

PROJECT VISIT REPORT

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BY

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Report summary

The deadliest earthquake in Nepal caused severe damage to human life and infrastructures which will take years to recover. This has also affected our work and delayed the implementation of the mosquito net project. However, a great deal of progress has been made to improve the partnership, projects and sustainability of the organisations. I have developed and implemented a more robust framework to monitor the girls in the scheme so they can progress in their study better. I have also worked with Sunita, the project assistant and committee of partner organisation to improve the quality of reporting.

Meeting and consultation

First of all, a meeting was held on 31st of Jan at 11am with all the board members of Hamro Samaj Nepal (the partner organisation). This meeting was to exchange greetings, find out about progress being made on the project activity and any problem that may undermine sustainability of the project and partnership.



Picture-1 meeting with members of partner organisation

The meeting was held in a cowshed because the office room was being repaired and refurbished. I found out many problems such as, child protection policy that require addressing to make the project and partnership more effective. However, I found the members are more energetic, enthusiastic, knowledgeable and taking their duty seriously.

Considering the problems, I took the following actions;

- ❖ Allocated each volunteer a monitoring area for the girls in the scheme
- ❖ Clarified role and responsibility of each volunteer in the monitoring process
- ❖ Developed and implemented necessary management policy and procedures
- ❖ Made a formal partnership agreement between the two organisations
- ❖ Worked with Sunita, the project assistant to improve the quality of reporting
- ❖ Revised the study support package of the girls to make it simple & effective

- ❖ Clarified the existence of NVF, what is on offer and the project activity of interest

Table- 1 issue and action

Issue	Action
Monitoring of the girls by volunteers in some areas were poor and it was difficult to hold anyone responsible	Allocated the each volunteer a separate area of monitoring for responsibility and performance monitoring
Role and responsibility of the volunteer was not clear previously as they were working in a group	Defined the role and responsibility and developed a mechanism to assess their performance and praising
The study support package that we provide to the girls were divided into various categories on their need basis	Decided to provide the same level of study support package to all the girls to avoid complexity
There wasn't any disciplinary procedure in place for wrong doers such as, discrimination, corruption and breaking of confidentiality	Developed and implemented all necessary guidance and management policies
Our partnership is growing and so is our role and responsibility plus it is required by the Nepalese laws to have a formal partnership agreement between the two organisations	Made a formal partnership agreement which defines the relationship between the organisations and the agreement for NVF to provide funding for the work of Hamro Samaj Nepal (partner org)
Quality and clarity in reports from the partner organisation was poor so I was instructed by the NVF board of trustees to improve it	Worked with Sunita who prepares report to address the issues so hopefully we will receive an improved report from now on
Sunita was hand-writing all the reports and spending an entire day to visit a town to email the report to us	Provided Sunita a laptop, mobile phone, printer and internet facility and I trained her to use it
Received many requests for financial support from NVF for work that is very unlikely would be in our interest	Clarified the existence of NVF, what is on offer & the future project of interest

Monitoring of the Girls

We are currently working in three village panchayats (Bhagawatpur, Mahadewa and Bathanaha) and there are 2,827 households in total. We are providing study support to 100 of the poorest girls from the three panchayats. Each panchayat is further divided into small three to four villages.

Table-2 Monitoring of the girls

Now	Before
15 volunteers (social warriors)	8 volunteers
4 volunteers are in each village panchayat and each volunteer has a separate monitoring area	8 volunteers were monitoring all the girls in a group in the three panchayats
Each volunteer is responsible to monitor girls from roughly 235 households/a small village in their spare time	The group was responsible to monitor the panchayats by giving up their day job
Each volunteer receives a copy of school attendance of girls in their area from Sunita (the project assistant) to check the progress	It was not clear
Sunita monitors performance of each volunteer and report to the committee	This did not exist before
Each volunteer receives a fixed monthly expenses (NRs 750) for their voluntary work	Each volunteer was receiving NRs 500 as an expense for their one day of work

I believe allocating each volunteer a separate monitoring area and having presence of a volunteer in each small village all the time will be more effective to improve the school attendance of the girls. It will also be easier to monitor the performance of each individual volunteer, hold responsible and budgeting.

Reporting and communication

It was mentioned in the last trustees meeting that the quality of reporting from the partner organisation required improving. I have worked with Sunita and the trustees of Hamro Samaj Nepal (HSN) to bring further clarity in their reports. I hope this will be reflected in the next coming reports. But expecting a high quality of reports in the current circumstances will require hiring a highly skilled person which will be more expensive. Sunita will continue to provide a quarterly progress report and a provision has been made to hire a professional report writer for the year ends report. The quarterly progress report will summarise the followings;

- ❖ School attendance and progress of the girls in the scheme
- ❖ Description of the study support package provided to the girls
- ❖ Performance report of the volunteers who monitor the girls
- ❖ Performance report and work summary of Sunita, the project assistant
- ❖ Trustees meeting and their major outcomes
- ❖ Risks, challenges, learning and other project activities carried out
- ❖ Financial activities

These reports will be presented to trustees of Nepal Village Foundation for further discussion and then it will be communicated with all stakeholders through email and NVF website.

Governance and Management

A formal **partnership agreement** has been established between Hamro Samaj Nepal and Nepal Village Foundation on 10th of May 2015. This agreement defines the relationship between the two organisations and the agreement for NVF to provide funding for the work of HSN.

