in the subproject Planning and Design meeting.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Infrastructure meets the beneficiary/WMCA expectation.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
b) Design defects		
▪ There is design defect to gate and/or sill.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (5pt)
▪ The capacity of the regulator(s) is sufficient.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
c) Construction defects		
▪ There is construction defect to gate and/or rubber dam (sill elevation).	<input type="checkbox"/> Yes	<input type="checkbox"/> No (4pt)
▪ Backfill of the structures is well done (good compaction, no passing of water along or underneath structures).	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ The structures are still in stable position.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
d) Completion of Infrastructure		
▪ Construction of the infrastructure is completed.	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No
IF WMCA HAS DONE COMMAND AREA DEVELOPMENT		
a) WMCA Expectation		
▪ Infrastructure has been constructed according to the resolution taken in the subproject Planning and Design meeting.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Infrastructure meets the beneficiary/WMCA expectation.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
b) Design defects		
<i>In case of buried pipe system</i>		
▪ The design capacity of the pump units is sufficient in relation to required Q and required head	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ Header tank high is enough to meet required head.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Stand pipes for air vents high are enough (don't overtop with maximum water level in header tank).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
<i>In case of open canal system</i>		
▪ The design capacity of the pump units is sufficient in relation to required Q and required head	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ The capacity of canals and aqueducts are adequate.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
c) Construction defects		
▪ There is any construction defect to header tank, open/underground irrigation drains, flow control structures, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (5pt)

d) Completion of Infrastructure	▪ Construction of the infrastructure is completed.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
IF WMCA HAS DONE FLOOD MANAGEMENT			
a) WMCA Expectation	▪ Infrastructure has been constructed according to the resolution taken in the subproject Planning and Design meeting.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
	▪ Infrastructure meets the beneficiary/WMCA expectation.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
b) Design defects	▪ There is design defect to gate and/or sill.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (5pt)
	▪ The capacity of the regulator(s) is sufficient.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
c) Construction defects	▪ There is construction defect to gate and/or rubber dam (sill elevation).	<input type="checkbox"/> Yes	<input type="checkbox"/> No (4pt)
	▪ Backfill of the structures is well done (good compaction, no passing of water along or underneath structures).	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
	▪ The structures are still in stable position.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
d) Completion of Infrastructure	▪ Construction of the infrastructure is completed.	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No
IF WMCA HAS DONE DRAINAGE IMPROVEMENT			
a) WMCA Expectation	▪ Infrastructure has been constructed according to the resolution taken in the subproject Planning and Design meeting.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
	▪ Infrastructure meets the beneficiary/WMCA expectation.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
b) Design defects	▪ There is any design defect (capacity of the drains).	<input type="checkbox"/> Yes	<input type="checkbox"/> No (10pt)
c) Construction defects	▪ There is construction defect.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (10pt)
d) Completion of Infrastructure	▪ Construction of the infrastructure is completed.	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No

Remarks:

If subproject include several components, the score will be got by dividing total score by number of component. For example, when subproject have two components, e.g. WC and CAD, score will be got by dividing total score by 2.

4. WMCA AGRIBUSINESS PERFORMANCE

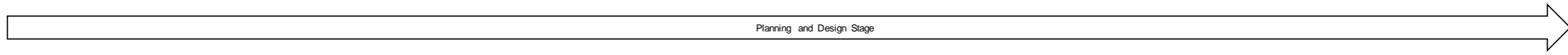
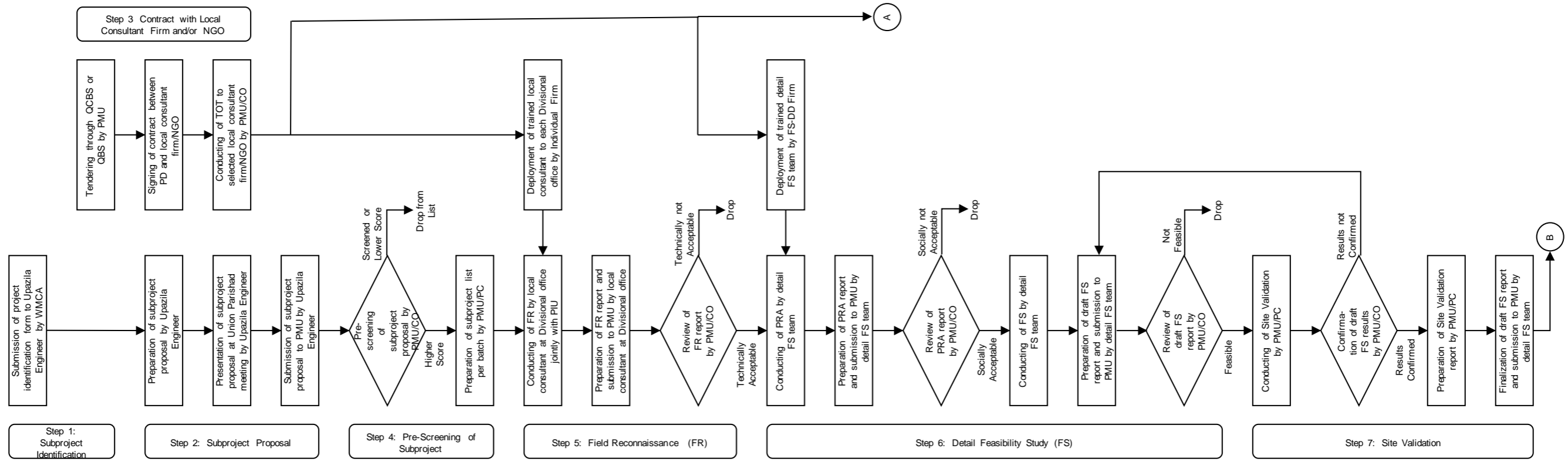
4.1 WMCA Commercial Activity			
a) Cash book record	▪ WMCA maintains cash book.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ Is that separated by each activity?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ Is it updated periodically	<input type="checkbox"/> No (at random) (0pt) <input type="checkbox"/> Daily (2pt) <input type="checkbox"/> Weekly (1pt)	
b) Saving	▪ WMCA has saving activities.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ Individual member of WMCA deposits.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ WMCA deposits from profit of WMCA activity.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ WMCA has separate register book.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
c) Outstanding loan	▪ Have WMCA ever received any loan from bank, NGO etc.,	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ How is the present condition?	<input type="checkbox"/> Overdue (1pt) <input type="checkbox"/> Refunding (2pt) <input type="checkbox"/> Fully paid (3pt)	
d) Credit for farmer	▪ WMCA gives any loan to member.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ If yes, the limitation is more than 100,000 BDT per person?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ The interest rate is less than 5%.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No

▪ The rate of repayment is more than 80%.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
e) Joint purchase and sell		
▪ Is there any joint purchase by WMCA?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
▪ Is there any joint sell by WMCA?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
f) Contract farming		
▪ WMCA or WMCA member has ever done contract farming.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
g) Customer service		
▪ WMCA has done customer service.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
h) WMCA Management		
▪ Have you ever received any training for business management?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
▪ If yes, what kind of training is that?	<input type="checkbox"/> Accounting (2pt) <input type="checkbox"/> Marketing (2pt) <input type="checkbox"/> Business planning (2pt) <input type="checkbox"/> Others (Specify: _____) (2pt)	
4.2 WMCA Agri business		
a) Agri-business experience		
▪ Member of WMCA has agri-business on going?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ WMCA has agri-business on going <i>If yes go to b), If no go to d)</i>	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
b) Business management unit		
▪ WMCA has persons in charge of agri-business?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA has specific accountant permanently for the agri-business?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA has a policy of business management.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA has the written policy.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
c) Business plan		
▪ WMCA makes business plan periodically.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA has any system that members check the plan and approve that.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA close the account in the end of fiscal year.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
d) Agri-Business interest		
▪ WMCA are interested in agri-business?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ What is the objective / benefit of the agri-business?	<input type="checkbox"/> O/M (2pt) <input type="checkbox"/> Credit for farmer (2pt) <input type="checkbox"/> Others (Specify: _____) (2pt)	
e) What kind of training did WMCA receive? (multiple answer allowed)	<input type="checkbox"/> Agribusiness planning for agri-machinery and equipment rental (2pt) <input type="checkbox"/> Agribusiness management (2pt) <input type="checkbox"/> Marketing (2pt) <input type="checkbox"/> Installation of IT system (2pt) <input type="checkbox"/> Proper O&M of equipment (2pt) <input type="checkbox"/> Others (Specify: _____) (2pt)	

Class	A	B	C
Total Score	400~320	319~240	239~

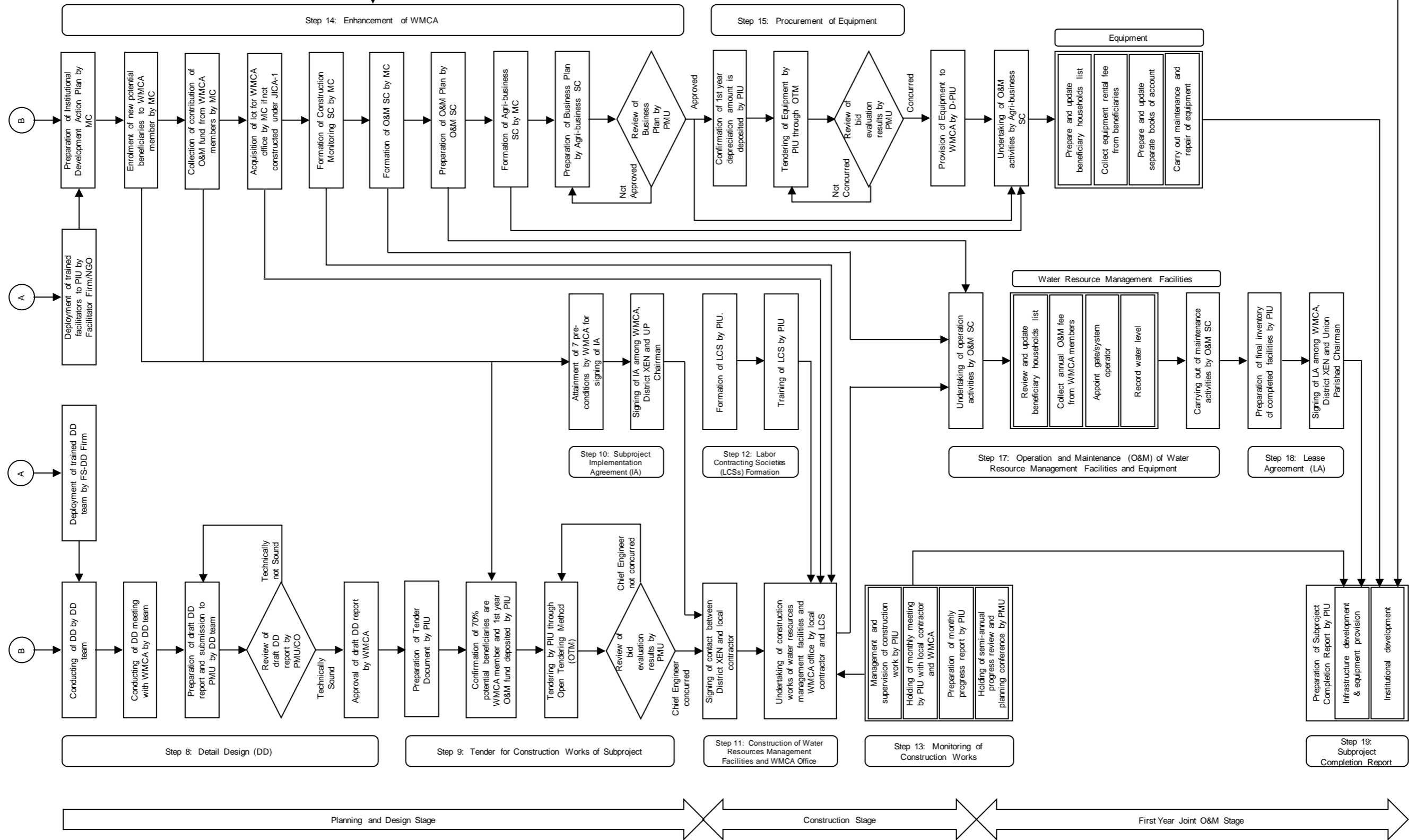
Only subprojects with Class A or B will qualify for Additional Development.

Attachment I-12
Work Flow of Additional
Development Type
Subproject



Step 16: Monitoring of Enhancement of WMCA

Holding of monthly coordination meeting by PIU with WMCA and concerned agencies/institutes | Preparation of monthly progress report based on results of monthly coordination meeting by PIU | Holding of semi-annual progress review and planning conference by PMU



Attachment I-13
Pre-screening Criteria for
Flagship Development
Type Subproject

Flagship development Screening Criteria

Items for Screening	Purpose of Screening	Screening Criteria		
		Related proposal question No.	Remain on List	Remove from List
1) Completeness of Data	Assess the availability of data for accurate and fair selection	Overall	All the necessity data for screening and scoring are available	Not all the necessity data for screening and scoring are available
2) Environmental and Social Impacts	Assess the possible significant adverse impacts on the environment and society	2.8	-	-
a) Resettlement			Not required	Required
b) Land Acquisition			Less than 99 ha are required	More than 100 ha are required
c) Natural Conservation and/or Cultural Heritage			None	Present
3) Situation of Public Order and Security	Assess whether subproject can be implemented safely	2.9	Well-maintained public order and security.	There is a problem with public order and security.
4) Ratio of Female Member of WMCA	Assess the consistency with JICA-1 criteria	2.7	Ratio of existing female member is more than or 33 %	Ratio of existing female member is less than 33 %
5) WMCA	Assess the sustainability of O&M under WMCA	2.7	-	-
a) Organise WMCA			Wiling	Not willing
b) Deposit O&M fund			Wiling	Not willing
6) Needs of WMCA	Assess the needs of WMCA for additional development	-	-	-
a) Water management facility		8.1 a)	Need	Not need
b) Rural road		9.1 a)	Need	Not need
c) Rural market		9.1 a)	Need	Not need
d) Multi-functional office		9.1 a)	Need	Not need
e) Equipment		8.2 a)	Need	Not need

Flagship Development Scoring Criteria

1. WMCA PERFORMANCE

1.1 WMCA			
a) Formation process			
▪ The WMCA is formed following development process?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ The household list is updated?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ The subproject is handed over to the WMCA following the guidelines?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
b) Membership			
▪ The WMCA membership cover 70% of benefited household?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No	
▪ Female membership in the WMCA Management Committee is more than 30%.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No	
c) Election: Process and Participation			
▪ Voter list is updated.	<input type="checkbox"/> Yes (1pt)	<input type="checkbox"/> No	
▪ No. of contestants in different position.			
Chairman (more than 2)	<input type="checkbox"/> Yes (1pt)	<input type="checkbox"/> No	
Vice chairman (more than 2)	<input type="checkbox"/> Yes (1pt)	<input type="checkbox"/> No	
Secretary (more than 2)	<input type="checkbox"/> Yes (1pt)	<input type="checkbox"/> No	
▪ No. of vote cast. (more than 100)	<input type="checkbox"/> Yes (1pt)	<input type="checkbox"/> No	
▪ More than 50% of total members cast vote.	<input type="checkbox"/> Yes (1pt)	<input type="checkbox"/> No	
▪ Type of committee:	<input type="checkbox"/> Selected (1pt)		
	<input type="checkbox"/> Elected (1pt)		
d) Meetings			
▪ Monthly meetings of the Management Committee held regularly?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ 80% of female members attended in the Managing Committee meetings.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ Centers/villages weekly meetings are held.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ More than 2 weekly meetings are held in a month.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ Attendance of general members in the weekly meetings was more satisfactory.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ Attendance of female members in the weekly meetings was more satisfactory.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ The Annual General Meeting held regularly.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ More than 60 % of members attended in the Annual General Meeting.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ The institutional development plan and budget was approved in the Annual General Meeting?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
e) Staffs			
▪ No. of WMCA staffs.	<input type="checkbox"/> more than 5 (2pt)	<input type="checkbox"/> less than 4 (1pt)	
▪ What positions are they working? (Is that covered, and gate/pump operator?)	<input type="checkbox"/> Not employed (0pt)		
	<input type="checkbox"/> Account (1pt)		
	<input type="checkbox"/> Manager (1pt)		
	<input type="checkbox"/> Gate/pump operator (1pt)		
	<input type="checkbox"/> Others(Specify: _____) (1pt)		
▪ They are paid.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ Source of payment	<input type="checkbox"/> No source (0pt)		
	<input type="checkbox"/> Water fee (1pt)		
	<input type="checkbox"/> Beneficiary contribution (1pt)		
	<input type="checkbox"/> Others(Specify: _____) (1pt)		
f) Transparency of transactions and quality of records			
▪ Expense receipts and vouchers of WMCA are kept regularly in the relevant register.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ Are all the Books and Registers updated duly?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ Does all the WMCA members have access to the Books and Records?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ Is the audit done regularly?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	

g) Ability to deal with conflict and defaulters to recover outstanding loan		
▪ Are the Managing Committee members able to resolve conflict created in WMCA?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Has it been required to go for arbitration ever?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ How the conflicts due to recovery of outstanding loan are resolved?	(3pt)	
▪ What steps are taken to recover outstanding loan?	(3pt)	
h) Entrepreneurial activities		
▪ Does the WMCA carry out any entrepreneurial activities (like lease in beels, water body or any other business) for water management/maintenance/system operation?	<input type="checkbox"/> Yes (8pt)	<input type="checkbox"/> No
i) Interdepartmental Relationship		
▪ How is the relationship of WMCA with:		
Union Parishad -	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
Upazila Parishad -	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
LGED -	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
Dept. of Agriculture -	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
Dept. of Cooperative –	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
Dept. of Fisheries -	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
Others (Specify: _____)	<input type="checkbox"/> Good (1pt)	<input type="checkbox"/> No
1.2 Capital and Micro Credit		
a) Micro Credit Operation		
▪ No. of loanees.	More than 30 (2pt) Less than 20 (1pt)	<input type="checkbox"/> No loaned
▪ How many members were loan disbursed so far (cumulative)?	(2pt)	<input type="checkbox"/> No loaned
▪ Total number of member outstanding loan. (cumulative)		<input type="checkbox"/> No outstanding (3pt)
▪ No. of defaulters.	<input type="checkbox"/> No defaulter (2pt) <input type="checkbox"/> less than 5 (1pt) <input type="checkbox"/> more than 5 (0pt)	
▪ Is any profit or other fund transferred to O&M A/C?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No

2. WMCA PERFORMANCE OF SUBPROJECT O&M

WATER CONSERVATION

2.1 O&M Activities/System		
a) Operation & Maintenance Subcommittee		
▪ The O&M subcommittee is formed following the O&M guidelines?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ More than 2 O&M subcommittee meetings held in the current year?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The subcommittee carry out O&M activities according to the decisions taken in the meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
b) Preparation of annual O&M Plan and Budget		
▪ Annual O&M plan and budget prepared regularly.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ O&M plan and budget approved in the Annual General Meeting.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The O&M plan and budget of the current year approved in the Annual General Meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
c) O&M Fund		
▪ The beneficiaries are aware of O&M fund collection procedure.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Annual O&M fund collected every year according to O&M Plan and Budget?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The O&M fund is collected against the budget in the current year.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ O&M fund is collected in several way.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
2.2 Implementation of Operation and Maintenance Plan		
a) Operation and Maintenance Expenditure		
▪ O&M fund is spent according to O&M Plan and Budget?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ More than 80% of the budget has been spent from the O&M fund since the subproject handed over.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No

<ul style="list-style-type: none"> ▪ More than 20% of the budget BDT has been spent from the O&M fund against the O&M Plan in the current year? 	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
b) Operation of structure <ul style="list-style-type: none"> ▪ The regulator/sluiceway WRS or rubber dam is operated according to the approved Operation Plan? 	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No
c) Operation Information Recording <ul style="list-style-type: none"> ▪ Regulator/Sluiceway/WRS rubber dam operator record water level information in the operation register. 	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No
d) Joint Walkthrough <ul style="list-style-type: none"> ▪ Subproject maintenance requirement is assessed more than 2 times through pre and post monsoon LGED-WMCA joint walkthrough. ▪ Maintenance requirement assessed in the current/last year through pre and post-monsoon LGED-WMCA joint walkthrough. 	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
e) Maintenance Information Recording <ul style="list-style-type: none"> ▪ WMCA have maintenance register ▪ All the information relating to maintenance, including extent of siltation in the khal, recorded in the maintenance register. 	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
f) Theft or conflict <ul style="list-style-type: none"> ▪ Has the gate(s) or any other parts thereof ever been stolen? ▪ Is there any dispute regarding to operation of regulator/sluiceway/ WRS rubber dam? 	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No (5pt)
g) GoB funded maintenance <ul style="list-style-type: none"> ▪ WMCA members participate in the GoB funded maintenance. ▪ WMCA contribute to the GoB funded maintenance (silt removing). ▪ WMCA monitor the maintenance work done by the contractor. 	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No

COMMAND AREA DEVELOPMENT

2.1 O&M Activities/System		
a) Operation & Maintenance Subcommittee <ul style="list-style-type: none"> ▪ The O&M subcommittee is formed following the O&M guidelines? ▪ More than 2 O&M subcommittee meetings held in the current year? ▪ The subcommittee carry out O&M activities according to the decisions taken in the meeting? 	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
b) Preparation of annual O&M Plan and Budget <ul style="list-style-type: none"> ▪ Annual O&M plan and budget prepared regularly. ▪ O&M plan and budget approved in the Annual General Meeting. ▪ The O&M plan and budget of the current year approved in the Annual General Meeting? 	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
c) O&M Fund <ul style="list-style-type: none"> ▪ The beneficiaries are aware of O&M fund collection procedure. ▪ Annual O&M fund collected every year according to O&M Plan and Budget? ▪ The O&M fund is collected against the budget in the current year. ▪ O&M fund is collected in several way. 	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
2.2 Implementation of Operation and Maintenance Plan		
a) Operation and Maintenance Expenditure <ul style="list-style-type: none"> ▪ O&M fund is spent according to O&M Plan and Budget? ▪ More than 80% of the budget has been spent from the O&M fund since the subproject handed over. ▪ More than 20% of the budget BDT has been spent from the O&M fund against the O&M Plan in the current year? 	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
b) Operation of structure (Pump Units, Header Tank, Control Structures, and Outlets) <ul style="list-style-type: none"> ▪ The header tank, control structures, and outlets is operated according to the approved Operation Plan? ▪ The Irrigation Block Managers are communicated and organized before the irrigation season begins. ▪ More than half land were planned to be irrigated in the current irrigation season. ▪ More than half land was irrigated against plan in the current season? 	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No

c) Operation Information Recording			
▪ The information on water distribution through open/underground canal (or blocks) is recorded in the operation register	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No	
▪ Irrigated land and amount of irrigation tax collection per water user are recorded in the operation register.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ The information on expenditure related to operation of pump units is recorded in the operation register.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
d) Joint Walkthrough			
▪ Subproject maintenance requirement is assessed more than 2times through pre and post monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No	
▪ Maintenance requirement assessed in the current/last year through pre and post-monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No	
e) Maintenance Information Recording			
▪ WMCA have maintenance register	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No	
▪ All the information relating to maintenance, including extent of siltation in the khal, recorded in the maintenance register.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No	
f) Theft or conflict			
▪ Has the gate(s) or any other parts thereof ever been stolen?	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No	
▪ Is there any dispute regarding to operation of regulator/slucicegate/WRS rubber dam?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (5pt)	
g) GoB funded maintenance			
▪ WMCA members participate in the GoB funded maintenance.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No	
▪ WMCA contribute to the GoB funded maintenance (silt removing).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ WMCA monitor the maintenance work done by the contractor.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	

FLOOD MANAGEMENT

2.1 O&M Activities/System			
a) Operation & Maintenance Subcommittee			
▪ The O&M subcommittee is formed following the O&M guidelines?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ More than 2 O&M subcommittee meetings held in the current year?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ The subcommittee carry out O&M activities according to the decisions taken in the meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
b) Preparation of annual O&M Plan and Budget			
▪ Annual O&M plan and budget prepared regularly.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ O&M plan and budget approved in the Annual General Meeting.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ The O&M plan and budget of the current year approved in the Annual General Meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
c) O&M Fund			
▪ The beneficiaries are aware of O&M fund collection procedure.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ Annual O&M fund collected every year according to O&M Plan and Budget?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ The O&M fund is collected against the budget in the current year.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
▪ O&M fund is collected in several way.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No	
2.2 Implementation of Operation and Maintenance Plan			
a) Operation and Maintenance Expenditure			
▪ O&M fund is spent according to O&M Plan and Budget?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No	
▪ More than 80% of the budget has been spent from the O&M fund since the subproject handed over.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
▪ More than 20% of the budget BDT has been spent from the O&M fund against the O&M Plan in the current year?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No	
b) Operation of structure			
▪ The regulator/slucicegate WRS or rubber dam is operated according to the approved Operation Plan?	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No	
c) Operation Information Recording			
▪ Regulator/Slucicegate/WRS rubber dam operator record water level information in the operation register.	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No	
d) Joint Walkthrough			
▪ Subproject maintenance requirement is assessed more than 2times through pre and post monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No	

▪ Maintenance requirement assessed in the current/last year through pre and post-monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
e) Maintenance Information Recording		
▪ WMCA have maintenance register	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ All the information relating to maintenance, including extent of siltation in the khal, recorded in the maintenance register.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
f) Theft or conflict		
▪ Has the gate(s) or any other parts thereof ever been stolen?	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Is there any dispute regarding to operation of regulator/sluicagate/WRS rubber dam?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (5pt)
g) GoB funded maintenance		
▪ WMCA members participate in the GoB funded maintenance.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ WMCA contribute to the GoB funded maintenance (silt removing).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA monitor the maintenance work done by the contractor.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No

DRAINAGE IMPROVEMENT

2.1 O&M Activities/System		
a) Operation & Maintenance Subcommittee		
▪ The O&M subcommittee is formed following the O&M guidelines?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ More than 2 O&M subcommittee meetings held in the current year?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The subcommittee carry out O&M activities according to the decisions taken in the meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
b) Preparation of annual O&M Plan and Budget		
▪ Annual O&M plan and budget prepared regularly.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ O&M plan and budget approved in the Annual General Meeting.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The O&M plan and budget of the current year approved in the Annual General Meeting?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
c) O&M Fund		
▪ The beneficiaries are aware of O&M fund collection procedure.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Annual O&M fund collected every year according to O&M Plan and Budget?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The O&M fund is collected against the budget in the current year.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ O&M fund is collected in several way.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
2.2 Implementation of Operation and Maintenance Plan		
a) Operation and Maintenance Expenditure		
▪ O&M fund is spent according to O&M Plan and Budget?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ More than 80% of the budget has been spent from the O&M fund since the subproject handed over.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
▪ More than 20% of the budget BDT has been spent from the O&M fund against the O&M Plan in the current year?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
b) Joint Walkthrough		
▪ Subproject maintenance requirement is assessed more than 3times through pre and post monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (8pt)	<input type="checkbox"/> No
▪ Maintenance requirement assessed in the current/last year through pre and post-monsoon LGED-WMCA joint walkthrough.	<input type="checkbox"/> Yes (7pt)	<input type="checkbox"/> No
c) Maintenance Information Recording		
▪ WMCA have maintenance register	<input type="checkbox"/> Yes (8pt)	<input type="checkbox"/> No
▪ All the information relating to maintenance, including extent of siltation in the khal, recorded in the maintenance register.	<input type="checkbox"/> Yes (7pt)	<input type="checkbox"/> No
d) GoB funded maintenance		
▪ WMCA members participate in the GoB funded maintenance.	<input type="checkbox"/> Yes (9pt)	<input type="checkbox"/> No
▪ WMCA contribute to the GoB funded maintenance (silt removing).	<input type="checkbox"/> Yes (8pt)	<input type="checkbox"/> No
▪ WMCA monitor the maintenance work done by the contractor.	<input type="checkbox"/> Yes (8pt)	<input type="checkbox"/> No

Remarks:

If subproject include several components, the score will be got by dividing total score by number of component. For example, when subproject have two components, e.g. WC and CAD, score will be got by dividing total score by 2.

3. WMCA SP INFRASTRUCTURE/TECHNICAL PERFORMANCE

3.1 Infrastructure Condition		
IF WMCA HAS DONE WATER CONSERVATION		
a) Khal		
▪ Weed and aquatic vegetation are removed.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Sediments/silts is removed.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA took actions when slopes of the khal slide down.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (3pt)
b) Embankment		
▪ Shape of embankment is good.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Weed/vegetation are removed from embankment.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Slips, side slopes, rain cuts and ghogs are repaired.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
c) Structure (Regulator/Sluice gate/WRS/ Rubber Dam)		
▪ Gates are operational.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Gates are painted.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Hoisting system of the gate in greased regularly.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Water level gauge is visible.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Protection blocks are set right.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
<i>In case of rubber dam</i>		
▪ Rubber dam is operational.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Water level gauge is visible.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Pump house in good condition (painted).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Pump-unit is in good condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Protection blocks are set right.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
d) Condition of any other structures (pipe-sluices, paved village roads, bridges)		
<i>In case this sub-indicator is relevant maximum points per sub-indicator will be 15</i>		
▪ Pipe sluice(s) is in good condition.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ Pavement is in good condition.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ Bridge is in good condition.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
IF WMCA HAS DONE COMMAND AREA DEVELOPMENT		
a) Pump units		
▪ Half of the pump-units are in good condition?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ The transformer and electric circuit is in good condition?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
b) header tank/sump		
<i>In case of header tank</i>		
▪ The header tank is in good condition (no cracks, no leakages).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The control ladder is in good condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The gauge is still functioning.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ The control system is functioning.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Flushing system for removing sediments is well functioning (no sedimentation).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
<i>In case of sump</i>		
▪ Weed/vegetation are removed from embankment.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ Slips, side slopes, rain cuts and ghogs are repaired.	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
c) Structure (conveyance system)		
▪ The canals/buried pipes is in good condition (no crack in canals, no leakages of pipe joints).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
d) Structures		
<i>In case of buried pipe system</i>		
▪ Flow control and management structures are in good condition	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Standpipes for air vents are in good condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Risers and alfalfa valves are in working condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Washout structures is in good condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
<i>In case of open canal systems:</i>		
▪ Canals are in good condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Outlets in good condition.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No

IF WMCA HAS DONE FLOOD MANAGEMENT		
a) Khal		
▪ Weed and aquatic vegetation are removed.	<input type="checkbox"/> Yes (6pt)	<input type="checkbox"/> No
▪ Sediments/silts is removed.	<input type="checkbox"/> Yes (6pt)	<input type="checkbox"/> No
▪ WMCA took actions when slopes of the khal slide down.	<input type="checkbox"/> Yes (6pt)	<input type="checkbox"/> No
b) Embankment		
▪ Shape of embankment is good.	<input type="checkbox"/> Yes (6pt)	<input type="checkbox"/> No
▪ Weed/vegetation are removed from embankment.	<input type="checkbox"/> Yes (6pt)	<input type="checkbox"/> No
▪ Slips, side slopes, rain cuts and ghogs are repaired.	<input type="checkbox"/> Yes (6pt)	<input type="checkbox"/> No
c) Structure (Regulator/Sluice gate/WRS/ Rubber Dam)		
▪ Gates are operational.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Gates are painted.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Hoisting system of the gate in greased regularly.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Water level gauge is visible.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Protection blocks are set right.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
IF WMCA HAS DONE DRAINAGE IMPROVEMENT		
a) Khal		
▪ Weed and aquatic vegetation are removed.	<input type="checkbox"/> Yes(10pt)	<input type="checkbox"/> No
▪ Sediments/silts is removed.	<input type="checkbox"/> Yes(10pt)	<input type="checkbox"/> No
▪ WMCA took actions when slopes of the khal slide down.	<input type="checkbox"/> Yes(10pt)	<input type="checkbox"/> No
b) Condition of structures (if any)		
▪ The structure is in good condition.	<input type="checkbox"/> Yes(30pt)	<input type="checkbox"/> No
3.2 Functionary Assessment		
IF WMCA HAS DONE WATER CONSERVATION		
a) WMCA Expectation		
▪ Infrastructure has been constructed according to the resolution taken in the subproject Planning and Design meeting.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Infrastructure meets the beneficiary/WMCA expectation.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
b) Design defects		
▪ There is design defect to gate and/or sill.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (5pt)
▪ The capacity of the regulator(s) is sufficient.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
c) Construction defects		
▪ There is construction defect to gate and/or rubber dam (sill elevation).	<input type="checkbox"/> Yes	<input type="checkbox"/> No (4pt)
▪ Backfill of the structures is well done (good compaction, no passing of water along or underneath structures).	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ The structures are still in stable position.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
d) Completion of Infrastructure		
▪ Construction of the infrastructure is completed.	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No
IF WMCA HAS DONE COMMAND AREA DEVELOPMENT		
a) WMCA Expectation		
▪ Infrastructure has been constructed according to the resolution taken in the subproject Planning and Design meeting.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ Infrastructure meets the beneficiary/WMCA expectation.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
b) Design defects		
<i>In case of buried pipe system</i>		
▪ The design capacity of the pump units is sufficient in relation to required Q and required head	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ Header tank high is enough to meet required head.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ Stand pipes for air vents high are enough (don't overtop with maximum water level in header tank).	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
<i>In case of open canal system</i>		
▪ The design capacity of the pump units is sufficient in relation to required Q and required head	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
▪ The capacity of canals and aqueducts are adequate.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
c) Construction defects		
▪ There is any construction defect to header tank, open/underground irrigation drains, flow control structures, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (5pt)

d) Completion of Infrastructure	▪ Construction of the infrastructure is completed.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
IF WMCA HAS DONE FLOOD MANAGEMENT			
a) WMCA Expectation	▪ Infrastructure has been constructed according to the resolution taken in the subproject Planning and Design meeting.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
	▪ Infrastructure meets the beneficiary/WMCA expectation.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
b) Design defects	▪ There is design defect to gate and/or sill.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (5pt)
	▪ The capacity of the regulator(s) is sufficient.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
c) Construction defects	▪ There is construction defect to gate and/or rubber dam (sill elevation).	<input type="checkbox"/> Yes	<input type="checkbox"/> No (4pt)
	▪ Backfill of the structures is well done (good compaction, no passing of water along or underneath structures).	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
	▪ The structures are still in stable position.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
d) Completion of Infrastructure	▪ Construction of the infrastructure is completed.	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No
IF WMCA HAS DONE DRAINAGE IMPROVEMENT			
a) WMCA Expectation	▪ Infrastructure has been constructed according to the resolution taken in the subproject Planning and Design meeting.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
	▪ Infrastructure meets the beneficiary/WMCA expectation.	<input type="checkbox"/> Yes (5pt)	<input type="checkbox"/> No
b) Design defects	▪ There is any design defect (capacity of the drains).	<input type="checkbox"/> Yes	<input type="checkbox"/> No (10pt)
c) Construction defects	▪ There is construction defect.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (10pt)
d) Completion of Infrastructure	▪ Construction of the infrastructure is completed.	<input type="checkbox"/> Yes (10pt)	<input type="checkbox"/> No

Remarks:

If subproject include several components, the score will be got by dividing total score by number of component. For example, when subproject have two components, e.g. WC and CAD, score will be got by dividing total score by 2.

4. WMCA AGRIBUSINESS PERFORMANCE

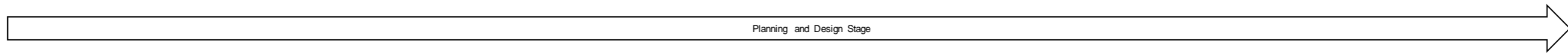
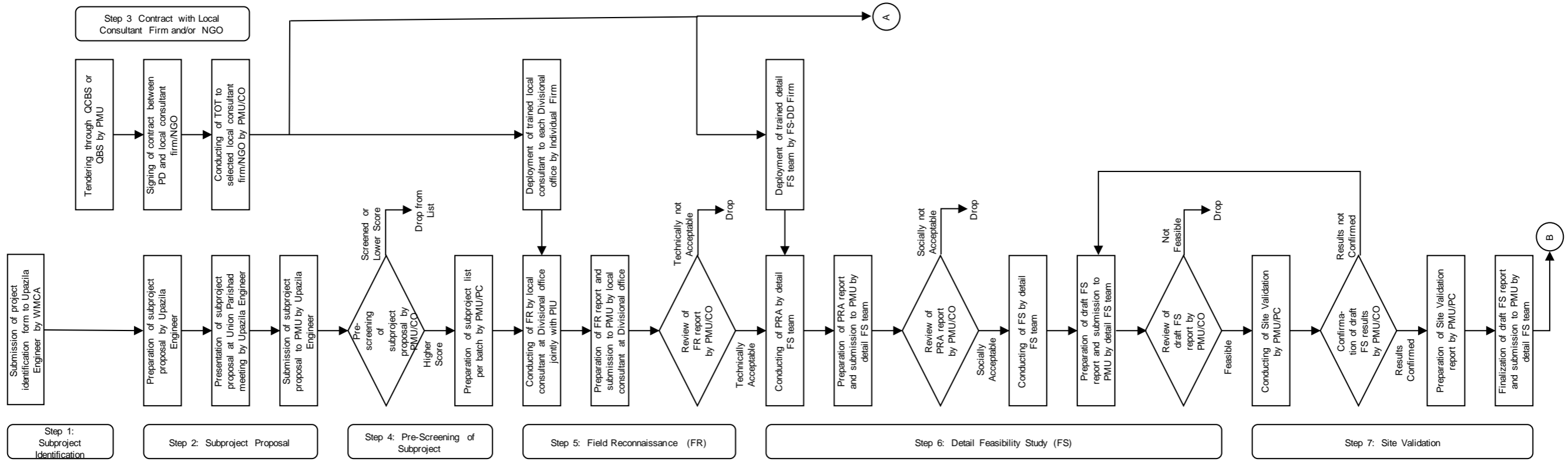
4.1 WMCA Commercial Activity			
a) Cash book record	▪ WMCA maintains cash book.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ Is that separated by each activity?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ Is it updated periodically	<input type="checkbox"/> No (at random) (0pt) <input type="checkbox"/> Daily (2pt) <input type="checkbox"/> Weekly (1pt)	
b) Saving	▪ WMCA has saving activities.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ Individual member of WMCA deposits.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ WMCA deposits from profit of WMCA activity.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ WMCA has separate register book.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
c) Outstanding loan	▪ Have WMCA ever received any loan from bank, NGO etc.,	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ How is the present condition?	<input type="checkbox"/> Overdue (1pt) <input type="checkbox"/> Refunding (2pt) <input type="checkbox"/> Fully paid (3pt)	
d) Credit for farmer	▪ WMCA gives any loan to member.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ If yes, the limitation is more than 100,000 BDT per person?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
	▪ The interest rate is less than 5%.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No

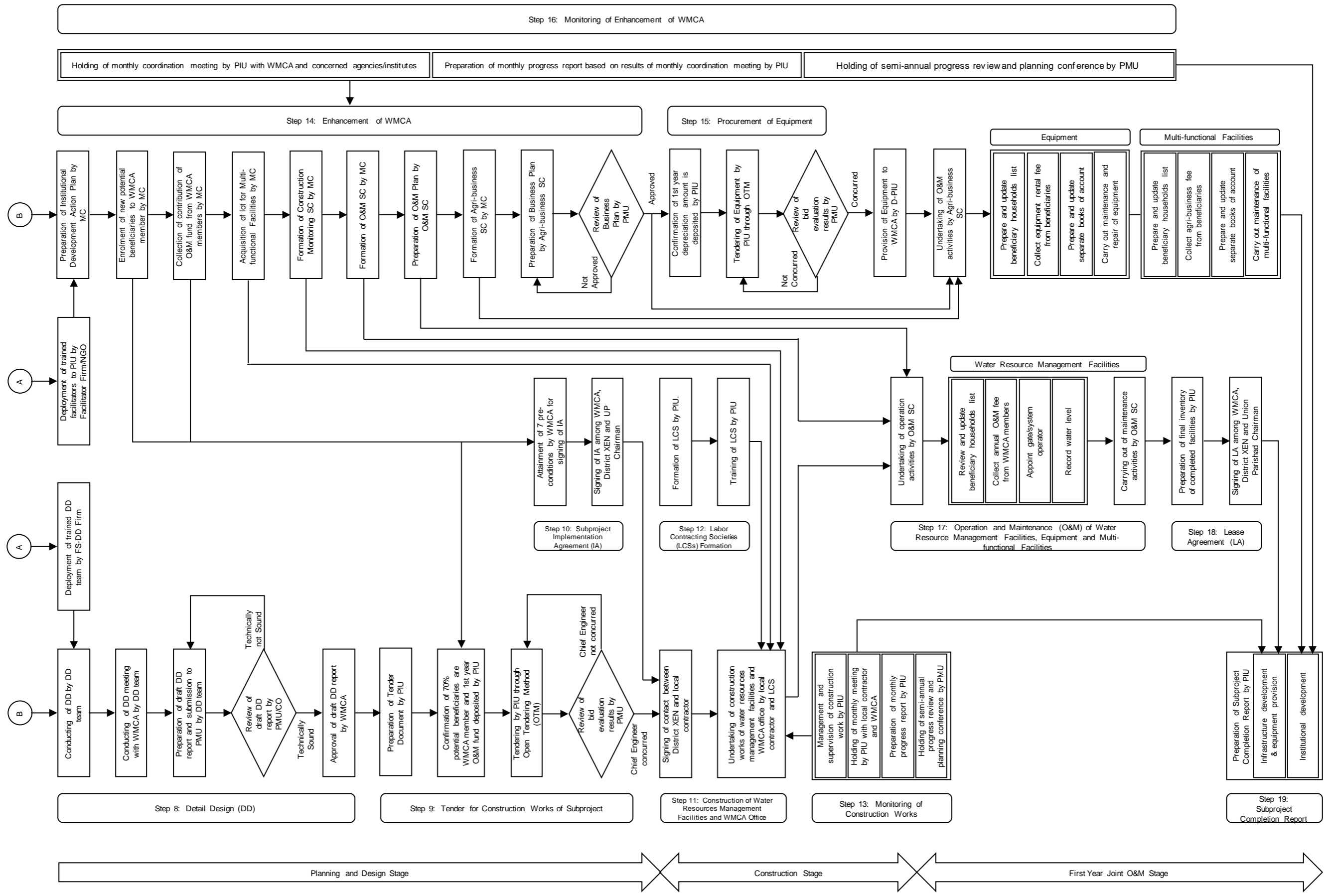
▪ The rate of repayment is more than 80%.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
e) Joint purchase and sell		
▪ Is there any joint purchase by WMCA?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
▪ Is there any joint sell by WMCA?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
f) Contract farming		
▪ WMCA or WMCA member has ever done contract farming.	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
g) Customer service		
▪ WMCA has done customer service.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
h) WMCA Management		
▪ Have you ever received any training for business management?	<input type="checkbox"/> Yes (2pt)	<input type="checkbox"/> No
▪ If yes, what kind of training is that?	<input type="checkbox"/> Accounting (2pt) <input type="checkbox"/> Marketing (2pt) <input type="checkbox"/> Business planning (2pt) <input type="checkbox"/> Others (Specify: _____) (2pt)	
4.2 WMCA Agri business		
a) Agri-business experience		
▪ Member of WMCA has agri-business on going?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ WMCA has agri-business on going <i>If yes go to b), If no go to d)</i>	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
b) Business management unit		
▪ WMCA has persons in charge of agri-business?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA has specific accountant permanently for the agri-business?	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA has a policy of business management.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA has the written policy.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
c) Business plan		
▪ WMCA makes business plan periodically.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA has any system that members check the plan and approve that.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
▪ WMCA close the account in the end of fiscal year.	<input type="checkbox"/> Yes (3pt)	<input type="checkbox"/> No
d) Agri-Business interest		
▪ WMCA are interested in agri-business?	<input type="checkbox"/> Yes (4pt)	<input type="checkbox"/> No
▪ What is the objective / benefit of the agri-business?	<input type="checkbox"/> O/M (2pt) <input type="checkbox"/> Credit for farmer (2pt) <input type="checkbox"/> Others (Specify: _____) (2pt)	
e) What kind of training did WMCA receive? (multiple answer allowed)	<input type="checkbox"/> Agribusiness planning for agri-machinery and equipment rental (2pt) <input type="checkbox"/> Agribusiness management (2pt) <input type="checkbox"/> Marketing (2pt) <input type="checkbox"/> Installation of IT system (2pt) <input type="checkbox"/> Proper O&M of equipment (2pt) <input type="checkbox"/> Others (Specify: _____) (2pt)	

Class	A	B	C
Total Score	400~320	319~240	239~

Only subprojects with Class of A will qualify for Flaship Development.

