

**His Majesty's Government
Ministry of Water Resources
Department of Irrigation**

Irrigation Management Division

**IRRIGATION MANAGEMENT
TRANSFER PROJECT
CONTRACT COMPLETION
REPORT
(November 21, 1999 - May 20, 2000)**

Prepared by
Technical Assistance Team
Computer Assisted Development, Inc., USA
and
APTEC Consultancy (P) Ltd., Nepal

Irrigation Management Transfer Project
HMG/USAID/Nepal/367-0167.75
Contract No. 367-C-00-00-00017-00

May 17, 2000

PREFACE

The Irrigation Management Transfer Project (IMTP) in Nepal is a collaborative venture between the U.S. Agency for International Development (USAID), the Asian Development Bank (AsDB), the Government of Nepal, and the Project farmers. The Project will rehabilitate selected government operated irrigation systems, and transfer the management of these systems to Water Users Associations (WUAs). The Asian Development Bank is primarily financing physical rehabilitation of the irrigation systems while USAID/Nepal is providing technical assistance services to the WUAs and to the Irrigation Management Division within the Department of Irrigation (IMD/DOI).

IMTP is divided into two phases. Phase I of the Project is designed to assist the government to transfer the operation and maintenance and/or ownership of three public irrigation schemes (Khageri, Panchakanya, West Gandak) either partially or totally to the WUAs, and to prepare eight additional irrigation systems (Banganga, Chaurjahari, Pathraiya, Mohana, Manusmara, Hardinath, Kamala, and Chandra Canal) for future management transfer. Phase II of the Project is designed to assist the government to transfer these eight schemes either totally or partially to the WUAs. The Project, therefore, is designed to assist in transferring eleven irrigation schemes to WUAs.

USAID has contracted Computer Assisted Development, Inc. (CADI) on November 21, 2000 to provide and coordinate the technical assistance services to enhance IMD/DOI's capability to implement the project; to further refine IMD/DOI's management transfer strategies; to strengthen the WUAs so that they can take over full management transfer responsibility; and to assist the WUAs to become self-reliant, self-sustaining business enterprises.

Under the contract, CADI is teamed with APTEC Consultancy (P) Ltd., a private Nepalese consulting firm to provide the technical and management expertise to IMD/DOI and WUAs.

The authors of this report would like to thank the IMD/DOI central and field office staff for their cooperation in accomplishing the activities. Their help is sincerely appreciated.

ACRONYMS

AP	Action Plan
AsDB	Asian Development Bank
CADI	Computer Assisted Development, Inc.
CMWF	Canal Management Work-Force
DE	District Engineers
DGWRD	Directorate General Water Resources Development (Indonesia)
DIO	District Irrigation Office
DOI	Department of Irrigation
GAD	Gender and Development
HMG	His Majesty's Government
ICID	International Congress of Irrigation and Drainage
IMD	Irrigation Management Division
IMTP	Irrigation Management Transfer Project
INGO	International Non-Governmental Organization
INPIM	International Network for Participatory Irrigation Management
ISF	Irrigation Service Fee
IWMI	International Water Management Institute
MOA	Ministry of Agriculture
MOF	Ministry of Finance
MOWR	Ministry of Water Resources
NGO	Non-Governmental Organization
PACD	Project Activity Completion Date
PAM	Project Administration Memorandum
PIM	Participatory Irrigation Management
PTOS	Post Turnover Support
RTDB	Research and Technology Development Branch
SMC	Subproject Management Committee
TA	Technical Assistance
TNA	Training Needs Assessment
USAID	United States Agency for International Development
VDC	Village Development Committee
WID	Women in Development
WUA	Water Users' Association

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I. INTRODUCTION

The USAID/Nepal-CADI/APTEC contract (November 21, 1999 - May 20, 2000) for IMTP (Irrigation Management Transfer Project) states:

Deliverables

The contractor will be responsible for completing the following:

