



Grant Assistance Report

Project Number: 40115-015
August 2007

Proposed Grant Assistance Nepal: Strengthening Decentralized Support for Vulnerable and Conflict-Affected Families and Children (Financed by the Japan Fund for Poverty Reduction)

CURRENCY EQUIVALENTS

(as of 06 August 2007)

Currency Unit	-	Nepalese rupee/s (NRe/NRs)
NRs1.00	=	\$0.0154
\$1.00	=	NRs64.55

ABBREVIATIONS

ADB	-	Asian Development Bank
CBO	-	community-based organization
CSP	-	country strategy and program
CTEVT	-	Council for Technical Education and Vocational Training
DCSI	-	Department of Cottage and Small Industries
DCWB	-	District Child Welfare Board
DWD	-	Department of Women Development
EA	-	executing agency
ILO	-	International Labor Organization
JFPR	-	Japan Fund for Poverty Reduction.
JICA	-	Japan International Cooperation Agency
MoWCSW	-	Ministry of Women, Children and Social Welfare
NGO	-	nongovernment organization
NRM	-	Nepal Resident Mission
PIU	-	project implementation unit
PMO	-	project management office
SC	-	steering committee
TWG	-	Technical Working Group
UNICEF	-	United Nations Children's Emergency Fund
VDC	-	village development committee
WDO	-	Women Development Office

NOTES

- (i) The fiscal year of the Government of Nepal end on 15 July.
- (ii) In this report, "\$" refers to US dollars.

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JAPAN FUND FOR POVERTY REDUCTION (JFPR)

JFPR GRANT PROPOSAL

I. Basic Data

Name of Proposed Activity	Strengthening Decentralized Support for Vulnerable and Conflict-Affected Families and Children
Country	Nepal
Grant Amount Requested	\$ 2,000,000
Project Duration	4 years
Regional Grant	<input type="radio"/> Yes / <input checked="" type="radio"/> No
Grant Type	<input checked="" type="radio"/> Project / <input type="radio"/> Capacity development

II. Grant Development Objective(s) and Expected Key Performance Indicators

Grant Development Objectives:

The overall goal of the project is to improve the situation of conflict-affected and vulnerable families and children in a sustainable manner.

The purpose of the project is to strengthen the legal framework and capacity for decentralized service delivery and to pilot an effective child and family protection and support system in five conflict-affected districts of Nepal, with special focus on quality, participation, and sustainability. The project will have positive effects on sustainable peace, caste, and gender equality and on the local economy.

Expected Key Performance Indicators:

- 4,000 conflict-affected and vulnerable families and their children receive support to develop their capacity to generate enough income to be lifted out of hard-core poverty. The new approach to support vulnerable families has been tested in five districts of Nepal.
- The capacity to develop, plan, and deliver social services is improved with the training of 100 professionals.
- The Government has been supported in its attempts to improve the quality of social services for the poor through elaboration of legal regulations on quality standards and licensing.
- The Government and other available basic services like education and health care have been assessed and show improved availability, accessibility, and relevance to people's lives, which are measurable through the increased number of recipients.
- The Government finds the project worth supporting for upscaling, and indicates it through approval of continued financial support after the project ends.

III. Grant Categories of Expenditure, Amounts, and Percentage of Expenditures

Category	Amount of Grant Allocated in \$	% of Expenditures
1. Equipment	50,000	2.5
2. Training and workshops	173,500	8.7
3. Consulting services	166,000	8.3
4. Services and benefits for beneficiaries	1,268,500	63.4
5. Grant management	192,000	9.6
6. Contingencies	150,000	7.5
Total Grant Amount Requested	2,000,000	100.0
Incremental Costs	100,000	

Background Information

A. Other Data

Date of Submission of Application	1 June 2007
Project Officer	Axel Weber, Social Protection Specialist, South Asia Agricultural, Natural Resources and Social Sectors Division (SANS)
Project Officer's Division, E-mail, Phone	SANS, aweber@adb.org , 632 5946
Other Staff Who Will Need Access to Edit/Review the Report	Kavita Sherchan, External Relations and Civil Society Liaison Officer, Nepal Resident Mission
Sector	Health, nutrition and social protection
Subsector	Social protection
Themes	Inclusive social development (other vulnerable groups), gender and development (gender equity in opportunities), capacity development (organization).
Targeting Classification	Targeted Intervention
Was JFPR Seed Money Used to Prepare This Grant Proposal?	Yes [<input checked="" type="checkbox"/>] No [<input type="checkbox"/>]
Have SRC Comments Been Reflected in the Proposal?	Yes [<input checked="" type="checkbox"/>] No [<input type="checkbox"/>]
Name of Associated ADB-Financed Operations	Skills for Employment Project, Rural Reconstruction and Rehabilitation Sector Development Program
Executing Agency	Ministry of Women, Children, and Social Welfare
Grant Implementing Agency	Department of Women Development

B. Details of the Proposed Grant

1. Description of the Components, Monitorable Deliverables/Outcomes, and Implementation Timetable

Component 1	
Component Name	In-Depth Assessment
Cost (\$)	62,000
Component Description	<p>Given the manifold changes and activities in the postconflict environment, and to confirm and refine the findings of the appraisal mission, an additional detailed assessment of the situation in terms of demand side, supply side, and the environment will be done to be able to adapt to changes and to increase the effectiveness of the project. Questions to be answered are as follows.</p> <ul style="list-style-type: none"> • What are the problems people face and cannot solve on their own? • What are their perspectives and preferences for their future lives? • What are their experiences with existing Government and other services? • What is the help they would like to get, if any?

	<p>The analysis will address in detail the following areas.</p> <p>Demand side: (i) additional analysis of factors that contribute to aggravate the situation of conflict-affected families and vulnerable children; (ii) confirmation of the planned support mechanisms; (iii) which areas (village development committees [VDCs], wards, settlements) are to be selected for the project activities? What is the demand for labor and for jobs in quantitative and qualitative terms?</p> <p>Supply side: (i) Which services are available? (e.g., existing services in the selected communities to provide help and support children and their families as alternatives to institutional care and/or prevention of family separation and to assess family preservation, family strengthening capacity among families in crisis); (ii) How are their quality and density in the selected project areas? (iii) What do other development partners do or plan? What are their experiences and lessons learned?</p> <p>Environment: (i) Who are the change agents and potential supporters of the proposed strategy (nongovernment organizations [NGOs]/community-based organizations [CBOs], Government, and communities) in the identified project areas?</p> <p>Design: Revision of components 2–4 as a result of the findings. Finalization of the project implementation manual.</p> <p>Tools: (i) interviews with government agencies, stakeholders, and development partners; (ii) desk study of reports, papers, legislative framework including National Plan of Action for Children, Child Act, and other policies and legislation affecting children; and other documents including project documents of other development partners; (iii) field studies (focus group discussions, assessment of existing service centers and projects); and (iv) stakeholder workshop.</p>
<p>Monitorable Deliverables/Outputs</p>	<ul style="list-style-type: none"> • A precise identification of the target areas (VDCs, wards, and settlements) • A clear picture of the situation, experiences with services, needs and expectations of vulnerable families and children in the target districts • A detailed finalized project design that is acceptable to all stakeholders
<p>Implementation of Major Activities: Number of months for grant activities</p>	<p>The activities will be implemented by a qualified study team.</p> <p>The duration of the component is 1 month.</p> <p>The Asian Development Bank (ADB) Social Protection Specialist together with the Nepal Resident Mission (NRM) External Relations and Civil Society Liaison Officer, and the United Nations International Children’s Emergency Fund (UNICEF) team will monitor the assessment, give guidance to and brief the consultants, and will participate in discussing and finalizing the design as appropriate. The outcome will need Government of Nepal and ADB approval.</p>