Attachment I-14
Work Flow of Flagship
Development Type
Subproject





Step 16: Monitoring of Enhancement of WMCA

Holding of monthly coordination meeting by PIU with WMCA and concerned agencies/institutes | Preparation of monthly progress report based on results of monthly coordination meeting by PIU | Holding of semi-annual progress review and planning conference by PMU

Step 14: Enhancement of WMCA

Step 15: Procurement of Equipment

Equipment | Multi-functional Facilities

Water Resource Management Facilities

Step 19: Subproject Completion Report

Step 8: Detail Design (DD)

Step 9: Tender for Construction Works of Subproject

Step 11: Construction of Water Resources Management Facilities and WMCA Office

Step 13: Monitoring of Construction Works

First Year Joint O&M Stage

Planning and Design Stage

Construction Stage

Attachment I-15
Monitoring and
Evaluation Indicators

MONITORING AND EVALUATION INDICATORS

- (1) Small Scale Water Resources Development Subcomponent (New and Performance Enhancement)
 - 1) Objectives
 - a) Increased agricultural/fisheries productivity; and
 - b) Increased volume of agricultural/fisheries produces.
 - 2) Monitoring Indicator
 - a) Number of subprojects constructed/improved;
 - b) Number of flooded/inundated hectare of lands reclaimed for farm land;
 - c) Number of irrigated hectare of lands generated;
 - d) Number of farmers/fishermen served by the subprojects;
 - e) Percentage increase in cropping intensity;
 - f) Volume increase in crops/fisheries production; and
 - g) Number of O&M manuals in place.
- (2) Rural Road Development Subcomponent
 - 1) Objectives
 - a) Improved commodity flow; and
 - b) Reduced hauling cost of agricultural/fisheries inputs and produces.
 - 2) Monitoring Indicators
 - a) Number and length of village road constructed;
 - b) Number of population/farmers/fishermen served;
 - c) Increase number of trips per day;
 - d) Number of vehicles plying in the subproject area;
 - e) Percentage of transportation cost reduced; and
 - f) Percentage of travel time reduced.
- (3) Additional Development Subcomponent
 - 1) Local market development
 - a) Objectives
 - Increased marketing opportunities; and
 - Value-added to agricultural/ fisheries produces.
 - b) Monitoring Indicators
 - Number of local market constructed;
 - Number of population served;
 - Number of WMCA members utilized;

- Volume of agricultural/fisheries products sold and traded by WMCA members; and
 - Percentage increase in prices of agricultural/fisheries inputs and produces.
- 2) Multi-functional facilities development
- a) Objectives
- Value-added to agricultural/fisheries produces; and
 - Reduced post-harvest loss.
- b) Monitoring Indicators
- Number and type of multi-functional facilities provided;
 - Number of marketing/business operation undertaken;
 - Volume and frequency of agricultural/fisheries products sold/and traded;
 - Number of members patronized; and
 - Number of O&M manuals in place.
- 3) Provision of equipment (to be determined)
- (4) Institutional Development Component
- 1) Objectives
- a) Sustained O&M of facilities; and
- b) Increased number of members benefitted from services of WMCA.
- 2) Monitoring Indicators
- a) O&M activity for subproject
- Number of WMCA organized and strengthened for sustainable O&M of water management facilities;
 - Number of trained members for O&M activities;
 - Amount increase in O&M fund;
 - Number and type of O&M activities conducted; and
 - Number of members participating in O&M activities.
- b) Diversification of WMCA activities
- Number of trained members for agriculture, fishery, micro-finance and business activities;
 - Percentage increase in adopting and applying improved/recommended technologies by farmers and/or fishermen;
 - Percentage increase in yields per hectare of crops/fishes;
 - Number of members served by micro-finance activity;
 - Amount increase in micro-finance fund;
 - Number of WMCA strengthened for sustainable O&M of multi-functional facilities;

- Number of business/marketing plans implemented;
 - Number of members patronizing the business;
 - Amount increase in operation capital for business;
 - Number of business earning profits;
 - Number of contracts/marketing agreements signed and implemented; and
 - Number of female member increased.
- c) Gender and development
- Number of trained members/members' family for gender and development;
 - Number of female member trained for agriculture, fishery and income generation;
 - Number of female member increased; and
 - Number of female-headed WMCA increased.

**Local Government Engineering Department (LGED)
Ministry of Local Government, Rural Development and Cooperatives
People's Republic of Bangladesh**

**Special Assistance for Project Implementation on
Small Scale Water Resources Development Project
(Phase 2)**

Project Completion Report

Annex 2

JICA- 2 Operational Guidelines Volume 2:

New Development

June 2018

Japan International Cooperation Agency (JICA)

Nippon Koei Co., Ltd.



People's Republic of Bangladesh
Local Government Engineering
Department (LGED)



**SMALL SCALE WATER RESOURCES
DEVELOPMENT PROJECT (PHASE 2)
(JICA-2)**

JICA Loan No. BD-P98

***Operational Guideline
Volume II: New Development***

March 2018

Prepared by

JICA-2 PROJECT MANAGEMENT UNIT

OPERATIONAL GUIDELINES VOLUME II NEW DEVELOPMENT

TABLE OF CONTENTS

1. INTRODUCTION	1
1.1 Goals and Objectives	1
1.2 Scope	1
2. DEVELOPMENT COMPONENT	2
2.1 Infrastructure Development	2
2.2 Institutional Development	2
2.2.1 Establishment of Water Management Association Committee (WMCA)	2
2.2.2 Capacity Development of Water Management Association Committee (WMCA)	2
2.2.3 Capacity Development of Local Government Engineering Department (LGED)	2
3. DEVELOPMENT PROCEDURE	2
3.1 Planning and Design Stage	7
Step 1 Subproject Identification	7
Step 2 Subproject Proposal	9
Step 3 Contract with Local Consultant Firm and/or NGO	10
Step 4 Pre-screening of Subproject	11
Step 5 Field Reconnaissance (FR)	11
Step 6 Detail Feasibility Study (FS)	12
Step 7 Site Validation	14
Step 8 Subproject Clearance	14
Step 9 Establishment of WMCA	15
Step 10 Detailed Design (DD)	19
Step 11 Tender for Construction Works of Subproject	21
Step 12 Signing of Subproject Implementation Agreement (IA)	22
3.2 Construction Stage	23
Step 13 Construction of Water Resources Management Facilities and WMCA Office	23
Step 14 Labor Contracting Societies (LCSs) Formation	24
Step 15 Monitoring of Construction Works by PIU	25
Step 16 Development of WMCA	27
Step 17 Monitoring of Establishment and Development of WMCA	32
3.3 First Year Joint Operation and Maintenance (O&M) Stage	33
Step 18 O&M of Water Resource Management Facilities	33
Step 19 Lease Agreement (LA)	33
Step 20 Subproject Completion Report (SPCR)	34

LIST OF TABLES

Table	Outlines of SSWRD Types	2
-------	-------------------------------	---

LIST OF FIGURES

Figure 1	Image of SSWRD Components in New SP.....	1
Figure 2	Development Procedure of New SP.....	5

LIST OF FORM

Form II-1:	SP Identification Form
Form II-2:	SP Proposal Form
Form II-3:	PRA Checklist
Form II-4:	WMCA OC Member List
Form II-5:	WMCA FMC Member List
Form II-6:	WMCA ID-AP Form
Form II-7:	Contract Agreement of WMCA Office (Sample)
Form II-8:	WMCA WG Member List
Form II-9:	WMCA By-laws (Major Contents)
Form II-10:	WMCA Potential Beneficiaries List
Form II-11:	IA (Standard Format)
Form II-12:	WMCA MC Member List
Form II-13:	PAPs List
Form II-14:	Monthly Progress Report
Form II-15:	Multi-year (3-5 years) WMCA Strategic Development Plan
Form II-16:	WMCA SC Member List
Form II-17:	Construction Monitoring Report
Form II-18:	O&M Plan
Form II-19:	Agriculture Survey Report for EME
Form II-20:	Agriculture Development Plan
Form II-21:	Monthly Activity Report on Agriculture Development
Form II-22:	Fisheries Survey Report for EME
Form II-23:	Fisheries Development Plan
Form II-24:	Monthly Activity Report on Fisheries Development
Form II-25:	Gender Survey Form
Form II-26:	Gender Development Plan
Form II-27:	Monthly Activity Report on Gender Development
Form II-28:	Micro-Credit Development Plan
Form II-29:	Monthly Activity Report on Micro-Credit Development
Form II-30:	Monthly Progress Report for ID-AP
Form II-31:	Semi-annual Progress Review and Planning Conference Report
Form II-32:	Monthly Progress Report of Maintenance of Irrigation Structure
Form II-33:	Completion Work Format of Irrigation Structure Maintenance
Form II-34:	Lease Agreement
Form II-35:	Sustainability Plan (Contents)
Form II-36:	WMCA Records Documents
Form II-37:	Subproject Completion Report

LIST OF ATTACHMENT

Attachment II-1:	JICA-2 Reference Documents
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- Attachment II-2: Responsibility Matrix
- Attachment II-3: Subproject Identification for Small Scale Water Resource Development
- Attachment II-4: Record of orientations (Central Level) (Field Level)
- Attachment II-5: Public Procurement Rules 2008
- Attachment II-6: New Subproject Screening Criteria
- Attachment II-7: Small Scale Water Resources Subproject, Planning and Design Guidelines
- Attachment II-8: Guidelines for Environmental Assessment of SSWRD Subprojects
- Attachment II-9: Guidelines for SSWRD Project G3 Participatory Rural Appraisal of Subproject
- Attachment II-10: Guidelines for SSWRD Project G4 Feasibility Study of Subproject
- Attachment II-11: Bamankhali Khal Subproject IEE Report
- Attachment II-12: Guidebook for Preparing By-laws of WMCA
- Attachment II-13: Institutional Development Action Plan Guideline for WMCA
- Attachment II-14: Guidelines for SSWRD Project G1 Policy and Development Process
- Attachment II-15: Land Acquisition Framework (Draft) for SSWRD Project (JICA-2)
- Attachment II-16: Bangladesh e-Government Procurement Guidelines
- Attachment II-17: Contractor's Environmental Guideline
- Attachment II-18: LCS Training Manual, Training Guidelines
- Attachment II-19: Role of SP Construction Monitoring Committee
- Attachment II-20: Guidelines for SSWRD Project G8 Operation and Maintenance
- Attachment II-21: Operational Manual for Gender Mainstreaming
- Attachment II-22: Guidelines for Project Monitoring

1. INTRODUCTION

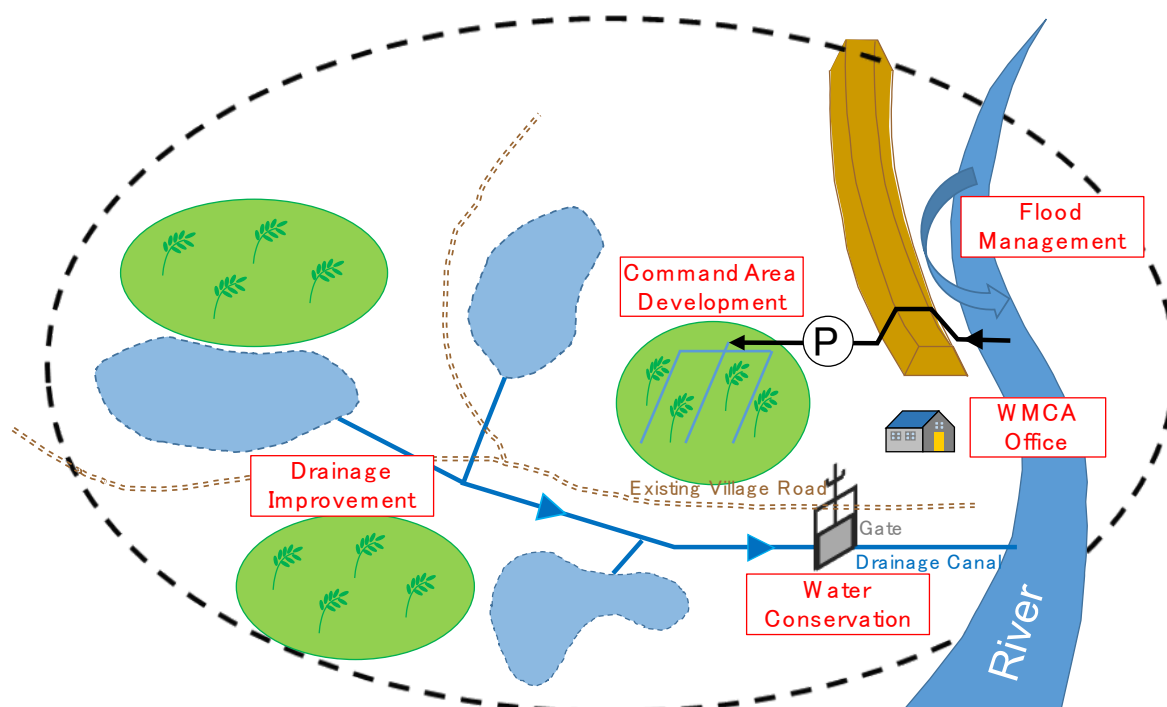
This guideline describes the development process of “New Development” Subproject (New SP) to be implemented under Small Scale Water Resources Development (SSWRD) Project Phase-II (JICA-2) funded by JICA.

1.1 Goals and Objectives

Poverty reduction and securing food are the goals of New SP. To attain these goals, increases in agricultural and fishery products and farmers’ income are to be pursued through SSWRD by removing constraints associated with flooding, poor drainage, drought and inadequate irrigation management. For sustaining and maximizing the benefit of SSWRD, the main body of operation and maintenance (O&M), water management cooperative association (WMCA), shall be formed and its capacity shall be enhanced through institutional development to be carried out under New SP.

1.2 Scope

Scopes of New SP are SSWRD with construction and improvement of water management facility and establish participatory O&M system with WMCA for ensuring sustainability of the SP’s benefit. A schematic image of SSWRD components under New SP are illustrated below:



Source: JICA SAPI Team

Figure 1: Image of SSWRD Components in New SP

2. DEVELOPMENT COMPONENT

New SP consists of two components: infrastructure development and institutional development.

2.1 Infrastructure Development

In Bangladesh, SSWRD is categorized into the following five types: (i) Water Conservation, (ii) Flood Management, (iii) Command Area Development, (iv) Drainage Improvement, and (v) Tidal Irrigation. The features of those types are outlined in the following table:

Table: Outlines of SSWRD Types

Type: Water Conservation (WC)	
Purpose	Increase of irrigation water availability in the target area
Anticipated Impact	Increase of crop production by ensuring irrigation water availability
Benefited Area	<ul style="list-style-type: none"> - Farmland below the level of retained water/adjacent to water body identified with contour maps - If contour maps of the area are not available, up to 300 m of both sides of the water body retained by hydraulic structures
Remarks	The main construction component is the construction of a hydraulic structure to retain water for irrigation. The size of benefited area is determined in accordance with the capacity of water body and irrigation water requirement. The O&M of water retention structure (WRS) including gate operation and embankment along the water body are taken on by WMCA. While irrigation water is distributed by gravity or with low lift pumps (LLPs), the irrigation diagram is generally not designed and water distribution is not controlled systematically by WMCA, local government institution (LGI), or any agencies concerned.
Type: Flood Management (FM)	
Purpose	Reduction of flood water level in the target area.
Anticipated Impact	<ul style="list-style-type: none"> - Reduction of crop damage due to floods - Change land types as a result of reduced flood level
Benefited Area	Difference between boundaries of two areas, namely, <ul style="list-style-type: none"> (i) Boundaries considering 1:10-year annual flood level as an upper limit (ii) Boundaries considering design basin level as a lower limit
Remarks	The main construction components are construction of embankment and drainage regulators to protect the benefited area from flood. There are two types of Flood Management: (i) partial Flood Management to protect Boro crops from the pre-monsoon floods with submersible embankments, and (ii) full Flood Management to protect Aus and Aman crops from river flash flood with high embankments. The responsibility for O&M of the regulators and embankments is taken on by WMCA.
Type: Command Area Development (CAD)	
Purpose	Increase of cultivable/irrigated area and/or improvement of water availability for irrigation
Anticipated Impact	<ul style="list-style-type: none"> - Increase on crop production by extension of irrigated area and application of timely irrigation. - Reduction of crop production cost with improved irrigation water efficiency.
Benefited Area	<ul style="list-style-type: none"> - In case of rehabilitation, the whole command area of the irrigation system is the benefited area of the development. - In case of expansion of existing command area, additional area irrigated by the irrigation system will be extended or constructed.
Remarks	The main construction components are installation of pipeline network for irrigation, header tank, and pumps; and construction of pump station. The water sources are river/khal and water bodies in/out of benefited area. The O&M of these facilities, including pump and valve operation, are taken on by WMCA. Irrigation water is distributed through pipeline from header tank to crop field of each farmer.

Type: Drainage Improvement (DI)	
Purpose	Removal of excess water from the target area to outside and/or reduction of the time required for drainage.
Anticipated Impact	<ul style="list-style-type: none"> - Increase of crop production due to timely planting - Increase of cultivation area of short duration crops - Reduction of crop damage due to inundation - Expansion of cultivation area by drainage of floodwater
Benefited Area	Generated area after the development due to the difference of water level of water body between pre- and post-development identified with a subproject index map with contours.
Remarks	The main construction component is re-excavation of existing khals connecting the water body and beel located in benefited area to other khals and rivers located out of the area. In many cases, the water level of the water body and river is fluctuant so that gates are placed at the confluence to control water level. The O&M of the gates and khals are taken on by WMCA in general. Since re-excavation increases the water capacity of khals, water availability also improved collaterally.
Type: Tidal Irrigation (TI)	
Purpose	Increase of irrigation water available in target area
Anticipated Impact	Increase of crop production by insuring irrigation
Benefited Area	19 District of South Western Bangladesh.
Remarks	The main construction component is khal re-excavation along with flap gated hydraulics structure. Benefited area is mainly along the khal side up to tidal effect length. O&M of silted up khals also with structure managed by WMCA. Generally, irrigation water is distributed by tidal flow and LLP. No irrigation diagram is designed generally and water distribution is not controlled by WMCA or not by any agencies concerned.

Source: LGED, June 2009. *Small Scale Water Resources Development Planning and Design Guidelines*

2.2 Institutional Development

At the same time of infrastructure development (water resources management facilities and WMCA office), institutional development activities shall be conducted. Institutional development consists of 1) Establishment of Water Management Association Committee (WMCA), 2) Capacity Development of WMCA and 3) Capacity Development of Local Government Engineering Department (LGED). Details of the institutional development are as follows.

2.2.1 Establishment of Water Management Association Committee (WMCA)

One WMCA per SSWRD SP will be formed under JICA-2. Under each WMCA following subcommittees (SCs) will be developed.

- (1) Construction Monitoring SC
- (2) O&M SC
- (3) Agriculture Development SC
- (4) Fisheries Development SC
- (5) Gender Development SC
- (6) Micro-Credit SC
- (7) Environmental Management SC

2.2.2 Capacity Development of Water Management Association Committee (WMCA)

The goal of JICA-2 is to reduce poverty and secure food by increasing agricultural/fisheries products and enhancing WMCA capacity through provision of rural hydraulic infrastructures such as water resources management facilities and capacity building training. To attain the project goal, JICA-2 will provide training to ensure viability of the WMCAs responsible to the selected SSWRD SPs. The following trainings shall be pursued:

- 1) Organizational management and administration;
- 2) Construction supervision;
- 3) O&M;
- 4) Sustainable agricultural/fisheries production;
- 5) Gender;
- 6) Environment; and
- 7) Micro-credit and various income generating activities for women and landless.

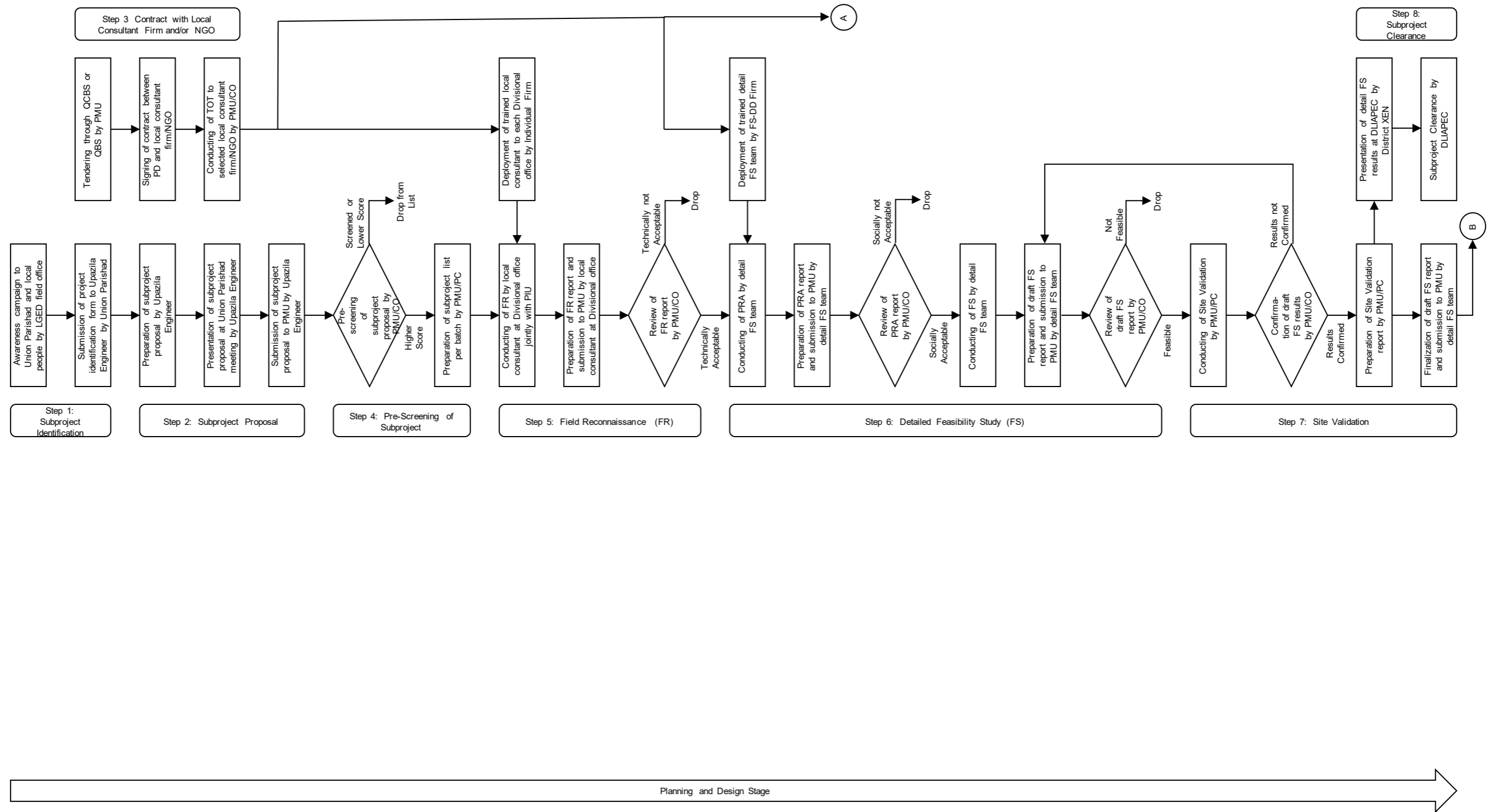
2.2.3 Capacity Development of Local Government Engineering Department (LGED)

To attain the goal of JICA-2, PMU will continuously support LGED by capacity development trainings and technical assistance. The PMU shall deploy an Institutional Development Expert to each divisional office, Agriculture and Fishery Facilitators to District-Project Implementation Unit (D-PIU), and General Facilitator to Upazila-Project Implementation Unit (U-PIU) to provide basic supports for WMCA development such as organizational management, construction supervision, and O&M of small scale water resources management facilities. In addition, PMU shall also tap partner agencies and institutes concerned to provide other necessary trainings, i.e., agriculture and fisheries production, gender, environment, microcredit, and various income generating activities for women and landless.

3. DEVELOPMENT PROCEDURE

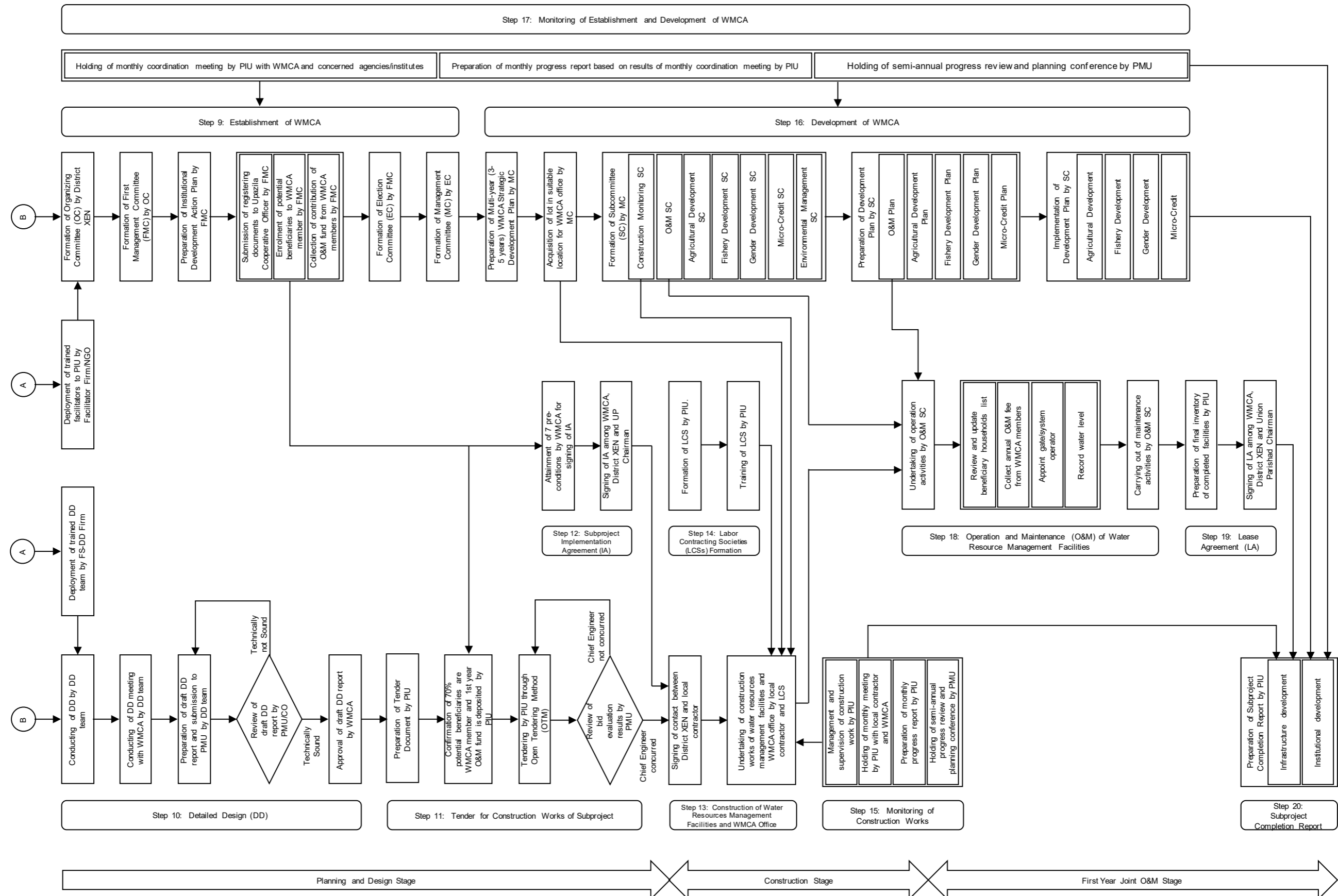
The New SP implementation procedures are shown in following sections. Loan Agreement (LA) and Development Project Proposal (DPP) of JICA-2 are basic guiding principles for implementation. Other reference guidelines and manuals are described in “JICA-2 Reference Documents” in Attachment II-1 and thus not limited to the ones highlighted hereafter.

A flow of development procedure for New SP is shown in the following figure. Accordingly, in-charge personnel are indicated in “Responsibility Matrix” (Attachment II-2). The procedure is separated into three stages: Planning and Design, Construction, and First Year Joint O&M.



Source: JICA SAPI Team

Figure 2: Development Procedure of New SP (1/2)



Source: JICA SAPI Team

Figure 2: Development Procedure of New SP (2/2)

3.1 Planning and Design Stage

Step 1 Subproject Identification

i. Preparation of publicity materials

- *Responsibility:* PMU
- *Output:* 1) Leaflet; A4 size duplex, and 2) poster; A1 or A2 size
- *Description:*

Before and after starting JICA-2, PMU shall prepare publicity materials to inform JICA-2 outlines such as objectives, concept, target area, eligibility, fund source, etc. Since the materials are to be distributed to local people as a leaflet and displayed at public bulletin boards as a poster, it shall be visualized with photos and describe JICA-2 outline with easy words. Samples of the publicity materials are provided as “Subproject Identification for Small Scale Water Resource Development (IWRMU: LGED, 2010)” in Attachment II-3.

ii. Orientation for related agencies at central level

- *Responsibility:* PMU
- *Output:* Record of orientation
- *Description:*

PMU conducted project orientations for related agencies at central level to explain the outline, such as goals, objectives, concepts, target areas, implementation organizations, etc. with assistance from SAPI team. Record of orientations (Central Level) are shown in Attachment II-4.

iii. Issuance of official letter with publicity materials to Union Parishad (UP)

- *Responsibility:* PMU
- *Output:* Receipt from UP chairperson
- *Description:*

Immediately after establishing PMU, PMU shall issue a letter with the publicity materials for requesting UP to announce JICA-2 and New SP in public. The letter shall be issued to all of unions targeted by JICA-2 and mention the schedule of each batch of SP implementation under JICA-2. Although the target unions applying to batch-1 are selected precedently, the other target unions can select which batch they will apply according to their needs and preparedness.

iv. Awareness campaign

- *Responsibility:* UP
- *Output:* Report from community organizer (CO)
- *Description:*

Within one week after receiving official letter and publicity materials, the leaflet shall be distributed to all UP members and village leaders in the Union. The poster shall be displayed at public bulletin boards. The general facilitator shall confirm distribution of the leaflet through verbal communication with all eligible persons and take picture of the public bulletin boards displaying the poster. The confirmation result shall be reported by CO to PMU with e-mail including the

picture.

- v. Preparation of subproject identification form
 - *Responsibility:* PMU
 - *Output:* SP identification form
 - *Description:*
PMU prepared SP identification form with assistance of SAPI team. The form is provided as Form II-1.
- vi. Orientation for PIUs
 - *Responsibility:* PMU
 - *Output:* Record of orientation
 - *Description:*
PMU conducted project orientations for U-PIUs in each target region of JICA-2 (Sylhet, Mymensingh, Dhaka, Rangpur, and Faridpur) to explain the outline, such as goals, objectives, concepts, target areas, implementation organizations, etc. with assistance from SAPI team. Records of orientations (Field Level) are shown in Attachment II-4. During this the orientation, PMU distributed SP identification form to U-PIUs.
- vii. Distribution and orientation to local people
 - *Responsibility:* U-PIU
 - *Output:* Record of orientation
 - *Description:*
After receiving SP identification forms from PMU, U-PIU shall hold an orientation for SP identification with UP chairpersons and village leaders within New SP target area under the Upazila and distribute New SP identification form with explanation for filling it up. U-PIU shall mention all items in the form and ensure that UP can prepare with support from responsible CO. UP interested in being a candidate of New SP can receive the SP identification form at the orientation. The form is also available after the orientation through requesting U-PIU to provide it.
- viii. Subproject identification
 - *Responsibility:* UP
 - *Output:* SP identification document
 - *Description:*
UP shall fill the SP identification form through consultation with village leaders and assistance from facilitator and concerned U-PIU. The identification form will be submitted to concerned U-PIU to be reviewed. If U-PIU finds any questions in the form, it shall be clarified through communication between concerned UP and U-PIU.

Step 2 Subproject Proposal

- i. Preparation of subproject proposal form
 - *Responsibility:* PMU
 - *Output:* SP proposal form
 - *Description:*

PMU prepared SP proposal form with assistance of SAPI team. The form is provided as Form II-2.
- ii. Preparation of subproject proposal
 - *Responsibility:* U-PIU
 - *Output:* SP proposal document
 - *Description:*

Within two weeks after submission of SP identification document, based on the SP identification document, U-PIU shall prepare SP proposal according to the form (Form II-2). Any information necessary to fill the form which is not mentioned in the submitted document shall be clarified and obtained through consultation with concerned UP chairperson and stakeholders, if any.
- iii. Presentation at Upazila Parishad meeting
 - *Responsibility:* Upazila Engineer (UE)
 - *Output:* Approval letter from Upazila Parishad meeting
 - *Description:*

At the most recent monthly Upazila meeting after preparation of the SP proposal, UE shall make presentation at the monthly Upazila Parishad meeting to explain the contents of SP proposed by local people in their Upazila. At the end of the meeting, the UE shall request to Upazila Parishad members to approve the SP proposal and record it in the minutes of the meeting (MM). Based on the comments and advices at the meeting, U-PIU shall finalize the SP proposal, if necessary.
- iv. Submission of subproject identification & proposal documents with approval letter
 - *Responsibility:* U-PIU
 - *Output:* Receipt from district Executive Engineer (XEN)
 - *Description:*

Within three days after presentation at Upazila Parishad meeting U-PIU shall submit the SP proposal to concerned D-PIU. When D-PIU receive the proposal, responsible XEN shall issue the receipt to U-PIU and CC to PMU.
- v. Review and submission of subproject proposal document
 - *Responsibility:* D-PIU
 - *Output:* Reviewed SP proposal document
 - *Description:*

Within one week after submission from U-PIU, the submitted SP proposal shall be reviewed by D-PIU. Two facilitators in D-PIU shall play main role for review and comments and advices shall be given by other members of D-PIU. U-PIU will

be required to provide additional information of the proposed SP by D-PIU, if necessary.

Step 3 Contract with Local Consultant Firm and/or NGO

i. Procurement of intellectual and professional services

- *Responsibility:* PMU
- *Output:* Contract with local consultant firm
- *Description:*

PMU conducts tendering of intellectual and professional services by local consultant firm and/or NGO through Quality and Cost Based Selection (QCBS) or Quality Based Selection (QBS). The all procedures from announcement to signing of contract of each tendering method are explained in “Public Procurement Rules 2008 (PPR 2008)” in Attachment II-5. The services are provided by following local consultant firm and/or NGO:

- ✓ Local Consultant Firm to deploy individual local consultants i.e. Water Resource Development Expert and Institutional Development Expert to each Divisional Office abbreviated as Individual Firm.
- ✓ Local Consultant Firms to conduct detail feasibility study (FS) and detail design (DD) abbreviated as FS-DD Firm
- ✓ Consultant Firms/NGOs to deploy Agricultural, Fishery and General Facilitators to PIU abbreviated as Facilitator Firm/NGO

ii. JICA concurrence

- *Responsibility:* PMU
- *Output:* Submission of bid evaluation result to JICA
- *Description:*

Immediately after evaluating tender, after evaluation of the bidding, PMU consolidates the result as bid evaluation report and submit to JICA for concurrence with Project Director’s (PD’s) signature.

iii. Training of contractors

- *Responsibility:* PMU
- *Output:* Issuance of certificate from PMU to each firm
- *Description:*

One month after the contract, following training of trainer (TOT) is executed by PMU:

- ✓ Individual Firm: Scope of work of individual local consultants are explained by PMU.
- ✓ FS-DD Firm: Preparation
- ✓ Facilitator Firm/ NGO: Terms of reference, especially the role of the facilitators in planning institutional development activities of WMCA, are instructed.

iv. Deployment of consultants to Regional/Divisional office

- *Responsibility:* PMU
- *Output:* Reporting to the Superintending Engineer (SE), Regional office
- *Description:*
Within two weeks after issuance of certificates, PMU issues an instruction letter to Individual Firm to deploy their individual local consultants to specified regional/divisional offices. After arrival of individual consultants of regional/divisional office, they report to SE and forward the copy to PD.

Step 4 Pre-screening of Subproject

- i. Preparation of pre-screening and scoring criteria
 - *Responsibility:* PMU
 - *Output:* A set of evaluation kits based on New SP pre-screening and scoring criteria
 - *Description:*
PMU prepared SP pre-screening criteria with assistance of SAPI team. The criteria are shown as Attachment II-6.
- ii. Execution of pre-screening, scoring, and ranking
 - *Responsibility:* PMU
 - *Output:* Issuance of request letter to individual local consultants with list of New SP
 - *Description:*
Within two months from submission deadline of SP proposal per batch PMU evaluates the SP proposal in accordance with the SP pre-screening and scoring criteria. Based on the evaluation result, PMU prepares a list of eligible New SPs by divisions. PD sends the list to individual local consultants concerned in each Divisional/Regional Office with instruction letter to conduct field reconnaissance (FR) for each New SP. PD also sends other letters to D-PIU and U-PIU to join the FR to be executed in their mandatory areas.

Step 5 Field Reconnaissance (FR)

- i. Preparation of FR guidelines
 - *Responsibility:* PMU
 - *Output:* Approval of FR guidelines by PD
 - *Description:*
PMU prepared FR guidelines with assistance of SAPI team based on “Small Scale Water Resources Subproject, Planning and Design Guidelines, Methodology and Common Subproject Components”. The guidelines are given as Attachment II-7 including report form.
- ii. Execution of FR
 - *Responsibility:* Individual local consultant (water resource development expert, environmental expert) and PIUs

- *Output:* Submission of FR report to PMU
 - *Description:*

Within two months from acceptance of request letter, water resources development experts stationed in each divisional office execute FR to identify (i) SP boundary, (ii) location of water resources management facilities, and (iii) hydrological system. The result of FR is compiled into FR report and send to PMU by those individual local consultants.