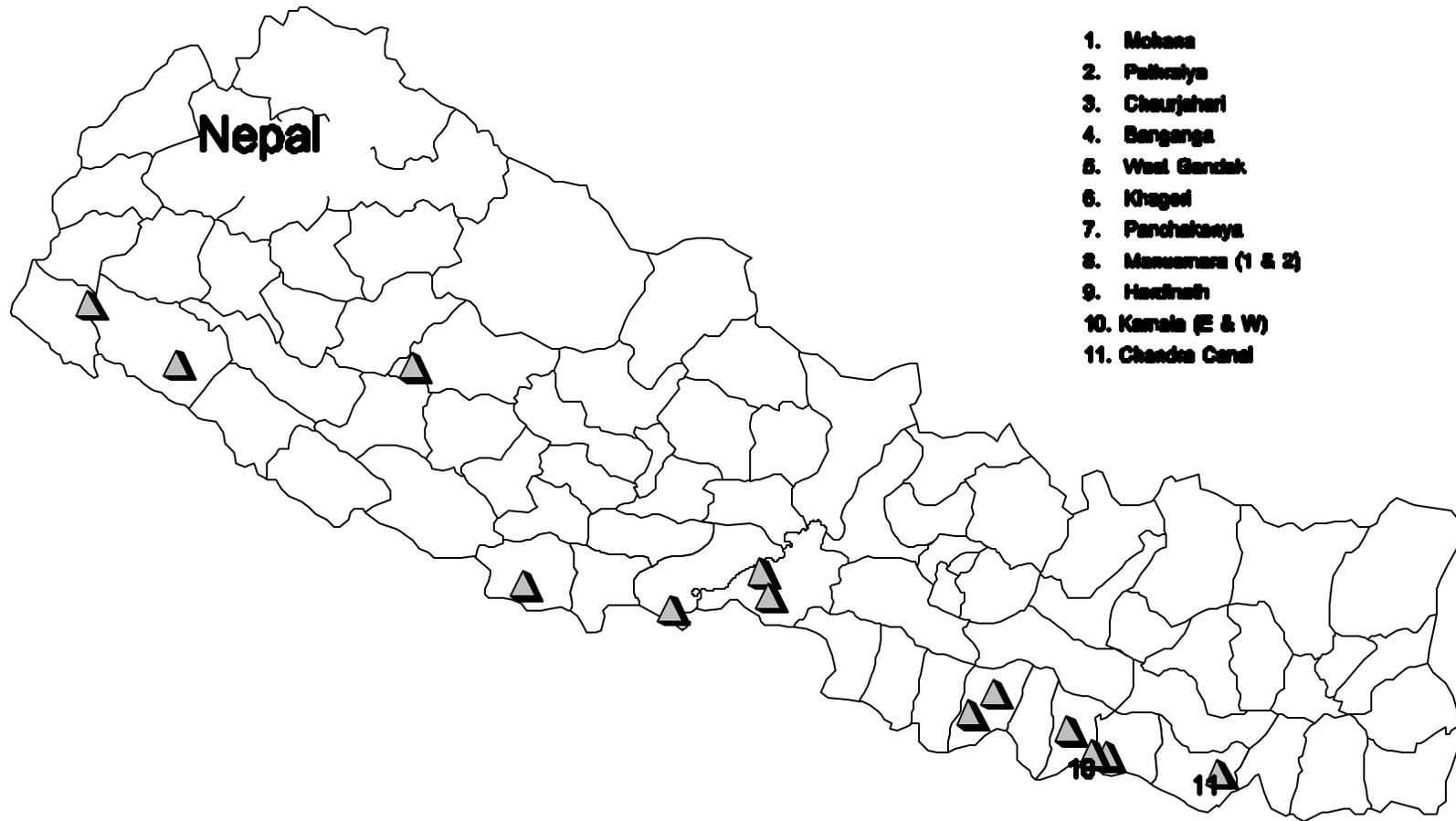
Prepare and submit 3 hard copies and one electronic copy of the final completion report to USAID/ARD to record all above project accomplishments by May 20, 2000.

This Contract Completion Report fulfills this requirement which includes:

- ? Introduction
- ? Deliverables
- ? Administration

CADI/APTEC, the TA Team, provided technical and managerial assistance to the Irrigation Management Division (IMD) of the Department of Irrigation (DOI), USAID/Nepal, and the Asian Development Bank (AsDB). The purpose of this contract was to continue the technical assistance to establish effective, democratic water users associations (WUAs) primarily in four Phase II subprojects (Manusmara, Banganga, Chandra Canal, and Kamala) (see Figure 1). This technical assistance will help the Project to turn over Operation and Maintenance (O&M) responsibilities to the WUAs, and help the WUAs to generate local resources and develop and enforce their own rules and regulations. The technical assistance will also help to ensure the sustainability of the subprojects after management transfer. The TA Team provided training and technical assistance to IMD/DOI and WUAs to strengthen the capacity of these organizations to achieve IMTP objectives.

