

412 1230-1 (7-71)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

1. Cooperating Country
NEPAL

Page 1 of 21 Pages

PIO/T
ACTION
REQUEST

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

2. PIO/T No.
367-0133-3-80105

3. Original or
Amendment No. _____

4. Project/Activity No. and Title 367-0135
RAD/RCUP Design 20p
(Resource Conservation and Utilization
Project Design Project) **PD-A4F-438**

DISTRIBUTION

5. Appropriation Symbol
72-128102L 3

6.A. Allotment Symbol and Charge
863-50-367-00-69-81

6.B. Funds Allotted to:
 A.I.D./W Mission

HMG/N Clearances:

M. S. Joshi

Mannohan D. Joshi
Director General
Dept. of Soil &
Water Conservation
Min. of Forests

7. Obligation Status Obligated by Grant-Agreement
 Administrative Reservation Implementing Document

8. Funding Period (Mo., Day, Yr.)
From 9/30/78 to 11/30/80

9.A. Services to Start (Mo., Day, Yr.)
Between October 1, 1978 and November 1, 1979

9.B. Completion date of Services
(Mo., Day, Yr.) 11/30/80

10.A. Type of Action
 A.I.D. Contract Cooperating Country Contract Participating Agency Service Agreement Other

10.B. Authorized Agent
AID/W

Estimated Financing		(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
11.					
Maximum A.I.D. Financing	A. Dollars		564,607		564,607
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Consultant				
	B. Other				

13. Mission Reference

Kathmandu 0744
Kathmandu 1387
State 119865
Kathmandu 2697

14. Instructions to Authorized Agent
Under the overall purview of Title XII, request SER/CM negotiate a contract for collaborative assistance between USAID/N and U.S. Agriculture-Resource Management Institutions, in accordance with procedures outlined in AID Procurement Regulation dealing with Title XII (subpart 7-4.58). The selected contractor(s) will work with the Agriculture Projects Services Center (APROSC) to design the RCU project to begin October 1979. See Appendix I for selection criteria. The contractor may be requested to provide services for implementation as outlined in AID Procurement Regulations.

15. Clearances - Show Office Symbol, Signature and Date for all necessary Clearances.

A. The specifications in the scope of work are technically adequate
John A. Wilson
Office of Agriculture

B. Funds for the services
[Signature]
Office of Financial Management

C. The scope of work lies within the purview of the initiating and approved Agency Program
Ravi Chandra
Program Operations

D. *[Signature]*
Office Administrative Management

E.

F.

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to

Signature and date: *[Signature]*
Title: Joint Secretary, Ministry of Finance, HMG/N

17. For the Agency for International Development

Signature: *[Signature]*
Title: Assistant Director, USAID/Nepal

18. Date of Signature

9/27/78

PIO/T

Project/Activity No. and Title 367-0133-RAD/RCUP Design
(Resource Conservation and Utilization
Project Design Project)

SCOPE OF WORK

19. Scope of Technical Services

A. Objective for which the Technical Services are to be Used The expatriate experts will assist in (1) writing and preparing the Resource Conservation Utilization Project action plan to be initiated October 1979; (2) carrying out certain (Continued on page 6)

B. Description

This is a Nepali project using U.S.A. technical assistance for program formulation. The project is to assist in designing and preparing a Resource Conservation and Utilization project (RCUP) for 3 to 5 mountain areas to begin October 1979. Concurrent with preparation of this action plan, field operations will be implemented on selected sites and training will be carried out both in-country and out-country.

The project to be written will include detailed strategy, plans, analysis and budget activities to be undertaken. HMG/N has nominated several project areas. The project team will visit these and recommend for each area a course of action to be undertaken that will, in time, significantly improve the Soil and Water Resource Conservation and Land use practices in Nepal.

(Continued on page 6)

C. Technicians

(1) (a) Number	(b) Specialized Field	(c) Grade and/or Salary	(d) Duration of Assignment (Man-Months)
(1)	Co-Team Leader (Resource Conservation Manager) - - - - -	Equivalent to FSR 3/3 and see attached PIO/T project budget for details.	10
(1)	Rural Sociologist		3
(1)	Watershed Management Specialist		3
(1)	Range Management Specialist		3

(Continued on page 11)

(2) Duty Post and Duration of Technicians' Services

Kathmandu, with extensive field work during assignment.
See functional descriptions.

(3) Language requirements

English

Nepali would be useful but is not required.

(4) Access to Classified Information

Access to classified information not anticipated. Classified information not necessary to carry out assignment.

(5) Dependents

 Will Will Not

Be Permitted to Accompany Technicians

Technicians are allowed to bring dependents at own expense.

D. Financing of Technical Services

See attached budget sheet for details.

(1) By AID - \$ 321,107

(2) By Cooperating Country -

See attached budget for detailed costs.

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20. Equipment and Supplies (Referred to the services described in Block 19 and to be procured outside the Cooperating Country by the supplier of these services)

A. (1) Quantity	(2) Description	(3) Estimated Cost	(4) Special Instructions
(1)	4-6 sites stream flow recorders, sediment samplers, rain and temperature gauges, etc.	\$30,000	must be battery or clock operated. No electricity available.
(2)	Seeds and/or seedlings	7,500	Seeds will be mainly grasses for erosion control. Seedlings will be mainly nuts and fruits.
(3)	Miscellaneous (to be identified by Title XII institutions)	4,000	For special materials if required.

Other Notes:

- (a) Other equipment such as vehicles, field inventory equipment, sleeping bags, cartographic supplies, office materials will be pre-ordered by USAID/N outside of funds provided for in this PIO/T.
- (b) Supplies listed above are to be ordered under direction of Title XII component once experts see field conditions and determine types of equipment and supplies best fit the situation.

B. Financing of Equipment and Supplies

(1) By AID - \$41,500

(2) By Cooperating Country - None

21. Special Provisions

- A. This PIO/T is subject to AID (contracting/PASA implementation) regulations, depending on award of services
- B. Except as specifically authorized by AID, or when local hire is authorized under the terms of a contract with a U.S. Supplier, services authorized under this PIO/T must be obtained from U.S. sources.
- C. Except as specifically authorized by AID/W, the purchase of commodities authorized under this PIO/T will be limited to the U.S. under Geographic Code 000.
- D. Other (specify):

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22. Reports by Contractor or Participating Agency (Indicate type, content and format of reports required, including language to be used if other than English, frequency or timing of reports, and any special requirements)

1. Verbal reports by the Title XII Co- Leader will be made to the USAID/N Project Manager at least once a week.
2. The RCU action plan outlining the plans, program and budget for each geographic area will be prepared by the team and is due June 1979 to HMG/N and USAID/N. This will be a consolidated report using a detailed outline yet to be agreed upon by HMG/N and USAID/N.
3. A report will be prepared by each expatriate expert, oriented to his speciality and submitted to HMG/N and USAID/N. These reports will mainly address technical points or recommendations not specifically incorporated in the consolidated report.
4. All reports are to be written in English. The final action plan (consolidated report) will be translated into Nepali. The reports are to be printed in country (experts will have to prepare their reports before leaving Nepal for typing and printing). It is anticipated that 150-250 of each report will be printed for distribution within Nepal and USAID/N.

23. Background Information (Additional information useful to Authorized Agent and Prospective Contractors or Participating Agency; if necessary cross reference Block 19.C(4) above.)

Several reference reports have been prepared outlining some basic RCU operating principles:

- (1) Land use practices for the conservation and development of Nepal's soil and water resources 1977. Consultants report. (available in ASIA/PD for distribution to contractors)
- (2) Community involvement in conservation; social and organizational aspects of the proposed resource conservation and utilization project in Nepal. 1978. J. Gabriel Campbell. (copy sent to ASIA/PD)
- (3) Mountain Forest Management for Community Development. 1978. FAO/TCP/6/NEP/04. (copy sent to AELA/PD)
- (4) Peoples Participation in Rural Development in Nepal. 1978. APROSC. (copy sent to ASIA/PD)
- (5) It is anticipated that baseline studies will be summarized before arrival of the experts.

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

- A. Relationships and Responsibilities
The institution(s) which receives the contract for this project will be expected to work directly with the DSWG of HMG/N in carrying out this project. There will be only minimal involvement by USAID/N beyond monitoring (Continued on page 11)
- B. Cooperating Country Liaison Official
The Department of Soil and Water Conservation has primary coordinating responsibility through the Director General or his designated representative.
- C. AID Liaison Officials Mervin Stevens, USAID/Nepal, Kathmandu

LOGISTIC SUPPORT

25. Provisions for Logistic Support	IN KI SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY	
A. Specific Items (insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")					
(1) Office Space		X			
(2) Office Equipment		X			
(3) Housing and Utilities					X
(4) Furniture	X 1/				
(5) Household Equipment (Stoves, Refrig., etc.)	X 1/				
(6) Transportation in Cooperating Country	X 2/	X			
(7) Transportation To and From Country					X
(8) Interpreter Services/Secretarial		X			X
(9) Medical Facilities (except TCNs)	X				
(10) Vehicles (official)		X			
(11) Travel Arrangements/Tickets					X
Other (specify)	X				
(12) Pouch for 1st class mail	X				
(13) Use of recreation facilities	X				
(14) Check cashing facilities	X				
(15)					

B. Additional Facilities Available From Other Sources

APO PX COMMISSARY

OTHER (specify, e.g., duty free entry, tax exemption)

All other privileges and facilities available to contractors under current U.S. Mission policy in Nepal including duty free privilege.

C. Comments

- 1/ Available household equipment and furniture will be provided in kind on a loan basis until project funded furnishings are received; not to exceed 6 months.
- 2/ Transportation in country is provided for with funds separate from this PIO/T. This will include helicopters, fixed wing aircraft and project related ground transport.

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		2.b. Effective Date	2.c. <input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment OR No.	
FCM SYMBOL	TITLE OF FORM	3. Project/Activity No. and Title 367-0133-RAD/RCUP Design (Resource Conservation and Utilization Project Design Project)		
PIO/T	PIO/T			
Indicate block numbers.	Use this form to complete the information required in any block of a PIO or PAA form.			
Continued from Page 2, Block 19: A				
<p>training associated with the design project; and (3) overseeing the implementation of limited applied conservation practices in selected Project areas. The institutions involved should be prepared to participate in implementing the RCUP upon concurrence of HMG/N.</p>				
Continued from Page 2, Block 19: B				
<p>During the project design, implementation activities will be started that (1) create a information feedback mechanism; (2) initiate rapport with the people located in the selected areas and (3) begin on-the-ground project activities. Activities will include nursery establishment, rehabilitation of degraded areas, construction and equipping monitoring sites and improvement of office facilities.</p>				
<p>Training to improve the institutional capability during this project is a major objective. Three kinds of training are involved: (1) out-country one to two year degree level in India, U.S., Philippines or Pakistan; (2) observation trips to other countries; and (3) in-country short courses and seminars.</p>				
<p>The collaborating institutions will assist in three kinds of training: (1) BS-MS University level instruction for five people in soil and water conservation oriented programs; (2) a 10 week visit by 4 senior HMG/N personnel to study conservation organization and management procedures; and (3) workshops and seminars while in country. The University level instruction provides for in-country USA observation travel and supplies for each student.</p>				
<p>Agricultural Projects Service's Center (APASC) is responsible for the design activity. HMG/N line agencies will be involved in the field operation with the principal one being the Department of Soil and Water Conservation within the Ministry of Forests.</p>				
<p>Baseline studies should be underway in September/October 1978. The HMG/N project staff should have field work either underway or in preparation before arrival of the expatriate experts.</p>				
<p>Coordination and complimentary support will be carried out with the USAID/N Rural Area Development Project (RAD) and the proposed National Remote Sensing Center of Nepal.</p>				

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Indicate block numbers.

Use this form to complete the information required in any block of a PIO or PAA form.

In order to meet the schedule of design activities will begin prior to the arrival of the expatriate experts such as: (1) sending of 10 participants for one to two year training in India, Pakistan or Philippines; (2) initiating baseline studies; (3) implementing field operations; (4) and purchase of some equipment. A schedule of design activities and outputs that have been adopted for this project are attached.

Description of Team Functions

General

The team will be headquartered with APROSC in facilities financed under the ACAD/ACUP Grant Agreement with IMG/N. While team members will have differing lengths of assignments, all members are to be in Nepal at the same time so as to function as a team during the field and report writing phases (February-April 1979). A core group consisting of the Co-team leader, rural sociologist, watershed management specialist, agriculturist, range management specialist and technical education/training advisor will remain for a longer period to assist the project team leaders finalize the ACUP action plan.

Aerial photos and good base maps are limited. It will be most helpful if all team members are acquainted with use and interpretation of LANDSAT imagery which is available for the whole country.

Team members should have a minimum of 3 years experience in applying their expertise to an active management situation. At this point research is not a prime consideration, though field operations to be implemented will be observed and monitored for further applications. However, the ACUP will include some research orientation.

All team members must be in good physical condition and able to make extensive treks in high altitude steep mountainous topography where living and medical facilities are minimal.

Co-Team Leader - 10 Months Assignment (It is anticipated that the incumbent will continue on during ACUP project implementation or under the design project until the ACUP begins.)

He will be responsible, in partnership with his IMG/N counterpart (Co-team leader), for preparation of the ACUP action plan document for the selected land areas. He will cooperate with his counterpart, in the overall management of the project design project being financed

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by USAID/Nepal: (1) planning, coordinating, and supervising the ACUP design program; (2) administering; (3) negotiating & coordinating project and other agreements to carry out project; and (4) insuring prompt and efficient implementation and evaluation. Once action plan has been completed, begins planning for implementation of ACUP should begin according to action plan adopted.

The incumbent should have background in resource conservation (forestry, Soil and Water, and Watershed Management) within small communities of mountainous environments. The position calls for experience in management of a multi-discipline team responsible for putting together a management plan for implementation. The incumbent must have wide experience in land use classification, ecology, and resource management and utilization.

(Note: While the title Co-leader is used, the incumbent will have equal status with the Nepali Counterpart, the Nepali team leader began September 3, 1978).

Rural Sociologist - 3 Months

Responsible for advising on data for measuring project benefits accruing local populations affected by the project and for identifying the local groups who will be beneficiaries of a conservation program and community needs. The incumbent should have had experience working in isolated - small, diversified mountain villages and must be able to evaluate the potentials for and implications of adoption of conservation activities in different communities. While some baseline data will have been collected prior to the incumbent's arrival he/she is to be prepared to suggest modifications in surveys and implementing strategies to be carried out under the ACUP. The 3 months expatriate expert will work with Nepalese recruited Rural Sociologists as a team.

Watershed Management Specialist - 3 Months

The incumbent will be responsible for advising on watershed management activities to be included within the ACU project. The incumbent will contribute to locating, designing, and installing monitoring stations which will include instrumentation to measure climate, water quantity and quality and other factors as deemed necessary such as sedimentation and soil loss measurement plots in different land use units.

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The Consultant should have had experience in mountainous topography having variable rainfall and high - flashy runoff. Hydrologic data is either scarce or lacking. The expert should be able to extrapolate short period data for long term design. The incumbent should have a strong background in restoration techniques as applied to steep topography using local materials. Experience in small irrigation systems will be helpful.

Range Management Specialist - 3 Months

As a member of the RCUP team the incumbent will advise and recommend range management programs to be included in selected project areas. Little is known about range management in Nepal and it is often thought of as livestock management. While these two are synonymous in the Nepal context the intent here is to apply range management as a positive approach to controlling livestock, both in small communities and on extensive ranges. The Consultant should be able to recommend range, pasture and livestock research in the project area.

The incumbent should have had experience in low and high rainfall areas (400-5,000 mm) and vegetation regimes ranging from sub-tropical to alpine. The incumbent should be prepared to recommend species of grasses, shrubs, trees and other plants for range rehabilitation as well as fodder production. The position requires experience in livestock production and management which includes buffalo, cattle, sheep, hogs, goats and horses. The Consultant should be able to recommend programs in community pasture management, stall feeding and fodder tree development in community owned small land areas in Nepal.

Energy Specialist - 2 Months

This Consultant is to advise on use of indigenous, renewable energy generation systems for isolated small villages. While non-conventional power systems based on wind and solar sources, may be used in certain conditions, conventional energy such as hydro and wood may make up the major project energy sector. Bio or Gobar gas units are being used in Nepal, however better designs to fit the Nepal **situation is** warranted.

The incumbent should have experience with use of 40-125 kW units using small run-of-the stream or irrigation water sources. Several workshops on alternative energy sources have been held in Nepal and these references will be available for the Consultant.

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Technical Education/Training Advisor - 3 Months

The Consultant will advise and recommend options and combinations of options to be considered in the CU project to meet the needs for increased professional and technical manpower in soil and water conservation. This is to be considered in conjunction with other education and training programs currently conducted or being proposed.

The incumbent will need experience in establishing soil and water conservation education programs at all levels -- technicians, professional managers, and institute faculty as well as villagers and individual farmers. Continuing education will also need attention.

The British are fielding a mission to develop a training program in forestry in November 1978. USAID/Nepal expects to participate in this effort. The material developed by this mission will serve as prime reference information for the incumbent.

Extension Specialist - 2 Months

The main task of the specialist is to advise on extension programs and arrangements that include coordination of agricultural, forestry and soil and water conservation training and programs.

The incumbent will need experience in establishing an extension organization at the village level within a rural environment. Attention will need to be given to establishing much better communications between government programs and the local people.

The position calls for experience in mobilizing local resources and using traditional technologies.

Environmental Information Management and Systems Analyst - 2 Months

This Consultant will assist and recommend to the team for inclusion in the .CUP project the area sampling processes needed to monitor project success and failure. The Consultant will also recommend a management information system linking ecologic, economic and social relationships.

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The incumbent should have experience with integrating social and biological forces with quantified technological and economic factors. While the quantification is presently limited, the incumbent should be prepared to recommend the methodology for obtaining the data.

The incumbent should also have a background in establishing an early warning system in an environment where communication is poor and the opportunity for sophisticated tele-communications is not on the immediate horizon. The system should relate to floods, production, erosion and other physical feature of the area.

Refer to the Appendix 2 for the complete team make-up, Appendix 3 for the Nepal component of the Title III part of the team, Appendix 4 for the schedule of design activities and Appendix 5 for project outputs.

The team Co-leader, Rural Sociologist, Watershed Management Specialist, Range Management Specialist, Agriculturist and Technical Education/ Training Advisor are considered key positions to assist the team leaders in finalizing the consolidated report.

Continued from Page 2, Block 19: C

- | | |
|--|---|
| (1) Energy Specialist | 2 |
| (1) Technical Education/Training Advisor | 3 |
| (1) Extension Specialist | 2 |
| (1) Environmental Information Management and systems Analyst | 2 |

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and evaluating the project, providing approvals on certain types of action, and facilitating project implementation as appropriate.

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ACUProject Budget for PIO/TI. Expatriate Experts: (Calculated at FSR 3/3)

- | | |
|---|-----------|
| 1. 13 person months | \$133,074 |
| 2. 10 person months (Co-team leader) | \$ 91,610 |
| 3. Contingency for other consultancies
or assistance over life of project
as identified = | \$ 95,623 |

Sub-Total:- \$321,107

II. Equipment

See page 3 of PIO/T \$ 41,500

III. Training

5 students for 2 years at \$1,100 per month. Also included is \$5,000 per student of in-country observation travel while in U.S., \$1,000 per student for purchase of study related equipment and supplies and \$10,000 for travel to and from U.S. =

\$172,000

IV. Soil and Water Conservation Management and Organization Study tour for 4 officials in U.S. including transportation

\$ 30,000

PIO/T Total:- \$564,607

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Appendix IRCUPCollaborative Assistance Selection CriteriaTitle III

- A. Staff Expected to be Directly Involved in Project (Thirty percent weight). Each staff member expected to work in one or more of the functional categories will be evaluated for:
1. Academic qualifications (5 percent)
 2. Relevant Overseas experience (2 percent)
 3. Evidence of ability to effectively communicate and coordinate with host country national counterparts and specialists in collaborative project development (5 percent)
 4. Evidence of ability to interact with and use local institutions, preferably in Nepal or other Asian LDC (5 percent)
 5. Evidence of ability to effectively participate in multidisciplinary teams in similar functional areas and under similar conditions and constraints (5 percent)
 6. Relevant publications (2 percent)
 7. Availability during planning and implementation stages (6 percent)
- B. Institutional Capability (Fifty Five Percent Weight).
1. Evidence of a broad range of knowledge and experience in the above functional categories and generally with short-season, high-altitude soil conservation, forestry (including Agroforestation and forest production utilization), range management, alternative energy systems, and agriculture on paddy lands, upland terraces, and mountain slopes (Thirteen Percent).
 2. Staff resources sufficiently large and varied to provide the majority of the contemplated services through assignment of its own permanent staff (twelve percent).