Environmental experts who received orientation training on environmental field survey methodology implement scoping of important environmental components and collect field information for Initial Environmental Examination (IEE) /Environmental Assessment (EA) and data for impact monitoring. These steps are shown in “Guidelines for Environmental Assessment of SSWRD Subprojects (JICA, 2017)” in item 2.1 and 2.2 in Attachment II-8. The result of environmental issue is also compiled into FR report.
- iii. Review and approval of FR report
- *Responsibility:* PMU
 - *Output:* Issuance of approval letter of FR from PMU to D-PIU
 - *Description:*

Within one month from acceptance of FR Report, PMU review those FR reports submitted by individual local consultants. If FR results are technically acceptable, PD issues letters to instruct FS-DD Firm to start detailed FS on concerned New SP and to inform concerned PIUs to proceed detailed FS. Otherwise, PD issues an information letter to concerned PIUs not to implement proposed New SP with reasons of unacceptance. Those U-PIUs explain the reasons to UPs and village leaders who joined to formulation of the New SP.

Step 6 Detail Feasibility Study (FS)

- i. Deployment of detail FS team
- *Responsibility:* FS-DD firm
 - *Output:* Arrival report from Detail FS team and U-PIU to PMU
 - *Description:*

Within two weeks after issuance of approval, FS-DD firm deploys trained detail FS teams to New SP sites which pass through FR. Arrival of the team is reported to PMU by concerned U-PIUs with e-mail.
- ii. Execution of participatory rural appraisal (PRA)
- *Responsibility:* FS-DD firm
 - *Output:* Submission of PRA checklist from FS-DD firm to PMU
 - *Description:*

Within two weeks after deployment, detail FS team executes PRA at New SP site with support from U-PIU based on “Guidelines for SSWRD Project, G3 Participatory Rural Appraisal of Subproject (LGED, 2017)” in Attachment II-9. The

result of PRA is compiled into a PRA checklist (Form II-3) to be submitted to PMU.

iii. Review of PRA report

- *Responsibility:* PMU
- *Output:* Issuance of instruction and information letters
- *Description:*

Within two weeks after submission of PRA report, PMU reviews the PRA report submitted by FS-DD firm and judge the acceptability. If the result of PRA is socially acceptable, PD issues letters to instruct FS-DD firm to start FS and to inform concerned PIUs to proceed FS on proposed New SP. Otherwise, PD issues letters to instruct FS-DD firm not to start FS and to inform concerned PIUs not to implement proposed New SP with reasons of unacceptance. Those U-PIUs explain the reason to UPs and village leaders who joined to formulation of the New SP.

iv. Execution of Feasibility Study

- *Responsibility:* FS-DD firm
- *Output:* Submission of Draft FS report from FS-DD firm to PMU
- *Description:*

Within two weeks after receiving information letter, Detail FS team executes FS at New SP site with support from U-PIU based on “Guidelines for SSWRD Project, G4 Feasibility Study of Subproject (LGED, 2017)” in Attachment II-10. The team also conducts IEE or EIA in consideration of proposal and site condition of New SP. IEE or EIA should be prepared by referring to “Guidelines for Environmental Assessment of SSWRD Subprojects” (item 2.3 in Attachment II-8) and sample IEE, “Bamankhali Khal Subproject IEE Report” (JICA, 2017) (Attachment II-11). Result of detailed FS including PRA and IEE/EIA is compiled into draft FS report and submitted by FS-DD firm to PMU.

v. Review of Draft FS report

- *Responsibility:* PMU
- *Output:* Issuance of information letter to arrange Site Validation
- *Description:*

Within two weeks after receiving information letter, PMU reviews draft FS reports in terms of technical soundness, economic feasibility, and acceptability of environmental impact of respective New SPs. If validity of FS result is confirmed, PD issues letters to instruct individual local consultants at Regional/Divisional Office to arrange Site Validation conducted with PMU/PC and to inform concerned PIUs to join the site validation. Otherwise, PD issues letters to instruct FS-DD firm not to start DD and to inform concerned PIUs not to implement proposed New SP with reasons of unacceptance. Those U-PIUs explain the reason to UPs and village leaders who joined to formulation of the New SP.

Step 7 Site Validation

i. Execution of Site Validation

- *Responsibility:* PMU
- *Output:* Schedule for reaching Implementation Agreement (IA) or instruction letters to FS-DD firm, Facilitator firm/ NGO, and D-PIU

- *Description:*

Within one week per SP, within three months per batch PMU executes Site Validation with assistance of individual local consultants and PIUs concerned to confirm consistency of draft FS report and site situation of the New SP.

If any inconsistencies are found regarding engineering, social, economic, or environmental aspects, PMU prepares implementation schedule until Implementation Agreement (IA) with individual local consultants, PIUs, and potential beneficiaries during Site Validation for managing and monitoring progress.

Otherwise, PMU issues three letters as below:

- ✓ Instruction letter to FS-DD Firm to revise draft Detail FS report based on the result of Site Validation to be shared by PMU.
- ✓ Instruction letter to Facilitator firm/ NGO to deploy trained Agricultural Facilitator and Fishery Facilitator to concerned D-PIU and General Facilitator to concerned U-PIU
- ✓ Information letter to concerned D-PIU for presentation at District Level Inter Agency Project Evaluation Committee (DLIPEC) and to start institutional development activities for establishment of WMCA

ii. Finalization of FS report

- *Responsibility:* FS-DD firm
- *Output:* Submission of Final FS report to PMU
- *Description:*

Within two weeks after preparation of Site Validation report, FS-DD firm finalizes FS report in accordance with Site Validation report and submits final FS report to PMU.

Step 8 Subproject Clearance

i. Request for holding District Level Inter Agencies Project Evaluation Committee (DLIAPEC) meeting

- *Responsibility:* D-PIU
- *Output:* Issuance of request letter to DLIAPEC
- *Description:*

Immediately after preparation of Draft FS report, the DLIAPEC meeting helps prevent duplication/ overlap with other projects or activities of the various government agencies and Departments.

The members of DLIAPEC meeting are the LGED District XEN (Chairperson),

one representative of the Deputy Commissioner, the BWDB Executive Engineer, the Deputy Director of DAE, district level officials of Livestock, Fisheries and Cooperative offices, the Executive Engineer of Bangladesh Agricultural Development Corporation (BADC), and concerned UE (Member Secretary)

D-PIU issues request letter of DLIAPEC meeting to the member after preparation of draft FS.

ii. Presentation to DLIAPEC to get clearance of SP

- *Responsibility:* D-PIU (District XEN)
- *Output:* Issuance of information letter of DLIAPEC clearance
- *Description:*

Within one month after issuance of instruction letter, executive Engineer of concerned district presents result of detailed FS of SP at DLIAPEC meeting for review and clearance. Immediately after the meeting, District XEN issues information letter of DLIAPEC clearance to PMU.

Step 9 Establishment of WMCA

Establishment of WMCA shall be carried out in accordance with “Guidebook for Preparing By-laws of WMCA (LGED, 2004)” in Attachment II-12.

i. Deployment of trained Agriculture Facilitators (AFs), Fisheries Facilitators (FFs) and General Facilitators (GFs)

- *Responsibility:* PMU
- *Output:* Issuance of acceptance letter from divisional Additional Chief Engineer (ACE)
- *Description:*

Within one week after Step 7: Site Validation, PMU issues an instruction letter to Facilitator Firm/NGO contracted to deploy their trained Agricultural Facilitator (AF) and Fishery Facilitator (FF) to concerned D-PIU and General Facilitator (GF) to concerned U-PIU. After arrival of the field facilitators, they inform PD their arrival and PD requests concerned divisional AEC to issue a letter for acceptance of those facilitators.

ii. Formation of Organizing Committee (OC)

- *Responsibility:* District XEN
- *Output:* OC Member List with signed commitment
- *Description:*

Immediately after the deployment of AF, FF and GF, upon receiving an instruction letter to start institutional development for establishment of WMCA from PD, District XEN shall call-up an open public meeting to potential beneficiaries for the formation of OC¹. District Cooperative Officer (DCO), Upazila Cooperative Officer

¹ The OC is composed of 6-9 members with a Convener drawn from the local stakeholders. At least one third of the members should be women. Members should have adequate literacy level, and no family relationship between one another. (Source: DOC Circular, 1 Mar. '04)

(UCO) and Union Parishad Chairperson and members shall also be invited as observers. UE, Assistant Engineer / Sub-Assistant Engineer and Community Organizer (CO) shall be instructed by District XEN to ensure the maximum number of beneficiaries' attendance.

The OC members shall be selected among prominent local persons representing all villages of SP area. After the appointment, they shall sign up commitments in the OC member list to carry out an awareness campaign for membership and O&M activity and an election of the first management committee (FMC) described as below (iii and iv). The list is given in Form 4.

iii. Awareness Campaign for Membership and O&M Activity

- *Responsibility:* OC
- *Output:* (1) Awareness Campaign Materials
(2) Report from GF

➤ *Description:*

Immediately after the formation of OC, following the OC's signed commitment, OC shall carry out an awareness campaign with the assistance of CO at village level to ensure that all potential beneficiaries are made aware of the proposed SP and WMCA and to promote wider understanding of the roles and responsibilities of local stakeholders. The materials shall be eye-catching as well as understandable to all local stakeholders to serve the purpose in such media as folk drama programs, the Member Education Program, LGED's quarterly newspaper in the water sector (Pani Barta) and a "Subproject Fact Sheet", a color leaflet presenting the main features of the proposed SP. The GF shall confirm distribution of the materials through verbal communication with all eligible village representatives and take a picture of the public bulletin boards displaying the materials. The results confirmed shall be reported by the GF to PMU with email including the picture.

iv. Election of First Management Committee (FMC)

- *Responsibility:* OC Convener
- *Output:* FMC Member List with signed commitment
- *Description:*

Within one month after the awareness campaign, following the OC's signed commitment, OC shall call-up a General Meeting to potential beneficiaries for the election of FMC². District XEN, DCO, UCO and Union Parishad Chairperson shall be invited as observers. As indicated in a footnote below, the number of FMC is 12 members (including 1 Chairperson, 1 Vice-Chairperson, 1 Secretary and 1 Cashier), among them, one third should be women. After the election, they shall sign up commitments in the FMC member list to fulfill their scope of work described as below (v.-ix). The list is given in Form 5. OC shall then hand-over its responsibility to the elected FMC whereby the tenure of OC shall end.

² Members should have adequate literacy level, and no family relationship between one another. (Source: DOC Circular, 1 March 2004)

- v. Preparation of Institutional Development Action Plan (ID-AP)
- *Responsibility:* FMC
 - *Output:* Draft ID-AP with signed commitment
 - *Description:*
Within two weeks after the election of FMC, following the FMC's signed commitment, FMC shall conduct an action planning workshop and prepare ID-AP with the assistance of a local consultant (Institutional Development Expert) at Divisional/Regional Office, Sociologist, AF and FF at D-PIU, CO and GF at U-PIU, UCO, Upazila Agricultural Officer (UAO), Upazila Livestock Officer (ULO), Upazila Fishery Officer (UFO), Upazila Women Affairs Officer (UWAFO) and Upazila Environmental Officer (UEO). ID-AP Guideline for WMCA is given as Attachment II-13 and its form as Form 6. The workshop shall be ended with signing commitment by all those concerned.
- vi. Approval of Institutional Development Action Plan (ID-AP)
- *Responsibility:* FMC
 - *Output:* Approved ID-AP with signed commitment
 - *Description:*
Immediately after the preparation of ID-AP, once ID-AP has been prepared, FMC shall call-up a General Meeting to potential beneficiaries and receive their review and approval.
- vii. Set-up of temporary WMCA Office
- *Responsibility:* FMC
 - *Output:* Contract Agreement of WMCA Office
 - *Description:*
Immediately after the approval of ID-AP, FMC shall set up temporary WMCA Office. Temporary WMCA office will be offered by beneficiary side, for example local market administrative office and so on. FMC shall make a contract agreement with the owner of the space. The certificate will state rental fee and points to consider. Samples of the contract agreement are given as Form 7.
- viii. Formation of working group (WG)
- *Responsibility:* FMC
 - *Output:*
 - (1) Registration WG Member List with signed commitment
 - (2) Membership WG Member List with signed commitment
 - (3) Financial WG Member List with signed commitment
 - *Description:*
Within two weeks after the approval of ID-AP, FMC shall form the following WGs to achieve FMC's scope of work efficiently and effectively. All WG members shall sign up commitments to fulfill their scope of work described below. The lists are given in Form 8.

Registration

- *Responsibility:* Registration WG

- **Output:** Receipt of WMCA Registration Documents from DCO
- **Description:**
Within two months after the formation of Registration WG, registration WG shall prepare WMCA By-Laws (Form 9) with the assistance of Sociologist at D-PIU, CO and GF at U-PIU, and UCO and receive its approval at a General Meeting. Necessary documents for registration at Department of Cooperative (DOC) including approved By-laws shall be submitted to DCO through UCO. It shall be dissolved after the acceptance of receipt from DCO of these registration documents.

Membership

- **Responsibility:** Membership WG
- **Output:** WMCA Member List with 70% of potential beneficiaries
- **Description:**
Within two months after the formation of Membership WG, membership WG shall prepare a list of WMCA potential beneficiaries (Form 10) and conduct an awareness campaign of SP and WMCA to enroll them into WMCA. While doing so, it shall make WMCA member list and keep updating (Form 11). Mission of Membership WG shall be completed when 70% of potential beneficiaries are enrolled as WMCA members, hence dissolution.

Finance

- **Responsibility:** FMC Cashier and Financial WG
- **Output:**
 - (1) Receipt of Appointment Letter of Manager/Accountant from FMC Chairperson
 - (2) Bank Statement of Fixed Deposit O&M Account with 1st year O&M fund
- **Description:**
Within two months after the formation of Financial WG, FMC shall appoint a Manager/Accountant. He/she shall open, install and update books of two accounts:
 - ✧ Fixed Deposit O&M Account in the name of the WMCA for deposition of upfront O&M contribution – this account jointly operated by the WMCA Chairperson / Secretary and the concerned District XEN
 - ✧ Operating O&M Account in the same bank where the Fixed Deposit O&M Account has been opened. To this account, the profit from Fixed Deposit Account shall be transferred so that the WMCA can use it for O&M works. O&M contribution collected for specific works or usual annual O&M collection shall be kept in the Operating O&M Account. This account shall be operated under joint signature of the Chairperson and Secretary of WMCA.

Followingly, contribution of O&M fund shall be collected in accordance with Form 11 (Appendix B “Calculation of Beneficiary Contribution” and Appendix

C “Contribution Charged to each Beneficiary”), which are quoted from Implementation Agreement (Standard Format) in “Guidelines for SSWRD Project, G1 Policy and Development Process (LGED, 2017)” in Attachment II-14. Orientations and awareness campaign of O&M fund contribution shall be held to WMCA members by FMC Cashier and Financial WG. When 1st year O&M fund is collected and deposited into Fixed Deposit O&M Account (3% of earthworks cost plus 1.5% of concrete permanent cost), Financial WG shall be dissolved.

ix. Formation of Election Committee (EC)

- *Responsibility:* FMC
- *Output:* EC Member List
- *Description:*

Within two weeks after the approval of ID-AP, FMC shall nominate candidate EC members among WMCA members for election of Management Committee (MC). Then the general meeting shall be called up to WMCA members. The candidate EC members nominated by FMC shall be approved by the WMCA members at the general meeting. The minutes of general meeting shall be submitted to DOC and the EC members shall be approved accordingly.

x. Election of Management Committee (MC)

- *Responsibility:* EC
- *Output:* MC Member List with signed commitment
- *Description:*

Within four months after Step 9: Site Validation, EC shall determine the election date for MC members (at least with women, one third of the members) and announce publicly time, date and venue at least 60days before the election date. The election in the form of general meeting shall be then called up to WMCA members. After the election, MC shall sign up commitments in the MC member list to fulfill their scope of work described in WMCA By-laws. The list is given in Form II-12. FMC shall then hand-over its responsibility to the elected MC whereby the tenure of FMC shall end.

Step 10 Detailed Design (DD)

i. Deployment of DD team

- *Responsibility:* FS-DD firm
- *Output:* Arrival report from DD team and U-PIU to PMU
- *Description:*

Within two weeks after issuance of instruction letter FS-DD firm deploys trained, DD teams to New SP sites which pass through Site Validation. Arrival of the team is reported to PMU by concerned U-PIUs with e-mail

ii. Execution of Detailed Design

- *Responsibility:* FS-DD firm

- *Output:* Submission of draft DD report to PMU
- *Description:*

Within three months after deployment, DD team executes DD and compiles the output into draft DD report consisting of following items:

 - ✓ Design drawings of water resources management facilities;
 - ✓ Design drawings of WMCA office;
 - ✓ Bill of quantities;
 - ✓ Land Acquisition Plan; and
 - ✓ Environmental Mitigation Plan (EMP).

Draft DD report is sent to PMU by DD team. Land Acquisition Plan will be prepared using “Land Acquisition Framework (Draft) for Small Scale Water Resources Development Project (Phase-2) (JICA, 2017)” in Attachment II-15 as reference. EMP will be made through analysis of IEE/EIA. (See Appendix E-1, E-2, and E-3 in Attachment II-8)

iii. DD meeting with WMCA

- *Responsibility:* FS-DD firm
- *Output:* Preparation of meeting record
- *Description:*

At the beginning and end of DD, and once two weeks during executing DD, DD team holds DD meeting with concerned WMCA at least twice during executing DD, namely initial and after preparation of draft design, to present design concept, progress, etc. in assistance with concerned U-PIU. In addition, periodical DD meeting shall be held once 2 weeks. The comments and opinions from WMCA are recorded and reflected in design if they do not affect function of facilities and schedule.

iv. Submission of DD meeting record

- *Responsibility:* FS-DD firm
- *Output:* Submission of meeting record to PMU
- *Description:*

Within three days after each meeting, DD team prepares meeting record and submit to PMU after conduction of each DD meeting.

v. Review of DD report

- *Responsibility:* PMU
- *Output:* Issuance of instruction letter to U-PIU to conduct DD meeting
- *Description:*

Within one month after submission of DD report, PMU reviews draft DD report in terms of technical soundness of concerned New SP. If validity of outputs in draft DD report are confirmed, PD issues letters to instruct concerned U-PIU to hold DD meeting with WMCA and DD team for approval of DD. Otherwise, PD issues instruction letter pointing out unacceptable matters in draft DD report to FS-DD firm to revise the report and submit it again.

vi. Approval of DD

- *Responsibility:* U-PIU and FS-DD firm
- *Output:* Submission of the MM to PMU signed by WMCA MC Chairperson and UE with final DD report
- *Description:*

Within two weeks after receiving instruction letter, U-PIU conducts DD meeting with WMCA and DD team for approval of draft DD and signing EMP. If WMCA approve them, U-PIU prepares MM with signature of WMCA chairperson and UE and submit it to PMU. PD issues instruction letter to concerned D-PIU to prepare Implementation Agreement (IA) with signature of WMCA MC chairperson and district XEN and start tender of construction of New SP.

Step 11 Tender for Construction Works of Subproject

i. Preparation of tender document

- *Responsibility:* D-PIU
- *Output:* Tender document announced in public through at least one newspaper in Bengali, at least one newspaper in English and website of Central Procurement Technical Unit (CPTU)³
- *Description:*

Immediately after approval of draft DD report by WMCA, D-PIU prepares tender document of SP construction complying with PPR 2008 in Attachment II-5 and “Bangladesh e-Government Procurement (e-GP) Guidelines (Government of Bangladesh, 2011)” in Attachment II-16. Open Tendering Method (OTM) is adopted to SP construction consisting of water resources management facilities and WMCA office. As mentioned in PPR 2008 and e-GP guidelines, D-PIU displays tender document in public through at least one newspaper in Bengali, at least one newspaper in English and website of CPTU.

In parallel, D-PIU shall confirm the concerned WMCA with members of 70% potential beneficiaries and deposition of first year O&M fund.

ii. Execution of tender

- *Responsibility:* D-PIU
- *Output:* Issuance of Notice of Award (NOA)
- *Description:*

Immediately after confirmation of the concerned WMCA with members of 70% potential beneficiaries and deposition of first year O&M fund, D-PIU executes tender SP construction in complying with PPR 2008. After completion of tendering procedures, D-PIU consolidates bid evaluation result and submit to PMU. If the result is acceptable, PMU submits it to Chief Engineer for concurrence and issues approval letter to D-PIU. Otherwise, PMU issues instruction letter to D-PIU to conduct re-tender.

³ <https://www.eprocure.gov.bd/>

Upon receiving the approval letter, D-PIU proceeds procurement procedures in complying with above rules and guidelines and finally issues NOA to winner of the tender.

Step 12 Signing of Subproject Implementation Agreement (IA)

- i. Attainment of following pre-conditions by WMCA
 - *Responsibility:* FMC Chairperson and Secretary
 - *Output:* Confirmed the following documents:
 - (1) FMC Member List with signed commitment with women of one third of the members
 - (2) The Proceedings of FMC Regular Meetings
 - (3) Contract Agreement of WMCA Office
 - (4) WMCA Member List with 70% of potential beneficiaries
 - (5) Appointment Letter of Manager / Accountant
 - (6) Updated Account Book
 - (7) Deposit of 1st year O&M fund
 - *Description:*

Within four months after Step 9: Establishment of WMCA, FMC Chairperson and Secretary shall confirm all the above-mentioned documents that have been prepared as specified in Step 9: Establishment of WMCA and ready for checking.
- ii. Signing of subproject IA
 - *Responsibility:* FMC Chairperson
 - *Output:* Signed IA with the above-mentioned output documents
 - *Description:*

Once the pre-conditions are confirmed to be met, FMC Chairperson shall take a lead to collect signatures for SP IA from WMCA Chairperson and Secretary, District XEN and UP Chairperson.

The standard format of IA is Form II-11 (including Appendix B and C prepared by FMC Cashier and Finance WG in Step 9) that goes with the above-mentioned output documents. This format is quoted from Implementation Agreement (Standard Format) in “Guidelines for SSWRD Project, G1 Policy and Development Process (LGED, 2017)” in Attachment II-14.

3.2 Construction Stage

Step 13 Construction of Water Resources Management Facilities and WMCA Office

i. Signing of contract with local contractor

- *Responsibility:* District XEN
- *Output:* Submission of information letter notifying contract between local contractor and D-PIU
- *Description:*

Within two weeks after issuance of NOA, After issuance of NOA, district XEN call for the awarded local contractor for negotiation. Upon the conditions of contract on which they agreed through the negotiation, district XEN and the local contractor sign the contract for construction of water resources management facilities and WMCA office. After signing of contract, D-PIU issues a letter to PMU to inform signing of contract for New SP construction.

ii. Preparation of construction plan

- *Responsibility:* Local contractor and District XEN
- *Output:* Submission of construction plan reviewed by PMU
- *Description:*

Same time with signing of contract, According to contract, local contractor prepares construction plan to be reviewed and approved by PMU after necessary modification.

iii. Construction of facilities

- *Responsibility:* Local contractor
- *Output:* Submission of information letter for Issuance of certificate of final inspection
- *Description:*

Within 18 months after signing of contract, in accordance with contract, local contractor carries out construction work with supervision of U-PIU as described in the following Step 15. As scheduled in construction plan, U-PIU and local contractor jointly conduct site inspections including final inspection carried out just after completion of construction work. If U-PIU finds nothing fault at final inspection, U-PIU issues completion certificate to local contractor and information letter for the issuance to PMU.

If the activity of construction will cause significant impact to the surround area, the local contractor should take counter measures for the negative impacts. Local contractor carries out construction impact monitoring referring to the item 3.1 in Attachment II-8.

Contractor should also implement environmental-friendly construction according to “Contractor’s Environmental Guidelines (JICA, 2017)” in Attachment II-17.

Step 14 Labor Contracting Societies (LCSs) Formation

i. Collection of vulnerable persons list

- *Responsibility:* U-PIU
- *Output:* List of project-affected persons (PAPs)
- *Description:*
After approval from PMU, U-PIU collect a list of PAPs residing within the SP from UP. And, conduct an inventory of all PAPs using Form II-13 within the SP area including members of existing LCS groups.

ii. Review and finalization of LCS members list

- *Responsibility:* U-PIU
- *Output:* Final list of the LCS group members
- *Description:*
Immediately after the inventory and interview, U-PIU prepare a final list following the selection criteria and prepare the MM of selection committee.

iii. Approval of LCS members list

- *Responsibility:* U-PIU LCS selection committee
- *Output:* Final list along with the resolution to District XEN
- *Description:*
UE take the list and the MM for review to a committee consisted of following members.

- | | |
|-------------------------------|--------------------|
| ✓ UE | - Convener |
| ✓ One UP representative | - Member |
| ✓ Chairperson of WMCA | - Member |
| ✓ Secretary of WMCA | - Member |
| ✓ One woman nominated by WMCA | - Member |
| ✓ Sub-Assistant Engineer | - Member |
| ✓ CO | - Member Secretary |

Immediately after receiving of final list of LCS group members and the MM, once the members have reviewed the list and finalized it, they will draft a resolution adopting the list as final. After selection of LCS groups, UE forward the final list along with the resolution to the District XEN.

iv. Formation of LCS

- *Responsibility:* U-PIU
- *Output:* Issuance of recommendation letter from U-PIU to LCS
- *Description:*
After approval of LCS members by District XEN, after signing contract with LCS by District XEN, U-PIU issues recommendation letter to LCS to open their own bank account.

v. Training of LCS

- *Responsibility:* U-PIU
- *Output:* LCS training program to District XEN

- *Description:*
Before starting of works, LCS training will be done on the basis of “LCS Training Manual, Training Guidelines (LGED, 2011)” as shown in Attachments 18.

Step 15 Monitoring of Construction Works by PIU

i. Monitoring and supervision of contractor’s performance

- *Responsibility:* U-PIU
- *Output:* Issuance of necessary instruction or notification letters to local contractor
- *Description:*
Throughout construction period, U-PIU undertakes monitoring and supervision of construction work implemented by local contractor with assistance of individual local consultant (water resources development expert) at Divisional/Regional Office. Monitoring and supervision are conducted in terms of following subjects:
 - ✓ Progress Control;
 - ✓ Quality Control;
 - ✓ Quantity Control;
 - ✓ Cost Control; and
 - ✓ Safety Control.

U-PIU issues instruction or notification letters to local contractor if necessary to carry out construction work coinciding with quality and schedule as contracted.

ii. Monitoring and supervision of LCS performance

- *Responsibility:* U-PIU
- *Output:* Issuance of necessary instruction and notification letters to LCS
- *Description:*
Throughout construction period, U-PIU undertakes monitoring and supervision of LCS earthworks in terms of quality and payments to laborers in accordance with agreement between LCS and D-PIU with assistance of local consultant (water resource development expert) at Divisional/Regional Office.

U-PIU issues instruction or notification letters to LCS if necessary to carry out construction work coinciding with quality and schedule as agreed.

If the activity of construction will cause significant impact, U-PIU supervises the construction environment monitoring implemented by the local contractor.

iii. Monthly meeting

- *Responsibility:* U-PIU
- *Output:* Meeting record to be attached in monthly progress report
- *Description:*
Once a month during construction period of each New SP, U-PIU holds monthly meeting with representatives from local contractor and WMCA to discuss following matters:

- ✓ Work items executed during this month.
- ✓ Physical and financial progress as of this month.
- ✓ Problems/constraints during this month.
- ✓ Work items programmed for next month.
- ✓ Other specific issues, if any.

U-PIU prepares record of meeting including the issues and results discussed after every monthly meeting and submit to PMU as an attachment of monthly progress report.

iv. Special meeting

- *Responsibility:* U-PIU
- *Output:* Meeting record to PMU
- *Description:*

As required by U-PIU, local contractor, or WMCA, U-PIU holds special meeting with representatives from local contractor and WMCA on following cases to resolve/find solutions and plan for appropriate action(s) to be undertaken:

- ✓ When problems/constraints that will affect construction schedule and/or cost.
- ✓ Modification of approved scope and/or additional works are necessary.
- ✓ Conflict/Dispute related to land or property arises.
- ✓ Facilities are damaged by flood/cyclone/natural disasters.

U-PIU prepares record of meeting including the issues and results discussed after every meeting and submit to PMU as an attachment of monthly progress report.

v. Monthly progress report

- *Responsibility:* U-PIU
- *Output:* Submission of monthly progress report to PMU
- *Description:*

Once a month during construction period of each New SP, U-PIU compiles results of monitoring and supervision of performance of local contractor and LCS into monthly progress report and submits it to PMU. The report includes following subjects (refer to Form II-14):

- ✓ Work items executed during this month;
- ✓ Physical and financial progress as of the end of this month;
- ✓ Problems/constraints during this month;
- ✓ Work items to be executed for next month;
- ✓ Daily weather/rainfall record;
- ✓ Meeting records held during the month;
- ✓ Letters issued during the month; and
- ✓ Other specific issues, if any.

vi. Semi-annual Progress Review and Planning Conference

- *Responsibility:* PMU
- *Output:* Record of conference
- *Description:*

Once in a half year during JICA-2, PMU holds Semi-annual Progress Review and Planning Conference once in a half year at central level to review nationwide progress of JICA-2. Record of conference is prepared by PMU and shared with LGED and JICA.

Step 16 Development of WMCA

- i. Preparation of Multi-year (3-5 years) WMCA Strategic Development Plan
 - *Responsibility:* MC
 - *Output:* Draft Multi-year (3-5 years) WMCA Strategic Development Plan
 - *Description:*

Immediately after the election of MC, Following the MC's signed commitment, MC shall conduct a strategic planning workshop and prepare Multi-year (3-5 years) WMCA Strategic Development Plan with the assistance of a local consultant (Institutional Development Expert) at Divisional/Regional Office, Sociologist, AF and FF at D-PIU, CO and GF at U-PIU, UCO, UAO, ULO, UFO, UWAF0 and UEO. The workshop shall be ended with signing commitment by all those concerned. Multi-year (3-5 years) WMCA Strategic Development Plan is given as Form II-15.

- ii. Approval of Multi-year (3-5 years) WMCA Strategic Development Plan
 - *Responsibility:* MC
 - *Output:* Approved Multi-year (3-5 years) WMCA Strategic Development Plan
 - *Description:*

Immediately after the preparation of Multi-year (3-5 years) WMCA Strategic Development Plan, once Multi-year (3-5 years) WMCA Strategic Development Plan has been prepared, MC shall call-up a General Meeting to potential beneficiaries and receive their review and approval.

- iii. Land Acquiring for WMCA office
 - *Responsibility* MC:
 - *Output:* Registration of land for WMCA Office
 - *Description:*

Immediately after the election of MC, PMU will issue a letter to District XEN for acquiring of land by WMCA to construct WMCA office. MC shall acquire a lot in a suitable location for WMCA office in accordance with the following points.

 - ✓ The size of the land for construction of WMCA office shall be between 10-13 decimals.
 - ✓ The registered owners of the land shall be WMCA whether it is purchased or donated. WMCA shall own the land as well as any structure to be built on the land.
 - ✓ The land shall be selected preferably in the centre of subproject area so that everyone can visit WMCA office easily.

- ✓ The selected land shall be on higher part and flood free.
- ✓ A lay-out plan shall be required to be approved by PMU before the construction of office building on the land.

iv. Formation of Subcommittee (SC)

- *Responsibility:* MC/FMC
- *Output:* The below-mentioned SC Member Lists with signed commitment
 - (1) Construction Monitoring SC⁴
 - (2) O&M SC⁵
 - (3) Agriculture Development SC
 - (4) Fisheries Development SC
 - (5) Gender Development SC
 - (6) Micro-Credit SC
 - (7) Environmental Management SC
- *Description:*

Immediately after the formation of FMC or MC, MC shall call a General Meeting and form the seven SCs to prepare and implement required development plans under JICA-2 efficiently and effectively. Conveners of each SC shall be assigned by MC. Only for Micro-Credit SC, an accountant shall be assigned too. All SC members shall sign up commitments to fulfill their scope of work described in the member list, Form II-16.

Construction Monitoring

- *Responsibility:* Construction Monitoring SC
- *Output:* Report on the progress and quality of construction works
- *Description:*

Immediately after the election of MC, construction Monitoring SC shall receive training for acquiring overseeing capacities of the construction monitoring including understanding of construction methods, sequencing and quality and procedure for registering complaints from XEN and/or Assistant Engineer (Water) at D-PIU. After the training, they shall visit SP construction sites to review the progress and quality of construction works regularly. The result shall be reported in Form II-17 to WMCA MC, UP and UE. If followings are observed, this report shall be also used as a complaint

⁴ Construction Monitoring SC shall be formed from five members from the WMCA, and two from the UP. The five members shall be encouraged to subsequently join the O&M SC to ensure continuity and retention of knowledges and skills. (Source: LGED Guidelines for Small Scale Water Resources Development Project, G1 Policy and Development Process, October 2017)

⁵ O&M SC shall be formed according to the following considerations: (1) Water users from the major villages should be represented. (2) Priority should be given to those who are interested in operation and maintenance works and experienced in motivating. (3) Representation of all types of farmers and occupational. (4) Maximum number of members should be 12 and should include three members among the WMCA management committee and three members among the women. (5) Members of supervision and construction committee can be included in the committee as convenient. (Source: LGED Guidelines for Small Scale Water Resources Development Project, G8 Operation and Maintenance, October 2017)

format and submitted by Construction Monitoring SC to UE.

- ✧ Construction materials and construction related work are unsatisfactory.
- ✧ Contractor fails to maintain quality or does not respond to any objection observation by the SC

After successful completion of SP construction works, Construction Monitoring SC shall be dissolved. For more details, the booklet on “Role of SP Construction Monitoring Committee (IWMU: LGED, 2003)” in Attachment II-19 shall be followed.

Operation and Maintenance (O&M) of Water Management Facilities

- *Responsibility:* O&M SC
- *Output:* Approved O&M Plan with signed commitment
- *Description:*

When the construction progress reaches about 70%, O&M SC shall prepare an O&M plan (Form II-18) quoted from Format of Operation and Maintenance Plan, “Guidelines for SSWRD Project, G8 Operation and Maintenance (LGED, 2017)” in Attachment II-20. This shall be conducted with assistance from a local consultant (Water Resources Development Expert) at Divisional/Regional Office, Assistant Engineer (Water) and Sociologist at D-PIU, and CO and GF at U-PIU and Village Representatives. This shall be done in training workshop on O&M guidelines, preparation of SP O&M plan and budget, resource mobilization methods, management of O&M fund, O&M related technical problems, operation of water control structure and routine maintenance works.

The O&M plans reflect the categories of SP: (i) for SPs with flow regulation, O&M plans shall include operation calendar of each regulation, O&M plans shall include only maintenance plan. Due to the onerous O&M requirements of CAD SPs covering pumping and water distribution and deliveries, O&M plans for these are relatively complex and separate trainings shall be provided. The O&M plan shall be reviewed and approved by MC with signed commitment.

System operation and maintenance activities in accordance with the approved O&M plan shall be undertaken in Step 18: O&M of Water Resource Management Facilities.

Agriculture Development

- *Responsibility:* Agriculture Development SC
- *Output:*
 - (1) Agriculture Survey Report from AF
 - (2) Approved Agriculture Development Plan with signed commitment
 - (3) Activity Report on Agriculture Development from AF
- *Description:*

Immediately after the election of MC, Agriculture Development SC shall

request UE to conduct an agriculture development workshop and UE request District XEN to dispatch AF. Dispatched by District XEN, AF shall collect data through Agriculture Survey (Form II-19) for the workshop such as (i) Land use, (ii) Beneficiary Farmer Households, (iii) Crop Production and (iv) Water Management System. Agriculture Development SC shall receive training on agriculture management and development and prepare Agriculture Development Plan (Form II-20) with assistance of a local consultant (Institutional Development Expert) at Divisional/Regional Office, Sociologist at D-PIU, CO and GF at U-PIU, UCO, UAO, ULO, UFO, UWFO and UEO through the workshop. The Agriculture Development Plan shall be reviewed and approved by MC with signed commitment by Agriculture Development SC, UE, UAO, ULO, UFO, WMCA chairperson.

During the implementation of Agriculture Development Plan, all agriculture development activities shall be submitted in Form II-21 and reported regularly at a General Meeting or at special meeting.

Fisheries Development

- *Responsibility:* Fisheries Development SC
- *Output:*
 - (1) Fisheries Survey Report from FF
 - (2) Approved Fisheries Development Plan with signed commitment
 - (3) Activity Report on Fisheries Development from FF
- *Description:*

Immediately after the election of MC, Fisheries Development SC shall request UE to conduct a fisheries development workshop and UE request District XEN to dispatch FF. Dispatched by District XEN, FF shall collect data through Fisheries Survey (Form II-22) for the workshop such as (i) Fish farmers and fishermen, (ii) Water body, (iii) Fish Fingerling Production, (iv) Natural fish and cultural fish and (v) Capital formation. Fisheries Development SC shall receive training on fisheries management and development and prepare Fisheries Development Plan (Form II-23) with assistance of a local consultant (Institutional Development Expert) at Divisional/Regional Office, Sociologist at D-PIU, CO and GF at U-PIU, UCO, UAO, ULO, UFO, UWFO and UEO through the workshop. The Fisheries Development Plan shall be reviewed and approved by MC with signed commitment by Fisheries Development SC, UFO, WMCA chairperson and secretary.

During the implementation of Fisheries Development Plan, all fisheries development activities shall be submitted in Form II-24 and reported regularly at a General Meeting or at special meeting.

Gender Development

- *Responsibility:* Gender Development SC

- **Output:**
 - (1) Gender Survey Report from GF
 - (2) Approved Gender Development Plan with signed commitment
 - (3) Activity Report from GF

- **Description:**

Immediately after the election of MC, Gender Development SC shall request CO to conduct a gender development workshop and CO shall dispatch GF. Dispatched by CO, GF shall collect data through Gender Survey (Form II-25) for the workshop such as (i) Separate list of men and women headed beneficiary households, (ii) Number of male and female beneficiaries, (iii) List of woman farmers and (iv) List of women involved in fish farming. Gender Development SC shall receive training on gender and development and prepare Gender Development Plan (Form II-26) with assistance of a local consultant (Institutional Development Expert) at Divisional/Regional Office, Sociologist at D-PIU, CO and GF at U-PIU, UCO, UAO, ULO, UFO, UWFO and UEO through the workshop. The Gender Development Plan shall be reviewed and approved by MC with signed commitment by Gender Development SC, CO, UWFO and WMCA chairperson.

During the implementation of Gender Development Plan, all gender development activities shall be submitted in Form II-27 and reported regularly at a General Meeting or at special meeting. For detail activities, “Operational Manual for Gender Mainstreaming (JICA, 2017)” in Attachment II-21 shall be referred.

Micro-Credit Development

- **Responsibility:** Micro-Credit SC
- **Output:**
 - (1) Approved Micro-Credit Development Plan with signed commitment
 - (2) Activity Report from GF

- **Description:**

Immediately after the election of MC, Micro-Credit SC shall request CO to conduct a micro-credit development workshop and CO shall dispatch GF. Dispatched by CO, GF shall receive ToT training on micro-credit management and conduct the ToT-based training to Micro-Credit SC. After the training, Micro-Credit SC shall prepare Micro-Credit Development Plan in Form II-28 with assistance of a local consultant (Institutional Development Expert) at Divisional/Regional Office, Sociologist at D-PIU, CO and GF at U-PIU, UCO and UWFO through workshop. The Micro-Credit Development Plan shall be reviewed and approved by MC with signed commitment by Micro-Credit SC, UCO, UWFO and WMCA chairperson.

During the implementation of Micro-Credit Development Plan, all micro-credit activities shall be submitted in Form II-29 and reported regularly at a General Meeting or at special meeting.

Environmental Management

- *Responsibility:* Environmental Management SC
- *Output:* Monitoring Report
- *Description:*

Immediately after the election of MC, Environmental Management SC shall sign and implement Environmental Mitigation Plan (EMP) made in Step 10, during execution of detailed design by DD Team. The implementation shall be conducted with assistance of Sociologist and Assistant Engineer (Water) at D-PIU, CO and GF at U-PIU, UAO, ULO, UFO, UWFO and UEO. Environment Monitoring shall be taken according to Environmental Monitoring Plan (EMoP) (Appendix-F in Attachment II-8). At construction stage, Environmental Management SC will make Local Contractor report the construction impact monitoring results. Environmental Management SC will check this monitoring results and report them to PMU.

During O&M stage, Environmental Management SC will make WMCA report the monitoring results. Environmental Management SC will check the monitoring results and report them to U-PID. The timing and frequency of the report depends on the mitigation requirements.

Step 17 Monitoring of Establishment and Development of WMCA

i. Holding of Monthly Coordination Meeting

- *Responsibility:* U-PIU
- *Output:* Monthly Progress Report from PIU
- *Description:*

Monthly during JICA-2, PIU shall hold a monthly coordination meeting with representatives from WMCA and concerned agencies/institutes to discuss following matters:

- ✓ Targets of this month (Step, Activity and Expected Output)
- ✓ Progress (Implementer, Activity Output/Result and Deviation from the targets)
- ✓ Reasons for Deviation
- ✓ Next Month's Activity and, if any, other specific issues for remarks

Followingly, a monthly progress report in Form II-30 based on results of the meeting shall be prepared in line with "Guidelines for Project Monitoring" in Attachment II-22 and sent to PMU.

ii. Conducting of Semi-annual Progress Review and Planning Conference at Central level

- *Responsibility:* PMU/PC
- *Output:* Semi-annual Progress Review and Planning Conference Report
- *Description:*
Semi-annually during JICA-2, PMU/PC shall conduct Semi-annual Progress

Review and Planning Conference at Central level to review nationwide progress of JICA-2.

Followingly, the report shall be summarized in Form II-31 with all those concerned.

