



Sajhedari – *Support to Federalism*

Community Led COVID-19 Awareness Grants (CLCRG) Consolidated Grant Narrative Report *Under the Challenge Fund Grants – 2020*

Contract Number: I72036718R00004

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Acronyms and Abbreviations

CBO	Community-based Organization
COVID-19	Coronavirus Disease 2019
CSO	Civil Society Organization
LG	Local Government
NEEDS	National Environment and Equity Development Society
NGO	Non-governmental Organization
NTE	Not to Exceed
PETS	Public Expenditure Tracking Survey
PSA	Public Service Announcement
SDS	Social Development Society
SISEA	Social Institution for Skill, Employment & Awareness
SOURCE	Society for Environment and Human Resource Development
USAID	United States Agency for International Development

1. Introduction

On April 30, 2020 the United States Agency for International Development's (USAID's) Sajhedari – Support to Federalism project initiated a call for grant applications to support grassroots efforts to combat COVID-19. The grants aimed to support community-based organizations (CBOs), civil society organizations (CSOs), media, federations of CSOs/NGOs (non-governmental organizations), and private sector firms to bolster local COVID-19 response efforts. Specific objectives for the grant-supported activities included:

- COVID-19 awareness raising, targeting diverse groups of citizens, particularly in poor and marginalized communities.
- Studies on, and monitoring of, the government response to COVID-19, and support to the government in developing and implementing response plans, strategies, and/or policies.
- Support for citizen-state engagement through promoting social accountability tools related to COVID-19 (e.g., online or offline tools and systems, mechanisms and platforms to promote feedback, and grievance-handling mechanisms).

In total, Sajhedari provided \$31,558 to 16 grant recipients, who implemented their activities between August 7, 2020 and October 31, 2020. Grant-funded activities reached 2,650 beneficiaries (1,355 men, 1,295 women). This report aims to synthesize the major achievements and lessons learned from the grant program.

2. Grant Advertisement, Application, and Evaluation

Sajhedari published a call for grant applications on Abt Associates' online portal, Merojob.com, and Jobsnepal.com on Thursday, April 30, 2020. In total, 65 applications were received by the May 10, 2020 submission deadline. Using Sajhedari's Grant Application Evaluation Score Sheet (see Annex 1), a three-member panel¹ selected 17 recipients, including 10 CBOs, 5 CSOs, and 2 federations/private sector firms. Sajhedari's Chief of Party, Tiernan Mennen, reviewed and provided final concurrence for all proposed recipients. The proposed recipients were then reviewed by Abt Associates' home office, and submitted to USAID for the Contracting Officer's final approval. However, Sajhedari was unable to issue a grant for the Paropakari Youth Club, a CBO in Punarbas Municipality, Kanchanpur, because COVID-19-related office closures prevented the organization from obtaining required government documents.

The grants were organized into three categories according to the size of the award. The total amount of funding received for each category is shown in Table 1.

¹ The panel included Objective Three Lead Binod Upadhyay, Objective One Lead Rajesh Hamal, and GESI (Gender Equality and Social Inclusion) Director Sangita Niroula.

Table 1: Total Grant Applicants, Recipients, and Funding

Grant Category and Ceiling	Total Applications in Response	Selected Number of Grant Application	Approved CUGs Amount (\$)	Awarded Amount (\$)
Category I CSO/CBOs awards NTE \$500	37	9	\$4,462	\$3,965 ^a
Category II CSO/Media awards NTE \$2,000	20	5	\$9,681	\$9,681
Category III CSO/Media, Federations of CSOs/NGOs and Private sector awards NTE \$7,500	8	2	\$17,912	\$17,912

Note: CUG=Grants Under Contract, NTE=Not to Exceed

^a The discrepancy between the approved amount and the awarded amount was due to Sajhedari's inability to disburse funds to one recipient, the Paropakari Youth Club.

3. Award Recipients and Activities

3.1 Award Recipients

Sajhedari provided 16 grant recipients with \$31,558 to fund COVID-19-related activities. Table 2 provides an overview of grant amounts disbursed to each recipient.