FIGURE 1.
Layout of IMTP Irrigation Systems, NEPAL



II. DELIVERABLES

Per contract requirements, the TA Team completed all nine deliverables. Details for each Deliverable are discussed below.

Deliverable No. 1: Assist WUAs and DOI/HMG to prepare Action Plans and Memoranda of Understandings (AP/MOA) for the following four IMTP subprojects: Manusmara, Banganga, Chandra Canal, and Kamala.

Dates of Signing of IMTP AP/MOAs in Selected Phase II Subprojects

Subproject		Date of AP/MOA Signing Between IMD/DOI and WUAs	
?	Manusmara I	?	September 20, 1999
?	Manusmara II	?	December 18, 1999
?	Banganga	?	December 13, 1999
?	Chandra Canal	?	January 10, 2000
?	Kamala (East)	?	March 3, 2000
?	Kamala (West)	?	March 3, 2000

Results:

All AP/MOAs have been signed by IMD/DOI and the WUAs in the four Phase II subprojects. The IMTP TA team assisted IMD/DOI to slightly revise the AP/MOAs from the Phase I subprojects, and also discussed the philosophy, contents, and procedures of the AP/MOAs with the Phase II WUAs.

Copies of the covers of selected signed AP/MOAs are shown in the following pages.

श्री ५ को सरकार
सिंचाई विभाग
जिल्ला सिंचाई कार्यालय
चन्द्र नहर सिंचाई प्रणाली, सप्तरी
र
चन्द्र नहर सिंचाई प्रणाली जल उपभोक्ता मूल समिति
वीच सम्पन्न
सिंचाई व्यवस्थापन हस्तान्तरण आयोजना सम्बन्धि
सम्झौता पत्र
र
कार्य योजना

Memorandum of Agreement
&
ACTION PLAN
of
Chandra Canal Irrigation System (CCIS)
for
Irrigation Management Transfer Project

Agreed Between:

District Irrigation office (DIO), Saptari
&
CCIS-Water User's Association Main Committee
Saptari, Nepal

2056

श्री प्रकी सरकार, जलश्रोत मंत्रालय, सिंचाई विभाग

र

हिरापुर ब्यारेज मनुष्मारा सिंचाई प्रणाली जनउपभोक्ता संस्था,सर्लाही

बीच

सम्पन्न

सिंचाई व्यवस्थापन हस्तान्तरण आयोजना
कार्यान्वयन सम्वन्धि

संभौतापत्र

२०२६ भाद्र

**Manusmara Irrigation Phase I
(Hirapur Barrage)**

श्रीशको सरकार
जलश्रोत मन्त्रालय
सिंचाई विभाग
जिल्ला सिंचाई कार्यालय, सर्लाही
र

जलउपभोक्ता संस्था
मनुष्मारा सिंचाई प्रणाली (दोस्रो चरण), सर्लाही

विचको

सिंचाई व्यवस्थापन हस्तान्तरण आयोजना सम्बन्धी

कार्ययोजना

र

संझौता-पत्र

Action Plan

&

Memorendum of Agreement

of

Irrigation Management Transfer Project

between

Department of Irrigation

District Irrigation Office, Sarlahi

&

Water User's Association

Manusmara Irrigation System, Second Phase

Deliverable No. 2 Design and implement training plans which strengthen new WUAs' capacity to operate as enterprises, able to collect irrigation service fees and mobilize funds for efficient irrigation management practices. Training will be provided to the four subprojects identified above (8 training sessions for a total of 32 WUA members and 8 DOI staff, or approximately 10 persons per subproject).