3.3 First Year Joint Operation and Maintenance (O&M) Stage

Step 18 O&M of Water Resource Management Facilities

- *Responsibility:* O&M SC
- *Output:* (1) Updated Beneficiaries List
(2) Report on all O&M Activities (progress/problem/proposal) regularly to the WMCA and at a General Meeting or at special meeting
- *Description:*
Immediately after the approval of O&M plan, (Continued from Step 16 Development of WMCA - iv. Formation of Subcommittee (SC) - O&M SC) O&M SC shall be assisted/ advised by U-PIU on operation of gates of the sluices/regulator/ WRS structures, implementation of the O&M plan and its modification as required, joint walkthroughs/ inspections of engineering works and training and discussions on how to maximize benefit from the SP infrastructure. All O&M activities shall be submitted in Form II-32 and 33 (quoted from Monthly Progress Report of Maintenance of Irrigation Structure and Completion Work Format of Irrigation Structure Maintenance) regularly at a General Meeting or at special meeting. Also, a WMCA beneficiaries list shall be kept updated in Form II-18, Appendix F (quoted from Beneficiaries' List Preparation Format). For detailed O&M activities and all the quoted forms, "LGED Guidelines for Small Scale Water Resources Development Project, G8 Operation and Maintenance, 2017(LGED, 2017)" in Attachment II-20 shall be referred. O&M activities include Environmental Monitoring implemented by WMCA and checked by Environmental Management SC.

Step 19 Lease Agreement (LA)

i. Preparation of Draft LA

- *Responsibility:* U-PIU
- *Output:* Submission of Draft LA to PMU through D-PIU
- *Description:*
One year after completion of construction, at the end of 1st year joint O&M, U-PIU prepares Draft LA (Form II-34) including inventory of completed facilities such as water resources management facility and WMCA office. Draft LA is shared with D-PIU and then sent to PMU by district XEN.

ii. Finalization of LA through Joint Inspection

- *Responsibility:* U-PIU
- *Output:* Submission of Final LA to PMU through D-PIU

- *Description:*
Immediately after submission of Draft LA to D-PIU, after preparation of Draft LA, U-PIU prepares checklist of completed facilities and shares the documents with concerning WMCA and conduct Joint Inspection with them and local contractor. In case any defects are found at completed facilities, U-PIU instruct local contractor to repair. After completion of repairmen, U-PIU conducts final inspection and issues a certificate. Finally, U-PIU finalize LA with attachment of the certificate.
- iii. Signing of LA
 - *Responsibility:* U-PIU
 - *Output:* Submission of copy of signed Final LA to PMU through D-PIU
 - *Description:*
Immediately after submission of Draft LA to D-PIU, after preparation of Draft LA, U-PIU get signature of WMCA members. U-PIU shall submit copy of signed LA to PMU through D-PIU.

Step 20 Subproject Completion Report (SPCR)

- i. Preparation of SPCR
 - *Responsibility:* U-PIU
 - *Output:* Submission of SPCR to D-PIU
 - *Description:*
Within two weeks after signing of LA, U-PIU prepares SPCR consisting of following two issues:
 - ✓ Outline of development of water resources management facility attached As-built drawings, general layout map and completion certificate.
 - ✓ Outline of Institutional development attached Accomplishment of ID-AP, Sustainability Plan (Form II-35) and WMCA documents/ records (Form II-36)Form of SPCR is shown in Form II-37. WMCA prepares SPCR following “Guidelines for Project Monitoring” in Attachment II-22 and submits to U-PIU. U-PIU submits SPCR to D-PIU for review and approval.
- ii. Approval of SPCR
 - *Responsibility:* D-PIU
 - *Output:* Submission of SPCR to PMU
 - *Description:*
Immediately after receiving of SPCR, if D-PIU finds description to be revised, D-PIU sends SPCR to the concerned U-PIU with instructions. Otherwise, D-PIU sends SPCR to PMU as attachment of their approval letter. PMU reviews SPCR and issues comments to D-PIU if further confirmation is required. After approval of PMU SPCR is kept in PMU but original WMCA documents/ records are kept in each WMCA and updated accordingly. PMU keeps copy of WMCA comprehensive documents/ records.

Forms

SMALL SCALE WATER RESOURCES DEVELOPMENT PROJECT PHASE 2 (JICA-2)
- NEW DEVELOPMENT TYPE SUBPROJECT IDENTIFICATION FORM -
 (to be filled up by Union Parishad)

1. GENERAL INFORMATION ABOUT UNION

1.1 Location

1) Name of Division	
2) Name of District	
3) Name of Upazila	
4) Name of Union	

1.2 Preparation of Subproject Identification Form

1) Date	Day:	Month:	Year:
2) Prepared by	<input type="checkbox"/> Chairman of Union Parishad		
	<input type="checkbox"/> LGED Upazila Engineer		
	<input type="checkbox"/> Others (specify: _____)		
3) Reviewed/Endorsed by	<input type="checkbox"/> Formal meeting of Union Parishad		
	<input type="checkbox"/> Informal meeting with Mouza leader(s)		
	<input type="checkbox"/> Informal meeting with farmers and/or fishermen		
	<input type="checkbox"/> Others (specify: _____)		

1.3 Population and Households (as of month _____ and year _____)

Mouza/Village	Number of Population			Number of Household				
	Male	Female	Total	Total	Agriculture	Fishery	Landless	Indigenous people
1)								
2)								
3)								
4)								
5)								
Total								

1.4 Current Land Use in Union

Land Use	Area (acre)	% of Total (acre)
1) Agricultural Area		
2) Fishery Area		
3) Forestry Area		
4) Currently Fallow Area		
5) Homestead Area		
6) Others		
Total		

1.5 Major Crop Grown in Union

Name of Crop	Area (acre)	% of Total (area)
1) Aus Rice		
2) Aman Rice		
3) Boro Rice		
4) Wheat		
5) Maize		
6) Potato		
7) Vegetables (specify: _____)		
8) Others (specify: _____)		
Total		

2. PROBLEMS AND NEEDS OF WATER RESOURCES MANAGEMENT IN UNION

2.1 Problems/Constraints of Water Resources Management Development to Agriculture and/or Fishery identified in Union

Problem	Agricultural and/or Fishery Damage due to the Problem
1) Flood <input type="checkbox"/> Early Monsoon (Chaita-Baishak-Jaistha) <input type="checkbox"/> Monsoon (Jaistha-Ashwin) <input type="checkbox"/> Post-Monsoon (Kartic-Agrahayan)	(multiple answers are acceptable) <input type="checkbox"/> No area for planting crops <input type="checkbox"/> Only a small area for planting crops <input type="checkbox"/> Reduction of yield for planted crops <input type="checkbox"/> No production from planted crops <input type="checkbox"/> Can't bring crops to market
2) Water logging <input type="checkbox"/> During pre-monsoon (Baishak-Jaistha) <input type="checkbox"/> During post-monsoon (Kartik-Augrahasayan)	
3) Drought/No Rainfall <input type="checkbox"/> Early monsoon (Ashar-Shrabon-Bhadra) <input type="checkbox"/> Late monsoon (Ashwin-Kartik)	
4) Lack of Irrigation Water <input type="checkbox"/> During dry season Rabi/Boro <input type="checkbox"/> During monsoon season	

2.2 Water Resources Management Development Needs Identified in Union

1) Propose Name of Subproject		
2) Objective of the Subproject development (multiple answers are acceptable)		
<input type="checkbox"/> Reduction of duration of flood <input type="checkbox"/> Reduction of depth of flood <input type="checkbox"/> Salinity control <input type="checkbox"/> Removal of water logging <input type="checkbox"/> Improvement of local navigation <input type="checkbox"/> Increase availability of tidal water for irrigation	<input type="checkbox"/> Increase availability of water for irrigation <input type="checkbox"/> Increase availability of water for fishery <input type="checkbox"/> Increase availability of water for household use <input type="checkbox"/> Increase of irrigation efficiency <input type="checkbox"/> Increase of irrigated area <input type="checkbox"/> Others (specify: _____)	
3) Gross area		acre
4) Net benefit area		acre
5) Name of Mouza/Village within subproject area		
6) Required physical infrastructures need be constructed/excavated for mitigating the problem		
• Embankment		
<input type="checkbox"/> Construction <input type="checkbox"/> Re-construction	Estimated length:	m
	Estimated length:	m
• Excavation		
<input type="checkbox"/> Khal <input type="checkbox"/> Beel	Nos:	Estimated length: m
	Nos:	Estimated length: m
• Re-excavation		
<input type="checkbox"/> Khal <input type="checkbox"/> Beel	Nos:	Estimated length: m
	Nos:	Estimated length: m
• <input type="checkbox"/> Regulator	Nos:	
• <input type="checkbox"/> Sluice	Nos:	
• <input type="checkbox"/> Weir	Nos:	
• <input type="checkbox"/> Rubber dam	Nos:	
• <input type="checkbox"/> Pump	Nos:	Estimated Capacity cusec
• <input type="checkbox"/> Header tank	Nos:	Estimated Size
• <input type="checkbox"/> Pipeline	Estimated length: m	

Note: Hand drawn map showing the location.

Prepared by

Approved by

Signature of UP Secretary

Signature of UP Chairman

Name:

Seal:

Date:

Phone No.:

Name:

Seal:

Date:

Phone No.:

Attachment:

1. Union Parishad Forwarding Letter of Subproject Proposal
 - Forwarding letter
 - Letter of intent by local people for implementation of subproject
 - Information on the proposed subproject
2. Hand Drawn Map of the Proposed Subproject Area.

SMALL SCALE WATER RESOURCES DEVELOPMENT PROJECT PHASE 2 (JICA-2)
- NEW DEVELOPMENT TYPE SUBPROJECT PROPOSAL FORM -
 (to be filled up by Upazila Engineer)

1. GENERAL FEATURES OF SUBPROJECT AREA (as of month _____ year _____)

1.1	Name of Subproject		
1.2	Location		
	• Division		
	• Region		
	• District		
	• Upazila		
	• Union		
	• Mouza/Village covered		
1.3	Subproject Area		
	• Gross area		acre
	• Net potential benefit area		acre
1.4	Demographic Condition		
	• Total population		
	• Male population		
	• Female population		
	• Number of households		
1.5	Land Use		
	• Agricultural land		acre
	• Fishpond		acre
	• Beel		acre
	• Non-agricultural/fishery land		acre
1.6	Crops Grown		
	• Major crops		
	• Secondary crops		
1.7	Major Source of Household Income		
1.8	Existing Physical Infrastructure Support		
	• Embankment of flood control		m
	• Drainage system	Nos:	Area: acre
	• Water management facilities	Type:	Nos:
	• Irrigation system	Nos:	Area: acre
	• Village road	Nos:	Length km
	• Post-harvest facilities		
	- Solar dryer	Nos:	Area m ²
	- Storage	Nos:	Total capacity ton
	- Mechanical dryer	Nos:	Total capacity ton
	- Rice mill	Nos.:	Total capacity ton
	• Rural market	Nos:	Area m ²
1.10	Existing Organizations		
1.11	Major Problems/Issues Identified (multiple answers are acceptable)		
	• Farmers		
	<input type="checkbox"/> High land	<input type="checkbox"/> Irrigation water shortage during dry season	
	<input type="checkbox"/> Medium high land	<input type="checkbox"/> Irrigation cost is high	
	<input type="checkbox"/> Low land	<input type="checkbox"/> Crop damage due to heavy rainfall	
		<input type="checkbox"/> Cultivation is not possible in submerged low land	
		<input type="checkbox"/> Land remains fallow as a result	
		<input type="checkbox"/> Others (specify _____)	
	• Fishermen		
		<input type="checkbox"/> Silted up khals and beels decelerate fish migration	
		<input type="checkbox"/> Loses profession because of deficiency of fish	
		<input type="checkbox"/> Fish resources are diminishing due to lack of water	
		<input type="checkbox"/> Others (specify _____)	
	• Boatmen		
		<input type="checkbox"/> Navigation has been confined to monsoon	
		<input type="checkbox"/> Navigation is decreased due to silted up khal/beel	

	<input type="checkbox"/> Others (specify _____)
• Landless	<input type="checkbox"/> Employment opportunity is constricted resulting in joblessness <input type="checkbox"/> Others (specify _____)
• Destitute women	<input type="checkbox"/> Employment opportunity is constricted resulting in joblessness <input type="checkbox"/> Others (specify _____)
1.12 Objective of Subproject Development (multiple answers are acceptable)	
<input type="checkbox"/> Reduction of duration of flood	<input type="checkbox"/> Increase availability of water for irrigation
<input type="checkbox"/> Reduction of depth of flood	<input type="checkbox"/> Increase availability of water for fishery
<input type="checkbox"/> Salinity control	<input type="checkbox"/> Increase availability of water for household use
<input type="checkbox"/> Removal of water logging	<input type="checkbox"/> Increase of irrigation efficiency
<input type="checkbox"/> Improvement of local navigation	<input type="checkbox"/> Increase of irrigated area
<input type="checkbox"/> Increase availability of tidal water for irrigation	<input type="checkbox"/> Others (specify: _____)

2. HIGHLIGHTS OF SUBPROJECT DEVELOPMENT PLAN

2.1 Type of Subproject (multiple answers are acceptable)			
<input type="checkbox"/> Flood management	<input type="checkbox"/> Water conservation		
<input type="checkbox"/> Drainage improvement	<input type="checkbox"/> Command area development		
<input type="checkbox"/> Tidal irrigation	<input type="checkbox"/> Others (specify: _____)		
2.2 Flood Management			
• Embankment			
<input type="checkbox"/> Construction	Length:		m
<input type="checkbox"/> Re-construction	Length:		m
• <input type="checkbox"/> Regulator	Nos:		
• <input type="checkbox"/> Sluice	Nos:		
• <input type="checkbox"/> Other facility			
• Gross area			acre
• Benefit area			
<input type="checkbox"/> Agricultural land			acre
<input type="checkbox"/> Fishpond			acre
<input type="checkbox"/> Beel			acre
• Mouza/Village covered			
• Number of beneficiaries			households
2.3 Drainage Improvement			
• Excavation			
<input type="checkbox"/> Khal	Nos:	Length:	m
<input type="checkbox"/> Beel	Nos:	Length:	m
• Re-excavation			
<input type="checkbox"/> Khal	Nos:	Length:	m
<input type="checkbox"/> Beel	Nos:	Length:	m
• <input type="checkbox"/> Other facility			
• Gross area			acre
• Benefit area			
<input type="checkbox"/> Agricultural land			acre
<input type="checkbox"/> Fishpond			acre
<input type="checkbox"/> Beel			acre
• Mouza/Village covered			
• Number of beneficiaries			households

2.4 Tidal Irrigation			
• <input type="checkbox"/> Excavation of khal	Nos:	Length:	m
• <input type="checkbox"/> Re-excavation of khal	Nos:	Length:	m
• <input type="checkbox"/> Regulator	Nos:		
• <input type="checkbox"/> Sluice	Nos:		
• <input type="checkbox"/> Other facility			
• Gross area			acre
• Benefit area			
<input type="checkbox"/> Agricultural land			acre
<input type="checkbox"/> Fishpond			acre
<input type="checkbox"/> Beel			acre
• Mouza/Village covered			
• Number of beneficiaries			households
2.5 Water Conservation			
• Excavation			
<input type="checkbox"/> Khal	Nos:	Length:	m
<input type="checkbox"/> Beel	Nos:	Length:	m
• Re-excavation			
<input type="checkbox"/> Khal	Nos:	Length:	m
<input type="checkbox"/> Beel	Nos:	Length:	m
• <input type="checkbox"/> Regulator	Nos:		
• <input type="checkbox"/> Sluice	Nos:		
• <input type="checkbox"/> Weir	Nos:		
• <input type="checkbox"/> Rubber dam	Nos:		
• <input type="checkbox"/> Other facility			
• Gross area			acre
• Benefit area			
<input type="checkbox"/> Agricultural land			acre
<input type="checkbox"/> Fishpond			acre
<input type="checkbox"/> Beel			acre
• Mouza/Village covered			
• Number of beneficiaries			households
2.6 Command Area Development			
• <input type="checkbox"/> Pump	Nos:	Capacity	cusec
• <input type="checkbox"/> Header tank	Nos:	Size	
• <input type="checkbox"/> Pipeline	Length:		m
• <input type="checkbox"/> Other facility			
• Gross area			acre
• Benefit area			
<input type="checkbox"/> Agricultural land			acre
<input type="checkbox"/> Fishpond			acre
<input type="checkbox"/> Beel			acre
• Mouza/Village covered			
• Number of beneficiaries			households
2.7 WMCA Development			
• Propose Name of WMCA			
• Number of potential members	Total:	Male:	Female:
• Potential members are willing to organize WMCA for O&M of subproject and socio-economic development of subproject area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Potential members are willing to deposit O&M fund under WMCA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

2.8 Environment and Social Impacts			
• Is resettlement required due to implementation of subproject? If above answer is Yes, please identifying number of household		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Is land acquisition required due to implementation of subproject? If above answer is Yes, is more than 100 ha acquisition required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Is natural conservation area/cultural heritage within subproject area?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Can subproject impose adverse impact to people? If above answer is Yes, please identifying type of people and impact		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Agriculture (Farmer/Medium/Landless)	<input type="checkbox"/> Indigenous crop variety will be reduced		
	<input type="checkbox"/> Drought tolerant variety will be reduced		
	<input type="checkbox"/> Natural agro-eco system will be affected		
	<input type="checkbox"/> No adverse impact will be expected		
	<input type="checkbox"/> Others (specify _____)		
<input type="checkbox"/> Fishermen	<input type="checkbox"/> Fish production will be reduced		
	<input type="checkbox"/> Fish habitat will be reduced		
	<input type="checkbox"/> Fish biodiversity will be lost		
	<input type="checkbox"/> Income of fisher communicate will be lost		
	<input type="checkbox"/> No adverse impact will be expected		
	<input type="checkbox"/> Others (specify _____)		
<input type="checkbox"/> Women	<input type="checkbox"/> Formally bonding will be reduced		
	<input type="checkbox"/> Social bonding will be reduced		
	<input type="checkbox"/> No adverse impact will be expected		
	<input type="checkbox"/> Others (specify _____)		
2.9 Situation of Law and Order, and Security		<input type="checkbox"/> Well-maintained	
		<input type="checkbox"/> There is a problem	
2.10 Overlapping of Water Resources Development			
• Is the subproject within the area of any existing project of BWDB, BADC BMD or related to it?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If above answer is Yes, please identifying the followings:			
Name of the project			
Present status of project	<input type="checkbox"/> Planned	<input type="checkbox"/> On-going	<input type="checkbox"/> Completed

Prepared by

Approved by

Signature of Upazila Engineer

Signature of District Executive Engineer

Name:

Name:

Seal:

Seal:

Date:

Date:

Phone No.:

Phone No.:

Attachment:

1. Subproject Identification Form prepared by Union Prishard
2. General Layout Map of the Proposed Subproject Area

Subproject PRA Checklist

GENERAL INFORMATION

1. Name of Proposed Subproject:

Union:

Upazila:

District:

Division:

2. Date of PRA:

3. Name of Team Members: i)

ii)

iii)

iv)

v)

vi)

PART I. DESCRIPTION OF VILLAGES WITHIN SUBPROJECT AREA (Attach Social Map showing the village areas)

Name of Village	Area (acre)	Population (No.)		No. of Households						
		Male	Female	Total	Small Farm	Med Farm	Large Farm	Fisher	Landless	Indigenous
1.										
2.										
3.										
4.										
5.										
Total										

PART II. POTENTIAL BENEFICIARY FOR SUBPROJECT IMPLEMENTATION (Indicate the beneficiary villages in Social

Name of Village	Area (acre)	Population		No. of Households						
		Male	Female	Total	Small Farm	Med Farm	Large Farm	Fisher	Landless	Indigenous
1.										
2.										
3.										
4.										
5.										
Total										

PART III. SURFACE WATER RESOURCES (Attach Hydrological Network Map indicating khal, river, chhara, beel and other water resources and navigation route)

Water Bodies	Name	Present Status	Management Issue	Development Work History	Development Needs	Development Benefit
Khal						
1.						
2.						
3.						
River						
1.						
2.						
Chhara						
1.						
2.						
Beel						
1.						
2.						
Other (specify)						
1.						

PART IV. LAND USE (Attach Landuse Map indicating the land types and crop patterns in the subproject area)

Type of Land	Percent of Cultivated Land within Subproject Area	Major Crop Grown			Constraints to Crop Production
		Kharif1/Aus	Kharif 2/Aman	Rabi/Boro	
Flood Free					
Drainage improved					
Drought stress free					
Surface water Irrigated					
Groundwater Irrigated					
Flooded					
Poor drained					
Droughty					
Un-irrigated					

PART V. SURFACE WATER MANAGEMENT LIMITATION

Limitation (✓): Flooding Drainage Impediment Drought Inadequate Irrigation Water Availability Other (specify):

1. If the limitation are flood related:

- Flooding season (✓): Early Pre-monsoon Pre-monsoon Early Monsoon Monsoon Late Monsoon Post Monsoon
- Flooding characteristic (✓): Shallow Moderately deep Deep Very deep
- Number of flood in each year: 1 2 3 4 5 more than 5
- Period of each flood (✓): 1 - 2 weeks 3 - 4 weeks 1 - 2 months 2 - 3 months 3 - 6 months:
- Percent of cultivated land flooded (✓): 5-10 10 -20 20 -30 30-50 50-70 70-90 90-100
- Type of land where flood occurs (✓): Lowland Medium Lowland Medium Highland Highland
- Name of crop damaged (✓): HYV Boro LT Aman HYV Aman LT Aus HYV Aus Other (specify)...
- Percent of cropped area damaged: HYV Boro.....LT Aman....HYV Aman.....LT Aus....HYV Aus.... Other.....
- Yield after damage (kg/acre): HYV Boro.....LT Aman....HYV Aman.....LT Aus....HYV Aus.... Other.....
- Major cause of flooding:

2. If the limitations are drainage related:

- Drainage patterns (✓): Slow Delayed Late Partial Nil
- Percent of cultivated area inundated: (✓): 5-10 10 -20 20 -30 30-50 50-70 70-90 90-100
- Type of land where drainage impediments occur(✓): Lowland Medium Lowland Medium Highland Highland
- Impact on crop (✓): No Plantation Late plantation Re-plantation Partial plantation
- Name of crop damaged (✓): HYV Boro LT Aman HYV Aman LT Aus HYV Aus Other (specify)...
- Percent of cropped area damaged: HYV Boro.....LT Aman....HYV Aman.....LT Aus....HYV Aus.... Other.....
- Major cause of drainage impediments:
- Farmers' suggestions to remove drainage impediments:

3. If the limitations are draught related:

- Period of drought (✓): 1 - 2 weeks 3 - 4 weeks 1 - 2 months 2 - 3 months 3 - 6 months
- Percent of cropped area damaged by drought (✓): 5-10 10 -20 20 -30 30-50 50-70 70-90 90-100
- Percent of cultivated area affected by draught (✓): 5-10 10 -20 20 -30 30-50 50-70 70-90 90-100
- Type of land where drought occurs (✓): Lowland Medium Lowland Medium Highland Highland
- Name of crop damaged (✓): HYV Boro LT Aman HYV Aman LT Aus HYV Aus Other (specify)...
- Percent of cropped area damaged: HYV Boro.....LT Aman....HYV Aman.....LT Aus....HYV Aus.... Other.....
- Major cause of draught:
- Farmer suggestions to protect crop from drought damage:

4. If the limitations are inadequate irrigation water availabilities:

- Present irrigation system (✓): LLP Gravity Traditional Method (seuti) Other (specify).....
- Source of irrigation water (✓): Khal Chhara River Beel Pond Borrow pits Other (specify).....
- Percent of cultivated area irrigated inadequately (✓): 5-10 10 -20 20 -30 30-50 50-70 70-90 90-100
- Name of irrigated crop (✓): HYV Boro LT Aman HYV Aman LT Aus HYV Aus Other (specify)....
- Percent of cropped area irrigated inadequately: HYV Boro...LT Aman...HYV Aman...LT Aus...HYV Aus... Other...
- Major problem in irrigation water distribution:
- Farmers suggestions to improve irrigation water supply:

PART VI. FISHERIES (Attach Fisheries Resources Map indicating seasonal water bodies, breeding, spawning, grazing and overwintering ground and migrating route)

A. In Seasonal Water Bodies

Description	No.	Area (acre)	Fish Species		No. of Fishers		Constraints to fisheries	Suggestion for Development
			Natural	Cultural	Men	Women		
Flooded Crop Land								
Khal								
Chara								
Private Pond								
Khash Pond								
Other (specify)								

B. In Perennial Water Bodies (Indicate perennial water bodies in Fisheries Resources Map including breeding, spawning, grazing and overwintering ground and migrating route)

Description	No.	Area (acre)	Fish Species		No. of Fishers		Constraints to fisheries	Suggestion for Development
			Natural	Cultural	Men	Women		
Flooded Crop Land								
Khal								
Chara								
Private Pond								
Khash Pond								
Other (specify)								

PART VII. ENVIRONMENTAL (Attach Environmental Map indicating environmental importance and concerns)

Description	Present Condition
Cultural and Heritage	
Groundwater table	
Water quality	
Soil fertility	
Natural flushing	
Other (Specify):	

PART VIII. INFRASTRUCTURE PROPOSED FOR SURFACE WATER MANAGEMENT

Name of Infrastructure	Location	No.	Length	Size
Embankment				
Khal re-excavation				
Sluice gate				
Regulator				
Water Retention Structure				
Irrigation Canal				
Other (Specify):				

PART IX. SUBPROJECT IMPACTS

A. Favorable Impacts (Indicate in relevant maps)

- i. Alleviate (✓): Flooding Drainage Impediment Drought Irrigation Water Shortage Other (specify)...
- ii. Reduce crop damage for (✓): Flood control: Drainage improvement: Water conservation Irrigation supply
- iii. Protect crop from damage (✓): HYV Boro LT Aman HYV Aman LT Aus HYV Aus Other (specify)...
- iv. Increase in crop area (name of crop):
- v. New crop production (name of new crop):
- vi. Increase in area under HYV (name of crop):
- vii. Changes in crop pattern (name of crop pattern):
- viii. Raise crop yield level (name of crop):
- ix. Increase (✓): Fish migration Fish breeding Fish diversity Natural fish production Cultural fish production
- x. Improve (✓): Water quality Soil fertility Aquatic/Terrestrial habitat Biological diversity Groundwater table
- xi. Reduce (✓): Soil erosion Siltation
- xii. Facilitate (✓): Communication Navigation
- xiii. Other (specify):
- xiv. Name of village with favorable impacts: a) Within subproject-

B. Adverse Impacts (Indicate in relevant maps)

- i. Aggravate (✓): Flooding Drainage Congestion Drought Irrigation Water Shortage Other (specify)...
- ii. Increase crop damage for more (✓): Flooding: Drainage impediment: Water retention Irrigation
- iii. Reduce cropped area (name of crop):
- iv. Decrease (✓): Fish migration Fish breeding Fish diversity Natural fish production Cultural fish production
- v. Degrade (✓): Water quality Soil fertility Aquatic\Terrestrial habitat Biological diversity Groundwater table
- vi. Increase (✓): Soil erosion Siltation
- vii. Disrupt (✓): Communication Navigation
- viii. Originate social conflict for:
- ix. Name of village with adverse impacts: a) Within subproject-

Part X. LOCAL PEOPLE ENDORSEMENT (Indicate in Social Map)

Name of Villages	Percent of population in favor of			Percent of population against		
	Subproject implementation	WMCA Formation	O&M Funding	Subproject implementation	WMCA Formation	O&M Funding

Part XI. CONCLUSION

In reference to the preceding findings the proposed subproject (✓) is **Acceptable** **Not Acceptable** because of the following observations.

Part	Considerations	Remarks
I.	Subproject area	
II.	Potential beneficiary	
III.	Surface water resources	
IV.	Land use	
V.	Surface water management limitation	
VI.	Fisheries	
VII.	Environmental	
VIII.	Infrastructure proposed	
IX.	Subproject impacts	
X.	Local people endorsement	

WMCA OC MEMBER LIST

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Qualification: The OC is composed of 6-9 members with a Convener drawn from the local stakeholders. At least one third of the members should be women. Members should have adequate literacy level, and no family relationship between one another. (Source: DOC Circular, 1 Mar. '04)

TOR: Carry out an awareness campaign to local stakeholders for WMCA membership and O&M activity and an election of the FMC

No	Name of OC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to TOR
Convener								
1								
Others								
2								
3								
4								
5								
6								
7								
8								
9								

Prepared by : _____
District XEN, D-PIU

UE, AE/SAE, CO, U-PIU

Observed by : _____
DCO, UCO

Chairperson, UP

WMCA FMC MEMBER LIST

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Qualification: Among the FMC members, one third should be women with adequate literacy level and no family relationship between one another. (Source: DOC Circular, 1 March 2004)

TOR: 1) Preparation of Institutional Development Action Plan (ID-AP), 2) Approval of ID-AP, 3) Set-up of temporary WMCA Office, 4) Formation of working group (WG) and 5) Formation of Election Committee (EC)

No	Name of FMC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to TOR
Chairperson								
1								
Vice-Chairperson								
2								
Secretary								
3								
Cashier								
4								
General Members								
5								
6								
7								
8								
9								
10								
11								
12								

Prepared by: _____

OC Convener, WMCA

Observed by: _____

District XEN, D-PIU

Observed by: _____

DCO and UCO

Chairperson, UP

Institutional Development Action Plan (ID-AP) for WMCA (New Development)

Name of WMCA: _____ Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Key Result Area (KRA)	ND	N	Y	Baseline Data	Target Output	Milestone** (End Result)	Projected Date to Accomplish	Activities***			Time Frame						Responsibility		Indicative Budget (BDT)											
								1st Year	2nd Year	3rd Year	1st Year		2nd Year		3rd Year		WMCA	Support by	WMCA			LGED(Upazila)			LGED(District)			LGED(Central)		
											1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	(Implementor)		1-yr	2-yr	3-yr	1-yr	2-yr	3-yr
1. General																														
1.1 Legal Personality	<input type="checkbox"/>	<input type="checkbox"/>		OC <input type="checkbox"/> 1) Formation of OC Date: _____ -OC member List <input type="checkbox"/> 2) Awareness Campaign Date: _____ -Materials <input type="checkbox"/> -Report from GF FMC <input type="checkbox"/> Election Date: _____ <input type="checkbox"/> -FMC member List	Registration with DOC Date: _____ No: _____																									
1.2 WMCA Membership	<input type="checkbox"/>	<input type="checkbox"/>		Potential members Total Nos Ratio 100% <input type="checkbox"/> Male (M) % <input type="checkbox"/> Female (F) % (at least 33%)	1) Total Nos Ratio (at least 70% of beneficiary HHs) <input type="checkbox"/> Male (M) % <input type="checkbox"/> Female (F) % 2) Permanent members (M) % <input type="checkbox"/> Permanent members (F) % <input type="checkbox"/> Temporary members (M) % <input type="checkbox"/> Temporary members (F) %																									
1.3 Members' Participation/Patronization	<input type="checkbox"/>	<input type="checkbox"/>		Potential contribution O&M fee Nos % to Total <input type="checkbox"/> 1) _____ % <input type="checkbox"/> 2) Share % <input type="checkbox"/> 3) Savings % <input type="checkbox"/> 4) Others (specify:) %	1) O&M fee Nos % to Total (at least 1st year O&M fund) <input type="checkbox"/> 2) Share % <input type="checkbox"/> 3) Savings % <input type="checkbox"/> 4) Others (specify:) %																									
1.4 Office	<input type="checkbox"/>	<input type="checkbox"/>		If existing w/ Electricity w/ Water <input type="checkbox"/> 1) Owned <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2) Rented <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3) Temporary <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 1) Owned <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2) Rented <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3) Temporary <input type="checkbox"/> <input type="checkbox"/>																									
1.5 Basic Office Equipment and Furniture	<input type="checkbox"/>	<input type="checkbox"/>		If existing Nos <input type="checkbox"/> 1) Typewriter <input type="checkbox"/> 2) Calculator <input type="checkbox"/> 3) Tables and chairs <input type="checkbox"/> 4) Filing cabinets <input type="checkbox"/> 5) Communication facilities <input type="checkbox"/> 6) Bulletin board & the like <input type="checkbox"/> 7) Computer & printer <input type="checkbox"/> 8) Others (specify:)	<input type="checkbox"/> 1) Typewriter <input type="checkbox"/> 2) Calculator <input type="checkbox"/> 3) Tables and chairs <input type="checkbox"/> 4) Filing cabinets <input type="checkbox"/> 5) Communication facilities <input type="checkbox"/> 6) Bulletin board & the like <input type="checkbox"/> 7) Computer & printer <input type="checkbox"/> 8) Others (specify:)																									
1.6 Physical Infrastructure Support	<input type="checkbox"/>	<input type="checkbox"/>		If existing Capacity/Area/Nos <input type="checkbox"/> 1) Embankment of flood control <input type="checkbox"/> 2) Drainage system <input type="checkbox"/> 3) Water management facilities <input type="checkbox"/> 4) Irrigation System <input type="checkbox"/> 5) Village road <input type="checkbox"/> 6) Post-harvest facilities -Solar dryer <input type="checkbox"/> -Storage <input type="checkbox"/> -Mechanical dryer <input type="checkbox"/> -Rice mill <input type="checkbox"/> 7) Rural market <input type="checkbox"/> 8) Others (specify:)	<input type="checkbox"/> 1) Embankment of flood control <input type="checkbox"/> 2) Drainage system <input type="checkbox"/> 3) Water management facilities <input type="checkbox"/> 4) Irrigation System <input type="checkbox"/> 5) Village road <input type="checkbox"/> 6) Post-harvest facilities -Solar dryer <input type="checkbox"/> -Storage <input type="checkbox"/> -Mechanical dryer <input type="checkbox"/> -Rice mill <input type="checkbox"/> 7) Rural market <input type="checkbox"/> 8) Others (specify:)																									
1.7 Organizations	<input type="checkbox"/>	<input type="checkbox"/>		If existing Name <input type="checkbox"/> 1) Organization <input type="checkbox"/> 2) Organization <input type="checkbox"/> 3) Organization	<input type="checkbox"/> 1) Organization <input type="checkbox"/> 2) Organization <input type="checkbox"/> 3) Organization																									
2. Basis for Unity and Strategic Direction																														
2.1 Vision, Mission, Goals and Objectives (VMGO)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> 1) Written <input type="checkbox"/> 2) Posted in WMCA office <input type="checkbox"/> 3) Regularly updated How often: _____ <input type="checkbox"/> 4) Date of last updating Date: _____																									
2.2 Multi-year Strategic Development Plan	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> 1) Nos of years: <input type="checkbox"/> 2) Supported by annual operation plan and budget <input type="checkbox"/> 3) Periodically reviewed and enhanced																									
2.3 Subcommittees' Plans	<input type="checkbox"/>	<input type="checkbox"/>			Updated: How often <input type="checkbox"/> 1) Construction Monitoring <input type="checkbox"/> 2) O&M <input type="checkbox"/> 3) Agriculture Development <input type="checkbox"/> 4) Fisheries Development <input type="checkbox"/> 5) Gender Development <input type="checkbox"/> 6) Microcredit <input type="checkbox"/> 7) Environmental Management <input type="checkbox"/> 8) Others (specify:)																									
3. Leadership and Management																														
3.1 Management Committee (MC) activities	<input type="checkbox"/>	<input type="checkbox"/>																												
a) Regular Election	<input type="checkbox"/>	<input type="checkbox"/>			Election By-laws How often Every 3 year																									
b) MC Composition	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> 1) Chairperson <input type="checkbox"/> 2) Vice-chairperson <input type="checkbox"/> 3) Secretary <input type="checkbox"/> 4) Cashier <input type="checkbox"/> 5) General members																									
c) Regular MC Meetings	<input type="checkbox"/>	<input type="checkbox"/>			MC Meetings By-laws How often Monthly																									

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village):

Memo No.

Date:

Contract Agreement of WMCA Office (Sample)

This contract agreement is made on DAY MONTH, YEAR, by and between the Tenant (NAME, ADDRESS) and the Owner (NAME, ADDRESS).

The Owner desired to lease their office at monthly rental rate of BDT _____ for conducting WMCA activities from DAY MONTH, YEAR to DAY MONTH, YEAR.

1.0 Electricity

2.0 Water

3.0 Maintenance

4.0 Tenant's Covenants

5.0 Owner's Covenants

6.0 Governing Law

OWNER

Name:

Signature:

Title:

TENANT

Name:

Signature:

Title: Chairperson, WMCA

WMCA WG MEMBER LIST

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

No	Name of WG member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to TOR
<u>Registration WG</u>								
TOR: 1) Preparation of WMCA By-Laws with the assistance of Sociologist at D-PIU, CO and GF at U-PIU, and UCO and receive its approval at a General Meeting and 2) Submission of necessary documents for registration at Department of Cooperative (DOC)								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
<u>Membership WG</u>								
TOR: 1) Preparation of a list of WMCA potential beneficiaries, and 2) Conducting an awareness campaign of SP and WMCA to enroll at least 70% of potential beneficiaries into WMCA.								
1								
2								
3								
4								
5								
6								

No	Name of WG member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to TOR
7								
8								
9								
10								
Finance WG TOR: 1) Appointment of a Manager/Accountant to open, install and update books of two accounts: Fixed Deposit O&M Account and Operating O&M Account and 2) Collection and deposit of 1st year O&M fund into Fixed Deposit O&M Account (3% of earthworks cost plus 1.5% of concrete permanent cost) through awareness campaign								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Prepared by: _____
Chairperson, FMC

Observed by: _____
Sociologist, D-PIU

Observed by: _____
CO, U-PIU

_____ **Chairperson, UP**

Major Contents of WMCA Bye-laws

The by-laws of every cooperative society shall include the followings in accordance with “Cooperative Societies Act, 2001 (amended 2013)” and “Cooperative Societies Rules, 2004”.

1. Name and Full Address of the WMCA:

Association will be named with respect to the spatial location of the sub-projects;
Full address including village, post office, union, upazila, district etc. (cooperative rule 2004, 8 (a));

2. Association member constituency

The areas, residents will be able to become a member of the Association (Co-op rule 2004, 8 (b));

3. Operational area/jurisdiction

No. of village, union, post office and family etc (Co-op 2004, 8 (c));

4. Introduction of the area and the people

Agricultural and natural features, b) Social and economic classes (Co-op Rule 2004 8 (c));

5. Classification of WMCA

Primary Cooperative Society, Water Management Cooperative Association (Co-op Act 2001, 8(a) and Rule 2004, 3 (1), (16)

6. Legal Status of WMCA: WMCA is a statutory body

- a. Registration of WMCA (Co-op rule 5)
- b. Legislative type, (cooperative act 14);
- c. Seal / rubber stamp (cooperative act 14);

7. Aims and Objective of WMCA:

- a. Main objectives water management, operation & maintenance of structure, contribution or collection of fund for O&M, increase agricultural production through water management etc,
- b. Other objective (inspire to planned live based on co-operation through education and training, create employment opportunity & increase income generating activities for the members of the WMCA, encourage sales of profitable products and develop marketing system including collection of agricultural and other materials etc. [(cooperative rule 8 (1) (d))]

8. Membership:

- a. Eligibility and condition of the membership [(Co-op Rule 2004, 8 (1) (e)],
- b. Ineligibility of Membership [(Co-op Rule 2004, 10 (2) & 11)]
- c. Procedures of Membership [(Co-op Rule 2004, 8 (1) (e)]
- d. Person nominated by the members (Co-op Act 40 and Co-op Rule 89)
- e. Termination of membership [(co-op rule 10 (2)],
- f. Suspension of membership [(co-op rule 8 (1) (m)],
- g. Member penalty (co-op rule 8 (m),
- h. Responsibility of the Member (Co-op act 15,
- i. Right of Member (co-op rule 87, 88).

9. Organizational Structure: The final authority of co-op:

- a. General Assembly: consist all members of the association (co-op act 16),
- b. First Management Committee: Organizing Committee will convene a General Meeting of the members of the WMCA to elect a First Management Committee (FMC) with 12 members. (Co-op act 2001, 18 (2) (a) and circular No. 705, dated-01.03.2004-amended WMCA Formation Process). Name/position of committee members as follows:
 1. Chairperson

- 2. Vice Chairperson
- 3. Secretary
- 4. Cashier
- 5-12. Member

One-third of total members will be the women. In addition, the backward tribe (if any) will be included in the committee. Before end of the tenure FMC will arrange election and form a regular committee. (Co-op act 18 (3)).

- c. Elected Management Committee and the Officials: Number of member and position will define by the byelaw. Term of the Management Committee, three years from the date of its first meeting, and this committee will arrange election end of its tenure to form next committee. (Co-op act 18 (4) and co-op rule 23).
 - d. Sub-Committee and Formation: Management Committee can form various sub-committees for sound management and it is the jurisdiction of management committee. (Co-op rule 46 (1) (f)).
 - e. Sub-Committee and Formation: Management Committee can form various sub-committees for sound management and it is the jurisdiction of management committee. (Co-op rule 46 (1) (h)).
- 10. Election:**
- a. eligibility of the voter (Co-op rule 33),
 - b. eligibility of the candidate (Co-op rule 10 (4) & 24 and Co-op act 18 (8) & 19),
 - c. setting the date, time and place of election and preparation of voter list (Co-op rule 14 (3), 30), d) Election Committee (Co-op rule 24),
 - d. Schedule announced by the Election Committee (Co-op rule 27),
 - e. Conducting election and announcement the result (Co-op rule 32 & 34).
- 11. Take over the Responsibility by Elected Committee:**
- a. Time limit for taking responsibility (Co-op rule 22 (3)).
 - b. Hand over the responsibility of existing committee
- 12. Meeting:**
- a. Annual General Meeting: (Co-op act 17 and rule 13 (1), 14 (2) (4) & (5),
 - b. Meeting quorum (Co-op act 17 (5) and rule 17 (2) (4),
 - c. Special General Meeting: (Co-op act 17 (8) and rule 17 (3),
 - d. Meeting of the management Committee (Co-op rule 41 (1), 42 (2), 43, 44),
 - e. Termination membership of Management Committee (Co-op act 17 (10) and rule 39 (2) & 3),
 - f. Power and Responsibility of Management Committee (Co-op rule 46, 47),
 - g. Weekly Meeting
 - h. Sub-Committee Meeting (Co-op rule 46 (h))
- 13. Management:**
- a. Responsibility of Chairperson and Vice Chairperson (Co-op rule 8 (1) (3), 43, 48. 49)
 - b. Responsibility of Secretary (Co-op rule 8 (1) (p))
 - c. Responsibility of Cashier (Co-op rule 8 (1) (p))
- 14. Office:**
- a. Office
 - b. Officials (Co-op act 17 (4) (h)
 - c. Office record, Register and Files
- 15. Financial Management**
- a. Accounts Ledgers (Co-op rule 55, 56)
 - d. Keeping Account (Co-op rule 59)
 - b. Operation of Bank Account
 - a. Selling (Co-op rule 46 (4), (5) & (6))

16. Funds and Capital

- a. Money/fund Received
- b. Share (Co-op act 15 and rule 8 (1) (g) (m))
- c. Savings
- d. Profit of Business

17. Funds

- a. Reserved Fund (Co-p act 34)
- b. Cooperative Development Fund (Co-p act 34 (c))
- c. Infrastructure Operation & Maintenance (O&M) Fund (Co-p act 34 (d))
- d. Recurring Cost/ Fund
- e. Others Fund (Co-p act 34 (d))

18. Assets/ Resources and Investment

- a. Create Permanent Assets
- b. Investment (Co-op rule 8 (v) & 46 (2))

19. Profit, Loss

- c. Assessment of yearly profit and loss ((Co-op rule 47 (1) (c))
- d. Profit sharing (Co-op act 34 (e) and rule 83)

20. Services

- a. Micro credit operation (Co-op rule 64, 65, 66, 70, 71, 72, 73, 74 & 75)
- b. Income Generating Activities of the Association and the Members
- c. Production Generating/increasing Activities
- d. Social Welfare Activities

21. Training

- a. Classification of training, responsibility of association and training fund
- b. Members training
- c. Leadership training
- d. Officials training

22. Inspection

- a. Annual inspection (Co-op act 48 and rule 110)
- b. Preparation of inspection (Co-op rule 110 (2))
- c. Correction of error mentioned in inspection report (Co-op rule 110 (3))

23. Audit

- a. Yearly Audit (Co-op rule 97-104 & 106)
- b. Preparation of Audit (Co-op rule 97, 99, 102 & 106)
- c. Correction of error mentioned in audit report (Co-op act 47)

24. Miscellaneous

- a. Amendment of Byelaw (Co-op rule 9)
- b. Conflict mitigation (Co-op act 50, 51, 52 and rule 113, 114)
- c. Dead [(Co-op rule 8 (l))]
- d. Distribution of byelaw among the members [(Co-op act 13 (2))]
- e. Distribution of balance sheet among the members [(Co-op act 17 (4))]
- a. present/ shoe the records of the society (Co-op rule 62)
- b. Inspection fees for (Co-op rule 163)
- f. Procedures of notice serving [(Co-op rule 8 (--))]
- c. Extinction of association [(Co-op act 53 (b))]
- g. Issues not described in byelaw

Any other matters relevant to law and regulation according to the nature of the society can be included in by-laws by every cooperative society.

25. Special Rules in regards of Sub-Project

- d. Fulfilling the condition of sub-project implementation
- e. Signing Implementation with LGED
- f. Signing hand over contact/lease with LGED for taking the responsibility of the infrastructures
- g. Operation & Maintenance (O&M) and O&M fund
- h. Maintenance of infrastructures
- i. Water and water use Tax collection (Co-op act 30)
- j. Affected people of the sub-project

WMCA POTENTIAL BENEFICIARIES LIST

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

SL. No.	Name of HH	Gender		Father's name	Mother's name	Village/Mauza	Profession		Landownership				Status of Land (Shared /Leased) (acre)	PAPs			Area of Water Body		Note	
		M	F				Head	Others	Plot No.	Within SP	Outside SP	Total		Yes		No	Owned	Not-owned		
														Negatively-affected	Positively-affected					

Prepared by: _____
Membership WG, WMCA

Approved by: _____
Chairperson, WMCA

Supported by: _____
UE/SAE, U-PIU

_____ **CO, U-PIU**

IMPLEMENTATION AGREEMENT
(Standard Format)

(To be duly registered)

Taka * Non-Judicial Stamp Paper**

(Project Name)

SUB-PROJECT*

*Details of the subproject concerned should be written on the underlined gaps.

IMPLEMENTATION AGREEMENT
(Based on Version 1, November 1998)

This implementation agreement, together with the Appendices A, B, C and D, hereafter called the Implementation Agreement, is made on the _____ day of _____ 20__

Between

The **LOCAL GOVERNMENT ENGINEERING DEPARTMENT** (hereafter called LGED), represented by the Executive Engineer, LGED, _____ district, on the one part,

And

The _____ **WATER MANAGEMENT**

CO-OPERATIVE ASSOCIATION (hereafter called the WMCA), Registered on the ___ day of _____, 20__ under number _____, of the Cooperative Laws, represented by its Chairperson and Secretary,

_____ (Address) on the other part, defines the rights and obligations of both parties to the Implementation Agreement.

WHEREAS the Government of the People's Republic of Bangladesh through the LGED has the mandate, funds, know-how and experience to design and construct small scale infrastructure for water resource development and management, and

WHEREAS the local community, organized in the WMCA, is interested in LGED assisting it in developing the local water resource management infrastructure as per the attached design, and as explained in detail during a complete walkthrough on _____ the, _____ 20__,

NOW THEREFORE the parties to this Implementation Agreement agree as follows:

Relationship of Parties

- Clause 1 The LGED will organize, supervise and pay for the construction of the infrastructure to be developed under the sub-project (see Appendix A) and will operate and maintain it for one year after completion.
- Clause 2 The WMCA will ensure the contractor's right of way, assist with land acquisition and pay ___% of the cost involved, pay the required beneficiary contribution (see Appendix B) and be fully responsible to operate and maintain the sub-project after it has been functional for one year.
- Clause 3 The parties agree that this agreement will only become effective as of the date on which the full beneficiary contribution of Taka _____ (In words) has been deposited in the Bank Account of the LGED District Executive Engineer, AC. No. _____, at the _____ Branch of the _____ Bank.

Rights and Responsibilities of the WMCA

- Clause 4 The WMCA accepts responsibility for collecting the full beneficiary contribution (see Appendix B) of Taka _____ (In words) from the beneficiaries (see Appendix C) and for depositing it in the above mentioned Bank Account of the LGED District Executive Engineer within 2 (two) weeks of signing the agreement.
- Clause 5 The WMCA agrees to facilitate the formation and operation of Labour Contracting Societies (LCSs), which will do earthwork under this Implementation Agreement. The WMCA will ensure that destitute women (divorced, abandoned, widowed) will be given preference when forming LCSs and that more than 50% of the LCS members will be women.
- Clause 6 The WMCA has the right to observe all construction activities and report to the Thana Engineer any concerns it might have about the quality of materials used and work done, as well as the quantity and progress of the work.
- Clause 7 The WMCA accepts responsibility for all routine and periodic maintenance of the infrastructure rehabilitated or built under this Implementation Agreement, and will, on completion of the subproject works with fit-for-use structures, enter into a lease agreement with LGED to this effect.
- Clause 8 The WMCA agrees to assist LGED during the first year's operation and maintenance.

Rights and Responsibilities of the LGED

- Clause 9 The LGED will issue work orders only after the full beneficiary contribution has been deposited in the Bank Account of the LGED District Executive Engineer.
- Clause 10 The LGED will arrange training for the Labour Contracting Societies.
- Clause 11 The LGED will ensure that all construction is done in accordance with the design (see Appendix A) and standards specified in the tender documents.

- Clause 12 The LGED will, at its own expense, but in active co-operation with the WMCA, operate and maintain the sub-project infrastructure for one year after completion.
- Clause 13 To facilitate sustainable operation and maintenance, LGED will lease the sub-project infrastructure to the WMCA for a nominal fee after the sub-project has been operational for one year.
- Clause 14 The LGED will provide technical guidance and support, such as for annual inspection, identifying maintenance needs, assistance in planning and design, use of tools/ machinery, etc. when needed.
- Clause 15 The LGED will provide guidance to build up the capacity of the WMCA to operate and maintain the sub-project on a sustainable basis.

Settlement of Disputes

- Clause 16 If the WMCA does not function as per the rules and regulations of the Co-operative Laws, then the LGED may request the District Co-operative Officer to take appropriate action in accordance with the Co-operative Laws.
- Clause 17 If either of the parties to this Implementation Agreement believes the other does not live up to its obligations, then the aggrieved party will;
- first try to solve the matter through direct discussions with the other party,
 - if the matter is not solved through direct discussions, then the aggrieved party will approach the Deputy Commissioner asking him to establish a small mediation committee under the Arbitration Act,
 - if the matter is not solved through the mediation committee then the aggrieved party may seek redress through the judicial system.

Signed on behalf of LGED

Executive Engineer:

Date:

Upazila Engineer:

Date:

Signed on behalf of the WMCA

Chairperson:

Date:

Secretary:

Date:

Appendix A

SCHEDULE OF SUB-PROJECT INFRASTRUCTURE

Names and Description of Subproject Infrastructure

No.	Name	Description
	Khal-1	
	Khal-2	
	Embankment-1	
	Embankment-2	
	Structure-1	
	Structure-2	
	Others	
	Etc.	

CALCULATION OF BENEFICIARY CONTRIBUTION**Earth work:**

- Estimated cost of embankment work Tk. _____
 - Estimated cost of khal re-excavation Tk. _____
- Total estimated cost of earthwork Tk. _____

Beneficiaries' upfront O&M contribution for earthwork

@ 3% of total earthwork cost (Tk. _____) Tk. _____

Taka _____ (in words) _____.

Structural work:

- Estimated cost of structure 1 Tk. _____
 - Estimated cost of structure 2 Tk. _____
 - Estimated cost of structure 3 Tk. _____
 - Estimated cost of structure 4 Tk. _____
- Total estimated cost of structural work Tk. _____

Beneficiaries' upfront O&M contribution for structural

works @ 1.5% of total structural cost (Tk. _____) Tk. _____

Taka _____ (in words) _____.

Land Acquisition:

- Estimated cost of plot 1 Tk. _____
 - Estimated cost of plot 2 Tk. _____
 - Estimated cost of plot 3 Tk. _____
 - Estimated cost of plot 4 Tk. _____
- Total estimated cost of procuring land Tk. _____

Beneficiaries' upfront O&M contribution for procuring

land²⁴ @ ___% of total land procuring cost (Tk. _____) Tk. _____

Taka _____ (in words) _____.

TOTAL BENEFICIARIES' UPFRONT O&M CONTRIBUTION Tk. _____

Taka _____ (in words)

²⁴ 30% is suggested

Appendix C**CONTRIBUTION CHARGED TO EACH BENEFICIARY**

No.	Name of beneficiary operating land	Father's name	Plot numbers (see map)	Total area operated (acres)	Individual contribution (Taka)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
etc.					
Total Contribution					

Note: For location of plots see attached subproject map.

Appendix D

Subproject Brief with Map showing Locations and Features of Infrastructure

(signed & attached)

WMCA MC MEMBER LIST

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Qualification: Among the MC members, one third should be women with adequate literacy level and no family relationship between one another. (Source: DOC Circular, 1 March 2004)

TOR: described in WMCA By-laws

No	Name of FMC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to TOR
Chairperson								
1								
Vice-Chairperson								
2								
Secretary								
3								
Cashier								
4								
General Members								
5								
6								
7								
8								
9								
10								
11								
12								

Prepared by: _____
EC, WMCA

Approved by: _____
Chairperson, WMCA

Supported by: _____
Sociologist, D-PIU

_____ **CO, U-PIU**

LIST OF PAPs

ID and Name of SP: _____

Full Address (inclu. District, Upazila, Union, Village): _____

SL. No.	Name of beneficiary	Father's & Mother's name	Village	Union	Type of Loss/Impacts	Definition of entitled PAPs	Compensation Policy/ Mitigation Measure	Remarks

Prepared by: _____
UP Representative

Supported by: _____
Chairperson, WMCA

Secretary, WMCA

Approved by: _____
UE / SEA, U-PIU

CO, U-PIU

MONTHLY PROGRESS REPORT FOR SMALL SCALE WATER RESOURCES DEVELOPMENT PROJECT PHASE-II

(For the month of : _____)

Name of Subproject : _____

Targets this Month *		Accomplishment			Reasons for Deviation/ Remarks
Activities	Expected Output	Player	Activity Output/Result	Deviation	

s

Targets Next month	
Activities	Expected Output

Prepared by : _____

Upazila Engineer

Approved by : _____

PMU

DAILY RECORD OF WEATHER and RAINFALL

Division		District										Upazila										Monitoring Form										
Name of Sub-Project																																
		Weather and Rainfall																														
		(Month: _____)																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Weather	AM																															
	PM																															
Rainfall (mm)	AM																															
	PM																															

DAILY RECORD OF LABOR INPUT

Division				District										Upazila																			
Subproject Name																																	
SI	Labor	Actual Wage Rate	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Foreman	Taka/day																															
2	Carpenter	Taka/day																															
3	Steelman	Taka/day																															
4	Mason	Taka/day																															
5	Light Eq. Operator	Taka/day																															
6	Heavy Eq. Operator	Taka/day																															
7	Driver	Taka/day																															
8	Mechanic	Taka/day																															
9	Welder	Taka/day																															
10	Laborar	Taka/day																															

RECORD OF PROCUREMENT OF CONSTRUCTION MATERIALS

Division		District			Upazila			Monitoring Form										
Name of Sub-Project																		
	Materials	Available Market/Place (Name of Town)	Market Price (Taka)	Distance from Market to Project Site Km	Total Required Quantity cu.m.	Actual Monthly Procurement (Quantity)												Total
						(Year:)												
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1.	Sand			Km	cu.m.													
2.	Gravel			Km	cu.m.													
3.	Boulder			Km	cu.m.													
4.	Portland Cement			Km	bag													
5.	Reinforcing Steel Bar			Km	kg													
6.	Nail			Km	kg													
7.	Tie Wire			Km	kg													
8.	Lumber			Km	bd.ft.													
9.	Plywood			Km	pc													
10.	G.I. Sheet			Km	L.F.													
11.	Gasoline			Km	lit													
12.	Diesel			Km	lit													

RECORD OF PROCUREMENT OF CONSTRUCTION EQUIPMENT

Division		District		Upazila		Monitoring Form													
Name of Sub-Project																			
	Equipment			Rental Rate		Number	Actual Monthly Procurement (Number of Equipment x Operation Day)												Total
	Name	Type	Capacity	P/hr	P/day		(Year:)												
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1.	Stake Truck																		
2.	Dump Truck																		
3.	Cargo Truck																		
4.	Bulldozer																		
5.	Backhoe																		
6.	Loader																		
7.	Concrete Mixer																		
8.	Water Pump																		
9.	Payloader																		
10.	Road Roller																		
11.	Road Grader																		
12.	Water Truck																		

Multi-year (3-5 years) WMCA Strategic Development Plan

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village):

Our Vision	
Our Mission	
Our Goal	

Planning: _____ (DAY) _____ (MONTH) _____ (YEAR)

Strategic Priority	Strategic Goal	Target Indicator (s)	Target Date	Remarks
Priority 1	Goal 1.1:			
	Goal 1.2:			
	Goal 1.3:			
Priority 2	Goal 2.1:			
	Goal 2.2:			
	Goal 2.3:			
Priority 3	Goal 3.1:			
	Goal 3.2:			
	Goal 3.3:			

Monitoring: _____ (DAY) _____ (MONTH) _____ (YEAR)

Strategic Goal	Progress	Reasons for Success or Underperformance	Action Plan to Maintain Success/ to Address Issues
Goal 1.1:			
Goal 1.2:			
Goal 1.3:			
Goal 2.1:			
Goal 2.2:			
Goal 2.3:			
Goal 3.1:			
Goal 3.2:			
Goal 3.3:			

WMCA SC MEMBER LIST (CONSTRUCTION MONITORING)

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Responsibilities:

- 1) Receive training for acquiring overseeing capabilities of the construction monitoring including understanding of construction methods, sequencing and quality and procedure for registering complaints.
- 2) Assist in ensuring access to land for subproject infrastructure development, stockpiling of construction materials, construction works and resolving any dispute related to these.
- 3) Ensure that preventative measures are taken by contractor to protect land, water, crop, vegetation and wildlife habitat from any damage or degradation during transportation of construction materials, stockpile and construction works, refrain closing of khals during fish migration, and delay in completing construction or installation.
- 4) Visit subproject construction site regularly and prepare visiting schedule of the subcommittee members.
- 5) Ensure participation of local laborers in LCS earthworks.
- 6) Supervise quality of subproject construction of structure and earthworks to ensure quality.
- 7) Review the progress and quality of construction works regularly in subcommittee meetings.
- 8) Report to WMCA Management Committee, Union Parishad and LGED Upazila Engineer on the progress and quality of construction works.
- 9) Inform contractor
- 10) Register complaint with LGED Upazila Engineer if construction materials and construction related work is unsatisfactory and contractor fails to maintain quality or does not respond to any objection observation by the subcommittee. Use the complaints format supplied by LGED to register complaint.
- 11) Review the progress and quality of construction works in WMCA Management Committee meeting.

No	Name of SC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to Responsibilities
Convener								
1								
Other Members								
2								
3								
4								
5								

No	Name of SC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to Responsibilities
6								
7								

Note: Construction Monitoring SC members consist of five members from the WMCA and two from the Union Parishad.

Prepared by: _____
Chairperson, MC

Supported by: _____

Approved by: _____
UE, U-PIU

Chairperson, UP

WMCA SC MEMBER LIST (O&M)

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Responsibilities:

- 1) Receive training on O&M guidelines, preparation of subproject O&M Plan and Budget, resource mobilization methods, management of the O&M fund, O&M related technical problems, operation of water control structure and routine maintenance works.
- 2) Update direct and indirect beneficiary households list with amount of contribution to O&M fund by each household.
- 3) Provide subproject beneficiaries with clear understanding of subproject benefits and their O&M responsibility.
- 4) Prepare subproject Annual O&M Plan and Budget according to the guidelines with support from LGED Upazila Engineer office.
- 5) Review the beneficiary households list and Annual O&M Plan and Budget in WMCA Management Committee meeting.
- 6) Present the beneficiary households list and Annual O&M Plan and Budget in WMCA annual general meeting (AGM) for approval.
- 7) Coordinate with subproject Agriculture and Fisheries Subcommittees in the operation of water control structure including sluice gate, regulator, water retention structure and irrigation facility according to the O&M plan.
- 8) Collect and manage O&M fund according to the O&M budget.
- 9) Assist WMCA for employment of O&M assistant, gate/pump operator, irrigation manager or other.
- 10) Inspect subproject infrastructure regularly with technical support from LGED Upazila office to identify problem and assess repair needs.
- 11) Prepare yearly expenditure for routine maintenance of subproject structures.
- 12) Observe staff gauges for recording water levels.
- 13) Tree plantation on embankment, khal bank, and structure site.
- 14) Support Environmental Management Subcommittee in implementation and monitoring of environmental mitigation plan.
- 15) Monitor water quality in the subproject area.
- 16) Report O&M related conflict to WMCA Management Committee and Union Parishad to resolve.
- 17) Review O&M activities and spending in WMCAAGM and revise O&M Plan and Budget with support from LGED Upazila Engineer office.
- 18) Report on subproject O&M activities to Union Parishad and LGED Upazila Engineer office for discussion in the monthly meeting of Union Parishad and Upazila Parishad, respectively.

No	Name of SC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to the Responsibilities
Convener								
1								
Other Members								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Prepared by: _____
Chairperson, MC

Supported by: _____
District XEN, D-PIU

Approved by: _____
UE, U-PIU

Chairperson, UP

WMCA SC MEMBER LIST (AGRICULTURE DEVELOPMENT)

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Responsibilities:

- 1) Receive training on agricultural development opportunity for water resources development in the subproject area, identification of subproject benefit on land utilization patterns and crop production system, determining agricultural development opportunity in the subproject area, improved farming technology for sustainable and eco-friendly agricultural production, subproject agricultural production planning, water management, soil fertility management, integrated pest management, agricultural credit management, farm record management and agricultural extension management.
- 2) Prepare beneficiary farmers households list and benefit cultivated land owned by each household within the subproject area and present in WMCA Management Committee meeting.
- 3) Assist O&M Subcommittee in updating subproject direct and indirect beneficiary households list.
- 4) Assist subproject farmers to understand subproject impact and benefit of flood management, drainage improvement, water conservation and irrigation water availability indicating in land use map.
- 5) Identify agricultural development opportunities in consideration of subproject impact and benefit, and beneficiary farmers' needs.
- 6) Prepare Subproject Agricultural Production, Agribusiness and Marketing Plan in consideration of agricultural development opportunities and farmers needs with technical supports by DAE Sub Assistant Agricultural Officer (SAAO), DAE Upazila Agricultural Officer, DLS Upazila Livestock Officer, DOF Upazila Fisheries Officer and LGED Upazila Engineer.
- 7) Coordinate with subproject O&M Subcommittee in the operation of water control structure including sluice gate, regulator, water retention structure, irrigation facility in accordance farmers' demands and Agricultural Production Plan.
- 8) Motivate subproject farmers on the adoption of sustainable and eco-friendly improved farming technologies, and cooperative procurements of agriculture inputs and marketing of agricultural produces.
- 9) Support Environmental Management Subcommittee in implementation and monitoring of environmental mitigation plan.
- 10) Organize agricultural extension activities with DAE, DLS, DOF, SRDI and BADDC supports on sustainable and eco-friendly agricultural production including improved method of rice-fish culture, agro-forestry, small-scale mixed farming, post-harvest activities, processing, storage and marketing of agricultural produces.
- 11) Organize group procurement of agricultural inputs (fertilizers, quality seeds, irrigation water) and procurement and management agricultural credit, land use, tree plantation and marketing of agricultural produces.
- 12) Assist subproject O&M subcommittee in the collection of O&M fees from beneficiary farmers.
- 13) Monitor, review and evaluate subproject impacts on agricultural production, and agribusiness and marketing activities with DAE, DLS and DOF supports, present the findings in WMCA AGM and report the progress to Union Parishad and LGED Upazila Engineer for discussion in the monthly meeting of Union Parishad and Upazila Parishad, respectively.
- 14) Revise the Agricultural Production, Agribusiness and Marketing Plan with DAE, DLS and DOF supports.

No	Name of SC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to Responsibilities
Convener								
1								
Other Members								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Prepared by: _____
Chairperson, MC

Supported by: _____
District XEN, D-PIU

Supported by: _____
UE, U-PIU

Chairperson, UP

WMCA SC MEMBER LIST (FISHERIES DEVELOPMENT)

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Responsibilities:

- 1) Receive training on fisheries management and development.
- 2) Assess fisheries resource bases and utilize all available water resource bases for fish culture.
- 3) Collect and record information on fish migration for spawning, grazing or overwintering, fish population and species diversity.
- 4) Manage fisheries resource with improvement of fisheries ecosystem.
- 5) Organize fisheries community.
- 6) Prepare beneficiary fishers households and affected fishers households list and present the list in WMCA Management Committee Meeting.
- 7) Assist O&M Subcommittee in updating subproject direct and indirect beneficiary households list.
- 8) Manage fish refuges, mini sanctuary or no fishing zones for sustenance of natural fisheries
- 9) Prepare Fisheries Production and Mitigation and Fishers Rehabilitation Plan.
- 10) Develop fisheries program according to the Fisheries Production and Mitigation, and Fishers Rehabilitation Plan.
- 11) Build awareness of fisheries program among the - traditional and non-traditional fishers.
- 12) Coordinate with DOF in the implementation of the fisheries program and work out plans for furthering fisheries activities.
- 13) Organize extension activities on innovative and improved aquaculture technology with DFO supports such as cage culture, community based fish culture, pre-use of the irrigation water in aquaculture, introduction of high value culture species and establishment of hatcheries and nurseries.
- 14) Employ affected fishers in the WMCA fisheries program with subleasing WMCA controlled water bodies to them, providing WMCA loan support for fisheries and providing capacity development and technical support for adopting improved aquaculture practices including nursery technology and establishing nursery for fingerling production.
- 15) Integrate fisheries in farming systems to increase the farm productivity.
- 16) Assist WMCA in taking lease of public water body.
- 17) Coordinate with subproject O&M Subcommittee in the fish-friendly operation of water control structure including sluice gate, regulator and water retention structure, and conservation of water and irrigation water use.
- 18) Support Environmental Management Subcommittee in implementation and monitoring of environmental mitigation plan.
- 19) Monitor subproject benefit and impact on fisheries resources and report to Union Parishad and LGED Upazila Engineer for discussion in the monthly meeting of Union Parishad and Upazila Parishad, respectively.
- 20) Review of fisheries development plan for arrangement of further needful support.

21) Present subproject fisheries management and development activities in WMCA AGM and revise the Fisheries Production and Mitigation and Fishers Rehabilitation Plan.

No	Name of SC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to Responsibilities
Convener								
1								
Other Members								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Prepared by: _____
Chairperson, MC

Supported by: _____
District XEN, D-PIU

Supported by: _____
UE, U-PIU

_____ Chairperson, UP

WMCA SC MEMBER LIST (MICROCREDIT)

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Responsibilities:

- 1) Receive training on microcredit management.
- 2) Prepare subproject Annual Microcredit Plan.
- 3) Identify small-scale business enterprises to provide loan with a priority to more disadvantaged members of the WMCAs specially the vulnerable women.
- 4) Determine the maximum credit amount, repayment procedure, number of repayment installments, and amount of repayment per installment.
- 5) Prepares application form for credit.
- 6) Organize training and motivation programs for the optimum utilization of credit for maximum benefit with profitable investment.
- 7) Take appropriate steps for repayment and recovery of loan before defaulting.
- 8) Review credit activities regularly including total distribution and repayment, number of WMCA members received the credit and number of defaulters.
- 9) Employ accountant for distribution of micro-credit, collection of repayments and deposit into bank account with approval by WMCA management committee and availability of fund to pay the salary.
- 10) Maintain all records related to micro-credit activities including credit distribution and repayment.
- 11) Prepare of report on micro-credit activities for auditing and inspection by DOC.
- 12) Present microcredit program in WMCA AGM and revise the Annual Microcredit Plan.

No	Name of SC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to Responsibilities
Convener								
1								
Accountant								
2								
Other Members								
3								
4								
5								
6								

No	Name of SC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to Responsibilities
7								
8								
9								
10								

Prepared by: _____
Chairperson, MC

Supported by: _____
District XEN, D-PIU

Supported by: _____
UE, U-PIU

Chairperson, UP

WMCA SC MEMBER LIST (GENDER & DEVELOPMENT)

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Responsibilities:

- 1) Receive training on gender & development,
- 2) Prepare annual Gender Development Plan with assistance of Sociologist, General Facilitator/PIU and DWA,
- 3) Assist WMCA in gathering of vulnerable women for LCS formation,
- 4) Assist WMCA in formation of separate female LCS in possible area,
- 5) Negotiate to increase women participation in all possible area/activities/training under the project and WMCA i.e.,
 - to increase at least one- third women members in enrolment of membership,
 - for important/key position for women as Chairperson or Secretary in MC,
 - to increase up to 50% women gradually in MC,
 - to increase/include one- third women members at all subcommittees,
 - to inclusion at least one- third women in LCS,
 - to inclusion of women as workers as much as possible in construction work,
 - to provide microcredit to at least one-third women and gradually increase up to 50% with special attention on poor and vulnerable women,
 - to ensure equal payment for equal work in LCS and construction work
- 6) Follow up, monitor, review and report to MC about the construction of women-friendly facilities or essential support facilities in LCS, Construction, WMCA office and other possible area, with assistance of Sociologist, General Facilitator/PIU,
- 7) Selection of appropriate women participants/family for gender awareness, women human rights and legal suspects, agriculture, fisheries, IGA, LCS and other trainings under the project,
- 8) Assessment of training needs to identify appropriate income generating activities with assistance of Sociologist, PIU,
- 9) Prepare proposal on identified training and send to PIU and PMU through WMCA,
- 10) Assist Microcredit Subcommittees for selection of suitable women for providing microcredit and repayment procedures,
- 11) Assist O&M subcommittee in collection of O&M fees from women farmers (if any),
- 12) Assist MC in organizing training at WMCA level,
- 13) Conduct training for the members and family layer on gender awareness, women human rights and legal suspects, IGA etc.
- 14) Review meeting quarterly on progress of gender activities, ratio of women participation in activities/training under the project and WMCA

15) Prepare of report on progress of gender activities, ratio of women participation in activities/training under the project and WMCA,

16) Other activities that will be given by the MC and project.

No	Name of SC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to Responsibilities
Convener								
1								
Other Members								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Prepared by: _____
Chairperson, MC

Supported by: _____
District XEN, D-PIU

Supported by: _____
UE, U-PIU

Chairperson, UP

WMCA SC MEMBER LIST (ENVIRONMENTAL MANAGEMENT)

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Responsibilities:

- 1) Monitor the construction activity that may cause impact to the physical environment such as pollution of air, noise & water pollution and safety of community health
- 2) Protect the water resources and aquatic habitat including fish from pollution effects.
- 3) Protect the wetland areas of importance in relation to bio-diversity
- 4) Identify & Selection of suitable sites for establishing fish sanctuary / conservation areas (conserve reproduction sites like beels, haors, etc.)
- 5) Introduce culture fishery in pond and khal water.
- 6) Identify & protect the rare, endangered and threatened flora and fauna species of the subproject sites.
- 7) Apply biological pest control method, so to say, integrated pest management (IPM), rather than use of chemical pesticides & insecticides.
- 8) Conserve beneficial predators and their habitats
- 9) Protect natural resources and their habitats from environmental degradation
- 10) Adopt environment-friendly agricultural production system (planned irrigation water management, soil fertility management, crop rotation, IPM etc.) inside the subproject area.
- 11) Monitor depth and duration of water in khals and beels, sedimentation rate in khal water, water quality, fish migration to and from the subproject area, encroachment of agriculture into beels, navigation inside subproject etc
- 12) Work in a coordinated manner in the subproject area with WMCA O&M, Agriculture and Fisheries subcommittees

No	Name of SC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to Responsibilities
Convener								
1								
Other Members								
2								
3								
4								
5								

No	Name of SC member	Father's & Mother's name	Village	Union	Gender	Age	Profession	Signature for Commitment to Responsibilities
6								
7								
8								
9								
10								

Prepared by: _____
Chairperson, MC

Supported by: _____
District XEN, D-PIU

Supported by: _____
UE, U-PIU

_____ **Chairperson, UP**

Construction Monitoring Report

1. Construction work observation form (Khal)

Date:

Location of observation point	Type of work to be observation	Observation result (✓ tick)	Remarks
	a) Is side slope as per specification?	Yes/No	
	b) Is crest width as per specification?	Yes/No	
	c) Is bed width as per specification?	Yes/No	
	d) Is depth of canal as per specification?	Yes/No	
	e) Is cut earth kept as per specification?	Yes/No	

Name:

Signature:

2. Construction work observation form (Embankment)

Date:

Location of observation point	Type of work to be observation	Observation result (✓ tick)	Remarks
	a) Is setback distance observed?	Yes/No	
	b) Is side clearing done (for new embankment) properly?	Yes/No	
	c) Is benching done (for re-construction) properly?	Yes/No	
	d) Is earth-filling done layer by layer?	Yes/No	
	e) Is breaking of earth cloud done properly?	Yes/No	
	f) Is compaction done properly?	Yes/No	
	g) Is crest width as per specification?	Yes/No	
	h) Is height of embankment as per specification?	Yes/No	
	i) Is site slope as per specification?	Yes/No	
	j) Is turving done properly?	Yes/No	

Name:

Signature:

3. Construction work observation form (Structure)

Date:

Location of structure	Type of work to be observed	Observation result (✓ tick)	Remarks
	a) Material of concrete	Yes/No	
	- Sand (as per specification)	Yes/No	
	- Brick chief (as per specification)	Yes/No	
	- Cement (as per specification)	Yes/No	
	b) Is shattering work done as per specification?	Yes/No	
	c) Is rust clear?	Yes/No	
	d) Is cement kept in proper place?	Yes/No	
	e) Is block work done as per specification?	Yes/No	
	f) Are filter materials used as per specification?	Yes/No	
	g) Is channel of gate placed properly?	Yes/No	
	h) Is gate frame placed properly?	Yes/No	
	i) Is gate wasting system done properly?	Yes/No	
	j) Is setup of water gage (up & down) done properly?	Yes/No	
	k) Is rubber seal set up properly?	Yes/No	
l) Is channel bed up & down stream done properly?	Yes/No		
m) Is back-filling of both sides done properly?	Yes/No		

Name:

Signature:

OPERATION AND MAINTENANCE PLAN

I. Brief Description of Subproject and WMCA

A. Area of Subproject

B. Inventory of Subproject Infrastructure

C. Objective and Benefit

D. Profile of WMCA

1) Beneficiary Households

2) Total WMCA members

3) WMCA Capital: Share: Savings:

4) WMCA's O&M Fund:

Initial FDR Amount: O&M Fund (Operating Account):

E. Map of the Subproject

II. Operation Plan

A. Subproject Operation Calendar

(Follow the Format in Appendix A and B)

B. General Rules for Operation of Water Control Structures

(Refer to the description in 4.4 in "Guidelines for SSWRD Project, G8 Operation and Maintenance (LGED, 2017)")

C. Operation Cost

Area of Expense	Type of work	Name of Structure	Unit	No	Allowance per month (TK)	Total Amount (TK)
Gate Operator-1	Gate Operation	WRS-1	month	12		
Gate Operator-2	Gate Operation	WRS-1	month	12		
Gate Operator-3	Gate Operation	WRS-1	month	12		
Total						

III. Maintenance Plan

A. Categorization of Maintenance Work

Sl. No.	Infrastructure	Types of Maintenance Work		
		Regular	Periodic	Emergency
1.				
2.				
3.				

B. Maintenance Work

(Follow the Format in Appendix C)

C. Maintenance Work Implementation Schedule

(Follow the Format in Appendix D)

D. Long Term Maintenance Plan

Sl. No.	Name of Infrastructure	Type of work	2018	2019	2020	2021	2022	2023	2024	2025	2026
1.	Channel	Silt removal				_____				_____	
2.	WRS-1	Repairing					_____				
3.	WRS-2	Repairing					_____				
4.	WMCA Office	Repairing									_____

E. Estimation of Maintenance Cost

(Follow the Format in Appendix E)

IV. Fund Management Plan

1. Revenue		
Sources		Amount (TK)
a.	Annual Profit from FDR	
b.	Annual subscription from the Beneficiaries	
c.	Monthly subscription	
d.	A portion of profit from micro-credit	
e.	A portion of profit from fish culture	
f.	Contribution from Concerned Parties	
g.	GOB fund allotment	
h.	Others (mention)	
Total		
2. Expenditure		
Area of Expenditure		Amount (TK)
a.	Operation Cost (as estimated in II. C.)	

b.	Maintenance Cost (as estimated in III. E.)	
c.	Others	
	Total	
	Balance (2018)	

Annexes

Annex-1 Beneficiaries' List (Follow the Format in Appendix F)

SUBPROJECT OPERATION CALENDAR

(Water Conservation and Drainage)

Subproject Name:

Subproject No.:

Name of structure:

Year:

Month		Cropping Pattern	Vertical Gate		Purpose	Water level (m)		Remarks	
			Open	Close		SP side	River side		
English	Bangla								
Mid April-Mid May	Baishak		●		Drainage for harvesting				
Mid May-Mid June	Jaishta		↓			Entry of natural fish fingerlings			
Mid June-Mid July	Ashar	T Aman		●	Irrigation for Transplantation of Aman crops				The gate should be opened time to time to drain the water depending on the rain condition
Mid July-Mid August	Shrabon		↓			Drainage			
Mid August-Mid September	Bhadra			●	Water conservation for Supplementary Irrigation to T Aman Crops				The gate should be opened time to time to drain the water depending on the rain condition
Mid September-Mid October	Ashwin			↓					
Mid October-Mid November	Kartik			●		Water conservation for Boro cultivation			
Mid November-Mid December	Agrahayan			↓					
Mid December-Mid January	Poush	HYV Boro							
Mid January-Mid February	Magh								
Mid February-Mid March	Falgun								
Mid March-Mid April	Chaitra								

SUBPROJECT OPERATION CALENDAR






(Flood Management, Drainage and Water Conservation)

Subproject Name:

Subproject No.:

Name of structure:

Year:

Month		Major Cropping Pattern	Flap Gate		Vertical Gate		Purpose	Water level (m)		Remarks	
			Normal/ Lifted	Close	Open	Close		SP side	River side		
Mid April- Mid May	Baishak		↑		●		Drainage			Flap gate is normal Vertical gate is opened	
Mid May- Mid June	Jaishta		↓		●			Entry of natural fish fingerlings			
Mid June- Mid July	Ashar		●		↓		Flood control & Drainage				Flap gate is normal Vertical gate is opened
Mid July- Mid August	Shrabon										
Mid August- Mid September	Bhadra	T Aman									
Mid September- Mid October	Ashwin		↑			●			Water conservation for Boro cultivation		
Mid October- Mid November	Kartik									The gate should be opened time to time to drain the water depending on the rain condition	
Mid November- Mid December	Agrahayan										
Mid December- Mid January	Poush										
Mid January- Mid February	Magh										
Mid February- Mid March	Falgun	Boro									
Mid March- Mid April	Chaitra			↓			↓				

FORMAT-A WATER DRAINAGE/CONSERVATION KHAL MAINTENANCE FORMAT

Subproject name: _____ SP No.: _____ Name of khal: _____ Place: _____ Date: _____

Date of Inspection	Observed part StartEnd	Damaged part	Description of Damage	Description of maintenance works	Quantity of work (cubic meter/ square meter)	Rate	Cost (Tk) (6×7)	Date of maintenance work completion
1	2	3	4	5	6	7	8	9
Total								

For WMCA (Chairman/Secretary)

Signature :

Name :

Designation:

For LGED

1. Signature :

Name :

Designation: Sub-Assistant Engineer (Seal)

2. Signature :

Name :

Designation: Upazila Engineer (Seal)

FORMAT-B FLOOD EMBANKMENT MAINTENANCE FORMAT

Subproject name:

SP No.:

Name of khal:

Place:

Date:

Date of Inspection	Observed part StartEnd	Damaged part	Description of damage	Description of maintenance works	Quantity of work (cubic meter/ square meter)	Rate (cubic meter)	Grass plantation Turfing (square meter)	Rate (square meter)	Cost (Tk) (6 ×7+8×9)	Date of work completion
1	2	3	4	5	6	7	8	9	10	11
Total										

For WMCA (Chairman/Secretary)

Signature :

Name :

Designation:

For LGED

1. Signature :

Name :

Designation: Sub-Assistant Engineer (Seal)

2. Signature :

Name :

Designation: Upazila Engineer (Seal)

FORMAT-C WATER CONTROL STRUCTURE MAINTENANCE FORMAT

Subproject name:

SP No.:

Name of khal:

Place:

Date:

Date of Inspection	Name and size of observed structure	Description of damage	Description of maintenance works	Rate	Cost (Tk)	Date of completion of maintenance works
1	2	3	4	5	6	7
Total						

For WMCA (Chairman/Secretary)

Signature :

Name :

Designation:

For LGED

1. Signature :

Name :

Designation: Sub-Assistant Engineer (Seal)

2. Signature :

Name :

Designation: Upazila Engineer (Seal)

FORMAT-D

**WATER DISTRIBUTION PIPE LINE AND PIPE SYSTEM STRUCTURE
MAINTENANCE FORMAT**

(uPVC pipe line /Concrete pipe line / Header Tank / Riser / Escape / Washout

Subproject name:

SP No.:

Upazila:

District:

Date:

Item	Date of Inspection	Name of structure & size	Description of Damage	Description of maintenance works	Quantity of work (cubic meter/ square meter)	Rate	Cost (Tk) (6×7)	Date of maintenance work completion
1	2	3	4	5	6	7	8	9
uPVC pipe line								
Concrete pipe line								
Header Tank								
Riser								
Escape								
Washout								
Total								

For WMCA (Chairman/Secretary)

Signature :

Name :

Designation:

For LGED

1. Signature :

Name :

Designation: Sub-Assistant Engineer (Seal)

2. Signature :

Name :

Designation: Upazila Engineer (Seal)

FORMAT-E REFERENCE LINED SECTION MAINTENANCE FORMAT

Subproject name:

SP No.:

Upazila:

District:

Date:

Date of Inspection	Name of Khal & Location of Lined Section	Description of Damage	Description of maintenance works	Quantities of Works (cubic meter/sq meter)	Rate	Cost (Tk) (5x6) or LS	Date of completion of maintenance works
1	2	3	4	5	6	7	8
Total							

For WMCA (Chairman/Secretary)

Signature:

Name :

Designation:

For LGED

1. Signature:

Name :

Designation: Sub-Assistant Engineer (Seal)

2. Signature:

Name :

Designation: Upazila Engineer (Seal)

FORMAT-F WMCA OFFICE MAINTENANCE FORMAT

Subproject name:

SP No.:

Location:

Upazila:

District:

Date of Inspection	Description of damage	Description of maintenance works	Quantities of Works (cubic meter/sq meter)	Rate	Cost (Tk) (4x5) or LS	Date of completion of maintenance works
1	2	3	4	5	6	7
Total						

For WMCA (Chairman/Secretary)

Signature:

Name :

Designation:

For LGED

1. Signature:

Name :

Designation: Sub-Assistant Engineer (Seal)

2. Signature:

Name :

Designation: Upazila Engineer (Seal)

MAINTENANCE WORKS IMPLEMENTATION PROGRAM

Subproject Name: _____ SP No.: _____ Upazila: _____ District: _____ Date: _____

Time	November				December				January				February				March				April			
Infrastructure	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Khal																								
Embankment																								
Structure																								
Water Supply Pipe Line																								
Pipe System Structure																								
Pumping Plant & Control Panal																								
Riser																								
Escape																								
Wash Out																								
Lined Section																								
WMCA Office																								

For (Chairman/Secretary) Signature: Name: Designation:	WMCA For LGED 1. Signature: Name: Designation: Sub-Assistant Engineer (Seal)	2. Signature: Name: Designation: Upazila Engineer (Seal)
--	---	---

All maintenance works should be completed within 30 April.

