

OPERATIONS MANUAL YEAR 5 ADDENDUM LIST

(2017-2018)

Para	
Chapter 1 Project Information	
	Page 4 Figure 1-1: Map of project areas to be updated
20	New 16 township names are added on the list.
25	A paragraph added on procedures to assess population changes and change in BG allocation after para 25. <i>"In the first cycle of any township, VT population will be based on numbers obtained by DRD township office obtained from township GAD through DRD township office. If during the first cycle a VT reports that actual population is different to the GAD figures, sufficient to move it into a different Block Grant band, it should request validation of the difference in population from the DRD township office in order to change it's Block Grant allocation for the following cycles. The population for the VT must match the total population reported in PC 1 for all villages in the VT. Only one such increase change will be accepted over four cycles."</i>
54	Add TF. "Community Facilitators (CFs), <i>Technical Facilitators (TF)</i> and village volunteers will work to ensure women's participation throughout the community project cycle"
55	Add VTPSC. "The CFs ensure that (i) <i>the heads of VTPSC</i> and VPSC are gender balanced"
	Reference to state/region offices has been added in paragraphs: 63, 65, 66, 307, 309 (b,c,e), 311 (c,e,f), 312, 315 b, 332.
68 & 336	Add bold italic sentence. "Anyone involved in project implementation, who is found to be in breach of the code of conduct, is subject to disciplinary action to be determined by DRD "
Chapter 2 Community Project Cycle	
132	Positive list 5. Rural electrification – add <i>extending lamppost (road electrification)</i>
132	Positive list. Add bold italic to make it easier for communities to understand. Meaning does not change. 8. Small scale irrigation. Rehabilitation (<25 hectares/ 62 acres)
198	The TF assists the VPSC to prepare the technical design and cost estimate of the village sub-project. Cost estimates should include local voluntary community contributions, including in-kind or cash. Current township unit cost tables (updated by TFs working with the DRD township engineer) are made available to assist with the preparation of the sub-project budget. <i>After the completion of SP, revised estimates must be calculated, using the actual market price/costs, if the estimates are different from original detailed design and estimates. It should also reflect the actual/final community contribution and provide justification of any differences. It should be done before the Social Audit.</i>
217	Updated Figure 2-2: Chance finding procedure updated based on guideline by Department of Archaeology.
236 - 254	<u>Community Procurement Section is rewritten to simplify the steps. These paragraphs to be shared to the townships. Major changes are listed below.</u> - 1. Specifications Specifications of the procurement items should be generic. It should not preference specific brand name or country of origin or model or other specific remark to favour specific brand name. 2. Direct Contracting PSC should keep written record of the justification for selecting direct contracting method in those cases.
291	O&M Change (e) (5) Up to 5% of the block grant of any VT in the fourth (final) cycle may be used for operation and maintenance (O&M). <i>"In any year, the unused balance of the block grant may be used for next year's sub-project, and up to a maximum of 10% of the unused balance may be used for O&M. The cumulative O & M fund should not exceed 10% of the annual block grant in any year. A detailed manual for O & M procedures will be available as Annex 4 of this Operations Manual"</i> .
295	Add new section after para 295 on Disaster Risk Management and two new forms related to the section.