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3. Evidence of effective interaction with and use of local host country institutions, preferably in Nepal or other Asian LDCs (Three Percent).
 4. An expressed desire and commitment, by both top administrative and working levels of the institution, to engage in this activity, with the recognition that the host country is in the lead role (Five Percent).
 5. Ability of institution to field phase I prospective team (Three Percent).
 6. Institutional access to additional personnel resources as needed (Three Percent).
 7. Ability to schedule work according to Nepal's seasonal demands and project implementation plan, (e.g. engineering work must generally be done during the dry season, but planting of trees and grasses and other agricultural activities are associated with the monsoon and must be observed and corrective action taken during that difficult season) (Five Percent).
 8. Evidence of past experience in fielding and managing effective multi-disciplinary teams in similar functional areas and under similar conditions and constraints (Eight Percent).
 9. Evidence of ongoing interest in International/Asian/Nepalese development which would continue when project is completed (Three Percent).
- C. Response to Project Concept (Fifteen Percent Weight).
The quality of a concise statement, not to exceed ten pages, written collaboratively by staff members expected to participate directly or indirectly in the project. It is, of course, recognized that actual local circumstances may dictate substantial revision of any preliminary projections made in this statement. The statement will be evaluated for its:
1. Understanding of IIMG/N-USAID/N over-all development strategy (7 percent)

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CONTINUATION
SHEET

1. Cooperating Country
Nepal

2.a. Code No.
367-0133-3-80105

FORM SYMBOL

TITLE OF FORM

2.b. Effective Date

2.c. Amendment
 Original OR Not

PIO/T

PIO/T

3. Project/Activity No. and Title
367-0133-RAD/ACUP Design
(Resource Conservation and Utilization
Project Design Project)

Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or PAC form.

- 2. Present preliminary conceptualization of the ACU Project, based on the ACU Project design paper (3 percent)
- 3. Perceptions and conceptualization of what directions the project should take and methodologies it might use. (5 percent)

CONTINUATION
SHEET

FORM SYMBOL

PIO/T

Indicate block
numbers.DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

PIO/T

 Worksheet Issuance

PAGE 17 OF 21 PAGES

1. Cooperating Country
Nepal2.a. Code No.
367-0133-3-80105

2.b. Effective Date

2.c. Amendment
 Original OR No.3. Project/Activity No. and Title
367-0133-RAD/ACUP Design
(Resource Conservation and Utilization
Project Design Project)

Use this form to complete the information required in any block of a PIO or PAA form.

Appendix 3Nepali Title III Component and Function

in

The organization of the team is shown/Appendix 2. Following is the function of those team members who will be furnished by APROSC as senior experts from Nepal.

Agriculturist - 3 Months

This team member will be responsible for advising and recommending farming systems adaptable to small, diversified mountain farms. The position calls for addressing site and crop selection as well as improvement of indigenous crops and introduction of exotic species.

While farming systems and crop selection will be the primary approach the incumbent should have some experience in vegetable and rice production and primary processing of agriculture products. Terrace management will play a role in farm-labour.

The USAID/Nepal is supporting a number of projects, the personnel of which can be called on to assist in this activity. This person must be particularly concerned with increasing farm production and incomes in conjunction with the adoption of conservation practices.

Rural Employment Specialist - 2 Months

The Consultant will contribute to the action plan by advising on those strategies that can be used to develop off-farm employment and increase on-farm employment in a rural setting. The position calls for experience in business activities associated with agriculture and conservation programs using low capital input techniques and oriented around local materials and traditions.

Agricultural Economist - 2 Months

The economist will look into investment alternatives for small diversified mountain farming systems. A major role within the team effort will be for the advisor to determine costs and alternative investment opportunities in conservation/agriculture and off-farm employment.

ID 1300-1 (8-68)

CONTINUATION SHEET

FORM SYMBOL

PIO/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

PIO/T

Worksheet Issuance

PAGE 18 OF 21 PAGES

1. Cooperating Country
Nepal

2.c. Code No.
367-0153-3-30105

2.b. Effective Date

2.c. Amendment
 Original OR No.

3. Project/Activity No. and Title
367-0133-IAD/ACUP Design
(Resource Conservation and Utilization
Project Design Project)

Indicate block numbers.

Use this form to complete the information required in any block of a PIO or FAA form.

The incumbent should have experience in economic modelling, using limited baseline data to estimate the consequences of various conservation - agriculture treatments.

The position requires an insight into indirect costs and benefits such as reduced soil fertility through soil loss and erosion damage.

Agricultural Credit Specialist - 2 Months

The Consultant in this position will advise on the relative importance of and alternative means of supplying credit for agriculture and small scale rural industry.

The incumbent should be able to analyse indigenous credit mechanisms and recommend alternatives if required and should have experience with food for work type program.

Marketing/Transportation Specialist - 2 Months

Within the areas selected for involvement the incumbent will advise and recommend the kind of transportation/communications systems that will contribute to better servicing of the people in steep-mountainous topography. Road construction is not anticipated. The incumbent should be familiar with trail and bridge design and construction.

The position calls for experience in marketing improvement development of market towns and movement of inputs and produce within a poorly infrastructured environment. The incumbent should have experience with transportation and storage of AID provided food program in IDCs.

Rural Sociologist (6 Months)

The Consultant or Consultants will have similar experience requirements to the 3 months expatriate expert. The primary difference is that this incumbent(s) will be required to provide direction in making the baseline studies. Also because of limited staff availability this position may be divided between several people.

CONTINUATION SHEET FORM SYMBOL PIO/T	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT	<input checked="" type="checkbox"/> Worksheet <input type="checkbox"/> Issuance	PAGE <u>19</u> OF <u>21</u> PAGES .
	TITLE OF FORM PIO/T	1. Cooperating Country Nepal	2a. Code No. 367-0133-3-80105
		2b. Effective Date	2c. Amendment <input checked="" type="checkbox"/> Original OR Not
		3. Project/Activity No. and Title 367-0133-RAD/RCUP Design (Resource Conservation and Utilization Project Design Project)	

Indicate block numbers.

Use this form to complete the information required in any block of a PIO or PAA form.

Appendix 4

RCUP

Schedule of Design Activities

In order to meet the prime objective of preparing the RCUP implementation project a schedule must be adopted. Following are the main features of the design activities and the anticipated timing. There will be changes as the project progresses.

<u>Activity</u>	<u>Starting Date</u>
1. Design Project Approved	August 31, 1978
2. Title XII institutions notified	September 1978
3. HMG/N assign team leader and establish office/APROSC	September 1978
4. HMG/N designate professional and support staff Proposed RCUP project areas designated	September 1978
5. Baseline studies designed	September/October 1978
6. Field operation projects begin and contact with Key Local Officials made	September/October 1978
7. Trainees for one to two years study in India, Philippines and Pakistan sent	October/November 1978
8. Trainees for 2 year study program in the U.S. selected to be sent as soon as Title XII institution is identified.	October/November 1978
9. Nepal Project representatives visit U.S.A. to interview Title XII institutions (DSWG, Ministry of Finance and APROSC).	November 1978
10. In-country workshops begin	November 1978
11. Title XII institution selected	December 1978
12. Initial baseline studies completed	December 1978
13. Inception report for RCUP Project Plan	January 1979

CONTINUATION SHEET	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT	<input checked="" type="checkbox"/> Worksheet	<input type="checkbox"/> Issuance	PAGE 20 OF 21 PAGES
		1. Cooperating Country Nepal		2.a. Code No. 367-0133-3-80105
		2.b. Effective Date		2.c. Amendment <input checked="" type="checkbox"/> Original OR No.
		3. Project/Activity No. and Title 367-0133-AD/RCUP (Resource Conservation and Utilization Project Design Project)		
FORM SYMBOL	TITLE OF FORM			
PIO/T	PIO/T			

Indicate block numbers.

Use this form to complete the information required in any block of a PIO or PAA form.

Activity	Starting Date
14. Team Co-Leader arrives	January 1979
15. Expatriate experts to arrive	February/March 1979
16. Design team conducts field work	February/March 1979
17. Workshops and Seminars to discuss RCUP second draft project plan	April 1979
18. Preparation of USAID/N Project Paper	May 1979
19. Observation trips made to other countries by 6 Nepali officials	May/June 1979
20. RCU project plan completed	June 1979
21. RCU project plan presented in Washington, D.C., USA	June 1979
22. RCU project approved	July 1979
23. USA Conservation Management/Organization study trip for 4 Nepali officials	July/August 1979
24. RCU project begins	October 1979
25. Training under design project completed or continued under RCU	August 1980

CONTINUATION SHEET

FORM SYMBOL

PIO/T

Indicate block numbers.

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

PIG/T

Worksheet Instance

PAGE 21 OF 21 PAGES

1. Cooperating Country
Nepal

2.c. Code No.
367-0133-3-80105

2.b. Effective Date

2.c. Amendment
 Original OR No.

3. Project/Activity No. and Title
367-0133-RAD/RCUP
(Resource Conservation and Utilization
Project Design Project)

Use this form to complete the information required in any block of a PIO or PAA form.

Appendix 5

Outputs

The prime output from the design project is the plan of action to implement the RCUP project starting in October 1979. However, the design project has the built in sub-objectives of training people needed for institutional development and introducing local people and governmental official on resource conservation, establishing baseline studies and carrying out on-the-ground field operations. While all of the outputs are not known at this time some can be immediately identified.

Descriptor

Output

- | | |
|--|---|
| 1. RCUP project action plan | One comprehensive plan for 3 to 5 areas |
| 2. Professionally trained personnel in resource management (long term) | 15 people (5 in USA, 5 in India and 5 in Pakistan or Philippines) |
| 3. Observation training key officials (other countries) | 6 people |
| 4. Management training in conservation: a) USA
b) Nepal | 4 people
17 people (associated with design team) |
| 5. Workshops and seminars (in project designated areas and in Kathmandu) | 7 workshops and seminars |
| 6. Baseline studies in the 3-5 geographic areas in disciplines such as: soils, forest demarcation, land use, demography, economics, etc. | 24 reports, maps, etc. |
| 7. Field operation projects | 12 activities |
| 8. Monitoring sites established | 4-6 locations |
| 9. Local people contacted | 800-1,000 people |

AID
7-711-1
PIO/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1. Cooperating Country
NEPAL
Page 1 of 9 Pages
2. PIO/T No.
367-0133-3-80150
3. Original or
Amendment No. _____
4. Project/Activity No. and Title
367-0133
RAD/RCUP Design
(Financial Analysis) **PD-AAF-438**

DISTRIBUTION:

N.A.

5. Appropriation Symbol
72-1181021
6.A. Allotment Symbol and Charge
843-50-367-00-69-93
6.B. Funds Allotted to:
 A.I.D./W Mission
7. Obligation Status **Obligated by Grant Agreement**
 Administrative Reservation Implementing Document
8. Funding Period (Mo., Day, Yr.)
From **7/1/79** To **10/15/79**
9.A. Services to Start (Mo., Day, Yr.)
Between **7/1/79** and **7/31/79**
9.B. Completion date of Services
(Mo., Day, Yr.) **10/15/79**
10.A. Type of Action
 A.I.D. Contract Cooperating
Country Contract Participating Agency
Service Agreement Other
10.B. Authorized Agent **AID/W**

Estimated Financing		(1)	(2)	(3)	(4)
		Previous Total	Increase	Decrease	Total to Date
\$1.00=					
11. Maximum A.I.D. Financing	A. Dollars		28,600	-	28,600
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

13. Mission Reference

RAD/RCUP Design
Project Grant
Agreement
dated 8/31/78.

Project Imple-
mentation
Letter No. 8.

14. Instructions to Authorized Agent

A consultant to USAID/Nepal is required for approximately three months (mid-July to mid-October) to assist the project offices in carrying out a financial analyses of the projects. AID/W is authorized to negotiate and execute a contract for the above services required by USAID/Nepal

15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.

A. The specifications in the scope of work are technically adequate Office of Rural Area Development <i>William H. Nance</i>	B. Funds for the services requested are available Office of Financial Management <i>William H. Nance</i>
C. The scope of work lies within the purview of the initiating and approved Agency Programs Office of Program <i>William H. Nance</i>	D. <i>William H. Nance</i> Office of Agriculture
E.	F.

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to
Signature and date: **N.A.**
Title:

17. For the Agency for International Development
William H. Nance
Signature: **William H. Nance**
Title: **Program Officer, USAID/Nepal**

18. Date of Signature
5/18/79

AID 1350-1 (B-76)	Cooperating Country NEPAL	PIO/T No. 367-0133-3-80150	Page 2 of 9 Pages
	Project/Activity No. and Title 367-0133 RAD/RCUP Design (Financial Analysis)		

SCOPE OF WORK

19. Scope of Technical Services

- A. Objective for which the Technical Services are to be Used** To assist the USAID/N Project Offices and the GON in carrying out the Financial Analysis of the Rural Area Development - Rapati Zone (RAD) Project and the Resource Conservation and Utilization (RCU) Project.
- B. Description**

I. Background

A) Rural Area Development - Rapati Zone (RAD)

The Rapati Zone Project is a multi-sectoral rural development project located in five administrative districts of Far Western Nepal. Already under development for several years, the project is now in final design stages, with a completed Project Paper scheduled for the Fall of 1979. Consistent both with the original project objectives and the GON's newly approved policy on rural development, the project stresses the role of local government and community organizations (the Panchayat System)

(Continued on Page 6)

C. Technicians

(1) (a) Number	(b) Specialized Field	(c) Grade and/or Salary	(d) Duration of Assignment (Man-Months)
1	Financial Analysis	NTE \$150/day	3

- (2) Duty Post and Duration of Technicians' Services: The Analyst will be based in Kathmandu, Nepal with some short term visits to rural areas as necessary. The duration of the assignment is three (3) months and the Analyst may be required to work a
- (3) Language requirements: Written and spoken English
- (Continued on Page 8)

(4) Access to Classified Information -

(5) Dependents Will Will Not Be Permitted to Accompany Technician But neither A.I.D. nor the GON will provide support

D. Financing of Technical Services

(1) By AID - \$28,600 (See Estimated Budget (2) By Cooperating Country - on page 9)

AID 1980-1 (9-78)	Cooperating Country	PIO/T No.	Page 3 of 9 Pages
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20. Equipment and Supplies (Related to the services described in Block 19 and to be procured outside the Cooperating Country by the supplier of these services)

A. (1) Quantity (2) Description (3) Estimated Cost (4) Special Instructions

None

B. Financing of Equipment and Supplies
 (1) By AID - \$ - (2) By Cooperating Country - -

21. Special Provisions

- A. This PIO/T is subject to AID (contracting) regulations.
- B. Except as specifically authorized by AID, or when local hire is authorized under the terms of a contract with a U.S. Supplier, services authorized under this PIO/T must be obtained from U.S. sources.
- C. Except as specifically authorized by AID/W, the purchase of commodities authorized under this PIO/T will be limited to the U.S. under Geographic Code 000.
- D. Other (specify):

This PIO/T covers funding for not more than three (3) work months total consulting services of one (1) Financial Analyst.

AID 1350-1 (9-70)	Cooperating Country NEPAL	PIO/T No. 367-0133-3-80150	Page 4 of 9 Pages
PIO/T	Project/Activity No. and Title 367-0133 RAD/RCUP Design (Financial Analysis)		

22. Reports by Contractor or Participating Agency (Indicate type, content and format of reports required, including language to be used if other than English, frequency or timing of reports, and any special requirements)

As stated in Section 19. B.

23. Background Information (Additional information useful to Authorized Agent and Prospective Contractors or Participating Agency; if necessary cross reference Block 19.C(4) above.)

As described in Section 19. B.

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

A. Relationships and Responsibilities The contractor will be directly responsible to USAID/N. She/he will work with the GON responsible offices as appropriate.

B. Cooperating Country Liaison Official Coordination Division, Ministry of Home Panchayat (for RAD); Department of Soil and Water Conservation Project Manager (for RCUP).

C. AID Liaison Officials RAD Project Officer and RCUP Project Officer, USAID/N.

AID 1388-1
(8-72)Cooperating Country
NEPAL

PIO/T No.

367-0133-3-80150

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PIO/T

Project/Activity No. and Title
367-0133
RAD/RCUP Design
(Financial Analysis)

LOGISTIC SUPPORT

25. Provisions for Logistic Support

A. Specific Items (insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY	
(1) Office Space	X				
(2) Office Equipment	X				
(3) Housing and Utilities					
(4) Furniture					
(5) Household Equipment (Stoves, Refrig., etc.)					
(6) Transportation in Cooperating Country	X	X			X
(7) Transportation To and From Country					X
(8) Interpreter Services/Secretarial	X				
(9) Medical Facilities (Health Unit)	X				
(10) Vehicles (official)	X				
(11) Travel Arrangements/Tickets					X
Other: (specify) (12)					
(13)					
(14)					
(15)					

B. Additional Facilities Available From Other Sources

 APO PX COMMISSARY OTHER (specify, e.g., duty free entry, tax exemption)

USAID/N will provide the same logistical support provided to other contractors (e.g., pouch for official letter mail, use of health unit and transportation support as may be required).

C. Comments

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Indicate block
numbers.DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

PIO/T

 Worksheet Invoice

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1. Cooperating Country
NEPAL2a. Code No.
367-0133-3-801502b. Effective Date
-2c.
 Original GE Doc. Agreement

3. Project/Activity No. and Title

367-0133
RAD/RCUP Design
(Financial Analysis)

Use this form to complete the information required in any block of a PIO or PA/PR form.

Continued from Page 2, Block 19, B.

as a decision making and implementing agent in local development efforts. In addition to panchayat development activities, the project will support central government programs within the project area in both social service and production oriented programs plus limited infrastructure improvements. In view of the very low average economic levels of the predominantly subsistence farmers in most of the project area, the five year long project is intended to make broad, but limited improvements in the subsistence level of the majority of people in the Rapati Zone.

As a result of project objectives and GON policies, the project will be implemented through a number of ministries. Coordination, of varying degrees of effectiveness, will be structurally provided for at the central, Zonal/Project and district levels. Disbursement and accountability for USAID/N grant funds for the project will be complicated by the number of implementing agencies, and the sequence from the central to the local level through which funds will flow.

B) Resource Conservation and Utilization Project (RCUP)

The Resource Conservation & Utilization Project is a land resource oriented project with the main goal of reducing problems caused by erosion by improving the soil and water conservation and use practices in Nepal. In order to carry out this goal activities will include both local and national level programs. Local level (village, ward, panchayat and district) activities will be the mainstream of the project in order to meet the goal. Implementation projects that include reforestation, pasture, management, multi-purpose impoundments, irrigation, farming systems, etc. will be scheduled within the 15-year design period. The project will recognize the need to develop a national support system including such elements as university education, extension development, organizational development, and field operation support. Both local and national programs will be included that create public interest towards national resources, their conservation and utilization.