Component 2	
Component Name	Legal Support for Better Service Standards
Cost (\$)	84,000
Component Description	<p>This component will contribute to an improvement of the legal situation of and services for vulnerable children like orphans and children separated from their families. It has four key areas of activities: (i) defining standards, (ii) shared understanding of standards, (iii) professional regulation, and (iv) regulatory mechanisms.</p> <p>Defining standards: A draft of “the minimum standards of care for children in need of protection,” prepared jointly by UNICEF, International Labor Organization (ILO), the Central Child Welfare Board, and other stakeholders is yet to be finalized. The draft regulation for these minimum standards at central level has to be developed. The project will support this through input of expertise to achieve a draft regulation for approval of the Government.</p> <p>Shared understanding of standards: Given that traditionally community outreach work was done by volunteers and untrained para-professionals, many local government administrators and service providers still lack recognition of and appreciation for the benefits of having a professional and qualified workforce to deliver services. Thus the project will identify appropriate channels and tools for advocating minimum standards and professional capacity for services, in collaboration with stakeholders.</p> <p>Professional regulation and licensing: In Nepal, social workers—who form part of the essential workforce for child protection services—are not licensed. Professional regulation is integral to the organization and management of child protection services at the central level, and critical in building an effective child protection system. The project will prepare necessary regulations and guidelines for a licensing procedure for child protection workers and institutions. However, licensing should be focused on institutions and for that reason, stringent qualification criteria for recruiting social workers will be developed. Licensing could be done by the Social Welfare Board. Licensing will provide means to control the quality of professional practices and malpractice. The project will, if necessary, help support the capacity to administer licensing and registration of qualified institutions and their social workers at the central level, in collaboration with the Ministry of Women, Children and Social Welfare and the Department of Women Development. The project will also assist in developing a legislative framework (a draft regulation) for licensing and registering qualified institutions.</p> <p>Regulatory mechanisms: Despite the monitoring role of the Central Child Welfare Board stipulated in the Child Act, implementing mechanisms are virtually nonexistent at the district level. At present residential child care facilities are registered at local administration offices only as NGOs and no specific professional and technical criteria are required for operating such facilities. The project will (i) draft a regulation of mandatory standards for the</p>

	<p>process of licensing providers of child protection and other social services in both public and private sectors and mechanisms for implementation on a decentralized level; (ii) provide support to identify and set up an official body (a board or a committee), its members, terms of reference, agenda, competencies at the central level to administer licensing and registering of child protection service providers; (iii) help develop a draft regulation of qualification criteria and standards for accreditation at the central level for child protection and other social service providers like residential care facilities, adoption agencies, and foster care services; and develop decentralized implementation structures; and (iv) identify and support the development of appropriate implementing mechanisms and agencies at the district level.</p>
Monitorable Deliverables/Outputs	<ul style="list-style-type: none"> • Draft regulation for minimum standards for child care services has been elaborated for Government approval. • Advocacy channels and tools for qualified child care have been identified. • A regulation for licensing of social workers through institutions has been drafted. • A regulation for licensing and accrediting providers of child protection services has been drafted.
Implementation of Major Activities: Number of months for grant activities	<ul style="list-style-type: none"> • To be implemented by the implementing agency with support from other Government agencies, especially from the Ministry of Law, Justice and Parliamentary Affairs. • Duration: 2 years in total.

Component 3	
Component Name	Capacity Development
Cost (\$)	135,000
Component Description	<p>Social work is not yet recognized as a profession in Nepal. Its professional advantages and technical expertise are not understood or appreciated by the majority of social welfare service users or providers. Social work as a capacity development field is also quite under-developed in Nepal, with only two colleges in Kathmandu providing a 3-year bachelor's degree. The recent UNICEF assessment shows that there are only some 100 holders of the bachelor of social work in Nepal. Yet the demand for professional social work is increasing in proportion to changes and developments in society. There are also gaps at the level of planning, managing, and monitoring social services including needs assessment, identification and evaluation of existing services, and coordination of providers.</p> <p>This component will focus on capacity development on two levels: (i) national and district planning and management capacities for better child protection and other social services outcomes, (ii) capacity of</p>

	<p>those delivering child and family protection services. The project will undertake the following activities. (i) Develop and implement in-service training programs for government child protection managers and decision makers of organizations and agencies at central and local levels including Women Development Offices (WDOs) and District Child Welfare Board (DCWB) members, and NGOs. This activity will be coordinated with programs of the United Nations Development Programme, aiming to strengthen capacities for financial decentralization and decentralized local governance bodies and other ongoing capacity-development programs. A total of 80 persons will be trained. (ii) Build the capacity of social workers (mobilizers), meaning short-term capacity development of mainly NGO social workers for the project activities to start, and development and implementation of social worker education programs (both short- and long- term) mainly for NGOs child protection and family support social workers at the local level. Eighty social workers will be trained for 6 months at Kathmandu University. (iii) Build the capacity of NGO workers. Workers of associated NGOs in the districts will be trained in managing service delivery and support to households. A total of 150 NGO workers will be trained. (iv) Develop a plan at central level to institutionalize the above-mentioned capacity development within the government staff college programs and Kathmandu /Tribhuvan University.</p> <p>The plans will be developed at the central level and implemented at decentralized level in collaboration with training institutes and target groups.</p>
Monitorable Deliverables/Outputs	<ul style="list-style-type: none"> • Curricula, training opportunities, official degrees and training plans for planning officers, social workers, and stakeholders have been developed. • A number of planning officials, social workers, and NGO workers are trained. Tentatively one social worker will be needed for each VDC.
Implementation of Major Activities: Number of months for grant activities	Responsible for implementing the activities will be the implementing agency in collaboration with other agencies involved. Duration of the activity will be 18 months.

Component 4	
Component Name	Piloting Quality Services
Cost (\$)	1,306,500
Component Description	<p>The rationale of the activities derives from the situation of children and their families in a postconflict environment, which is characterized by displacement, separation of families, and loss of livelihood and shelter. Thus there is a need for services targeting conflict-affected and vulnerable children and families. Families have to be supported as they are supposed to provide the stable environment for the development of children.</p>