ESTIMATE OF MAINTENANCE WORKS AND BUDGET PREPARATION FORMAT

(Khal/Embankment/Structure/CAD)

Upazila:

District:

Date:

Subproject Name:

SP No.:

Sl. No.	Structure	Type of work	Unit	Quantity	Rate	Estimated cost	Routine	Periodic	Emergency
1	Khal	Cleaning of silt	M ³						
		Cleaning of aquatic plants	M ²						
		Other	-						
2	Embankment	Earth work	M ³						
		Turfing	M ²						
		Other	-						
3	Structure (Regulator, sluice, water conservation structure)	Gate paining	LS						
		Greasing	LS						
		Replacement of protective blocks	LS						
		Replacement of rubber seal							
4	CAD								
	Water supply pipe line	Earthwork	M ³						
		Repair of Leackage	LS						
	Header Tank	Cleaning	LS						
		Repair of Regulating Gates	LS						
	Riser	Repair of Alfafal Valve/Change	LS						
	Escape	Repair if needed	LS						
Washout	Repair if needed	LS							
5.	WMCA Office	Painting of Wall	LS						
		Repair of door, window & painting	LS						
6.	Reference Lined Section	Siltation							
		Replacement of side slope brick/settlement of bricks							
7.	Others								
Total									

For WMCA (Chairman/Secretary)

Signature:

Name :

Designation:

For LGED

1. Signature:

Name :

Designation: Sub-Assistant Engineer
(Seal)

2. Signature:

Name :

Designation: Upazila Engineer (Seal)

BENEFICIARIES' LIST PREPARATION FORMAT

Subproject Name:

Upazila:

Subproject No.:

District:

SL. No.	Name of beneficiary	Father's & Mother's name	Village	Union	Area of land within subproject (acre)					Comment
					High	Medium	Low	Not cultivated (pond, forest, etc.)	Total	
Total										

For WMCA (Chairman/Secretary)

Signature:

Name :

Designation:

For LGED

1. Signature :

Name :

Designation: Sub-Assistant Engineer
(Seal)

2. Signature :

Name :

Designation: Upazila Engineer (Seal)

Agricultural Survey Report for Effect Monitoring and Evaluation (EME)

Following information on the crops grown in each crop season in the subproject area shall be collected and sent to the PMU office before the next crop season. Copy of the information shall be preserved in WMCA and D-PIU and U-PIU offices.

Subproject Name:

Upazila:

Zila:

Information collected by Name:

Position:

Date:

Year _____

Crop Season and Name of Crop	Cropped Area (acre)		Surface water irrigated area (acre)		Flood free area (acre)		Drainage Improved area (acre)		Drought free area (acre)		Yield per acre (Kilogram)		Comments on the performance of the subproject infrastructure to decrease or increase areas and yields compared in pre-subproject
	Pre-Subproject	Post-Subproject	Pre-Subproject	Post-Subproject	Pre-Subproject	Post-Subproject	Pre-Subproject	Post-Subproject	Pre-Subproject	Post-Subproject	Pre-Subproject	Post-Subproject	
Rabi/Winter Season													
Wheat													
Lentil/Gram/Green Pea													
Mung/Green Mung													
Mustard/Sesame													
Potato													
Sugarcane													
Tobacco													
Vegetables													
Spices													
Boro/Dry Season													
Local Boro													
HYV Boro													
Kharif 1/Aus Season													
Broadcast Aus													
Local T. Aus													
HYV T. Aus													
Mix Aus													
Jute													
Vegetables													
Spices													
Kharif 2/Aman Season													
Deep Water Aman:B													
Deep Water Aman:T													
Mix Deep Water Aman													
Local T. Aman													
HYV T. Aman													
Vegetables													
Spices													

T.: Transplanted, B: Broadcast

Sign:

 Sub-Assistant Agriculture Officer
(SAAO) DAE

 Community Organizer,
(CO), LGED

 Sociologist,
LGED

 Convenor, Agriculture
Subcommittee, WMCA

AGRICULTURE DEVELOPMENT PLAN

Form II- 20

Year: _____ **Subproject Name:** _____ **Upazila:** _____ **District:** _____

Signed by _____ **Upazila Agriculture Officer** _____ **Upazila Livestock Officer** _____ **Upazila Engineer** _____ **Chairperson, WMCA** _____ **Convener, WMCA ADSC**

DESCRIPTION OF CULTIVATED LAND WITHIN SUBPROJECT

Description	Drainage Free	Flood Free	Irrigated	Drainage Congested	Flooded	Un-irrigated
Area						
Village Name						

ANNUAL AGRICULTURE PRODUCTION PLAN

(Indicate the area in subproject land use map)

Crop Season	Drainage Free Land			Flood Free Land			Irrigated Land		
	Crop	Area	Plantation Date	Crop	Area	Plantation Date	Crop	Area	Plantation Date
Pre-Monsoon									
Monsoon									
Dry									

Crop Season	Drainage Congested Land			Flooded Land			Un-Irrigated Land		
	Crop	Area	Plantation Date	Crop	Area	Plantation Date	Crop	Area	Plantation Date
Pre-Monsoon									
Monsoon									
Dry									

WATER CONTROL STRUCTURE OPERATION PROGRAM

Structure	Operation Date		Operation Time		Purpose	Name of Operator
	From	To	From	To		
Sluicagate						
Regulator						
WRS						
Irrigation Pump						
Irrigation Canal						

TREE PLANTATION PROGRAM (Embankment, Khal Bank, Road site and other)

Type of Tree	Description of Planted Area	Plantation Time	Name of Person Responsible for Management

FODDER PRODUCTION PROGRAM

Crop Season	Name of Fodder	Location	Area

AGRICULTURE INPUTS PROCUREMENT PLAN

Input	Farmers No.*	Quantity	Price	Name Supplier	Procurement date
Seed					
Fertilizer					
Power Pump					
Irrigation Water					
Credit					

* Farmers list will need to be prepared.

AGRICULTURE EXTENSION AND TRAINING PROGRAM

Activity	Technology	Crop Season	Place	Date	Materials	Supporting Agency
Demonstration						
Training						
Farmers Field School						
Field Visit						

AGRICULTURE MARKETING PLAN

Name of Produce	Name of Market	Target price	Date of Marketing

PROGRESS ACCORDING TO PLAN AT THE END OF YEAR AND EVALUATION

Activity	Complete	Incomplete	Evaluation
Demonstration			
Training			
Farmers Field School			
Field Visit			

COMMENTS AND RECOMMENDATIONS ON SUBPROJECT AGRICULTUREAL ACTIVITIES

Position	Comments	Recommendations
Upazila Agriculture Officer		
Upazila Livestock Officer		
Upazila Engineer		

MONTHLY ACTIVITY REPORT ON AGRICULTURE DEVELOPMENT

(For the month of: _____)

Name of WMCA: _____ SP Development Type: New Additional Flagship

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Targets of this Month *			Progress			Reasons for Deviation	Next Month's Activity/ Remarks
Step	Activity	Expected Output	Implementer	Activity Output/ Result	Deviation from the targets		

Remark: * Based on the Agriculture Development Plan

Prepared by : _____
Convener, Agriculture Development SC

Supported by : _____
UE, U-PIU

_____ **UAO/ ULO/ UFO**

Approved by : _____
AF, D-PIU

Fisheries Survey Report for Effect Monitoring and Evaluation (EME)

Subproject No. & Name:

Upazila:

Zila:

**Table 1: Fisheries production methods, use of water body and description of production
Rainy Season (June-November)/Dry Season (December-May)**
(Can be taken from monthly fisheries report)

Serial No.	Water body	Total Area (acre)	Fisheries production methods								
			Area (acre)	A. Natural Production		Area (acre)	B. Fish farming		Total Production		
				Fish	Fingerling		Fish	Fingerling	Fish	Fingerling	
1	2	3	4	5	6	7	8	9	10	11	
1	Rice field/low land										
2	Beel										
3	Khal										
4	Haor										
5	Pond/ditch/pit										

A. Natural Production: Fish production with natural fingerlings, B. Fish cultivation: Fish production by farming

Table 2: Description of fishers and fish cultivators (Number in December month)

Serial No.	Group engaged in fisheries profession*	Number		Annual per capita income from fisheries	Annual income compared in past year	Reason of change in income**
		Past year	Present			
1	2	3	4	5	6	7
1	Genuine (full time fisher)					
2	Part time fisher					
3	Full time fish farmer					
4	Part time fish farmer					
5	Women					
6	Fish trader					
Total						

* Genuine fisher/ fish farmer: Fish catch is the only profession for livelihood and spend most of the working time for fish catch or fish farming

Part time fisher/ fish farmer: Who are engaged fish catch/farming for part of the year or involved in other profession in addition to fish catch/farming

** Record the reason of increase – decrease in annual income (record the reason of fishers production)

Table 3: Description of the participants involved in fish production in subproject area

Participants in fish production and management	Amount of Investment (Taka)	Area used for production (acre)	Quantity of production (ton)	Comment (income)
1	2	3	4	5
WMCA				

WMCA Approved*				
Other				

* With WMCA approval/recommendation on leasing from WMCA or based on special contact or with WMCA assistance implemented by any individual. Group or organization

Table 4: Use of training on fisheries provided by the project

Serial No.	Type of Training	No. received training			No. applied the training knowledge*			Authority provided training**
		Male	Female	Total	Male	Female	Total	
1	2	3	4	5	6	7	8	9
1	Pond fisheries							
2	Rice field fisheries							
3	Prawn farming							
4	Fish farming in haor							
5	Cage culture							
6	Fisheries technology							
7	Community based fisheries extension worker							
8	Other							

* Who produces fish himself using the training knowledge and assist other in fish production

** (a) Project financed (b) Under Fisheries Department training program (c) Under BFRI training program

Table 5: Description of public water body in subproject area and its use

Serial No.	Name of public water body	Area of public water body (acre)		Area of public water body used for fisheries (acre)		Lease value by WMCA
		Total	WMCA leased	WMCA controlled	other	
1	2	3	4	5	6	7
1						
2						
3						
4						
5						

Table 6: Description of rehabilitation program of affected persons

Serial No.	Description of rehabilitation*	Comments
------------	--------------------------------	----------

* a) Membership enrollment without fees b) Enrollment in LCS program c) Credit supply by WMCA d) Providing of right to use public water body e) Employment in WMCA fisheries program f) Providing of training on subject matter related to fisheries g-1) Selected for training on subject matter related to fisheries h) Provided r training on other income generating profession or selected h-1) Selected for providing training on other income generating profession i) Other

Table 7: Description of support provided by Department of Fisheries

Serial No.	Description of supports	No. of members benefitted
1.	Participation in training organized by project	
	(a) Pond fisheries	
	(b) Nursery management	
	(c)	
2.	Training organized by Department of Fisheries	
	(a) Field training	
	(b)	
	(c)	
3.	Other supports	
	(a)	
	(b)	
	(c)	

Table 8: Description of poor household involvement in fisheries program

Serial No.	Description of supports	No. of poor households benefitted
1.	Training	
	(a)	
	(b)	
2.	Credit supply	
	(a)	
	(b)	
3.	Other supports	
	(a)	
	(b)	

Table 9: Description of woman member involvement in fisheries program

Serial No.	Description of supports	No. of woman members benefitted
1.	Training	
	(a) Pond fisheries	
	(b) Nursery management	
2.	Credit supply	
	(a) For procurement of fingerlings/spawn	
	(b) For procurement of fish feeds	

FISHERIES DEVELOPMENT PLAN

Form II-23

1. Subproject Information

A. Subproject Number, Name and Type:

B. District: _____ Upazila: _____

C. Benefit area (ha/acre)

D. Benefit household no.:

E. Proposed/Completed Infrastructure:

a. Embankment Construction:.....km

b. Canal excavation/re-excavation:.....km

c. Water control infrastructure: ▪ Regulator (No. and Gate no.)

▪ Sluice (No. and Gate no.)

▪ Culvert (No.)

d. Fish Net

e. -----

F. Description of Fisheries Water Body in Subproject Area

Sl. No.	Type of water body	No.	Area (unit)	Subproject impact Yes/No	Ownership (government, individual/joint, member/non-member)

G. Impact of Subproject Implementation on Fishery Sector

a. Decrease in water area and depth (Quantity)

b. Restriction of fish migration

c. Decrease in fish production

d. Decrease in fish catch opportunity and income of fishers

e. Creation of fisheries water body

2. Fishery Sector Development Plan

2.1 Water Body Organization (WMCA managed eater body)

2.1.1 Public Water Body Organization

Sl. No.	Name and Type of Public Water Body	Area (unit)	Present lease status	WMCA step to lease in

Sl. No.	Type of Water Body	Area (unit)	Present lease status	WMCA step to lease in

2.1.3 Physical Development of Water Body

- a. Bank/embankment
- b. Installation of fish migration control net
- c. Weeding

3. Development of Fish Production Method

Sl. No.	Water Body	Area (unit)	Present Fishery Production Method	Planned Fishery Production Method	Comments

4. Development of Training Plan for Fish Producers

Sl. No.	Type of Training	No. of Trainees	Comments

5. Setting up of Special Fish Production Technology Demonstration Farm

Selected Fish Production Technology	Initiator (WMCA/Member)	Comments

6. Fish Fingerlings Production Plan and Supply Plan

Sl. No.	Species	Potential Demand (kg/no.)	Present Local Production (kg/no)	Additional Production Plan		Procurement Plan
				WMCA	Other	

7. Plan for Mitigation of Adverse Impact on Fishery Sector

Adverse Impact	Reason	Mitigation Plan
Reduction of fish production	(a) Shrinking of fish habitat	• Water body expansion, depth and stability maintaining
	(b) Decrease of breeding fish and fingerling migration route	•Fish friendly infrastructure construction and operation system
Decrease in fish catch opportunity and income	(a) Shrinking/disappearing of fish grazing field in natural water body	• Employment of fishers in WMCA controlled fisheries activities • Training on fishery related alternative activities
	(b) Decrease in fish production	• Increase of fish production in subproject area

8. Development Plan for Fisheries Production Based Poverty Reduction

- a. Identification of poor households
- b. Provide opportunity to poor people for the use of fisheries public water body
- c. Providing of training on prospective fishery profession
- d. Arrangement of credit for implementation of fishery related activities

Poverty Classification	Household No.			Prospective fishery profession	Providing of possible assistance
	Total	Fishery	Affected		
a) Homeless household (no homestead, no land)				<input type="checkbox"/> Fishery labor <input type="checkbox"/> Fish fingerling marketing <input type="checkbox"/> Fish marketing <input type="checkbox"/> Fishing <input type="checkbox"/> Fingerling production in leased pond	<input checked="" type="checkbox"/> Training on small type income generating profession <input checked="" type="checkbox"/> Employment in WMCA fisheries program <input checked="" type="checkbox"/> Assistance to take up fisheries based income activities
b) Genuine landless household (own homestead, no land)				<input type="checkbox"/> Profession as describe above <input type="checkbox"/> Making of gear and materials for small fish catch	<input checked="" type="checkbox"/> As described above <input checked="" type="checkbox"/> Training on nursery operation and aquaculture in rice field
c) Functionally landless household				<input type="checkbox"/> Profession as describe above <input type="checkbox"/> Nursery development in	<input checked="" type="checkbox"/> Training on nursery and aquaculture and necessary technical

(having homestead and maximum 49 decimals of land)				own pond <input type="checkbox"/> Aquaculture in rice field	assistance
d) Marginal farm household (having 50 to 99 decimals of land)				<input type="checkbox"/> Nursery establishment in own pond <input type="checkbox"/> Small scale aquaculture	■ Training on nursery and aquaculture
e) Small farm household (having 100 to 249 decimals of land)				<input type="checkbox"/> Establishment of commercial nursery and aqua-farm	■ Training on nursery and aquaculture ■ Technical assistance in establishing commercial nursery and aqua-farm
f) Medium farm household (having 250 to 749 decimals of land)					
g) Large farm household (having more than 749 decimals of land)					

9. Plan of Establishment of Fish Sanctuary and Habitat Restoration

10. Fisheries Program for Women Members Development

- a. Women entrepreneurs building/selection
- b. Selection of prospective fishery profession
- c. Arrangement of required training and technical assistance
- d. Arrangement of credit on easy terms and conditions

Integrated fingerling production and Vegetable farming

20,000 BDT Production Cost (33 decimals 28 fingerlings 5 vegi

35,000 BRT for 3 months Profit 1 lak figlings

15,000 Profit

Papaya Production and Vegi production 1,000BDT profit

11. Rehabilitation of Affected Fishers (format)

Sl. No.	Name of affected fishers	Village	Member ID No.	Pre-subproject Annual Income	Cause of affecting		Rehabilitation																	
					Decrease in fishing opportunity	Decrease in fish production	a) Enrollment in WMCA membership without fees	b) Enrollment in LCS activities	c) Credit supply by WMCA	d) Right to use public water body	e) Employment in WMCA fisheries program	f) Enrollment in Fisheries Sub-committee	g) Providing of training on aquaculture	g-1) For training on aquaculture	h) Providing of training on other income generating profession	i) other income generating profession	j) Other							

In the case of Flood management and Drainage Infrastructure

Signed by Upazila Fisheries Officer

Chairperson, WMCA

Convener, WMCA
FDSC

MONTHLY ACTIVITY REPORT ON FISHERIES DEVELOPMENT

(For the month of: _____)

Name of WMCA: _____ SP Development Type: New Additional Flagship

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Targets of this Month *			Progress			Reasons for Deviation	Next Month's Activity/ Remarks
Step	Activity	Expected Output	Implementer	Activity Output/ Result	Deviation from the targets		

Remark: * Based on the Fisheries Development Plan

Prepared by : _____
Convener, Fisheries Development SC

Supported by : _____
UE, U-PIU

UAO/ ULO/ UFO

Approved by : _____
FF, D-PIU

GENDER SURVEY FOR THE WORKSHOP

Date of Interview: ___(day)/___(month)/ 20.. , Name of Interviewer: _____

1.
2.

1. Sub-Project Basic Information:

Location	District:	Upazila:	Union:
Subproject ID Number:	Name and Type:		Benefit area (ha/acre):

2. Beneficiary Information of the Subproject:

2.1 Basic Information of Beneficiary :

Serial Number	Name of Beneficiary	Name of Father/husband	Age	Sex		Village	Union	Occupation			Income in Taka (Daily/Monthly)	Quantity of land (ha/acre)		Total Land (ha/acre)		Water Body (ha/acre) (pond, Khal, Beel, Haor, Baor etc.)	
				Male	Female			Main	Secondary	Others (Please specify)		Owned	Share in/lease out	Inside the SP	Outside the SP	Owned	Not owned but used

2.3 Summary of Beneficiary House Hold/Occupation by Sex:

Number of Beneficiary House Hold:			
Male Headed:	Female Headed:	Total:	% of Women
Number of Male & Female Beneficiaries:			
Male:	Female :	Total:	% of Women
Number of Farmers Family:			
Number of Farmers:			
Male:	Female:	Total:	% of Women
Number of Fish Farming Family:			
Number of Fisherman/involved with Fish Farming			
Male:	Female:	Total:	% of Women
Number of vulnerable people			
Male:	Female:	Total	% of Women

Signed by

Community Organizer

General Facilitator

WMCA Chairperson

Chairperson of GDSC

GENDER DEVELOPMENT PLAN

Sub-Project Basic Information:

Location	District:	Upazila:	Zila:
Subproject Number:	Name and Type:		Benefit area (ha/acre):

Beneficiary of Subproject:

Number of Beneficiary House Hold:			
Male Headed:	Female Headed:	Total:	% of Women
Number of Male & Female Beneficiaries:			
Male:	Female :	Total:	% of Women
Number of Fisherman/involved with Fish Farming			
Male:	Female:	Total:	% of Women
Number of vulnerable/ headed family			
Male:	Female:	Total	% of Women

Activities:

1. Workshop and committee formation:

Name and participants of workshop

No	Name:	Male:	Female:	Total:
1				
2				
3				
4				
5				

Committee and members:

No	Name:	Male:	Female:	Total:
1				
2				
3				
4				
5				

2. Awareness campaign:

No	Name	Male	Female	Total
1				
2				
3				
4				
5				

3. Training (compulsory) and Participants

No	Title	Male	Female	Total	Feedback
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

4. Training (Income generating/ skill development) and Participants:

No	Name of Training	Male	Female	Total	Feedback
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

5. Other Training (agriculture, fisheries, LCS etc.) and participants:

No	Name of Training	Male	Female	Total	Feedback
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

6. LCS formation and members

No	Name of LCS	Male	Female	Total	Percentage	
					M	F
1						
2						
3						
4						
5						

7. WMCA Management Committee (MC) Member (target to increase up to 50%)

Male	Female	Total	Percentage (%)	
			Present	Target

8. Position in Management Committee

No	Name of Position	Name of Person	Male	Female
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

9. Enrolment of Membership (target to increase at least one- third)

No	Name of committee	Male	Female	Total	Percentage	
					M	F
1						
2						
3						
4						
5						

10. Monitoring the formation of different Sub-committees (target at least one- third (33%) in each)

No	Name of committee	Male	Female	Total	Percentage	
					M	F
1.						
2.						
3.						
4.						
5.						

11. Microcredit Distribution:

No	Particulars	Male	Female	Total	Percentage	
					M	F
1.	Number of borrower					
2.	Rate of distribution (Taka)					
3.	Activities (using the micro credit):					
3.1	By Male :					
3.2	By Female :					

12. Follow up & monitor of construction of women-friendly facilities:

No	Name of work/structure, LCS etc.	Name & No of women-friendly facilities to be provided	Name of women-friendly facilities provided
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

13. Meetings and participants

No	Name of meeting	Male	Female	Total
1				
2				
3				
4				
5				

14. Other tasks assigned by the WMCA or Project

No	Tasks	Progress	Remarks
1.			
2.			
3.			
4.			

15. Evaluation

Tasks	Progress	Remarks

16. Comments and recommendations on gender and development sub-committee

Position	Comments	Recommendations
Upazila Women welfare officer		
General Facilitator		
WMCA Chairperson		

Signed by

Upazila Women
Affairs officer

General Facilitator

Chairperson,
WMCA

Convener,
WMCA GDSC

MONTHLY ACTIVITY REPORT ON GENDER DEVELOPMENT

(For the month of: _____)

Name of WMCA: _____ SP Development Type: New Additional Flagship

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Targets of this Month *			Progress			Reasons for Deviation	Next Month's Activity/ Remarks
Step	Activity	Expected Output	Implementer	Activity Output/ Result	Deviation from the targets		

Remark: * Based on the Fisheries Development Plan

Prepared by : _____
Convener, Fisheries Development SC

Supported by : _____
UE, U-PIU

UAO/ ULO/ UFO

Approved by : _____
FF, D-PIU

MONTHLY ACTIVITY REPORT ON MICRO-CREDIT DEVELOPMENT

(For the month of: _____)

Name of WMCA: _____ SP Development Type: New Additional Flagship

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Targets of this Month *			Progress			Reasons for Deviation	Next Month's Activity/ Remarks
Step	Activity	Expected Output	Implementer	Activity Output/ Result	Deviation from the targets		

Remark: * Based on the Micro-Credit Development Plan

Prepared by : _____
Convener, Micro-Credit Development SC

Supported by : _____
CO, U-PIU

_____ **UCO**

Approved by : _____
GF, U-PIU

MONTHLY PROGRESS REPORT FOR ID-AP

(For the month of: _____)

Name of WMCA: _____ SP Development Type: New Additional Flagship

Full Address of WMCA (inclu. District, Upazila, Union, Village): _____

Targets of this Month *			Progress			Reasons for Deviation	Next Month's Activity/ Remarks
Step	Activity	Expected Output	Implementer	Activity Output/ Result	Deviation from the targets		

Remark: * Based on the Approved Action Plan for WMCA

Prepared by : _____
CO and GF, U-PIU

Local Consultant (ID Expert), Divisional Office

Chairperson, WMCA

Approved by : _____
Project Director, PMU

SEMI-ANNUAL PROGRESS REVIEW AND PLANNING CONFERENCE REPORT

(For the year of: _____)

1. Overall Progress

Targets of this Year *		Progress			Reasons for Deviation	Next Year's Activity/ Remarks
ID and Name of WMCA	Expected Output	Implementer	Activity Output/ Result	Deviation from the targets		

2. Good Performance WMCA

	ID and Name of WMCA	Reasons	Remarks
1			
2			
3			

Prepared by : _____ Approved by : _____
Project Consultant Project Director, PMU

#

MONTHLY PROGRESS REPORT OF MAINTENANCE OF IRRIGATION STRUCTURE

Name of District:

Date:

Sl. No.	Upazila	SP Name	SP ID	Fund Allotment (Lac taka)				Fund Released (Lac taka)				Date of start of work	Date of completion of work	Physical Progress	Financial Progress	Remarks
				Embankment	Khal	Structure	Total	Embankment	Khal	Structure	Total					

Note: If there is any Problem in implementation of maintenance work, remarks should be given.

Signature of Senior Assistant Engineer
Official Seal

Signature of Executive Engineer
Official Seal

#

COMPLETION WORK FORMAT OF IRRIGATION STRUCTURE MAINTENANCE

(Financial Year.....)

Name of District:

Date of Report:

Sl. No.	Upazila	Name of Subproject & ID No.	Approved Work		Quantity of Implementation Work	Estimated Cost
			Type	Quantity		
1	2	3	4	5	6	7
			a) Embankment b) Khal c) CAD d) Infrastructure			

Contract Cost	Date of Start of Work	Date of Completion of Work	Fund Received	Implementation Cost	Remarks
8	9	10	11	12	13

Note: Quality of works, implemented works, unspent money (if there is), evaluation of works or if there is any problem that should be clarified in remarks Colum/

Signature:

Name:

Designation: Upazila Engineer
(with seal)

Signature:

Name:

Designation: Senior Assistant/Assistant
Engineer, Executive Engineer Office
(with seal)

Signature:

Name:

Designation: Executive Engineer,
LGED, District:.....
(with seal)

LEASE AGREEMENT

This..... SUBPROJECT IMPLEMENTATION AGREEMENT is made on (DAY)..... (MONTH)....., (YEAR)..... between the following two parties.

Local Government Engineering Department (hereinafter referred to as "LGED") represented in this AGREEMENT by the Executive Engineer by virtue of his/her office (he/she himself/herself or any other officer in his/her place or any entrusted person or whichever when applicable) hereinafter called the person to lease of the first party

-and-

.....Water Management Cooperative Association (WMCA) under the district ofUpazila.....Union..... represented in this AGREEMENT by the Chairperson of WMCA Management Committee by virtue of his/her office (he/she himself/herself or any entrusted person or person in his/her position or whichever when applicable) hereinafter called the receiver of the second party

Whereas, LGED is responsible for the development and management of physical infrastructure through the Small Scale Water Resources Development Project;

Whereas, LGED has completed physical structures as described in schedule-2 in the subproject as described in schedule-1;

Whereas, local people as well as subproject beneficiaries organized under a WMCA and deposited Taka..... in bank account for the maintenance of infrastructure as constructed under the subproject and agreed for the management, operation and maintenance (O&M) of the constructed infrastructure;

NOW, THEREFORE, for the lease of the physical infrastructure constructed under the subproject as stated, both the first and second parties mutually agree to sign the agreement in consideration of the following clauses as follow:

Duties and responsibilities of LGED

- Article-1 The first party will lease all physical infrastructure of the subproject to the second party as included in this deed and according to the attached schedules 1, 2, and 3 for the use by WMCA members,
- Article- 2 The first party will organize training courses for the WMCA Management Committee members and later for the O&M sub-committee (SC) for the O&M of physical infrastructure.
- Article- 3 If major repair is required for flood, storm, surge and other reasons the first party will arrange the rehabilitation and repair of damaged physical infrastructure.
- Article- 4 The first party will provide technical guidance and support as required on annual inspection related to O&M, identification of maintenance needs, preparation of maintenance plan and design, and use of different machinery.

Duties and responsibilities of WMCA

- Article- 5 The second party will have the ownership right of the physical infrastructure as described in schedule 2 on behalf of their beneficiary members and according to the agreement will be fully responsible for the O&M of subproject infrastructure for the entire period.
- Article- 6 The second party will be responsible for the seasons and post-monsoon special maintenance of physical infrastructure as described in schedule 2.
- Article- 7 For the implementation of entire maintenance works, the second party will form an 'O&M SC' including women members.
- Article- 8 O&M SC will make an operation and maintenance plan and implement the following activities on behalf of the second party i.e., WMCA.
- a) Preparation of schedule for the regular inspection of infrastructure and taking of measure for preventive maintenance on the basis of inspection.
 - b) Preparation of operation and maintenance plan according to the guidelines for the operation and maintenance of infrastructure, arrangement of fund for the implementation of the plan and preparation of a budget for this purpose.
 - c) During the implementation of plan, control of water flow and height as required in critical times in different seasons and ensure that physical infrastructure is properly used and operated.
 - d) Assessment of repair needs of infrastructure after the rainy season every year.
 - e) Preparation of and implementation of detailed plan to mobilize resources for the implementation of maintenance plan with the collection of cash money and crop produces from the beneficiaries including volunteer labor and other arrangements as applicable and convenient.
- Article- 9 The second party will deposit the fund collected for the operation and maintenance to the account opened jointly by WMCA and Upazila Engineer and limit use of this fund only for operation and maintenance works.
- Article- 10 The second party will employ one or more operation and maintenance assistants for part time or fulltime for the implementation of operation and maintenance works and WMCA will provide the total expenses for the staff.
- Article- 11 The second party will consider employment of poor and destitute women in the subproject area in earthworks and in all other preventive maintenance works and plantation activities.

TERMS

Article- 12 The unstipulated matters in this agreement including project's operation and maintenance guidelines and other documents and projects policies and rules will be considered by the parties of this agreement. Both the first and second parties will be obligated to comply with those guidelines, policies and rules. No change will be made in the agreement for the changes in the second party i.e., in WMCA Management Committee or members of the committee or for the changes of Chairperson/Secretary. In other words, the agreement will be unchanged although if there are any changes of individual, and its terms will be effective as before.

Article- 13 If any of the parties signed this agreement considers that the other party has violated and defied any particular term or terms then, affected or aggrieved party will firstly take initiative to resolve the matter through direct dialogue and discussion among the both parties. If it is not resolved through the dialogue and discussion, then the Local Conflict Resolution Committee as formed according to the notification no. Pro:Au:-2/Pani-5/2001/418 (2347), date: 23-04-2002 issued by the Local Government division as provided in Annex-7, will resolve the dispute. The decision of the committee will be considered as final.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures on the date first written above.

For LGED

For WMCA

Executive Engineer

Chairperson

Witness

Witness

Upazila Engineer

Secretary

Subproject Description

1. Subproject Name :
 2. Subproject No :
 3. Location : Union :
Upazila:
District:
 4. Name of WMCA :
 5. WMCA Registration No. :
 6. Subproject Area : Total area (hectare) :
Benefit area (hectare):
 7. Date when construction of subproject physical infrastructure started:
 8. Date when construction of subproject physical infrastructure:
-

Detailed description of physical infrastructure

Serial No	Name of infrastructure	Location of infrastructure (name of mauza, plot number, etc.)
1.	Khal	
	Khal	
	Khal	
	Khal	
	Khal	
2.	Embankment	
	Embankment	
	Embankment	
	Embankment	
	Embankment	
3.	Sluice gate	
	Sluice gate	
	Sluice gate	
	Sluice gate	
	Sluice gate	
4.	Culvert	
	Culvert	
	Culvert	
	Culvert	
	Culvert	
5.	Water body	
	Water body	
6.	Other	
	Other	

Schedule-3

Subproject map showing location of the infrastructure

Sustainability Plan

Name of WMCA: _____

Full Address of WMCA (inclu. District, Upazila, Union, Village):

A. Subproject Analysis and Overall Management Plan

- a. Current Subproject Situation: (describe the current state of the subproject, the production area or animal population, number of participants & technicians, the quality of products, amount capital, market, etc.).
- b. Major Achievements: (Cite the major contributions of the Subproject to the increase in production, decrease in cost and losses, development of skills, management efficiency of the organization, growth of enterprise, employment and income, etc.)
- c. Major Problems: (Give the major problems or concerns encountered in the implementation of the Subproject).
- d. Future Outlook & Required Management Action: (Discuss the strengths, weaknesses & opportunities of the Subproject and the proposed management action, e.g., replication, modification, expansion or termination. Provide explanation for proposing such management action).
- e. Areas for Improvement: (Discuss how the Subproject or activity could be improved following the proposed management action).
- f. Required Additional Assistance: (Indicate the kind and amount of required new support from various sources or stakeholders to carry out the proposed management action)
- g. Projected Results: (Provide the expected results of the Subproject or activity in terms of yield improvement, production or sales volume, financial performance, number of beneficiaries, etc.)

B. Action Plan

The Action Plan shall provide the WMCA with a list of activities to be performed to attain the desired SP and ID objectives.

Objectives	Measure of output	Strategy	Main Activities	Target Date	Budget	Source	Responsible Person

Notes:

Objectives – refer to targets to be achieved or the projected results according to the availability of required additional assistance.

Measure of Output – Provide clear description or quantity of output, e.g., number of people, tons or kg per ha, BDT value, percent increase, etc.

Strategy – Provide the most appropriate policy or approach to be employed to achieve desired objective

Main Activities – List the key activities to implement the strategy

Target Date – Indicate the completion date of the activity

Budget – The required amount of funds to perform the activity

Source – Indicate the most likely provider of funds

Responsible Person – Name of person or unit responsible for carrying out the activity

WMCA RECORDS/ DOCUMENTS

1. RATIONALE/OBJECTIVE

This WMCA RECORDS/ DOCUMENTS will be kept by the WMCA for operation and maintenance (O&M) of the Subproject constructed or rehabilitated under Small Scale Water Resources Development Project Phase-II (JICA-2). It is expected to be used in order to review and monitor, provide information to LGU as well as supporting department for improvement WMCA function.

2. O&M RECORDS

The O&M records covers the two (2) major aspects, i.e. General aspects and O&M aspects. As an aid in the guide preparation, the attached Tables and Figures should be liberally used as reference. For a more complete and comprehensive reference, the "LGED Guidelines for Small Scale Water Resources Development Project, G8 Operation and Maintenance, 2017" may be used. However, it should be emphasized that only the WMCA can formulate its own guide most appropriate to the WMCA particular needs. The following typical documents and materials are to be provided for visual guides and as basic references in the O&M of WMCA:

Typical Documents and Materials	Reference
1. General Aspects	
1) OC member list	Form II-4
2) Member list/ House hold list	Form II-11
3) FMC/ MC member list	Form II-15
4) Implementation Agreement	Form II-16
5) Subcommittee list	Form II-20
6) Lease Agreement	Form II-40
7) Registration certificate	
2. Operation and Maintenance (O&M) Aspects	
1) O&M plan	Form II-23
2) Agriculture development plan	Form II-25
3) Fisheries Development Plan	Form II-28
4) Gender Development Plan	Form II-31
5) Micro-Credit Development Plan	Form II-33
6) Environmental Mitigation Plan	Form II-**
7) Agribusiness development Plan	Form II-**

3. Documents and Records checklist

	Document/ Records	Date	Name sign	Update date	Name sign
(1) General Aspects					
1	OC member list				
2	Member list/ House hold list				
3	FMC/ MC member list				
4	Implementation Agreement				
5	Subcommittee list				
6	Lease Agreement				
7	Registration certificate				
(2) Operation and Maintenance (O&M) Aspects					
1	O&M plan				
2	Agriculture development plan				
3	Fisheries Development Plan				
4	Gender Development Plan				
5	Micro-Credit Development Plan				
6	Environmental Mitigation Plan				
7	Agribusiness development Plan				

Subproject Completion Report

Data prepared: dd.mm.yyyy

Subproject Name:		Location District: Upazila: Union:			
SSWRD Types 1. Water Conservation (WC) 2. Flood Management (FM) 3. Command Area Development (CAD) 4. Drainage Improvement (DR) 5. Tidal Irrigation (TI)		Purpose 6. Protect crop from flood 7. Drainage improvement 8. Irrigation water conservation 9. Irrigation water supply 10. Other _____			
Objective construction Construction of Regulator : nos Sluicgate : nos Water Retention Structure : nos Rubber dam : nos Embankments : km Re-excavation of Canal : km Drainage : km		Name. of Staff: WMCA Chairperson: U-Engineer: D-PIU :			
Equipment (for additional and flagship SPs) movable solar pump : nos hand tractor with trailer : nos sprayer : nos trolley : nos computer and IT system : nos sewing machine : nos food processing equipment : nos Others (Specify:) : nos		Facility (for flagship SP) Rural/Farm road : km Local market: nos Multifunction: nos			
Implementation					
	Structure	Implementation Agreement Sign Date: (Month/Year)	Construction Start Date: (Month/Year)	Construction Completion Date: (Month/Year)	Handover Date: (Month/Year)
1					
2					
3					
4					
5					
6					
7					

<i>Result</i>					
	<i>Beneficiary area (ha)</i>		<i>Beneficiary area (persons)</i>		<i>Comments</i>
	<i>Target</i>	<i>Achieved</i>	<i>Target</i>	<i>Achieved</i>	
<i>WC</i>					
<i>FM</i>					
<i>CAD</i>					
<i>DR</i>					
<i>TI</i>					
<i>Sustainability</i>					
<i>O&M Fund</i>					<i>BDT</i>
<i>No of beneficiaries contributed to O&M fund</i>					
<i>Annual O&M Expenditure</i>					<i>BDT</i>
<i>Annual O&M contribution</i>					<i>BDT</i>
<i>Date of MC election</i>					<i>dd.mm.yyyy</i>
<i>Number of WMCA member</i>			<i>Female:</i>	<i>Male:</i>	
<i>Current Saving</i>					<i>BDT</i>
<i>Carried Shares</i>					<i>BDT</i>
<i>Project Insight</i>					
<p><i>– In case the ID-AP targets are not attained, whether the followings are properly stipulated, testimony of implementers and participants about their experiences, lessons learned suggestions, etc.</i></p>					
<i>Issues and Recommendations:</i>					
<p><i>– important issues and problems encountered in the implementation of the project and proposed solutions to these problems</i></p>					

Annexes

- a. Sustainability Plan- discuss the policy or strategy for maintaining and/ or expanding the subproject.
- b. Achievement of ID-AP – achievement of training of ID-AP, outputs of ID-AP, and whether the initial gains are met with the objectives/targets of ID-AP etc.
- c. WMCA records/ documents (Copy)