Owing to the fact that land management activities cross agency lines several ministries and departments will be involved. The GON agency coordinating the project is the Department of Soil and Water Conservation. The contractor assisting the GON design

CONTINUATION
SHEET

FOIA SYMBOL

PIO/T

Indicate block
numbers.DEPARTMENT OF STATE
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TITLE OF PROGRAM

PIO/T

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1. Cooperating Country
NEPAL2a. Code No.
367-0133-3-80150

2b. Effective Date

 Original Amendment
OR No.3. Project/Activity No. and Title
367-0133
RAD/RCUP Design
(Financial Analysis)

Use this form to complete the information required to any block of a PIO or PA/PA form.

the project to be implemented is the Southeast Consortium for International Development (SECID). Based upon the Design a Grant Agreement will be executed with the GON to carry out implementation.

II. Description of Scope of Technical Services

A consultant to USAID/N is required for approximately three months (mid-July to mid-October) to assist the project offices in carrying out a financial analysis of the projects. The three major outputs of the consultants work will be:

- 1) A set of recommendation on optimal disbursement and accounting procedures for the components of the project, and for the project as a whole. Such recommendations must incorporate both GON procedures and regulations as well as those of USAID/N, and must be appropriate for the type of project component. Included in these recommendations should be suggestions of feasible changes in existing GON and USAID/N procedures, and a definition of organizational and personnel requirements necessary to carry out the recommendations. The recommendations will be based on one of the underlying assumptions of the project, i.e., that it is the Nepali Government that will be implementing and evaluating the project. The corollary assumption that there is limited trained personnel available for work in rural areas should have a major bearing on the final recommendations. Estimated time: one month.
- 2) A draft Financial Analysis for the RCUP Project Paper. The consultant will work with the project offices at USAID/N, the GON and the Nepali design group to arrive at an acceptable approach to a financial analysis for a multi-sector project. The approach should be in conformance with AID policies and procedures as outlined in Handbook 3, Chapter 5, and with general AID practice in analysis of such projects. Although all final cost estimates may not be available during the consultancy, the consultant should be able to leave a near-complete draft of the Financial Analysis, with instruction for completing budget tables, flows, etc. Carrying out this work will require working closely with the USAID/N project office, Nepali design consultants, SECID, and several ministries of the GON (particularly the Ministries of Finance and Home Panchayat). The bulk of data on the project required for the analysis will be provided to the consultant. The consultant will be responsible for gathering and interpreting most of the information required for recommendations

CONTINUATION
SHEET

FORM SYMBOL

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numbers.DEPARTMENT OF STATE
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TITLE OF FORM

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1. Cooperating Country
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367-0133-3-801502b. Effective Date
- Original Amendment
Original OR No.3. Project/Activity No. and Title
367-0133
RAD/RCUP Design
(Financial Analysis)

Use this form to complete the information required in any block of a PIO or PA/PR form.

on disbursement and accounting procedures. Assistance in this will be provided by the project office and the Financial Management Office of USAID/N. Limited field trips (in view of Monsoon travel constraints) will be arranged for the consultant as required. Estimated Time: three weeks.

- 3) A draft Financial Analysis for the RAD Project Paper. The consultant will undertake the same work described in 2) above for the RAD Project Paper. Estimated time: five weeks.

III. Required Qualifications and Experience

It is essential that the consultant be thoroughly familiar with AID financial management policies, regulations and procedures. Previous experience with financial management aspects of AID project implementation in the field would be preferable. A knowledge of financial analysis requirements for project paper is also essential.

Previous experience with the analysis of financial management procedures of developing countries would also be necessary. Some prior experience in Nepal would be extremely helpful, but not essential.

The consultant must possess sufficient professional stature and experience to interact effectively with officials of the GON in addition to performing with technical competence.

Continued from Page 2, Block 19, C. (2).

six-day (6) work week. Services are expected to begin in early July and end o/b 15 October, 1979.

210 1988-1 (7-88)

CONTINUATION SHEET

FORM SYMBOL

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INTERNATIONAL DEVELOPMENT

TITLE OF FORM

PIO/T

Worksheet

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1. Cooperating Country
NEPAL

2. Code No.
367-0133-3-80150

3. Effective Date

Original OR Amendment

3. Project/Activity No. and Title

367-0133
RAD/RCUP Design
(Financial Analysis)

Indicate block numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

Estimated Budget, US \$

Salary (\$150/day X 75 days)	\$11,250
Overhead (100% of salary)	11,250
Per Diem (90 days X \$40/day)	3,600
Travel (U.S. - Kathmandu - U.S.)	2,000
Travel in Nepal	500
Total	<u>\$28,600</u>

AID 1250-1
(7-71)

PIO/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1. Cooperating Country
NEPAL

2. PIO/T No.
367-0133-3-0162

4. Project/Activity No. and Title
**367-0133
RAD/RCUP Design
(Financial & Economic Analyses)**

Page 1 of 12 Pages
3. Original or
Amendment No.

PD-AAF-439 12p

DISTRIBUTION

5. Appropriation Symbol
72-1181021

7. Obligation Status **Obligated by Grant Agreement**
 Administrative Reservation Implementing Document

9.A. Services to Start (Mo., Day, Yr.)
Between **10/1/79** and **10/31/79**

6.A. Allotment Symbol and Charge
843-50-367-00-69-93

6.B. Funds Allotted to:
 A.I.D./W Mission

8. Funding Period (Mo., Day, Yr.)
From **10/1/79** To **12/31/79**

9.B. Completion date of Services
(Mo., Day, Yr.) **12/31/79**

No.A.

10.A. Type of Action
 A.I.D. Contract Cooperating Country Contract Participating Agency Service Agreement Other

10.B. Authorized Agent **AID/W**

Estimated Financing		(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
11. Maximum A.I.D. Financing	A. Dollars	=	63,090	=	63,090
	B. U.S.-Owned Local Currency		=		=
12. Cooperating Country Contributions	A. Counterpart		=		=
	B. Other		=		=

13. Mission References

RAD/RCUP Design Project Grant Agreement dated 8/31/78.

Project Implementation Letter No. 8.

14. Instructions to Authorized Agent

Consultants to USAID/Nepal are required for approximately twenty work weeks (October to December) to assist the project office in carrying out financial & economic analyses of the project. AID/W is authorized to negotiate and execute a contract for the above services required by USAID/Nepal.

15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.

A. The specifications in the scope of work are technically adequate
Office of Rural Area Development *William B. Nance* 8/17/79

B. Funds for the services requested are available
Office of Financial Management *David H. Parkhurst* 8/22/79

C. The scope of work lies within the purview of the initiating and approved Agency Programs
Office of Program Management *Ram Chandra* 8/17/79

D. **Office of Administrative Management** *David H. Parkhurst* 8/22/79

E. _____

F. _____

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to

Signature and date: **No.A.**
Title: _____

17. For the Agency for International Development
William B. Nance
Signature: **William B. Nance**
Title: **Program Officer, USAID/Nepal**

18. Date of Signature
8/22/79

AID 1350-1 19-701	Cooperating Country	PIO/T No.	Page 2 of 12 Pages
	NEPAL	367-0133-3-00162	
PIO/T	Project/Activity No. and Title 367-0133 RAD/RCUP Design (Financial & Economic Analyses)		

SCOPE OF WORK

19. Scope of Technical Services

A. Objective for which the Technical Services are to be Used To assist the USAID/N Project Office and the GON in carrying out the Financial & Economic Analyses of the Rural Area Development - Rapati Zone (RAD) Project.

B. Description

I. Background

The Rapati Zone Project is a proposed multi-sectoral rural development project covering five administrative districts -- Rukum, Rolpa, Salyan, Pyuthan, and Dang-Deokhuri -- in Far Western Nepal. It is one of a number of Integrated Rural Development Projects being implemented or planned by the Government of Nepal with donor support in various multi-district areas of the Kingdom. The project

(Continued on Page 6)

C. Technicians

(1) (a) Number	(b) Specialized Field	(c) Grade and/or Salary	(d) Duration of Assignment (Man-Months)
1	Financial Analysis	NTE \$180/day	2.5
1	Economic Analysis	NTE \$150/day	2.0
1	Financial Planning	NTE \$150/day	.5

(2) Duty Post and Duration of Technicians' Services The consultants will be based in Kathmandu, Nepal with some short term visits to rural areas as necessary. The duration of the assignment is as follows: Financial Planner 2 weeks, Financial

(3) Language requirements

Written and spoken English

(Continued on Page 12)

(4) Access to Classified Information

(5) Dependents Will Will Not

Be Permitted to Accompany Technicians But neither A.I.D. nor the GON will provide support

D. Financing of Technical Services

(1) By AID - \$ (See Estimated Budget on Page 12)

(2) By Cooperating Country - -

AID 1350-1 (9-70)	Cooperating Country	PIO/T No.	Page 3 of 12 Pages
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PIO/T	Project/Activity No. and Title 367-0133 RAD/RCUP Design (Financial & Economic Analyses)		

20. Equipment and Supplies (Related to the services described in Block 19 and to be procured outside the Cooperating Country by the supplier of these services)

A. (1) Quantity (2) Description (3) Estimated Cost (4) Special Instructions

None

B. Financing of Equipment and Supplies

(1) By AID - \$ 000 (2) By Cooperating Country - 000

21. Special Provisions

- A. This PIO/T is subject to AID (contracting) (23 CFR) Departmental regulations.
- B. Except as specifically authorized by AID, or when local hire is authorized under the terms of a contract with a U.S. Supplier, services authorized under this PIO/T must be obtained from U.S. sources.
- C. Except as specifically authorized by AID/W, the purchase of commodities authorized under this PIO/T will be limited to the U.S. under Geographic Code 000.
- D. Other (specify)

This PIO/T covers funding for not more than five (5) work months total consulting services of one (1) Financial Analyst (10 weeks); one (1) Economic Analyst (8 weeks); one (1) Financial Planner (2 weeks)

AID 1350-1 (9-70)	Cooperating Country NEPAL	PIO/T No. 367-0133-3-80162	Page 4 of 12 Pages
PIO/T	Project/Activity No. and Title 367-0133 RAD/RCUP Design (Financial & Economic Analyses)		

22. Reports by Contractor or Participating Agency (Indicate type, content and format of reports required, including language to be used if other than English, frequency or timing of reports, and any special requirements)

As stated in Section 19. B.

23. Background Information (Additional information useful to Authorized Agent and Prospective Contractors or Participating Agency; if necessary cross reference Block 19.C(4) above.)

As described in Section 19. B.

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

A. Relationships and Responsibilities The contractors will be directly responsible to USAID/N. Consultants will work with responsible CON offices as appropriate.

B. Cooperating Country Liaison Official Coordination Division, Ministry of Home-Panchayat.

C. AID Liaison Officials RAD Project Officer, USAID/N.

PIO/T

Project/Activity No. and Title **367-0133**
RAD/RCUP Design
(Financial & Economic Analyses)

LOGISTIC SUPPORT

25. Provisions for Logistics Support

A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")

	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY	
(1) Office Space	X				
(2) Office Equipment	X				
(3) Housing and Utilities					
(4) Furniture					X
(5) Household Equipment (Stoves, Refrig., etc.)	N.A.				
(6) Transportation in Cooperating Country	N.A.				
(7) Transportation To and From Country	X	X			X
(8) Interpreter Services/Secretarial	X				X
(9) Medical Facilities (Health Unit)	X				
(10) Vehicles (official)	X				
(11) Travel Arrangements/Tickets					
Other: (12)					X
(13)					
(14)					
(15)					

B. Additional Facilities Available From Other Sources:

APO

PX

COMMISSARY

OTHER (specify, e.g., duty free entry, tax exemption)

USAID/N will provide the same logistical support provided to other contractors (e.g., pouch for official letter mail, use of health unit and transportation support as may be required).

C. Comments

CONTINUATION
SHEET

FORM SYMBOL

PIO/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

PIO/T

 Worksheet Issues

PAGE 6 OF 12 PAGES

1. Cooperating Country
NEPAL2.a. Code No.
367-0133-3-80162

2.b. Effective Date

 Original Reprint3. Project/Activity No. and Title
367-0133
RAD/RCOP Design
(Financial & Economic Analyses)Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or FA/FR form.

Continued from Page 2, Block 19. B.

was initially conceived in the Winter of 1976/77. Subsequent phases of project development include:

1. A Reconnaissance Survey undertaken by the Agricultural Projects Services Centre (AFROSC) and USAID/Nepal in the Spring of 1977.
2. A Prefeasibility Study, with fieldwork undertaken by AFROSC, GON, and USAID/N staff and consultants in September/October, 1977.
3. A Panchayat Level Needs survey, undertaken by AFROSC and the Ministry of Home-Panchayat in September, 1978.
4. A Baseline Survey, with fieldwork undertaken in December, 1978 - February, 1979.
5. The initiation of pre-project activities in June, 1979, in the Zone, including expansion of the Cottage Industries and Forestry programs, and of a District and Village based program to support construction of Drinking Water Systems, Small Bridges, and Small Irrigation Systems.

The approximately 10,500 sq. kms. within the Rasati Zone have a population of over 750,000 which is about 99% rural. The Zone is split into two major geographical areas. The Dang and Deokhuri Valleys in the terai contain about 60% of the arable land in the Zone and about 30% of its total population, with average landholdings estimated at 2.86 ha. per household.* The remaining four districts in the Zone are heavily ridged and gradually increasing in altitude to north. Landholdings are radically smaller (.30 ha. per household)* and only limited services are available to most of the population. With the exception of the East-West Highway in Deokhuri Valley, the Zone has virtually no reliable motorable roads.

*National Sample Census of Agriculture
1971/72, Nepal (Rasati Zone).

CONTINUATION
SHEET

FORM SYMBOL

PIO/T

Indicate block
numbers.DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

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 Worksheet Invoice

PAGE 7 OF 12 PAGES

1. Cooperating Country
NEPAL2. Code No.
367-0133-3.60162

2a. Effective Date

 Original Amendment
OR No.

3. Project/Activity No. and Title

367-0133

RAD/RCUP Design

(Financial & Economic Analyses)

Use this form to complete the information required in any block of a PIO or PA/PA form.

The situation in the Zone (as elaborated in the project development documents), with the evolving GON policy on integrated rural development, the experience in Nepal to date with integrated rural development, and the specific concerns and mandates of AID have led to the formulation of the following "working" objectives for the program:

1. To quantitatively and qualitatively improve food production and consumption by the rural poor.
2. To improve and increase income generating opportunities within rural areas which are accessible to poor farmers, landless laborers and occupational castes.
3. To strengthen the capacity of panchayats, cooperatives and other local organizations to plan, implement and sustain local development efforts.
4. To provide basic services at the District and Village level through joint local-central efforts.

The objectives are interrelated, responding to the nature of the problems in the Zone. The strategy to attain the objectives thus stresses the need for simultaneous financial, commodity, and technical assistance to central, zonal district and local levels within priority program areas. Consistent both with the "working" objectives and with GON's policy on integrated rural development, the strategy stresses the role of local government and community organizations as decision making and implementing agents in local development efforts. Within the Rapati Zone it is anticipated that the following types of assistance will be provided, either simultaneously or in a phased manner:

1. Financial support, resources and technical assistance will be provided, directly or indirectly, to panchayats, cooperatives and other local organizations for activities in priority areas of activity.

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CONTRIBUTION
SHEET1. Cooperating Country
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FORM OVA368

TITLE OF FORM

2.b. Effective Date

 Original

Attachment

OR No.

PIO/T

PIO/T

3. Project/Activity No. and Title

367-0133

RAD/RCUP Design

(Financial & Economic Analyses)

Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

2. Targeted assistance will be provided through appropriate central agencies and local organizations to benefit and provide for the development of the poorest groups within local communities -- the landless, near-landless, occupational castes, disadvantaged ethnic groups, and women.
3. Financial, technical and some commodity support will be provided at the district level to assure capable planning, monitoring and implementation of both district and village level development activities.
4. Central level agencies with responsibility for priority areas -- agriculture and livestock production, health, family planning, drinking water and sanitation, employment generation, education, -- will be assisted through primarily local capital and recurrent cost support in providing staff, infrastructure, needed external resources, and training to the project area.
5. Financial and technical assistance will be provided at the central and project level to establish and maintain effective coordinating and monitoring support within the project area.

The program strategy and project objectives make clear that the process of development in the Rapati Zone will not be accelerated easily; it will be a long-term effort, with small but continuing incremental improvements in the quality of life for the people involved.

II. Description of Scope of Technical Services

Due to the close interrelationships between Financial and Economic Analyses, the desired schedule for technical services provides for overlap as follows:

Financial Analyst o/a Oct. 8 - o/a Dec. 14, 1979 (10 weeks)
Economic Analyst o/a Oct 22 - o/a Dec. 14, 1979 (8 weeks)
Financial Planner o/a Oct.22 - o/a Nov. 2. 1979 (2 weeks)

CONTINUATION
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FORM SYMBOL

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Indicate block
numbers.DEPARTMENT OF STATE
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1. Cooperating Country

NEPAL

2.a. Code No.

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2.c.

 Original OR No.

3. Project/Activity No. and Title

367-0133

RAD/RCUP Design

(Financial & Economic Analysis)

Use this form to complete the information required in any block of a PIO or PA/PP form.

A. Financial Analyst

A consultant to USAID/N is required for approximately 10 weeks (early October - mid December) to assist the project office in carrying out a financial analysis of the project. The two major outputs of the consultants work will be:

- 1) A set of recommendations on workable disbursement and accounting procedures for the components of the project, and for the project as a whole. Such recommendations must incorporate both GON procedures and regulations as well as those of USAID/N, and must be appropriate for the type of project component. Included in these recommendations should be suggestions of feasible changes in existing GON and USAID/N procedures, and definition of organizational and personnel requirements necessary to carry out the recommendations. The recommendations will be based on one of the underlying assumptions of the project, i.e., that it is the Nepali Government that will be implementing and evaluating the project. The corollary assumption that there is limited trained personnel available for work in rural areas should have a major bearing on the final recommendations. Estimated time: 6 weeks.
- 2) A draft Financial Analysis for the Project Paper. The consultant will work with the project offices at USAID/N, GON and the Nepali design group to arrive at an acceptable approach to a financial analysis for a multi-sectoral project. The approach should be in conformance with AID policies and procedures as outlined in Handbook 3, Chapter 5, and with general AID practice in analysis of such projects. Although all final cost estimates may not be available during the consultancy, the consultant should be able to leave a near-complete draft of the Financial Analysis, with instruction for completing budget tables, flows, etc. Carrying out this work will require working closely with the USAID/N project office, Nepali design consultants, and several ministries of the GON (particularly the Ministries of Finance and Home-Panchayat). The bulk of data on the project required for the analysis will be provided to the consultant. The consultant will be responsible for gathering and interpreting most of the information required for recommendations on disbursement and accounting procedures. Assistance in this will be provided by the project office and the Financial Management Office of USAID/N. Limited field trips will be arranged for the consultant as required. Estimated Time: four weeks.

CONTINUATION
SHEET

FORM SYMBOL

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DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

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 Worksheet Issuance

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1. Cooperating Country
NEPAL2.a. Code No.
367-0133-3,80162

2.b. Effective Date

2.c. Original Amendment
OR New

3. Project/Activity No. and Title

367-0133
RAD/RCUP Design
(Financial & Economic Analyses)Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

B. Economic Analyst

A economic analyst is required for eight weeks from o/a October 22 to o/a December 14 to prepare a draft economic analysis for inclusion in the Project Paper for the Rapati Zone Project. This task is elaborated below.

1. Most of the project development and feasibility studies have been performed by the Agricultural Projects Services Centre (APROSC) on behalf of GON, utilizing USAID funding. These efforts to date are summarized under I. above. APROSC is currently working on a Feasibility Study for an Integrated Rural Development Project in the project area. The final report is likely to be broader in scope and to imply greater amounts of external assistance than USAID alone plans to provide.

As part of the process of reviewing proposed project elements in the final APROSC report for inclusion in an AID-supported project, USAID/Nepal will review the various analyses provided by APROSC. In addition, a 191-page draft report on migration within the project area will be reviewed. The USAID/Nepal objective will be to identify potential mixes of project components with differing developmental and economic consequences. Major choices are likely to relate to choices among mixes of productive, service-providing and basic infrastructure-building components; relative distribution of productive components between the hills and the southern valley areas; and, relative stress in productive investments on subsistence versus market-oriented choices. The analyst must become thoroughly familiar with this basic material, and visit representative hill and valley locations in the project area.

Estimated time: 2 weeks.

CONTINUATION SHEET	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT	<input type="checkbox"/> Worksheet	<input type="checkbox"/> Issuance	PAGE 11 OF 12 PAGES
		1. Cooperating Country NEPAL	2.c. Code No. 367-0133-3-80162	
		2.b. Effective Date	2.c. Amendment? <input checked="" type="checkbox"/> Original OR No.	
FORM SYMBOL	TITLE OF FORM	3. Project/Activity No. and Title 367-0133 RAD/RCUP Design (Financial & Economic Analyses)		
PIO/T	PIO/T			
Indicate block numbers.	Use this form to complete the information required in any block of a PIO or PAA form.			

2. Drawing upon the above cited review and project analyses, USAID/Nepal will identify an overall analytical strategy for final project development. Given the mix of activities likely to result from the above process, project objectives and GON policies, it will be necessary for the analyst to adopt an analytical approach based either upon a macro model within which estimation of an internal rate of return for the project will be feasible or upon a cost effectiveness analysis. Central to the determination of the analytical approach to be used will be the degree of specificity with which USAID/N and the GON will be able to identify project outputs. The approach to the analysis preferred at this time by USAID/N is for an internal rate of return analysis taking as the key variable changes in average labor productivity in agriculture and agriculture-based industries within the project area. It appears that this would provide an optimal way of relating both productive and basic services investments under the project. The analyst should examine this and other possibilities in terms of adequacy of specification of project outputs and of data for the project area. Estimated time: 2 weeks.

3. Based upon mutual review with USAID/N of the approach recommended by the analyst, the analyst will be responsible for preparing an analysis in first draft and, after review with USAID/N, in second draft format for inclusion in the Project Paper. Estimated time: 4 weeks.

C. Financial Planner

The services of a senior financial planner are required from o/a October 22 (arriving with the economic analyst) to o/a November 2, 1979 to assist in the following tasks:

1. The planner will review the background work of the financial analyst and, in collaboration with officials of GON (particularly the Ministry of Finance), assist in formulating recommendations for workable procedures for disbursing and accounting during project implementation.

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT Worksheet Invoice

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CONTINUATION
SHEET1. Cooperating Country
NEPAL2.a. Code No.
367-0133-3-80162

FORM SYMBOL

TITLE OF FORM

2.b. Effective Date

2.c.
 Original Amendment

PIO/T

PIO/T

3. Project/Activity No. and Title

367-0133

RAD/RCUP Design

(Financial & Economic Analyses)

Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or PAA form.

2. The planner should work with the Financial Analyst to finalize the operational work plan for the Financial Analysis of the project. Particular emphasis should be placed on the analysis of the ability of various implementing agencies (e.g., departments, districts, etc.) to disburse and account for funds.
3. The planner should contribute to the formulation of the work plan for the economic analysis of the project, particularly with regard to determining effective analytical approaches to the varied components of the project.

Continued from Page 2, Block 19, C. (2)

Analysis 10 weeks and Economic Analysis 8 weeks.
The consultants may be required to work a six-day (6) work week. Services are expected to begin in October and end o/a 31 December, 1979.

Estimated Budget, US \$

<u>Salaries</u>	
Financial Planner (\$180/day x 12 days)	18,360
Financial Analyst (\$150/day x 60 days)	2,160
Economic Analyst (\$150/day x 48 days)	9,000
	7,200

<u>Overhead</u>	
(175% of salaries)	32,130

<u>Per Diem</u>	
(140 days x \$40/day)	5,600

<u>Travel</u>	
(3 round trips U.S. - KTM - U.S.)	6,000

<u>Travel in Nepal</u>	1,000
------------------------	-------

TOTAL	\$ 63,090
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17-71

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

PIO/T

1. Cooperating Country
NEPAL

2. PIO/T No.
367-0133-3-80164

3. Original or
Amendment No. _____

4. Project/Activity No. and Title
**367-0133
RAD/RCUP DESIGN
(Rural Development Training)**

**109.
PD-AAF-438**

DISTRIBUTION

5. Appropriation Symbol
72-1181021

6.A. Allotment Symbol and Charge
43-50-367-00-69-93

6.B. Funds Allotted for
 A.I.D. Mission

7. Obligation Status
 Administrative Reservation Implementing Document

8. Funding Period (Mo., Day, Yr.)
From **11/1/79** To **12/31/80**

9.A. Services to Start (Mo., Day, Yr.)
Between **11/1/79** and **11/15/79**

9.B. Completion date of Services
(Mo., Day, Yr.)
12/31/80

10.A. Type of Action
 A.I.D. Contract Cooperating Country Contract Participating Agency Service Agreement Other

10.B. Authorized Agent
USAID/Nepal

Estimated Financing		(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
11. Maximum A.I.D. Financing	A. Dollars		77,019		77,019
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

13. Mission References

RAD/RCUP Design
Project Grant
Agreement dated
August 31, 1978

14. Instructions to Authorized Agent

A Training Advisor to USAID/Nepal, Rural Area Development Office is required for 14 months starting o/a November 1, 1979. He/she will assist the project office in the design and pilot implementation of training programs for Rural Area Development in the Rapati Zone. Such programs will be funded under the RAD/RCUP Design Project (367-0133) in preparation for and development of Project 367-0129. USAID/Nepal, Office of Administrative Management, is authorized to negotiate and execute a Personal Services Contract for the above services.

15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.

A. The specifications in the scope of work are technically adequate <i>William R. Nance</i> 9/12/79 Office of Rural Area Development	B. Funds for the services requested are available <i>William R. Nance</i> Office of Financial Management
C. The scope of work lies within the purview of the initiating and approved Agency Programs <i>Pam Chandler</i> 9/12/79 Office of Program	D. <i>Rose for W. Lockhart</i> 9/12/79 Office of Administrative Management
E.	F.

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to

Signature and date: **N.A.**

Title:

17. For the Agency for International Development

William R. Nance
Signature: **William R. Nance**

Title: **Program Officer, USAID/Nepal**

18. Date of Signature
9/13/79

PIO/T

Project/Activity No. and Title
**367-0113
RAD/RCUP DESIGN
(Rural Development Training)**

SCOPE OF WORK

19. Scope of Technical Services

- A. Objective for which the Technical Services are to be Used To provide advisory services to the Rural Area Development Office on the identification and meeting of training needs related to the implementation of the Rapati Zone Project. This includes the
- B. Description (Continued on page 6)

Background

The project design project (PDP) for the Rapati Zone Project includes funding for the design of a major rural area development project in the Rapati Zone; the implementation of preparatory field activities in the project area; and the initiation of training to strengthen manpower capabilities required for rural development in the Zone. Efforts to effectively carry out the training portion of the PDP have been frustrated by: the recently resolved lack of effective coordinating and decision making authority within GOM on training matters; a demonstrated need for the extensive provision of advice to coordinating and line agency authorities within GOM on suitable and effective approaches to meet identified personnel needs at various levels within the project area; the need

(Continued on page 6)

C. Technicians

(1) (a) Number	(b) Specialized Field	(c) Grade and/or Salary	(d) Duration of Assignment (Man-Months)
1	Rural Development Training		14

- (2) Duty Post and Duration of Technicians' Services The Technician will be based in Kathmandu, Nepal with extensive travel to rural areas as necessary. The duration of the services is fourteen (14) months and he or she will be required to work a five-day (5) work weeks.
- (3) Language requirements

Written and spoken English; S-3 level in Nepali

(4) Access to Classified Information

No access required

- (5) Dependents Will Will Not Be Permitted to Accompany Technician

D. Financing of Technical Services

(1) By AID - \$ 77,019

(2) By Cooperating Country - -

AID 1-50-1 (9-78)	Cooperating Country NEPAL	PIO/T No. 367-0133-3- 50164	Page 3 of 10 Pages
PIO/T	Project/Activity No. and Title 367-0113 RAD/RCUP DESIGN (Rural Development Training)		

20. Equipment and Supplies (Related to the services described in Block 19 and to be procured outside the Cooperating Country by the supplier of these services)

A. (1) Quantity (2) Description (3) Estimated Cost (4) Special Instructions

None

B. Financing of Equipment and Supplies
 (1) By AID - \$ - (2) By Cooperating Country - -

21. Special Provisions

- A. This PIO/T is subject to AID (contracting) ~~of the U.S. Government~~ regulations.
- B. Except as specifically authorized by AID, or when local hire is authorized under the terms of a contract with a U.S. Supplier, services authorized under this PIO/T must be obtained from U.S. sources.
- C. Except as specifically authorized by AID/W, the purchase of commodities authorized under this PIO/T will be limited to the U.S. under Geographic Code 000.
- D. Other (specify): This PIO/T covers funding for not more than fourteen (14) work months total services of one (1) Rural Development Training Advisor.

AID 1350-1 (9-70)	Cooperating Country NEPAL	PIO/T No. 367-0113-3-8-164	Page 4 of 10 Pages
PIO/T	Project/Activity No. and Title 367-0113 RAD/RCUP DESIGN (Rural Development Training)		

22. Reports by Contractor or Participating Agency (Indicate type, content and format of reports required, including language to be used if other than English, frequency or timing of reports, and any special requirements)

As required to carry out the services described in Block 19. B. and as otherwise required by the Office of Rural Area Development.

23. Background Information (Additional information useful to Authorized Agent and Prospective Contractors or Participating Agency; if necessary cross reference Block 19.C(4) above.)

As described in Block 19. B.

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

A. Relationships and Responsibilities. The contractor will be responsible to the Office Chief, Rural Area Development Office, USAID/N. She/he will work with responsible GON officers as requested.

B. Cooperating Country Liaison Official

Joint Secretary, Coordination Division, Ministry of Home-Panchayat, GON.

C. AID Liaison Officials

Chief, Office of Rural Area Development, USAID/N.

AID 1388-1 (9-72)	Cooperating Country NEPAL	PIO/T No. 367-0113-3-80164	Page 5 of 10 Pages	
	Project/Activity No. and Title 367-0113 RAD/RCUP DESIGN (Rural Development Training)			

LOGISTIC SUPPORT

25. Provisions for Logistic Support A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY	
(1) Office Space	X				
(2) Office Equipment	X				
(3) Housing and Utilities					
(4) Furniture	X				X
(5) Household Equipment (Stoves, Refrig., etc.)	X				
(6) Transportation in Cooperating Country	X				
(7) Transportation To and From Country					
(8) Interpreter Services/Secretarial	X				
(9) Medical Facilities (Health Unit)	X				
(10) Vehicles (official)	X				
(11) Travel Arrangements/Tickets	X				
Other: (specify) (12) End of tour physical exams	X				
(13)					
(14)					
(15)					

B. Additional Facilities Available From Other Sources

APO

PX

COMMISSARY

OTHER (specify, e.g., duty free entry, tax exemption)

Duty free status and pouch privileges.

C. Comments

CONTINUATION
SHEET

FORM SYMBOL

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AGENCY FOR
INTERNATIONAL DEVELOPMENT Worksheet Invoice

PAGE 6 OF 10 PAGES

1. Cooperating Country
NEPAL2. Code No.
367-0113-3-50164

2A. Effective Date

 Original OR Amendment

3. Project/Activity No. and Title

367-0113
RAD/RCUP DESIGN
(Rural Development Training)Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

(Continued from Page 2, Block 19, A.)

provision of advice on the most effective utilization of training funds remaining under the project development project phase; on training components for the project paper on expanded rural development activities in the project area; and on the implementation of in-country and local level training provided for in the project paper.

(Continued from Page 2, Block 19, B.)

to provide advice and expert assistance on the implementation of pilot local training programs in basic planning, management and technical skills within the project area.

With the apparent establishment of effective decision making authority on training within GON, the remaining two factors require the provision of time and expertise which are not presently available to the Rural Area Development Office. The preparation of recommendations and analyses for multi-sector training in similar areas on an expanded scale for the project paper under preparation, and the pilot implementation of proposed local level training programs require similar advisory inputs over the remainder of the project design project.

Services Required

The services of a rural development training advisor are required by the Office of Rural Area Development for a period of 14 months. The advisor will be responsible to the Chief of USAID/Nepal's Rural Area Development Office (RADO). He/she will be required to work closely with other offices of the mission, under the supervision of RADO Chief, in assuring that training recommendations and pilot efforts are technically and procedurally appropriate.

The advisor will be required to:

1. Prepare recommendations on the effective utilization of unallocated training funds remaining under the project design project for short-term U.S. and third country participant training; in-country training in available programs and facilities; and ad hoc or pilot training programs for local officials, technicians and citizens in the project area. These recommendations will focus on high-priority areas of quantitative and qualitative weaknesses in manpower such as: agriculture, basic rural construction, project planning and

CONTINUATION
SHEET

FORM 5700-1

PIO/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

PIO/T

 Worksheet Issuance

PAGE 7 OF 10 PAGES

1. Cooperating Country
NEPAL2. Code No.
367-0113-3-80164

2.b. Effective Date

3. Original OR Resubmission

3. Project/Activity No. and Title
367-0113
RAD/RCUP DESIGN
(Rural Development Training)Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

management, reforestation and plant nursery establishment, on-farm water management, etc.

The recommendations to be prepared will be based on the following assumptions:

- a. That the programs recommended be capable of implementation with an absolute minimum of expatriate assistance,
- b. That recommended programs conform to existing policies and procedures of the appropriate implementing agencies or authorities, and make the fullest possible use of available training facilities and resources,
- c. That the selection criteria and procedures recommended maximize the access to programs of current residents of the project area and promote the likelihood of trainees effectively applying the benefits of training within the project area.

In the preparation of these recommendations the advisor will establish and maintain liaison with appropriate line agencies, local authorities and the Project Coordinator's Office and other appropriate divisions within the Home-Panchayat Ministry. As requested by these authorities, the advisor will be prepared to provide further advice and assistance on implementing these recommendations.

2. Provide advice and specific recommendations on training needs and possibilities related to the carrying out of the larger rural development effort in the Bapat Zone for which a project paper is being prepared. These will be based on a review of evolving proposals for project activities, manpower needs assessments to be prepared as part of these proposals, and independent investigations carried out by the advisor.

These recommendations will cover the types, sources and lengths of training to meet identified manpower needs. Based on the advisor's recommendations, an operational plan will be prepared for all out-of-country training and training utilizing existing resources within Nepal. Also based on the advisor's recommendations, detailed plans will be prepared on the organization, requirements and conduct of all new or modified in-country training (primarily within the project area). These will include:

- a. Identification of potential implementing agencies or authorities.

CONTINUATION
SHEET

FORM SYMBOL

PIO/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

PIO/T

 Worksheet Issuance

PAGE 8 OF 10 PAGES

1. Cooperating Country
NEPAL

2a. Code No.

367-0113-3-11.164

2b. Effective Date

 OriginalAmendment
OR No.

1. Project/Activity No. and Title

367-0113

RAD/RCUP DESIGN

(Rural Development Training)

Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

- b. Identification of staff requirements, sources and training/technical assistance requirements.
- c. Estimates of the cost of training.
- d. Development of criteria for the selection of potential trainees most likely to apply their training within the project area.
- e. Recommendations for the effective monitoring and evaluation of proposed training programs.

The preparation and refinement of these recommendations will require the advisor to work closely with the Agricultural Projects Services Centre staff who are preparing the bulk of the feasibility study for the Rapati Project. As requested, the advisor will discuss and review his/her recommendations with GON and local agencies who would be responsible for implementing them.

3. To the extent feasible under available project funding, the advisor will, as requested, refine and assist in the pilot implementation of local training programs agreed to by GON and local authorities. These efforts will particularly focus on the establishment of local (district or sub-district level) training capabilities and the provision of basic planning and management training to local level officials, technicians and elected representatives.
4. Provide other advisory services relating to training aspects of the RAD project as requested.

Necessary Qualifications

The advisor must have the following qualifications to effectively carry out the services required:

1. Experience in the planning, organization and implementation of practical training courses designed to impart technical, managerial and extension skills to trainees of varying educational and experience levels in developing countries.
2. Experience in identifying and arriving at solutions to problems of selecting, training and assuring the effective utilization of trainees within the context of developing country governmental personnel rules, regulations and procedures.

CONTINUATION
SHEET

FORM SYMBOL

PIO/T

Indicate block
numbers.DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

PIO/T

 Worksheet Issues

PAGE 9 OF 10 PAGES

1. Cooperating Country
NEPAL2. Code No.
367-0113-3-80164

2b. Effective Date

2c. Original Amendment
OR No.3. Project/Activity No. and Title
367-0113
RAD/RCUP DESIGN

(Rural Development Training)

Use this form to complete the information required in any block of a PIO or PA/PR form.

3. Demonstrated ability to function effectively and professionally in collaborative, advisory relationships in urban and rural settings in developing countries.
4. Thorough familiarity with relevant training facilities, approaches and capabilities in Nepal.
5. Familiarity with local institutional and governmental structures and functioning in rural Nepal.
6. Ability to carry out fieldwork and provide assistance in training programs in areas of rural Nepal accessible only by walking.
7. Ability to speak Nepali at a level permitting active participation in the planning and conduct of training programs with non-English speaking trainers and participants.

CONTINUATION
INSERT

FORM SYMBOL

PIO/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

PIO/T

 Worksheet Insurance

PAGE 10 OF 10 PAGES

1. Cooperating Country
NEPAL2. Code No.
267-0113-3- 8,1642b. Effective Date
- Original Amendment

3. Project/Activity No. and Title

367-0113

RDC/RCUP DESIGN

(Rural Development Training)

Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

Estimated Budget
(For 14 months)

1.	Salary (Equiv. to FSR 4/4)	\$35,231
2.	Post Differential (15%)	5,285
3.	F.I.C.A. (6.13%)	2,160
4.	Housing Allowance (estim. Rs 3,500 rent + Rs 1,000 utilities/month x 14)	5,294
5.	International Travel	
	a) U.S. to Kathmandu & return, contractor, spouse and two children - 4 one way tickets & excess baggage + 4 one way tickets and excess baggage at 10% inflation	10,049
	b) Per Diem	2,200
6.	Operational Travel	
	a) 2 trips to visit potential training sites/courses (estim. as Manila)	2,200
	b) Per Diem for above 20 days x \$40	800
	c) Travel in Nepal (10 round trips to Nepalgunj at Rs 295 one way)	500
	d) In-country per-diem (35 days @ \$15, 35 days @ \$7.5)	788
7.	Transportation of Things	
	a) Air Freight, 700 lbs. @ \$2.80/lbs. x 2	3,920
	b) Return HHE Shipping up to 2500 lbs. @ \$1.40/lbs.	3,500
	c) Storage of HHE up to 5000 lbs.	1,312
	d) Return shipment of POV	2,200
8.	Education Allowance (estim. one child Lincoln School 1/2 yr.)	1,150
9.	Other Direct Costs	
	a) Insurance	100
	b) Physical Examinations Initial & End of Tour	330
		<u>\$77,019</u>

AID 1380-1 (7-71)	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT	1. Cooperating Country NEPAL	Page 1 of 8 Pages
		2. PIO/T No. 367-0133-3-80170	3. <input checked="" type="checkbox"/> Original or Amendment No. _____
PIO/T	PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	4. Project/Activity No. and Title 367-0133 RAD/RCUP DESIGN (Procurement Consultant)	

3670133-7

DISTRIBUTION	5. Appropriation Symbol 72-1191021	6.A. Allotment Symbol and Charge 943-50-367-00-69-03	6.B. Funds Allotted for: <input type="checkbox"/> A.I.D./W <input checked="" type="checkbox"/> Mission
	7. Obligation Status Obligated by Grant Agreement <input type="checkbox"/> Administrative Reservation <input checked="" type="checkbox"/> Implementing Document		8. Funding Period (Mo., Day, Yr.) From 1/1/80 To 3/15/80
N.A.	9.A. Services to Start (Mo., Day, Yr.) Between 1/1/80 and 1/15/80		9.B. Completion date of Services (Mo., Day, Yr.) NLT 3/15/80
	10.A. Type of Action <input checked="" type="checkbox"/> A.I.D. Contract <input type="checkbox"/> Cooperating Country Contract <input type="checkbox"/> Participating Agency Service Agreement <input type="checkbox"/> Other		
10.B. Authorized Agent AID/W			

Estimated Financing		(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
11. Maximum A.I.D. Financing	A. Dollars		12,314		12,314
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

13. Mission References	14. Instructions to Authorized Agent
	<p>A Procurement Consultant to USAID/Nepal, Office of Rural Area Development, is required for 6 weeks starting o/a January 5, 1980. He/she will be expected to review and make recommendations on commodity procurement needs and procedures for carrying out all aspects of the multi-sectoral Rural Area Development -- Rapati Zone Project. AID/W, SER/CM/ROD, is authorized to negotiate and execute a Personal Services Contract for the above services.</p>

RAD/RCUP DESIGN
Project Grant
Agreement
dated 8/31/78.