	<p>Services will range from secondary prevention (e.g., services for children and families who are at high risk but not yet faced with abuse/exploitation or are in distress) to tertiary prevention (e.g., services for children and families who suffered from abuse/exploitation/distress/displacement/separation to alleviate negative impacts and prevent further deterioration of the situation). Services primarily aim to strengthen the capacity of families to preserve themselves so that they can provide appropriate care and protection to their children; Services include family and job counseling, income security, specific services needed, legal aid, foster care, community outreach, etc.</p> <p>The objective of the project is to strengthen self-help capacities of families so that after the intervention they will be capable of securing their livelihood and escaping hard-core poverty.</p> <p>The project will achieve that objective through decentralized delivery of services to families through government and NGO workers. As described above, the development of a family and child protection system requires reform on many fronts that cannot be achieved without the long-term commitment of all stakeholders. To get the cooperation of stakeholders (i.e., policy makers, service providers of government and nongovernment organizations, service users), the project needs to produce visible benefits at its initial pilot phase.</p> <p>Decentralized service delivery pilot areas will be the districts of Achham, Baitadi, Dang, Banke, and Bardia (a mix of source and receiving districts of internally displaced people [IDPs] and they are districts with either ADB or UNICEF projects or both). In component 1, the decision will be made to also include, or replace the listed districts with, Rukum and Rolpa.</p> <p>The services will comprise the following. (i) Investment for a sustainable livelihood through a basic cash family development means-tested matching grant of NRs1,000 per month for 1 year to all families. Given the fact that the project is supposed to strengthen women's capacity to manage development of households, the grant will be payable preferably to the women. Single-parent households will receive NRs700. The cash benefit will be made conditional to participation in income-generating activities as well as skills development and the training described below. The grant should be used for improving housing conditions, and providing clothing, and other basic needs. The use of the funds will be monitored. Target families will be identified through proxy means testing in collaboration with local stakeholders, based on the Disadvantaged Group Mapping methodology developed by UNICEF. The District Gender Mainstreaming Committee (in order to identify the VDCs), VDCs, wards, and local community stakeholders supported by social workers will identify the target families. The municipalities/villages will be chosen during the implementation of component 1. First priority will be (returned) IDPs, Dalits, Janajati, and other disadvantaged people. The method of means test has to be confirmed in phase 1 and respective training for staff has to be planned. (ii) Decentralized community-based family support services, including psycho-social support, referral, and support to income-generating models and schemes, and other social services</p>
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	<p>including community drop-in centers, health care, and education. (iii) Improvement of quality of core public services like home care and out-of-home care, education, and health care. (iv) Restoration of the livelihood of affected families to mitigate family crises and separation through skills training, seed grants, and counseling.</p> <p>Income generation will be paramount among the direct services. This is a challenge especially if it focuses on the most disadvantaged groups. This is why this component will have as first element a conditional means-tested standard cash grant for 1 year for each family so as to secure livelihood during skills development and development of household income-generating capacities and plans. Skills development, training, and retraining in simple business techniques will be implemented in collaboration with training facilities and programs from the Center for Technical Education and Vocational Training (CTEVT), Department of Cottage and Small Industries (DCSI), and Cottage and Small Industries Development Board. The project will subsidize the actual costs of participation in skills training with a maximum of NRs10,000 per participant. Areas of business that were identified by CTEVT and DCSI comprise about 80 types of skills like bicycle repair, mechanics, wiring, plumbing, forestry, agricultural business (livestock and crop) in rural areas, and small retail shops among others. (An example of a list of training subjects is in Appendix 1).</p> <p>Many of the mentioned skills require equipment and equipment to earn money (like a sewing machine or tools). For this purpose, the project will assist the households through one-time grants of up to NRs6,000 per identified family in appropriate agreed-upon installments to buy equipment and to have seed money to scale up and to find access to markets and potential customers.</p> <p>To implement these services, the project will work with these groups:</p> <ul style="list-style-type: none"> (i) Government social workers as far as available; otherwise, with NGO social workers. They will distribute the cash allowance to the identified recipients, create awareness about the objective of the cash allowance, and support the community stakeholders in targeting and avoiding negative social impacts on families and communities. (ii) Locally based NGOs, CBOs (maximum 1 per VDC), and other service providers, which will serve as organizers of services like skills development, family counseling, and assistance in income generation and as contact and outreach point to the target groups. <p>Collaboration with, support of, and referral to existing services offered by CTEVT, DCSI, government, NGOs, and development partner-funded projects will be paramount. Qualified NGOs will be linked with successful models in other districts. Staff exchange, exchange of lessons learned and techniques as well as backstopping will be facilitated by the JFPR project. Measures of orientation and capacity development of key NGO staff will be done under component 3.</p>
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	<p>The project will distribute significant amounts of cash. This will produce some fiduciary risks. To prevent such risks, public auditing as well as effective monitoring mechanisms will be needed. An identification system will be helpful to support the implementation and monitoring of cash distribution and service delivery. The project will check the possibility of developing, for example, a fingerprint scanning device. For this, a grant from the ADB information technology fund supported by the Government of Korea will be requested and other grant facilities will be explored. Once implemented, this facility will have a large potential for preventing fraud, and monitoring services and citizens rights (including birth registration and voting). Until this device becomes available, the usual means such as fingerprints or even community stakeholders will suffice as monitoring mechanism. Details will be elaborated in component 1.</p>
Monitorable Deliverables/Outputs	<ul style="list-style-type: none"> • Tested pilot activities are implemented. • 4,000 conflict-affected and vulnerable families and their children have developed their capacity to generate enough income and have access to effective social services.
Implementation of Major Activities: Number of months for grant activities	<ul style="list-style-type: none"> • The implementing agency is the main agency for this component but will be supported by other committees and agencies. • The component will last for 44 months including 6 months for setting up the necessary arrangements.

Component 5	
Component Name	Monitoring, Evaluation, Management, and Administration
Cost (\$)	262,500
Component Description	<p>Regular monitoring of performance is essential to improve the quality of services and to ensure project outcomes are achieved. Monitoring includes</p> <ul style="list-style-type: none"> • developing a set of performance indicators and a basic management information system; • training social workers in supervision and monitoring; • developing complaints procedures for service users at the local level; • setting up a mechanism for reviewing implementation and enforcement of set standards; • using effectively, for example, the fingerprint scanning facility if available; • regularly assessing progress and project impact; and

	<ul style="list-style-type: none"> reviewing achievements and preparing documentation of lessons from implementing the pilot phase <p>On the basis of the monitoring data, entry points and a plan for upscaling will be developed including costing, phasing, policy reforms needed, and possible sustainable financing mechanisms including government and development partner sources, all in the context of decentralization and participation.</p> <p>Detailed descriptions of management and administration are found in the implementation arrangements.</p>
Monitorable Deliverables/Outputs	<ul style="list-style-type: none"> Report on project outcome and project effectiveness Concept and plan for upscaling and sustainability Effective project management
Implementation of Major Activities: Number of months for grant activities	<p>The implementing agency will hire an independent institute or firm to perform the evaluation and upscaling concept. The institute will work together with all relevant stakeholders. The ADB social protection specialist and UNICEF specialists will conduct regular assessments.</p> <p>A project management office (PMO) and five project implementation units (PIUs) will be established. Total project duration is 48 months.</p>

2. Financing Plan for Proposed Grant to Be Supported by JFPR

Funding Source	Amount (\$)
JFPR	2,000,000 100,000 (incremental costs)
Government	450,000 (in kind)
Other Sources (Please identify)	200,000 (UNICEF in kind) 300,000 IT grant funded by the Government of Korea (proposed) 30,000 Communities Others (to be determined)
Total	3,080,000

The summary cost table is in Appendix 2.

3. Background

Nepal has been going through extensive political, economic, and social changes in the past decade. Although the recent political change can pave the way for sustainable peace and stability, the conflict that had escalated during more than 10 years has put a tremendous stress on formal and informal protection mechanisms and exposed vulnerable populations, women and children in particular, to exploitation and abuse.

Families form the first line of care for children. The farther away children are from their families, the more likely they are to face abuse. The armed conflict in Nepal has resulted in increased numbers of IDPs, especially children separated from their families in both urban and rural areas. It is estimated that there are 100,000–200,000 IDPs in Nepal. Children Win (CWIN, a local child-

support NGO) suggests that 40,000 children have been displaced since 1996. All the families will need support to restore their livelihood and income.

In Nepal, both government and NGOs run institutional care facilities for orphans and separated children. The overwhelming majority of the institutions caring for children are run by NGOs, and several dozens are to date not registered with the Government. There is therefore a legal vacuum with respect to institutional care facilities for children run by NGOs. Another challenge is that there is no separate law in Nepal that requires licensing or registration of institutional care providers. All nongovernment child homes are registered instead with the District Administration Office under the Society Registration Act as NGOs. The legislation is broad, and includes no specific procedures to determine whether care providers are qualified and professionally competent. However, the Government is now undertaking a comprehensive review of the Child Act of 1992.

In Nepal, social welfare programs and services have been harnessed but not optimized. The current practice of relying mainly on para-professionals and an untrained work force to deliver services is sufficient if the needs of children and their families are essentially at the primary prevention level. However, the changing global and national environments confront many Nepalese children and their families with social realities that may require social protection services at the secondary and tertiary prevention levels where a more professional and qualified workforce is required.¹

Various researches and documentation point to the need for legal measures as well as for setting minimum standards for child protection and other services. In 2004, UNICEF and ILO began working with the Government to develop a comprehensive set of minimum standards for the care of children in need of special protection. Nevertheless, the country is yet to develop adequate systems to implement those standards, to regulate services and professions such as social work, and to monitor and evaluate practice against standards.

4. Innovation

To achieve its objectives, the project will work on three levels—central, district and municipality/village, and community— where the services meet their target groups.

Given recent developments and the beginning of the peace process, the project has to be flexible to take into account new developments, especially at local governance level. Component 1 is therefore especially important because it will help in adapting to developments and ensure the participation of communities.

The project entails five major components (i.e., areas of action): (i) In-depth assessment; (ii) legal support for better service standards; (iii) capacity development; (iv) piloting quality services; and (v) monitoring, evaluation, management, and administration. Each component comprises a set of activities that require intervention at different strategic levels. The innovative element of the project lies in the combination of these components in the way families are supported through a mixed strategy and in the flexibility of the design.

The project will also follow a very participatory approach by involving target groups, local governance bodies, development partners, and stakeholders in the final project design, targeting, and implementation. The project starts with an in-depth assessment of the situation,

¹ UNICEF. 2005. *Assessment of Social Work Education and Practice in Nepal*. Katmandu.

which will lead to a confirmation or revision of the proposed components if required. The project will especially involve target groups and service providers to ensure that the desired results are achieved.