Prepared by WMCA Chairperson

Endorsed by D-PIU

Approved by PMU

Attachments

Attachment II-1
JICA-2 Reference
Documents

No	Title	Published by	Date	Language (Bang/Eng)
(1) Planning and Design Stage				
Step 1: Subproject Identification				
1-1	Small Scale Water Resource Development : Detailed Subproject Development Process (Eng) and Subproject Preparation and Implementation Process (Ban)	JICA-1, LGED	May, 2009 December, 2009	English, Bangla
1-2	Subproject Identification for Small Scale Water Resource Development	IWRMU, LGED	March, 2010	Bangla
1-3	Subproject Identification for Small Scale Water Resource Development	IWRMU, LGED	February, 2010	Bangla
1-4	Small Scale Water Resources Subproject Planning and Design Guidelines Methodology and Common Subproject Components	JICA-1, LGED	June, 2009	English
1-5	Gazette/Memo/Circular/Letter/Orders and Memorandum of Understanding (MOU) between Different Departments Published in Different Times for Proper Implementation of Small Scale Water Resource Development Project Under LGED	SSWRD-2 (ADB), LGED	December, 2006	Bangla, English
1-6	Small Scale Water Resource Development at a Glance	LGED	August, 2009	Bangla
1-7	Activities at a Glance: Small Scale Water Resource Development	LGED	February, 2009	English
1-8	Training Handbook on Basic Management for Small Scale Water Resource Development	IWRMU, LGED	June, 2015	Bangla
1-9	Water Resources Infrastructure Operation and Maintenance Easy Guidelines	IWRMU, LGED	June, 2015	Bangla
1-10	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English
1-11	Subproject Identification for Small Scale Water Resource Development	SSWRD-1 (ADB), LGED	January, 2002	Bangla
1-12	Small Scale Water Resources Support Strategy and O&M Manual	ADB/LGED	October, 2009	English
Step 2: Subproject Proposal				
2-1	Small Scale Water Resource Development : Detailed Subproject Development Process (Eng) and Subproject Preparation and Implementation Process (Ban)	JICA-1, LGED	May 2009 December, 2009	English, Bangla
2-2	Subproject Identification for Small Scale Water Resource Development	IWRMU, LGED	March, 2010	Bangla
2-3	Small Scale Water Resources Subproject Planning and Design Guidelines Methodology and Common Subproject Components	JICA-1, LGED	June, 2009	English
2-4	Training Handbook on Basic Management for Small Scale Water Resource Development	IWRMU, LGED	June, 2015	Bangla
2-5	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English
2-6	Small Scale Water Resources Support Strategy and O&M Manual	ADB/LGED	October, 2009	English
2-7	Subproject Identification for Small Scale Water Resource Development	SSWRD-1 (ADB), LGED	January, 2002	Bangla
Step 3: Contract with Local Consultant Firm and/or NGO				
3-1	Public Procurement Rules	Ministry of Planning	2008	Bangla
3-2	Small Scale Water Resources Subproject Planning and Design Guidelines Methodology and Common Subproject Components	JICA-1, LGED	June, 2009	English
Step 4: Pre-Screening of Subproject per Batch				
4-1	Subproject Identification for Small Scale Water Resource Development	IWRMU, LGED	March, 2010	Bangla
4-2	Small Scale Water Resources Subproject Planning and Design Guidelines Methodology and Common Subproject Components	JICA-1, LGED	June, 2009	English
4-3	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English
4-4	Small Scale Water Resource Development : Detailed Subproject Development Process (Eng) and Subproject Preparation and Implementation Process (Ban)	JICA-1, LGED	May 2009 December, 2009	English, Bangla
Step 5: Field Reconnaissance (FR)				
5-1	Guidelines for Environmental Assessment of SSWRD Subprojects	JICA	September, 2017	English
5-2	Small Scale Water Resources Subproject Planning and Design Guidelines Methodology and Common Subproject Components	JICA-1, LGED	June, 2009	English
5-3	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English

No	Title	Published by	Date	Language (Bang/Eng)
Step 6: Detail Feasibility Study (FS)				
6-1	Guidelines for SSWRD Project, G3 Participatory Rural Appraisal of Subproject	LGED	October, 2017	English
6-2	Guidelines for SSWRD Project, G4 Feasibility Study of Subproject	LGED	October, 2017	English
6-3	Guidelines for Environmental Assessment of SSWRD Subprojects	LGED and JICA	September, 2017	English
6-4	Bamankhali Khal Subproject IEE Report	JICA	March, 2017	English
6-5	Small Scale Water Resource Development : Detailed Subproject Development Process (Eng) and Subproject Preparation and Implementation Process (Ban)	JICA-1, LGED	May 2009 December, 2009	English, Bangla
6-6	Guidelines For Conducting Participatory Rural Appraisal	JICA-1, LGED	April, 2009	English
6-7	Guidelines For Conducting Participatory Rural Appraisal	SSWD-2 (ADB), LGED	December, 2004	Bangla and English
6-8	Small Scale Water Resources Subproject Planning and Design Guidelines Methodology and Common Subproject Components	JICA-1, LGED	June, 2009	English
6-9	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English
6-10	Rehabilitation Book: Participatory Small Scale Water Resources Sector Project Area's Affected Person/Family's Compensation and Rehabilitation Information	PSSWRSP (ADB), LGED	September, 2011	Bangla
6-11	Guidelines for Subproject Land Acquisition & Mitigation Plan	SSWRD-2 (ADB), LGED	November, 2004	English
6-12	Environment Management	SSWRD-1 (ADB), LGED	March, 2002	Bangla
6-13	Action Plan for the Active Participation of Women in Subproject Planning, Implementation and O&M	JICA-1, LGED	March, 2011	English
Step 7: Site Validation				
7-1	Small Scale Water Resources Subproject Planning and Design Guidelines Methodology and Common Subproject Components	JICA-1, LGED	June, 2009	English
7-2	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla
Step 8: Subproject Clearance				
8-1	Subproject Identification for Small Scale Water Resource Development	IWRMU, LGED	March, 2010	Bangla
8-2	Guidebook for Preparing Byelaws of Water Management Cooperative Association	SSWRD-2 (ADB), LGED	June, 2004	Bangla
8-3	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English
8-4	Guidelines for Participatory Water Management	Ministry of Water Resources	November, 2000	Bangla & English

No	Title	Published by	Date	Language (Bang/Eng)
Step 9: Establishment of WMCA				
9-1	Guidebook for Preparing Byelaws of Water Management Cooperative Associations	SSWRD-2 (ADB), LGED	June, 2004	Bangla
9-2	Guidelines for SSWRD Project, G1 Policy and Development Process	LGED	October, 2017	English
9-3	Small Scale Water Resource Development : Detailed Subproject Development Process (Eng) and Subproject Preparation and Implementation Process (Ban)	JICA-1, LGED	May 2009 December, 2009	English, Bangla
9-4	Small Scale Water Resources Subproject Planning and Design Guidelines Methodology and Common Subproject Components	JICA-1, LGED	June, 2009	English
9-5	Gazette/Memo/Circular/Letter/Orders and Memorandum of Understanding (MOU) between Different Departments Published in Different Times for Proper Implementation of Small Scale Water Resource Development Project Under LGED	SSWRD-2 (ADB), LGED	December, 2006	Bangla, English
9-6	WMCA Guidelines for Union Level Stakeholders	IWRMU, LGED	June, 2015	Bangla
9-7	Training Handbook on Basic Management for Small Scale Water Resource Development	IWRMU, LGED	June, 2015	Bangla
9-8	Water Resources Infrastructure Operation and Maintenance Easy Guidelines	IWRMU, LGED	June, 2015	Bangla
9-9	WMCA Management Training Course - Primary WMCA Management Training Handbook	IWRMU, LGED	November, 2012	Bangla
9-10	Draft - Cooperative Laws, Cooperative Rules and WMCA Bye-Laws Based WMCA Management Training Course-Comprehensive Training Handbook	Small Scale Water Resources Development Project, LGED	December, 2012	Bangla
9-11	Subproject Identification for Small Scale Water Resource Development	IWRMU, LGED	March, 2010	Bangla
9-12	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla
9-13	Guidelines for Participatory Water Management	Ministry of Water Resources	November, 2000	Bangla & English
Step 10: Detail Design (DD)				
10-1	Land Acquisition Framework (Draft) for Small Scale Water Resources Development Project (Phase-2)	LGED and JICA	September, 2017	English
10-2	Guidelines for Environmental Assessment of SSWRD Subprojects	JICA	September, 2017	English
10-3	Hydraulic Infrastructure Design and Drawing Related Training	IWRMU, LGED	February, 2010	Bangla
10-4	Construction Practices and Quality Control of Hydraulic Structures	IWRMU, LGED	March, 2010	Bangla
10-5	Guidelines For Conducting Participatory Rural Appraisal	JICA-1, LGED	April, 2009	English
10-6	Subproject Identification for Small Scale Water Resource Development	IWRMU, LGED	March, 2010	Bangla
10-7	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English
10-8	CAD Subproject Development	JICA-1, LGED	November, 2011	English
Step 11: Tender for Construction Works of Subproject				
11-1	Public Procurement Rules	Ministry of Planning	2008	Bangla
11-2	Bangladesh e-Government Procurement (e-GP) Guidelines	Government of Bangladesh	2011	Bangla
11-3	Subproject Identification for Small Scale Water Resource Development	IWRMU, LGED	March, 2010	Bangla
11-4	Tender Documents for Procurement Of Works	JICA-1, LGED	October, 2009	English

No	Title	Published by	Date	Language (Bang/Eng)
Step 12: Signing of Subproject Implementation Agreement (IA)				
12-1	Guidelines for SSWRD Project, G1 Policy and Development Process	LGED	October, 2017	English
12-2	Guidebook for Preparing Byelaws of Water Management Cooperative Associations	SSWRD-2 (ADB), LGED	June, 2004	Bangla
12-3	Gazette/Memo/Circular/Letter/Orders and Memorandum of Understanding (MOU) between Different Departments Published in Different Times for Proper Implementation of Small Scale Water Resource Development Project Under LGED	SSWRD-2 (ADB), LGED	December, 2006	Bangla, English
12-4	Subproject Identification for Small Scale Water Resource Development	IWRMU, LGED	March, 2010	Bangla
12-5	Guidelines for Participatory Water Management	Ministry of Water Resources	November, 2000	Bangla & English
(2) Construction Stage				
Step 13: Construction of Water Resource Management Facilities and WMCA Office				
13-1	Guidelines for Environmental Assessment of SSWRD Subprojects	JICA	September, 2017	English
13-2	Contractor's Environmental Guidelines	BWD	August, 2017	English
13-3	Hydraulic Infrastructure Design and Drawing Related Training	IWRMU, LGED	February, 2010	Bangla
13-4	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English
13-5	Guidelines for Participatory Water Management	Ministry of Water Resources	November, 2000	Bangla & English
Step 14: Local Contracting Societies (LCSs) Formation				
14-1	LCS Management Guidelines	LGED	January, 2004	Bangla and English
14-2	Contracting Laborers Society (LCS) Management Guidelines	IWRMU, LGED	February, 2010	Bangla
14-3	Subproject Identification for Small Scale Water Resource Development	IWRMU, LGED	March, 2010	Bangla
14-4	LCS Training Guidelines	SSWRD-2 (ADB), LGED	September, 2005	Bangla
14-5	LCS Training Manual: Training Guidelines	IWRMU, LGED	December, 2011	Bangla
Step 15: Monitoring Construction Works by PIU				
15-1	Subproject Construction Monitoring Committee's Guidebook	IWRMU, JICA-1 LGED	March, 2010	Bangla
15-2	Subproject Construction Monitoring Committee's Guidebook	IWRMU, LGED, Assisted by SSWRDP-JICA	January, 2015	Bangla
15-3	Subproject Construction Monitoring Committee's Guidebook	SSWRD-2 (ADB), LGED	July, 2005	Bangla
15-3	Roles of Construction Monitoring Committee on Construction Works Monitoring	SSWRD-2 (ADB), LGED	January, 2003	Bangla
15-4	Subproject Identification for Small Scale Water Resource Development	IWRMU, LGED	March, 2010	

No	Title	Published by	Date	Language (Bang/Eng)
Step 16: Development of WMCA				
16-1	Guidelines for SSWRD Project, G8 Operation and Maintenance	LGED	October, 2017	English
16-2	Guidelines for Environmental Assessment of SSWRD Subprojects	JICA	September, 2017	English
16-3	Training Handbook on Basic Management for Small Scale Water Resource Development	IWRMU, LGED	June, 2015	Bangla
16-4	WMCA Management Training Handbook	IWRMU, LGED	January, 2011	Bangla
16-5	Water Resource Development and Poverty Reduction	SSWRD-2 (ADB), LGED	July, 2007	Bangla
16-6	Training Handbook, Training on Basic Cooperative Management	SSWRD-2 (ADB), LGED	November, 2006	Bangla
16-7	Subproject Identification for Small Scale Water Resource Development	IWRMU, LGED	March, 2010	Bangla
16-8	Subproject Construction Monitoring Committee's Guidebook	IWRMU, JICA-1 LGED	March, 2010	Bangla
16-9	Role of Sub-project Construction Monitoring Committee on Construction Works Monitoring	SSWRD-2 (ADB), LGED	January, 2003	Bangla
16-10	Hydraulic Infrastructure Design and Drawing Related Training	IWRMU, LGED	February, 2010	Bangla
16-11	Water Resource Infrastructure O&M Guidelines	IWRMU, LGED	July, 2013	Bangla
16-12	Sustainable Agriculture Production Trainings for WMCA Members	JICA-1, LGED	October, 2013	Bangla
16-13	Agriculture Production Handbook	SSWRD-2 (ADB), LGED	April, 2005	Bangla
16-14	On-farm Water Management Training Course - Training Manual	JICA-1, LGED	March, 2013	Bangla
16-15	Approach to Fisheries Development	JICA-1, LGED	July, 2010	English
16-16	Training Guide for Subproject based Fisheries Activities	IWRMU, LGED	June, 2012 August, 2014	Bangla
16-17	Training on WMCA Credit Activities Training Handbook	SSWRD-1 (ADB), LGED	April, 2006	Bangla
16-18	Guidebook for Preparing Byelaws of Water Management Cooperative Associations	SSWRD-2 (ADB), LGED	June, 2004	Bangla
16-19	Training on WMCA Accounts and Micro Credit Management Training Handbook	IWRMU, LGED	2012	Bangla
16-20	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English
16-21	Action Plan for the Active Participation of Women in Subproject Planning, Implementation and O&M	JICA-1, LGED	March, 2011	English
16-22	Small Scale Water Resources Support Strategy and O&M Manual	ADB/LGED	September, 2009	English

No	Title	Published by	Date	Language (Bang/Eng)
Step 17: Monitoring of Establishment and Development of WMCA by PIU				
17-1	Gazette/Memo/Circular/Letter/Orders and Memorandum of Understanding (MOU) between Different Departments Published in Different Times for Proper Implementation of Small Scale Water Resource Development Project Under LGED	SSWRD-2 (ADB), LGED	December, 2006	Bangla, English
17-2	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English
17-3	Income Generating Work's Skill Development Training Handbook	IWRMU, LGED	2014-2015	Bangla
17-4	Gender Related Awareness Training	IWRMU, LGED	May, 2011	Bangla
17-5	Gender Equity Strategy and Action Plan 2008-2015	LGED	October, 2010	English
17-6	Gender Related Trainers Training in Water Management (Refresher) Manual	IWRMU, LGED	August, 2012	Bangla
(3) First Year Joint O&M Stage (start after construction works finished)				
Step 18: Operation and Maintenance (O&M) of Water Resource Management Facilities				
18-1	Guidelines for SSWRD Project, G8 Operation and Maintenance	LGED	October, 2017	English
18-2	Small Scale Water Resource Development : Detailed Subproject Development Process (Eng) and Subproject Preparation and Implementation Process (Ban)	JICA-1, LGED	May 2009 December, 2009	English, Bangla
18-3	Hydraulic Infrastructure Design and Drawing Related Training	IWRMU, LGED	February, 2010	Bangla
18-4	Training Handbook on Basic Management for Small Scale Water Resource Development	IWRMU, LGED	June, 2015	Bangla
18-5	Water Resources Infrastructure Operation and Maintenance (O&M) Guidelines (Bengali); Operation and Maintenance (O&M) Guidelines for Water Resources Infrastructure (English)	IWRMU, LGED	July, 2013	Bangla, English
18-6	Water Resources Infrastructure Operation and Maintenance Easy Guidelines	IWRMU, LGED	June, 2015	Bangla
18-7	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English
18-8	Action Plan for the Active Participation of Women in Subproject Planning, Implementation and O&M	JICA-1, LGED	March, 2011	English
18-9	Small Scale Water Resources Support Strategy and O&M Manual	ADB/LGED	October, 2009	English
18-10	Tree Plantation and Conservation and Tree Resources Distribution Activities Implementation Manual under Local Government Engineering Department	LGED	April, 2003	Bangla
18-11	Tree Plantation Implementation Guidelines	SSWRD-1(ADB), LGED	May, 2000	Bangla
18-12	Approach to Fisheries Development	JICA-1, LGED	July, 2010	English
Step 19: Lease Agreement (LA)				
19-1	Gazette/Memo/Circular/Letter/Orders and Memorandum of Understanding (MOU) between Different Departments Published in Different Times for Proper Implementation of Small Scale Water Resource Development Project Under LGED	SSWRD-2 (ADB), LGED	December, 2006	Bangla, English
19-2	Guidebook for Preparing Byelaws of Water Management Cooperative Associations	SSWRD-2 (ADB), LGED	June, 2004	Bangla
19-3	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English
19-4	Guidelines for Participatory Water Management	Ministry of Water Resources	November, 2000	Bangla & English
Step 20: Subproject Completion Report				
20-1	Foundation Course for Junior Water Resources Engineer and Community Participation Officer - Training Handbook	IWRMU, LGED	August, 2009	Bangla and English

Attachment II-2
Responsibility Matrix

RESPONSIBILITY MATRIX

Premise: PMU's responsibilities are all across every step and thus not limited the ones indicated below.

Loan Agreement and Development Project Proposal are guiding principles for project implementation of all steps.

SP Implementation Procedures	Responsibilities and In-charge Personnel <i>Note: Regional Office: ME(Consul), IDE(Consul), etc.; D-PIU: XEN, AF(Consul), FF(Consul), etc.; U-PIU: GF(Consul), Community Organiser (CO), etc.</i>			
	Implementation	Target	Supporting	Approval
(1) Planning and Design Stage				
Step 1: Subproject Identification				
Awareness campaign to Union Parishad and local people by LGED field office	PMU D-PIU U-PIU	UP		
Submission of project identification form to Upazila Engineer by Union Parishad	UP	U-PIU		
Step 2: Subproject Proposal				
Preparation of subproject proposal by Upazila Engineer	U-PIU			
Presentation of subproject proposal at Upazila Parishad meeting by Upazila Engineer	U-PIU			
Submission of subproject proposal to PMU by Upazila Engineer	D-PIU U-PIU	PMU		
Step 3: Contract with Local Consultant Firm and/or NGO				
Tendering through QCBS or QBS by PMU	PMU	FS-DD Firm, NGO		
Signing of contract between PD and local consultant firm/NGO	PMU FS-DD Firm, NGO			
Conducting of TOT to selected local consultant firm/NGO by PMU/CO	PMU	FS-DD Firm, NGO		
Deployment of trained local consultant to each Divisional/Regional office by Individual Firm	PMU	FS-DD Firm, NGO D-PIU Regional Office		
Step 4: Pre-Screening of Subproject				
Pre-screening of subproject proposal by PMU/CO	PMU			
Preparation of subproject list per batch by PMU/PC	PMU			

SP Implementation Procedures	Responsibilities and In-charge Personnel <i>Note: Regional Office: ME(Consul), IDE(Consul), etc.; D-PIU: XEN, AF(Consul), FF(Consul), etc.; U-PIU: GF(Consul), Community Organiser (CO), etc.</i>			
	Implementation	Target	Supporting	Approval
Step 5: Field Reconnaissance (FR)				
Conducting of FR by local consultant at Divisional/Regional office jointly with PIU	Regional Office D-PIU U-PIU			
Preparation of FR report and submission to PMU by local consultant at Divisional/Regional office	Regional Office D-PIU		PMU	
Review of FR report by PMU/CO				PMU
Step 6: Detail Feasibility Study (FS)				
Deployment of trained detail FS team by FS-DD Firm	FS-DD Firm, NGO		U-PIU UP	
Conducting of PRA by detail FS team	FS-DD Firm, NGO		U-PIU UP	
Preparation of PRA report and submission to PMU by detail FS team	FS-DD Firm, NGO	PMU	D-PIU U-PIU	
Review of PRA report by PMU/CO				PMU
Conducting of FS by detail FS team	FS-DD Firm, NGO		U-PIU UP	
Preparation of draft FS report and submission to PMU by detail FS team	FS-DD Firm, NGO	PMU		
Review of draft FS report by PMU/CO				PMU
Step 7: Site Validation				
Conducting of Site Validation by PMU/PC	PMU		Regional Office D-PIU U-PIU	
Confirmation of draft FS results by PMU/CO	PMU		Regional Office D-PIU U-PIU	
Preparation of Site Validation report by PMU/PC	PMU		Regional Office	
Finalization of draft FS report and submission to PMU by detail FS team	FS-DD Firm, NGO	PMU		
Step 8: Subproject Clearance				
Presentation of detail FS results at DLIAPEC by District XEN	D-PIU		Regional Office	
Subproject Clearance by DLIAPEC			D-PIU	
Step 9: Establishment of WMCA				
Deployment of trained facilitators to PIU by Facilitator Firm/NGO	FS-DD Firm, NGO	D-PIU U-PIU		PMU
Formation of Organizing Committee (OC) by District XEN	D-PIU	WMCA	U-PIU UP	

SP Implementation Procedures	Responsibilities and In-charge Personnel <i>Note: Regional Office: ME(Consul), IDE(Consul), etc.; D-PIU: XEN, AF(Consul), FF(Consul), etc.; U-PIU: GF(Consul), Community Organiser (CO), etc.</i>			
	Implementation	Target	Supporting	Approval
Formation of First Management Committee (FMC) by OC	WMCA		U-PIU UP	D-PIU
Preparation of Institutional Development Action Plan by FMC	WMCA		Regional Office D-PIU U-PIU	PMU
Submission of registering documents to Upazila Cooperative Officer by FMC	WMCA		D-PIU U-PIU	
Enrolment of potential beneficiaries to WMCA member by FMC	WMCA		D-PIU U-PIU UP	
Collection of contribution of O&M fund from WMCA members by FMC	WMCA		D-PIU U-PIU UP	
Formation of Election Committee (EC) by FMC	WMCA		D-PIU U-PIU	
Formation of Management Committee (MC) by EC	WMCA		D-PIU U-PIU	
Step 10: Detail Design (DD)				
Deployment of trained DD team by FS-DD Firm	FS-DD Firm, NGO		U-PIU	
Conducting of DD by DD team	FS-DD Firm, NGO		U-PIU	
Conducting of DD meeting with WMCA by DD team	FS-DD Firm, NGO		Regional Office D-PIU U-PIU UP WMCA	
Preparation of draft DD report and submission to PMU by DD team	FS-DD Firm, NGO		PMU	
Review of draft DD report by PMU/CO				PMU
Approval of draft DD report by WMCA	U-PIU FS-DD Firm, NGO		UP	WMCA
Step 11: Tender for Construction Works of Subproject				
Preparation of Tender Document by PIU	D-PIU			
Confirmation of 70% potential beneficiaries are WMCA member and 1st year O&M fund is deposited (into WMCA O&M bank account) by PIU	D-PIU		Regional Office WMCA	
Tendering by PIU through Open Tendering Method (OTM)	D-PIU			
Review of bid evaluation results PMU				PMU
Step 12: Subproject Implementation Agreement (IA)				
Attainment of 7 pre-conditions by WMCA for signing of IA	WMCA		D-PIU U-PIU	

SP Implementation Procedures	Responsibilities and In-charge Personnel <i>Note: Regional Office: ME(Consul), IDE(Consul), etc.; D-PIU: XEN, AF(Consul), FF(Consul), etc.; U-PIU: GF(Consul), Community Organiser (CO), etc.</i>			
	Implementation	Target	Supporting	Approval
Signing of IA among WMCA, District XEN and UP Chairman	WMCA D-PIU U-PIU UP		Regional Office	
(2) Construction Stage				
Step 13: Construction of Water Resources Management Facilities and WMCA Office				
Signing of contract between District XEN and local contractor	D-PIU Local Contractor			
Undertaking of construction works of water resources management facilities and WMCA office by local contractor and LCS	Local Contractor/ LCS		D-PIU	U-PIU
Step 14: Labor Contracting Societies (LCSs) Formation				
Formation of LCS by PIU	U-PIU	LCS	Regional Office	
Training of LCS by PIU	U-PIU	LCS	Regional Office	
Step 15: Monitoring of Construction Works				
Management and supervision of construction work by PIU	U-PIU		Regional Office D-PIU	
Holding of monthly meeting by PIU with local contractor and WMCA	D-PIU Local Contractor WMCA		Regional Office U-PIU	
Preparation of monthly progress report by PIU	U-PIU		Regional Office D-PIU	
Step 16: Development of WMCA				
Preparation of Multi-year (3-5 years) WMCA Strategic Development Plan by MC	WMCA		PMU Regional Office D-PIU U-PIU	
Acquisition of lot in suitable location for WMCA office by MC	WMCA		D-PIU U-PIU	
Formation of Subcommittees (SCs) by MC	WMCA		Regional Office D-PIU U-PIU	

SP Implementation Procedures	Responsibilities and In-charge Personnel <i>Note: Regional Office: ME(Consul), IDE(Consul), etc.; D-PIU: XEN, AF(Consul), FF(Consul), etc.; U-PIU: GF(Consul), Community Organiser (CO), etc.</i>			
	Implementation	Target	Supporting	Approval
Preparation of Development Plan by SCs	WMCA		PMU Regional Office D-PIU U-PIU DOC/DAF/DFO/ DLS/DWA, etc.	
Implementation of Development Plan by SCs	WMCA		PMU Regional Office D-PIU U-PIU DOC/DAF/DFO/ DLS/DWA, etc.	
Step 17: Monitoring of Establishment and Development of WMCA				
Holding of monthly coordination meeting by PIU with WMCA and concerned agencies/institutes	D-PIU U-PIU		WMCA DOC/DAF/DFO/ DLS/DWA	
Preparation of monthly progress report based on results of monthly coordination meeting by PIU	D-PIU U-PIU		WMCA DOC/DAF/DFO/ DLS/DWA	
Holding of semi-annual progress review and planning conference by PMU	PMU		D-PIU U-PIU	
(3) First Year Joint O&M Stage				
Step 18: Operation and Maintenance (O&M) of Water Resource Management Facilities				
Undertaking of operation activities by O&M SC	WMCA		Regional Office D-PIU U-PIU	
Review and update of beneficiary households list by O&M SC	WMCA		D-PIU U-PIU UP	
Collection of annual O&M fee from WMCA members by O&M SC	WMCA		D-PIU U-PIU	
Appointment of gate/system operator by O&M SC	WMCA		D-PIU U-PIU	
Water level recording by O&M SC	WMCA		D-PIU U-PIU	
Carrying out of maintenance activities by O&M SC	WMCA		D-PIU U-PIU	

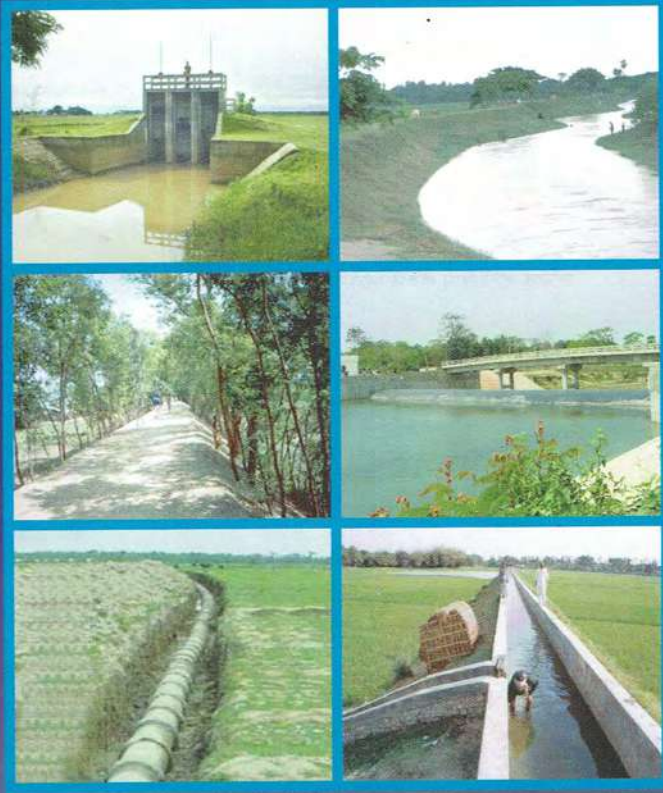
SP Implementation Procedures	Responsibilities and In-charge Personnel			
	Implementation	Target	Supporting	Approval
Step 19: Lease Agreement (LA)				
Preparation of final inventory of completed facilities by PIU	D-PIU U-PIU		Regional Office	
Signing of LA among WMCA, District XEN and Union Parishad Chairman	WMCA D-PIU U-PIU UP		Regional Office	
Step 20: Subproject Completion Report				
Preparation of Subproject Completion Report by PIU	D-PIU U-PIU		PMU Regional Office	

Attachment II-3
Subproject Identification
for Small Scale Water
Resource Development

স্থানীয় সরকার প্রকৌশল অধিদপ্তর
Local Government Engineering Department

ক্ষুদ্রাকার পানি সম্পদ উন্নয়নে উপ-প্রকল্প চিহ্নিতকরণ

Subproject Identification for
Small Scale Water Resource Development



February 2010

ফেব্রুয়ারী ২০১০

Integrated Water Resources Management Unit
সমন্বিত পানি সম্পদ ব্যবস্থাপনা ইউনিট

এলজিইডি সদর দপ্তর, আরডিইসি ভবন (লেভেল-৬)

আগারগাঁও, শেরেবাংলা নগর, ঢাকা-১২০৭

ভূমিকা

স্থানীয় সরকার প্রকৌশল অধিদপ্তর (এলজিইডি) ১৯৬০ সালে বাংলাদেশ পল্লী উন্নয়ন একাডেমী উদ্ভাবিত কুমিল্লা মডেল এর অন্যতম উপাদান উপজেলা সেচ কর্মসূচীর ধারাবাহিকতায় ক্ষুদ্রাকার পানি সম্পদ উন্নয়ন প্রকল্প বাস্তবায়ন করে আসছে। এলজিইডি'র প্রাতিষ্ঠানিক কাঠামোর আওতায় ১৯৯৫ সালে ক্ষুদ্রাকার পানি সম্পদ উন্নয়ন কার্যক্রম অধিকতর নিবিড়ভাবে শুরু করা হয়। এই কার্যক্রমের প্রধান লক্ষ্য হলো জনগণের সক্রিয় অংশগ্রহণে পানি সম্পদ উন্নয়ন ও টেকসই ব্যবস্থাপনার মাধ্যমে কৃষি ও মৎস্য উৎপাদন বৃদ্ধি। ক্ষুদ্রাকার পানি সম্পদ উন্নয়ন কার্যক্রমের আওতায় স্থানীয় জনগণ কর্তৃক চিহ্নিত ও সংশ্লিষ্ট ইউনিয়ন পরিষদ প্রস্তাবিত সর্বোচ্চ ১,০০০ হেক্টর বা ২,৫০০ একর বিস্তৃত আবাদি এলাকায় বন্যা ব্যবস্থাপনা, পানি নিষ্কাশন তথা জলাবদ্ধতা নিরসন, পানি সংরক্ষণ এবং ভূপরিষ্কৃত পানি দিয়ে সেচ ব্যবস্থার উন্নয়নে পানি সম্পদ অবকাঠামো নির্মাণ করা হয়ে থাকে। এই ধরনের অবকাঠামোসমূহের মধ্যে বাঁধ, সুইস গেট, রেগুলেটর ও সেচ নালা নির্মাণ, পুনঃনির্মাণ বা সংস্কার এবং খাল পুনঃখনন বা খনন অন্যতম। প্রস্তাবিত এলাকায় পানি সম্পদ অবকাঠামো নির্মাণের সম্ভাব্যতা যাচাইয়ের পরে উপ-প্রকল্পের পরিকল্পনা ও নকশা প্রণয়ন করে স্থানীয় জনগণের মতামতের ভিত্তিতে চূড়ান্তকরণের পর অবকাঠামো নির্মাণ করা হয়। নির্মিত অবকাঠামোসমূহ পরিচালনা ও রক্ষণাবেক্ষণের জন্য স্থানীয় জনগণ কর্তৃক উপ-প্রকল্প এলাকায় নির্বাচিত পানি ব্যবস্থাপনা সমবায় সমিতির নিকট হস্তান্তর করা হয়।

এলজিইডি ১৯৯৫-২০০২ সাল পর্যন্ত ইউনিয়ন ও উপজেলা পর্যায়ে প্রথম ক্ষুদ্রাকার পানি সম্পদ উন্নয়ন প্রকল্প এবং ২০০২-২০০৯ সাল পর্যন্ত দ্বিতীয় ক্ষুদ্রাকার পানি সম্পদ উন্নয়ন প্রকল্পের আওতায় ৫৮০টি উপ-প্রকল্প বাস্তবায়ন করেছে। এই সমস্ত উপ-প্রকল্পে পানি সম্পদের উন্নয়ন ও টেকসই ব্যবস্থাপনার ফলে কৃষি ও মৎস্য উৎপাদন বৃদ্ধির সাথে সাথে গ্রামীণ মানুষের অধিকতর কর্মসংস্থানের সুযোগ সৃষ্টি হয়েছে। এই দুটি প্রকল্পের সফল বাস্তবায়নের ধারাবাহিকতায় ২০০৯-২০১৩ সাল পর্যন্ত বৃহত্তর ময়মনসিংহ, সিলেট ও ফরিদপুর এলাকায় তৃতীয় ক্ষুদ্রাকার পানি সম্পদ উন্নয়ন প্রকল্প (জাইকা) এবং ২০১০-২০১৭ সাল পর্যন্ত চতুর্থ ক্ষুদ্রাকার পানি সম্পদ উন্নয়ন প্রকল্প এর বাস্তবায়ন শুরু হয়েছে।

উদ্দেশ্য

প্রকল্পের উদ্দেশ্য হচ্ছে স্থানীয় জনগণের অংশগ্রহণে ক্ষুদ্রাকার পানি সম্পদ ব্যবস্থাপনা পদ্ধতির উন্নয়ন এবং নির্মিত পানি সম্পদ অবকাঠামোর পরিচালনা, রক্ষণাবেক্ষণ ও টেকসই ব্যবহারের মাধ্যমে উপ-প্রকল্প এলাকায় কৃষি ও মৎস্য উৎপাদন বৃদ্ধি।

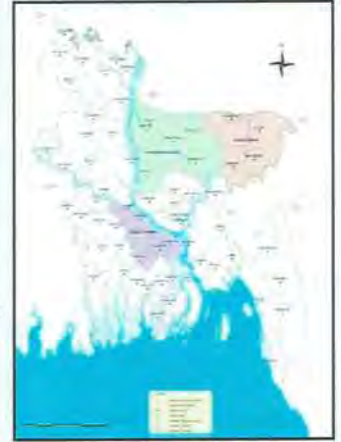
কার্যক্রম

প্রকল্পের কার্যক্রমসমূহ দুটি মূলধারায় সম্পন্ন করা হয়ে থাকে -

১. ক্ষুদ্রাকার পানি সম্পদ উন্নয়ন ও ব্যবস্থাপনার লক্ষ্য অবকাঠামো নির্মাণ

প্রস্তাবিত উপ-প্রকল্প বাস্তবায়নের জন্য নির্বাচিত হওয়ার পর নিম্নবর্ণিত কাজে সহায়তা দেয়া হবেঃ

- বন্যা ব্যবস্থাপনার জন্য বাঁধ নির্মাণ ও সংস্কার;
- পানি নিষ্কাশন ও সংরক্ষণে খাল পুনঃখনন বা খনন;
- বন্যা ব্যবস্থাপনায় রেগুলেটর, সুইস গেট, পানি সংরক্ষণ কাঠামো নির্মাণ বা সংস্কার; এবং
- সেচ এলাকা উন্নয়নে খাল বা নদীর পানি সরবরাহে বিদ্যমান ব্যবস্থার সংস্কার, পাকা বা ভূগর্ভস্থ সেচ নালা নির্মাণ।




তৃতীয় ক্ষুদ্রাকার পানি সম্পদ উন্নয়ন প্রকল্প এলাকা

২. নির্মিত অবকাঠামোসমূহের টেকসই পরিচালনা ও রক্ষণাবেক্ষণের লক্ষ্যে স্থানীয় জনগণের অংশগ্রহণে সংগঠন প্রতিষ্ঠা ও উন্নয়ন

নির্মিত পানি সম্পদ অবকাঠামোসমূহের টেকসই পরিচালনা ও রক্ষণাবেক্ষণের জন্য উপ-প্রকল্প এলাকার জনগণকে সংগঠিতকরণ, পানি ব্যবস্থাপনা সমবায় সমিতি গঠন ও উন্নয়নে নিম্নবর্ণিত সহায়তা দেয়া হবেঃ

- পানি ব্যবস্থাপনা সমবায় সমিতির সদস্যদের সমবায় ব্যবস্থাপনা, পানি সম্পদ অবকাঠামো নির্মাণ পরীক্ষণ এবং নির্মিত অবকাঠামো পরিচালনা ও রক্ষণাবেক্ষণে দক্ষতা বৃদ্ধির জন্য বিভিন্ন প্রশিক্ষণ প্রদান,
- সমিতির কার্যক্রমে সহায়তার জন্য নিয়োগকৃত কমিউনিটি এ্যাসিস্ট্যান্টকে শুরু থেকে ৩ বছরের জন্য বেতন প্রদান,
- কৃষি ও মৎস্য উৎপাদনে উন্নত প্রযুক্তি ও সঠিক উপকরণ প্রয়োগে প্রশিক্ষণ প্রদান, সম্প্রসারণ কার্যক্রম আয়োজনে এবং কৃষি ও মৎস্য ফ্যাসিলিটের এর সহযোগিতা প্রদান, এবং
- টেকসই পানি সম্পদ ব্যবহারে উপকারভোগীদের সাথে বিভিন্ন সরকারী/বেসরকারী সহযোগী প্রতিষ্ঠানসমূহের সাথে সংযোগ স্থাপন।

প্রকল্প থেকে কী কী সহায়তা পাওয়া যাবে

সমস্যার ধরণ	ক্ষতির ধরণ	সমাধানের উপায়
<p>১. বন্যায় ক্ষতি</p> <ul style="list-style-type: none"> বর্ষাকালের শুরুতে নদীর পানিতে বেশীর ভাগ এলাকা ডুবে যাওয়া বর্ষাকালে নদীর পানিতে দ্রুত নিমজ্জন, পুনঃপুনঃ নিমজ্জন বা গভীর নিমজ্জন বর্ষাকালের শেষ পর্যন্ত নিমজ্জিত থাকে 	<ul style="list-style-type: none"> আগাম বন্যায় বোরো ধান পাকার সময় বা ধান কাটার পূর্বে নিমজ্জিত হওয়া আগাম বন্যায় আউস ও জলী বা বোনো আমন ধান এবং পাটের বীজ বপনে প্রতিবন্ধকতা আউস ও আমন ধান ও পাটের চারা নিমজ্জিত হয়ে বিনষ্ট হওয়া আমন ধানের চারা রোপণে দেরী, বার বার রোপণ বর্ষাকালে শুধুমাত্র গভীর পানির আমন ছাড়া অন্য ফসল আবাদে প্রতিবন্ধকতা 	<ul style="list-style-type: none"> নতুন বাঁধ নির্মাণ পুরোনো বাঁধ সংস্কার বন্যা প্রতিরোধে স্ফুইস গেট নির্মাণ বন্যা নিয়ন্ত্রণে রেগুলেটর নির্মাণ পানি নিষ্কাশনে খাল পুনঃখনন বা খনন
<p>২. দেরীতে নিষ্কাশন</p> <ul style="list-style-type: none"> দেরীতে ও ধীরে পানি নিষ্কাশন বর্ষাকালের শুরুতে নীচু এলাকা নিমজ্জন বর্ষাকালের শুরু থেকে শেষ পর্যন্ত নীচু এলাকায় জলাবদ্ধতা জলাবদ্ধ এলাকা থেকে আংশিক নিষ্কাশন বা মোটেও নিষ্কাশিত না হওয়া 	<ul style="list-style-type: none"> বোরো ধান পাকার বা কাটার সময় নিমজ্জিত হয়ে ফসলের ক্ষতি পানি জমে আউস, বোনো আমন বা পাটের জমি তৈরী বা বীজ বপনে প্রতিবন্ধকতা আমন ধানের চারা রোপণে সমস্যা, রোপণের পর নিমজ্জিত হয়ে চারা বিনষ্ট, দেরীতে পুনরায় রোপণ, ফলন কম আউস ও আমন ধান এবং পাটের চারা নষ্ট জমিতে পানি জমে থাকার ফলে সরিষা বা অন্য কোন রবি ফসল আবাদে জমি তৈরী বা বীজ বপনে প্রতিবন্ধকতা 	<ul style="list-style-type: none"> পানি নিষ্কাশনে খাল পুনঃখনন বা খনন পানি নিষ্কাশন নিয়ন্ত্রণের সুবিধার্থে পাকা কাঠামো নির্মাণ সংযোগ খাল খনন করে নিষ্কাশন ব্যবস্থার উন্নতি খালের মুখ পুনঃখনন করে পানি নিষ্কাশনের ব্যবস্থা
<p>৩. সেচ পানির অভাব</p> <ul style="list-style-type: none"> শীতকাল এবং বর্ষাকালের পূর্বে সেচ পানির অভাব এবং জমিতে খরা বর্ষাকালের শেষে জমি থেকে দ্রুত পানি নিষ্কাশনের ফলে খরা বর্ষাকালে মাঝে মাঝে সেচ পানির অভাব 	<ul style="list-style-type: none"> বোরো ধান, গম সহ রবি ফসল চাষে প্রতিবন্ধকতা, সেচাধীন এলাকা সীমিত মাটিতে অর্দ্রতা বা রসের পরিমাণ দ্রুত কমে যায়, রবি ফসলে সেচের জন্য পানির অভাব বর্ষাকালে বা বর্ষাকাল শেষ হলে আমন ধানের জমিতে সম্পূরক সেচে পানির অভাব আবাদি জমিতে খরা রবি বা বোরো মৌসুমে জমি অনাবাদি 	<ul style="list-style-type: none"> খাল পুনঃখনন করে সেচের জন্য বেশী করে পানি সংরক্ষণ পানি সংরক্ষণে পাকা কাঠামো তৈরী করে পানি আটকে রাখার ব্যবস্থা রেগুলেটর/স্ফুইস গেট তৈরী করে অতিরিক্ত পানি বের করে সেচের জন্য প্রয়োজনীয় পানি সংরক্ষণের ব্যবস্থা খালে পানি সংরক্ষণের ব্যবস্থা
<p>৪. সেচ পানি সরবরাহে সমস্যা</p> <ul style="list-style-type: none"> মাটির নালায় বা নালা ছাড়া সেচ, পানির অপচয়, সেচ এলাকা বৃদ্ধিতে সমস্যা শীতকাল, বর্ষাকালের পূর্বে ও শেষে এবং বর্ষাকালে পানি সেচ নালা না থাকায় খরা 	<ul style="list-style-type: none"> বোরো ফসলের জমিতে সেচ পানির অভাব মাটিতে অর্দ্রতা বা রসের অভাবে গম ও অন্যান্য রবি ফসল চাষে প্রতিবন্ধকতা সেচ নালায় অভাবে রবি বা বোরো এবং আউস মৌসুমে জমি অনাবাদি আউস ও আমন ফসলে সম্পূরক সেচের অভাবে ফলন কম 	<ul style="list-style-type: none"> নদী বা খালের পানি আবাদি জমিতে সরবরাহের ব্যবস্থা করে সেচাধীন এলাকা বৃদ্ধি সময়মত প্রয়োজনীয় পানি সেচের ব্যবস্থা করা সেচ নালা সংস্কার বা পাকা করে পানির অপচয় রোধ নতুন পাকা সেচ নালা নির্মাণ