Project Imple-
mentation
Letter No. 8

15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.	
A. The specifications in the scope of work are technically adequate <i>William B. Nance</i> Office of Rural Area Development	B. Funds for the services requested are available <i>William B. Nance</i> Office of Financial Management
C. The scope of work lies within the purview of the initiating and approved Agency Programs <i>Rain Johnson</i> Office of Program 10/30/79	D. <i>William B. Nance</i> Office of Project Development & Implementation Support
E. <i>David H. Hordchick</i> 10/30/79 Office of Administrative Management	F. _____

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to	17. For the Agency for International Development <i>William B. Nance</i> Signature: William B. Nance	18. Date of Signature 10/30/79
Signature and date: N.A.	Title: Program Officer, USAID/Nepal	

PIO/T

Project/Activity No. and Title

367-0133 RAD/RCUP Design
(Procurement Consultant)

SCOPE OF WORK

19. Scope of Technical Services

- A. Objective for which the Technical Services are to be Used To provide a review of and make recommendations on commodity procurement needs and procedures for carrying out all aspects of the Rural Area Development -- Rapati Zone Project.

B. Description

A. Background

1. Rural Area Development -- Rapati Zone (RAD): The Rapati Zone Project is a multi-sectoral rural development project located in five administrative districts of Far Western Nepal. Already under development for several years, the project is now in final design stages, with a completed Project Paper scheduled for the Spring of 1980. Consistent both with the original project objectives and the GON's newly approved policy on rural development, the project stresses the role of local government and community organizations (the Panchayat System) as decision making and implementing agents in local development efforts. In addition to panchayat development activities, the project will support central

(Continued on Page 7)

C. Technicians

(1) (a) Number	(b) Specialized Field	(c) Grade and/or Salary	(d) Duration of Assignment (Mo., Months)
1	Procurement		1.5

- (2) Duty Post and Duration of Technicians' Services The Consultant will be based in Kathmandu, Nepal with travel to rural areas as necessary. The duration of the services is six (6) weeks. The Consultant may be required to work a six-day (6) work week.

(3) Language requirements

Written and spoken English

(4) Access to Classified Information

No access required

(5) Dependents

 Will Will Not

Be Permitted to Accompany Technician

D. Financing of Technical Services

(1) By AID - \$ 12314

(2) By Cooperating Country - 0

AID 1380-1
(9-70)

Cooperating Country

NEPAL

PIO/T No.

367-0133-3-80170

Page 3 of 8 Pages

PIO/T

Project/Activity No. and Title

367-0133 RAD/RCUP Design
(Procurement Consultant)

20. Equipment and Supplies (Related to the services described in Block 19 and to be procured outside the Cooperating Country by the supplier of these services)

A. (1) Quantity (2) Description

(3) Estimated
Cost

(4) Special Instructions

None

B. Financing of Equipment and Supplies

(1) By AID - \$ =

(2) By Cooperating Country - =

21. Special Provisions

- A. This PIO/T is subject to AID (contracting) (~~FAR~~) regulations.
- B. Except as specifically authorized by AID, or when local hire is authorized under the terms of a contract with a U.S. Supplier, services authorized under this PIO/T must be obtained from U.S. sources.
- C. Except as specifically authorized by AID/W, the purchase of commodities authorized under this PIO/T will be limited to the U.S. under Geographic Code 000.
- D. Other (specify): This PIO/T covers funding for not more than six (6) work weeks total services of one (1) Procurement Consultant.

AID 1350-1 (9-70)	Cooperating Country NEPAL	PIO/T No. 367-0133-3-80170	Page 4 of 8 Pages
PIO/T	Project/Activity No. and Title 367-0133 RAD/RCUP Design (Procurement Consultant)		

22. Reports by Contractor or Participating Agency (Indicate type, content and format of reports required, including language to be used if other than English, frequency or timing of reports, and any special requirements)

As described in Block 19.B.

23. Background Information (Additional information useful to Authorized Agent and Prospective Contractors or Participating Agency; if necessary cross reference Block 19.C(4) above.)

As described in Block 19.B.

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

A. Relationships and Responsibilities The Consultant will report to the Chief, Office of Rural Area Development, USAID/N. He/She will work with responsible GON officers as required.

B. Cooperating Country Liaison Official
Project Coordinator, Coordination Division, Ministry of Home Panchayat, GON

C. AID Liaison Officials
Chief, Office of Rural Area Development, USAID/N and Chief, Office of Project Development and Implementation Support, USAID/N.

AID 1380-1
(9-73)

Cooperating Country

NEPAL

PIO/T No.

367-0133-3-80170

Page 5 of 8 Pages

PIO/T

Project/Activity No. and Title

367-0133 RAD/RCVP Design
(Procurement Consultant)

LOGISTIC SUPPORT

25. Provisions for Logistic Support

A. Specific Items (insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY	
(1) Office Space	X				
(2) Office Equipment	X				
(3) Housing and Utilities	N.A.				
(4) Furniture	N.A.				
(5) Household Equipment (Stoves, Refrig., etc.)	N.A.				
(6) Transportation in Cooperating Country					
(7) Transportation To and From Country					X
(8) Interpreter Services/Secretarial	X				X
(9) Medical Facilities (Health Unit)	X				
(10) Vehicles (official)	X				
(11) Travel Arrangements/Tickets					X
Other: (12)					
(specify) (13)					
(14)					
(15)					

B. Additional Facilities Available From Other Sources

 APO PX COMMISSARY OTHER (specify, e.g., duty free entry, tax exemption)

USAID/N will provide the same logistical support provided to other contractors (e.g., pouch for official letter mail, use of health unit and transportation support as may be required).

C. Comments

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT Worksheet Issues

PAGE 6 OF 8 PAGES

CONTINUATION
SHEET1. Cooperation Country
Nepal2.a. Code No.
367-0133-3-0170

FORM SYMBOL

TITLE OF FORM

2.b. Effective Date

2.c. Amendment
 Original OR Not

PIO/T

PIO/T

3. Project/Activity No. and Title

367-0133
RAD/RCUP DESIGN
(Procurement Consultant)Indicate black
numbers.

Use this form to complete the information required in any block of a PIO or PAA form.

ESTIMATED BUDGET
(for six (6) weeks)Salary (Equivalent to PSR 2)
36 days @ 182

\$ 6,552

F.I.C.A. (6.13%)

402

Per Diem

42 days @ \$40

1,680

Travel

U.S. - Kathmandu - U.S.

2,200

Travel in Nepal

480

Contingency

1,000

TOTAL

\$ 12,314

AID 1800-1 (8-68) CONTINUATION SHEET FORM SYMBOL PIO/T	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT TITLE OF FORM PIO/T	<input checked="" type="checkbox"/> Worksheet <input type="checkbox"/> Issuance 1. Cooperating Country NEPAL 2.b. Effective Date 3. Project/Activity No. and Title 367-0133 RAD/RCUP DESIGN (Procurement Consultant)	PAGE 7 OF 8 PAGES 2.c. Code No. 367-0133-3-80170 2.c. Amendment <input checked="" type="checkbox"/> Original OR No:
---	--	--	--

Indicate block numbers.

Use this form to complete the information required in any block of a PIO or PAA form.

(Continued from page 2 19.B.)

government programs within the project area in both social service and production oriented programs plus limited infrastructure improvements. In view of the very low average economic levels of the predominantly subsistence farmers in most of the project area, the five year long project is intended to make broad, but limited improvements in the subsistence level of the majority of people in the Rapati Zone.

2. Consistent with current GON policies, the project will be primarily implemented through a number of existing ministries and agencies rather than through project authorities or staff. Coordination of unknown effectiveness, will be structurally provided for/at the central, Zonal/Project and district levels including a Project Coordinator's Office in the project area. Disbursement and accountability for USAID grant funds for the project will be complicated by the number of implementing agencies, and the sequence from the central to the local level through which funds will flow.

B. Scope of Work:

In order to supplement the staff resources within USAID/N the Office of Rural Area Development requires the services of a consultant for 6 weeks, from approximately 1/1/80 to 3/15/80. The consultant will be expected to review and make recommendations on commodity procurement needs and procedures for carrying out all aspects of the RAD project. The duties of the consultant will include:

1. Review lists of Project Commodities and proposed specifications required for carrying out the proposed project, including those commodities to be funded by USAID/N, and those to be funded by the central and local levels of HMG/N. Based on this review, prepare recommendations on the adequacy of the commodities and specifications and the timing of the procurement to meet project needs.
2. Review the host government organizational structures where project procurement will be centered, including relevant regulations, and determine adequacy of existing staff, procedures, and or assistance required to insure a workable procurement system with checks and balances of funds, commodity flow and commodity requirements. This review and resulting

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

Worksheet Issuance

CONTINUATION
SHEET

1. Cooperating Country
NEPAL

2. Code No.
367-0133-3-80170

FORM SYMBOL

TITLE OF FORM

2.b. Effective Date

2.c. Amendment
 Original OR No.

PIO/T

PIO/T

3. Project/Activity No. and Title
367-0133
RAD/RCUP DESIGN
(Procurement Consultant)

Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or PAA form.

recommendations will take into account the needs and capabilities of local government authorities whose role in procurement has been increased under policies stressing decentralization.

- 3. For all commodities to be centrally procured, prepare recommendations on the appropriateness of EMG versus USAID procurement, including proposals for alternatives within each major option. Such alternatives should include the possible use of local or South Asian procurement agents.
- 4. For all components where USAID procurement of commodities is recommended, prepare a brief review and summary of applicable procurement regulations and procedures. This should include an identification of foreseeable issues, problems or delays.
- 5. Based on the above requirements, prepare an overall procurement schedule for identified project commodities. This should identify the major actions and staff required to carry out procurement and delivery of commodities to major distribution points, the agency or unit responsible for these actions, the scheduling required to complete procurement by the time commodities are required, and the checks and balances required to insure procurement implementation. The schedule should include provision for end-use monitoring.

C. Required Qualifications and Experience:

It is essential that the consultant have background or field experience working in LDC's at project or mission levels where procurement activities were implemented in close working relationship with host country agencies. Previous experience with rural development projects involving considerable local decentralized procurement useful. Familiarity with procurement in South Asian region strongly recommended. Experience in other RLDC's with relatively limited expertise in commodity procurement and management, including experience in procurement from Code 941 countries, extremely desirable.

AID 1380-A (7-71)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

1. Cooperating Country

NEPAL

Page 1 of 11 Pages

PIO/T

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

2. PIO/T No.

367-0133-3-60172

3. Original or
Amendment No. _____

4. Project/Activity No. and Title

367-0133
RAD/ACUP DESIGN
(Information Systems) *11p.*

DISTRIBUTION

HMG/N Clearances:

Ram Singh Yadav

5. Appropriation Symbol

72-1191021

6.A. Allotment Symbol and Charge

943-50-367-00-69-03

6.B. Funds Allotted to:

A.I.D./W Mission

7. Obligation Status

Administrative Reservation Implementing Document

8. Funding Period (Mo., Day, Yr.)

From 11/15/79 to 4/30/80

9.A. Services to Start (Mo., Day, Yr.)

Between 11/15/79 and 12/1/79

9.B. Completion date of Services

(Mo., Day, Yr.) o/a 4/30/80

Dr. Ram S. Yadav
Executive Director
AFRUSC

10.A. Type of Action

A.I.D. Contract Cooperating
Country Contract Participating Agency
Service Agreement Other

10.B. Authorized Agent

AID/W, DS/RAD

B. K. S. S. S. S.

Estimated Financing

\$1.00=		(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
11. Maximum A.I.D. Financing	A. Dollars		54,000		54,000
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

Karna D. Adhikari
Secretary
Ministry of Home
Panchayat

B. K. S. S. S.

B. K. Shrestha
Joint Secretary
Ministry of Home
Panchayat

13. Mission
References

RAD/ACUP DESIGN
Project Grant
Agreement dated
8/31/78

Project Imple-
mentation Letter
No. 18

14. Instructions to Authorized Agent

A consultant to His Majesty's Government of Nepal (HMG/N) is required for approximately five work months to assist the Agricultural Projects Services Centre (APRUSC) and the Ministry of Home Panchayat, HMG/N on the analysis and design of an information system for the Rural Area Development -- Rapati Zone Project. AID/W is authorized to negotiate and amend the contract with Development Alternatives Inc. (DAI) for Project 936-5300 for these services.

15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.

A. The specifications in the scope of work are technically adequate

[Signature]
Office of Rural Area Development

B. Funds for the services requested are available

[Signature]
Office of Financial Management 11-16-79
S. C. S.

C. The scope of work lies within the purview of the initiating and approved Agency Programs

[Signature]
Office of Program

D.

[Signature]
Office of Administrative Management

E.

F.

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to

[Signature]
Signature and date: Meet Singh Shrestha

17. For the Agency for International Development

[Signature]
Signature: William B. Lance

18. Date of Signature

11-19-79

Title: Joint Secretary, Ministry of Finance Title: Program Officer, USAID/Nepal

HMG/N

AID 1350-1 (9-70)	Cooperating Country NEPAL	PIO/T No. 367-0133-3 SU172	Page 2 of 11 Pages
PIO/T	Project/Activity No. and Title 367-0133 RAD/RCUP DESIGN (Information Systems)		

SCOPE OF WORK

19. Scope of Technical Services

A. Objective for which the Technical Services are to be Used To assist HMG/N in the analysis and design of an operational information system for the Rural Area Development -- Rapati Zone Project.

B. Description

A. Introduction:

1. In the development of this project IMG/Nepal has stressed the fact that effective rural development project management and implementation depends upon timely data collection and information utilization. For example, the work of extension agents involves two-way communication between extension staff and farmers; the staff must acquire information from farmers on current farming systems and what constraints exist to the adoption of new technologies. This information is needed to help determine what information to disseminate back to farmers in encouraging them to utilize new/modified cultural practices. Likewise, a wide array of information is needed concerning environmental, economic, - continued on page 7 -

C. Technicians

(1) (a) Number	(b) Specialized Field	(c) Grade and/or Salary	(d) Duration of Assignment (Man-Months)
1	Rural Development Information Systems	NTE \$150/day	5

(2) Duty Post and Duration of Technicians' Services The consultant will be based in Kathmandu, Nepal with extensive visits to rural areas as necessary. The duration of the assignment is 5 months. The consultant may be required to work a six-day work week. Services (3) Language requirements are expected to begin o/a November 15, 1979.

Written and spoken English

(4) Access to Classified Information

Not required

(5) Dependents Will Will Not Be Permitted to Accompany Technician

D. Financing of Technical Services

(1) By AID - \$ 54,000

(2) By Cooperating Country - -

AID 135D-1 (9-70)	Cooperating Country NEPAL	PIO/T No. 367-0133-3-60172	Page 3 of 11 Pages
PIO/T	Project/Activity No. and Title 367-0133 RAD/RCUP DESIGN (Information Systems)		

20. Equipment and Supplies (Related to the services described in Block 19 and to be procured outside the Cooperating Country by the supplier of those services)

A. (1) Quantity	(2) Description	(3) Estimated Cost	(4) Special Instructions
None			

B. Financing of Equipment and Supplies

(1) By AID - \$ -

(2) By Cooperating Country - -

21. Special Provisions

- A. This PIO/T is subject to AID (contracting) ~~PLS SEE CONTRACT DOCUMENT~~
- B. Except as specifically authorized by AID, or when local hire is authorized under the terms of a contract with a U.S. Supplier, services authorized under this PIO/T must be obtained from U.S. sources.
- C. Except as specifically authorized by AID/W, the purchase of commodities authorized under this PIO/T will be limited to the U.S. under Geographic Code 000.
- D. Other (specify): **This PIO/T covers funding for not more than five (5) work months total consulting services of one (1) Information Systems Specialist.**

AID 1350-1 (8-70)	Cooperating Country NEPAL	PIO/T No. 367-0133-3-80172	Page 4 of 11 Pages
PIO/T	Project/Activity No. and Title 367-0133 RAD/RCUP DESIGN (Information Systems)		

22. Reports by Contractor or Participating Agency (Indicate type, content and format of reports required, including language to be used if other than English, frequency or timing of reports, and any special requirements.)

As stated in Section 19. B.

1. At the end of Phase 1, (4 weeks) a report summarizing the review and analysis.
2. At the end of Phase 2, (5 weeks) reports to APROSC with a summary to USAID on the recommended project information system.

23. Background Information: (Additional information useful to Authorized Agent and Prospective Contractors or Participating Agency; if necessary cross reference Block 19.C(4) above.)

As described in Section 19. B.

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

- A. Relationships and Responsibilities The consultant will work primarily with the Agricultural Projects Services Centre (APROSC) under the general guidance of the Coordination Division, Ministry of Home Panchayat, and USAID/N. Responsibilities are as stated in Section 19. B.
- B. Cooperating Country Liaison Official
Mr. B.K. Shrestha, Joint Secretary, Ministry of Home Panchayat and Durgesh Man Singh, APROSC.
- C. AID Liaison Officials
RAD Project Officer, USAID/N.

AID 1388-1 (9-73)	Cooperating Country NEPAL	PIO/T No. 367-0133-3-00172	Page 5 of 11 Pages
PIO/T	Project/Activity No. and Title 367-0133 RAD/RCUP DESIGN (Information Systems)		

LOGISTIC SUPPORT

28. Provisions for Logistic Support	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY	
A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")					
(1) Office Space	X	X			
(2) Office Equipment	X	X			
(3) Housing and Utilities					X
(4) Furniture	N.A.				
(5) Household Equipment (Stoves, Refrig., etc.)	N.A.				
(6) Transportation in Cooperating Country	X	X			X
(7) Transportation To and From Country					X
(8) Interpreter Services/Secretarial	X	X			
(9) Medical Facilities (Health Unit)	X				
(10) Vehicles (official)	X	X			
(11) Travel Arrangements/Tickets					X
Other: (12)					
(Specify) (13)					
(14)					
(15)					

B. Additional Facilities Available From Other Sources

APO

PX

COMMISSARY

OTHER (specify, e.g., duty free entry, tax exemption) USAID/Nepal will provide the same logistical support provided to other contractors (e.g. pouch for official letter mail, use of health unit and transportation support as may be required).

C. Comments

CONTINUATION
SHEET

FORM SYMBOL

TITLE OF FORM

PIG/T

PIO/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT Worksheet Invoice

PAGE 6 OF 14 PAGES

1. Cooperating Country NEPAL

2. Code No.
367-0133-3-80172

2b. Effective Date

 Original Copy

3. Project/Activity No. and Title

367-0133

PA/ROUP DESIGN

(Information Systems)

Indicate block
numbers.

Use this form to complete the information required to any block of a PIG or PA/PR form.

Estimated Budget
(US \$)

1. Salary		
	\$150/day x 112 days	\$ 16,800
2. Overhead		
	150% of Salary	25,200
3. Per Diem		
	40/day x 132 days	5,280
4. Travel		
	Two round trips Wisconsin - Kathmandu - Wisconsin	5,200
5. Travel in Nepal		1,000
6. Contingency		520
	TOTAL	\$ 54,000

CONTINUATION
SHEET

FORM SYMBOL

FIG/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

FIG/T

 Worksheet Enclosure

PAGE 7 OF 11 PAGES

1. Cooperating Country Initials

2a. Code No.
307-0133-3-80172

2b. Effective Date

2c. Original Amendment
OR No. _____

3. Project/Activity No. and Title

33/-0133

RAN/ADDA ASSIGN.