5. Sustainability

The project will be based on a careful assessment of the situation, needs, capacities and willingness to bring about change. All major stakeholders will be involved in implementation. The Social Protection Index for committed poverty reduction study clearly shows that Nepal’s commitment to social protection is already laudable. Thus it can be expected that if the project is effective in fighting extreme poverty and vulnerability, it will contribute to social cohesion and durable peace, pave the way to effectively fight corruption, strengthen gender equality, improve opportunities for girls and boys, and be firmly based on democratic and participatory values. Thus, the Government and stakeholders will be willing to ensure sustainability especially through continuous financing. The Government already expressed its willingness to support the outcomes if the project is successful.

6. Participatory Approach

The project follows a participatory approach from the design stage to implementation up to evaluation and upscaling. This is especially true for decentralized district- and village-level stakeholders like district gender and mainstreaming committees, VDCs, district women development officers, and DCWB. Stakeholders are also part of the Steering Committee and the Technical Working Group.

Primary and other stakeholders (including NGOs) play a key role in implementation. Their involvement has been described earlier. Contacts with the Japan International Cooperation Agency (JICA) have shown a large interest in the project and in the corresponding involvement of Japanese NGOs, the private sector, and volunteers.

Primary beneficiaries and other affected groups and relevant description	Other key stakeholders and brief description
<ul style="list-style-type: none"> - Conflict-affected families and children - Vulnerable families and children - Communities - NGOs, CBOs - Government institutions in charge of social protection and social services 	<ul style="list-style-type: none"> - All involved political forces from central to local level - Development partners - International, especially United Nations, agencies

7. Coordination

The project design was discussed with the Japanese Embassy (Mr. Tomita) and JICA (Mr. Koizumi). The result of the discussion was the assurance of full support.

Selection of NGOs is explained in detail in the implementation arrangements as well as the geographical focus of the project.

There is neither World Bank involvement nor any overlap with other projects. Coordination with other ADB-assisted projects is ensured.

8. Detailed Cost Table

Appendix 3 gives the detailed cost estimates, and Appendix 6 the fund flow arrangements.

C. Linkage to ADB Strategy and ADB-Financed Operations

1. Linkage to ADB Strategy

The project has been discussed in detail with NRM, with special focus on the Country Strategy and Program (CSP). The project is absolutely in line with the CSP, which strongly emphasizes poverty reduction and decentralized delivery of services. Relevant documents that were taken into account are CSP, poverty reduction strategy paper, and the relevant memoranda, action plans, and laws of Nepal.

2. Linkage to Specific ADB-Financed Operation

Project Name	Skills for Employment Project
Project Number	Loan 2111-NEP
Date of Board Approval	25 November 2004
Loan/TA Amount	\$20 million

The project is linked to Loan 2111 through the exchange of experiences and staff, and both projects work partly with the same institutions (CTEVT, DCSI). The proposed JFPR project will develop services to the target groups, which include skills for employment activities. The target districts overlap partly.

Project Name	Rural Reconstruction and Rehabilitation Sector Development Program
Project Number	40554-01
Date of Board Approval	End of September 2007
Loan/TA Amount	\$96 million

Loan 40554-01 will be implemented throughout the country. The JFPR project will establish linkages to this project, which is already at the project preparatory technical assistance (PPTA) stage. They have linkages: (i) both projects will operate in conflict-affected areas; (ii) both projects will support decentralization; (iii) both projects will focus on service delivery to the affected population; (iv) both projects will create employment and income-generating opportunities; and (v) the JFPR project will benefit from infrastructure created by this program, especially to ensure access to markets.

3. Development Objective of the Associated ADB-Financed Operation

All projects mentioned above have a strong and direct poverty reduction and postconflict focus.

4. List the Main Components of the Associated ADB-Financed Operation

No.	Component Name	Brief Description
1.	Loan 2111 NEP, components 1 and 2	2.1 Increasing access to market oriented, short term skill training 2.2 Capacity strengthening
2.	Project 40554-01 NEP (PPTA)	3.1 Programs for promoting income generation 3.2 Programs for promoting linkages to microfinance

5. Rationale for Grant Funding versus ADB Lending

Grant financing in these special circumstances is the preferred mechanism, given that ADB grant facilities are designed to support pilot activities and test new approaches.

D. Implementation of the Proposed Grant

1. Name of the Implementing Agency	Department of Women Development
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The Executing Agency for the Project will be the Ministry of Women, Children and Social Welfare (MoWCSW). Focal agencies on the district level will be the Women Development Office (WDO) and DCWB. A project Steering Committee (SC) headed by the Secretary of MoWCSW will be created. On the district level the project will be guided and supported by the District Gender Mainstreaming and Child Rights Coordination Committee, chaired by the WDO and comprising district line agencies, DCWB, and key district stakeholders. UNICEF will act as technical advisor. The project team and the project SC will be assisted by the Technical Working Group. Project districts will be Achham, Baitadi, Dang, Banke, and Bardia (to be confirmed in component 1 of the project). The project will be carried out over 48 months, beginning in September 2007 and ending in August 2011. The project timetable is in Appendix 4. Further implementation details are in Appendix 5.

All procurement under the JFPR grant will be conducted in accordance with ADB's *Procurement Guidelines* (2007, as amended from time to time). Consultants, and research and training institutes will be recruited by ADB in accordance with ADB's *Guidelines on the Use of Consultants* (2007, as amended from time to time) to provide the services for implementing, managing, and monitoring the progress of the JFPR grant. The terms of reference for consultants are in Appendix 8. Local NGOs and consultants will be contracted by the grant implementation unit (PMO and PIUs) in accordance with ADB's *Guidelines on the Use of Consultants*.

2. Risks Affecting Grant Implementation

Type of Risk	Brief Description	Measures to Mitigate the Risk
Governance	Problems of fraud and corruption	Include good governance and strict financial control as well as IT.
Lack of cohesion	Lack of support from key political forces and stakeholders	Consultation, participation, flexibility in design and timing
Safety	Social unrest	Involvement, addressing root causes instead of symptoms

3. Incremental ADB Costs

The project may require financing for incremental costs of up to 5% of the grant amount since the grant will be implemented under exceptional circumstances in postconflict Nepal. The grant is unusually complex and might need additional resources beyond those provided by the regular administration budget. Additional resources may be needed to facilitate community participation or NGO collaboration or hiring of consultants. The tentative additional costs are included in the total grant amount and in the detailed cost table (Appendix 3). Incremental costs will be financed from the JFPR administrative budget, not from the project grant.

Component	Incremental Bank Cost
Amount requested	\$100,000
Justification	The funds may be required to augment project supervision and implementation costs as the project is complex.
Type of work to be rendered by ADB	Facilitation, coordination. The terms of reference will be elaborated in phase 1.

4. Monitoring and Evaluation

Key Performance Indicator	Reporting Mechanism	Plan and Timetable for Monitoring and Evaluation
- A new mechanism to fight extreme poverty has been successfully tested and is ready for upscaling.	Final report	Month 48
- All stakeholders and communities support the approach.	Inception report, monitoring and evaluation report	Month 8
- The Government and development partners evaluate the project and find it worth supporting.	Upscaling concept	Month 48
- Extreme poverty has been reduced in a sustainable way among the target population within a period of 44 months.	Monitoring and evaluation report	Month 48
- Government and other services to the target population have been checked with the beneficiaries and are improved in terms of availability, accessibility, and relevance to people's lives.	Final report	Continuing, from month 14 until month 48

5. Estimated Disbursement Schedule

Fiscal Year (FY)	Amount (\$)
FY2007	300,000
FY2008	700,000
FY2009	700,000
FY2010	300,000
Total Disbursements	2,000,000

Appendixes

1. Examples for Skills Training
2. Summary Cost Table
3. Detailed Cost Estimates
4. Project Timetable
5. Implementation Arrangements
6. Fund Flow Arrangement
7. Terms of Reference for Consulting Services