WUA Training/Interaction Programs on ISF and Financial Management in Selected Phase II Subprojects

Subproject	Dates of WUA Training and Interaction Program	Number of WUA Members Participating	Number of DOI Staff Participating
? Manusmara I	? January 10-20, 2000	107	4
? Manusmara II	? January 20-30, 2000	99	4
? Banganga	? March 28 - April 12; and April 24-30, 2000	256	3
? Chandra Canal	? March 10-18, 2000	45	4
? Kamala (East)	? March 19-24, 2000	66	3
? Kamala (West)	? March 15-22,2000	32	3
	TOTAL	605	21
? Hardinath*	? March 7, 8, 26, 2000	36	1

* Though Hardinath Subproject was not included in this Deliverable, ISF/Financial Management Training and Interaction Programs were conducted in Hardinath, also.

Results:

WUA ISF/Financial Management Training and Interaction Programs were conducted in the four Phase II subprojects, and hundreds of farmers, and many local DOI officials, participated in these programs.

The WUA ISF/Financial Management Training and Interaction Programs for the Phase II subprojects focused on four major topics:

1. Rationale and Need for ISF Collection
 - a. For improved O&M.
 - b. For WUA office management and administration.
 - c. For canal supervision and management.
 - d. ISF as a permanent resource for O&M.
 - e. Forty percent of ISF should be collected before rehabilitation begins, for a future fund for the WUA.
2. Processes of ISF Collection
 - a. ISF collection receipt should be prepared and given to payer.
 - b. ISF collection plan should be prepared.
 - c. ISF collection format should be prepared.
 - d. A list of farmers and their irrigated area should be prepared for all canals.
 - e. ISF information and collection campaign should be done.
 - f. WUA Secretary/Treasurer should be involved in collecting ISF.
3. Rationale and Need for WUA Financial Management
 - a. For establishment of financial record-keeping.
 - b. To carry out and monitor income and expenditure records properly.
 - c. To manage financial conflicts.
 - d. Income and expenditure records should be properly recorded, easy to understand, and be open for inspection by any farmer.
4. Processes of WUA Financial Management
 - a. Bank account should be opened.
 - b. Bills should be paid by check, not by cash.
 - c. Collected money should be deposited in the bank account within three days by WUA Treasurer.
 - d. WUA should prepare an income and expenditure register.
 - e. Income receipts, and expenditure bills and vouchers should be filed and maintained in the register.

Deliverable No. 3: In the four new subprojects, CADI will develop and initiate implementation of plans to increase membership of WUAs and to record households who have become members of the WUAs. It is estimated that approximately 20 percent of the 20,690 households (i.e. 4,138) in the four new subprojects will have become members of the registered WUAs by May 2000.

New Paid WUA Members in Selected Phase II WUAs

Subproject	Number of Paid WUA Members (April 30, 2000)
? Manusmara I	1,276
? Manusmara II	3,014
? Banganga	2,887
? Chandra Canal	2,036
? Kamala (East)	1,145
? Kamala (West)	1,440
TOTAL	11,798
? Hardinath (East)*	363

* Though Hardinath Subproject was not included in this Deliverable, WUA membership drive was conducted there, also.

Results:

The WUA membership and share distribution campaign was conducted in the four Phase II subprojects, resulting in over 11,000 new farmers becoming paid members of IMTP WUAs.

The WUA membership and share distribution campaign in the Phase II Subprojects focused on two major topics:

1. Rationale and Need for WUA Membership and Share Distribution
 - a. For registration of farmers as members.
 - b. For water rights.
 - c. For equal participation in maintenance work on the basis of landholding.
 - d. For equitable water distribution.
 - e. To establish the irrigated area on the basis of water shares.

- f. For better water management.
- g. For voting rights.

2. Processes of WUA Membership and Share Distribution

- a. Membership/share card and bill should be prepared.
- b. Information campaign should be done by WUA members.
- c. Membership and share distribution plans should be prepared.
- d. WUA Secretary/Treasurer and CMWF should be involved.

Deliverable No. 4 CADI will also develop and implement plans to record households who have become paid members of the three established WUAs in West Gandak, Panchakanya, and Khageri. It is estimated that approximately 70 percent of the 14,755 households (i.e. 10,328) in these subprojects will have purchased share certificates and become paid members of the WUAs by May 2000.