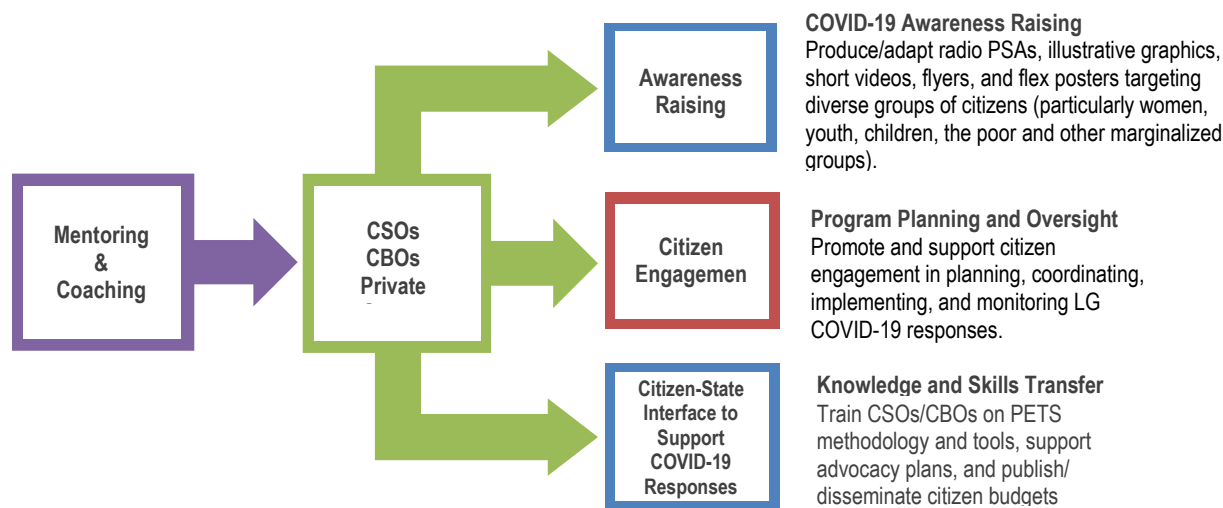
Table 2: Grant Recipients and Award Amounts

Name and Location of Organization	Awarded Grant Amount	
	USD	NPR
Grant Category I (CBOs)		
Dalit Sanjal Samiti, Bitttherchid, Bajhang	\$451	55,000
Gaun Mahila Sanjal, Dipayal Silgadhi, Doti	\$451	55,000
Nagar Stariya Apanga Sanjal, Sikhar, Doti	\$451	55,000
Shiv Bhakta Tole Bikash Sanstha, Bhimdatta, Kanchanpur	\$497	60,500
Rana Kala Ebam Sanskriti Samrakshan Samaj, Dhangadhi, Kailali	\$451	55,000
Suchanako Hak Sambandhi Sanjal, Gauriganga, Kailali	\$451	55,000
Jestha Nagarik Diwa Sewa Kendra, Ghorahi, Dang	\$410	50,000
Kopila Aama Samuha, Dangisaran, Dang	\$386	47,000
Ward Level Youth Network, Tulsipur, Dang	\$417	50,800
Total	\$3,965	483,300
Grant Category II (CSOs)		
Sahara Nepal, Bajhang	\$1,783	216,400
Society for Environment and Human Resource Development Nepal (SOURCE Nepal), Doti	\$1,835	222,750
Social Development Society (SDS), Kailali	\$2,085	253,000
National Environment and Equity Development Society (NEEDS), Kanchanpur	\$1,992	241,750
Social Institution for Skill, Employment & Awareness (SISEA Nepal), Dang	\$1,986	241,000
Total	\$9,681	1,174,900
Grant Category III (Federation of CSOs/NGOs and private sector)		
NGO Federation of Sudur Paschim Province, Kailali	\$7,852	954,000
Bikas Udhayami, Samuha	\$10,060	1,222,250
Total	\$17,912	2,176,250

3.2 Grant-Funded Activities

Sajhedari's 16 grant recipients supported community-led responses to COVID-19 at the municipal, district, and provincial levels. The framework for supporting these interventions is depicted in Figure 1.

Figure 1: Sajhedari Grant Activity Implementation Framework



Note: PSA=public service announcement, LG=local government, PETS=public expenditure tracking survey

Grant-funded activities included:

- **Awareness-raising materials produced and disseminated:** Fourteen grant recipients helped to raise awareness on COVID-19 safety precautions, personal hygiene, and health workers. Grant recipients produced a range of awareness-raising communications materials in four languages: Nepali, Doteli, Tharu, and Bajhangli. This enabled outreach to diverse groups in hard-to-reach and rural areas of Sudur Paschim and Lumbini provinces. Grant recipients also produced/adapted radio PSAs, illustrative graphics, short videos, flyers, and flex posters targeting diverse groups of citizens particularly women, youth, children, and the poor and other marginalized groups. (See Annex 3 for detailed information on communication materials produced.)
- **Advocacy campaign on public service delivery conducted:** Grant Category I CBOs developed and conducted 10 advocacy campaigns, which aimed to push LGs to ensure strong public service delivery, especially for members of marginalized communities.
- **COVID-19 situation assessed:** The NGO Federation of Sudur Paschim carried out a rapid assessment on the COVID-19 situation on the ground, which identified citizens' pandemic relief needs. All CBOs and CSOs receiving Category I and II grants helped collect data for the assessment.
- **Returning migrants and quarantine/isolation centers monitored:** Nine grant recipients supported LGs by helping to monitor the number of returning migrants, as well as individuals in quarantine and isolation centers.
- **Counselling services provided:** SDS Kailali and the Right to Information Groups Network Gauriganga mobilized their volunteers to provide counselling services for people in need during the pandemic.

- **Citizen budgets on COVID-19 responses published:** Grant Categories I and II CBOs/CSOs led advocacy campaigns to convince LGs to support citizen budgets for COVID-19-related measures. Sajhedari supported grant recipients by providing technical expertise and helping to collect evidence, COVID-19-related strategy documents, and budgetary information. The project also helped recipients design, structure, and publish citizen budgets in all 10 of the project’s partner municipalities. Bikas Udhyami supported all recipients to design easily understandable infographics on citizen budgets.
- **COVID-19 response expenditures tracked:** PETS tools were successfully implemented by four grant-receiving CSOs (Sahara Bajhang, SOURCE Doti, SDS Kailali, and NEEDS Kanchapur). The PETS tools focused on the previous fiscal year’s COVID-19 Relief Distribution Program in seven of Sajhedari’s partner municipalities in Sudur Paschim Province. Seven grant-receiving CBOs were also engaged in the CSO-led public expenditure tracking process.
- **Citizen engagement supported:** Three organizations (the NGO Federation of Sudur Paschim, SISEA Dang, and NEEDs Kanchapur) collected responses from municipal officials on public concerns, and questions and complaints on COVID-19 response activities. The organizations also prepared a citizen engagement plan that targets areas with the most-in-need populations.
- **Grievance mechanism developed:** NEEDS Kanchapur and SISEA Dang developed and shared draft procedures for a public grievance mechanism, and initiated discussions with municipalities for implementation.
- **Government response evaluated:** The NGO Federation of Sudur Paschim carried out a study, which included seven districts in Sudur Paschim Province. The study assessed the effectiveness of relief distribution and the management of isolation and quarantine centers.
- **Gender-based violence advocacy conducted:** SISEA Nepal and several CBOs (Jestha Nagarik Dewa Sewa Kendra, Woda Stariya Yuva Club, and Kopila Aama Samuha) developed a gender-based violence advocacy plan. They then collaborated to raise awareness about gender-based violence laws and constitutional provisions among women and youth groups.
- **CSO Forum convened:** The NGO Federation of Sudur Paschim organized a virtual CSO Forum for Sudur Paschim Province. At the forum, the provincial Ministry of Social Development shared its COVID-19-related plans and policies. Going forward, the forum will support good governance, transparency, public accountability, and citizen engagement.

Below, Table 3 provides an overview the activities undertaken by each grant recipient, and Figure 2 plots the geographic distribution of grant recipients.

Table 3: Summary of Grant Activities

Organization	Key Activities/Interventions
Category I	
Dalit Sanjal Samiti	Awareness on COVID-19, health and hygiene, quarantine and isolation, social distancing, tracking returnees, and health checkups among the Dalit community.
Gaun Mahila Sanjal	Awareness on COVID-19, health, hygiene, social distancing, and relief among community women and girls.
Nagar Stariye Apanga Sanjal	Counselling, health checkups, orientation on hygiene behavior, social distancing, and COVID-19 awareness among persons with disabilities.

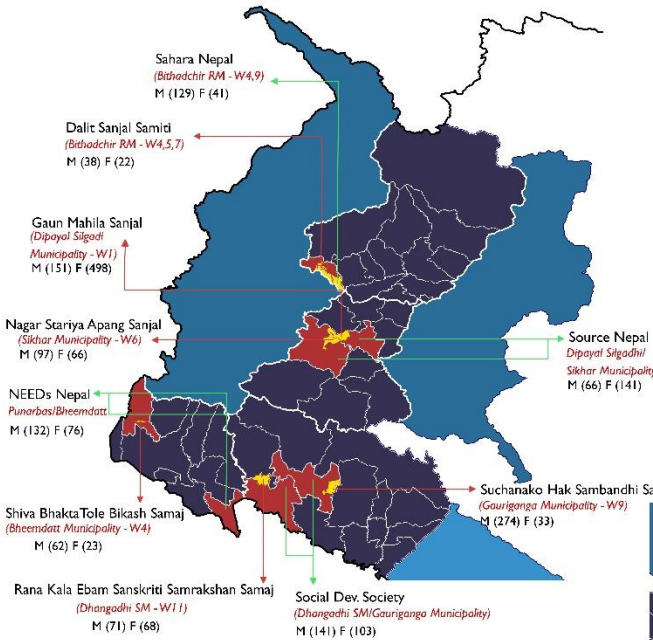
Shiva Bhakta Tole Bikash Sanstha	Tracing and testing of migrant returnees, general awareness on COVID-19, monitoring of relief distribution, health checkups and hygiene for persons with HIV/AIDS.
Rana Kala Ebam Sanskriti Samrakshan Samaj	Awareness on COVID-19 and volunteer mobilization among the Rana Tharu community.
Suchanako Hak Sambandhi Sanjal	Promoting access to information, general awareness on COVID-19, and coordination of relief distribution to poor and marginalized communities.
Kopila Aama Samuha	General awareness on COVID-19, health and hygiene, and support for coordinating activities through health posts.
Jestha Nagarik Diwa Sewa Kendra	General awareness on COVID-19, intergenerational dialogues, and health, hygiene, and nutrition for senior citizens.
Woda Stariye Yuva Club	Coordination with wards and municipalities on COVID-19 responses, tracking and tracing suspected COVID-19 cases, general awareness, and health and hygiene.
Category II	
Sahara Nepal	Raising awareness on COVID-19, data collection on quarantine and relief distribution, engagement with CSOs to monitor COVID-19 responses, and collaboration with Sajhedari-supported LGs.
SOURCE Nepal	Coordination with two local governments and ward offices of Doti (Dipayal Silgadhi and Shikhar), mobilization of two CBOs (i.e., one CBO in each municipality), and data collection related to relief distribution and expenditure tracking of relief distribution.
NEEDS Nepal	Raising awareness on COVID-19, monitoring COVID-19 response of Sajhedari-supported LG, monitoring border movement and returnees from Gaddha Chauki, developing a grievance mechanism and coordinating with district and disaster risk management committees.
SDS	Raising awareness on COVID-19, providing gender-based violence counselling, mobilizing Tharu community leaders and <i>Badghars</i> ,* supporting LG COVID-19 data collection and reporting, strengthening LG transparency and effectiveness of relief distribution, and collaborating with two LGs of Kailali (Gauriganga and Dhangadhi).
SISEA Nepal	Raising awareness on COVID-19, monitoring COVID-19 responses, supporting the grievance mechanism, and policy advocacy.
Category III	
Bikas Udhyami, Lalitpur	<ul style="list-style-type: none"> Supporting provincial- and local-level public service delivery (including for COVID-19 responses) by developing a communication interface platform linked to Facebook. Developing a project landing page for wider dissemination of information and interface with government officials to promote accountability. Developing an infographic and other information related to local COVID-19-related services to promote awareness and transparency; promoting the communication platform online to inform citizens about these interventions.
NGO Federation of Nepal Sudur Paschim, Dhangadhi	<ul style="list-style-type: none"> Developing situation assessments of COVID-19 in target areas. Developing and disseminating awareness/information, education, and communication materials through local TV and radio channels. Monitoring human rights issues in quarantine and isolation wards. Evaluating the effectiveness and accountability of government responses to COVID-19. Conducting online meetings with target local and provincial government representatives and CSOs to identify areas for improvement.

*A *Badghar* is the elected chief of a village, or small group of villages.

Figure 2: Map of Challenge Fund Grant Recipients



Sudur Pashchim Province



Total Beneficiaries Covered

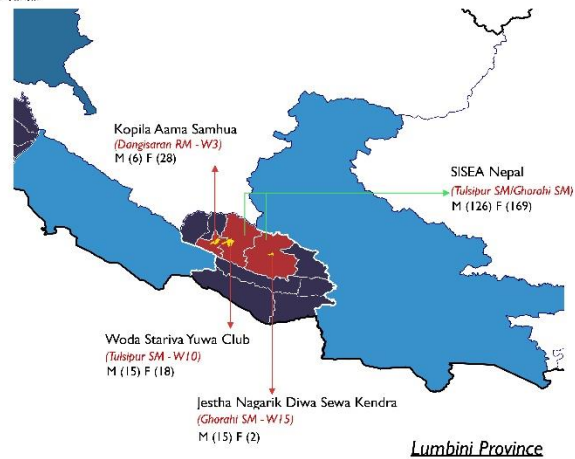
Particular	Male	Female	Total
Reached by CBOs	729	758	1,487
Reached by CSOs	626	537	1,163

Bikash Udhyami, Lalitpur: Sajhedari

10 Palika Coverage
NGO Federation of Nepal Sudur Pashchim Beneficiaries Covered M (32) F(7)

Legend
 - National Boundary
 - Provincial Boundary
 - District Boundary
 - Sudur Pashchim Province
 - Lumbini Province
 - Sajhedari District
 - Sajhedari Municipality
 - Wards covered by CBOs

Disclaimer: The boundaries and names used on this map do not imply official endorsement or acceptance by the US Government or USAID
 Data Source: Sajhedari Challenge Fund Grant CSOs, CBOs an NGO Federation of Nepal, Sudur Paschim.
 Map produced on 3 March 2021



Lumbini Province

3.3 Impacts of Grant-Funded Activities

Grant-funded activities reached 2,650 beneficiaries (1,355 men, 1,295 women). Beneficiaries came from diverse ethnic and religious backgrounds, and included 1,463 Hill Brahmin Chhetri, 467 Janajati, 699 Dalits, 7 Madheshi, and 14 Muslims. Additionally, 49 persons with disabilities, 7 persons with HIV/AIDS, and 1,793 youth benefited from grant-funded activities. A detailed breakdown of participants is in Annex 2.

Grant-funded activities helped to raise awareness about COVID-19 and the need to practice preventive measures, such as personal hygiene and social distancing. Additionally, grant recipients helped to build trust among community members and familiarized citizens with the process for engaging with LGs, laying the groundwork for future citizen-led advocacy.

In addition to supporting the activities’ beneficiaries, the grants helped to build CBOs’/CSOs’ capacity. CBOs/CSOs were exposed to donor agencies and learned skills, such as event management, documentation, and proposal writing. CSOs learned to use social accountability tools, such as citizen budgets and public expenditure tracking. Both CSOs and CBOs learned to conduct evidence-based advocacy campaigns to support engagements with LGs. Four CSOs used PETS tools to track LG spending on COVID-19 relief measures.

Seven CBOs also supported the CSO-led public expenditure tracking process. Each CSO prepared, validated, and shared the PETS reports with respective municipalities, concerned stakeholders, and the Sajhedari team. The project’s training on PETS for CSOs, which had a focus on relief and a quicker, more intentional response from LGs to vulnerable populations, led directly to the new practice initiated by LGs to proactively seek citizen input in relief distribution efforts. This intervention directly contributes to Sajhedari’s indicator, “Number of USAID-supported CSOs and community management entities engaged in public expenditure tracking.”

Table 4 provides a detailed breakdown of the impacts of grant-funded activities.

Table 4: Impacts of Grant-funded Activities for Citizens, Communities, and Grant Recipients

<p>Citizens:</p> <ul style="list-style-type: none"> • Marginalized groups, women, senior citizens, persons with chronic illnesses (including HIV/AIDS) are paying more attention to personal health and safety measures (e.g., personal hygiene, social distancing, mask wearing, and use of hand sanitizers). • Citizens have realized that they can play an important role in supporting their government to tackle the pandemic. • Citizens were informed about LG’s pandemic-related expenditures and relief distribution. • Gender-based violence victims (and potential victims) learned where to report incidents and seek support.
<p>Communities:</p> <ul style="list-style-type: none"> • Communities have increased awareness about COVID-19 risks, which may help slow the spread of the virus. • Communities were connected with LGs to collaborate on combating COVID-19, particularly through tracing returning migrants. • There is an increased feeling of solidarity among various communities surrounding addressing the virus. • The feeling of social solidarity among different communities to combat the pandemic jointly has been increased. • Community groups were exposed to social accountability tools such as citizen budgets, tracking public expenditures, and practicing evidence-based advocacy campaigns to engage constructively with LGs. • Community members were connected with LGs to ensure regular health and public services during the lockdown and pandemic. • Activities facilitated synergies among CSOs, CBOs, and community leaders.
<p>Grant Recipients:</p> <ul style="list-style-type: none"> • Relationships with LGs have been strengthened. Recipients are now more confident in organizing meetings and interactions with LG stakeholders. • Recipients have been exposed to donor groups, and have enhanced knowledge and skills about proposal writing, and documentation.

4. Consistency of Grant Implementation with the Original Proposal

There were no contract amendments/modifications for Grant Categories I and II. However, Sajhedari made several amendments for Category III grants to change the reporting timeline for deliverables. These modifications are documented in Table 5.

Table 5: Grant Modifications

SN	Name Of CSO	Grant No#	Original Milestone	Revised Milestone - Modification #1	Due Date for Report Submission - Mod #1	Revised Milestone - Modification #2	Due Date for Report Submission - Mod #2
1	NGO Federation of Nepal Sudur Paschim, Dhangadhi	STF-NP-G-20-011	Implementation Plan – COVID-19 Assessment Report; Awareness Materials (3 radio PSAs, 2 television episodes, and 2 types of flyers - 1000/each)				
			Human Rights Monitoring Report - Report on Monitoring of the Government Response (Provincial and Local) on Management and Operation of Quarantine Facilities	Human Rights Monitoring Report - Report on Monitoring of the Government Response (Provincial and Local) on Management and Operation of Quarantine Facilities	20-Oct-20		
			Final Report - Activity Completion Report including Financial Report and two case studies		30-Oct-20		
2	Bikas Udhyami, Lalitpur	STF-NP-G-20-012	Implementation Plan - Development and Deployment of Communication Platform (to report on COVID-19), linked to Facebook				
			Monitoring and Evaluation: Development and deployment of	Monitoring and Evaluation: Revise Sajhedari's COVID-19 data collection sheet to	10-Dec-20		

		project landing page to promote accountability	consolidate weekly data updates from the field. Then, compile the data and create a two-page flyer that visualizes the data using standardized infographics, which can be regularly updated. This will increase the reporting capacity of the Monitoring, Evaluation, and Learning team. This system will then be handed over to Sajhedari for producing on-going updates.			
		Final Report: Development and dissemination of infographics (10 different sets) on COVID-19 awareness, Activity Completion Report including Financial Report and two case studies.			Final Report: Development and dissemination of infographics (10 different sets) on COVID-19 awareness, Activity Completion Report including Financial Report and two case studies.	10-Dec-20

5. Challenges, Sustainability, and Monitoring

Challenges:

- The short grant implementation window created challenges for the timely flow of funds, program quality, monitoring, and documentation. To address these challenges, Sajhedari increased its focus on regular mentoring to ensure recipients could maintain the planned timeline without compromising deliverable quality. The result of the mentoring definitely helped to set clear expectations on performance, which led to better implementation, and a greater understanding of how to adapt implementation approaches to the COVID-19 context, which was new to all grant recipients. The mentoring also focused on remote working modalities and communicates, which were also very new to the recipients and required adaptation.

The mentoring also focused support on helping grant recipients to customize messaging to specific target groups (i.e., senior citizens, disabled, pregnant women) rather than having a common message for all, as COVID-19 affected everyone in different ways.

- Working remotely was challenging for the Sajhedari team and grant recipients, as both had limited experience with remote work. Therefore, Sajhedari organized one-on-one and group virtual meetings to help orient staff and recipients to the remote working environment. This was especially critical for the project's field staff, the CECs and MCs who are based in the project's 10 partner municipalities, as virtual support was all that could be provided to them during the heavy travel restrictions. The virtual support provided by senior management and technical specialists helped improve the field team's confidence in using online platforms for communications, and activity implementation and monitoring. The improved confidence in the use of these remote work approaches and tools helped the team to better and more effectively engage with grant recipients, which helped to improve performance and quality as mentioned above.
- Grant recipients reported difficulties in managing the training/meeting hall, logistics, and scheduling with government staff, and maintaining social distancing requirements during in-person events. As a result, the meetings were organized remotely, and when an in-person event was the only option for a meeting, grantees used open space, reduced the bigger events into smaller ones, and ensured safety measures were followed, in line with the project's approved COVID-19 Risk Mitigation Plan.

Sustainability of interventions carried out by grant recipients:

- Because the grants were designed to address COVID-19, some of the interventions (i.e., the creation of informational pamphlets on COVID-19) may not be relevant after the pandemic has ended. However, the support provided to both grant recipients and to LGs focused on building capacity on how to more effectively work together to be more responsive during a pandemic; this included how citizens can engage with LGs and other stakeholders to disseminate vital information and guidance, and how citizens can advocate for resource allocation and hold LGs accountable for how resources are allocated during a pandemic, with a specific focus on the needs of vulnerable groups. These capacities will have value in responding to any future disaster, emergency, or another health pandemic.
- Grant-funded activities helped support citizen engagement with LGs, provide citizen feedback in the local lawmaking process, and establish citizen oversight of public service

delivery. Sajhedari is continuously following up and providing technical backstopping to reinforce these effects through its Good Citizen Initiatives, Governance Labs, and follow-up advocacy campaigns.

Monitoring grant recipients and activities:

- Sajhedari organized a virtual, post-award workshop to develop a common understanding on grant compliance, reporting requirements, branding and marketing standards, and funding mechanisms. Sajhedari also assigned a mentor for each grantee to provide technical backstopping throughout the grant implementation period. Additionally, each grant recipient was assigned a ‘social accountability practitioner,’ who served as a technical lead in activity implementation and reporting.
- The project helped all grant recipients develop and use field data recording/reporting tools and instruments. The project established a weekly project update system to monitor implementation, and organized virtual discussions as needed.
- As a result of the project’s support, nearly all grant recipients implemented the activities outlined in their proposals, with only two organizations (Category III recipients) requiring contract modifications to extend the timeframe for their deliverables.

6. Lessons Learned

- **A longer implementation window may enhance activities.** Grant recipients reported that delays in the approval process and disbursement of funds narrowed the window for implementation, straining their efforts to meet contractual deliverables. While only two recipients required contract modifications, Sajhedari’s future grant programs should make every effort to ensure the timely initiation of activities. Additionally, Sajhedari could consider issuing grants with longer implementation windows (e.g., six months of implementation), especially for recipients of larger grants with wider scopes of work. The longer timeframe could strengthen program quality and enable recipients to adaptively manage their activities based on initial results and feedback.
- **Grants provide an opportunity for capacity building through a ‘learning by doing approach.’** Although the focus of the grants was supporting LGs’ COVID-19 responses, one of the most important benefits of the program was increasing the confidence and capacity of the grant recipients themselves. The grants gave recipients experience engaging with LG stakeholders and using social accountability tools (e.g., citizen budgets, PETS, etc.) Additionally, implementing activities built recipients’ relationships with one other, as well as with LG stakeholders and community leaders, laying the groundwork for future engagement and collaboration.
- **LG officials lack understanding on COVID-19 relief measures.** One recipient-led focus group discussion revealed that some LG stakeholders lacked awareness on government and non-government COVID-19 relief measures available to their constituents. Strengthening LG stakeholders’ understanding of COVID-19 relief programs will be essential for ensuring that citizens receive the support they need during the pandemic. Sajhedari should include raising local officials’ awareness about existing relief measures as an objective of future activities, while simultaneously continuing to raise citizens’ awareness of available relief programs through PSAs and CBO/CSO partnerships.

- **While social distancing requirements posed a challenge, individual mentors helped recipients find solutions.** Nearly all grant recipients reported that they previously had limited experience with working remotely, and that this created difficulties when implementing grant activities. Mentors—assigned to recipients at the outset of their contract—worked closely with recipients to come up with creative solutions to challenges created by social distancing requirements. While the inability to meet in person still posed difficulties, recipients reported that the intensive mentoring helped to partially mitigate these challenges. Going forward, Sajhedari should consider replicating this mentorship approach to help future grant recipients overcome obstacles and achieve expected results.

Annex 1: Grant Application Evaluation Score Sheet

S.N.	Areas of Evaluation	Score Obtainable
1. Minimum Eligibility for Consideration of Application		
1.1	Is the purpose (mission) of the activity specified in the application consistent with Sajhedari's objectives?	
1.2	Is the Applicant an eligible organization as defined in categories?	
1.3	Does the Applicant have the organizational capability to successfully implement the activity specified in the application?	
1.4	Does the Applicant have the bank A/C and ability to submit a financial statement for the fund?	
Eligible for Further Evaluation Process		
2. Technical Evaluation (70 Points)		
2.1	Overview of Technical Proposal	
2.1.1	Clearly defined objectives	10.0
2.1.2	Expected results are clearly mentioned	10.0
2.1.3	Implementation plan	10.0
2.1.4	Quantifiable target/benchmark	10.0
Sub-Score (2.1)		40.0
2.2	Impact of Proposed Activity	
2.2.1	Does the activity's impacts are measurable to primary audiences?	10.0
2.2.2	Statements of activity's impacts on marginalized population group as project beneficiaries	10.0
Sub-Score (2.2)		20.0
2.3	Sustainability and Replicability Issues	
2.3.1	Does the proposed activity address the issues of sustainability?	5.0
2.3.2	Does the proposed activity address the issues of replicability?	5.0
Sub-Score (2.3)		10.0
Total Score of Technical Proposal-1 (2.1+2.2+2.3)		70.0
3. Cost Proposal (30 Points)		
1	Is the activity budget realistic?	30.0
Total Score of Cost Proposal-2		30.0
Total Score (Technical + Cost)		100.0

Remarks (If any):

Evaluator Name and Signature: _____

Date: _____

Annex 2: Participants Reach-out Summary

Table 2.1: Reach-out Summary: Grant Category I, II, and III, Year 1

Diversity	Participants in Various Awareness-Raising Activities and Advocacy Campaign: (7 Aug to 31 October 2020)				%
	M	F	U	Total	
Social Diversity					
Brahmin-Chhetri (Hill)	775	688	0	1463	55.21
Adibasi/Janajati (Hill)	86	80	0	166	6.26
Adibasi/Janajati (Terai)	159	139	0	298	11.25
Newar	2	1	0	3	0.11
Dalit (Hill)	278	341	0	619	23.36
Dalit (Terai)	49	31	0	80	3.02
Madhesi	4	3	0	7	0.26
Muslim	1	12	0	13	0.49
Others	1	0	0	1	0.04
Total	1355	1295	0	2650	
%	51.13	48.87		100.00	
Other Form of Diversity					
Persons with Disabilities	29	20	0	49	1.85
Sexual & Gender Minorities	0	0	0	0	0
Persons with HIV/AIDS	3	4	0	7	0.26
Youth (16-40 years)	758	1035	0	1793	67.66

Annex 3: Summary of Awareness-Raising Material Production

Awareness-Raising Materials Produced under Community-Led COVID-19 Response Grant

Scripts for Miking:	7 (in Nepali, Doteli, Bajhangi, and Tharu language)
Flyers	38 (in Nepali, Doteli, and Tharu language)
Flex Posters:	3 (in Nepali language)
Radio Program:	6 broadcasts (3 episodes x 2 radio programs)
Radio PSA/jingle/song:	18 (in Nepali, Doteli, Bajhangi, and Tharu languages)
Video PSA	1 (in Nepali language) adapted from Ministry of Health and Population and World Health Organization

Category I: CSOs/CBOs		Focus: Sajhedari Municipalities
CSOs/CBOS	Produced	Outreach
Dalit Sanjal Samiti, Bajhang	3 x Script for miking on COVID-19 prevention 1 X Flyer (combined with Sahara Nepal)	Mass awareness done through loudspeakers in wards No. 1-9 of Bitadchir Rural Municipality
Gaun Mahila Sanjal, Doti	1 x Flyers on COVID-19 prevention for pregnant women and lactating mothers	Information disseminated through community engagement and coordination meetings
Nagar Sariya Apanga Sanjal, Doti	2 x Flyer on COVID-19 awareness for people with disabilities and their families	1,500 flyers distributed to people with disabilities and 100 to health workers/health facilities
Rana Kala Ebam Sanskriti Samrakshan Samaj, Kailali	2 x Flyers – (i) method of hand washing and (ii) right way to wear a mask 1 x Radio PSA (Tharu language song on COVID-19 prevention)	10,000-12,000 people reached via local FM radio Flyers posted on social media platforms
Suchanako Hak Sambandhi Sanjal, Kailali	1 x Flyer on facts and myths about COVID-19 2 x Radio jingles (voice of mayor and health workers on COVID-19 prevention)	Distributed electronically
Kopila Aama Samuha, Dang	2 x Script for miking on COVID-19 prevention (Nepali and Tharu language) 3 x Flyers – (i) Pregnant women and lactating mothers, (ii) generic COVID-19 flyers, and (iii) right way to wear masks.	Mass awareness done through loudspeakers 2,000 flyers distributed through community engagement
Jestha Nagarik Diwa Sewa Kendra, Dang	3 x Radio program focused on COVID-19 prevention and senior citizens 1 x Flyer on COVID-19 prevention and senior citizens 1 x Flex posters on COVID-19 prevention and senior citizens	1,000 flyers distributed and 6 flex posters installed in <i>tole</i>
Woda Sariya Yuva Club	2 x Script for miking (Nepali and Tharu language) 3 x Radio programs 2 x Flex posters – (i) home isolation and (ii) generic COVID-19 information	3,200 community members reached through loudspeakers 16 flex posters installed in 8 villages Radio program on COVID-19 Tulsipur pandemic plan and policy and budget of for FY broadcasted

Shiva Bhakta Tole Bikash Sanstha	1 x Flyer on COVID-19 prevention for people living with HIV/AIDS	1,000 flyers distributed
Category II: CSOs/Media		Focus: Sajhedari Districts
CSOs/Media	Produced	Outreach
Sahara Nepal, Bajhang	3 x PSAs (on hand washing, avoiding crowds, and physical distancing) 3 x Flyers on COVID-19 prevention	20,000 people reached through local radio 500 flyers were distributed
National Environment and Equity Development Society (NEEDS) Nepal, Kanchanpur	2 x Radio PSAs on COVID-19 prevention 2 x Flyers COVID-19 prevention	20,000 people reached through local radio 2,000 flyers were distributed
Samajik Bikas Samaj, Kailai	2x Radio PSAs – (i) holding center and (ii) home quarantine 4 x Flyer on COVID-19 prevention for lactating mothers and newborns, on home isolation, and on supporting senior citizens during pandemic	25,000 people reached through radio PSAs Flyers disseminated on social media platform and distributed during coordination meetings with ward office and stakeholders.
Social Institution for Skill, Employment and Awareness (SISEA) Nepal, Dang	2 x Radio PSA appeal by Ghorahi Mayor and Tulsipur Deputy Mayor 3 x Flyers on personal hygiene and COVID-19 prevention	Aired through two local FM stations 1,500 flyers distributed and 5,000 people got the information through local newspaper
Category III: Federation NGOs/ Government/Private Sector Organizations		Focus: Provinces (Sudur Paschim and Lumbini)
NGOs/Private Sector	Produced	Outreach
Bikash Udhyami	10 x Flyers – Emergency Contact list of 10 <i>palikas</i>	Flyers disseminated via social platforms. Tulsipur Sub-Metropolitan and Punarbas Municipality have uploaded the Emergency Contact list onto their official websites and Facebook posts.