EXAMPLES FOR SKILLS TRAINING

- | | |
|-------------------------------------|---|
| 1. Allo (nettle) fiber | 40. Incense sticks |
| 2. Bag making | 41. Jute carpet weaving |
| 3. Baking | 42. Ketoki processing |
| 4. Bamboo crafts | 43. Kucho making |
| 5. Basketry | 44. Khukuri knife making |
| 6. Bead works | 45. Knot craft |
| 7. Bee keeping and honey processing | 46. Leather goods |
| 8. Bhuje (Muri) making | 47. Leather processing |
| 9. Bicycle and riksa repairing | 48. Lioo weaving |
| 10. Block printing | 49. Mason training |
| 11. Box making | 50. Mechanical works |
| 12. Brush making | 51. Metal crafts |
| 13. Candle making | 52. Motorcycle repairing |
| 14. Carpentry | 53. Noodles |
| 15. Carpet weaving | 54. Photography and videography |
| 16. Cement tiles roofing | 55. Plumbing sanitary |
| 17. Ceramics | 56. Product design |
| 18. Chalk making | 57. Radio TV repairing and maintenance |
| 19. Chhwali handicrafts | 58. Readymade garments |
| 20. Churi ghee processing | 59. Rope making |
| 21. Coffee processing | 60. Sallepeer handicrafts |
| 22. Computer (basic course) | 61. Sewing cutting (traditional garments) |
| 23. Dairy products | 62. Shoes making and repairing |
| 24. Dalmoth and potato chips | 63. Signboard painting |
| 25. Dhaka weaving | 64. Silk yarn spinning |
| 26. Dying (textile and yarn) | 65. Soap making |
| 27. Embroidery | 66. Socks weaving |
| 28. Envelopes and file making | 67. Solar heater |
| 29. Fabric painting | 68. Soap making |
| 30. Fruits and vegetable processing | 69. Tie-dye |
| 31. General electric works | 70. Tika (bindiya) making |
| 32. General engineering works | 71. Tomato ketchup, pickle |
| 33. Ginger processing | 72. Vimal processing |
| 34. Hair cutting, ladies/gents | 73. Wood carving |
| 35. Handmade paper and products | 74. Wool spinning |
| 36. Hosiery | 75. Woolen knitwear |
| 37. House painting | 76. Woolen radipakhi |
| 38. House wiring | 77. Woolen shaft weaving |
| 39. Improved smokeless chulo | 78. Miscellaneous (as per demand) |

SUMMARY COST TABLE

<div style="display: flex; justify-content: space-between; align-items: center;"> ↙ ↘ </div> Grant Components ↓ Inputs/ Expenditure Category	Component 1: In-Depth Assessment	Component 2: Legal Support for Better Service Standards	Component 3: Capacity Development	Component 4: Piloting Quality Services	Component 5: Monitoring, Evaluation, Management, and Administration	Total (Input)	Percent
1. Civil Works							0.0
2. Equipment and Supplies					50,000	50,000	1.5
3. Training, Workshops, Seminars, and Public Campaigns	10,000	49,500	104,000	-	10,000	173,500	8.7
4. Consulting Services	52,000	34,500	31,000	38,000	10,500	166,000	8.3
5. Grant Management					192,000	192,000	9.6
6. Other Inputs (Services to be Beneficiaries)				1,268,500		1,268,500	63.4
Subtotal	62,000	84,000	135,000	1,306,500	262,500	1,850,000	92.5
7. Contingencies	5,027	6,811	10,946	105,932	21,284	150,000	7.5
Subtotal JFPR Grant Financed	67,027	90,811	145,946	1,412,432	283,784	2,000,000	100.0
Incremental Costs						100,000	
Government Contributions				300,000	150,000	450,000	
Other Donor(s) Contributions				300,000	200,000	500,000	
Community's Contributions				30,000		30,000	
Subtotal Other Financing				630,000	350,000	1,080,000	
Total Estimated Costs	67,027	90,811	145,946	2,042,432	633,784	3,080,000	

JFPR = Japan Fund for Poverty Reduction.
Source: Asian Development Bank.

DETAILED COST ESTIMATES

Code	Supplies and Services Rendered	Unit	Costs		Total \$	Contributions					
			Quantity Units	Cost Per Unit		Amount	JFPR		Government	Other Donors	Communities
							Method of procurement				
Component 1: In-Depth Assessment			Subtotal		62,000	62,000	0	0	0	0	
1.1	Civil Works none										
1.2	Equipment and Supplies none										
1.3	Training, Workshops, and Seminars						Shopping				
1.3.1	Transport	round trips	100	70	7,000	7,000					
1.3.2	Accommodation per diem	person-days	200	10	2,000	2,000					
1.3.3	Venue, material, and equipment	lump sum	1000	1	1,000	1,000					
1.4	Consulting Services						QCBS				
1.4.1	International	person-months	1	24,000	24,000	24,000					
1.4.2	National	person	8	3,500	28,000	28,000					
1.5	Management and Coordination of this Component (see component management and administration)										
1.6	Other Project Inputs (specify: e.g., costs for NGO's, micro-finance) none										

Code	Supplies and Services Rendered	Unit	Costs			Contributions				
			Quantity Units	Cost Per Unit	Total \$	JFPR		Government	Other Donors	Communities
						Amount	Method of procurement			
Component 3: Capacity Development			Subtotal	135,000	135,000	0	0	0	0	
3.1	Equipment and Supplies									
3.2	Training, Workshops, and Seminars					CQS				
3.2.1	6 months social worker training		80	750	60,000	60,000				
3.2.2	Training of district officers		20	400	8,000	8,000				
3.2.3	Training of NGO staff and other community staff		120	300	36,000	36,000				
3.3	Consulting Services						QCBS			
3.3.1	International	person-month	1	24,000	24,000	24,000				
3.3.2	National	person-month	2	3,500	7,000	7,000				
3.4	Management and Coordination of this Component (see component management and administration)									
3.5	Other Project Inputs (specify: e.g., costs for NGO's, micro-finance) none									

Code	Supplies and Services Rendered	Unit	Costs			Contributions				
			Quantity Units	Cost Per Unit	Total \$	JFPR		Government	Other Donors	Communities
						Amount	Method of procurement			
Component 4: Piloting Quality Services			Subtotal	1,936,500	1,306,500	0	300,000	300,000	30,000	
4.1	Equipment and Supplies									
4.2	Training, Workshops, and Seminars									
4.3	Consulting Services					QCBS				
4.3.1	International	person-month	1	24,000	24,000	24,000				
4.3.2	National	person-month	4	3,500	14,000	14,000				
4.4	Management and Coordination of this Component (see component management and administration)									
4.5	Other Project Inputs (specify)									
4.5.1	Skills training fees and other related costs	persons	3,000	143	429,000	429,000				
4.5.2	Family cash allowance	family	4,000	120	480,000	480,000				
4.5.3	Seed allowance for income generation	family	4,000	87	349,000	349,000				
4.5.4	IT fingerprint scanner	lumpsum			300,000		ICB		300,000	
4.5.5	Salary for social workers	person-years	150	2,000	300,000			300,000		
4.5.6	Salary for child protection officer Baitardi	person-years	3	3,500	10,500	10,500			30,000	
4.5.7	Targeting coordination meetings (committees, VDCs, and community participation)	estimate			30,000					

Code	Supplies and Services Rendered	Unit	Costs			Contributions				
			Quantity Units	Cost Per Unit	Total \$	JFPR		Government	Other Donors	Communities
						Amount	Method of procurement			
Component 5: Monitoring, Evaluation, Management, and Administration			Subtotal:	612,500	262,500	0	150,000	200,000	0	
5.1	Equipment and Supplies									
5.1.1	Computers			10,000	10,000	Shopping				
5.1.2	Copying machine			4,000	4,000	Shopping				
5.1.3	Telephones, fax, and mobilephones			2,000	2,000	Shopping				
5.1.4	Furniture			4,000	4,000	Shopping				
5.1.5	Car rental and fuel			20,000	20,000	Shopping				
5.1.6	Air transportation			10,000	10,000	Shopping				
5.2	Training, Workshops, and Seminars									
5.2.1	Transportation	Round trips	50	100	5,000	5,000				
5.2.2	Accommodation and per diem	Person-days	400	10	4,000	4,000				
5.2.3	Venue, material, and equipment	lumpsum	1000	1	1,000	1,000				
5.3	Consulting Services						QCBS			
5.3.1	Project manager	Person-months	48	4,000	192,000	192,000				
5.3.2	External audit	person	3	3,500	10,500	10,500				
5.4	Management and Coordination of this Component									
5.5	Other Project Inputs (specify)									
5.5.1	Project staff local	Person-years	10	5,000	50,000			50,000		
5.5.2	International expert from UNICEF	Person-months	6	24,000	144,000				144,000	
5.5.3	Office space, electricity, telephone	lumpsum			121,000		Shopping	90,000	31,000	
5.5.4	Support for meetings	lumpsum			35,000			10,000	25,000	
Subtotal			Total:	2,830,000	1,850,000	0	450,000	500,000	30,000	
Incremental Cost Details				100,000	100,000					
Other contingencies				150,000	150,000					
Total Contingencies				250,000	250,000					
Total Grant Costs			Total:	3,080,000	2,100,000	0	450,000	500,000	30,000	

ICB = international competitive bidding, IT = information technology, LCB = local competitive bidding, NGO = nongovernment organization, QCBS = quality-and cost-based selection, UNICEF = United Nations International Children's Emergency Fund, VDC = village development committee.