(Information Systems)

Indicate block
numbers.

Use this form to complete the information required in any block of a FIG or PA/PR form.

(Continued from page 2, block 19, d.)

social, cultural and organizational aspects of the project area to allow project management to make rational management decision. In essence, the information system is an integral part of all aspects of the implementation process.

2. It is further recognized that, because it is an integral part of project implementation, to structure an information system requires an assessment of the implementation process, e.g., it requires an understanding of how extension staff interact with farmers and what farmers' responses are, what constraints

exist that affect the behavioral responses of local residents, how administrative/organizational mechanisms work that are designed to deliver resources and services to rural areas, etc. It is only with such an understanding that an information system can be tailored to the problems and potentials of a local situation.

d. Scope of Work:

1. Eighteen weeks of consultant services will be provided under this FIG/T by Development Alternatives, Inc. (DAI) as contractor for USAID's ID project, to work with the Agricultural Project Services Centre (APSC) and the Ministry of Home Ranchayat, Hanoi, on the analysis and design of a rural zone project information system. This system will be consistent with existing DAU policies regarding project monitoring and evaluation. It is intended that the information system will provide an improved information base for various planning and management levels in the project area; basic monitoring data on the progress of the project; and periodic evaluation capabilities.
2. Since the primary objective of the Information System is to improve planning and implementation carried out within the project area, its primary focus must be to provide more useful information to local citizens, leaders and officials. Secondly, the system should provide higher level officials with information on the progress and constraints encountered in project implementation.

CONTINUATION
SHEET

FORM SYMBOL

FIU/2

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

FIU/T

 Worksheet Invoice

PAGE 8 OF 11 PAGES

1. Cooperating Country

N.L.R. AL

2a. Code No.

307-0133-3-80172

2b. Effective Date

 Original

OR No.

Amendment

3. Project/Activity No. and Title

307-0133

M.W./MUR DESIGN

(Information Systems)

Indicate block
numbers.

Use this form to complete the information required in any block of a FIU or PA/PR form.

3. This information should assist them in providing better implementation support, and periodically, in evaluating project progress with the objective of making or recommending changes within or external to the project. This is particularly important in view of the major role assigned to monitoring and evaluation as a means to constructive policy review and evolution within current rural development policies.
4. These services will be organized in three phases as described below. All three phases will be carried out by ANAC staff with the assistance of an expatriate consultant for approximately eighteen weeks. The services of this consultant will be funded under the grant agreement for the design and development of the Kapati project. During the second phase, the services of an additional expatriate consultant in information systems will be provided (at no cost to the Kapati project) for five weeks to assist in the initial design and reporting on the proposed information system.
- Phase 1
- a. The objective of the first phase (approximately four weeks) will be to assess the role of information systems in rural development activities in two geographical areas: the proposed Kapati project zone and the land-assisted Masura-Mawkot IDP project area. Such an assessment would provide valuable comparative insights: it would provide an understanding of the information process and its relation to rural development decision-making and implementation in an area that currently receives a normal level of government resources--the Kapati area. This would be compared with the work being carried out in the Masura-Mawkot IDP area where an increased level of resources is being delivered, and where lessons can be learned about the relation of approaches to project implementation and such aspects of the information, and utilization. Knowledge gained from this comparison will be used in structuring the information system for the Kapati zone project during the second two phases. The detailed approach, consistent with established M.G./Nepal policies, to carry out the first phase assessment noted above will be developed prior to the arrival of the information specialists. Among the issues that will be looked at are:

DEPARTMENT OF STATE
AGENCY FOR
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PAGE 9 OF 11 PAGES

CONTINUATION
SHEET

1. Cooperating Country

INDIA

2.a. Code No.

367-0133-3-80172

FORM SYMBOL

TITLE OF FORM

2.b. Effective Date

 Original

Amendment

OR No.

FIU/T

FIU/T

3. Project/Activity No. and Title

307-0133

IND/INCUF DESIGN

(Information System)

Indicate block
numbers.

Use this form to complete the information required in any block of a FIO or PA/PR form.

- Critical project implementation considerations, including those noted above related to environmental, social, economic, and organizational characteristics that hinder or facilitate project success;
- Who the principal decision-makers are in planning and implementation activities and what types of decisions they are involved in;
- What informal and formal information systems exist, how they are structured, and what interrelationships exist between the two;
- What data, under each of these systems, are currently collected and what are the most relevant data sources;
- What data analysis is carried out and by whom;
- What is the pattern of data flow and utilization;
- What is the relation between data utilization and specific planning and implementation decisions;
- What potentials and pitfalls must be addressed in developing and introducing an information system.

Phase 2

- to be carried out by two information specialists in collaboration with ARDOSC staff and INO/W (approximately five weeks). Prepare recommendations and a design for improving the flow and use of information at levels of project implementation from the village to the center. Design efforts will be coordinated carefully through ARDOSC and the Ministry of Home Panchayat with relevant ministries and agencies of INO to assure that changes and additions recommended for existing reporting systems are understood and accepted, at least in principle, by the concerned authorities. The resulting system should stress:
- economy of data information generation and collection, with all recommended collection efforts justified on the basis of the contribution they can make to improved project planning, implementation and evaluation -- data and information flows internal to project management structures should be complemented by recommendations for essential monitoring

CONTINUATION
SHEET

FORM SYMBOL

PIO/T

DEPARTMENT OF STATE
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INTERNATIONAL DEVELOPMENT

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PIO/T

 Worksheet Invoice

PAGE 10 OF 11 PAGES

1. Cooperating Country IND-AL

2a. Code No.
367-0133-3-80172

2b. Effective Date

2c. Original Amendment
OR No.

3. Project/Activity No. and Title

307-0133

IND/ACUF D.SIGN

(Information Systems)

Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or PA/PF form.

and evaluation capabilities under the Project Coordinators Office.

- b. ARMSO and the consultant will prepare a report on the recommended system for inclusion in the ARMSO Feasibility Study together with a brief summary for USMD/A use.
- c. Follow-up assistance will be available through the IND/Washington "IND Project" for both development of the information system and to address implementation issues which arise as the Napati Zone Project is carried out. The information specialist provided for the initial five week phase can be made available for subsequent short term help during the five month stay of the information system consultant. Further, as specific needs are identified during the implementation of the Napati Zone Project additional short term assistance can be supplied.
- d. Workshops organized by the consultants subject to IND/A and USMD/A concurrence, may be carried out with ARMSO and IND/A staff and other appropriate officials/local leaders. Their focus will be upon various aspects of the information system. The timing of such workshops will be determined as the work of the consultant progresses.

PARAG 3

To be carried out by the information specialist in collaboration with ARMSO staff and IND/A (approximately nine weeks). Following the preparation of the Feasibility Study and the Project Paper for the Napati Zone Project, the consultant will continue to work with ARMSO and the Ministry of Home Ranchayat on detailed planning and preliminary investigations of the recommended system. Depending on the requirements of the system recommended, this could include detailed planning of training requirements for system personnel including training of managers at different levels in information utilization and detailing of information collection procedures and approaches. It will be essential during this period to impart further understanding and acceptance of the proposed system to those who will be expected to operate and utilize it.

AID 1300-1 (7-69)

CONTINUATION
SHEET

FORM SYMBOL

TIC/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM:

TIC/T

 Worksheet Invoice

PAGE 11 OF 11 PAGES

1. Cooperating Country
INDIA2a. Code No.
367-0133-3-80172

2b. Effective Date

2c.
 Original Amendment
OR No.

3. Project/Activity No. and Title

367-0133

INDIA/ICUP DESIGN

(Information Systems)

Indicate block
numbers.

Use this form to complete the information required in any block of a P/O or PA/PR form.

C. Provision and Funding of Services

The Feasibility Study for the Kupati zone project is being carried out primarily by ANOSC for the Ministry of Home Ranchayat under funding provided by USAID/N. The services described above are to be provided to ANOSC, on the basis of this scope of work mutually agreed upon by IND/N and USAID/N. The services of an additional short term information specialist will be provided by the AID/Washington funded "IND Project" (AID Project 33-5300) for the second phase and at other times as may be mutually agreed upon by IND/N, USAID/N, the contractor and the managing AID/Washington office of the "IND Project." In order to facilitate the provision of the services of the five month information specialist under Kupati Project Design funds from the contractor, IND/N will contract for these services through the AID/Washington "IND Project." This arrangement will provide funding for the all costs of the services of this specialist to the contractor (IND) under funds from USAID/N Project 367-0133 (Activity #).

D. Concurrence in Specialists

The specialists to be provided under the "IND Project" to provide the above services (to be nominated by the contractor through the AID/Washington managing office) must be concurred in by ANOSC, IND/N (Ministry of Home Ranchayat) and USAID/N before departing for Nepal. Normal country clearance processes (as agreed upon by the Ministry of Finance, IND/N) will also be followed.



UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
MISSION TO NEPAL

3670133-9

PO-AAF-439

MISSION TO NEPAL

June 19, 1979

35p

Dr. Devendra Raj Panday
Acting Secretary
Ministry of Finance
Babar Mahal

Dear Dr. Panday:

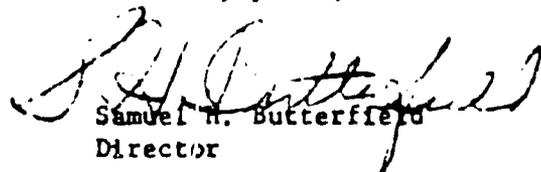
Subject: RAD/RCUP Design Project No. 367-0132
Project Implementation Letter No. 2

Amendment "A"

The purpose of this amendment is to acknowledge the RMC/II request to change the specimen signature for "Activity C" of the Grant Agreement.

As requested in Mr. Keshab B. Khatri's letter dated June 5, 1979 to me Dr. Thakur Nath Pant's signature has been replaced by that of Dr. Ram Prasad Yadav.

Sincerely yours,


Samuel H. Butterfield
Director

cc: Dr. Ram P. Yadav
Executive Director
APROSC
Lazimpat

bcc: ASIA/PD ✓
ASIA/PN
D
FM
RAD
PDIS
PRM
AGR
C&R

AGR:MEStevens:nskc
6/19/79



UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
MISSION TO NEPAL

KATHMANDU, NEPAL

MAY 11 1979

Mr. Mukti Prasad Kafle
Additional Secretary
Ministry of Home Panchayat
Singha Durbar
Kathmandu

Dear Mr. Kafle:

Subject: RAD/RCUP Design Project No. 367-0133, Project Implementation
Letter No. 8 (USAID/N No. 367-0133-A-31), Design and
Development Support

Pursuant to Article A of Annex 2 of the Project Grant Agreement executed by our Governments on August 31, 1978, the purpose of this letter is to confirm and record our mutual understanding on the purpose, management, and release procedures for the Design and Development Support component of the RAD Project. This component is described briefly at Annex 1, Activity A, Section II. D., of the Grant Agreement, and elaborated below.

I. Description of Component

One purpose of the RAD/RCUP Design Project is to design an action project to assist self-reliant development and to make development opportunities available to the rural poor in Nepal's Rapati Zone. The implication of this Design Project is that, subject to the availability of funds and A.I.D.'s final approval of the full RAD project and appropriate implementation planning, A.I.D. will then support HMG in carrying out a resulting "action project." Because of analytical requirements of A.I.D., a total of \$298,000 is earmarked in the Grant Agreement "... for local transportation costs not otherwise provided, and for short and long term technical advisory and administrative services during the life of this project to assist A.I.D. in various aspects of the development of the project paper for the next phase of the Rapati Zone" (Grant Agreement Annex 1, p. 4). Illustrative items to be funded under this component include:

1) Advisory and analytical services in the planning, implementation and evaluation of AID funded activities in the Rapati Zone, including but not limited to:

- preparation of Environmental, Social Soundness, Economic, Financial and Technical/Logistic Analysis for Project design as required by the A.I.D. regulations;

preparation of selected special reports, such as Environmental Strategy, Alternate Energy Possibilities, or marketing studies which are deemed necessary by the A.I.D. management for supporting decisions on funding;

2) Local transportation costs not provided elsewhere in the Grant Agreement, to facilitate the movement of Project personnel, both HMG/N and A.I.D., in carrying out the Project Design & Development work.

II. Management of Component

As stated in Annex 1, p. 4, of the Grant Agreement, the funds and functions of this component are to be managed by USAID/Nepal. The Chief, Rural Area Development Office, USAID/N will have primary responsibility for ensuring that goods and services supported under this section agree with the intent of the Grant Agreement. He will be responsible for evaluating the adequacy of services rendered and contracts performed. He will notify the Coordination Division, Ministry of Home Panchayat, as specific items are funded.

III. Release Procedures

The funds will be released through standard A.I.D. procedures, i.e., issuance of Project Implementation Orders, Purchase Orders, etc. Approval of the Chief, Rural Area Development Office, will be required for all releases. All releases will be made prior to the terminal date of the Project, August 15, 1980.

Cordially,


Samuel H. Butterfield
Director

cc: Mr. Bal Gopal K.C.
Under Secretary
Foreign Aid Division
Ministry of Finance



UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
MISSION TO NEPAL

Dr. Devendra Raj Panday
Acting Secretary
Ministry of Finance
Babar Mahal

June 20, 1979

Dear Dr. Panday:

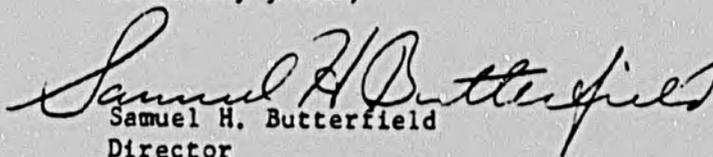
Subject: RAD/RCUP Design Project No. 367-0133
Project Implementation Letter No. 9

Amendment "A"

The language of the Project Implementation Letter No. 9 subject headed Payment Method is hereby changed to clarify what will be paid for by USAID/N. The first sentence of the subject now reads:

"USAID/N will pay for all expenses associated with local air transport, vehicle procurement and vehicle rental under direct payment procedures using local transportation component funds as described above".

Sincerely yours,


Samuel H. Butterfield
Director

cc: Mr. M. D. Joshi, DG, DSWC
Mr. M. P. Kafle, Additional Secretary
Ministry of Home & Panchayat
Dr. R. P. Yadav, ED, APRCSC
Mr. J. rr, GAI
Mr. K. P. Upadhyay, APR: SC
Mr. W. Douglas, RAD
Mr. D. Long, FM
Mr. W. Nance, PRM
MR. R. Rawlay, GSC

bcc: ASIA/PD ✓
ASIA/PN
D
C&R



UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
MISSION TO NEPAL

KATHMANDU, NEPAL

MAY 23 1979

Mr. Mukti Prasad Kafle
Additional Secretary
Ministry of Home Panchayat
Singha Durbar
Kathmandu

Dear Mr. Kafle:

Subject: RAD/RCUP Design Project No. 367-0133, Project
Implementation Letter No. 10 (USAID/N No. 367-0133-A-21)

As called for in Article A (Project Implementation Letters) of Annex 2 of the Project Grant Agreement executed by our Governments on August 31, 1978, this letter provides additional information on the activities to be carried out in connection with the Baseline Survey of the Rapati Zone, (Annex 1, Activity A, Section II, C, of the Grant Agreement), their outputs, timing, estimated costs and payment procedures.

In a letter (Ref. No. Rapati Budget/344) from Mr. Mukti Prasad Kafle, Additional Secretary, Ministry of Home Panchayat, dated 17 May, 1979, to Mr. S.H. Butterfield, Director, USAID/Nepal, specific request was made for funds to carry out the Baseline Study and provide for related support costs. These activities are provided for under "Activity A Design and Development", page 3 and 4 of Annex 1 to the Grant Agreement. This letter constitutes our agreement to support the carrying out of the activities specified below and in the attachment to this letter between October 1978 and August 1979.

Purpose and Scope of Baseline Survey:

This activity will include the design, execution and analysis of a baseline sample survey of the five districts in Rapati Zone. This baseline survey will be utilized for the design, analysis and evaluation of future rural development efforts in the Zone. The carrying out of this survey by the Agricultural Projects Services Centre (APROSC) on behalf of the Ministry of Home Panchayat, also requires the establishment and maintenance of APROSC management and support capabilities necessary for effectively implementing the survey and integrating it into the overall feasibility study for a rural development project in the Zone.

Letter to Mr. Kafle
Page Two

The Baseline Survey is designed to: (a) assist in the delineation of the target population and potential project sites; (b) provide a basis for the quantitative evaluation of changes in selected indicators of project impact; and (c) provide a quantitative basis for project development and analysis. The selected measureable indicators of project impact to be emphasized in survey design and analysis include: household food consumption, household income, average labor productivity, participation in panchayat activities, number of panchayat conservation activities, enrollment in education and training institutions by Rapati Zone residents, and infant and child mortality.

The overall survey will utilize three separate, but interrelated questionnaires: Household questionnaires to be administered to a sample of approximately 1600 households in Rapati Zone; Village Panchayat questionnaires keyed to household questionnaires to be administered to elected panchayat leaders and representatives in 43 village panchayats selected in survey sampling. These questionnaires will be processed together using a computer. In addition, questionnaires will be administered to the same village panchayats containing information which will not be machine processed.

All of the outputs of the survey are to be completed by the end of August, 1979. The outputs of this survey and its analysis are to be submitted to the Ministry of Home Panchayat and USAID/Nepal in stages so that they can be reviewed and revised prior to the preparation of the final Baseline Survey Report. These outputs will also be used by USAID/Nepal and APROSC in the preparation of project documentation and analysis required for a Feasibility Study for rural development in Rapati Zone and for the preparation of a proposal for a USAID/N funded rural development project in the Zone.

Attachment I to this letter contains specifications for the baseline survey outputs prepared for HMG/N by APROSC and approved by USAID/N.

Scheduling of Activities and Production of Outputs:

The following table summarizes the timing of activities and required outputs of the Baseline Survey. The entire survey is to be completed by the end of August 1979 by which time the Final Report is to be published. This schedule constitutes a portion of the specifications for the outputs of this activity as approved by USAID/N.

SUMMARY OF OUTPUTS AND ACTIVITIES - BASELINE SURVEY, RAPATI ZONE PROJECT

<u>MONTHS</u>	<u>ACTIVITIES</u>	<u>OUTPUTS</u>
1978		
OCTOBER	- Establishment of Management and Support Staff	
	- Design of Survey and Questionnaires	
NOVEMBER	- Pretest of Questionnaires	
	- Training of Supervisors and Enumerators	
DECEMBER	- Begin Survey work in Zone	
1979		
JANUARY	(Administer 1600 Household Questionnaires and 43 Village Panchayat Questionnaires)	
FEBRUARY	- Completion of Survey	
	- Check, Edit and Code Questionnaires	
MARCH	- Preparation of Supervisor Reports	
APRIL	- Submit Edited Questionnaires to NCC	1. Completed, Coded Questionnaires Submitted to NCC
	- Prepare Initial Output Requirements	
MAY	- Completion of Data Entry	
	- Preparation of Tapes	
JUNE	- Prepare final Analysis and	2. a. Completed Magnetic Tapes
JULY	- Carry out Final Analysis	b. Survey Design and Field Conduct Report
	Begin Final Report Preparation	
		3. Initial Tabulation and Summary of Analysis Plans
AUGUST		4. Final Survey Report

Letter to Mr. Kafle
Page Four

Method of Payment:

The cost of this component of project design under Activity A of the Grant Agreement has been approved and fixed on the basis of estimates agreed to by APROSC, the Ministry of Home Panchayat and USAID/N. The completion of the activities described in this letter and its attachment will occur with the submission and acceptance of a final Baseline Survey report by August 31, 1979.

The amount of USAID's contribution in U.S. dollars to this total activity will be controlling. If unforeseen cost increases are encountered these will be borne by APROSC. If costs are less than those estimated, USAID's contribution will not be reduced.

a) Cost of Activity Outputs:

1) Baseline Survey fieldwork and coding of questionnaires (submission of all materials for data entry to NCC)	\$ 66,089
2) Report on survey design and field implementation (coincides with completion of magnetic tapes)	\$ 13,696
3) Report on final analysis plan (based on initial tabulation of survey data)	\$ 4,429
4) Final Survey Report	\$ 17,062
	=====
TOTAL	\$ 101,276 (Rs. 12,05,179 NC)

b) Payment

- 1) Initial payment of \$66,089 (equivalent to Rs. 786,458 N.C. at current exchange rates) will be released upon (a) signing of this Implementation Letter, (b) notification to USAID/N that the coded, edited questionnaires for households and village panchayats in Rapati Zone have been submitted to NCC, and (c) certification by the USAID/N Project Officer that this output has been completed in accordance with approved plans and specifications.

- 2) A second payment of \$13,696 (equivalent to Rs. 162,984 N.C.) will be made upon (a) submission by APROSC of Output # 2 (per attachment), a report on the Survey Design and Fieldwork to USAID/N, (b) request for the release of funds signed by an authorized official of HMG/N and (c) certification by the USAID/N Project Officer that this output has been completed in accordance with plans and specifications.
- 3) A third payment of \$4,429 (equivalent to Rs. 52,701 N.C.) will be made upon (a) submission of a report from APROSC (Output # 3 per attachment) to USAID/N containing the final analysis plan for the survey data, (b) receipt by USAID/N of a request for the release of funds signed by an authorized official of HMG/N, and (c) certification by the USAID/N Project Officer that this output has been completed and submitted in accordance with plans and specifications.
- 4) Final payment of \$17,062 (equivalent to Rs. 203,036 N.C.) will be made upon (a) submission by APROSC of the Final Baseline Survey Report to the Ministry of Home Panchayat and USAID/N (b) receipt by USAID/N of request for the release of funds signed by an authorized official of HMG/N, and (c) certification by the USAID/N Project Officer that the output has been completed in accordance with agreed upon plans and specifications.

Letter to Mr. Kafle
Page Six

The release of these funds is to be made through the Ministry of Finance, HMG/N. Please acknowledge receipt of and concurrence with this letter by signing and returning the attached copies to USAID/N.

Agreed:

Sincerely,

M. Kafle

Mukti Prasad Kafle
Additional Secretary
Ministry of Home Fanchayat

S. H. Butterfield

Samuel H. Butterfield
Director
USAID/N

Date: 23. 5. 1979

Date: 5/23/79

Agreed:

Ram Prakash Yadav

Ram Prakash Yadav
Executive Director
APFOCS

Date: 5/23/79

Attachment: Specification of Outputs of this Activity

cc: Mr. Bal Gopal K.C.
Under Secretary
Foreign Aid Division
Ministry of Finance

ATTACHMENT

Specification of Outputs of Baseline Survey:

Each of the outputs specified below is defined in terms of the output itself and the procedures to be followed in its production. All plans and specifications have been mutually agreed upon by APROSC and USAID/N and are viewed as an acceptable basis for achieving the purposes of this activity.

I. Preparation of Completed, Coded Questionnaires for Data Entry

April 1, 1979

Output: Notification by APROSC to USAID/N that all questionnaires to be machine processed and analyzed have been submitted to the National Computer Centre (NCC) for data entry. This includes approximately 1600 Household Questionnaires and the coded portion (part 1) of 43 Village Panchayat Questionnaires. All of the questionnaires have been edited and verified by Supervisors, rechecked and had coding completed by APROSC before submission to NCC.

Specifications and Procedures: The Baseline Survey has been designed to: a) assist in the delineation of the target population and potential project sites; b) provide a basis for the quantitative evaluation of changes in selected indicators of project impact; and c) provide a quantitative basis for project development and analysis. The selected measurable indicators of project impact emphasized in survey design and analysis include: household food consumption, household income, average labor productivity, participation in panchayat activities, number of panchayat conservation activities, enrollment in education and training institutions by Rapati Zone residents, and infant and child mortality.

The overall survey utilized three separate, but interrelated questionnaires: Household questionnaires administered to a sample of approximately 1600 households in Rapati Zone; Village Panchayat questionnaires, keyed to household questionnaires, administered to elected panchayat leaders and representatives in 43 village panchayats selected through agreed upon sampling procedures; and questionnaires administered to the same village panchayats containing information which will not be machine processed.

In order to provide sound management and administrative support for the survey and its integration into the overall Feasibility Study, APROSC established a core management unit by October 1, 1978. As the efforts of this unit become broader at later stage of this activity the costs have been apportioned. Sampling design and Questionnaires have been pre-tested and revised prior to and in conjunction with the training of supervisors and enumerators.

Following the training of all supervisors and enumerators in late November 1978, field administration of the questionnaires was begun in December 1978, in accordance with the agreed upon procedures. Supervisors were responsible for the initial checking and editing of all questionnaires administered by enumerators under their responsibility. The administration of questionnaires was completed by February, 1979.

Prior to the submission of questionnaires (Household and Panchayat, Part 1) for data entry, APROSC has assured that they have been edited, checked for errors and commission and post-field coding completed. APROSC will secure the services of an NCC staff member to assist in the timely completion of this work.

II. Report on the Design and Field Implementation of the Survey:

June 1, 1979

- a) Submission of a report to the Ministry of Home Panchayat and USAID/N on the design and field implementation of the Baseline Survey. This report will include:
 - 1) Description of Survey Design and Objectives.
 - 2) Sampling Design and Procedures.
 - 3) Pre-field Preparation and Training.
 - 4) Summary of field survey work, including list of Village Panchayats and wards sampled.
 - 5) Summary of supervisor and Enumerator comments on the implementation of the survey, and general comments on rural development needs/programs for the Zone.

- b) Notification to USAID/N that verified magnetic tapes have been completed by NCC ready for use in: 1) initial data tabulation and, 2) use in final data processing and analysis.

This is not included as a payable output of the RAD Baseline Survey since funds for NCC data entry and verification have been provided under PIL # 6 from the Resource Conservation and Utilization portion of this Project, Activity B under the Grant Agreement.

Seventy-five copies of this report will be prepared in English 25 each for APROSC, Ministry of Home Panchayat and USAID/N. This report will be accompanied by two complete sets (one for Ministry of Home Panchayat, one for USAID/N) of all written materials used in carrying out the field survey.

Additional Specifications and Procedures:

Following the completion of fieldwork, all survey team supervisors have prepared reports on their team's work, based on previously approved procedures outlined in Supervisor's Manuals. These reports describe the actual field conduct of the survey, problems encountered and note general comments of use to the analysis of the survey and the conduct of the study. In addition to presenting previously agreed upon procedures for the survey, this report on the survey design and implementation will draw heavily upon these supervisors reports in evaluating the survey's implementation.

III. Preparation and Submission of a Report on Final Data Analysis

Plans for the Survey:

July 1, 1979

- a) Submission of a report to the Ministry of Home Panchayat and USAID/N describing plans for carrying out final survey data analysis. The report will include an explanation and rationale of the analysis plan chosen, its relation to survey objectives and the overall Feasibility Study, and specify the outputs to be prepared. Final analysis will be carried out subject to review and approval of this report. Ten copies of the report will be submitted in English five copies each to Home Panchayat and USAID/N.

- b) If it is decided to have NCC prepare initial tabulations of survey data, based on the time this would require, these would be completed at approximately this time. These would be used in determining final analysis plans. (Funding for this tabulation is earmarked under PIL # 6, Activity B, Resource Conservation and Utilization.)

Specifications and Procedures:

During the course of data entry and verification by NCC, APROSC has been preparing tentative output requirements for the analysis of survey data. These will be used as a basis for the preparation of a final analysis plan.

Final data processing and analysis is to be conducted outside of Nepal at a computer facility mutually agreeable to APROSC and USAID/N. This is based on the need to obtain survey results within a time schedule which will not contribute to delays in project planning.

The services of a consultant on data processing and programming will be obtained for a period of approximately 4 months from the analysis facility selected, to assist in final analysis planning and the preparation of output tables. This consultant will also assist APROSC in the supervision of data analysis at the computer facility selected. This consultant will assist APROSC, as necessary, in the preparation of outlines for the final survey report.

APROSC will be responsible for procuring the data analysis facilities required, and the consulting services identified above, in conformance with its own procurement regulations and within the procurement guidelines specified in the Grant Agreement and amplified in subsequent Letters of Implementation.

IV. Final Survey Report:

August 31, 1979

A final Baseline Survey Report will be prepared and submitted by APROSC to the Ministry of Home Panchayat and USAID/N. This report will include at least the following sections:

- 1) A summary of survey objectives, survey design and methodology (include sampling procedures and analysis).

- 2) A brief analytical summary of survey results, including a summary of the reliability of the data based on assessments of the survey implementation and the statistics tests performed during analysis.
- 3) Detailed tables of survey data analysis, including the results of standard tests where performed.

Six hundred copies of this report will be printed in English in order to assure that it remains available for continuing monitoring and evaluation purposes. One hundred copies will be made available to APROSC, 300 to the Ministry of Home Panchayat and 200 to USAID/N. Distribution will be made on a mutually agreed upon basis, following acceptance and approval of the final report. Provision for printing the report in Nepali will be made in a subsequent implementation letter.

Additional Specifications and Procedures:

The major inputs for the final report will have previously been prepared in other forms with the exception of the actual results of final data analysis. These inputs to the report, as well as the final analysis plan, will have been reviewed and after necessary revision, approved for inclusion in the final report. The analysis plan will include dummy output tables which will have been reviewed and approved by Home Panchayat and USAID/N prior to completing the analysis.

Staff to be Provided for the Baseline Survey:

The following staff will be provided by APROSC for managing, designing and carrying out the Baseline Survey. As noted earlier, the estimated costs of management and support staff have been apportioned between the Baseline Survey and other Feasibility Study components (to be covered in subsequent Project Implementation Letters) during the later period of the Baseline Survey.

<u>Position</u>	<u>Time required*</u> (Months)	<u>Personmonths*</u>
<u>Management and Support</u>		
1. Team Leader	11	11
2. Agricultural Economist	11	11
3. Statistician	11	11
4. Research Assistants (2)	11	22
5. Administrative Officer	11	11
6. Accounts Officer	11	11
7. Office Assistants (2)	11	22
8. Typist (2½)	11 (& 5)	27
9. Driver	11	11
10. Peons (4)	11	48
<u>Field Implementation</u>		
1. Supervisors (6)	5	30
2. Enumerators (16)	3	48

Two consultants are also to be used, a programmer from NCC for a period of 4 months to assist in data entry, and a systems analyst (for approximately 4 months) to assist in planning & carrying at the final analysis.

* During the last four months of the Baseline Survey component only one-third of the cost of the staff listed is apportioned to the Baseline Survey.

UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
MISSION TO NEPAL



KATHMANDU, NEPAL

June 18, 1979

Mr. Mukti Prasad Kafle
Additional Secretary
Ministry of Home Panchayat
Singha Durbar
Kathmandu

Dear Mr. Kafle:

Subject: RAD/RCUP Design Project No. 367-0133, Project Implementation
Letter No. 12 (USAID/N No. 367-0133-A-03), Plant Nurseries

Pursuant to Article A of Annex 2 of the Project Grant Agreement executed by our governments on August 31, 1978, this letter contains additional information on the Implementation of Field Operations for the RAD Project (Annex 1, Activity A, Section II, A. of the Grant Agreement). This letter specifies the management, objectives, timing, estimated costs and release procedures for one component of the Field Operations, Plant Nurseries.

In the HMG/N letter FA/PAN/150-17.8835 from Bishwa N. Sapkota, Section Officer, Ministry of Finance, an initial request was made for funds to carry out Plant Nursery work in the remaining quarter of the HMG/N fiscal year 2035/036. The proposed program was subsequently amended and expanded in the Ministry of Home Panchayat, Coordination Division, letter Ref. No. 560/035/036, dated 25 April, 1979, so that it included the plans for a full 15 months of work. This letter constitutes our agreement to support the implementation of that program, as described and slightly modified below, and to provide reimbursement for the actual costs expended not to exceed the total amount of \$42,000.

I. Implementing Agency

The implementing agencies for this sub-activity will be the Divisional Forest Offices (DFO's) of Dang, Salyan, and Pyuthan located in the Rapti Zone. These offices are under the direct supervision of the Department of Forests, through the Circle Conservator located at Dang. Following the standard practice of the Department budget provision and procurement of certain items (e.g., polythene tubes, barbed wire, U-nails) may be undertaken by the Afforestation Office, within the Department. Reporting will flow from the DFO's to the Coordinator's Office and the Department of Forests.

II. Description of Activity

- A. Relation to Project. One purpose of the RAD/RCUP Design Project is to design an action project to assist self-reliant development and to make development opportunities available to the rural poor in Nepal's Rapati Zone. The RAD portion of the Design Project has five major components, one of which is "Field Operations." The purpose of the sub-activities to be funded under this component is to build capabilities to undertake subsequent development efforts in the Zone through the initiation of selected, high-priority "start-up" activities.

The Plant Nurseries program is a "start-up" activity which will lay the foundation for further forestry and soil and water conservation activities for the people of the Zone. It responds to that portion of the overall project purpose "...to assist self-reliant development ..." in that the creation of nurseries will enable the DFO's to supply timber, fuel and fodder species to individuals, cooperatives and Panchayats who wish to manage their physical resources in a more productive and sustainable manner. Although initial funding provided herein will support a limited program of nursery establishment, seed collection, and national forests plantation, it is anticipated that these activities will be expanded in the contemplated future Rural Development Project. This beginning provides a base for a full scale "Community Forestry" program in the Rapati Zone as well as for production of improved species for range management and erosion control.

- B. Objectives. The primary objective of this activity is to support the DFO's in establishing nurseries in the 3 Forestry Divisions of the Rapati Zone. The nurseries will contribute to two secondary objectives: 1) enable the DFO's to augment National Planting Targets, with the explicit aim of planting on barren lands and lands particularly vulnerable to erosion; and 2) provide the population of the Zone with improved access to plant seedlings and saplings for private and community fuel, fodder, timber and conservation plantations.

The outputs for this activity follow:

- Establishment of three nurseries as follows:
Dang (400,000 seedling capacity); Pyuthan and Sallyan (50,000 capacity each) by about October, 1979;
- Production of seedlings and saplings at capacity level in each nursery by about March, 1980;
- Demarcation, fencing and planting of 200 ha. in Dang, and 20 ha. each in Sallyan and Pyuthan Divisions by about July, 1980.

C. Implementation. The Rapati Zone is located in one of the nine Forest Circles in Nepal, with the Conservator of Forests located at Tribhuvannagar (Ghorahi) in Dang District. The Rapati Zone comprises three Divisions within the Circle: Dang Division (Dang-Deokhuri District); Pyuthan Division (Pyuthan and Rolpa District); and Sallyan Division (Sallyan and Rukum Districts). Both Dang and Sallyan are "intensive" Divisions, with a complement of staff including one Divisional Forest Officer, Rangers, Foresters, and Forest Guards, and, in the case of Sallyan, an Attached Officer from the Department of Forests. Pyuthan Division is currently "non-intensive" with a limited staff, but is one of five Divisions in the country to become "intensive" during the next (2036/037) HMG/N fiscal year. The Department intends to have either "acting" or permanent qualified staff in critical positions within the next few months.

For National Program continuity for species selection, nursery establishment and management, and plantation sites the rationale given in "Nepal, Community Forestry Development Project" will be referred to as a general guideline.

During the first six months of the activity, the DFO's will undertake site selection, land survey, and construction of the nurseries described above. The land for the nurseries will be part of the targeted plantation area for the Division and will be chosen with regard to appropriateness of soil and water conditions as well as with regard to access to the population of the area. Following standard practice of the Department, the land

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Page Four

will be either "barren" or National Forest land already demarcated by the DFO. In no cases will cropland or private or community land be secured for the nursery site. However, the soil and water environment must be suitable to ensure that the nurseries will be successful.

Funding will cover the costs of local labor and materials for nursery construction and maintenance, as well as for collection of indigenous seeds. Every effort will be made to collect a wide range of species to support the "Multi-purpose" -- i.e., timber, fuel, fodder and conservation -- aspects of the nursery.

During the next nine months of the activity (November, 1979 - July, 1980) the DFO's will continue seed collection in support of nursery maintenance as well as supervise land preparation for the targeted plantations. The plantation will be made on appropriate barren land and/or on land which is highly vulnerable to erosion and in need of plant cover. Where possible experimentation with alternative means of protection i.e., live fencing or use of guards without barbed wire, will be undertaken.

In addition to the program described above, USAID/N, the Ministry of Home Panchayat, and the Department of Forests are exploring means of enriching the skills of existing DFO personnel for better nursery management as well as programs for training local persons as "community foresters." The training will be dealt with in a separate Letter of Implementation under a different funding category.

III. Budget and Release Mechanism

- A. Budget. As per the HMG/N letters described in the introduction to this letter, USAID/N agrees to finance not to exceed a total of US\$42,000 for the Plant Nurseries program based on the following Budget. All Nepali Currency-Rupees figures are based on the current official exchange rate of \$1.00 U.S. = N.C. Rs. 11.90. In case of fluctuation of this rate of exchange, the total value of this budget is not to exceed the total U.S. dollar amount.

Within the total budget as delineated below, the Department of Forests may adjust major line items by 15%. Adjustments in excess of the 15% must be agreed upon in writing between the Project Representatives of USAID/N and HMG/N.

- B. Release Procedures: The release procedures and schedule for this sub-activity is based on time periods and in amounts necessary to meet the timely disbursing requirements of the Department of Forests.
- 1) USAID/N will make an initial advance to the Ministry of Finance for the Department of Forests not to exceed 50% of the estimated requirements of the project (NC Rs. 249,900 or U.S. \$21,000) upon:
 - 1) the signing of this Implementation Letter; and
 - 2) receipt of a written request from the Department of Forests through the Ministry of Finance for the funds.
 - 2) USAID/N will make subsequent release(s) in an amount of the reported net expenditure, but not exceeding the initial advance, from the balance of funds so designated in this Implementation Letter upon written request(s) from the Ministry of Finance accompanied by a Certified Statement of Expenditures, exclusive of any uncleared advances, reflecting the Budget presented above. At a minimum, request(s) should be sent on a quarterly basis beginning in January, 1980.
 - 3) The final Certified Statement of Expenditures will be sent in August, 1980. Any unexpended balance on the advance will be refunded to USAID/N within 60 days from the date of the final Statement. Any difference in the amount reserved for this activity (U.S. \$42,000) and the amount actually expended will revert to the Project for reallocation if appropriate.
 - 4) It is understood that, in according with HMG/N accounting principles and audit requirements and with the provisions for Reports, Records, Inspection, Audit in the Grant Agreement, Annex 2, Section B. 5. (b)., the DFO's and/or Department will maintain all original invoices and receipts of expenditure reflected in the Statement of Expenditure. Further clarification of these requirements is found in Annex 2 of the Grant Agreement.