উপ-প্রকল্প বাস্তবায়ন শর্ত

নিম্নবর্ণিত শর্ত সাপেক্ষে উপ-প্রকল্প বাস্তবায়নে সহায়তা পাওয়া যাবেঃ

- প্রস্তাবিত উপ-প্রকল্পে উপকৃত এলাকার পরিমাণ সর্বোচ্চ ১,০০০ হেক্টর বা ২,৫০০ একর।
- প্রস্তাবিত উপ-প্রকল্প নির্মাণে স্থানীয় জনগণের ব্যাপক সমর্থন থাকতে হবে।
- জন অংশগ্রহণে পানি ব্যবস্থাপনা সমিতি গঠন করে সমবায় অধিদপ্তরে নিবন্ধিকরণে উপকারভোগীদের সম্মত হতে হবে।
- উপ-প্রকল্প নির্মাণ কাজ শুরু হওয়ার পূর্বে উপকারভোগীদের মোট নির্মাণ ব্যয়ের গড়পড়তা শতকরা ২ ভাগ হারে অবকাঠামো পরিচালনা ও রক্ষণাবেক্ষণ বাবদ প্রাথমিক অনুদান হিসেবে সমিতির ও সংশ্লিষ্ট জেলার এলজিইডি'র নির্বাহী প্রকৌশলীর যৌথ ব্যাংক এ্যাকাউন্টে অগ্রিম জমা প্রদান করতে হবে। এই অর্থ উপকারভোগীদের নিজস্ব সম্পদ হিসেবে জমা থাকবে এবং পরবর্তীতে প্রয়োজনে অবকাঠামো পরিচালনা ও রক্ষণাবেক্ষণে ব্যয় করা যাবে।

উপ-প্রকল্প বাস্তবায়নের জন্য কী করণীয় এবং কোথায় যোগাযোগ করতে হবে

আপনার এলাকায়



- আগাম বন্যায় ফসল নষ্ট বা গভীর বন্যায় ফসল আবাদ ব্যহত হলে
- দেরীতে পানি নিষ্কাশনের জন্য জমি অনাবাদি থাকলে
- সেচের জন্য ভূপরিস্থ পানির অভাব হলে বা ফসলের জমিতে খরা দেখা দিলে
- ফসলের জমিতে ভূপরিস্থ পানি সেচে সমস্যা হলে এবং
- ক্ষতিগ্রস্ত বা সমস্যা কবলিত আবাদি এলাকা ১,০০০ হেক্টর বা ২,৫০০ একর এর কম হলে



নিজ এলাকা থেকে নির্বাচিত ইউনিয়ন পরিষদ সদস্যের মাধ্যমে সমস্যা সমাধানে ব্যবস্থা গ্রহণের জন্য ইউনিয়ন পরিষদ বরাবর আবেদন পত্র দাখিল করতে হবে



ইউনিয়ন পরিষদের সভায় সমস্যাটি উত্থাপন করে সমাধানের সম্ভাব্য উপায় নিয়ে আলোচনার পর সভার কার্যবিবরণীতে অন্তর্ভুক্ত করে 'উপ-প্রকল্প চিহ্নিত ফর্ম' পূরণ করতে হবে



পূরণকৃত 'উপ-প্রকল্প চিহ্নিত ফর্ম' এলজিইডি'র উপজেলা প্রকৌশলীর কার্যালয়ে জমা দিতে হবে

চিহ্নিত উপ-প্রকল্পের উপযোগিতা, সামাজিক ও পরিবেশগত গ্রহণযোগ্যতা এবং কারিগরি ও অর্থনৈতিক সম্ভাব্যতা পরীক্ষা-নিরীক্ষার পর এলজিইডি খাল পুনঃখনন বা খনন এবং রেগুলেটর, সুইস গেইট, বাঁধ, পানি সংরক্ষণ কাঠামো ও সেচ নালা নির্মাণ, পুনঃনির্মাণ বা সংস্কার করে স্থানীয় ক্ষুদ্রাকার পানি সম্পদ উন্নয়নে সহযোগিতা করবে।



রেগুলেটর



বাঁধ



পানি নিষ্কাশন খাল



পাকা সেচ নালা



ভূ-গর্ভস্থ সেচ নালা



রাবার ড্যাম

Attachment II-4
Records of Orientations
(Central Level)
(Field Level)

Small Scale Water Resources Development Project – Phase 2 (JICA-2)

Records of Orientation and Workshop

A. CENTRAL LEVEL

1. Introduction

The orientation and workshop was organized by the Small Scale Water Resources Development Project (SSWRDP) - Phase 2 (JICA-2) and supported by Special Assistance for Project Implementation (SAPI) Team assigned by JICA. Mr. Md. Mohsin, Additional Chief Engineer, Integrated Water Resources Management (IWRM) Unit, LGED, Mr. Md. Abul Bashar, Superintending Engineer, Planning and Design, LGED, Mr. Hitoshi Ara, Senior Representative JICA and Mr. Ryuichi Katsuki Representative JICA were present in the Workshop. The participants who attended the workshop included representative from the Agriculture Division of Planning Commission, Department of Agriculture Extension (DAE), Department of Cooperatives (DOC), Department of Environment (DOE), Water Resources & Planning Organization (WAPRO), Bangladesh Agricultural research Institute (BARI), Soil Resources Development Institute (SRDI), Department of Soil, Water and Environment of Dhaka University, Department of Water Resources Engineering (WRE) of Bangladesh University of Engineering and Technology (BUET), IWRM Unit, LGED and Participatory Small Scale Water Resources Sector Project (PSSWRSP). The program of the workshop is provided in Annexure-B1. The workshop was comprised of four sessions as follows.



2. Inaugural Session

Welcome Speech: Mr. Md. Abul Bashar, Superintending Engineer, Planning and Design, LGED welcomed the participants. He appreciated the goal and activities proposed under JICA-2. Mr. Bashar stressed on the importance of water resources development in Bangladesh with reference the success of SSWRDP-Phase 1 (JICA-1). He wished the workshop successful.

Speech by Senior Representative, JICA: Mr. Hitoshi Ara, stated that JICA funding to the phase 1 of SSWRDP completed in 2016. He acknowledged that JICA-1 has achieved its goal. During his address to workshop Mr. Hitoshi Ara told the participants that LGED as well as Government of Bangladesh ought to have appreciation for the accomplishments in the phase 1. JICA has decided to continue finance small scale water resources development and stepped forward to finance the second phase of the project. The preparation of the JICA-2 is on-going. A SAPI Team is currently assisting LGED in

preparation of the JICA-2. Details of the JICA-2 will be discussed in this workshop. WMCA and supporting departments have key roles in achieving project goals and outputs. This workshop provides opportunities to understand the concept of JICA-2 and accordingly contribute to the implementation. There will be some new introductions in this phase compared with JICA-1. However, WMCA responsibilities will be the same. Field level activities would be expanded in the coming phase. The contribution of the agencies supporting LGED in the implementation of the project would be very important.

Inaugural Speech: Mr. Md. Mohsin, Additional Chief Engineer, IWRM Unit, LGED briefly reviewed SSWRDPs activities in his inaugural speech. He recapitulated that LGED has implemented four SSWRDPs since mid-1990s. The surface water development is specialty of the projects. JICA-2 is a new project. It will cover 4 divisions in Bangladesh. Several new programs would be taken under the project including value chain development, solar energy supply, WMCA capability development on natural resources management, and microcredit operation for income generation activities (IGAs). He requested the participants of the workshop to share their knowledge and contribute to the implementation of JICA-2.

3. Video Presentation

A video on JICA-1 activities and impacts and beneficiaries experience was presented during the tea break.

4. Technical Session

4.1 Presentation on Project Background

Mr. Gopal Krishna Debnath, Project Director, Project Management Unit, JICA-2, described the background of SSWRDP and presented the lessons learned during the implementation of JICA-1. He emphasized that the SSWRDP is implemented consistent with National Water Policy. He explained the goals of JICA-2, types of the subprojects constructed under this project, subproject implementation process, WMCA capacity development and women empowerment activities. The Project Director affirmed that the subprojects are handed over to the beneficiaries after construction and operation trial. Nevertheless, LGED continues to support through monitoring of subproject impacts on water use, socio-economic conditions and environment.

4.2 Project Concepts of JICA-2

Mr. Yojiro Sekiguchi, Team Leader, Project Operation Management, SAPI Team, explained the concept of JICA-2. The explanations included project approach, goals and objectives and composition. He described that the major objectives of the JICA-2 would be increase in agricultural and fisheries production, organizing and strengthening of WMCA for proper for operation and maintenance (O&M) of water management facilities, improvement of the efficiency of commodity flow and mobility of people within to and from command area in support to agribusiness, livelihood and domestic activities, development of viable WMCA for marketing of agricultural and fisheries products through appropriate training and multi-functional facilities, and modification or improvement of existing project management and monitoring and evaluation system. The project will cover 36% of Bangladesh in Dhaka, Mymensingh, Sylhet and Rangpur divisions. It will include 29 districts and 220 upazilas. Three types of subprojects will be implemented under the project. These are 145 new development subprojects, 90 additional development subprojects and 9 flagship subprojects. The Team Leader described the project management structure, operation guidelines and implementation schedule of JICA-2. The approach of JICA-2 for new development subprojects will be similar to that of JICA-1. JICA-2 will adopt the performance enhancement approach to the subprojects implemented under the JICA-1. In addition, JICA-2 will introduce the comprehensive development to support subprojects by rural infrastructure development and provision of equipment to be on synergistic effects. The Team Leader presented the conceptual diagram describing subproject physical works for poverty reduction and food security. Demand driven concept and participatory approach will be the guiding principle for the sustainability of the assistance, he said. Water resources management facilities, rural roads, local markets and multi-function facilities will be developed with capacity building training to WMCA. The Team Leader also presented the summary of logical framework, composition, scope and

management of JICA-2. Ms. Natsuna Matsuura, Institutional development/Agri-business Development Specialist, assisted Team Leader in his presentation.

4.3 Implementing Procedure of JICA-2

Development process of subprojects, which will be constructed under the JICA-2, was explained by Mr. Md. Moshir Rahman, SAPI Team member. The comparison of the process between JICA-1 and JICA-2 was indicated in the presentation. The major improvements he explained include formation of action committee by the local people following the subproject identification, subproject reconnaissance by local consultants at regional level, detail subproject feasibility with PRA by private farm, subproject validation by project consultants, and subproject design by separate farm. These improvements would reduce subproject implementation period by 6 to 16 months suggested by the SAPI team member.

5. Questions and Answers Session

Department of Cooperatives (DOC): Mr. Mrinal Kanti Biswas, Deputy Registrar suggested that the number of WMCA Organizing Committee members should be limited within 6 to 12. Sometimes WMCA insists DOC for registration with 20 members committee presumably for political reason. The WMCA Organizing Committee should not be formed with an outsized number of members. The project management needs to monitor it. Upazila and Union Parishads chairman and members could contest for a position in WMCA Organizing Committee or Management Committee. The Deputy Registrar informed that a cooperative is required to develop a capital of Taka 3,000 for registration with DOC. According to the cooperative law this fund can be developed by collecting membership fees from 300 members at the rate of Taka 10 each. He requested for providing logistic support to facilitate monitoring of WMCAs by DOC.

Department of Agricultural Extension (DAE): Dr. M Shahab Uddin, Additional Director, Planning and ICT Wing appreciated the project objectives - increase of agricultural production and income generation activities in particular. He called attention to consider climate change impacts in project implementation. He suggested for organizing field training on new farming technology for subproject beneficiaries. Training courses should cover integrated crop management or ICM, post-harvest technology and food processing and preservation. He also suggested for improvement of marketing facility. Tahmina Begum, Additional Director and Project Director Blue Gold (DAE Component) asserted DAE support to the JICA-2. She described that DAE extension personnel coordinate field level trainings. From her experience in various projects including those implemented by LGED and Bangladesh Water Development Board (BWDB) she suggested for integrated efforts by all supporting departments in the implementation of JICA-2. The Additional Director appreciated the marketing facility development plan in the project. She assured that DAE would work with WMCA and support subproject farmers beneficiaries. Formation of farmers group would be advantageous to work with them suggested by her. Dr. A K M Shameem Alam, Project Director, FSCTT Program of DAE reaffirmed that DAE has adequate manpower to support the farmer trainings.

Planning Commission: Azizun Nahar, Deputy Chief, Agriculture Division commended contribution of LGED to the local level development. She recognized that local people participation in the identification, design, implementation and O&M of subprojects constructed by LGED under SSWRDP promote beneficiary ownership of completed infrastructure. The Deputy Chief remarked that the JICA-2 covers four divisions – Dhaka, Mymensingh, Sylhet and Rangpur. With reference to this she suggested that in phase 2, JICA should have considered to covering Chittagong division which include Noakhali and Lakshmipur districts in the southern part of the country. The southern part has huge potential for further agricultural development. The JICA-1 has generated employment opportunity for 3.3 millions person days and enhanced household incomes in the rural areas. Long term sustainability of these improvements, particularly women's activity needs to be ensured. Flagship development type subprojects will be very important, particularly for rural market development. She pointed to the land acquisition, which would be an important part of implementation but involves a lengthy process. On the other hand, project implementation period is fixed. This should be taken into consideration. Assessment criteria to select 90 subprojects for additional development among 242 completed subprojects should be decided. Strong collaboration and coordination between

DAE, DOC, DOF and other supporting department and institutes will be required for the development of training modules. The Deputy Chief also suggested for review the necessity of awareness campaign. The subproject proposal should be prepared carefully. Subproject proposals assessment will be very crucial, she implicated.

Bangladesh Agricultural Research Institute (BARI): Dr. Md. Anower Hossain, Senior Scientific Officer, highlighted that water is vital input for agricultural production. Water saving technology could be introduced in the subproject areas. WMCA members could be provided with new farm machineries. He suggested for signing of Memorandum of Understanding (MOU) between LGED and BARI to facilitate adoption of new farming technology by the subproject farmers.

Bangladesh University of Engineering and Technology (BUET): Dr. K. M. Ahtesham Hossain, Assistant Professor, Water Resource Engineering (WRE) suggested for consideration of erosion control in designing embankment and canal re-excavation works. He also suggested for crop diversification to reduce irrigation water requirement and introduction of health care and family planning programs in the subprojects areas.

University of Dhaka: Dr. Mohammed Enayet Hossain, Assistant Professor, Department of Soil, Water and Environment enquired if there any plan proposed for cold storage development under JICA-2.

Participatory Small Scale Water Resources Sector Project (PSSWRSP), LGED: Mr. Momtaz Haider, senior Socio-Economist suggested for compensation of poor people if affected for acquisition of khash (public) land. He also suggested for receiving DOC support in the formation of Action Committee in the subproject area for subproject identification. Providing of general facilitator could be considered to support subproject people in institutional development and management in subprojects areas, suggested by him.

Water Resources Planning Organization (WARPO): Mr. Arif Abedin, Scientific Officer suggested for more participation by Ministry of Water Resources including Bangladesh Water Development Board (BWDB). Review of National Water Policy, Water Act and other document will be useful for developing programs. Surface water resources development plan, program on conjunctive use of surface and ground water and women participation were cited as examples by him. He suggested for monitoring of WMCAs according to the Guidelines for Participatory Water Management (GPWM).

Project Director, SSWRDP (JICA-2): With reference to the views and comments by the participants Mr. Gopal Krishna Debnath explained that the Chittagong division was excluded for security reason. Flagship and additional development type subprojects will be selected in consideration of WMCA performances. The JICA-2 will give priority on agri-business development and adoption of post-harvest technology in the subprojects areas. DAE supports with training of WMCA members will be very important. Market development will facilitate joint selling of agricultural produces by WMCA members as well as reduce transportation cost. Project Director explained that access to land and land acquisition would be an important part of implementation of the project. Local government would assist LGED field officials in acquiring land. In subprojects, where land acquisition would be required, land acquisition plan will be prepared with WMCA and beneficiaries supports. Project Director thanked the participants from various departments for assuring supports to the implementation of JICA-2. He thanked for suggesting health care and family planning programs in the subprojects areas. He told that project has no plan for cold storage development at present. Project Director assured that steep slope is avoided in embankment construction and canal re-excavation. He reassured that SSWRDP is designed consistent with national strategies and plans including the National Water Policy 1999, National Water Management Plan 2000 and Water Act 2013. He appreciated DOC, DAE, DOF and other departments and institute for their supports in implementation of JICA-1 and anticipated their continuous supports for JICA-2.

6. Closing speech

In his closing speech Mr. Md. Mohsin, Additional Chief Engineer, Integrated Water Resources Management (IWRM) Unit, LGED thanked the participants for sharing their experiences and providing valuable suggestions and recommendations. He stated that multi-stakeholders are involved in the

implementation of SSWRDP by LGED. The supports provided by DOC, DAE, DOD, DOE and other departments and institute are crucial for the project. In strengthening the supports with regard to adoption of new approaches and improved technologies the MOUs between LGED and these organizations can be updated. The Project Director would take appropriate step for this. An MOU can be signed between LGED and BARI to update subproject farmers on farming technologies with the development of water resource and improvement of management of this resource. He reiterated that LGED is a highly decentralized department with more than 90% of staff at field levels. LGED has wide experience on water sector. It has introduced rubber dam technology in early 1990s. The success of rubber dam technology increased LGED's confidence for implementation of SSWRDP as mandated by the National Water Policy. LGED has now established itself as an agency capable of developing the skills required to manage the implementation of stakeholder-driven water management projects. LGED will implement the second phase of SSWRDP financed by JICA. JICA has shown interest to finance the second phase for the target achieved in the first phase. He expressed his gratitude to the JICA for the assistance. He hoped that JICA would consider for expanding support in implementation of SSWRDP in the entire country. Finally, he told, "I sincerely believe that this workshop has fulfilled its purpose and contribute to strengthening your cooperation to implementation of JICA-2".

B. FIELD LEVEL

The field level orientation and workshop was organized at the following five regions in the JICA-2 project area.

1. Mymensingh Region

The participants of the field level orientation and workshop in Mymensingh region included LGED district Executive Engineers, Assistant Engineer (Water) and Sociologist and Upazila Engineers in five districts within the region, Deputy Director of Department of Agricultural Extension (DAE), District Cooperative Officer of Department of Cooperatives (DOC) and Assistant Director of Department of Fisheries (DOF) at Mymensingh district.



Mr. Abul Hasan, Superintending Engineer, LGED Regional Office, Mymensingh inaugurated the workshop. Mr. Mahedi Hasan, Deputy Program Officer, JICA in his brief speech highlighted the impact of small scale water resources development and importance of participatory water management. . The program of the workshop is provided in Annexure-B2.

Following the presentation by the Project Director, JICA-2 on project background, Mr. Yojiro Sekiguchi, Team Leader, SAPI Team, explained the concept of JICA-2. Ms. Natsuna Matsuura, Institutional development/Agri-business Development Specialist, assisted him in the presentation. Mr. Moshir Rahman and Q. R. Islam, SAPI Team members explained the subproject development process, and preparation of proposal for additional development type, flagship development type and new development type subprojects. Md. Abdul Wahed, District Cooperative Officer, DOC, Mr. Md, Abdul Mazed, Deputy Director, DAE and Ms. Hasina Akhter, Assistant Director, DFO thanked LGED for organizing the workshop and inviting them for participation. They appreciated LGED for the JICA-2 planning and thanked JICA for financing. They also assured field level supports to LGED in subproject development and technical support to WMCAs for maximizing subprojects benefits. District Cooperative Officer expressed interest to help in preparation of subproject proposals. He also assured to organize training course for WMCA members on institutional, account and credit management under DOC revenue budget.

Project Director, JICA-2 thanked the participants for their suggestion and assurances, particularly the training by DOC. Mr. Md. Abdur Rouf, Deputy Project Director, JICA-2 concluded the workshop with appealing to LGED district Executive Engineers and Upazila Engineers for coordination with Northern Bangladesh Integrated Development Project (NOBIDEP) and SSWRDP in the subprojects developments.

2. Sylhet Region

Mr. Sk. Md. Mohsin, Superintending Engineer, Sylhet Region, LGED welcomed the participants of the workshop. Mr. Md. Ismail Hossain, Additional Chief Engineer, Sylhet Division, LGED inaugurated the workshop. Mr. Ryuichi Katsuki, Program Advisor for Agricultural and Rural Development, JICA appreciated LGED for addressing water management issues in rural areas. He told that JICA has been continuously supporting water resources development for nearly a decade. JICA has provided fund to expand the SSWRDP activities taking lesson from the JICA-1 activities. Mr. Katsuki believed

that the participants of workshop could contribute to achieve the project goals. He concluded his address wishing the success of the workshop.



Project Director, SSWRDP (JICA-2) described project background. Mr. Yojiro Sekiguchi, Team Leader, SAPI Team, explained the JICA-2 concept. He was assisted by Ms. Natsuna Matsuura, Institutional development/Agri-business Development Specialist, assisted him in the presentation. Mr. Moshir Rahman and Q. R. Islam, SAPI Team members explained the subproject development process, and preparation of proposal for additional development type, flagship development type and new development type subprojects.

Mr. Md. Altabur Rahman, Additional Director, Zonal Office, DAE, Mr. Md. Moshraf Hossain, Deputy Director, DOF, and Mr. Md. Khairuzzaman, Joint Registrar, Divisional Cooperative Office, Sylhet participated in the discussion session. The comments and suggestions they provided include review of information for precise identification of subproject without compromise with any pressure. DAE will cooperate to motivate farmers for the use of new farming technologies. DOC will supply information to LGED to increase project benefit and support in strengthening WMCAs with training of new management committee members. DOF will provide technical assistance to training on fisheries, aqua-farming and fingerlings supply in subprojects areas in Sylhet Division. They appreciated for organizing the workshop, which would help in understanding the subproject development process and resolve any issue if arise during the construction period.



Mr. Ryuichi Katsuki, Program Advisor, JICA and SAPI Team Members visited Binna Kandi Subproject constructed under JICA-2 in Gowainghat Upazila of Sylhet district. Deputy Project Director, JICA-2 and District Executive Engineer and Sociologist, LGED accompanied them. In a meeting at WMCA office the subproject beneficiaries shared their experiences on the benefit of water conservation for the construction of a retention structure on Binna Chhara which increased water availability for irrigation. This has helped farmers to expand crop plantation area. WMCA members increased to 383 including 100 females. They proposed for construction of irrigation canal to extend irrigated area on highlands. WMCA was reported to have spent O&M for the repairing of embankment. Fund is required for de-silting khal beds. They received training on agriculture, seed and vegetable production and fisheries. The trainings helped them more vegetable cultivation and fingerlings nursery. Women members produce crop seeds. In response to the query by SAPI Team Leader about the issue in acquiring land for constructing irrigation canal on cultivated which may create conflict they local people affirmed their supports. The reiterated that there would be no opposition, the proposal will be reviewed in WMCA meeting for approval and forwarded with resolution. If necessary, agreements between the landowners will be submitted.

3. Dhaka Region

Md. Abdul Wahab, Executive Engineer, LGED Regional Office, Dhaka welcomed the participants of the workshop. Mr. Md. Abdur Rouf, Deputy Project Director, JICA-2, explained the objectives of the workshop. He stressed the role of supporting agencies in capability development of Water Management Cooperative Association (WMCA) for sustainable management of water resources in subprojects constructed under SSWRDP. Md. Ruhul Amin, Joint Director, DCO appreciated the LGED for organizing the workshop. Mr. Gopal Krishna Debnath, Project Director, JICA-2 presented the background of JICA-2. His presentation included water resources development needs and benefit of water of water resources development for the implementation of JICA-1. He emphasized on supports provided by DOC, DAE, DOF and other organizations and invited their suggestions for the implementation of the next phase. Mr. Shingo Matsuoka, Deputy Team Leader, Water Resource and Rural Infrastructure Development, SAPI Team, explained the concept of JICA-2. Ms. Natsuna Matsuura, Institutional development/Agri-business Development Specialist, assisted him. Mr. Md. Moshir Rahman and Q. R. Islam, SAPI Team members explained the subproject development process, and preparation of new development type subproject proposal.



In the discussion session, Dr. Abdul Mueeed, Additional Director, DAE suggested to consider impacts of climate change in the preparation of subproject. According to him, participation of Upazila Agriculture Officers (UAOs) in the workshop could be useful for subproject identification. He assured that DAE will continue to support with agricultural extension services and input supply in the

subprojects under JICA-2. Hasan Ahmed Choudhury, Deputy Director, DFO, thanked JICA for the continuing support to small scale water resources development. He suggested for strong coordination between different stakeholders to avoid conflict in water resources utilization. He recommended for the development of marketing facilities in the subprojects areas and giving attention to fish diversity in the implementation of JICA-2. He also added that combined efforts of the supporting departments will be important to achieve the project objectives. Md. Reazul Kabir, Deputy Registrar, DOC described his experience of working with WMCAs in subprojects constructed under the JICA-1. He stressed on the importance of identification of subprojects with thorough assessment of local people needs and in consideration of favorable social environment for the anticipated benefit by the construction of subprojects. According to him, DOC activities in the subprojects areas mainly involve legal framework without which acquiring of benefit by the local people is not possible. On the other hand, local people are not much interested about legal framework. This requires strong field level coordination between LGED and DOC. DOC has established a cell to support LGED in the implementation of SSWRDP. He thanked LGED for providing assistance and logistic support in establishing and operation of the cell. Executive Engineers and Upazila Engineers participated in the discussion. In their discussion it was identified that there are changes in the land use patterns in the country. This would be required to consider in subproject identification. In the concluding session, Mr. Md. Khalilur Rahman, Additional Chief Engineer, Dhaka Division, LGED briefly described the small scale water resources development activities and programs. He thanked the participants for attending the workshop.

4. Rangpur Region

Mr. Monowarul Islam, Superintending Engineer, Rangpur Region, LGED welcomed the participants of the workshop. The workshop was inaugurated by Mr. Azizul Islam, Additional Chief Engineer, Rangpur Division, LGED. Mr. Mehdi Hasan, Deputy Program Officer JICA stressed on the importance of small scale water resource in Bangladesh and JICA support to the development to this resource.



Project Director, JICA-2 presented the project background. It was followed by the presentation by the Mr. Shingo Matsuoka, Deputy Team Leader, SAPI, on the explanation of JICA-2 concept, and the explanation on the subproject development process, and preparation of proposal for new development type subprojects by Mr. Moshir Rahman and Q. R. Islam, SAPI Team members. Ms. Natsuna Matsuura, Institutional development/Agri-business Development Specialist, assisted in the presentation and explanation.

The participants from DOC, DAE and DOF provided suggestions and recommendations to take into consideration in the preparation of JICA-2. Mr. Gopal Krisna Debnath suggested the Upazila and

Executive engineer if at all possible to stay away from land acquisition which in most cases delay subproject construction. The khal and structure sites are usually on khash or public lands. Accordingly, subprojects construction may not require land acquisition. Mr. Md. Abdur Rouf, Deputy Project Director, pronounced that the SSWRD projects usually have resettlement plan. However, it is a complicated task. As a result resettlement is discouraged. He requested field level monitoring of PRA and feasibility study of the subprojects. In responses to a query by a participant, the Deputy Director responded that the project will provided contingency fund to LGED upazila office for the logistical purposes. Mr. Md. Shah Alam, Additional Director, Zonal Office, DAE, Rangpur described the issues related to water management in crop production. These include irrigation water shortage on highlands and poor drainage in lowlands. He supported marketing development to encourage farmers for the production of perishable crops and increase farmers' incomes. Mr. Ajay Kumar Saha, Joint Registrar, Divisional Cooperative Office, Rangpur stressed on the coordination between LGED and DOC to ensure maintenance of accounts records and regular auditing of WMCA accounts. He suggested for marketing of subproject agricultural produces by WMCA to prevent middlemen involvement. Dr. Md. Zillur Rahman, District Fisheries Officer, Rangpur suggested for designing fish friendly water control structure and establishment of fish sanctuary in subprojects areas. In the concluding session, Deputy Project Director, JICA-2 thanked the participants for sharing their experience and providing recommendations. He anticipated that the workshop findings will help to achieve the project goal.

5. Faridpur Region

Mr. Qumruzzaman Bhuyian. Executive Engineer, Faridpur District, LGED welcomed the participants of the workshop. The workshop was inaugurated by Mr. Abdus Kuddus Mandal, Superintending Engineer, Faridpur Region LGED. He thanked for organizing the regional level workshop to share information on the project implementation activities and achievements. Project Director, JICA-2 described project background. Mr. Shingo Matsuoka, Deputy Team Leader, SAPI, explained the JICA-2 concept. Mr. Moshir Rahman and Q. R. Islam, SAPI team explained the subproject development process, and preparation of proposal for additional development type, flagship development type and new development type subprojects.



In the discussion session Project Director solicited comments from the workshop participants. He told that the views and suggestions by the participants would be valuable in the preparation of the JICA-2 project. The project guidelines will be prepared in consideration of the recommendations of the participants. In response to his request, Mr. Kartik Candra Chakraborty, Deputy Director, Horticultural centre, DAE, Faridpur focused on the water resources management issues in the Faridpur region. He identified that inadequate irrigation water supply and poor drainage restrict crop production. He also thanked for the consideration of adverse environmental impacts and climate change in the preparation of project. Mr. Kingkar Chandra Das, Additional Director, Zonal Office, Faridpur, DAE proposed for

irrigation development and improvement of marketing facility to support agricultural development in the region. Project Director assured the participants that social impact assessment, initial environmental examination (IEE) and environmental management plan (EMP) are carried out in the subprojects construction. Mr. Md. Akhirul Alam, District Cooperatives Officer, DOC identified some issues from his experience of WMCAs monitoring. He suggested for strong coordination between LGED and Doc in resolving the issues. He stressed on the development of cooperative marketing consortium to support farmers for increased profit from agricultural production. Ms. Shila Roy, Upazila Fisheries Officer (UFO) of DFO suggested for the formation of fisheries group at the beginning of subproject construction. She informed that the registered fishers holding card are entitled to lease water body for fisheries. Upazila administration, LGED Nirbahi officer, Upazila Engineer and Upazila Fisheries officer can help WMCA for leasing water body to fishers within a subproject area.

The Deputy Project Director, JICA-2 concluded the workshop. He thanked the participants with the request to continue support with their valuable experience for small scale water resource development to increase agriculture and fisheries production and improvement of socio-economic condition in the subprojects areas.

Small Scale Water Resources Development Project - Phase 2 (JICA-2)**CENTRAL LEVEL ORIENTATION AND WORKSHOP**

Date: 3 October 2017

Venue: LGED Conference Room, LGED Bhaban, Dhaka

Program

Time	Subject	Resource Personnel
9.30 – 10.00	Registration	Moushumi Sulmun Senior Assistant Engineer
Inaugural Session		
10.10-10.10	Welcome Speech	Mr. A. B. M. Bashar, Superintending Engineer, Planning and Design, LGED
10.10 – 10.25	Self introduction by the participants	
10.25 – 10.30	Speech by Special Guest	Mr. Hitoshi Ara Senior Representative, JICA
10.30 – 10.40	Inaugural Speech	Mr. Md. Mohsin, Additional Chief Engineer, IWRM Unit, LGED
Technical Session		
10.40 - 11.00	Project Background of SSWR (JICA-2)	Gopal Krishna Debnath, Project Director, JICA-2
11.10 – 11.30	Tea Break	
11.30 – 12.00	Explanation of Concepts and New development of Subprojects of JICA-2	Team Leader Special Assistance Project Implementation Team
12.00 – 13.00	Explanation of Implementing Procedures of JICA-2	Consultants, I Team
13.00 – 14.00	Prayer and Lunch	
Discussion Session		
14.00 – 15.30	Question and Answer	Consultants, SAPI Team
Concluding Session		
15.30 – 15.40	Closing Speech	Mr. Md. Mohsin, Additional Chief Engineer, IWRM Unit, LGED
15.40	Closing	

Small Scale Water Resources Development Project - Phase 2 (JICA-2)**Field Level Orientation and Workshop at Mymensingh Region**

Date: 5 October 2017

Venue: Regional Office Conference Room, Mymensingh

Program

Time	Subject	Resource Personnel
09.00 – 09.30	Registration	
Inaugural Session		
09.30 - 09.35	Welcome Speech	Executive Engineer, Regional Office, LGED, Mymensingh
09.35 – 09.50	Self introduction by the participants	
9.50 – 09.55	Speech by Special Guest	Representative of JICA
09.55 – 10.05	Inaugural Speech	Superintending Engineer, LGED Regional Office, Mymensingh
10.05 – 10.15	Project Background of SSWR (JICA-2)	Gopal Krishna Debnath, Project Director, JICA-2
10.15 – 10.30	Tea Break	
Technical Session		
10.30 – 11.00	Explanation of Concepts and New development of Subprojects of JICA-2	Team Leader, Special Assistance for Project Implementation (SAPI) Team
11.00 – 12.00	Explanation of Implementing Procedures of JICA-2	Consultants, SAPI Team
12.00 – 13.00	Explanation of Preparation of Project Proposal for Additional Development Type	Consultants, SAPI Team
13.00 – 14.00	Prayer and Lunch	
14.00 – 15.00	Explanation of Preparation of Project Proposal for Flagship Development Type	Consultants, SAPI Team
15.00 – 15.30	Explanation of Preparation of Project Proposal for New Development Type	Consultants, SAPI Team
15.30 – 16.00	Coordination with Northern Bangladesh Integrated Development Project (NOBIDEP)	Project Director/Deputy Director, JICA – 2.
Discussion Session		
16.00 – 17.00	Question and Answer	Consultants, SAPI Team
Concluding Session		
17.00 – 17.10	Closing Speech	Deputy Director, JICA – 2
17.10	Closing	

Small Scale Water Resources Development Project - Phase 2 (JICA-2)**Field Level Orientation and Workshop at Sylhet Region**

Date: 7 October 2017

Venue: LGED District Office Conference Room, Sylhet

Program

Time	Subject	Resource Personnel
12.30 – 13.00	Registration	
13.00 – 14.00	Prayer and Lunch	
Inaugural Session		
14.00 - 14.05	Welcome Speech	Superintending Engineer, Regional Office, LGED, Sylhet
14.05 – 14.20	Self introduction by the participants	
14.20 – 14.25	Speech by Special Guest	Representative of JICA
14.25 – 14.35	Inaugural Speech	Additional Chief Engineer, LGED, Sylhet Division
14.35 – 14.45	Project Background of SSWR (JICA-2)	Project Director, JICA-2
Technical Session		
14.45 – 15.15	Explanation of Concepts and New development of Subprojects of JICA-2	Team Leader, Special Assistance for Project Implementation (SAPI) Team
15.15– 16.00	Explanation of Implementing Procedures of JICA-2	Consultants, SAPI Team
16.00 – 17.00	Explanation of Preparation of Project Proposal for Additional Development Type	Consultants, SAPI Team
17.00 – 18.00	Explanation of Preparation of Project Proposal for Flagship Development Type	Consultants, SAPI Team
18.00 – 18.15	Prayer and Tea Break	
18.15 – 18.45	Explanation of Preparation of Project Proposal for New Development Type	Consultants, SAPI Team
Discussion Session		
18.45 – 19.45	Question and Answer	Consultants, SAPI Team
Concluding Session		
19.45 – 19.55	Closing Speech	Deputy Director, JICA – 2
19.55	Closing	

Small Scale Water Resources Development Project - Phase 2 (JICA-2)**Field Level Orientation and Workshop at Dhaka Region**

Date: 10 October 2017

Venue: Conference Room, Department of Cooperatives Building, Dhaka

Program

Time	Subject	Resource Personnel
09.00 – 09.30	Registration	
Inaugural Session		
09.30 - 09.35	Welcome Speech	Superintending Engineer, Regional Office, LGED, Dhaka
09.35 – 09.50	Self introduction by the participants	
9.50 – 09.55	Speech by Special Guest	Representative of JICA
09.55 – 10.05	Inaugural Speech	Additional Chief Engineer, Dhaka Division, LGED, Dhaka
10.05 – 10.15	Project Background of SSWR (JICA-2)	Project Director, JICA-2
10.15 – 10.30	Tea Break	
Technical Session		
10.30 – 11.00	Explanation of Concepts and New development of Subprojects of JICA-2	Team Leader, Special Assistance for Project Implementation (SAPI) Team
11.00 – 12.00	Explanation of Implementing Procedures of JICA-2	Consultants, SAPI Team
12.00 – 13.00	Explanation of Preparation of Project Proposal for Additional Development Type	Consultants, SAPI Team
13.00 – 14.00	Prayer and Lunch	
14.00 – 15.00	Explanation of Preparation of Project Proposal for Flagship Development Type	Consultants, SAPI Team
15.00 – 15.30	Explanation of Preparation of Project Proposal for New Development Type	Consultants, SAPI Team
Discussion Session		
15.30 – 16.30	Question and Answer	Consultants, SAPI Team
Concluding Session		
16.30 – 16.40	Closing Speech	Deputy Director, JICA – 2
17.10	Closing	

Small Scale Water Resources Development Project - Phase 2 (JICA-2)**Field Level Orientation and Workshop at Rangpur Region**

Date: 11 October 2017

Venue: LGED District Office Conference Room, Rangpur

Program

Time	Subject	Resource Personnel
09.00 – 09.30	Registration	
Inaugural Session		
09.30 - 09.35	Welcome Speech	Superintending Engineer, Regional Office, LGED, Rangpur
09.35 – 09.50	Self introduction by the participants	
9.50 – 09.55	Speech by Special Guest	Representative of JICA
09.55 – 10.05	Inaugural Speech	Additional Chief Engineer, Rangpur Division, LGED
10.05 – 10.15	Project Background of SSWR (JICA-2)	Project Director, JICA-2
10.15 – 10.30	Tea Break	
Technical Session		
10.30 – 11.00	Explanation of Concepts and New development of Subprojects of JICA-2	Team Leader, Special Assistance for Project Implementation (SAPI) Team
11.00 – 12.00	Explanation of Implementing Procedures of JICA-2	Consultants, SAPI Team
12.00 – 13.00	Explanation of Preparation of Project Proposal for Additional Development Type	Consultants, SAPI Team
13.00 – 14.00	Prayer and Lunch	
14.00 – 14.30	Explanation of Preparation of Project Proposal for Flagship Development Type	Consultants, SAPI Team
14.30 – 15.00	Explanation of Preparation of Project Proposal for New Development Type	Consultants, SAPI Team
15.00 – 15.30	Coordination with Northern Bangladesh Integrated Development Project (NOBIDEP)	Project Director/Deputy Director, JICA – 2.
Discussion Session		
15.30 – 16.30	Question and Answer	Consultants, SAPI Team
Concluding Session		
16.30 – 14.40	Closing Speech	Deputy Director, JICA – 2
14.40	Closing	

Small Scale Water Resources Development Project - Phase 2 (JICA-2)**Field Level Orientation and Workshop at Faridpur Region**

Date: 15 October 2017

Venue: LGED District Office Conference Room, Faridpur

Program

Time	Subject	Resource Personnel
09.00 – 09.30	Registration	
Inaugural Session		
09.30 - 09.35	Welcome Speech	Executive Engineer, District I Office, LGED, Faridpur
09.35 – 09.50	Self introduction by the participants	
9.50 – 09.55	Speech by Special Guest	Representative of JICA
09.55 – 10.05	Inaugural Speech	Superintending Engineer, LGED Regional Office, Faridpur
10.05 – 10.15	Project Background of SSWR (JICA-2)	Project Director, JICA-2
10.15 – 10.30	Tea Break	
Technical Session		
10.30 – 11.00	Explanation of Concepts and New development of Subprojects of JICA-2	Team Leader, Special Assistance for Project Implementation (SAPI) Team
11.00 – 12.00	Explanation of Implementing Procedures of JICA-2	Consultants, SAPI Team
12.00 – 13.00	Explanation of Preparation of Project Proposal for Additional Development Type	Consultants, SAPI Team
13.00 – 14.00	Prayer and Lunch	
14.00 – 14.30	Explanation of Preparation of Project Proposal for Flagship Development Type	Consultants, SAPI Team
14.30 – 15.00	Explanation of Preparation of Project Proposal for New Development Type	Consultants, SAPI Team
Discussion Session		
15.00 – 15.30	Question and Answer	Consultants, SAPI Team
Concluding Session		
15.30 – 15.40	Closing Speech	Deputy Director, JICA – 2
15.40	Closing	