Source: Asian Development Bank.

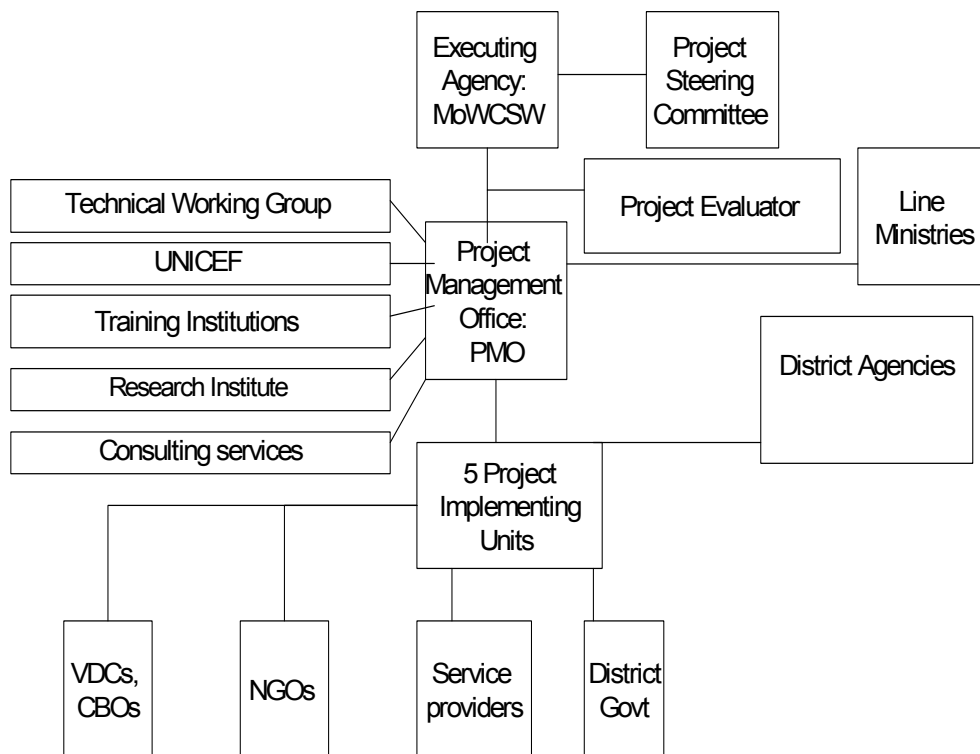
IMPLEMENTATION ARRANGEMENTS

1. The Executing Agency for the Project will be the Ministry of Women, Children and Social Welfare (MoWCSW). MoWCSW will facilitate coordination with local governance bodies and serve as link between the Japan Fund for Poverty Reduction project and other projects supported by the Asian Development Bank (ADB) and United Nations Children's Emergency Fund (UNICEF) and other development partners in the area, especially focusing on children and families affected by the conflict.
2. The Implementing Agency will be the Department of Women Development (DWD). Focal agencies on the district level will be the Women Development Office (WDO) and the District Child Welfare Board.
3. A project steering committee (SC), headed by the Secretary of MoWCSW will be created. Members of the SC will be representatives from the Ministry of Finance; National Planning Commission; Ministry of Labor and Transport Management; Ministry of Local Development; Ministry of Home Affairs, Peace Secretariat; Ministry of Education and Sports; Ministry of Health and Population; Ministry of Law, Justice and Parliamentary Affairs; and DWD. ADB and UNICEF will participate as observers. The SC will meet at least three times a year.
4. On the district level the project will be guided and supported by the District Gender Mainstreaming and Child Rights Coordination Committee, chaired by WDO and comprising district line agencies, District Child Welfare Board, and key district stakeholders.
5. UNICEF will act as technical advisor. The Chief of the Child Protection Section will participate in the Technical Working Group (TWG) and advise the project management office (PMO) and project implementation unit (PIU) in matters related to child protection and family services.
6. The project team and the project SC will be assisted by the TWG. The main task of the TWG is to serve as a critical partner in reviewing the outputs, give advice on optimizing the results, and support the project in specific areas. Main members to be invited to the TWG will be representatives or specialists nominated by UNICEF, International Labor Organization (ILO), United Nations High Commission for Refugees (UNHCR), Save the Children, Central Child Welfare Board, DWD, and ADB.
7. Project districts will be Achham, Baitadi, Dang, Banke, and Bardia (to be confirmed in component 1 of the project). The Government requested an extension of the number of districts. The extension will be evaluated considering availability of additional funding. The project will tentatively cover a minimum of 4,000 families living in 30 village development committees (VDCs). (A VDC comprises up to 9 wards; a ward comprises about 4 settlements; a settlement comprises 25–50 households. Average household size is 5.27 persons). A PIU will be established in each target district in conjunction with local governance bodies, as far as possible in UNICEF premises. The PIUs will be responsible for day-to-day project administration at the local level including the recruitment of local nongovernment organizations/community-based organizations selected on established criteria recommended by the TWG and approved by the SC. The procedure will follow the project implementation manual prepared and finalized during the inception phase and approved by MoWCSW and ADB. DWD will assign the following staff for the project: (i) project director, and (ii) project administration staff at central level (two project administrators, one accountant); and (iii) five district coordinators (one in each project district), and (iv) additional supporting field staff and accountants in each district as appropriate. The

staff will be assigned 2 weeks before project effectiveness. The PMO will be managed by a team leader who will be assisted by qualified and specialized consultants. The PIUs will be headed by district coordinators.

8. UNICEF will provide support through its district offices. The project will develop synergies with ADB-assisted projects, which focus on conflict-affected areas, and will collaborate closely with other initiatives and share technical support capacity on a district-by-district basis. Such collaboration will enhance decentralized governance by localized implementation and harmonize intervention with other development partners. The project will also explore ways to work together with ILO and UNHCR on a technical level.

9. The project will be carried out over 48 months, beginning in September 2007 and ending in August 2011. There will be a total input of 72 person-months of consulting services (4 international and 68 national). The terms of reference are in Appendix 7. All consultants will be recruited in accordance with ADB's guidelines and other arrangements satisfactory to ADB for engaging national consultants.