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BUDGET

<u>DIVISIONS</u>	HMG Budget Heading	July-Sept (1st Qtr)	Oct-Dec (2nd Qtr)	Jan-March (3rd Qtr)	April-June (4th Qtr)
<u>DANG</u>					
A. Construction of Nursery of 400,000 Plant Capacity	12-2	41,180	-	-	-
B. Purchase of Nursery Equipment	10-3	3,000	-	-	-
C. Collection of Seeds	12-2	5,000	-	-	-
D. Production of Plants	12-2	47,000	21,000	22,000	-
E. Enclosure of 200 ha. with Barbed Wire and Plantation	12-2	-	115,800	121,200	-
F. Other Costs		4,000	4,630	9,030	-
Sub-total		<u>100,180</u>	<u>141,430</u>	<u>152,230</u>	<u>- 0 -</u>
<u>SALLYAN</u>					
A. Construction of Nursery of 50,000 Plant Capacity	12-2	13,100	-	-	-
B. Purchase of Nursery Equipment	10-3	2,000	-	-	-
C. Collection of Seeds	12-2	1,000	-	-	-
D. Production of Plants	12-2	6,500	2,000	3,000	-
E. Enclosure of 20 ha. with Barbed Wire and Plantation	12-2	-	11,580	11,240	-
F. Other Costs		400	500	900	-
Sub-total		<u>23,000</u>	<u>14,080</u>	<u>15,140</u>	<u>- 0 -</u>
<u>PYUTHAN</u>					
A. Construction of Nursery of 50,000 Plant Capacity	12-2	13,460	-	-	-
B. Purchase of Nursery Equipment	10-3	2,000	-	-	-
C. Collection of Seeds	12-2	1,000	-	-	-
D. Production of Plants	12-2	6,500	2,000	3,000	-
E. Enclosure of 20 ha. with Barbed Wire and Plantation	12-2	-	11,540	12,440	-
F. Other Costs		400	500	900	-
Sub-total		<u>23,360</u>	<u>14,040</u>	<u>16,340</u>	<u>- 0 -</u>
GRAND TOTAL	NC Rs.	<u>146,540</u>	<u>169,550</u>	<u>183,710</u>	<u>- 0 - 499,800</u>
	US \$	<u>(12,314)</u>	<u>(14,248)</u>	<u>(15,438)</u>	<u>- 0 - (\$42,000)!</u>

IV. Procurement

USAID/N has reviewed HMG/N procurement regulations and agrees that for the purposes of this sub-activity the HMG/N requirements for issuing tenders, receiving bids, etc., is consistent with the objectives of this sub-activity and with the A.I.D. regulations.

It is the understanding of USAID/N that goods and services procured through this sub-activity shall be procured with Nepali Currency-Rupees and single transactions in excess of NC Rs. 25,000 shall have source and origin in either Nepal or India.

Further clarification of USAID/N procurement regulations is found in the RAD/RCUP Design Project Implementation Letter No. 3 to Dr. Devendra Raj Panday, dated March 19, 1979.

V. Reporting Requirements

The Department of Forests will submit Progress Reports on the sub-activity to the Rural Area Development Office, USAID/N, with a copy to the Coordination Division, Ministry of Home Panchayat as follows:

- 1) October, 1979: The Department of Forests will submit a brief report on the progress and problems of establishment of nurseries in each of the Divisions in Rapati Zone. The report will include drawings and/or maps and/or other appropriate materials indicating the location (tied into a prominent landmark feature to assist in relocation), size, boundaries, water sources and soil type of each nursery site, as well as a listing of species (to be) planted.
- 2) January, 1980: The Department of Forests will submit a report on the progress and problems of the Division Plantations covered in this Implementation Letter, including but not limited to: location, size, water source (if appropriate), soil type, current land use, species and density to be planted, and boundaries for each proposed site.
- 3) August, 1980: The Department of Forests will submit a final reporting discussing the objectives achieved, problems, constraints, etc., during the one year sub-activity.

Letter to Mr. Kafle
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The Department will also collaborate with the Ministry of Home Panchayat, APROSC and USAID/N in planning for expansion of this sub-activity under the contemplated Rapati Zone Project as appropriate.

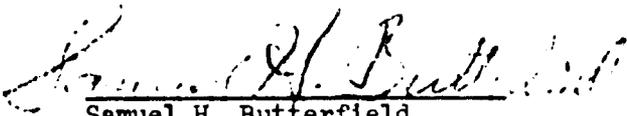
Please acknowledge receipt of and concurrence with this letter by signing and returning the attached copies to USAID/N.

Agreed:

Cordially,



Mukti Prasad Kafle
Additional Secretary
Ministry of Home Panchayat



Samuel H. Butterfield
Director
USAID/N

Date: _____

Date: 6/18/1979

cc: 1) Mr. Bal Gopal K.C.
Under Secretary
Foreign Aid Division
Ministry of Finance

2) Mr. Narendra Basnet
Deputy Chief
Conservateur for Forest
Development
Dept. of Forests

RAD:LMcPherson:nkt



UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
MISSION TO NEPAL

KATHMANDU, NEPAL

July 18, 1979

Mr. Mukti Prasad Kafle
Additional Secretary
Ministry of Home Panchayat
Singha Durbar
Kathmandu

Dear Mr Kafle:

Subject: RAD/RCUP Design Project No. 367-0133, Project Implementation
Letter No. 14 (USAID/N No. 367-0133-A-01), Small Rural Works

Pursuant to Article A of Annex 2 of the Project Grant Agreement executed by our governments on August 31, 1978, this letter is to provide additional information on the implementation of Field Operations for the RAD Project (Annex 1, Activity A, Section II, A. of the Grant Agreement). This letter specifies the management, objectives, criteria for selection, and implementation procedures for one portion of the Field Operations, Small Rural Works. This letter constitutes our agreement to provide funding for this component as specified below for a total amount of \$222,689.

I. Implementation Agencies

The Implementation Agencies for this sub-activity will be the Districts of Rukum, Rolpa, Salyan, Pyuthan and Dang in the Repati Zone. As per the Integrated Panchayat Development Design, the Chief District Officer (CDO) of each District will be the key person responsible for ensuring overall implementation once specific rural works are chosen and approved by the District Assemblies. The general responsibility for planning and implementation at the National level will rest with the Local Development Department (LDD), which will provide all necessary technical and external procurement assistance. The CDO's will ensure that all the requirements of the implementation plan described below are met. Reporting will flow from the CDO's to the Local Development Department and the Project Coordinator's Office under the Coordination Division, Ministry of Home Panchayat. (The Division will serve this function until the Coordinator's Office is established).

II. Description of Rural Works Sub-Activity

A. Purpose. One purpose of the RAD/RCUP Design Project is to design an action project to assist self-reliant development and to make development opportunities available to the rural poor in Nepal's

Rapati Zone. The RAD portion of the Design Project has five major components, one of which is Field Operations. The purpose of the sub-activities to be funded under this component is to build capabilities to undertake subsequent development efforts in the Zone through the initiation of selected, high-priority "start-up" sub-activities.

The Small Rural Works sub-activity of the Field Operations component has two interrelated purposes: 1) to build the capabilities of the Village and District Panchayat to plan, design, implement and maintain small infrastructure which satisfies the basic needs of the people; and 2) to support the provision of the commodities and technical assistance necessary to complete at least 15 rural works projects within the Zone in the coming year. The experience gained and results of this "start-up" sub-activity should provide the basis for a much expanded Rural Works program within the anticipated follow-on Rural Development Project in the Rapati Zone.

In order that all Districts can gain this experience, the total funding available of 26.5 lakhs Rupees will be equally divided so that each District receives approximately the same amount (roughly 5 lakhs Rupees) during the course of the activity. (It is understood that due to variations in labor and transport costs, as well as in ability to undertake construction, some Districts may go slightly above or below this amount).

- B. Definition of Types of Rural Works. The Small Rural Works sub-activity is initially described in the Grant Agreement at Annex 1, p. 2, as "... currently limited to gravity flow drinking water systems, small bridges and trails, particularly in the hills, which have a substantial benefit for the lower-income groups in the community". The Grant Agreement further states "...additional field operations as mutually agreed between HMG/N and A.I.D. may be supported within the limit of funds provided for this category:". Following a series of discussions with officials of HMG/N, in the letter of 24 March, 1979, from Mr. Samuel H. Butterfield to Mr. Mukti Prasad Kafle, USAID/N agreed to support Drinking Water Systems for a sum not to exceed U.S. \$84,000. and Small Rural Works for a sum of \$135,500. The Small Rural Works specifically identified in Attachment 1 to that letter included small bridges and trail improvements and small hill irrigation projects (under 50 hectares command area).

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HMG/N requested support for Drinking Water Systems in a letter from Meen B. Poudyal, Ministry of Finance, dated January 16, 1979, and again as part of a "package" with other Field Operations in the Ministry of Home Panchayat Letter Ref. No. 560/035/036 dated 25 April, 1979. Requests for District Level Small Rural Works, including Suspension and Wooden Bridges, Irrigation (Dam and Canal) and Building Construction, were also included in the latter letter.

Based on the above documents and communications; the Integrated Panchayat Development Design and the related Council of Ministers Secretariat Decision No. 45/035; and subsequent discussions, USAID/N agrees to support the following types of Small Rural Works with the funds provided herein:

1. Gravity Flow Drinking Water Systems, which provide reasonable and unrestricted access to water for a maximum of approximately 3000 people;
2. Small Irrigation Systems,
 - a. In the hill Districts of Rukum, Rolpa, Salyan and Pyuthan, with a command area of up to approximately 50 hectares, which benefit an average minimum of at least 5 landholders (i.e., landowners or registered tenants) per hectare;
 - b. In the terai District of Dang-Deokhuri, with a command area of up to approximately 500 hectares (but still completable within the limits of funding for this activity) which benefit an average minimum of at least one landholder (i.e., landowner or registered tenant) per hectare.
3. Wooden, suspended and suspension bridges up to approximately 50 meters in length which are generally 3 hours walk from the next nearest safe year-round river or stream crossing. Related trail improvement may be considered as part of a bridge sub-activity.

If the parameters established for each type of Rural Work appears unreasonable in the context of the Kapatl Zone, they can be adjusted through an exchange of letters.

It is understood that all Rural Works to be supported in this sub-activity will be approved by the respective District Assemblies.

- C. Implementation Procedures. The LDD currently has listings of Small Rural Works requested and approved by District Assemblies of the Rapati Zone. Prior to any release of funds for this sub-activity, the LDD will provide to USAID/N the following:
1. Preliminary technical data, including type of rural work, location, type of system to be installed, population and estimated cost, of at least one activity per District; and
 2. The most recent and realistic assessment available of current technical capabilities in each District.
(These have already been provided).

Based on USAID/N's receipt and approval of this information, 100,000 NC Rs. per District or a total of 500,000 NC Rs. (\$42,017) will be released for the start-up implementation of each District sub-activities. These funds will then enable the District Offices, with assistance where appropriate from the LDD, to proceed with the first phase of implementation consisting detailed designs, construction plans, cost estimates, commodity requirements and procurement schedules for subsequent works to be undertaken.

Following the completion of these plans, all documents along with the name of the designated technicians assigned to supervise and carry out the planned construction and procurement will be sent from the CDO's to the LDD and USAID/N for review and approval. Following these approvals, work can begin on approved sub-activities.

Subsequent releases will be based on USAID/N approval of the technical plan or plans submitted by LDD to USAID/N. These plans will include a listing of the technical personnel assigned to each construction site. The LDD, in collaboration with the Project Coordinator's Office (or the Coordination Division, Ministry of Home Panchayat, until the Project Office is established) will ensure that funds spent on personnel or TA/DA are directly related to specific rural works.

During the course of the sub-activity, the LDD will establish a roster of competent local overseers, construction supervisors, and foremen in the Rapati Zone. This list will provide the Project Coordinator's Office with potential candidates for the training programs to be discussed in a separate Implamantation Letter. The people trained both "on-the-job" through this sub-activity and in courses supported through the Training Implementation Letter should greatly enhance the potential for an expanded rural works program in the Zone.

Letter to Mr. Kafle
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Because of the nature and purpose of this sub-activity of building District capabilities to undertake subsequent development efforts in the Zone leading into a planned expanded Rural Works program to be funded by A.I.D., USAID/N will maintain a close monitoring relationship with LDD to assure that the sub-activity development can be attained and that the implementation steps are reasonable and can be accomplished. All construction will be subject to periodic inspection by LDD and USAID/N. A summary of the plan and approval procedures for implementation of this sub-activity follows:

..... Page Five (a)

PLAN AND APPROVAL PROCEDURES FOR
IMPLEMENTATION

Actions	USAID/N Role	HMG/N Role
1. Implementation Letter detailing sub-activities and funding	Issue to HMG/N	Accept Implementation and start activities
2. Listing of sub-activities submitted	USAID/N Approve - Issue Implementation Letter of approval and release of 5 lakhs	Submit to USAID/N*
3. 5 Lacks released to HMG/N	USAID/N Release	HMG/N distribution to Districts. Start detailed plans, cost estimates, materials needed, technical input, work plan, controls, TA/DA etc. Keep record of expenditures
4. Detail plans, costs, work plan, materials, technical control submitted for each activity	USAID/N approves One by one, groups or all as submitted by HMG/N	Submit to USAID/N HMG/N spends money, keeps record to complete design package
5. Sub-activities start in each district based upon first 1 lack per district release	USAID/N monitors	HMG/N starts procurement, construction, technical control, disburses money
6. HMG/N requests additional fund release for sub-activities	USAID/N approves based on technical plan, release money to HMG/N	HMG/N continues work, procurement, quarterly reports of progress
7. Sub-activities under construction	USAID/N monitors	HMG/N controls, spends money, keeps records
8. Sub-activity completed	USAID/N inspects, checks, records, reports, etc.	HMG/N final report, accounting, completion of work.

* Submission sent to USAID/N 14 June, 1979.

III. Budget and Release Mechanism

- A. Budget. As per the HMG/N letters described in Section II.B. of this letter, USAID/N agrees to finance not to exceed a total of US \$222,689 for the Small Rural Works sub-activity. All Nepali Currency-Rupees figures are based on the current official exchange rate of \$1.00 U.S. = NC Rs. 11.90. In case of fluctuation of this rate of exchange, the total value of this budget is not to exceed the total U.S. dollar amount.

Within the total budget as delineated below, the Project Coordinator's Office may adjust major line items by 15%. Adjustments in excess of the 15% must be agreed upon in writing between the Project Representatives of USAID/N and HMG/N.

BUDGET*

15 July, 1979 - 14 July, 1980
(HMG/N Fiscal Year 2036/037)

	NC Rs.
I. <u>Dang-Deokhuri District</u>	<u>530,000</u>
a. Drinking Water	(200,000)
b. Other	(330,000)
II. <u>Pyuthan District</u>	<u>530,000</u>
a. Drinking Water	(200,000)
b. Other	(330,000)
III. <u>Sallyen District</u>	<u>530,000</u>
a. Drinking Water	(200,000)
b. Other	(330,000)
IV. <u>Rolpa District</u>	<u>530,000</u>
a. Drinking Water	(200,000)
b. Other	(330,000)
V. <u>Rukum District</u>	<u>530,000</u>
a. Drinking Water	(200,000)
b. Other	(330,000)
GRAND TOTAL	<u>2,650,000</u>
(\$ U.S.)	(\$222,689)

* It is understood that as per the implementation procedures outlined in the previous section, this Budget will be further detailed as specific plans are approved.

B. Release Mechanism

1. The initial release of 500,000 NC Rs. (US\$42,017) will be made upon USAID/N's receipt and approval of a request from the LDD through the Ministry of Finance accompanied by the information set forth in Section II, C. above. Funds will be released through the Ministry of Finance to the LDD, which will deposit the necessary funds in each of the five District's accounts at local banks. CDO's will draw funds as required from the sub-branches in each District. The LDD will undertake the central procurement when detailed plans are approved.
2. Subsequent releases will be made based on the amounts and timing required within the sub-activity implementation procedures, up to the total of 2,650,000 NC Rs. (\$222,689). It is planned that following LDD and USAID/N approval of the detailed designs, etc. (See Section II. C. Implementation Procedures) the additional monies will be released for procurement of commodities and construction implementation based upon the schedule of the approved construction implementation plan.
3. All accounting will flow from the CDO's to the LDD and the Project Coordinator's Office. Certified Statements of Expenditure per District shall be submitted by LDD through the Ministry of Finance to USAID/N. These Statements shall present an aggregate reconciliation of total receipts and expenditures as reported by each CDO (and/or LDD) with the total amount released by USAID/N. A minimum of two Statements, one in January, 1980, and a second in July, 1980, are required.
4. Following completion and acceptance by the LDD and USAID/N of the construction for each sub-activity, any unexpended or unallocated balance of funds will be refunded to USAID/N within 60 days from the date of the final Statement. Any differences in the amount reserved for this activity (US\$222,689) and the amount actually expended will revert to the Project for reallocation if appropriate.
5. It is understood that, in accordance with HMG/N accounting principles and audit requirements and with the provisions for Reports, Records, Inspection, Audit in the Grant Agreement, Annex 2, Section B. 5. (b)., the CDO's and/or LDD will maintain all original invoices and receipts of expenditure reflected in the Statement of Expenditure. Further clarification of these requirements is found in Annex 2 of the Grant Agreement.

Letter to Mr. Kafle
Page Eight

IV. Procurement

USAID/N has reviewed HMG/N procurement regulations and agrees that for the purposes of this sub-activity the HMG/N requirements for issuing tenders, receiving bids, etc., is consistent with the objectives of this sub-activity and with the A.I.D. regulations.

It is the understanding of USAID/N that goods and services procured through this sub-activity shall be procured with Nepali Currency-Rupees and single transaction in excess of NC Rs. 25,000 may have source and origin, i.e., purchase and manufacture, in either Nepal or India.

Further clarification of USAID/N procurement regulations is found in the RAD/RCUP Design Project Implementation Letter No. 3 to Dr. Devendra Raj Panday, dated March 19, 1979.

V. Reporting Requirements

During the second phase of the sub-activity, construction and procurement implementation, the assigned sub-activity construction supervising technician will prepare, every three months, a report of progress of construction and procurement indicating the rate of progress of completion of work, status of procurement of commodities, problems encountered, delays to progress and any recommendations for improvement of implementation. A copy of this report will be provided to LDD and USAID/N. All sub-activities as approved by LDD and USAID/N will require the above quarterly report.

Please acknowledge receipt of and concurrence with this letter by signing and returning the attached copies to USAID/N.

Agreed:

Cordially,



Mukti Prasad Kafle
Additional Secretary
Ministry of Home Panchayat



Samuel H. Butterfield
Director
USAID/N

Date: July 18, 1979

Date: July 18, 1979

cc: 1) Mr. Bal Gopal K.C.
Under Secretary
Foreign Aid Division
Ministry of Finance

2) Mr. Santa Bahadur Rai
Director General
Local Development Department
Ministry of Home Panchayat

RAD:IMcPherson:nkt



UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
MISSION TO NEPAL

KATHMANDU, NEPAL

July 20, 1979

Mr. Mukti Prasad Kafle
Additional Secretary
Ministry of Home Panchayat
Singha Durbar
Kathmandu

Dear Mr. Kafle:

Subject: RAD/RCUP Design Project No. 367-0133, Project Implementation
Letter No. 15 (USAID/N No. 367-0133-A-01a), Small Rural Works
First Release

As per Section III. B. Release Mechanism, of Project Implementation Letter No. 14 (USAID/N No. 367-0133-A-01) for Small Rural Works, USAID/N hereby acknowledges receipt of and approves the submission by the Local Development Department (LDD) to USAID/N dated 14 July, 1979, of the preliminary data on at least one activity per District and of the most recent and realistic assessment available of current technical capabilities in each District. It is our understanding that the detailed designs for the drinking water system in Bingri (Pyuthan District) are available at the LDD for our review, and that the drinking water systems proposed for Gajul (Rolpa District), Bami-Bajhkot-Kaphalpani (Sallyan District), Mahat (Rukum District) and Kabhre (Dang District) are currently being surveyed by the LDD personnel from the Nepalgunj regional office.

USAID/N will now proceed to arrange for the first release of funds totalling NC Rs. 500,000 (U.S. \$ 42,017).

Cordially,


Samuel H. Butterfield
Director

cc: 1) Mr. Bal Gopal K.C.
Under Secretary
Foreign Aid Division
Ministry of Finance

2) Mr. Santa Bahadur Rai
Director General
Local Development Department
Ministry of Home Panchayat



UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
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KATHMANDU, NEPAL

July 20, 1979

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Additional Secretary
Ministry of Home Panchayat
Singha Durbar
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Samuel H. Butterfield
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cc: 1) Mr. Bal Gopal K.C.
Under Secretary
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2) Mr. Santa Bahadur Rai
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