A **child protection policy** for HSN has also been developed and implemented. HSN works directly with children in rural villages of Nepal but didn't have a child protection policy. All the members, volunteers and beneficiary have been fully aware about the policy and the consequences of failure to comply with it.

I learnt by working with committee of HSN for 4 months that a **code of conduct** was necessary to protect the confidentiality of data and to take disciplinary action. Therefore a code of conduct was developed and implemented. This conduct highlights general guidance to act professionally in the interest of the organisation, respect confidentiality of clients and services, anti-discrimination and financial code of conduct.

I also learnt that **approval of project proposal** (The Girls' Education Project) by Nepal Social Welfare Council was needed to work in Nepal. So I prepared a project proposal for the girls' education project in cooperation with committee of HSN. The proposal is also needed to HSN for the renewable of their registration with Government of Nepal. This proposal along with the partnership agreement will be submitted for approval in the next month.

An **AGM was held on 17th of April 2015** by Hamro Samaj Nepal, and the two founding members of NVF (Krit and Carole) were at the AGM. It was a great success and over 250 people from various organisations, schools, local authorities and beneficiaries attended the AGM. Bimla Thapa, a very senior police woman was the chief guest of the meeting and she shared her life experiences to encourage and motivate the girls in scheme to do better in school.



Picture-2 a volunteer who is now trustee highlighting the importance of HSNs' work



Picture-3 girls from the scheme, their parents, representative of other orgs and chief guests

The new committee of Hamro Samaj Nepal is;

- ❖ Mr Ram Narayan Sharma- Chair

- ❖ Mrs Sanjha Yadav- Vice Chair
- ❖ Mrs Chandra Kala Thakur- Treasurer
- ❖ Mr Chandra Narayan Khang- Secretary (new)
- ❖ Mrs Sirsa Mandal- Co- secretary
- ❖ Mrs Bhuti Mandal- Member
- ❖ Mrs Mala Yadav- Member (new)
- ❖ Mr Ram Lakhan Yadav- Member (new)
- ❖ Mr Hari Nandan Ram- Member

Mrs Anar Devi Mandal, Sabitri Yadav and Rajaram Mandal have resigned from the committee due to personal and family difficulties.

The revised financial commitment

Due to changes in the way of monitoring of the girls in the scheme and problems in categorising the girls into various groups to provide study support packages, the financial commitment has been slightly changed.

Table-3 financial commitment

Activity	Quantity	Amount, NRs
School Uniforms, including of stationery, sandals, school bag and a sweater	100	224,000
Monitoring of the girls by the volunteers in three panchayats	15 (x NRs 750/ months)	135,000
Sunita, the project assistant salary	@ NRs 8,000	96,000
Professional fee (auditing and renewable)	1	10,000
Allowances for meeting, rent, stationery, fuel, transport and office maintenance	1	50,000
Total for the Girls' Education Project	100 girls	515,000
Yearly	GBP1@NRs150	£3,334

The Mosquito Net Project

This project was expected to be completed by mid June but the deadliest earthquake in Nepal caused a significant delay. However, I am hopeful that the project will be completed by the end of 1st week of July. The main aims of the project is to install 1200 long lasting insecticide mosquito nets (LLIN) to 600 of the

poorest families in Bhagawatpur, Mahadewa and Bathanaha panchayats and raise awareness about prevention of malaria and mosquito-borne diseases. Consequently, this will improve the school attendance of the girls by preventing them from the diseases. This will also prevent the poorest families from economic loss by not having to spend on medicines and loss of earning.

The total budgeted cost of the project is NRs 523,425 (£3,500) and the following progresses have been made;

- ❖ A detailed project plan/agreement, which describes the roles and responsibilities of stakeholders has been prepared and agreed for implementation
- ❖ 1200 LLI Nets have been purchased at the cost of £2,208 and the Transport Corporation of India is delivering the nets, which are expected to arrive by the 10th June 2015
- ❖ Hamro Samaj Nepal has received the remaining funding of the project for implementation
- ❖ 6 volunteers (3 male and 3 female) have been recruited and trained to deliver the project
- ❖ The volunteers have already assessed 50% of families in three panchayats to identify potential beneficiaries of the project



Picture-4, the six new volunteers along with some trustees of HSN in training to implement the mosquito net project

The earthquake in Nepal

The deadliest earthquake (magnitude of 7.9) on the 25th of April and a major aftershock (magnitude of 7.3) on the 12th of May took more than 8,600 lives and demolished over 756,000 houses, schools and monuments in Nepal. People of Nepal are traumatized and many more aftershocks are still being experienced. Nepal ministry of education have decided to reopen schools from the 31st of May in areas which are not severely affected by the earthquakes.

Our project is based in Bhagawatpur, Mahadewa and Bathanaha panchayats which are in the Saptari district, south of Nepal and luckily this part of Nepal is not severely affected. However, people are in a massive trauma, particularly children across the country. Many scream in sleep 'earthquake came...run for life, earthquake came...run for life'. While I was there, I also felt like the earth is shaking all the time when sitting on sofa or lying on bed. Pupils are scared and they do not want to be away from their family. So it is very hard to bring them back to school.

From 28th of April until 18th of May, I have been working non-stop with the girls in the scheme in the three village panchayats to develop confidence in them so they can return to school. I did make some progresses but the aftershock with a magnitude of 7.3 made it worse. But I have trained some volunteers to continue the work and they are in the field. I will also support them through phone calls and emails from the UK.

End of the Report

**Nepal is on its knees
We worked and are working extra hard to bring the girls back into school
But this will incur some unexpected expenses too**

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