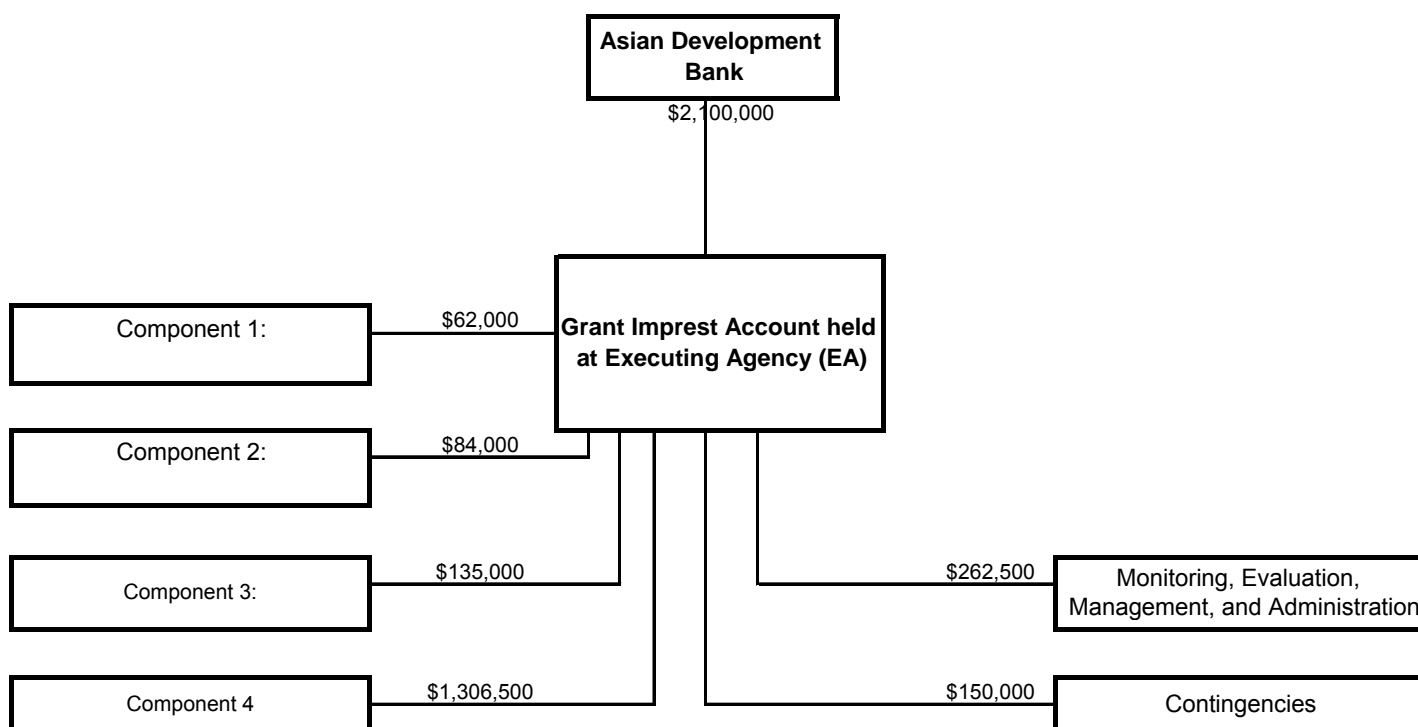


CBO = community-based organization, MoWCSW = Ministry of Women, Children and Social Welfare, NGO = nongovernment organization, VDC = village development committee.

FUND FLOW ARRANGEMENTS

1. Funds will be disbursed under the terms of a contractual arrangement with a Government-approved party acceptable to the Asian Development Bank (ADB), which will maintain a separate Japan Fund for Poverty Reduction (JFPR) imprest account at a bank acceptable to ADB. The Government will channel funds to the project management office (PMO) and the project implementation units, which will each maintain separate subaccounts. Signing authority for fund withdrawal application will be the Executing Agency. The JFPR imprest account will be established, managed, replenished, and liquidated in accordance with ADB's *Loan and Disbursement Handbook* and detailed arrangements agreed on by the Government and ADB. The initial advance to the imprest account should be based on approved contracts and planned expenditures for the first 6 months of the project. However, total advances at any time are not to exceed estimated expenditures for the next 6 months or 10% of the grant amount, whichever is lower. The statement of expenditures (SOE) procedure will be used for reimbursing eligible expenditures and liquidating the imprest account for any individual payment transaction up to \$5,000 equivalent.

2. The PMO shall (i) maintain, or cause to be maintained, separate accounts for the JFPR project; (ii) have such accounts and related financial statements audited annually, in accordance with appropriate auditing standards consistently applied, by independent auditors acceptable to ADB; (iii) furnish to as soon as available, but in any event not later than 6 months after the end of the fiscal year, certified copies of such audited accounts and financial statements and the report of the auditors relating thereto, including the auditor's opinion on the use of the JFPR funds as well as on the use of the imprest account and SOE provided under the project, all in the English language; and (iv) furnish to ADB such other information concerning such accounts and financial statements and the audit thereof as ADB shall from time to time reasonably request.



TERMS OF REFERENCE FOR CONSULTING SERVICES

1. The consulting team for the Japan Fund for Poverty Reduction project will comprise 4 international consultants and 17 domestic consultants, to be recruited by the Executing Agency (EA) from one firm using quality- and cost-based selection (QCBS) and simplified technical proposals, in accordance with ADB's *Guidelines on the Use of Consultants* and other arrangements satisfactory to ADB for engaging national consultants. Each consultant will work with the team and the technical working group (TWG) in developing all outputs. The consultants will take into account the relevant ADB handbooks, especially the one on poverty and social analysis, the social protection strategy, and ADB's policy on gender and development. The specific technical tasks associated with each consultant are outlined below.

A. International Consultants

1. Project Management Specialist with Focus on Social Services (1 person-month)

2. The objective of the consultancy is to provide the EA, ADB, and the project implementation team with guidelines and supporting documentation, which will ensure effective and efficient implementation of the project. The tasks of the specialist are as follows:

- (i) write the project implementation manual;
- (ii) finalize and detail the project management and implementation arrangements;
- (iii) elaborate bidding documents for procuring items, following ADB guidelines;
- (iv) make a job description for each project staff (including qualification requirements and responsibilities), who will be recruited in project offices established under the project;
- (v) provide an organogram for the whole project structure including fund flow/information flow arrangements;
- (vi) prepare guidelines for technically implementing the project;
- (vii) in close cooperation with the Nepal Resident Mission (NRM), elaborate detailed fund flow approval and disbursement arrangements, following ADB guidelines and procedures;
- (viii) give an overview of ADB regulations including guidelines for procurement and recruitment of consultants, etc.;
- (ix) develop formats for reports to be delivered by the project offices and contractors;
- (x) provide an outline of the monitoring and evaluation system;
- (xi) if necessary, propose possible amendments to the costing tables in the light of findings; and
- (xii) work in close cooperation with the project officer, NRM, and the EA.

2. Legal Specialist with Focus on Child Rights, Adoption, and Foster Care (1 person-month)

3. The tasks of the specialist are as follows:

- (i) review existing legislation and reform proposals in Nepal especially in the field of quality assurance, minimum standards, licensing, and monitoring of social work including implementation and enforcement;
- (ii) propose amendments to components 2 and 3, if necessary, following the survey in component 1;

- (iii) provide an overview of best practices in child protection and regulation of the quality of child protection services in other countries and the conditions under which they work;
- (iv) in a workshop, discuss reform options in the field of child protection and quality assurance in child protection services, conditions, and feasibility issues;
- (v) help finalize the draft of “the minimum standards of care for children in need of protection” prepared jointly by United Nations International Children’s Emergency Fund (UNICEF), International Labor Organization (ILO), the Central Child Welfare Board, and other stakeholders and help develop the draft regulation for those minimum standards;
- (vi) draft a regulation and set of guidelines for a procedure for licensing child protection workers and institutions;
- (vii) write a report containing the assessment, draft proposals for reform or issuance of regulations, conditions for their implementation and possible obstacles to overcome, a realistic time frame, and a list of activities including phasing; and
- (viii) work closely with UNICEF and the Child Welfare Board and build on existing structures and plans.

3. Social Service Management Specialist, with Focus on Child and Family Services (1 person-month)

4. The tasks of the specialist are as follows:

- (i) review existing services including home care and out-of-home services based on documents and field visits;
- (ii) review management performance, quality assurance and monitoring practices and regulations;
- (iii) participate in the survey (component 1) and refine component 4 following the survey;
- (iv) based on the situation analysis, elaborate a proposal on how to strengthen existing frameworks and practices in collaboration with the legal and capacity development expert;
- (v) hold lectures on social service planning, management, and implementation for selected government officials from the central and local levels;
- (vi) contribute to the design of the field survey;
- (vii) assess the need for capacity development in collaboration with local training institutes and other capacity-development programs, especially those of the United Nations Development Programme;
- (viii) develop curricula for the two target groups mentioned;
- (ix) design appropriate courses and define conditions and support needed;
- (x) hold courses on development, updating and designing capacity-building measures in this specialized field for the selected target audience;
- (xi) write a report with recommendations for activities, implementation, sustainability, necessary framework, and immediate, medium-term, and long-term activities. The report should include the mentioned curricula.

