

## **AGENDA: WEEK 6**

Review of Week 5

2. Homework Follow Up  
Fact Finding Mission in the VDC
3. Project Monitoring and Management  
Part 2: Project Development Process
4. Project Monitoring and Management  
Part 3: Tips for Managing a Project in Your Ward
5. Project Monitoring and Management  
Part 4: Introduction to Budgeting

Homework: Continue Household Survey

### **Materials Needed:**

- ✓ *Flow chart cards for project development process*
- ✓ *Prepared tips for managing a project (on small pieces of paper)*
- ✓ *Prepared adults literacy sample budget on brown paper*
- ✓ *One big envelope*
- ✓ *Brown paper*
- ✓ *Markers*
- ✓ *Tape*
- ✓ *Scissors*
- ✓ *Extra files, handouts and supplies for any new participants*

### **Handouts Needed:**

- ✓ *Project flow chart (H6-A)*
- ✓ *Case study: Wastagardainapur VDC (H6-B)*
- ✓ *Tips for managing a project (H6-C)*
- ✓ *Sample budget (H6-D)*

### **Resource Persons Needed:**

- ✓ *VDC President and Secretary (at least one of them)*

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<sup>7</sup>The schedule for the sixth week is flexible, as there are outside resource people who will be invited to participate in the third session of the day. Because these resource people might be late, be prepared to start another session such as the on budgeting earlier so that there isn't "dead time" in the training schedule.

### 1. Review of Week 5

Ask the participants to recall the topics from the last week's session. Clarify any confusion. Make sure that all of the participants understand the main points.

### 2. Homework Follow Up

#### ✓ Fact Finding Mission in the VDC

Ask each of the participants to take turns in making a short presentation about their homework assignment from the previous week. The presentation should only be two to three minutes length. After each presentation, the trainers should: 1) thank the presenters by starting applause 2) Give a brief summary of the presentation. 3) ask if there are questions from the other participants before the presenter is seated.

When the presentations are completed, thank everyone once again. Reinforce the main idea of the sessions on this topic that they can learn about any topic (and become an expert eventually) by finding the right people to whom to ask questions. Ask the participants who else they could ask questions of to learn more details about the actual work and programs related to their topic.

### 3. Project Monitoring and Management Part 2: Project Development Process

*Preparation:* Invite the VDC President and VDC Secretary to this session. (Note: The VDC President and VDC Secretary are the two most important people to invite. If the VDC President is not available, invite the Vice President. An active Ward President may also work as a substitute. The VDC Secretary should be present if at all possible because he or she is responsible for the VDC accounting). Prepare them ahead of time about this topic and tell them there will be a question & answer period during the training. This preparation with the resource people (the VDC president or secretary) needs to happen well in advance of the training session. During the first and second sessions of the day, one of the trainers should take responsibility for ensuring that the resource people are attending the training session. The other trainer will take responsibility for conducting sessions one and two.

Explain to the participants that the goal of this session is to share with them the way that projects in the VDC are selected and implemented.

#### ★ *Group Discussion and Question and Answer*

Guide this discussion about financial resources of the VDC by asking the questions listed later in this section. If the participants do not know the answers, fill in the answers yourself or ask the VDC President and Secretary, if necessary. (Note: Keep the information from the discussion brief. Facilitate the discussion and manage the time well. Don't permit the VDC President and Secretary to lecture. Make sure the participants are understanding the discussion and give examples to make the discussion more real).

How much money does the VDC receive from the DDC every year?

*Possible Answer:*

☞ Rs. 500,000 (The DDC deducts a certain amount from this fund for their administrative expenses)

☞ How is this money divided into projects?

*Possible Answer:*

☞ 25% of the total development budget goes to human resource development such as literacy, family planning, training program etc. and 75% goes to other development activities such as road construction, bridge construction, canal construction etc.

3. How is this money divided by ward in this VDC?

*Possible Answer:*

☞ By prioritizing the projects according to the urgency of the need.

4. Who is responsible for overseeing the money in the VDC?

*Possible Answer:*

☞ VDC officials under the leadership of the VDC President and Secretary.

5. Does the VDC receive funds from any other source?

*Possible Answers:*

☞ Yes, it does. Including from property tax, development tax, fee fines, sales of public natural resources, etc.

### ★ *Flow Chart Exercise*

Explain to the participants that for this exercise, we will use the example of building a health post or a school (the participants can choose which) paid for by the VDC's development budget. Ask the participants what they know about the process for selecting and implementing a project. Ask them what happens first, second, third, next, etc. Create a flow chart using the pre-prepared cards. Clarify their answers with the VDC President and Secretary. Tape up the cards that have the processes for a project from the beginning to the end. Go through the whole process again as it is done in this specific VDC. Explain that the process for projects funded from the development budget rather than the human resources budget is more lengthy and complicated.