298-337	Grievance Includes region/state officer and staff in the grievance handling process.
Chapter 3 Forms	
Forms The following forms are revised: PC1, 2, 3, 5, 7, 8, 9, 13, 14. I1,2, T1. F1,2,7,8. P2,3,4,5,6, 7. TA1. Quarterly report template.	
Chapter 4 TOR	
347	Table 4-2: Functions and Responsibilities of NCDDP Union Secretariat Added Union level Grievance officer and staff's TOR (a) <i>Investigate and submit grievances that are difficult to resolve.</i> (b) <i>Submit reports.</i> (c) <i>Resolve grievances as required, keeping records and preparing quarterly report.</i> (d) <i>Give recommendations on how to resolve.</i> (e) <i>Constantly observe and evaluate</i>
350	Table 4-3. Function of the State /Regional NCDDP Secretariat Added new lines <i>“Financial monitoring: inspection of financial records, including vehicle utilization and fuel records”</i> under overall function <i>“Ensure field-trip reports are compiled, and a copy submitted back to townships”</i> under head of office's TOR
372	Table 4-8. Entities Involved in Project Implementation at Village Level M&E Sub-Committee; Procurement Sub-Committee and O&M Sub-Committee membership to add <i>Head of Sub-Committee</i>
374	Operation and Maintenance Sub-Committee Add <i>“...estimated cost and annual budget, and identification of fund sources/collection of funds. When disbursing the O&M fund, a representative from each village within a VT must participate. For management and safekeeping of the O&M fund in project exiting townships (i.e fourth cycle), a new Village Tract O&M committee should be formed in the VT level including 5 members. To withdraw funds from the O&M fund, at least 3 members' signature is needed.”</i>
Chapter 5 ECOP	
382	Table 5-2: Modified health and safety. Added (a) <i>“In order to avoid the community impact, the following things need to be considered when drafting the sub-project implementation plan – (i) Workplace – Removing the things that can impact on social (or) putting the warning signboard. (ii) Construction workers – Construction workers need to have their skills and fitness related field. (iii) Use of materials – Check they can/cannot use the materials skilfully. Check they have/don't have the knowledge of safe use of those mechanisms technology expertise.</i>
384	Table 5-2: Modified Solid and Hazardous Waste item (e) to add bold italic <i>“(e) Collect and properly dispose of small maintenance materials such as oily rags, oil filters, used oil, etc. “Do not directly dispose of oil residues into the soil or water which can contaminate groundwater and earth. Rural communities must not throw wastes into the soil directly which can damage land mass and volume of water. If communities require inevitably disposing, safe disposal system must be used. (E.g. using used oil as fuel, polishing the floor & wall, mixing with crude oil and utilising”</i>
385	ECOP Technical Guideline for Roads connecting villages, between villages and township Table 5-4: Added bold italic <i>“(a) Control placement of all construction waste (including earth cuts) to approved disposal sites (at >300 m from rivers, streams, lakes, or wetlands). Dispose in authorised areas all of garbage, metals, and excess materials (fuels, oil, grease) generated during construction. Never dispose spent oils on the ground and in water courses as it can contaminate soil and groundwater. If the community have to dispose of any item, a safe disposal system must be used. (E.g. using used oil as fuel, or to polish the floor & wall, or to mix with crude oil and utilizing that mixture)”</i>
Annex: Financial Management and Administration Manual	
18	Fiscal year will change to October 1 to September 30.

21	End of para 21 to add <i>“Subject to the approval of the Parliament of the proposed change in fiscal year, the budget Phases and timeline may change. New timeline will be informed by the Union Finance team following the government's announcement.”</i>
68	Advance liquidation for trips will be 14 working days instead of 10 days.
Forms	Forms 18 to 20 changed to adapt additional donor finances (this will only affect the Union FM)
110	Month end financial reporting to include “A cash advance Balance Register” together with 3 other documents (a copy of the Bank Book recording all receipts and payments for the month; a copy of Bank Statement for the month; a bank reconciliation Statement).
121,152	Detail procedure of lost or damaged assets is included (mentioned both for township and state/region)
Form 7.5	Operating cost for region/state. Bank replenishment request form. Adds a column to indicate deposit to the Bank from previous quarter
129	d) add consultants' salaries
131	remaining budget will be checked to ensure no overdrawn of the approved budget <i>and to see whether the advances requested are liquidated.</i>
135	Dates for the quarterly advance request changed by a month later. Add <i>“When requests are submitted out of the respective quarterly submission timeline, written explanation should be submitted together with required documents.”</i>
141	Community Activity table Lump sum payment for social audit to include one more band for small villages Lump sum payments as follows : 1 -100 HH =15,000 kyat , 101 to 200 HH = 30,000 kyat b) 201 – 400 HH = 60,000 kyat c) 401 – 600 HH = 90,000 kyat d) > 600 HH = 120,000 kyat