4. Business Development Specialist (1 person-month)

5. The tasks of the specialist are as follows:

- (i) identify and link with existing models and projects of business development;
- (ii) in cooperation with the other experts, identify those models that are most appropriate to help the target population;

- (iii) identify requirements, conditions, activities, and reforms necessary to develop business in the target areas;
- (iv) hold a local workshop with business representatives and collect their views and problems;
- (v) link with projects focusing on skills development, infrastructure, governance, and public services and assess synergies and gaps; and
- (vi) write a report containing a situation analysis, key recommendations for immediate, medium-term and long-term business development plans, focusing on restoring the livelihood of the beneficiary groups.

B. National Consultants

1. Project Management Specialist and PMO Team Leader (48 person-months)

6. The tasks of the specialist are as follows:

- (i) help set up the project management office (PMO);
- (ii) support the establishment of project implementation units (PIUs);
- (iii) function as administrative head of the PMO;
- (iv) coordinate the inputs of the consultants;
- (v) monitor project finances;
- (vi) monitor project implementation and report frequently to the EA and to ADB on progress made, issues, and problems;
- (vii) coordinate the PIUs;
- (viii) support the EA in coordinating partners and stakeholders;
- (ix) monitor the organization of the steering committee and technical working group meetings as well as workshops at the central level;
- (x) collaborate with the EA in all fiduciary matters and communications with ADB;
- (xi) support the EA in all recruitment and procurement issues;
- (xii) guide the PIUs in the recruitment of nongovernment organizations (NGOs), and together with the relevant national and international consultants, elaborate selection criteria for the NGOs;
- (xiii) propose to ADB and the EA the engagement of national or international consultants in accordance with ADB's *Guidelines on the Use of Consultants* or other arrangements acceptable to ADB;
- (xiv) review and compile monthly progress reports received from PIUs and other national implementing agencies;
- (xv) submit a comprehensive 6-month progress reports to the EA and ADB;
- (xvi) facilitate the work of the EA; and
- (xvii) prepare final project reports.

2. Child Protection Specialist (2 person-months)

7. The specialist will undertake the following tasks:

- (i) provide guidance and technical support taking into account international standards and norms of child protection;
- (ii) contribute to the advocacy strategy of policy development on child protection standards;
- (iii) contribute to policy reform and discussion of legal reform issues;

- (iv) monitor project activities and outcomes and liaise with the UNICEF child protection section; and
- (v) provide technical input into the design and implementation of child protection interventions in component 4.

3. Legal Expert (3 person-months)

8. The legal expert will undertake the following tasks:

- (i) participate in discussions in component 1 and propose amendments to components 2 and 3, if necessary, following the survey in component 1;
- (ii) together with the international legal specialist, help finalize the draft of “the minimum standards of care for children in need of protection” prepared jointly by UNICEF, ILO, the Central Child Welfare Board, and other stakeholders and help develop the draft regulation for those minimum standards;
- (iii) help draft a regulation and guidelines for a procedure for licensing child protection workers and institutions;
- (iv) work with the international legal specialist in reviewing existing legislation and reform proposals in Nepal including implementation and enforcement;
- (v) discuss with the international legal specialist the legislative procedures and conditions in Nepal;
- (vi) discuss reform options, conditions, and feasibility issues in a workshop;
- (vii) work together with the international legal specialist to write a report containing the assessment, proposals for reform, conditions for their implementation and possible obstacles to overcome, a realistic time frame, and a list of activities including phasing; and
- (viii) work closely with UNICEF and the Child Welfare Board and build on existing structures and plans.

4. Social Inclusion Services and Gender Specialist (1 person-month)

9. The tasks of the specialist are as follows:

- (i) review the situation of the target groups at community level by gender, and identify necessary ways of expressing their needs and complaints;
- (ii) together with the social protection specialist, conduct participatory workshops and focus group discussions with mixed, and women and children only groups at various levels (national, district, village) to assess needs, formulate priorities, introduce the process of social inclusion;
- (iii) prepare a stakeholder analysis and assessment report along with a proposed participation strategy for implementing social protection measures;
- (iv) detail—together with the relevant ministries, government and nongovernment institutions—a strategy for community-level support to the most disadvantaged groups;
- (v) identify possible partners for pilot projects at local levels, including delivery of social protection service to disadvantaged groups, and strengthening local bodies and agencies through training and capacity development on social-protection issues to be tested;
- (vi) assist the social protection specialist to review existing programs with respect to their coverage, implementation, and impact from a gender and social inclusion perspective based on specific examples;

- (vii) examine informal social security mechanisms, their effectiveness for enhancing livelihood security of the poor and vulnerable groups; and inherent gender biases if any; and
- (viii) write a summary report containing recommendations and lessons learned.

5. Business Development Specialist (2 person-months)

10. The tasks of the specialist are as follows:

- (i) work closely with the international business development specialist;
- (ii) transfer business-related know-how to NGOs and community-based organizations;
- (iii) in cooperation with the other experts, help identify those models that are most appropriate to help the target population;
- (iv) help identify requirements, conditions, activities, and reforms necessary to develop business in the target areas;
- (v) support a local workshop with business representatives and collect their views and problems;
- (vi) help identify successful projects focusing on skills development, infrastructure, governance, and public services; and
- (vii) contribute to the report containing a situation analysis, feedback received, key recommendations for immediate, medium-term and long-term action, and issues and risks.

6. Social Protection Specialist (2 person-months)

11. The tasks of the specialist are as follows:

- (i) take the ADB Social Protection Study (2004) and its recommendations as starting point;
- (ii) define, in cooperation with the other specialists, the priority target groups, their exposure to risks and needs for social protection arrangements and develop criteria to minimize leakages while reaching target groups;
- (iii) review and assess in detail existing programs and arrangements for social protection by various government and nongovernment actors including traditional arrangements of social protection;
- (iv) give recommendations for improving and establishing new social protection arrangements with a view to mitigate risks with short-term, medium-term, and long-term measures;
- (v) propose necessary capacity development of officials to enable them to address the needs of the target group through adequate social protection interventions;
- (vi) conduct or participate in several participatory workshops and focus group discussions to assess needs, formulate priorities, and introduce the process of social protection;
- (vii) adapt lessons learned from other projects and studies. Work closely with the ILO country team; and
- (viii) propose immediate activities and arrangements for social protection, which may contribute to a peace process and help families and children in distress and will be implemented by NGOs.

7. Monitoring and Evaluation Specialist (3 person-months)

12. The tasks of the specialist are as follows:

- (i) support the PMO in establishing the necessary information and evaluation mechanisms;
- (ii) assess the project performance, results, and impact in collaboration with the Government, PMO, EA, PIU, target groups, and stakeholders in focus group discussions, a workshop, site visits and available data, indicators and reports;
- (iii) identify strengths, weaknesses, opportunities, and threats and identify potential and conditions for upscaling; and
- (iv) write a final evaluation report summarizing the findings and recommendations.

8. Field Research Specialist (2 person-months) and Locally Based Research Assistants (1 person-month per district, total 5 months)

13. The tasks of the specialist are as follows:

- (i) organize, supervise, and undertake a survey focusing on the points mentioned in component 1: (a) demand side, (b) supply side including other projects, (c) environment, (d) constraints on the target groups in accessing services;
- (ii) develop the field research tools and methodology taking into consideration contributions made by other team members;
- (iii) use these tools: (a) Interviews, (b) field studies (focus group discussions, assessment of existing service centers and projects), (c) stakeholder workshop;
- (iv) train and orient the field research assistants;
- (v) evaluate the field research results and present them in a report; and
- (vi) supervise and guide five locally based research assistants, 1 month in each district, in conducting field research, namely: (a) Interviews, (bi) field studies (focus group discussions, assessment of existing service centers and projects), and (c) stakeholder workshops.

C. Technical Working Group

14. The project team (PMO) and the steering committee will be assisted by a TWG. The main task of the TWG is to serve as a critical partner in reviewing the outputs, give advice on optimizing the results, and support the project in specific areas. Main members to be invited to the TWG will be representatives or specialists nominated by UNICEF, ILO, Save the Children US, Central Child Welfare Board, Department of Women Development, and ADB.