The general flow chart should look something like the chart that follows. However, the order may vary and all the steps may not be included:

## PROJECT PROCESS FLOW CHART

1. The need is identified (through survey or by community members).
2. The solutions and the authority to solve it is identified.
3. A proposal is written (using the standard format).
4. The Ward Committee approves the proposal.
5. The Project Selection Committee (three to five members) approves the proposal.
6. The VDC Board (13 members) approves the project.
7. The VDC Council (53 members) approves the project.
8. A cost estimate, design and time line for the project is done (by the technical assistant with help of the district engineer or overseer).
9. The proposal and cost estimate is sent to the DDC for approval.
10. The DDC approves the project and sends the money (on an installment basis).
11. A user group committee is formed (spontaneously or by appointment).
12. The user group committee raises additional funds and in kind support.
13. An agreement is signed between the user group committee and the VDC.
14. The money for the project goes to the user group committee (on an installment basis).
15. The work begins on the project.
16. The VDC monitors the project regularly and sends the progress reports to the DDC.
17. The DDC technicians and elected representatives monitor the progress and give suggestions.
18. The user group committee informs the VDC of the completion of the project and apply for an account clearance.
19. The VDC informs the DDC of the completion of the project.
20. The DDC technicians evaluate the technical quality of the project and write a completion report.
21. On the basis of that report, the evaluation and the user group committee's application, the VDC checks and passes the project and clears the account with the user group committee.
22. The project is handed over to the user group committee for the ongoing maintenance.

During this exercise encourage the participants to ask questions directly of the VDC President and Secretary. Remind them that these two individuals can continue to serve as resources to the group in the future. In front of the women representatives ask the resource people directly if they would be willing to help answer the types of questions in the future for the women representatives. Ask them also if they will also support the women representatives, in general, since it is clear that they care about the welfare of the women representatives, as they have made time to come to the training session on this day. They will likely say yes.

Once the flow chart exercise is complete, review the steps again and ask the participants to take turns in front of the group to review this process as well.

★ distribute the handout on this topic:  
project development flow chart (H6-A)

4. **Project Monitoring and Management**  
**Part 3: Tips for Managing a Project in Your Ward**

Explain to the participants that the purpose of this session is to generate some helpful tips regarding how to manage a project.

★ **Case Study**

Read the case study twice to the participants. It as follows:

In Wastagardainapur<sup>3</sup> VDC none of the elected representatives seem to care about the outcome of the VDC projects. The elected representatives seem to be primarily interested in looking good and starting new projects, but they never seem to follow up with projects that begin. Last year, the VDC organized a child education class for children not attending school at one *tole*, but no one knows how many students learned to read or why they are not attending school this year. Also, no one seems to know why there are big piles of gravel and sand sitting by the side of the road. These piles of gravel and sand were supposed to be used to gravel one of the VDC roads, but it never happened. There are also big cement rings that were supposed to be used for toilets that are almost lost in the tall grass. The toilets were never made. The leaders in Wastagardainapur VDC complain that they do not have resources, but it looks like they do not know how to manage the resources that they have.

Phul Devi is a new ward member in Ward 3 in Wastagardainapur VDC. She cares, but does not know how to fix this situation.

★ **Case Study Discussion Questions**

Ask the participants if they clearly understood the case study. If no, clear up any confusion. If yes, ask the following discussion questions. For questions 3, 5 and 6, write the answers on brown paper in front of the group.

1. What are the three problems mentioned in the case study?

*Possible Answers:*

- ☞ Children not going school;
- ☞ Big piles of gravel and sand sitting on the side of the road for a long period of time/road not graveled;
- ☞ Cement rings for toilet almost lost in the grass/toilets not built.

<sup>3</sup>In Nepali *wastagardaina* means does not care. Roughly translated Wastagardainapur VDC means "Careless City."

2. How do you think these problems came about?

*Possible Answers:*

- ☞ Because of the lack of monitoring;
- ☞ Because of the lack of proper management of the available resources.

3. For each of these problems what should have happened that did not?

*Possible Answers:*

- ☞ The formation of an effective user group committee;
- ☞ The involvement of interested constituents in the implementation of the projects;
- ☞ Regular monitoring of the project by the elected representative.

4. Have you heard of similar situations in your own VDC?

What can Phul Devi do to solve these problems?

*Possible Answers:*

- ☞ Approach the VDC about forming the user group committees;
- ☞ Encourage active and interested people to be involved in the user group committees;
- ☞ Regularly monitor the projects.

6. During the next year in Ward 3, there will be a road graveling project and training in sanitation and health. What should Phul Devi do to monitor these projects so that the resources are not wasted again?

*Possible Answers:*

- ☞ Help involve active, interested constituents and intellectuals in the user group committees;
- ☞ Help involve people from all castes, classes, political beliefs etc. in the implementation of the projects;
- ☞ Keep constituents informed of the progress and problems with the projects.

7. Can Phul Devi solve these problems by herself?

*Possible Answer:*

- ☞ She can't solve them alone but if she works cooperatively with the VDC officials, user's group committees, technicians and the constituents, she can help solve them.

Whom could she involve to help her?

*Possible Answers:*

- ☛ Beneficiaries of the project and the active people in the ward:
- ☛ Active women:
- ☛ Other officials at the VDC and the Ward level.