Paid Members of Phase I WUAs

Subproject	Number of Paid WUA Members*
? West Gandak	6,982
? Khageri	3,556
? Panchakanya	**911
TOTAL	11,449

* Source: IMD/DOI Semi-Annual Progress Report (Supplementary Report) Number 8; July 1999. These figures correspond closely to the TA Team's data (May 1998) showing 7,041 paid WUA members for West Gandak, 3,556 for Khageri, and 572 for Panchakanya.

** Latest data from Panchakanya WUA (April 2000).

Results:

Official WUA and IMD/DOI records show well over 11,000 farmers have become paid members in the Phase I subprojects. Most of the WUA membership campaigns for Phase I subprojects took place during 1996-1998.

Deliverable No. 5 Provide basic technical training on water management to 4-6 members of Canal Management Work Forces in the four new subprojects (one training session per WUA).

Water Management Training for CMWFs in Selected Phase II Subprojects

Subproject	Date(s) of Training	Number of CMWF Farmers Trained	Number of DOI Officials Participating
? Manusmara I	? January 13, 2000	77	5
? Manusmara II	? January 14, 2000	40	
? Banganga	? February 25, 2000	21	7
? Chandra Canal	? February 23, 2000	25	7
? Kamala (East)	? March 2, 2000	31	6
? Kamala (West)	? March 2, 2000	(combined)	(combined)
	TOTAL	194	25

Results:

A total of 194 CMWF farmers were trained in water management procedures in the four Phase II subprojects. These CMWF members will be responsible for implementing Canal Operation Plans and Canal Maintenance Plans after the subprojects are handed over to the WUAs.

The Water Management Training for the CMWFs focused on four major topics:

1. CMWF and their O&M functions.
2. Initial canal operation schedule.
3. Water distribution pattern during wet and dry seasons.
4. Irrigation techniques for different (wet and dry season) crops.

Deliverable No. 6 *Provide advice and limited technical assistance to DOI/HMG field staff and WUAs in the three additional subprojects (Mohana, Pathraiya, and Hardinath).*

Advice and Assistance to Mohana, Pathraiya, and Hardinath Subprojects

Subproject	Advice/Assistance	Dates
Mohana	? Advice and suggestions on construction plan, design of intake, and pipe-laying works. Advised subproject to do L-section and X-section survey of the proposed alignment and river.	? January 2000
	? Assisted DIO in design of VIC (Village Irrigation Canal) and other details.	? March 2000
	? Observed and assisted in on-going construction works. Discussed with DIO need for preparing design for VIC, pipe-laying works, and appurtenance structures.	? March, April 2000 ? April 2000
Pathraiya	? Assisted DIO in meeting with WUA to finalize remaining rehabilitation needs and design of works.	? January 2000
	? Negotiated verbal agreement to let WUA do contract for remaining works during training, to be finished by May 12.	? March 2000
	? WUA work was delayed, so assisted to depute one DIO staff as Office Secretary, and helped motivate WUA towards completion of rehabilitation works.	? May 2000
Hardinath	? Assisted in CMWF's roles and procedures, selection procedures, and water management program: (i) gauge reading and water recording, (ii) rotational water distribution, (iii) water conflict resolution, and (iv) maintenance needs assessments and techniques.	? January - May 2000
	? WUA awareness training plan prepared for branch-level WUAs: (i) IMTP program and objectives, (ii) WUA's and DIO's roles and responsibilities, and (iii) handover guidelines and procedures.	? January - May 2000
	? Assisted DIO in Project implementation procedures and guidelines, focusing on SMC objectives, mobilization, and procedures.	? January - May 2000

Results:

The IMTP TA Team made visits to Mohana, Pathraiya, and Hardinath Subprojects in order to assist in IMTP rehabilitation works, WUA development programs, and O&M training programs. DIO officials

also participated with the TA Team in these activities.

Deliverable No. 7 Prepare a strategy and action plan for increasing women's participation in WUAs, particularly in management positions.

Results:

This strategy and action plan for increasing women's participation in WUAs was submitted to USAID/Nepal and IMD/DOI on March 31, 2000. The cover page of this strategy and action plan is shown on the next page.

The Report was produced in close coordination with IMTP and AsDB gender development specialists, and was based on IMTP's past experiences of involving women in WUA activities.

The Report focused on:

- ? Present Status of Gender-Based Activities in IMTP
- ? Goals, Objectives, and General Principles for Increasing Women's Participation in IMTP WUAs.
- ? Strategy/Action Plan A: Using HMG Resources to Increase Women's Participation in IMTP WUAs.
- ? Strategy/Action Plan B: Using TA/NGO Resources to Increase Women's Participation in IMTP WUAs.

His Majesty's Government
Ministry of Water Resources
Department of Irrigation

Irrigation Management Division

**INCREASING WOMEN'S
PARTICIPATION IN IMTP WUAS:
STRATEGIES AND ACTION PLANS**

Prepared by:
Technical Assistance Team
Computer Assisted Development, Inc., USA
and
APTEC Consultancy (P) Ltd., Nepal

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March 2000

Deliverable No. 8 Prepare a Monitoring and Evaluation Report for submission to USAID/ARD by May 20, 2000 on the following indicators for the period November 21, 1999 to April 20, 2000: population benefitted, production and sales of agricultural commodities in IMTP subprojects, cropping patterns, cropping intensity, irrigation fee collections and mobilizations.

Results:

This Monitoring Report was submitted to USAID/Nepal and IMD/DOI on May 17, 2000. The cover page of this Monitoring Report is shown on the next page.

This Report examined five key variables in each of the 10 IMTP subprojects:

- ? Population Benefited
- ? Crop Production and Sales
- ? Cropping Patterns
- ? Cropping Intensity
- ? Irrigation Service Fee Collection/Mobilization

Each of the ten IMTP subprojects was visited by a member of the IMTP TA Team and local DOI and WUA officials were interviewed to gather the monitoring data.

His Majesty's Government
Ministry of Water Resources
Department of Irrigation

Irrigation Management Division

IMTP MONITORING REPORT

Prepared by:
Technical Assistance Team
Computer Assisted Development, Inc., USA
and
APTEC Consultancy (P) Ltd., Nepal

Irrigation Management Transfer Project
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May 2000

Deliverable No. 9 Prepare and submit copy of final completion report to USAID/ARD to record all above project accomplishments by May 20, 2000.

Results:

The report presented here fulfills Deliverable No. 9.

III. ADMINISTRATION

CADI is a natural resources consulting firm that provides specialized services in land, water and professional development. CADI focuses on applied, practical, and attainable solutions to complex natural resource and institutional development problems. CADI achieves results through sound institutional management, appropriate technology, and the proper use of computers as effective problem-solving tools. The corporate mandate is to offer specialized and interdisciplinary short-term technical assistance, long-term advisory services, and training in:

- ? Irrigation, drainage, and water resources
- ? Watershed, forest ecosystem planning and management
- ? Professional and institutional development
- ? Computer technologies and applications

CADI was incorporated in 1987, and the home office is located in Fort Collins, Colorado. CADI employs a core professional staff of 20 and an additional 115 associates.

Monthly Activities

USAID contracted with CADI on January 6, 2000. The major activities for the final reporting period (November 21, 1999 to May 20, 2000) by month are summarized below:

November & December 1999

- ? Helped SMB Chief in reviewing the parcellary map, assisted to Water Management Unit in finalizing annual water management plan, CMWF development plan for IMTP eastern subprojects.
- ? Assisted IMD/IMTP in preparing master concept plan for gender issues in IMTP giving the priorities for WID in: (a) Income Generation, (b) Leadership development (c) Women in Irrigation Management.
- ? Assisted IMD in formulation of rainfall and groundwater field experiment study for irrigation water saving in Chandra Canal and Manusmara
- ? Helped IMD in reviewing and commenting on inception report of training manuals and O&M cost study.
- ? Guided for the successful accomplishment of MOA and AP signing of Manusmara phase-II and Banganga Subprojects.
- ? Assisted IMD/HRDTB in estimating Training of Training (TOT) cost proposals with three options.
- ? Verified and updated the commodities inventory list of the USAID properties as well

as HMG/IMD properties.

January 2000

- ? Assisted to Saptari to convince WUA doing the signing of MOA of IMTP implementation for Chandra Nahar and Kamala Irrigation subproject on design estimate and AP preparation.
- ? Provided a training to HMG personnel on supervision, technology and process of formation of CMWF and assistance to form CMWF and prepare a plan of approach for CMWF in Manushmara phase I & II.
- ? Assisted DIO Janakpur on CMWF establishment and initial workshop in Hardinath and help to hold a initial workshop in Hardinath in order to introduce CMWF concept, need and organization procedures.
- ? Attended Mr. Harsha M. Bajracharya and Mr. Ram Thapa, USAID/Nepal's IMTP eastern sites field visiting.
- ? Conducted WUA training and interaction programs on irrigation service fees, financial management in Manushmara I & II subprojects.
- ? Assisted HMG/DIO for IMTP activities at Mohana and Patharaiya, particularly on the estimation of remaining rehabilitation works, WUAs meetings, canal management training program for WUAs to establish CMWF.
- ? Arrived Dr. W. R. Laitos, Chief of Party to overall coordinate, manage and assist the CADI/APTEC TA team.
- ? Hired Mr. Manic C. Bajracharya as project Driver and Mr. Brajendra Subedi, Janitor in replacement of Mr. Surya B. Budhathoki and Mr. M.P. Sharma.
- ? Guided for the successful accomplishment of MOA and AP signing of Chandra Nahar irrigation subproject.
- ? Provided training to CMWF farmers in water management procedures in the both Manushmara I & II irrigation subprojects.

February 2000

- ? Assisted DIO Kailali for preparing work plan of Mohana and assisted IMTP Coordinator to familiarize about the works done and need to be done at Patharaiya.

- ? Assisted Kamala and Chandra Canal in establishing initial record keeping, in awareness meeting on ISF collection, membership, share distribution, farmers inventory and establishing organizational procedures.
- ? Helped in introductory training program on IMTP implementation process, role of CMWF and development process for newly elected CMWF members at DIO office, Saptari.
- ? Participated USAID/Nepal and AsDB/Nepal meeting to brief IMTP on-going activities in field level.
- ? Conducted awareness meeting/interaction regarding the institutional development activities in Kamala eastern among WUA's members and HMG staffs to discuss CMWF formation process, Share system implementation process and IMTP implementation process.
- ? Assisted SMB/WMU in formation CMWF in Chandra, Banganga and Kamala and provided an orientation in Kamala and Hardinath on CMWF for IMTP implementation.
- ? Printed out 2500 copies of Canal Management Work-force Concept and Development (Nepali version) for distribution to WUAs and subproject offices.
- ? Provided training to CMWF farmers in water management procedures in the Banganga and Chandra nahar irrigation subprojects.

March 2000

- ? Assisted DIO Kailali in the rehabilitation of Mohana and Pathraiya and provided a recommendation on design of Mohana.
- ? Guided IMD/DOI in Action Plan (AP) and Memorandum of Agreement (MOA) signing of Kamala irrigation subproject.
- ? Assisted Hardinath in preparing training plan and programs, particularly in Women development training, canal maintenance training. initial canal operation and construction management.
- ? Provided different training programs on leadership development and participatory approaches for WUA members in eastern sites subprojects.
- ? Provided furniture and other logistic supports for WUA offices in phase II subprojects and attended various WUAs meeting and interaction programs.

- ? Assisted WUAs of Hardinath, Chandra Canal, Manusmara and Banganga subprojects in establishing initial record keeping, awareness program on financial management, resource collection, membership distribution and share system implementation, establishing WUAs offices and its organizational procedures.
- ? Conducted WUA training and interaction programs on irrigation service fees, financial resources management in Hardinath, Banganga Chandra Nahar and Kamal irrigation subprojects.
- ? Provided training to CMWF farmers in water management procedures in the both Kamala irrigation subprojects.

April 2000

- ? Hired Mr. Shiva Kumar Shrestha as a short term Training Program Design and Implementation Specialist to design long term WUA training programs for IMTP, develop specific training materials for WUA training and conduct WUA training programs in field level.
- ? Hired Mr. Mahesh Raj Giri as a short term Monitoring & Evaluation Specialist to prepare a IMTP project benefit monitoring and evaluation report.
- ? Hired Mr. Bharat Marasini as short term Financial Management Consultant to establish a sound financial management procedures for IMD/IMTP and train IMD/IMTP accountant for preparing IMTP project accounts.
- ? Hired Mr. Ajaya Luitel as a short term Junior Training Consultant to assist in preparation of training status and compile WUA training status of Phase II IMTP subprojects and Annual Training Plans for the following fiscal years
- ? Received a direction from USAID/Nepal regarding the handing over of the project commodities inventories.
- ? Conducted three packages of training program on System Management and Quality Control for WUA members at Banganga irrigation subproject.
- ? Provided further WUA training and interaction programs on irrigation service fees, financial management in Banaganga irrigation subproject.
- ? Closed down the CADI/APTEC TA field offices; including Telephone lines, Bank Accounts, and handed over the project furniture to HMG/DOI.
- ? Assisted to the USAID/Nepal officials' to show the field activities in the Phase I subprojects and Banganga irrigation systems.

- ? Arrival of Dr. Tom S. Sheng, CADI President for administrative and technical closeout of IMTP TA team.

May 2000

- ? Arrival of Ms. Lorraine Haywood, CADI Administrative and Financial Officer for CADI/Nepal's administrative and financial closing out.
- ? Assisted DOI Kailali in the rehabilitation of Mohana and Patharaiya irrigation subprojects and attended WUA meeting in Pathraiya.
- ? Attended the USAID/Nepal's partners meeting to hear presentation on USAID's Proposed Country Strategic Plan: FY2001 - 2005.
- ? Prepared and distributed the Report on Training Status and Plan of Phase II IMTP Sites and a Completion report on WUA Training Program of IMTP Subprojects.
- ? Prepared and distributed the IMTP Monitoring and Evaluation Report (May 1996 - May 2000) of Phase I & II subprojects.
- ? Prepared and distributed the Increasing Women's Participation in IMTP WUAs: Strategies and Action Plans.
- ? Prepared and distributed the WUAS Training: A manual on Facilitating WUA Training Design and Delivery.

Staff and Consultants

As of May 20, 2000, CADI has provided the following level of effort (LOE):

Title	Long-Term Staff	LOE Approved under the Contract (months)	LOE Through 05/20/00 (months)	LOE Balance Months
1. Home Office				
Project Manager	Tom S. Sheng	1.15	1.26	(0.11)
Financial/Adm. Officer	Lorraine Haywood	1.40	1.41	(0.01)
Support Staff	Kezia Hunt	.30	.09	0.21
Title	Long-Term Staff	LOE	LOE	LOE

		Approved under the Contract (months)	Through 05/20/00 (months)	Balance Months
2. CADI/Kathmandu Office				
Chief of Party	W. Robert Laitos	3.90	4.02	(0.12)
Team Leader/ System Mgt. Engineer	Indra Lal Kalu	6.00	6.00	0.00
ST TA	S. K. Shrestha M. R. Giri B. Marasini A. Luitel	10.00	2.08 1.25 0.88 0.46	5.33
Adm./Financial Manager	Rudra P. Subedi	6.00	6.00	0.00
Adm. Assistant	S. M. Maskey	6.00	6.00	0.00
Computer Operator	D. Rajbhandari	6.00	6.00	0.00
Driver	Kedar Raut R. K. Shakya	12.00	6.00 6.00	0.00
Support Staff	Sita Thakuri Karna B. Thapa	12.00	6.00 6.00	0.00
3. CADI/Bharatpur, Dhanadhi and Janakpur Offices				
Office Manager	Surath Pradhan	6.00	6.00	0.00
Secretary	R. C. Neupane R. Gurung	12.00	6.00 6.00	0.00
Driver	K. N. Baral Dhurba Poudel Surya Budhathoki Manik Bajracharya	18.00	6.00 6.00 0.58 4.27	1.15
Support Staff	Lalit Thapa Nava R. Thapa B. Subedi	18.00	6.00 6.00 3.91	2.09
Title	Long-Term Staff	LOE Approved under the Contract	LOE Through 05/20/00 (months)	LOE Balance Months

		(months)		
4. APTEC Consultants				
Deputy Team Leader	R.R.S. Neupane	6.00	6.00	0.00
Rural Sociologist	D. P. Upreti	6.00	6.00	0.00
5. Project Support and Coordination Fund				
Secretaries to IMD	Ranjana Shrestha	6.00	6.00	0.00
	Lata Malla	6.00	6.00	0.00

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