★ ***Tips for Monitoring and Managing Projects***

*Preparation:* in advance of class, write each of the following “tips” on a small piece of paper and put them in an envelope:

Begin this exercise by repeating the answers from questions 3, 5 and 6 of the previous exercise and telling the group that these are tips for monitoring and managing projects. Give some practical examples, such as, there is a literacy program in your ward, how often do you need to go to the class for monitoring? If there is a delay in a development project, how would you take action? etc.

Ask each of the participants to take one of the tips written on small pieces of paper (prepared earlier) from the envelope. Ask each participant to come in front of the group and explain her tip, applying it to a specific example of a project. Help the participants to read and explain the tips if they do not understand them properly. Thank each participant and encourage applause.

monitor (go to the site) of each project on a regular basis (i.e. weekly)

let the people involved in each project know that you care and are interested in the outcome of the project.

assist in the making of a plan and time line for each project and see that targets are made

assist in the selection of interested and hard working people for each user group committee.

involve people who represent different interests, castes, political backgrounds, sexes etc to work on a project together.

motivate other people to be involved in projects, especially people who will benefit from the project's success.

ask for the people's commitment and involvement in projects and hold them to their promises.

keep the general public informed about the progress or problems of the project.

remember that you (the elected representative) are not responsible for all the work personally, but you are responsible for seeing that it gets done.

- ★ *distribute handouts on this topic:*  
*Case study on Wastagardainapur VDC (H6-B)*  
*Tips for monitoring a project (H6-C)*

5. **Project Monitoring and Management**  
**Part 4: Introduction to Budgeting**

Explain to the participants that the next sessions are intended to familiarize them with some of the key components of budgeting.

★ ***Group Discussion***

Ask the participants about their experience with making or reading budgets for projects. Explain to the participants that knowing about budgets is a part of their responsibility as elected representatives. In fact, they are responsible for knowing how ward money has been spent and must see that it has been spent fairly. Assure them that budgeting is not complicated and that it is a skill that they can develop with practice.

★ ***Budget Demonstration***

*Preparation:* On brown paper copy the sample line-item budget for a literacy program that is found in appendix H6-D at the end of this lesson plan. The budget includes item names, quantities, price, total amount, and time frame.

Tape up the brown paper with the budget in front of the group. Go over the budget line by line. Answer any questions.

★ ***Group Work***

Once the participants are clear on budgets, ask the group to complete the following "in-class" assignment. Tell the women representatives to work as a group to make a sample budget for any project that they choose (ideally, a project that they have seen needed during the household survey). Explain that for now, they should make up the costs for items, if they do not know their exact rates. Give the group 20 minutes, a piece of brown paper and a marker. After the group work is completed, ask two participants to review the new sample budget for you, the trainers, and other participants. Provide any necessary feedback or corrections on the new sample budget.

- ★ *distribute handouts on this topic:*  
*Sample budget (H6-D)*

- ★ For the next training, participants should bring:

- ✓ all their completed household survey forms



★ ***Homework Assignments:***  
**Continue Household Survey**

Ask the participants to continue doing the household survey in their wards. Remind them that the goal is to go to each and every household in their respective wards.

NDI/Nepal  
Women Representatives Training (WRT) Program

PROJECT PROCESS FLOW CHART

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*Case Study*

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✓ *Case Study Discussion Questions*

- What are the three problems mentioned in the case study?
2. How do you think these problems came about?
3. For each of these problems what should have happened that did not?
4. Have you heard of similar situations in your own VDC?
5. What can Phul Devi do to solve these problems?
6. During the next year in Ward 3, there will be a road graveling project and training in sanitation and health. What should Phul Devi do to monitor these projects so that the resources are not wasted again?

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7. Can Phul Devi solve these problems by herself?
8. Whom could she involve to help her?

**NDI/Nepal  
Women Representatives Training (WRT) Program**

**Tips for Monitoring and Managing a Project:**

monitor (go to the site) of each project on a regular basis (i.e. weekly).

let the people involved in each project know that you care and are interested in the outcome of the project.

assist in the making of a plan and time line for each project and see that targets are made.

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**NDI/Nepal  
Women Representatives Training (WRT) Program**

**Sample Budget**

Name of the project: Gaidagaun Literacy Program  
Project Starting Date: 2059/06/25 (Nepali Calendar)  
Project Ending Date: 2059/12/24 (Nepali Calendar)  
Project duration: Six months  
Name of the Teacher: Gori Maya

S. N	Items Needed	Qty. Needed	Rate per unit	Amount
1	Chalk	20 boxes	50.00	1000.00
2	Erasers	6	25.00	150.00
3	Lantern	3	200.00	600.00
4	Kerosene	12 liters	11.00	132.00
5	Salary for the teacher	1 teacher for 6 months	1500.00	9000.00
Total				10882.00
In words, ten thousands eight hundred eighty two only.				

Note: Text books, note books and pens will be provided by the District Education Office

Budget Prepared By:

Name:  
Title:  
Date: