
NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT

IDA Grant No: H814-MM



**QUARTERLY PROGRESS REPORT
JULY – SEPTEMBER 2015**

Submitted in compliance with Section II A of the Financing Agreement between the Republic of the Union of Myanmar and the International Development Association

Presented by:

NCDDP Quarterly Progress Report (July – Sept 2015)

National Community Driven Development Secretariat
Department of Rural Development

10 November 2015

List of Abbreviations and Acronyms

BG	-	Block Grant
BGA	-	Block Grant Agreement
CARE	-	Cooperative for Assistance and Relief Everywhere
CFA	-	Community Force Account
CDD	-	Community-driven Development
DRD	-	Department of Rural Development
DSW	-	Department of Social Welfare
ECOPs	-	Environmental Codes of Practice
EMP	-	Environmental Management Plan
EOI	-	Expression of Interest (procurement document)
ESMF	-	Environmental and Social Management Frame
GDA	-	General Department of Administration
GWG	-	Gender Working Group
HH	-	Household
INGO	-	International Non-Government Organisation
KE	-	Key expert
M : F	-	Male to Female Ratio
M&E	-	Monitoring & Evaluation
MEB	-	Myanmar Economic Bank
MIS	-	Management Information System
MWF	-	Myanmar Women Federation
NCDD	-	National Community-driven Development
NGO	-	Non-Government Organisation
NOL	-	No-Objection Letter (WB document)
OM	-	Operation Manual
O&M	-	Operation and Maintenance
PMIS	-	Project Management Information System
RFP	-	Request for Proposals
SIM	-	Subscriber Identifier Module
SPs	-	Sub Projects
TA	-	Technical Assistance
TOF	-	Training of Facilitators
TOR	-	Terms of Reference
TOT	-	Training of Trainers
TS	-	Township
TTA	-	Township Technical Assistance

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UTA	-	Union Level Technical Assistance
VDP	-	Village Development Plan
VL	-	Village Leader
VT	-	Village Tract
VTDSC	-	Village Tract Development Support Committee
VPSC	-	Village Project Support Committee
VTDP	-	Village Tract Development Plan
VTPSC	-	Village Tract Project Support Committee
WB	-	World Bank

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Executive Summary

Action / Issue		Status & Next Steps																					
1.	Implementation																						
	<p><i>Year 1 townships:</i></p> <table style="margin-left: 40px;"> <thead> <tr> <th></th> <th>Completed</th> <th>Soc. Audit</th> </tr> </thead> <tbody> <tr> <td>Kanpetlet</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Kyunsu</td> <td>100 %</td> <td>100%</td> </tr> <tr> <td>Namhsan</td> <td>100 %</td> <td>100%</td> </tr> </tbody> </table>		Completed	Soc. Audit	Kanpetlet	100%	100%	Kyunsu	100 %	100%	Namhsan	100 %	100%	<ul style="list-style-type: none"> • TTA operating directly under DRD since 1st August is working well. • Township facilities: better quality of motorbike required. • After suffering floods and landslides, Kanpetlet received additional block grant finance for rehabilitation. • Staffing : Kanpetlet : 1 more TF required. 									
	Completed	Soc. Audit																					
Kanpetlet	100%	100%																					
Kyunsu	100 %	100%																					
Namhsan	100 %	100%																					
	<p><i>Year 2 townships : by the end of the period, sub-project completion was as follows:</i></p> <table style="margin-left: 40px;"> <thead> <tr> <th></th> <th>-----Sub-projects ----- completed</th> <th>S. Audit not started</th> </tr> </thead> <tbody> <tr> <td>Laymyetnar :</td> <td>418 (99%)</td> <td>258</td> </tr> <tr> <td>Sidoktaya :</td> <td>5 (4%)</td> <td>19</td> </tr> <tr> <td>Pinlebu :</td> <td>42 (15%)</td> <td>62 (22%)</td> </tr> <tr> <td>Ann :</td> <td>53 (24%)</td> <td>26 (12%)</td> </tr> <tr> <td>Tatkon :</td> <td>98 (9%)</td> <td>6 (4%)</td> </tr> <tr> <td>Htantabin :</td> <td>183 (81%)</td> <td>5 (2%)</td> </tr> </tbody> </table> <p>Due to seasonal access problems in the remoter locations of Kanpetlet, 13 VTs (50%) had a single SA meeting for all sub-projects, while SAs in remaining 13 VTs were held at village level (43 villages). Thus total 85 sub-projects were represented by 56 social audits.</p>		-----Sub-projects ----- completed	S. Audit not started	Laymyetnar :	418 (99%)	258	Sidoktaya :	5 (4%)	19	Pinlebu :	42 (15%)	62 (22%)	Ann :	53 (24%)	26 (12%)	Tatkon :	98 (9%)	6 (4%)	Htantabin :	183 (81%)	5 (2%)	<ul style="list-style-type: none"> • Floods delayed construction in Sidoktaya, Ann, Pinlebu. and Laymyetnar. A total of MMK 212,723,475 was received from WB as additional block grant for the rehabilitation of damaged infrastructure in SDK, LMN, Ann, KPT, and transferred to the townships in early October. • Late mobilisation of TTA continued to cause significant delays for Ann, Tatkon and Htantabin. • Due to this delay, in Htantabin, several villages were combined in a single Orientation Meeting, resulting in low per capita attendance. • Staffing vacancies by end period: Kanpetlet 1 TF and DRD Engineer ; Htantabin : 3 more TFs, 1 x Infra, 1 x Gender TTA; Kyngsu : 2 more TFs are required to meet the target of 10; Tatkon : Infra TTA.
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	<i>Issues, lessons learned and recommendations from townships</i>	<ul style="list-style-type: none"> • See below main text and Annex 5 for summary 																					
2	Knowledge and Learning																						
	<i>Social Audits</i>																						
	<ul style="list-style-type: none"> • Three old townships had completed 100% of social audits by first week of July, when observers from 6 new townships visited them. • Around 67% of S.A's this period were done at the village level, while remaining 33% at cluster or VT level, due to challenges of time, remoteness (Kanpetlet) weather, conflict (Namhsan). • Satisfaction levels were highest in Namshan (88-90%) and lowest in Kyunsu (68 – 73% for Result, and 56 – 60% for Process). Womens participation increased in Namshan compared with Yr 1 from 39% to 45%) . 	<ul style="list-style-type: none"> • Remaining social audits will be completed until end of November, as many sub-projects will be finalized after the MSR, especially Ann, Pinlebu and Sidoktaya. • Templates were circulated to all townships to assist them in making their SA Report. The Union level Social Audit report aggregating the township templates will be completed mid January 2016, as part of the Q4 Union progress report. 																					
	<ul style="list-style-type: none"> • By end of this period, SA progress six new townships was as follows:: Pinlebu 21% , Sidoktaya 15%, Laymyetnar 60%, Ann 24%, Tatkon 34%, Htantabin 89% 	<ul style="list-style-type: none"> • SAs in the 6 new townships should result in improvements compared with Year 1, e.g a) Selected committee members had observed SA audit process in 3 Yr 1 tns b) More SAs were held at vin each village, not 																					

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	<ul style="list-style-type: none"> The SA Toolkit and training material (TOF3) were updated. 	<p>clusters c) CF training was improved with a new SA Audit Toolkit d) Better participation levels (50 – 70% of villagers) than Yr 1, and understanding of result and process by the community.</p>
	Multi-Stakeholder Review (MSR)	
	<p><i>Township MSRs</i></p> <ul style="list-style-type: none"> All townships except Sidoktaya and Pinlebu conducted their MSR's in the first 3 weeks of August prior to the Union level MSR. <p><i>Union MSR</i></p> <ul style="list-style-type: none"> Union MSR was held on 27-28 August in MMIC II NPT with total attendance of 470 persons Megumi assisted DRD to organize the MSR and assist with documentation of results and findings (See Annex 6). 	<ul style="list-style-type: none"> DRD formulated guidelines for conducting of township MSR and village award procedures. MSR in Ann, Sidoktaya and Pinlebu will be postponed until November because of delay in sub-project completion from flood. The Union level MSR 2015 was well managed and again successful in providing critical feedback from townships on the CDD process for improving the Operations Manual. A summary of findings, feedback and lessons is included in Annex 6.
	Updating Operations Manual	
	<ul style="list-style-type: none"> Directly after the MSR, DRD, WB team and UTA started collaboration on the work of revising the Operations Manual for year 3. There were changes in all Sections of the Operations Manual.. 	<ul style="list-style-type: none"> The updated Operations Manual will be sent to WB for NoL end October, translated and printed end November. A concise review of key changes made in the OM will be annexed to the next quarterly report. With the experience of each year, the OM is progressively adapted to the situation in the field, as well as new elements and approaches within NCDDP (e.g regional offices, more substantive VDP process etc). Therefore the content of the OM needs to be more systematically reviewed throughout the year, not only just prior to and after the MSR, when there is a lot of pressure to print and distribute before the start of the next cycle. It
	Cross-township learning exchange visits	
	<p>From 01 -10/07, 12 committee members from each of 6 new tns attended social audits of first year townships as observers: Ann/Sidoktaya to KPT, Htantabin/Laymyetnar to KYN, Tatkon/Pinlebu to NAMH.</p>	<ul style="list-style-type: none"> As the social audit visits in July were for the community, further cross township exchange visits will be arranged for TTA from 19 – 30 October.
	Technical Audit	
	<p>During this period, approaches were made to the Myanmar Engineers Society (MES) to identify and hire 5 independent engineers to counterpart an expatriate Team Leader of the Technical Audit.</p>	<ul style="list-style-type: none"> Up to the end of this period, MES had not responded to DRD's request to identify 5 independent national engineers for the Technical Audit. The TA is planned for November/December to review a sample of 200 NCDDP sub-projects and 20 comparable non-NCDDP projects. If the full target of 5 independent national engineers cannot be found, DRD will source the balance from within the Ministry.
	Results Matrix Indicators	
	<ul style="list-style-type: none"> Table 4 below presents an incremental summary of RM benefit indicators to end September. 	<ul style="list-style-type: none"> Reasons for the lower participation rates were reviewed in the previous QRep, and have been discussed with

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	<ul style="list-style-type: none"> In general RM indicators to end September continue to match the satisfactory levels of last year, with the exception of participation. Based on recorded attendance at Orientation Meetings from PC 3 (Project Cycle Timetable), these show a range of 20 – 40%, which is lower than that reported in the MSR report. 	<p>WB. Although > 70% attendance at Orientation Meetings was recorded for 3 villages in Ann, these were exceptions, and the OM guideline for a meeting quorum of 50% was clearly not met in any township. In Year 3, it is proposed to take the larger of the first two village meetings (i.e Orientation & VDP) attendance as the participation rate.</p> <ul style="list-style-type: none"> While this quarter presents such an incremental summary below, a complete annual review of indicator performance will be presented in the next quarterly report after all sub-projects and Technical Audit have been completed. 	
<p>3.</p>	<p>Procurement</p>		
	<p>Main activities during this quarter have been:</p> <p>a) the preparations for Year 3, i.e:</p> <ul style="list-style-type: none"> Evaluation of TTA Y3 proposals Preparation of bids for various good Preparation of ToR for positions in PP7. <p>b) Amendments to PP6. NoL from WB to add lines PP 6 was received in August.</p> <p>Status update for PP 6 (∞ Tool) to end September is in given in Annex 1.</p>	<ul style="list-style-type: none"> Although this quarter saw a substantial advance in procurement of goods and services for 18 new townships under PP 6, no major contracts were signed, or mobilisations or deliveries realized by the end of the period. Revision of Community Procurement Section in Operations Manual to be completed in October. Based on AWPB, submission of PP 7 for NoL is expected by early December PP 7. The previously poor communication between procurement, and finance sections is now starting to improve with the AWPB planning exercise. Until now, the process and timeframe for updating the Procurement Plan has been irregular. There should be an agreed fixed life for a PP. A logical solution would be to have an annul PP to match the AWPB. 	
	<p>Township Technical Assistance for Yr 3 :</p> <ul style="list-style-type: none"> Management of 18 townships was arranged as 8 Clusters, defined as procurement packages C4.10 – 17. Clusters C4.14 and 17 were initiated few weeks after the others, because of separating Kayin from the C4.14 cluster and re-advertising. Subsequently, however, C4.14 and 17 caught up with the main procurement process. Technical proposals were opened end August, with 13 NGOs/companies qualifying for evaluation with eligible proposals. Although interrupted somewhat during MSR week, evaluation was completed by end September. However, WB requested revision of C4.11,12,14 & 15 in October, as some companies had been excluded due to CV duplication, therefore no WB NoLs had been obtained or financial proposals opened by the end of period. 	<p>Expected schedule for TTA packages</p> <ul style="list-style-type: none"> Packages C4.10, C4.13, C4.16 and C.4.17 : <ul style="list-style-type: none"> financial opening 12-19/10 contract negotiations completed: last week October, contract signing :mid November. Revised evaluations (TER) for C4.11,12,14 & 15 <ul style="list-style-type: none"> financial opening mid November, contract negotiations last week November, contract signing end December. <p>Expected schedule for goods :</p> <ul style="list-style-type: none"> Vehicles : standard pickups = late December Land Cruiser pickup = early February Motorbikes (NCB): early December Motorbikes (ICB) : 810 low clearance (110 cc) + 188 high clearance (125 cc) = February Computers : mid December Office furniture: mid December Office equipment : mid December 	

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	Procurement of goods (see Annex 1) : advanced by the end of this quarter, although no deliveries were realised. Expected delivery times are projected in box right.	<ul style="list-style-type: none"> • Tablets + power banks : ICB process underway, delivery possible mid January. • OM printing : mid January • Helmets (ICB) : early February 	
		•	
	Capacity building and facilities	<ul style="list-style-type: none"> • Availability and focus of the complete procurement unit is still variable during peak task periods.. • Ability to handle WB procedures independently is still low, and continual capacity building required. English course for all CDD units will be included in PP7. • New qualified staff are required, both for central Union and regional offices. Projected future staff requirements have been included in the new AWPB. • Facilities : space still very cramped for existing staff, let alone new ones. Urgent need of opening up the neighbouring space for procurement. 	
4.	Grievance Handling		
	<ul style="list-style-type: none"> • During this period, a total of 399 grievances were received through the mechanism. Of those, 98 % of grievances are made by the community while 26 % are from women. (Table 4) • Since January 2014, the cumulative number of grievances to end Sept is 1351, of which 1337 (99%) have been resolved (Table 5) 	<ul style="list-style-type: none"> • Of 399 total grievances, only 37 (9 %) were serious or “core” grievances (code violation, misuse of funds etc),. This was 40% less than the previous quarter. 35 (95%) of these had been resolved, with 2 under investigation. • The remaining 316 (91%) were suggestions/demands, force majeure, expression of appreciation etc), of which 98% have been answered / acknowledged. 	
	<ul style="list-style-type: none"> • Besides the normal grievance submission methods, CF/ TFs must also record grievances voiced during community meetings on MIS form PC 12. During the last quarter, all townships were doing this correctly except for Pinlebu and Tatkon. 	<ul style="list-style-type: none"> • Pinlebu and Tatkon now entering grievances correctly into the MIS from paper forms (PC 12) from mid July. 	
	<ul style="list-style-type: none"> • Ensured that 6 indicators of grievance infrastructure are complete for all townships : 1) # villages that have received GHM information 2) # of villages with assigned grievance focal 3) # of villages with signed Code of Conduct 4) # of villages with suggestion box 5) # Village committees which have received grievance management training 6) # of villages with grievance Information material. 	<ul style="list-style-type: none"> • While all indicators showed 100% completion for old 3 townships in the previous period, for new 6 townships, indicators 4) and 6) were showing 0% completion in 3 townships. By end of this period, all 6 are now showing 100 % completion, thus good progress during this quarter. 	
5.	Finance		
	<p><i>Activities during quarter</i></p> <ul style="list-style-type: none"> • Prepared additional Block Grants to Sidokataya, Ann, Laymyetnar, Kanpetlet for flood damage (July) • IFR submitted to the WB on 15/08/2015; on September 15, • Started preparation of Annual Workplan and Budget (AWPB): • Prepared withdrawal application (August) 	<ul style="list-style-type: none"> • Submission of AWPB for NoL in November. An Annual Budget for 2015/16 and cash flow forecast to end December 2015 had already been approved by DRD and WB in June. However, it was not based on, or coordinated with, an Annual Workplan, as mandated in the new Financing Agreement. During this period, therefore, work started on an integrated AWPB for 18 months to end March 2017. 	

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<ul style="list-style-type: none"> • Payments to some TTA firms • Following up Auditor's Report • Revision of FMM for OM (September) • Peachtree training completed (last week July) • Visited Htantabin for handover (July) 	<ul style="list-style-type: none"> • Submission of IFR/ SOE in November. • Contribution to management training (18 new tns) • Contribution to refresher training (9 old tns) • Contribution to start-up training • Visit to some of 9 townships (priority like Ann, Kanpetlet) • Design of Excel templates for townships by Cambodian firm still unfinished. DRD to contact. • New UTA Finance Expert to join end November.
<p><i>Interim Financial Report (IFR)</i></p> <ul style="list-style-type: none"> • Unaudited IFR was submitted to WB on 15/08/2015. On 15/09 WB indicated a few inconsistencies/errors in some of the tables, and DRD responded on the same day; revised tables were submitted to WB on 22/09. 	<ul style="list-style-type: none"> • IFR to end September will be finalised and submitted to WB mid-November. (See Tables 7 & 8)
<p><i>Capacity Building:</i></p> <ul style="list-style-type: none"> • 1 additional senior finance assistant joined the Finance Unit in July. • The UTA Finance expert tendered his resignation in September and departed in October. However, national assistants continued preparation of the IFR. • <i>Peachtree training:</i> took place during the third week of August. Installation of Peachtree was done on a large number of Union DRD-Finance computers, with number of accounts limited to five. 	<ul style="list-style-type: none"> • The replacement UTA Finance Expert is expected to mobilise in late November. Meanwhile, the duties of this position will be covered by the Senior Finance Specialist and UTA Team Leader. • Additional staffing requirements for scale up are included in the AWPB Oct 2015 – March 2017, and shown in Annex 3. • Refresher training will be given to 9 townships 13-16/10. • Start-up training will be delivered to 18 townships second and third week December.
<p><i>Accounts</i></p> <ul style="list-style-type: none"> • During the quarter, all 9 townships continued to operate DA–B Accounts at the MEB in their townships. 	<ul style="list-style-type: none"> • A new Designated Account C (DA-C) will be opened at MEB for USD payments below USD 50,000. Furthermore, Designated Accounts DA-D for MMK, DA-E for MMK and DA-F for USD will be opened at MEB for transfers from the USD 400 million IDA loan recently signed.
<p><i>Cash Flow Projection</i></p> <ul style="list-style-type: none"> • A six months cash flow projection for MMK 4,581,356,580 was submitted to the WB, on 15/08. This projection supported a request for advance under WA 064. After providing NoL, WB paid WA 064 on 08/09. • On 16/09, WA#09 was submitted to the WB under DA-A for MMK 212,723,475, for the rehabilitation of infrastructure damaged/destroyed by the recent floods. 	<ul style="list-style-type: none"> • As the forecast of expenditure for the July-December 2015 semester amounted to more than 50% of the total DA-B 2015-2016 budget (note: only 5% was spent during the first quarter of that fiscal year), no cash flow shortage under DA-B is foreseen throughout the rest of 2015 and into early 2016.
<ul style="list-style-type: none"> • <i>Audit Report of Financial Statements</i> for year ending 31/03/2015 submitted to the WB 	<ul style="list-style-type: none"> • 30/09/2015 was the deadline for submission to the WB of the Audit Report for the year ending 31/03/2015. By end of the period, however, the Audit Report had not yet been received by DRD, as clarifications were still being requested by the Auditors. Therefore submission of the Audit Report to WB is expected in October.
<ul style="list-style-type: none"> • <i>Contracts, Advances and Fixed Assets registers</i> were updated and reconciled with General Ledger, 	<ul style="list-style-type: none"> • FMM provisions re: advances (e.g. deadline for settlement, number of advances held simultaneously by

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	and a physical verification of Fixed Assets conducted during the quarter.	a single person) are still not being complied with, due to the large number of advances being issued to a very small number of officials.
	<p><i>Update of the Financial Management Manual</i></p> <ul style="list-style-type: none"> An update of Section 4.11 of the FMM was transmitted (in English) to all Townships by July 30, 2015. Subsequently, an update of the whole FMM was submitted to the WB on 10/09 for Annex 2 of the Operations Manual. 	<ul style="list-style-type: none"> Main changes / improvements to the FMM will be included in the summary of changes to the Operations Manual annexed to the next quarterly progress report.
6.	Training	
	<p><u>Union level</u></p> <ul style="list-style-type: none"> “CDD+” training course for 90 DRD staff from outside the NCDDP (Aug). (this was the second part to the TOT100 held in 2014) Training on water testing with water testing kits provided by UNICEF(Sept) <p><u>Township level</u></p> <ul style="list-style-type: none"> ToF 3 (July) in 6 new townships with focus on sub-project closure and social audit at the end of year two Gender training by national consultant in several townships Refresher training in grievance and communication in several townships (grievance and communication unit) Training/monitoring visits by Union teams in Finance and MIS / M & E <p><u>Community level</u></p> <ul style="list-style-type: none"> Social audit in all villages where sub-projects were finalized 	<ul style="list-style-type: none"> Next training courses to be prepared / organized <ul style="list-style-type: none"> Start-up training (for 9 old townships in October, for 18 new townships in December) TOT with international trainer experts TOF1 refresher for 9 old TS (responsibility of TTA firms) TOF1 for 18 new townships Refresher training for 9 old townships is several technical subjects: grievance, communication, gender, M&E/MIS, procurement, finance Community training in 9 townships organized by TTA / facilitators as needed Infrastructure training will be structured in the form of a Training of Technical Facilitators (TTF) similar to the existing TOF. For building up training capacities in infrastructure, a TOT specific for infrastructure (iTOT) needs to be developed
	<i>Training management and materials</i>	•
	<ul style="list-style-type: none"> Updating of training material in line with the updated operations manual 2015-16 Setting up the new training plan for 2015-16 on a web based spread sheet, shared with over 40 colleagues at union and township level Production of gender material and delivery of gender training in several townships (gender unit) Preparation of the NCDDP management training for DRD staff from 18 new TS (course to be held in October) Preparation of cycle start-up training for 9 old townships. To be held in October in combination with cross-visits for peer learning between the townships Preparation of the forthcoming TOT course end of November, procurement of international trainer, and coordination / co-production of training material. 	<ul style="list-style-type: none"> Coordination of the training plan between levels and units currently done on Smartsheet which additionally pushes the training dates to Google Calendar. A challenge remains the frequent changes in training dates (events are often postponed). Filtering and querying of training data in the MIS remains challenging, but improvements have been made in T1 for Year 3, including English translation of Myanmar fields, and national IDs for government staff. As long T1 is completed by trainers and entered into MIS immediately after the course, data retrieval should be much improved in Yr 3. Final examination of the TOF in cycle 2 has not yet been organized because of lack of capacities at union level. New TTA contracts will include USD 40.000 lump sum for training. Right after signing the contracts, TTA firms must coordinate with union secretariat for establishing and fine tuning the training plans in order to avoid overlap or

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		double finance of training.	
	<i>Human resources</i>		
	<ul style="list-style-type: none"> • During this period there has been a serious constraint to training management and preparation of training courses : 1)the UTA Training Expert left the project on 14/08, and the position remained vacant 2) One national training expert resigned end of July, with position still vacant by end of period. Another training expert had to support the technical evaluation of the procurement of TTA companies. In the updated procurement plan PP6, there are 5 positions for assistant trainers • 3 prospective M & E / MIS Township Support /Trainer will also join the pool of trainers specifically for M&E/MIS training. 	<ul style="list-style-type: none"> • The UTA Training Expert is expected to mobilize in mid November. • One MIS Trainer will mobilize early November, and one national trainer position is still vacant. • For the delivery of TOF in 18 new townships, the minimum HR requirement is 8 - 10 master trainers and a similar number of junior trainers. The minimum required number depends also on how the 18 TOF courses will be sequenced (e.g. 2 rounds of 9, 3 rounds of 6 townships, or, a first round of 2 townships where the new trainers work are still being instructed, followed by two subsequent rounds of 7 townships). Beyond this minimum level, the project needs to aim at a trainer pool of around 30 CDD trainers in 2015/16. • Building up a pool of infrastructure trainers is becoming critical now. (See Section 6 below). 	
7.	M & E / MIS		
7.4	<p>Main activities during this quarter were:</p> <ul style="list-style-type: none"> • Feedback from townships to improve Year 3 M&E/MIS was collected at two workshops during the MSR. Based on the feedback, modifications and improvements to Year 3 forms and MIS software were initiated. • Updating Part III (forms) and Part VII (PMIS) for the Operations Manual and • Submission of Q2 quarterly progress report (August) • Responded to information queries from various parties in preparation for MSR presentations, RM indicators, • Support visits to Tatkon, Ann, Kyunsu, Htantabin and Pinlebu for troubleshooting and update mini-server software). In Ann, only 10 CFs used tablets for data entry at all ; most data was entered directly from paper forms to the tns PC by CFs or M & E Officers. • Table 9 below summarises progress in MIS form completion to end September. Main outstanding forms were PC 10 (Sub-project Final Inspection) from new tns who had not finished their sub-projects, especially Ann, Pinlebu and Sidoktaya. 	<ul style="list-style-type: none"> • Full upload of Year 2 MIS forms is expected by end December, when all Year 2 sub-projects are completed. • The new Year 3 software for tablets and township PCs will be completed by end of November, and distributed to 9 townships at a 5 day hands-on refresher training first week December for CFs and TFs. • Tablets for 18 new townships are expected around mid January, or latest in time for first hands-on training for TFs/CFs in February. • As most hardware and software problems at township level have been debugged during Yr 2, and weekly progress reporting transferred to PC 8 online, the desired results for M & E / MIS should be achieved in Year 3, under the increased load of 27 townships. • Even with weekly updating of township progress by the M & E TTA as the main form of progress reporting, timely upload of separate MIS forms will remain important for all townships. Paper forms will remain an important backup mechanism to be stored in the township office for a while. But If data is not input into tablets in the field, rapid transfer of data from paper forms to tablets, and from tablets to township PC, must be one of facilitators first actions after returning from the field. • The first of 2 national consultant MIS / M & E Township 	

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		Support /Trainer is expected to start in early November. Mobilisation of the second is expected in early January.	
8.	Management & Supervision		
	<i>Staffing</i>		
	<p><u>Union Level</u> DRD: Table 10 shows the DRDU staffing status by end of September. Consultants:</p> <ul style="list-style-type: none"> • the UTA Training Expert departed the project on 14/08/15, • the local UTA MIS expert's contract expired. it has not been extended under the UTA contract but through a new contract directly with DRD • the UTA Finance Expert tendered his resignation in September, departing end of September. • One of three national training experts resigned in August, the position is still vacant • The contract of the national gender expert has expired and has not been renovated • The translator gave resignation end September. <p><u>Townships</u></p> <ul style="list-style-type: none"> • DRD : 6 CDD staff for each of the 18 new townships were fully mobilised and in place by the end of this period. • TTA: Key expert positions in Sidoktaya (TL, Infra) and Tatkon (Infra) and Htantabin (Infra, Gender) remained vacant during this period. Additional TF required in Kyunsu, and 3 in Htantabin 	<ul style="list-style-type: none"> • UTA: A new contract for UTA will be finalised end November, with full time positions for all key experts running to end March 2017, and a new position of Deputy team Leader created. • The new UTA Training Expert is expected to mobilise by mid November, and the new Finance Expert by early December. A new TL will be mobilised around mid-January. • Six staff for each CDD office of the 18 new townships have all been recruited, although defined roles have not yet been allocated in all cases. CDD Offices still have to be identified, for renting and in some cases refurbishment, for all 18 townships. Staff should be allocated and premises ready to occupy by end October. • Additional staffing requirements for scale up are included in the AWPB Oct 2015 – March 2017, and shown in Annex 3. • With the increase from 9 to 27 townships an additional management and supervision structure will be needed at sub-national level. It is planned to establish cluster offices at region/state level. The long term perspective is to open a regional office in each of the 15 states/regions. For 2015-2016, around 8 to 10 such offices might be established. For each office, a team of around 6 or 7 staff is envisaged. 	
	<i>Facilities</i>		
	<p><u>Union Level</u> Design work for the new office space (including training centre) was nearly completed in the previous quarter, but no further advance was made this quarter in the design and procurement process.</p> <p><u>Townships</u></p> <ul style="list-style-type: none"> • During this period, premises for CDD offices for rent or purchase or construction were identified. 	<ul style="list-style-type: none"> • Space in the Union CDD Secretariat is already at the outside limit for all units, with new training and other staff arriving at regular intervals. Before construction of the planned office building is complete (earliest late 2016), other space within the existing DRD building, or for rental nearby outside, should be found. • Premises for CDD Offices in 18 townships should be ready to occupy by end October. Construction of office premises for DRD can now be funded under the new Loan. • Furniture was delivered in October, and delivery of remaining office equipment is on target for December. 	
	<i>Management and Supervision</i>		
	<ul style="list-style-type: none"> • The quarterly meeting for this period was replaced by the Union MSR. 	<ul style="list-style-type: none"> • Workplan: The integrated AWPB covering an 18 month period to end March 2017, will be submitted to WB for 	

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<ul style="list-style-type: none"> • Work on the integrated AWPB started in September. • International and national WB representatives attended the Union level MSR. • Following the MSR, WB supervision mission ISM 8 took place from 31/08 – 10/09/15. • A draft Aide Memoire from this ISM was sent to DRD on 06/10, and a revised final version on 22/10. An update of status for “Next Steps” is given in Table 11 below. • Supervision is supported by online tracking tools: <ul style="list-style-type: none"> ○ Township and union bank balance ○ Sub-project implementation progress and project cycle overall (in MIS) ○ Training plan (Smartsheet) plus T1 on MIS ○ Travel plan union staff ○ Aid memoire progress of next action 	<p>NoL mid November. It forms the basis for other technical plans and budgets (training, procurement, finance). The next quarterly report will include this AWPB in Annex, but meanwhile key milestones over the next six months are summarised in Table 12 below.</p> <ul style="list-style-type: none"> • Socialisation meetings for 14 new townships will take place during December 2015. • The next quarterly meeting (for 9 townships) is provisionally planned for the last week in December, but may have to be postponed or cancelled due to socialisation visits. For the 18 new townships, start-up training will replace their first quarterly meeting. • Regional offices: Supervision of day-today project implementation at local level is done by three senior managers of the union secretariat. With 9 townships in year two, each of them were in charge of three townships. With the scale-up to 27 townships, the arrangement of supervision needs to be adapted. For this, it is envisaged to establish deconcentrated NCDDP offices within state/region DRD offices.
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This report covers the period April to June 2015, including highlights of: (a) implementation progress in terms of the results framework and project work plan; (b) constraints and risks to implementation; and (c) the work plan / milestones for the upcoming 6 months to September 2015.

1 Infrastructure

A. Project Wide

	Progress and Issues	Next Steps
	<i>Aide Memoire</i>	
1.	<i>Safeguards</i>	
	Ensure coverage of natural habitats in ECoPs and simple EMPs through screening procedures before sps are financed, and development of mitigation measures to limit/avoid damage to natural habitats	Will be emphasized in ESMF training, and followed through in sub-project planning in Year 3.
	Ensure that subprojects that could have impacts on the health and quality of forests; affect the rights and welfare of people and their level of dependence upon or interaction with forests, and bring about changes in the management, protection, or utilization of natural forests are ineligible for funding.	Incorporated in negative list in Operations Manual. Will be emphasized in ESMF/ECoPS training, and followed through in sub-project planning in Year 3.
	Revision of environmental monitoring reports to include brief paragraphs on implementation of environmental	Quarterly township progress reporting to now include a paragraph on Safeguards implementation.

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	mitigation actions by Contractors/ communities and monitoring results according to the project ESMF.	
	Provision of water quality test kits for monitoring of water quality for water supply and sanitation sub-projects, and first aid kits in case of minor injuries during works at site.	Water quality test kits procured in September (G 29).
2	<i>Supervision / Management</i>	
	<ul style="list-style-type: none"> DRD to assume sole responsibility for NCDDP implementation in Kanpetlet, Kyunzu and Namhsan townships. 	Implemented since July, and appears to be working well so far.

B. Townships

	Progress and Issues	Next Steps
1.	<i>Kanpetlet</i>	
	<ul style="list-style-type: none"> Kanpetlet had already completed 100% (85) of its sub-projects by the end of the previous period (June). Distribution of the 85 sub-projects, was: roads 24, electricity 24, schools 16 and water supply 10. 56 social audits were conducted in May - July. Social audits in 4 VTs were observed by 22 committee members from Ann and Sidoktaya on 10/11 July. The township MSR was held on 15/08/15. 350 community members attended, and Cycle II awards given to 3 villages and VTs. Flooding from Komen affected 36 villages. Some sub-projects were destroyed, and one village (Nan Oo) migrated to another place. All damage and estimated budget was reported to Union DRD. 	<ul style="list-style-type: none"> Due to seasonal access problems in the remoter locations, 13 VTs (50%) had a single SA meeting for all sub-projects, while SAs in remaining 13 VTs were held at village level (43 villages). Thus total 85 sub-projects were represented by 56 social audits. Staffing: 1) required another two Lower Divisional Clerk and Engineers (SAE) 2) Need to recruit one TF (Male) by T-TA.,, M-bikes : operations budget should be increased, for hire of extra drivers for female TFs, and for fuel and repair costs. Otherwise, ,TFs should travel in pairs of male and female where male can drive the mbike. After VTPSC meeting, the VT representatives need to share detail information at village mass meeting. Need to provide refresher training of financia management and Procurement at twice per cycle. Union DRD should support the equipment for sub-project detailed calculations such as Abney level. Best to re-elect literate persons for timely reporting. Certificate of honor should be offered to each committee member as acknowledgement of NCDDP.
2	<i>Namhsan</i>	
	<ul style="list-style-type: none"> By end June, Namhsan had completed 100 % (115) of sub-projects and 100% social audits. Distribution of projects : Increased tensions between TNLA & Government Army caused some delays in sps, and reluctance in some communities to express grievances or participate because of possible backlash from either 	<ul style="list-style-type: none"> Quality of construction has improved significantly in this cycle, including increased compliance with the project design, better quality materials, and improved safety. Although communities are using more skilled labour for construction, community force account is the main method. Recommendations

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	<p>parties.</p> <ul style="list-style-type: none"> • CFs/TFs facilitated conduct of <ul style="list-style-type: none"> • Social Audits in 57 villages • Financial Audits in 16 VTs • O&M reviews of Cycle 1 projects in 65 villages, using guidelines. • The township MSR was held on 11/08/15 • Direct hire arrangements for 3 KE + all CF/TF started August, and is going smoothly. 	<ul style="list-style-type: none"> • provide sufficient time and support for community members to provide inputs into the design, to understand project standards and O&M needs at the outset, and carry out quality construction. • Develop project support for basic electrical training, plumber training, artisan training for carpenters and masons to increase local skills and maintain their sub-projects. • Engage with private sector to explore ways to improve service delivery for hydropower construction and O&M
3	<i>Kyungsu</i>	
	<ul style="list-style-type: none"> • By end of period, 100% of sub-projects and social audits had been completed. • Out of 172 sub-projects, 88 were transport, 49 buildings, 24 water supply, and 11 electricity. • These were realized in 162 villages funded by MMK 1,340 million of block grants to 20 VTs. • Social Audit meetings were started on 14.5.2015. 1370 committee members (50% women) and 9238 community members (54% women) participated. 	<ul style="list-style-type: none"> • A proposed primary school in the village of Done Swe Than was not completed, The VPSC had agreed to add MMK 20 million from its own resources to the MMK 10 million agreed by the VTPSC, but these funds were never realized, and construction was halted. • TTA contracts extended to end July, with direct hire arrangements for 3 KE + all CF/TF thereafter. 1 TF and 1 CF were recruited, but 2 more TFs are required to meet the target of 10. • Satisfaction levels at the Social Audits were a significantly lower than other townships (see Section 2 below)
4	<i>Laymyetnar</i>	
	<ul style="list-style-type: none"> • By the end of this period, Laymyetnar had completed 256, or 97% of its 267 sub-projects, distributed as: transport 157; building 24; water supply 65; electricity 21 (See table 1). • ToF3 was completed 7-11 July. • Social Audits were completed in 256 out of 258 (99%) of villages (14/07 - 04/08). • Township MSR conducted 15/08. 	<ul style="list-style-type: none"> • Laymyetnar achieved the fastest implementation of the first cycle townships, despite delays in sub-project completion due to 11 villages changing SP (problems with transportation of construction materials to villages and scarcity of skilled labour,). • Although LMN has 284 villages. 26 villages with less than 20 HH did not do a VDP, so 258 villages submitted 267 project proposals (some villages submitted more than 1 proposal). However, TPIC finally approved 432 sub-projects, as each of 4-5 tubewells in a single village sub-project was named a sub-project “activity”. This approach caused unnecessary confusion in MIS, and should not be repeated in Year 3. • The limited time to complete all steps of the community planning process reduced the quality of the community engagement process and CF training. In the second cycle, the overall quality of community mobilisation and village development prioritization needs improvement.
5	<i>Sidoktaya</i>	

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	<ul style="list-style-type: none"> • Sidoktaya had fully completed only 5 (4%) out of 126 sub-projects by end of period, although 87 were near to completion. Many sub-projects were delayed due to flooding in Sidoktaya end July & August. During September, the team focused on monitoring and costing damage and relief and rehabilitation work in flood affected villages and CDD office. Total damage to constructed assets and procured materials was approximately. 40,803,000 MMK, and a Block Grant for this amount will be sent by DRD Union in November for rehabilitation. • 20 Social Audits were completed. • Performed reasonable well with field implementation, but fell behind with MIS completion due to prolonged absence of the M & E Officer. 	<p>Challenges</p> <ul style="list-style-type: none"> • Late start affected quality of participation, planning and inclusion. • Remoteness of some sites caused challenges in a) transportation of construction materials in rainy season and b) communications and MIS forms completion. (After mobilization, some teams lost in contact until returned to township). • Community chose contractors for some projects which could have been by themselves. • Unavailability of skill labour. • TTA : Sidoktaya suffered from absence of a TL during this period, while GESI & M & E Specialists suffered poor health. <p>Suggestions</p> <ul style="list-style-type: none"> • Cycle must start earlier (latest December). • Need more supervision and on-the-job support for CFs and TFs, as well as refresher courses after start up training. • Need Disaster Risk Reduction guidelines (planning and design, procurement, construction), training, occasional practices and recovery equipment for sensitive zones, and those areas which have never had a disaster.
6	<i>Pinlebu</i>	
	<ul style="list-style-type: none"> • Floods and landslides caused severe delays in subproject implementation. As of the end of September 2015, only 98 out of total 287 (or 35%) subprojects had been completed. Just under 50% were school renovation sub-projects. • 16 subprojects (13 bridges, 1 tube well and 2 spring water supply) required EMPs, and the rest adopted relevant mitigation measures from the environmental codes of practice (ECoPs). Data on voluntary land donations and community contributions to be reported next quarter. • By end of the period, 76% of the total BG value (MMK 1.32 billion) had been withdrawn by 256 villages. • By the end of this period, internet finally became available in Pinlebu from Skynet satellite. This allowed Pinlebu to catch up with MIS forms, and augurs well for Year 3. 	<ul style="list-style-type: none"> • Temporary cash shortfall experienced by the MEB prevented VTs from making withdrawals; these only resumed in the last week of September. • Difficulty in procuring and transporting materials for larger subprojects especially in the remote villages ; higher labour charges in Pinlebu compared to the DRD standard rate, necessitated changes in some subprojects' cost estimates. • Growing number of resignations among VPSC/VTPSC officials. • Weak capacity and inexperience of TFs caused need for quality checks of technical designs and cost estimates. This problem has been magnified by the continuing vacancy in the TTA Infra Specialist role (since June). • Restricted supply of timber caused problems in timber-using subprojects. • Insufficient number of motorbikes and helmets for the total number of staff in Pinlebu. • Recommendation : early start of Cycle 2 so that construction projects can be implemented before the rainy season.
7	<i>Ann</i>	

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	<ul style="list-style-type: none"> • Implementation in Ann was seriously delayed due to late mobilisation of TA, remoteness, flooding and landslides (July). • From the 233 sub-projects approved by TPIC, 24% (53) were completed by end of this period, and 12% (26) were not started (of these, 11 sub-projects had been cancelled earlier). 169 were ongoing by end of period. • By the end of September 2015, social audit meetings were done in 21 villages i where construction and documentation was complete. Remaining social audits and township MSR are planned end November. • For the township technical assistance team (TTA), 2 Community Facilitators (CFs) and 2 Technical Facilitators (TFs) were recruited in September. • Social accountability and gender specialist TA was recruited and will join the project team on 1 November, 2015. 	<ul style="list-style-type: none"> • 7 villages (from 7 different VT's) chose not to implement their planned sub-projects this year, for various reasons, including : a) insufficient budget, with no other sub-project to replace it b) village occupants plan to shift to another village and c) wish to save money for a larger project next year (1). • An inventory of disaster affected sub-projects and other infrastructure was submitted to DRD Union by UTA Team Leader with recommendations on next steps. Although twice affected by floods during this project cycle, there is optimism that construction of the remaining 169 can be finalised before the end of December. • Model of motorbike should be improved and boats hired for access to some sites via waterway.
8	<i>Tatkon</i>	
	<ul style="list-style-type: none"> • By end of period, Tatkon had completed 34 % of sub-project construction. • Social audits started on 24/07, and by end of period 69 had been undertaken, involving 5,916 participants (54% women). • The Township-level Multi-stakeholder Review (MSR) was held on 20 August 2015, with 461 participants (40% of whom women), representing 181 villages in Tat Kone, various Government Departments and other organizations. 	<ul style="list-style-type: none"> • Almost all VPSCs have demonstrated weaknesses in accountability and performance of their responsibilities. The major reason given is the overlap with the growing season for rice in most villages. • Most village authorities have exhibited limited interest in the subprojects, with a few instances of village authorities indirectly hindering sub-project implementation. • Designs for school and toilet renovation subprojects have not considered the particular needs of persons with disabilities. • After a brief mobilization in July, the TTA Infrastructure and Safeguard Specialist left in September, with position still vacant by end of the period. Mobilization of a replacement before Cycle 2 remains an urgent requirement.
9	<i>Htantabin</i>	
	<ul style="list-style-type: none"> • By end of period, 203 subprojects were completed. Details of subproject implementation can be viewed in attached sub project progress data • In August and September, social audit meetings were completed in the 203 out of 235 villages (those where where SP implementation was 100% complete). • Htantabin held its township MSR on 18/08/ 2015 with 535 participants (337 m, 198 f). • In September, a) the former Head of DRD was re-assigned to another township, and replaced with a new person b) 3 TFs and 4 CFs were recruited to 	<ul style="list-style-type: none"> • Relations between DRD and TTA have improved after the arrival of the new Head of DRD. • DRD staff have a range of responsibilities outside of the CDD project work which limits their ability to engage with NCDDP. • Gender and communications TA will start in first week of October. The arrival of new Infra is not yet clear. • Community needs more understanding of the development concept to develop a needs based VDP, and make a real link between needs assessment and VDP.

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	<p>replace resignations. c) recruitment process was launched for the vacant social accountability & gender and infrastructure TA positions. By end of period, the recruitment process was still underway.</p>	<ul style="list-style-type: none">• There should be tighter integration of the seasonal calendar and project implementation plan. For example, construction of SPs must start well before the rainy season, and social audits should not conflict with seasonal peak times like land preparation and harvesting.• Weak interest of community in social and environmental safeguarding practices. Awareness needs to be raised.
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progress																
0%	0	-	0	-	0	0	62	22	0	0	0	0	26	12	6	
100%	85	100	172	100	115	100	42	15	5	4	418	97	53	24	56	
Final SP inspection	85	100	172	100	115	100	58	21	19	15	258	60	53	24	56	
Social Audit	85	100	172	100	115	100	58	21	19	15	258	60	53	24	56	

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Table 2: Distribution of Sub-Projects by Category and Township

	Township	Kyunsu		Kanpetlet		Namhsan		Pinlebu		Sidoktaya		Laymyathna		Ann		
	# Villages	159		122		123		266		118		255		235		
	Category	Appr oved	Com plete	Appr oved	Comp leted	Appr oved	Comp leted	Appr oved	Comp leted	Appr oved	Comp leted	Appr oved	Comp leted	Appr oved	Comp leted	Appr oved
1	Water supply	24	24	10	10	19	18	24	24	13	13	225	60	48	40	
2	Sanitation			1	1			6	6			1	1			
3	Transport	68	68	24	24	26	24	80	80	39	29	162	162	61	46	
4	Jetty	20	20						-					5	5	
5	School	41	41	16	16	26	26	149	149	29	27	22	22	89	69	
6	Hydro power	3	3	2	2	22	24	6	6					1	0	
7	Electricity	8	8	24	24	1		10	10	20	20	21	21	27	0	
8	Comunity Centres	1	1	3	3	20	20		-	22	22			7	3	
9	Health Centre	1	1	1	1	1	3	2	2	1	1					
11	Other structures	3	3	2	2			9	9						1	
12	Fencing	1	1	1	1			1	1							
13	Other	2	2	1	1			0		2		1	1	1	0	
	Library, Market	2	2					9	9							
14	Total	172	172	85	85	115	115	287	287	126	112	432	267	239	163	1

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2 Knowledge and Learning

<i>Social Audits</i>	
<ul style="list-style-type: none"> • Three old townships had completed 100% of social audits by first week of July, when observers from 6 new tns visited them. • Around 67% of S.A's this period were done at the village level, while remaining 33% at cluster or VT level, due to challenges of time, remoteness (Kanpetlet) weather, conflict (Namhsan). • Satisfaction levels were highest in Namshan (88-90%) and lowest in Kyunsu (68 – 73% for Result, and 56 – 60% for Process). Womens participation increased in Namshan compared with Yr 1 from 39% to 45%) . 	<ul style="list-style-type: none"> • Remaining social audits will be completed until end of November, as many sub-projects will be finalized after the MSR, especially Ann, Pinlebu and Sidoktaya. • Templates were circulated to all townships to assist them in making their SA Report. The Union level Social Audit report aggregating the township templates will be completed mid January 2015, as part of the Q4 Union progress report.
<ul style="list-style-type: none"> • By end of this period, SA progress six new townships was as follows:: <ul style="list-style-type: none"> • Pinlebu 21% • Sidoktaya 15% • Laymyetnar 60% • Ann 24% • Tatkon 34% • Htantabin 89% • The SA Toolkit and training material (TOF3) were updated. 	<ul style="list-style-type: none"> • SAs in the 6 new townships should result in improvements compared with Year 1, e.g a) Selected committee members had observed SA audit process in 3 Yr 1 tns b) More SAs were held at vin each village, not clusters c) CF training was improved with a new SA Audit Toolkit d) Better participation levels (50 – 70% of villagers) than Yr 1, and understanding of result and process by the community. More accurate feedback and recommendations have been obtained as: a) VPSCs have more time to clarify the process and sub-project expenditure to the community b) secret voting in a private room where people from the same village could chat in small groups, in addition to scorecards.
<i>Multi-Stakeholder Review (MSR)</i>	
<p><i>Township MSRs</i></p> <ul style="list-style-type: none"> • All townships except Sidoktaya and Pinlebu conducted their MSR's in the first 3 weeks of August prior to the Union level MSR. • DRD formulated guidelines for conducting of township MSR and village award procedures. <p><i>Union MSR</i></p> <ul style="list-style-type: none"> • Union MSR was held on 27-28 August in MMIC II NPT with total attendance of 470 persons • Megumi assisted DRD to organize the MSR and assist with documentation of results and findings (See Annex 6). 	<ul style="list-style-type: none"> • MSR in Ann, Sidoktaya and Pinlebu will be postponed until November because of delay in sub-project completion from flood. • The Union level MSR 2015 was well managed and again successful in providing critical feedback from townships on the CDD process for improving the Operations Manual. A summary of findings, feedback and lessons is included in Annex 6. With 27 townships in Year 3, it may be necessary to insert a regional layer into next year's MSR format for the process to remain manageable.
<i>Updating Operations Manual</i>	
<ul style="list-style-type: none"> • Directly after the MSR, DRD, WB team and UTA started collaboration on the work of revising the Operations Manual for year 3. There were changes in all Sections of the Operations Manual. • The process of revision was driven and 	<ul style="list-style-type: none"> • The updated Operations Manual will be sent to WB for NoL end October, translated and printed end November. A concise review of key changes made in the OM will be made for training purposes. • With the experience of each year, the OM is

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	<p>coordinated by the WB, with inputs from many parties coordinated by Megumi using Track Changes. The process continued throughout September, and into October.</p>	<p>progressively adapted to the situation in the field, as well as new elements and approaches within NCDDP (e.g regional offices, more substantive VDP process etc). Therefore the content of the OM needs to be more systematically reviewed throughout the year, not only just prior to and after the MSR, when there is a lot of pressure to print and distribute before the start of the next cycle. It</p>
<i>Cross-township learning exchange visits</i>		
	<p>From 01 -10/07, 12 committee members from each of 6 new tns attended social audits of first year townships as observers: Ann/Sidoktaya to KPT, Htantabin/Laymyetnar to KYN, Tatkon/Pinlebu to NAMH.</p>	<p>As the social audit visits in July were for the community, further cross township exchange visits will be arranged for TTA from 19 – 30 October.</p>
<i>Technical Audit</i>		
	<p>During this period, approaches were made to the Myanmar Engineers Society (MES) to identify and hire 5 independent engineers to counterpart an expatriate Team Leader of the Technical Audit.</p>	<p>Up to the end of this period, MES had not responded to DRD's request to identify 5 independent national engineers for the Technical Audit. The TA is planned for November/December to review a sample of 200 NCDDP sub-projects and 20 comparable non-NCDDP projects. If the full target of 5 independent national engineers cannot be found, DRD will source the balance from within the Ministry.</p>
<i>Results Matrix Indicators</i>		
	<ul style="list-style-type: none"> • Table 4 below presents an incremental summary of RM benefit indicators to end September. • In general RM indicators to end September continue to match the satisfactory levels of last year, with the exception of participation. Based on recorded attendance at Orientation Meetings from PC 3 (Project Cycle Timetable), these show a range of 20 – 40%, which is lower than that reported in the MSR report. 	<ul style="list-style-type: none"> • Reasons for the lower participation rates were reviewed in the previous QRep, and have been discussed with WB. Although > 70% attendance at Orientation Meetings was recorded for 3 villages in Ann and 4 in ??, these were exceptions, and the OM guideline for a meeting quorum of 50% was clearly not being met in any township. In Year 3, it is proposed to take the larger of the first two village meetings (i.e Orientation & VDP) attendance as the participation rate. • In Year 3, in order to complement the progress indicators now viewable on page 1 of the MIS website "Data View" section, RM benefit indicators will be reported progressively on page 2, as the information comes in. • While this quarter presents such an incremental summary below, a complete annual review of indicator performance will be presented in the next quarterly report after all sub-projects and Technical Audit have been completed.

Table 3 : Summary of Results matrix Indicators to end September

1 Development Objective Indicators		2013/4	2014/5 (to 30/09/15)
1.1	Direct project beneficiaries		900
1.2	% female beneficiaries		51%
1.3	# persons having access to and use of project-built infrastructure and services	225,941	680,908
1.4	% households in project villages participating in planning, decision-making, and implementation of sub-projects	56%	21%
	Kyunsu	41%	16%
	Kanpetelt	100%	22%
	Namshan	79%	16%
	Pinlebu		24%
	Sidoktaya		30%
	Laymyetnar		19%
	Ann		27%
	Tatkon		16%
	Htantabin		17%
1.5	% community members satisfied with the project	90%	78.8

2 Intermediate Results Indicators		2013/4	2014/5
2.1	#Type of rural infrastructure built	357	1548
	Transport (roads, jetties, bridges)	126	685
	Education	118	417
	Water and sanitation	69	242
	Electrification	26	125
	Health	1	5
	Other buildings (3)	15	64
	Other (Irrigation, fencing)	2	10
2.2	% of sub-projects evaluated as high priority by communities	Not yet evaluated	Not yet evaluated
2.3	% of sub-projects evaluated independently meeting project operations manual technical and safeguard specifications	60%	T. Audit in process
2.4	# of Government officials using their new skills in project management, engineering, planning	48	79

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2.5	# of community members using their new skills in project planning, financial management, and procurement	4731	27916
2.6	# of internal cross-township learning exchanges	2	4
2.7	Annual Multi-Stakeholder Review conducted	1	2
2.8	% grievances registered, related to delivery of project benefits, that are addressed	99	89
	Core		95
	Core supplement		99
2.9	# grievances related to delivery of project benefits, that are addressed	573	1337
	Core		119
	Core supplement		1218
2.10	% of annual significant financial audit findings addressed (misuse of funds, non-compliance with procedures)		

3 Procurement

Issues and Activities		Issues / Next Steps
1	<p>Main activities during this quarter have been:</p> <p>a) the preparations for Year 3, i.e:</p> <ul style="list-style-type: none"> • Evaluation of TTA Y3 proposals • Preparation of bids for various good • Preparation of ToR for positions in PP7. <p>b) Amendments to PP6. NoL from WB to add lines PP 6 was received in August.</p> <p>Status update for PP 6 (Tracking Tool) to end September is in given in Annex 1.</p>	<ul style="list-style-type: none"> • Although this quarter saw a substantial advance in procurement of goods and services for 18 new townships under PP 6, no major contracts were signed, or mobilisations or deliveries realized by the end of the period. • The previously poor communication between procurement, and finance sections is now starting to improve with the AWPB planning exercise. • Until now, the process and timeframe for updating the Procurement Plan has been irregular. There should be an agreed fixed life for a PP. A logical solution would be to have an annual PP to match the AWPB.
2	<p>Some amendments to PP 6 were forwarded to WB for NoL (See Annex I), and work was started on PP 7.</p>	<ul style="list-style-type: none"> • Revision of Community Procurement Section in Operations Manual to be completed in October. • Based on AWPB, submission of PP 7 for NoL is expected by early December PP 7.
3	<p>Township Technical Assistance for Yr 3 :</p> <ul style="list-style-type: none"> • Management of 18 townships was arranged as 8 Clusters, defined as procurement packages C4.10 – 17. Clusters C4.14 and 17 were initiated few weeks after the others, because of separating Kayin from the C4.14 cluster and re-advertising. Subsequently, however, C4.14 and 17 	<p>Expected schedule :</p> <ul style="list-style-type: none"> • Packages C4.10, C4.13, C4.16 and C.4.17 : <ul style="list-style-type: none"> • financial opening 12-19/10 • contract negotiations completed: last week October, contract signing :mid November.

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	<p>caught up with the main procurement process.</p> <ul style="list-style-type: none"> • Technical proposals were opened end August, with 13 NGOs/companies qualifying for evaluation with eligible proposals. Although interrupted somewhat during MSR week, evaluation was completed by end September. However, WB requested revision of C4.11,12,14 & 15 in October, as some companies had been excluded due to CV duplication, therefore no WB NoLs had been obtained or financial proposals opened by the end of period. 	<ul style="list-style-type: none"> • Revised evaluations (TER) for C4.11,12,14 & 15 <ul style="list-style-type: none"> • financial opening mid November, • contract negotiations last week November, contract signing end December.
4	<ul style="list-style-type: none"> • Procurement of goods (see Annex 1) : advanced by the end of this quarter, although no deliveries were realised. Expected delivery times are projected in box right. 	<ul style="list-style-type: none"> • Expected delivery of key items for 18 new townships as follows : <ul style="list-style-type: none"> • Vehicles : standard pickups = late December Land Cruiser pickup = early February • Motorbikes (NCB): early December • Motorbikes (ICB) : 810 low clearance (110 cc) + 188 high clearance (125 cc) = February • Computers : mid December • Office furniture: mid December • Office equipment : mid December • Tablets + power banks : ICB process underway, delivery possible mid January. • OM printing : mid January • Helmets (ICB) : early February
5	<p>Procurement of works : no further progress during this quarter.</p>	<p>Construction of Training Facility + office space. Completion of works expected around May 2016.</p>
6	<p>Capacity building and facilities</p>	<ul style="list-style-type: none"> • Availability and focus of the complete procurement unit is still variable during peak task periods.. • Ability to handle WB procedures independently is still low, and continual capacity building required. English course for all CDD units will be included in PP7. • New qualified staff are required, both for central Union and regional offices. Projected future staff requirements have been included in the new AWPB. • Facilities : space still very cramped for existing staff, let alone new ones. Urgent need of opening up the neighbouring space for procurement.

4 Grievance Handling

Issues and Activities		Comments / Next Steps
1	<ul style="list-style-type: none"> • During this period, a total of 399 grievances were received through the mechanism. Of those, 98 % of grievances are made by the community while 26 % are from women. (Table 4) • Since January 2014, the cumulative number of grievances to 	<ul style="list-style-type: none"> • Of 399 total grievances, only 37 (9 %) were serious or “core” grievances (code violation, misuse of funds etc),. This was 40% less than the previous quarter. 35 (95%) of these had been resolved, with 2 under investigation. • The remaining 316 (91%) were suggestions / demands,

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	end Sept is 1351, of which 1337 (99%) have been resolved (Table 5)	force majeure, expression of appreciation etc), of which 98% have been answered / acknowledged.
2	Geographical distribution of grievances.	In this quarter, Ann and Sodoktaya had the highest number of core grievances (items 2 – 5), while Pinlebu, Sidoktaya, and Ann had the largest number of general enquiries, suggestions/demands, and appreciation (Table 6).
3	Besides the normal grievance submission methods, CF/ TFs must also record grievances voiced during community meetings on MISform PC 12. During the last quarter, all townships were doing this correctly except for Pinlebu and Tatkon.	Pinlebu and Tatkon now entering grievances correctly into the MIS from paper forms (PC 12) from mid July.
4	Ensured that 6 indicators of grievance infrastructure are complete for all townships : 1) # villages that have received GHM information 2) # of villages with assigned grievance focal 3) # of villages with signed Code of Conduct 4) # of villages with suggestion box 5) # Village committees which have received grievance management training 6) # of villages with grievance Information material.	While all indicators showed 100% completion for old 3 townships in the previous period, for new 6 townships, indicators 4) and 6) were showing 0% completion in 3 townships. By end of this period, all 6 are now showing 100 % completion, thus good progress during this quarter.

Table 4: Quarterly grievances received and resolved (Jul-Sep 2015)

Township	Total grievances received	Total grievances resolved	%	Remark
Kanpetlet	6	6	100%	
Namhsam	7	7	100%	
Kyunsu	17	17	100%	
Laymyethna	26	25	95%	1 case is being resolved.
Htantapin	28	26	93%	2 cases are being resolved.
Ann	32	30	94%	2 cases are being resolved.
Sidoktaya	70	70	100%	
Pinlebu	137	137	100%	
Tatkon	72	71	99	1 case being resolved.
Union	4	4	100%	
Quarterly total	<u>399</u>	<u>393</u>	<u>98%</u>	

Table 5: Cumulative grievance received and resolved (Jan- 2014 to Sep-2015)

Township	Total grievances received	Total grievances resolved	%	Remark
Kanpetlet	408	408	100%	
Namhsan	145	145	100%	
Kyunsu	192	184	95%	8 grievances aren't resolved due to lack invalid or no address.
Laymyethna	108	107	99%	One grievances is being resolved
Htantapin	59	57	97%	Two grievances are being resolved
Ann	63	61	97%	Two grievances are being resolved
Sidoktaya	89	89	100%	
Pinlebu	181	181	100%	
Tatkon	99	98	99%	One grievances is being resolved
Union	7	7	100%	
Cumulative total	1351	1337	99%	6 grievances are being resolved

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Table 6 : Grievance received and resolved by category and township (Jul-S

Township	CORE							CORE SU		
	# All Types	Violation of Project Policies & Procedures	Misuse of Funds	Violation of Contract	Improper Intervention	# Core	% Core	General enquiry about policies & procedures	Force Majeure	Suggestion/ demand
Kanpetelet	6					0	0%	1		5
Namhsan	7					0	0%			5
Kyunsu	17	3	2		1	6	16%	4		6
Laymyetnar	26		5*			5	14%	5	1	13
Htantapin	28	1				1	3%	8	1	17
Ann	32	5	1			6	16%	4		21
Sidoktaya	70	6	2		4	12	32%	8	2	43
Pinlebu	137		1			1	3%	33	1	92
Tatkon	72	2	2		2	6	16%	26		40
Union	4									4
Total Received	399	17	13	0	7	37	100%	89	5	246
Total Resolved	393	17	11		7	35	95%	87	5	244

Notes: In LMN, there were only two misuse cases, but aired by 5 sources.

In this quarter, Ann and Sidoktaya had the highest number of core grievances (items 2 – 5), while Pinlebu, Sidoktaya had the highest number of general enquiries and suggestions/demands, and appreciation.

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5 Finance

	Issues and Activities	Comments and Next Steps
	<u>Activities this quarter</u>	<u>Activities next quarter</u>
	<ul style="list-style-type: none"> • Prepared additional Block Grants to Sidokataya, Ann, Laymyetnar, Kanpetlet for flood damage (July) • IFR submitted to the WB on 15/08/2015; on September 15, • Prepared withdrawal application (August) • Payments to some TTA firms • Following up Auditor's Report • Revision of FMM for OM (September) • Peachtree training completed (last week July) • Visited Htantabin for handover (July) 	<ul style="list-style-type: none"> • Submission of AWPB in November • Submission of IFR/ SOE in November. • Contribution to management training (18 new tns) • Contribution to refresher training (9 old tns) • Contribution to start-up training • Visit to some of 9 townships (priority like Ann, Kanpetlet) • Design of Excel templates for townships by Cambodian firm still unfinished. DRD to contact. • New UTA Finance Expert to join end November.
	<ul style="list-style-type: none"> • Accounts : During the quarter, all 9 townships continued to operate DA–B Accounts at the MEB in their townships. 	<ul style="list-style-type: none"> • A new Designated Account C (DA-C) will be opened at MEB for USD payments below USD 50,000. Furthermore, Designated Accounts DA-D for MMK, DA-E for MMK and DA-F for USD will be opened at MEB for transfers from the USD 400 million IDA loan recently signed.
	<ul style="list-style-type: none"> • Withdrawal applications: during the quarter, DRD submitted 8 Withdrawal Applications (dpa's) to WB for a total of \$ 306,956 (payment of TTA and UTA invoices) and 1 for MMK 4,581,356,580 as advance for DA-B account based on six month cash disbursement projection. 	<ul style="list-style-type: none"> • Total WB payments against Withdrawal Applications for the quarter was MMK 4,794,080,055 as follows : as follows: a) MMK 4,581,356,580 replenished to the DA-B Account 2) MMK 212,723,475 into DA-A account.
	<ul style="list-style-type: none"> • Disbursements : as of September 30, 2015, WB disbursed MMK 24,176,590,298 (equivalent to US\$ 18,814,467 (exch. Rate US\$ 1.00 = MMK 1,285). 	<ul style="list-style-type: none"> • Disbursement rate was 24% against the US\$ 80 million grant available for the project. Of this, the amount disbursed for the Block Grants was MMK 12,018,831,475.00 or approx.. US\$ 9,353,176.
	<ul style="list-style-type: none"> • Interim Financial Report (IFR) ; Unaudited IFR was submitted to WB on 15/08/2015. On 15/09 WB indicated a few inconsistencies/errors in some of the tables, and DRD responded on the same day; revised tables were submitted to WB on 22/09. 	<ul style="list-style-type: none"> • The audited IFR for the quarter is due to be submitted mid November (See Annex 2).

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	Issues and Activities	Comments and Next Steps
	<ul style="list-style-type: none"> • <i>Cash Flow Projection</i> : A six months cash flow projection for MMK 4,581,356,580 was submitted to the WB, on 15/08. This projection supported a request for advance under WA 064. After providing NoL, WB paid WA 064 on 08/09. • On 16/09, WA#09 was submitted to the WB under DA-A for MMK 212,723,475), for the rehabilitation of infrastructure damaged/destroyed by the recent floods. 	<ul style="list-style-type: none"> • As the forecast of expenditure for the July-December 2015 semester amounted to more than 50% of the total DA-B 2015-2016 budget (note: only 5% was spent during the first quarter of that fiscal year), no cash flow shortage under DA-B is foreseen throughout the rest of 2015 and into early 2016.
	<ul style="list-style-type: none"> • <i>Payment to TSP TAs</i> : WA's were prepared for Cardno, MercyCorps, IRC and RI, and disputed items sent to the NGO concerned: IRC (7 invoices), Mercy Corps and RI (4 each). Only Mercy Corps had not responded by end period. Bank Payment Vouchers were prepared for four IRC MMK invoices. 	<p>Various invoices for previous months had not yet been received by end of the quarter. Only NAG had submitted invoices up to August 2015. Invoices not yet received included:</p> <ul style="list-style-type: none"> • MercyCorps invoices from March 2015 to July 2015 for Namhsan and Kyunsu; no invoice yet received for Laymyetna. • IRC: the USD invoice for July 2015 had not yet been received. • Cardno: invoices from April 2015 onwards had not yet reached DRD FMU. • RI: invoices from June 2015 onwards not yet received.
	<ul style="list-style-type: none"> • <i>Audit Report of Financial Statements for year ending 31/03/2015 submitted to the WB</i> 	<ul style="list-style-type: none"> • 30/09/2015 was the deadline for submission to the WB of the Audit Report for the year ending 31/03/2015. By end of the period, however, the Audit Report had not yet been received by DRD, as clarifications were still being requested by the Auditors. Therefore submission of the Audit Report to WB is expected in October.
	<ul style="list-style-type: none"> • <i>Contracts, Advances and Fixed Assets registers</i> were updated and reconciled with General Ledger, and a physical verification of Fixed Assets conducted during the quarter. 	<ul style="list-style-type: none"> • FMM provisions re: advances (e.g. deadline for settlement, number of advances held simultaneously by a single person) are still not being complied with, due to the large number of advances being issued to a very small number of officials.
	<ul style="list-style-type: none"> • <i>Update/revision of the Financial Management Manual</i> : an update of Section 4.11 of the FMM was transmitted (in English) to all Townships by July 30, 2015. Subsequently, an update of the whole FMM was submitted to the WB on 10/09 for the Operations Manual. (Annex 2 of the OM). 	<p>Main changes / improvements to the FMM will be included in the summary of changes to the Operations Manual annexed to the next quarterly progress report.</p>

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	Issues and Activities	Comments and Next Steps
	<ul style="list-style-type: none"> • <i>Peachtree training</i>: took place during the third week of August. Installation of Peachtree was done on a large number of Union DRD-Finance computers, with number of accounts limited to five, which is sufficient. • Customisation was based on a revised chart of accounts, meant to enable the generation of WB required IFR tables, including by components and disbursement categories. The opening balance as of 01/07/2015 was entered. 	<ul style="list-style-type: none"> • To date one part of the ToR is incomplete, i.e providing an Excel template for townships to enter transactions ready for import into the Union software, so this still has to be done by the Union FMU. • Various glitches and issues continue to arise from time to time, necessitating regular exchanges with the company. This should be the last time a foreign company is used for Peachtree training, as the expertise is available in Myanmar.
	<ul style="list-style-type: none"> • <i>Human Resources</i> • The UTA Finance Expert (Mr Philippe de Hollain) resigned in September. • A replacement Finance Assistant joined on 1st July 2015. 	<ul style="list-style-type: none"> • A replacement UTA Finance Expert is expected to start in the first week of December.
	<i>W.B Aide Memoire</i>	
	Finance Unit to ensure budget planning is integrated in annual work planning process.	Work started on formulation of an integrated AWPB in September . Submission to WB for NoL is expected mid November.
	Finance Unit to monitor levels of DA funds available on a monthly basis, and to seek replenishment on a monthly basis.	Monthly township reporting starting to function reliably, and no cashflow crisis during this quarter.
	Obtain from OAG and submit audit of FY2014/2015 to World Bank no later than September 15, 2015.	Will be submitted in October.

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TABLE 7 : Statement of Uses of Funds by Project Component to 30/09/15	Actual (MMK)			Budget (MMK)		V
	Current Quarter	Year to date	Cumulative to date	Current Quarter	Year to date	Cur Qua
Com 1: Community Block Grants	-	100,040,000	11,883,108,000	-	-	
- Government of Myanmar	-	-	-	-	-	
- IDA Grant	-	100,040,000	11,883,108,000	-	-	
- IDA Credit	-	-	-	-	-	
- Italian Aid	-	-	-	-	-	
Com 2: Facilitation & Capacity	854,407,492	1,432,028,914	4,034,828,879	2,000,000,000	2,775,000,000	1,145,
- Government of Myanmar	-	-	-	-	-	
- IDA Grant	854,407,491.78	1,432,028,914	4,034,828,878.57	2,000,000,000	2,775,000,000	1,145,
- IDA Credit	-	-	-	-	-	
- Italian Aid	-	-	-	-	-	
Com 3: Knowledge & Learning	87,962,285	96,124,232	347,493,386	150,000,000	380,000,000	62,
- Government of Myanmar	-	-	-	-	-	
- IDA Grant	87,962,285	96,124,232	347,493,386	150,000,000	380,000,000	62,
- IDA Credit	-	-	-	-	-	
- Italian Aid	-	-	-	-	-	
Com 4: Implementation Support	270,221,011	465,010,552	2,420,184,224	1,425,000,000	1,905,000,000	1,154,
- Government of Myanmar	-	-	-	-	-	
- IDA Grant	270,221,011	465,010,552	2,420,184,224	1,425,000,000	1,905,000,000	1,154,
- IDA Credit	-	-	-	-	-	
- Italian Aid	-	-	-	-	-	
Com 5: Emergency Contingency Response	-	-	-	-	-	
- Government of Myanmar	-	-	-	-	-	
- IDA Grant	-	-	-	-	-	
- IDA Credit	-	-	-	-	-	
- Italian Aid	-	-	-	-	-	
Total Expenditure	1,212,590,788	2,093,203,698	18,685,614,488	3,575,000,000	5,060,000,000	2,362,

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Table 8: Expenditure by Disbursement Category to 30/09/15	Actual (MMK)			Budget (MMK)		
	Current Quarter	Year to date	Cumulative to date	Current Quarter	Year to date	Current Quarter
(1) Community Block Grants	-	100,040,000	11,883,108,000	-	-	
- Government of Myanmar	-	-	-	-	-	
- IDA Grant	0.00	100,040,000	11,883,108,000	-	-	
- IDA Credit	-	-	-	-	-	
- Italian Aid	-	-	-	-	-	
(2) Goods	56,956,000	86,699,800	1,208,781,381	541,666,668	766,666,668	(484,711,668)
- Government of Myanmar	-	-	-	-	-	
- IDA Grant	56,956,000	86,699,800	1,208,781,381	541,666,668	766,666,668	(484,711,668)
- IDA Credit	-	-	-	-	-	
- Italian Aid	-	-	-	-	-	
(3) Consulting Fees	724,076,594	1,239,408,445	3,708,473,213	1,709,259,259	2,419,259,259	(985,183,745)
- Government of Myanmar	-	-	-	-	-	
- IDA Grant	724,076,594	1,239,408,445	3,708,473,213	1,709,259,259	2,419,259,259	(985,183,745)
- IDA Credit	-	-	-	-	-	
- Italian Aid	-	-	-	-	-	
(4) Training & Workshop	161,210,215	243,361,133	598,327,973	300,925,925	425,925,925	(139,711,052)
- Government of Myanmar	-	-	-	-	-	
- IDA Grant	161,210,215	243,361,133	598,327,973	300,925,925	425,925,925	(139,711,052)
- IDA Credit	-	-	-	-	-	
- Italian Aid	-	-	-	-	-	
(5) Incremental Operating Cost	270,347,979	423,694,320	1,286,923,922	1,023,148,147	1,448,148,147	(752,800,000)
- Government of Myanmar	-	-	-	-	-	
- IDA Grant	270,347,979	423,694,320	1,286,923,922	1,023,148,147	1,448,148,147	(752,800,000)
- IDA Credit	-	-	-	-	-	
- Italian Aid	-	-	-	-	-	
Total Expenditure	1,212,590,788	2,093,203,698	18,685,614,488	3,575,000,000	5,060,000,000	(2,362,400,000)

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Note: 1. PAD - Project Appraisal Document. The exchange rate of Kyat is based on the exchange rate stated in PAD.

6 Training

	Activities	Issues, Comments and Next Steps
	<i>Training activities this quarter</i>	<i>Training activities next quarter</i>
A.	<p><u>Union level</u></p> <ul style="list-style-type: none"> • “CDD+” training course for 90 DRD staff from outside the NCDDP (Aug). Objective: promoting the CDD approach within DRD across Myanmar beyond the current project area (this was the second part to the TOT100 held in 2014) • Training on water testing with water testing kits provided by UNICEF(Sept) <p><u>Township level</u></p> <ul style="list-style-type: none"> • ToF 3 (July) in 6 new townships with focus on sub-project closure and social audit at the end of year two • Gender training by national consultant in several townships • Refresher training in grievance and communication in several townships (grievance and communication unit) • Training/monitoring visits by Union teams in Finance and MIS / M & E <p><u>Community level</u></p> <ul style="list-style-type: none"> • Social audit in all villages where sub-projects were finalized 	<ul style="list-style-type: none"> • Next training courses to be prepared / organized <ul style="list-style-type: none"> ○ Start-up training (for 9 old townships in October, for 18 new townships in December) ○ TOT with international trainer experts ○ TOF1 refresher for 9 old TS (responsibility of TTA firms) ○ TOF1 for 18 new townships ○ Refresher training for 9 old townships is several technical subjects: grievance, communication, gender, M&E/MIS, procurement, finance ○ Community training in 9 townships organized by TTA / facilitators as needed • Infrastructure training will be structured in the form of a Training of Technical Facilitators (TTF) similar to the existing TOF. <p>For building up training capacities in infrastructure, a TOT specific for infrastructure (iTOT) needs to be developed</p>
B.		
C.		
	<i>Training management and materials development</i>	

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	<ul style="list-style-type: none"> • Updating of training material in line with the updated operations manual 2015-16 • Setting up the new training plan for 2015-16 on a web based spread sheet, shared with over 40 colleagues at union and township level • Production of gender material and delivery of gender training in several townships (gender unit) • Preparation of the NCDDP management training for DRD staff from 18 new TS (course to be held in October) • Preparation of cycle start-up training for 9 old townships. To be held in October in combination with cross-visits for peer learning between the townships • Preparation of the forthcoming TOT course end of November, procurement of international trainer, and coordination / co-production of training material. 	<ul style="list-style-type: none"> • Management and maintenance of the training plan requires close coordination between the union secretariat and townships, as well as between the training unit and other technical units of the union secretariat. Instrument for this coordination is the training plan on smart sheet which additionally pushes the training dates to Google Calendar. A challenge remains the frequent changes in training dates (events are often postponed). • Even after two years, training material is frequently updated which makes it difficult to release final versions and to have a better dissemination of training packages. This is partly because of the OM being updated every year, and partly because technical units continue to advance their methodologies. • Reporting of training in the MIS remains difficult. Data entry is being with delay. More problematic, however, is the reporting: Training information in the MIS is mixing both languages, Myanmar and English, and report format are still not convenient for querying relevant information when needed. • Final examination of the TOF in cycle 2 has not yet been organized because of lack of capacities at union level. • New TTA contracts will include USD 40.000 lump sum for training. Right after signing the contracts, TTA firms must coordinate with union secretariat for establishing and fine tuning the training plans in order to avoid overlap or double finance of training
Human resources		
	<p>UTA : the previous UTA Training Expert left the project on 14/08. During remaining part of the reporting period, the position remained vacant</p> <p>One national training expert resigned end of July</p>	<ul style="list-style-type: none"> • At the time of report preparation, the UTA training position was still vacant • At the same time, at union level, there are three positions for national training experts. However, one position is vacant. And one training expert had to support the technical evaluation of the procurement of TTA companies. • This has been posing a serious constraint to training management and preparation of training courses
	<p>In the updated procurement plan PP6, there are 5 positions for assistant trainers</p> <p>3 prospective M & E / MIS Township Support /Trainer will also join the pool of trainers specifically for M&E/MIS training.</p>	<ul style="list-style-type: none"> • For the delivery of TOF in 18 new townships, the minimum requirement in terms of human resources is to count with 8 to 10 master trainers and a similar number of junior trainers. The minimum required number depends also on the question how the 18 TOF courses will be sequences (e.g. 2 rounds of 9, 3 round of 6 townships, or, a first round of 2 townships where the new trainers work are still being instructed, followed by two subsequent rounds of 7 townships) • Beyond this minimum level, the project needs to aim at a

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		trainer pool of around 30 CDD trainers in 2015/16
		<ul style="list-style-type: none"> Building up a pool of infrastructure trainers is becoming critical now. Training of TF has been supported by international trainers (Praful, Garvan) in the past. But further international input should focus on TOT only in order to build up local infrastructure trainers who then can deliver TTF
	An assessment of Capacity Building requirements for scale-up was compiled by the UTA Training Expert, including future needs in terms of training and staff.	<ul style="list-style-type: none"> Draft Capacity Building Report has already been useful for assessing upcoming staffing and facility requirements.

7 Communications

	Issues and Activities	Comments and Next Steps
	<i>Activities this quarter</i>	<i>Next action plan (Oct-Dec)</i>
	<ul style="list-style-type: none"> Social audit exchange visit. (See Annex 2 for detailed agenda) Publicity materials (T-shirt, Caps, Rain coats) delivered to all 9 townships. GHM handbooks, ECoPs handbooks and Gender handbook published. Highlight of year 2 implementation : a book named Empower Rural Community, and disseminated during Union level MSR. All web content updated. (Eng, MM) 7 posters and 2 brochures have been translated to 17 ethnic languages. ESMF has been translated to Shan. 	<ul style="list-style-type: none"> To add sub-menu for each project township that can be managed by township admin. To finalize township level communication plan by discussing with Township SAG expert and counterpart. Because it is already third year of project implementation, communication team will focus on knowledge sharing activities, monitoring and evaluation, and documenting success stories rather than production of publicity materials. According to feedback from the social audit exchange visit, TTAs requested to arrange knowledge sharing exchange visit for CFs. This program will be arranged in October. IEC materials for year 3 have to produce in November. Video editing training will be conducted in next quarter. (Detailed plan attached)

8 M & E / MIS

Issues and Activities	Comments and Next Steps
<p>Main activities during this quarter were:</p> <ul style="list-style-type: none"> Feedback from townships to improve Year 3 M&E/MIS was collected at two workshops during the MSR. Based on the feedback, modifications and improvements to Year 3 forms and MIS software were initiated. Updating Part III (forms) and Part VII (PMIS) for the Operations Manual and 	<ul style="list-style-type: none"> The new Year 3 software for tablets and township PCs will be completed by end of November, and distributed to 9 townships at a 5 day refresher training first week December. As most hardware and software problems at township level have been debugged during Yr 2, and weekly progress reporting transferred to PC 8 online, the desired results for M & E / MIS should be achieved in Year 3, under the

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<ul style="list-style-type: none"> • Submission of Q2 quarterly progress report (August) • Responded to information queries from various parties in preparation for MSR presentations, RM indicators, • Support visits to Tatkon, Ann, Kyunsu, Htantabin and Pinlebu for troubleshooting and update mini-server software). In Ann, only 10 CFs used tablets for data entry at all ; most data was entered directly from paper forms to the tns PC by CFs or M & E Officers. <ul style="list-style-type: none"> • Updated of M & E / MIS training material and OM sections (Vol 2, Parts III and IV). 	<p>increased load of 27 townships.</p> <ul style="list-style-type: none"> • Even with weekly updating of township progress by the M & E TTA as the main form of progress reporting, timely upload of separate MIS forms will remain important for all townships, but especially for the 18 new townships with output based contracts, where phased payments will not be made to TTA contractors until the required MIS forms have been uploaded. Therefore rapid transfer of data from paper forms to tablets, and from tablets to township PC, must be one of facilitators first actions after returning from the field.
<p><i>Year 2 MIS status by end of quarter</i></p>	<ul style="list-style-type: none"> • Table 9 below summarises progress in MIS form completion to end September. Main outstanding forms were PC 10 (Sub-project Final Inspection) from new tns who had not finished their sub-projects, especially Ann, Pinlebu and Sidoktaya.
<p><i>Changes / Improvements to Year 3 MI& E / MIS current system</i></p> <p>English translation: English language dropdown boxes have been maximised to reduce translation work, but some fields will continue to be entered in Myanmar by facilitators. These will be translated into English by TTA M & E Experts during their data validation work before uploading, placed alongside the Myanmar language but separated by a control character. Using the language button on the website, a user can hide the language not desired. Searching in English language will work whether English is displayed or not.</p>	<p><u>Changes to forms</u></p> <ul style="list-style-type: none"> • PC 1 – 9 : Sequence / numbering of forms in the PC group is changed so that PC 1 – 9 are all MIS forms. • PC 1 : Village Profile : an additional question H (Village Institutions) has been added at the end of the form. • PC 5 : Sub-Project Implementation Plan. added a new section at the end of the Implementation Plan box called Safeguards. (does the sub-project require an EMP, land acquisition, or voluntary donation?). • PC 7 : Sub-Project Final Inspection. Added : number of persons, and person days, involved in CFA over the whole sub-project. Part B of this form is now deleted, since it has been replaced with F.6 • PC 8 : New form PC 8 added. M & E Officer inputs a weekly progress update directly into the MIS. • T1 : T 1 and T 2 are now combined into a single form. National IDs for government attendees are included, and English language dropdown boxes fortile of training courses to speed data queries. • F6 : Sub-Project Final Financial Report. This replaces Part B in old PC 10 (SP Final Inspection From), and now added to MIS.
<p><i>Implementation progress reporting</i></p>	<ul style="list-style-type: none"> • Since end September, progress reporting is based on the new form PC 8, with progress on key milestones updated weekly online by township M & E Experts. At the end of November, the “View Data” button will take users to Year 3 progress indicators, with an option to select Year 2 if desired. • With 27 townships in the NCDDP in Year 3, the Union level

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	<p>Quarterly Progress Report will have to change format somewhat in Year 3, since text and tabular analyses of progress and issues cannot cover each township separately (as per Section 1 above), but must be consolidated. The regional offices may perform some role in aggregation of reporting.</p>
<p><i>Use of paper forms and tablets in MIS system</i></p> <ul style="list-style-type: none"> • In Year 2, paper remained an important part of the M & E system in all townships, mainly as a backup mechanism. However, RI reports that CFs in Ann and Htantabin rarely used tablets, (In Ann, not more than 10 CFs were regularly using tablets throughout the period). Different reasons caused this habit, including delay in supply of tablet, loss of data on tablets and problems with exporting, tablets sent away for repair or replacement (26 out of 48 tablets in Htantabin), busy schedule of CFs after return to office. etc,. More frequently they passed on their paper forms to the M & E / MIS staff or typing their data directly into the township PC. This left the M & E TA mainly doing data entry with little time for analysis and feedback. 	<ul style="list-style-type: none"> • In Year 3, paper forms will remain an important part of the M & E system, as the key MIS forms such as PC 3 – 7 require signatures from VPSC or village authority, and as backup in the township office during data entry and validation. Even though there are legitimate reasons for taking copies of paper forms back to the office, this must not affect timely upload to the MIS. This will be especially important for 18 new townships with output based contracts, where phased payments will not be made to TTA contractors until the required MIS forms have been uploaded to the MIS. Therefore rapid transfer of data from paper forms to tablets, and from tablets to township PC, must be one of facilitators first actions after returning from the field. • The capacity of tablets and power packs batteries will be improved in Year 3 (likely to be Lenovo brand, not Dell as for Yr 2). A review will be made of the viability of continued use of Dell tablets by 6 Year 2 townships.
<p><i>Human resources development</i></p> <ul style="list-style-type: none"> • ToR for the proposed Township Support / Trainer position was drafted and included in PP 6. • A ToR was drafted for “Support to MIS Year 3” as a basis for a contract between DRD and Aung Soe Moe. This includes service level agreements of at least 3 days month presence in CDD Secretari at for design work, i.e excluding training duties. It does not envisage any travel to townships, which will be delegated to Township Support Trainers. • A ToR was drafted to renew the services of George Paw as National MIS Advisor or a part time basis for year 3. 	<ul style="list-style-type: none"> • M & E / MIS Township Support and Trainer: (MIS / M&E field support/Trainer – “Trouble shooter”). The first of 2 national consultant MIS / M & E Township Support /Trainer is expected to start in early November. Mobilisation of the second is expected in early January. • Ideally Aung Soe Moe’s MIS Support contract should be part of PP7. But if DRD prefer to hire directly from operations budget, it should be formalised as quickly as possible, as his previous direct hire contract expired on 22nd August, and was based on different work scope/ToR. • A ToR for a ICT Specialist will be formulated in November for inclusion in PP 7.
<p><i>Actions for next quarter</i></p>	<ul style="list-style-type: none"> • Completion of uploading of all Year 2 forms. The main outstanding forms are PC 10 (Sub-project Final Inspection Ensure proper completion of T.2 in all townships and PC 12 (Grievance)at township level • Submission of Q3 Quarterly Report, including key results matrix indicators. • Preparation of Oct – Dec QR, including end-of-cycle components. • Support visits to Sidoktaya after MSR.

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	<ul style="list-style-type: none">• Completion of MIS Year 3,• 5 day refresher training in NPT for CFs/TFs from 9 townships in first week December.
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Table 9 : Upload of Key ⁽¹⁾ MIS Forms as at end September 2015

NO	Township	PC 1			PC 4			PC 5			PC 7	
		PC 8 report	Upload to MIS ⁽²⁾	Missing in MIS	PC 8 report	Upload to MIS	Missing in MIS	PC 8 report	Upload to MIS	Missing in MIS	PC 8 report	Upload to MIS
1	Namshan	123	122	1	123	122	1	115	102	13	115	115
2	Kanpelet	122	122	0	122	122	0	85	85	0	85	85
3	Kyunsu	159	159	0	159	157	2	172	152	20	172	172
4	Pinlebu	266	265	1	266	265	1	227	114	113	227	177
5	Sidoktaya	118	116	2	118	116	2	162	0	162	162	0
6	Ann	235	235	0	235	235	0	222	227	-5	222	227
7	Htantabin	234	240	-6	234	239	-5	226	197	29	226	203
8	Laymyatner	258	258	0	258	258	0	432	267	165	432	267
9	Tatkone	187	187	0	187	187	0	165	147	18	165	158

Notes : 1) Key forms are 1,4,5,7,10, because the relationship is 1 form per village (1:1), so we can quickly and easily check the level of

Timetable) and PC 9 (Sub-Project Monitoring), which depend on how many meetings are held in a village, which is not stand

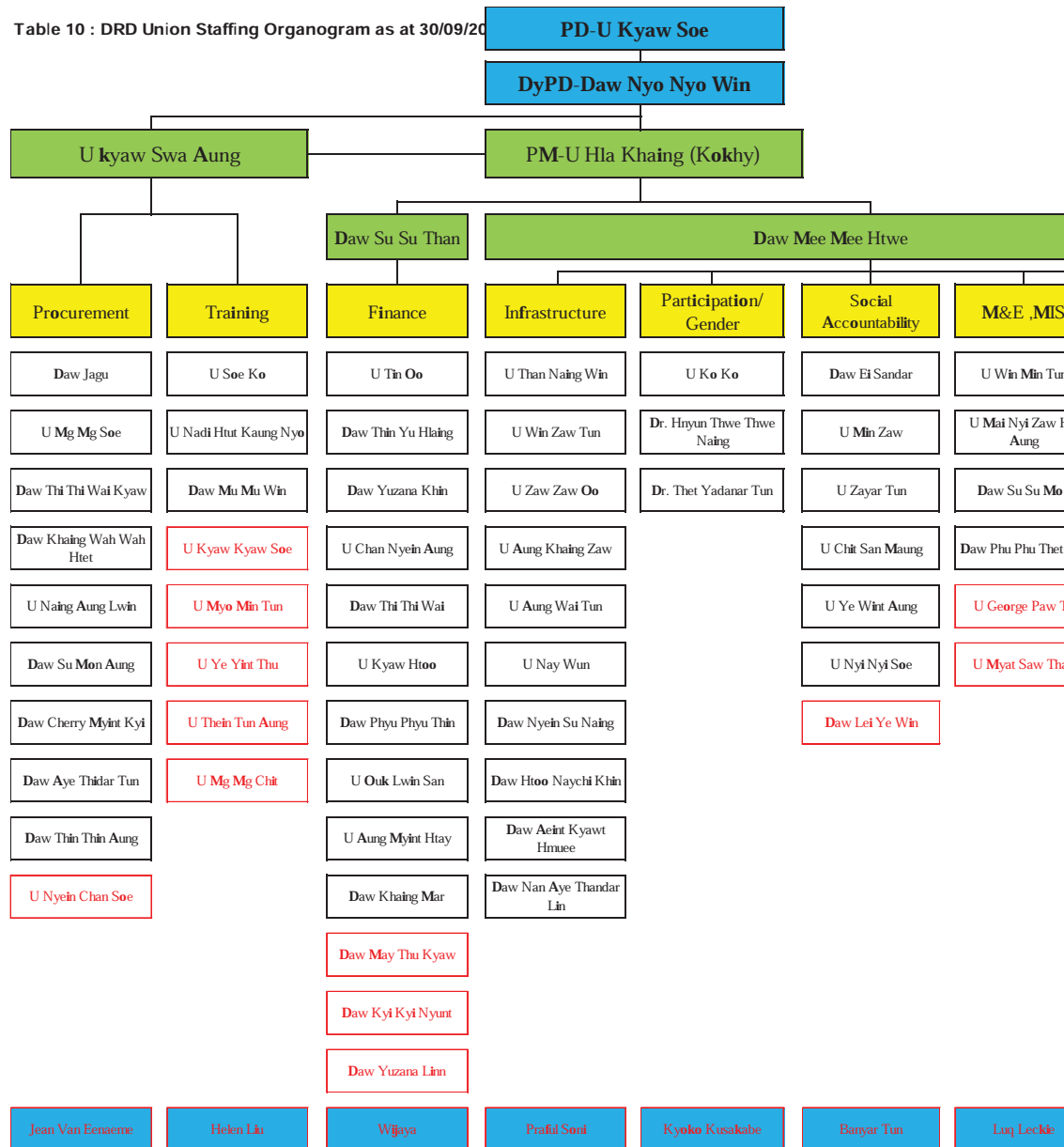
2) As per "Data Entry Report" in Edit Data (System automatically calculates number of forms uploaded per village for each of th

3) The upload of 0% forms for PC 5, 7 and 10 at end September is an anomaly, which was rectified in October. Sidoktaya had by end of June, but lost the whole township database due to flood damage in the office. Subsequent attempts to re-enter the da 5 and 7. After rectification, Sidoktaya is on course to complete Year 2 uploads fully by end November.

Table 10 : DRD Union Staffing Organogram

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Table 10 : DRD Union Staffing Organogram as at 30/09/2015



9 Management and Supervision

	Issues and Activities	Comments and Next Steps
1	Staffing	
	<p><u>Union Level</u> DRD: Table 10 shows the DRDU staffing status by end of September.</p> <p>Consultants:</p> <ul style="list-style-type: none"> the UTA Training Expert departed the project on 14/08/15, the local UTA MIS expert's contract expired. it has not been extended under the UTA contract but through a new contract directly with DRD the UTA Finance Expert tendered his resignation in September, departing end of September. One of three national training experts resigned in August, the position is still vacant The contract of the national gender expert has expired and has not been renovated The translator gave resignation end September. <p><u>Townships</u></p> <ul style="list-style-type: none"> DRD : 6 CDD staff for each of the 18 new townships were fully mobilised and in place by the end of this period. TTA: Key expert positions in Sidoktaya (TL, Infra) and Tatkon (Infra) and Htantabin (Infra, Gender) remained vacant during this period. Additional TF required in Kyunsu, and 3 in Htantabin. 	<ul style="list-style-type: none"> Additional staffing requirements for scale up are included in the AWPB Oct 2015 – March 2017, and shown in Annex 3. UTA: A new contract for UTA will be finalised end November. The positions of all key experts will be full time running to end March 2017, and a new position of Deputy Team Leader created. The new UTA Training Expert is expected to mobilise by mid-November, and the new Finance Expert by early December. A new TL will be mobilised around mid-January. With the increase from 9 to 27 townships an additional management and supervision structure will be needed at sub-national level. It is planned to establish cluster offices at region/state level. The long term perspective is to open a regional office in each of the 15 states/regions. For 2015-2016, around 8 to 10 such offices might be established. For each office, a team of around 6 or 7 staff is envisaged. Annex 3 presents an overview of the current staff (DRD, UTA and local consultants) and the required staff increase from currently 68 staff to 109 in cycle 2015-2016 (+60%).
2	Facilities	
	<p><u>Union Level</u> Design work for the new office space (including training centre) was nearly completed in the previous quarter, but no further advance was made this quarter in the design and procurement process.</p> <p><u>Townships</u></p> <ul style="list-style-type: none"> During this period, premises for CDD offices for rent or purchase or construction were identified. 	<ul style="list-style-type: none"> Space in the Union CDD Secretariat is already at the outside limit for all units, with new training and other staff arriving at regular intervals. Before construction of the planned office building is complete (earliest late 2016), other space within the existing DRD building, or for rental nearby outside, should be found. Premises for CDD Offices in 18 townships should be ready to occupy by end October. Construction of office premises for DRD can now be funded under the new Loan. Furniture was delivered in October, and delivery of remaining office equipment is on target for December.
3	Management and Supervision	
	<ul style="list-style-type: none"> The quarterly meeting for this period was replaced by the Union MSR. Work on the integrated AWPB started in September. 	<ul style="list-style-type: none"> Workplan: The integrated AWPB covering an 18 month period to end March 2017, will be submitted to WB for NoL mid November. It forms the basis for other technical plans and budgets (training, procurement, finance). The next

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	Issues and Activities	Comments and Next Steps
	<ul style="list-style-type: none"> • International and national WB representatives attended the Union level MSR. • Following the MSR, WB supervision mission ISM 8 took place from 31/08 – 10/09/15. • A draft Aide Memoire from this ISM was sent to DRD on 06/10, and a revised final version on 22/10. An update of status for “Next Steps” is given in Annex 5. • Supervision is supported by online tracking tools: <ul style="list-style-type: none"> ○ Township and union bank balance ○ Sub-project implementation progress and project cycle overall (in MIS) ○ Training plan (Smartsheet) plus T1 on MIS ○ Travel plan union staff ○ Aid memoire progress of next action <p>Regional offices: Supervision of day-today project implementation at local level is done by three senior managers of the union secretariat. With 9 townships in year two, each of them were in charge of three townships. With the scale-up to 27 townships, the arrangement of supervision needs to be adapted. For this, it is envisaged to establish deconcentrated NCDDP offices within state/region DRD offices</p>	<p>quarterly report will include this AWPB in Annex, but meanwhile key milestones over the next six months are summarised in Table 11 below. A list of results and performance indicators for different sections is being developed for performance monitoring.</p> <ul style="list-style-type: none"> • Socialisation meetings for 14 new townships will take place during December 2015 and January 2016 (4 were held already in August) • The next quarterly meeting (for 9 townships) is provisionally planned for the last week in December, but may have to be postponed or cancelled due to socialisation visits. For the 18 new townships, start-up training will replace their first quarterly meeting. Although future quarterly meetings of 27 tns may have to be organised on a regional basis, some kind of quarterly meeting in NPT with more limited representation and shorter format will still be desirable. • In order to manage the supervisory, technical and reporting aspects of scale-up, DRD plan to open 15 regional offices based in the State/Region capitals over the next 2 years. • As HR management requirements are increasing, a new HR function with a new position of assistant director for HRM is proposed. To assist this director, a new position of Institutions Expert under UTA will start in January 2015. • It is proposed to replace Smartsheet as an online collaboration tool for section plans (training, AWPB, procurement) and document handling with proprietary online relational databases within the PMIS, as is currently done for PC 8 in the MIS. Each database would have strict read/write access permissions.

Table 11: Status of “Next Actions” from the Aide Memoire of the WB Mid Term Review March 2015

#	Actions	Responsible	Due Date	Status / Notes
	Component 1: Community Block Grants			
1	Block grants to be disbursed in all year 1 townships and in all village tracts of year 2 townships that have met necessary committee formation and training requirements	DRD Fin. team	31/03/15	Done - By 31 March, all block grants transferred except for 2 VT in Tatkone (in April)
2	Finalize negotiation for contract with 2nd ranked organization for Tatkone township and submit to World Bank	DRD Proc. team	31/03/15	Done
3	Extend sub-project completion deadline in new year 2 townships	DRD	30/11/15	Done - Completion deadline informed to townships, by end-October, most sub-projects will be finalized
4	Publish Request for Expression of Interest for Year 3 TTA partners	DRD Proc. team	07/04/15	Done

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#	Actions	Responsible	Due Date	Status / Notes
5	Conclude contracts for TTAs for new year 3 townships	DRD Proc. team	30/09/15	Ongoing – negotiations in Oct.
6	Full deployment of TTAs in new year 3 townships	TTAs	31/10/15	1 months after action 5. TTA more realistically to be fully deployed in December
7	Start of community engagement activities in new year 3 townships	TTAs &, Township DRD	30/11/15	Depending on action 6. and training (TOF1)
Component 2: Facilitation and Capacity Development				
8	Review a sample of village tract development plans, identify best practices, and disseminate this knowledge to community facilitators and other township staff through trainings.	DRD Union with Union TA support	31/07/15	Zim Pyun Kone village in Laymyetnar is an example of a good VDP – draft VDP Guide prepared to cover this point
9	Ensure adequate time for community engagement processes in all year 3 townships.	DRD Union	30/11/15	Depending on action 7. Time for social assessment and VDP will be increased
10	Continue to strengthen training efforts for CF's and TFs.	DRD Union (with UTA)	Ongoing	Completed for year 2 (namely TOF program); Now, preparing for cycle 3
11	Complete recruitment of a local gender consultant to provide support for gender training and coordination.	DRD	30/04/15	Done
12	Assign a qualified and sufficiently senior staff to serve as community planning and GESI focal point on a full time basis.	DRD	31/07/15	Ongoing
13	Within the Project's overall training plan, integrate a standardized training plan for GESI issues at all levels (union, township, village tract and village), with the support of the gender consultants and in close collaboration with the Union TA.	DRD Training team (with UTA)	15/05/15	Done - Modules, sessions and gender check lists ready, delivered already in 2 townships, integrated in overall training plan
14	Conduct brainstorming session with gender focal points of all TTAs, TTA leaders, Union TA, DSW representatives, and DRD gender focal points to review the design, performance to date, constraints, and to map out a strategic GESI plan and activities for the next two years.	DRD Gender Coordinator	15/05/15	Done
15	Clarify scope of work/roles and responsibilities among: i) DRD gender focal points; ii) gender working group with DSW staff; and iii) UTA and TTA staff.	DRD	15/06/15	Done
16	Translation of agreed Project documents into relevant ethnic languages, published and disseminated into relevant areas (drawing on POM revised after MSR of August 2015)	DRD	31/10/15	75% - Ongoing
17	DRD, in consultation with relevant TTA partners, and with support of UTA, to finalize handover plans for year 1 townships (Kanpetlet, Kyunzu and Namhsan).	DRD & TTA (with UTA)	31/05/15	Done
18	Confirm feasibility of contracting a payroll company to administer CF and TF salaries in these three townships.	DRD Proc. Team	15/05/15	Omitted - Services offered by firms don't meet requirements
19	If feasibility confirmed, DRD to contract a payroll firm.	DRD Proc. Team	30/06/15	Omitted
20	DRD to assume sole responsibility for NCDDP implementation in Kanpetlet, Kyunzu and Namhsan townships.	DRD Township	01/08/15	Done
21	Improve details of reporting for sensitive cases so that it is clear in reports the dates and detailed steps which have been taken to resolve sensitive cases.	DRD Grievance team (with UTA)	31/03/15	Done - Reporting adjusted from last quarterly report (Jan-Mar)
22	DRD should ensure that communication materials and training on FRM are in place for the scale-up by September 30, 2015.	DRD Griev team & DRD Proc. team	30/09/15	Done (completed in Oct.)
23	Ensure that all payment backlogs are cleared, and that there are no future delayed payments to specialists.	UTA	31/03/15	Done on Agriconsulting side; MKE still unclear
24	Propose and field new full time procurement specialist.	UTA	30/04/15	Done - Started in May
25	Propose and field new full time FM specialist.	UTA	31/05/15	Done – then, expert resigned again in Sept; next replacement expected by Nov

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#	Actions	Responsible	Due Date	Status / Notes
Component 3: Knowledge and Learning				
26	Conduct social audits at the village level to the greatest extent feasible. Provide sufficient advance notice of social audits, and determine a minimum level of village participation for social audits to proceed.	TTAs & Township DRD	31/07/15	Done for sub-projects completed before MSR. Remaining social audits (with delays due to flooding) to be completed by Nov
28	Complete township-level multi-stakeholder reviews.	DRD & TTAs	15/08/15	Done in 6 townships - Sidoktaya, Pinlebu and Ann MSR are postponed after the elections in Nov
29	Conduct Union-level multi-stakeholder review in Nay Pyi Taw.	Union DRD	31/08/15	Done
Component 4: Implementation Support				
30	Review staffing needs, including for training specialists and technical supervision, for a significantly increased number of townships.	Union DRD (with UTA)	30/06/15	Done - Analysis included in UTA quarterly report. Will need further consolidation
31	Prepare draft annual work plan, budget and procurement plans for the period October 1 2015 – September 30, 2016 and share with World Bank for comment.	Union DRD (with UTA)	31/08/15	In preparation
32	Provide comments on draft annual work plan, budget and procurement plans.	WB	15/09/15	Depending on action 31
33	Finalize annual work plan, budget and procurement plan and submit to WB for no objection.	Union DRD (with UTA)	30/09/15	Planned to finalize in a workshop 22 October
34	Ensure that management and technical staff assigned to NCDDP at union and township levels are committed to the Project on a full-time basis.	DRD Management	Ongoing	Done – but staff increase will be needed for the next project cycle
35	Submit construction design options and estimate budget for construction additional office space at Union level.	Union DRD	30/06/15	60% - Ongoing
36	Upgrade Internet connectivity of the Union CDD Secretariat.	Union DRD	31/07/15	Done
37	Undertake a review of procedures and systems for Project asset management at township level.	Union DRD (with UTA)	31/07/15	Ongoing (waiting for reply from townships)
38	Ensure that all project data to date is properly entered into the MIS	Union DRD (with UTA)	31/03/15	Done (though, recurring activity)
39	Complete refinements to the MIS, prior to next cycle	Union DRD (with UTA)	31/05/15	Done – Further system upgrade is planned (included in PP6)
40	Ensure that the Android tablets with proper batteries/charges for facilitators are available at the beginning of the next cycle.	DRD Proc. Team (with UTA)	30/09/15	ICB, ongoing
41	Identify international consultants experienced in technical reviews and share with DRD by May 31, 2015;	WB	31/05/15	Done
42	Identify national consultants experienced in technical reviews.	DRD Eng.	31/05/15	Ongoing
43	Technical review initiated.	Consultants to DRD	15/10/15	Nov. 22 - Dec. 19 th
44	Final technical review completed.	Consultants to DRD	15/12/15	Report expected in Feb 2016
45	Implement Project communications budgeted work plan.	DRD Comms team	Ongoing	
46	Update Project website.	DRD Comms team	31/05/15	Done
47	Procure required goods and equipment (including communications) in advance of year 3.	DRD Comms & Proc teams	31/08/15	Ongoing (see procurement)
48	With support of Union TA procurement specialist, to explore feasibility of amending contracts for year 2 TTA contract partners to adopt an output-based model.	DRD Proc team (with UTA)	30/06/15	Abolished
49	Submit to WB for no objection a single and integrated updated NCDDP procurement plan.	DRD	30/04/15	Done (PP6)
50	Develop and attach updated procurement tracking tool to quarterly progress reports by June 30, 2015	DRD Proc team (with UTA)	30/06/15	Done

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#	Actions	Responsible	Due Date	Status / Notes
51	Consider extension of regional procurement expert on longer term retainer basis	DRD Proc team	30/04/15	Done
52	Submit quarterly unaudited financial statement for period January 1 – March 31, 2015, to WB.	DRD Fin team	15/05/15	Done - Including comments from WB
53	Finalize annual financial statements for FY2014/2015.	DRD Fin team	15/05/15	Done
54	Obtain from OAG and submit audit of FY2014/2015 to World Bank no later than September 15, 2015.	DRD	15/09/15	Done
55	Finalize recruitment of two senior finance assistants;	DRD Proc and Fin teams	30/04/15	Done - However, instead of 2 senior FA and 1 national FO, there are now 1 senior FA and 2 national FO
56	Recruit national Finance Officer.	DRD Proc and Fin teams	31/05/15	Done – yet, will need additional staff for year 3
57	Complete asset inventory and update asset register	DRD Fin team	31/05/15	Done
58	NCDDP logo to be affixed on all high value items, including project vehicles and motorcycles	DRD	31/07/15	Done
59	Ensure budget planning is integrated in annual work planning process.	DRD Fin team	31/08/15	Done – new draft AWPB will ensure the integration
60	Monitor levels of DA funds available on a monthly basis, and to seek replenishment on a monthly basis.	DRD Fin team	Monthly	Done – recurring activity is monitored on Smartsheet
61	Ensure coverage of natural habitats in ECoPs/simple EMPs through screening procedures (to avoid significant conversion or degradation of critical natural habitat) before subprojects are financed and development of mitigation measures to limit/avoid damage to natural habitats;	DRD	31/08/15	Done
62	Ensure that subprojects that could have impacts on the health and quality of forests; affect the rights and welfare of people and their level of dependence upon or interaction with forests, and bring about changes in the management, protection, or utilization of natural forests are ineligible for funding.	DRD	31/08/15	Done
63	Revision of environmental monitoring reports to include brief paragraphs on implementation of environmental mitigation actions by Contractors/ communities and monitoring results according to the project ESMF.	DRD	30/09/15	Ongoing?
64	Provision of water quality test kits for monitoring of water quality for water supply and sanitation sub-projects, and first aid kits in case of minor injuries during works at site.	DRD	30/11/15	Done – water quality test kits provided along with training delivered by UNICE; first aid kits not yet confirmed
65	Continue training to DRD, Village Tract Project Support Committee and village project support committees, on implementation of environmental safeguard instruments at the subproject sites.	DRD	30/11/15	Planned for 18 new townships in December

Annexes

Annex 1 : Sixth Procurement Plan (Status to end September)

Annex 2 : Projected Staff Requirements for Scale-Up

Annex 3 : Cross Township Visits to Social Audits

Annex 4: Union MSR Summary

Annex 1 : Sixth Procurement Plan (Status tracking to 30/09/2015)

Sixth Procurement Plan

JULY 2015

This procurement plan covers both financing from the original IDA grant, and the proposed IDA credit additional financing. It will form part of the negotiations package for the latter.

I. General

1. **Project information:**

- Country/Borrower: Myanmar
- Project Implementing Agency
Department of Rural Development, Ministry of Livestock, Fisheries and Rural Development

2. **Bank's approval Date of the procurement Plan**

- Original Plan: November 13, 2012
- 1stRevision: April 12, 2013
- 2ndRevision: October 9, 2013
- 3rd Revision: February 24, 2014
- 4th revision: May21, 2014
- 5th revision: November7, 2014
- 6th revision: May 12, 2015 – updated July 2015 – Bank cleared August 6, 2015
-

3. **Date of General Procurement Notice:**

November 8, 2012

4. **Period covered by this procurement plan:**

Myanmar fiscal year (1 April 2015 - 31 March 2016)

5. The contract packages in the Procurement Plan (PP) here are for contracts to be procured by NCCDDP team in Union DRD. The PP at village and village tract levels are reviewed and kept at Township DRD.

II. Goods and Works

1. **Prior Review Threshold:** Procurement Decisions subject to Prior Review by the Bank as stated in Appendix 1 to the Guidelines for Procurement:

	Procurement Method	Contract Value Threshold (USD)	Prior Review Threshold (\$'000)	Comments
1.	ICB (Goods)	>200,000	All contracts	
2.	NCB (Goods)	<200,000	First contract	
3.	Shopping (Goods)	<100,000	First Contract	
4.	ICB (Works)	>300,000	All contracts	
5.	NCB (Works)	>300,000	First contract	

6	Shopping (Works)	<100,000	First contract	
7.	Procurement from UN Agencies	-	All	
8.	Direct Contracting	-	All	
9.	Community Participation	-	-	

Sixth Procurement Plan, September 2015

JULY 2015 (Sixth Revision)

This procurement plan covers both financing from the original IDA grant, and the proposed IDA credit additional financing. It will form part of the negotiations package for the latter.

III. General

1. **Project information:**

- Country/Borrower: Myanmar
- Project Implementing Agency
Department of Rural Development , Ministry of Livestock, Fisheries and Rural Development

2. **Bank's approval Date of the procurement Plan**

- Original Plan: November 13, 2012
- 1stRevision: April 12, 2013
- 2ndRevision: October 9, 2013
- 3rd Revision: February 24, 2014
- 4th revision: May21, 2014
- 5th revision: November7, 2014
- 6th revision: May 12, 2015 – updated July 2015 – Bank cleared August 6, 2015

6. **Date of General Procurement Notice:** November 8, 2012

7. **Period covered by this procurement plan:** Myanmar fiscal year (1 April 2015 - 31 March 2016)

8. The contract packages in the Procurement Plan (PP) here are for contracts to be procured by NCDDP team in Union DRD. The PP at village and village tract levels are reviewed and kept at Township DRD.

IV. Goods and Works

2. **Prior Review Threshold:** Procurement Decisions subject to Prior Review by the Bank as stated in Appendix 1 to the Guidelines for Procurement:

	<u>Procurement Method</u>	<u>Contract Value Threshold (USD)</u>	<u>Prior Review Threshold (\$'000)</u>	<u>Comments</u>
1.	<u>ICB (Goods)</u>	<u>>200,000</u>	<u>All contracts</u>	
2.	<u>NCB (Goods)</u>	<u><200,000</u>	<u>First contract</u>	
3.	<u>Shopping (Goods)</u>	<u><100,000</u>	<u>First Contract</u>	
4.	<u>ICB (Works)</u>	<u>>300,000</u>	<u>All contracts</u>	
5.	<u>NCB (Works)</u>	<u>>300,000</u>	<u>First contract</u>	
6	<u>Shopping (Works)</u>	<u><100,000</u>	<u>First contract</u>	
7.	<u>Procurement from UN Agencies</u>	<u>-</u>	<u>All</u>	
8.	<u>Direct Contracting</u>	<u>-</u>	<u>All</u>	
9.	<u>Community Participation</u>	<u>-</u>	<u>-</u>	

A. Procurement of Goods

Sr #	Contract No.	Description	No. of Township	Quota for TNS	QNT	Unit cost	Est. Cost in USD	Methods
1	G.9	300 copies of MS Office	18	11	300	200	60,000	Shopping
2	G.11 (a)	GSM Mobile Phone (Handset) Existing townships	6	2	12	300	3,600	Shopping
	G.11 (b)	GSM Mobile Phone (Handset) New townships	18	2	36	300	<u>5,400</u> Total 9,000	
3	G.12	Office Furniture Item 1: Desk (two drawers) Item 2: Desk (one drawer) Item 3: Desk chair Item 4: Folding chairs Item 5: Book case Item 6: Filing cabinet Item 7: Fax and phone stand	18 18 18 18 18 18 29	12 6 18 30 5 4 1	216 108 324 540 90 72 29	140 100 25 15 175 175 50	30,240 10,800 8,100 8,100 15,750 12,600 <u>1,450</u> Total 87,040	Shopping
4	G.13	Diesel generator 10 KVA	18	1	18	2,000	36,000	Shopping
5	G.14	Air Conditioner (2 HP)	18	2	36	700	25,200	Shopping
6	G.15	Drinking water cooler	18	1	18	300	5,400	Shopping
7	G.16 (a)	Motor Vehicle: Double cabs pickup (1 per T/S plus 1 replacement vehicle)	18+1	1	19	30,000	576,000	UNOPS

Sr #	Contract No.	Description	No. of Township	Quota for TNS	QNT	Unit cost	Est. Cost in USD	Methods
	G.16 (b)	Motor vehicle Land cruiser double cab (Union vehicle)	1	1	1	26,000	26,000	UNOPS
8	G.17(a)	Motorcycle 105 cc (low clearance)	15	31+40+63 +48+42+ 48+68+45 +70+45+ 52+55+85 + 57+61 8+61+52+ 54+8+5	810	1,100	891,000	ICB
	G.17 (b)	Motorcycle 125 cc (high clearance)	6		188	2,000	385,500	UNOPS
9	G.18	MIS Server	18	1	18	1,500	27,000	Shopping
10	G.19	Satellite Equipment for Internet	18	1	18	3,000	54,000	Direct Contracting from Skynet(*)
11	G.20 (a)	Item 1 : Desktop Computer	18+ Union	5 x18+15	105	850	89,250	NCB
	G.20 (b)	Item 2 :Laptop Computer	18	6 x18	108	900	97,200	Shopping

Sr #	Contr act No.	Description	No. of Towns hip	Quota for TNS	QNT	Unit cost	Est. Cost in USD	Methods
12	G21	Fax and Scanner Photo Copier Color Printer Projector with Screen	18 18 18 18	1 1 1 1	18 18 18 18	300 2,000 600 1,700	5,400 36,000 10,800 <u>30,600</u> Total 82,800	Shopping
13	G.22	Tablets + power bank 10000 mAh + carry case high protection	18	25+34+57 +55+42+ 46+36+42 +48+62+ 39+64+39 46+49+79 +51+ 55	900	350	315,000	ICB
14	G.23	Item 1: Still Camera Item 2 : Video Camera	18 18	2 1	36 18	700 700	25,200 <u>12,600</u> Total 37,800	Shopping
15	G.24	Plotter	Union	1	1	7,000	7,000	Shopping
16	G.25	Item 1: Portable hard drive Item 2 : UPS	18 18+ Union Level	2 x18 5x18+15	36 105	100 100	3,600 <u>10,500</u> Total 14,100	Shopping
17	G.26	Printing of Operations Manual	-	-	82,0	3.5	300,000	NCB

Sr #	Contract No.	Description	No. of Township	Quota for TNS	QNT	Unit cost	Est. Cost in USD	Methods
		(Multiple contracts)			00			
18	G.27	Helmets in different sizes	21	46+60+94 +92+72+ 78+63+ 72+81+10 2+ 67+105+ 67+ 78 +82+127+ 85+91+12 +12+7	1493	30	44,790	Shopping
19	G.28	Life jackets	5	68+51+32 +61+55	267	25	6,675	Shopping
20	G.29	Water quality testing kits			16	3,500	56,000	Shopping
		Total for Goods					3,232,755	

B. Procurement of Works

Sr #	Contract No.	Description	No. of Township	Quota for Township	Quantity	Unit cost	Estimated Cost in USD	Methods
1	W1	Construction of NCDDP	Union		1	30\$/	360,000	ICB

Sr #	Contr act No.	Description	No. of Townsh ip	Quota for Township	Quant ity	Unit cost	Estimated Cost USD	in	Methods
		Office Building including Training Hall (100 ft * 120 ft / Single Storey Steel Structure)				squar e foot			
2	W2	Fence for the Office Building (260 x 220 ft)	Union				30,000		shopping
3	W3	Garage for DRD vehicles (66ft x 20ft)	Union				35,000		shopping
		Total for Works					425,000		

C. Procurement of Consulting Services

Sr. #	Contr -act No.	Description	Est. cost USD	Selection Method	Bank Review	Propo Openi time
1	C.4.1	TTA Tatkon, Nay Pyi Taw Region	800,000	QBS	prior	-
3	C.23	Union Level - Two Procurement Assistants, Myanmar national - 24 months	72,000	IC	post	April 2
4	C.24	Union Level - 3 Trainers , Myanmar national 3x24 months	122,400	IC	post	May 2
5.	C25	Union Level – 5 Assistant Trainers , Myanmar	120,000	IC	post	July 20

Sr. #	Contr-act No.	Description	Est. cost USD	Selection Method	Bank Review	Propo Openi time
		national 5x24 months				
6	C.26	Translator/Interpreter - 24 months	37,500	IC	post	April 2
7	C.27	Secretary - 24 months	24,000	IC	post	April 2
8	C.28	Peachtree Financial Accounting Software, Refresher Training and additional customization April	6,000	SSS (*)	prior	May 2
9	C.29	Union Level -IT Assistant Myanmar National 1x12 months	12,000	IC	post	July 20
Selection of Consultant in year 2015						
10	C.4.10	TTA Y3 Cluster 1: Ayeyawaddy	3,000,000	QBS	prior	August 2015
11	C.4.11	TTA Y3 Cluster 2: Bago-Yangon	4,500,000	QBS	prior	August 2015
12	C.4.12	TTA Y3 Cluster 3: Kayah	3,000,000	QBS	prior	August 2015
13	C.4.13	TTA Y3 Cluster 4: Magway-Chin	3,000,000	QBS	prior	August 2015
14	C.4.14	TTA Y3 Cluster 5: Mon- Tanintharyi Kayin shifted to Cluster 8 C.4.17	4,500,000	QBS	prior	August 2015
15	C.4.15	TTA Y3 Cluster 6: Naypyitaw-Mandalay	4,500,000	QBS	prior	August 2015
16	C.4.16	TTA Y3 Cluster 7: Sagaing	3,000,000	QBS	prior	August 2015
14	C.4.17	TTA Y3 Cluster 8: Kayin	1,500,000	QBS	prior	August

Sr. #	Contr-act No.	Description	Est. cost USD	Selection Method	Bank Review	Propo Openi time
bis						2015
17	C.30	Contract Amendment for Union Technical Assistance	200,000	SSS (*)	prior	August 2015
18	C.31	National gender consultant (union level), 12 months	24,000	IC	post	June 2015
19	C.32	Communications Specialist (union level, national), 12 months	9,800	IC	post	June 2015
20	C.33	Consultants to support Takone township (up to 49 positions for up to 4 months)	60,000	IC	Post	April 2015
22	C.35	Safeguard training	40,000	IC (SS)	prior	June 2015
23	C.36	Organizer (for Multi-Stakeholder Review) and Development Marketplace	30,000	CQS	post	June 2015
25	C38	One extra Union level finance assistant (local consultant)	24,000	IC	Post	July 2015
26	C.39	Translation services firm	100,000	CQS	Post	August 2015
28	C40 (a)	Technical Auditor - international consultant	60,000	IC	Post	August 2015
	C40 (b)	Technical Auditors – team of up to 6 national consultants to be recruited with the help of MES – Myanmar Engineering Society	110,000	IC	Post	August 2015
29	C41	MIS-M&E trainer	12,000	IC	post	August 2015

Sr. #	Contr-act No.	Description	Est. cost USD	Selection Method	Bank Review	Propo Openi time
						2015
30	C42	National Developer for MIS 2.0 (firm)	50,000	sole source	prior	Septer 2015
		Total	28,913,700			

Annex 2 : Projected Staffing Requirements for Scale-Up

Projected Staff Requirements for Scale-Up in 2015-2016

The table shows current numbers of staff (Oct 2015) and required numbers for 2015-16 (excluding the planned regional offices)

Area / staff	Oct2015	2015/16	Additional requirement	Add to PP
Management	5	6	1	0
- DRD	4	4	0	0
- UTA	1	2	1	0
Infrastructure	8	16	8	3
- DRD	8	13	5	0
- National consultants	0	3	3	3
Procurement	9	14	6	1
- DRD	7	11	4	0
- National consultants	1	2	2	1
- UTA procurement expert	1	1	0	0
Finance	15	21	6	3
- DRD	11	14	3	0
- National consultants	3	6	3	3
- UTA finance expert	1	1	0	0
HR / Training	6	14	8	7
- DRD	3	4	1	0
- National consultants	2	9	7	7
- UTA training expert	1	1	0	0
Grievance Handling	4	7	3	1
- DRD	3	5	2	0
- National consultants	0	1	1	1
- UTA grievance handling expert	1	1	0	0
Communication	4	7	3	1
- DRD	3	5	2	0
- National consultants	1	2	1	1
Participation and Gender	4	8	4	1
- DRD staff	3	7	4	0
- National consultants	1	1	0	1
M&E MIS	7	9	2	2
- DRD staff	4	4	0	0
- National consultants	2	4	2	2
- UTA M&E expert	1	1	0	0
Administration and office support	6	7	1	1
- DRD staff	2	2	0	0
- Contract	3	4	1	1
- UTA accountant	1	1	0	0
TOTAL union level (without regional teams)	68	109	42	20

Annex III : Cross Township Exchange Visits to Social Audits

While implementing Community Driven Development project, two programs that allow representatives to visit another village implementing the project are included.

1. Exploring and studying social audit before UL-MSR.
2. Exploring the implementing processes such as financial procedures, procurement procedures after UL-MSR.

(1) Visiting to learn Social Audit

The purpose of this program is

- to make the excursion groups know how Social Audit is conducted at the projected townships
- to allow other representatives learn social audit activities which were conducted by experienced representatives of village tract and
- to be able to share experiences of the trip to the public at township MSR.

Program

1. There will be 3 groups which will be from 6 project townships that is extended for implementing the project for second year.
 - Excursion Group 1 – Saytoattara and Ann
 - Excursion Group 2 - Pin Lal Bu and Tatkon
 - Excursion Group 3 - Lay Myatnar & Htan Ta Pin

Selecting excursion representative (Second Year Project - 6 New Townships)

1. Must collaborate between Department of Rural Development and TTA.
2. 12 representatives would be selected from each township.
3. 6 Village tracts which share border or close with project township would be selected and the leader of the Village Tract Committee (1 Male & 1 Female) would be selected as representatives. Since Group 3 has to take the flight, only 6 representatives would be selected. (The rest village tracts would be selected randomly for next year trip.)

Selecting Villages to be visited (First Year Project 3 Townships)

1. Host Townships must choose 2/4 village tracts which share border or close to each other and must arrange to conduct social audit activity on the day when excursion representatives visit.

Explaining Experience

1. Village Tracts participated in the trip should lead Social Audit activity when arrive back to home township.
2. Social Audit Activity should be arranged in advance so that the leader of other village tracts can come and study. It is arranged for village tracts to be able to explore neighboring village tracts although they can't visit the other townships.
3. At township level MSR, representatives should exchange experience.

Supporting Program

1. Car/flight costs, accommodation, food expenses would be paid by union level project office and 10000 Ks per day would be provided for each representative.
2. Responsible person from each township should arrange accommodation in their township in advance.

Excursion Group – 1

Participated Representatives - 12 Representatives each from Satoktaya/Ann Township	
Destination - Kanpetlet Township	
Date - 9 July 2015	
Leader of the excursion group - One TTA key expert (if possible, Gender and Social Accountability Specialist), one representative of township DRD and two Union DRD staff. Total 30 people)	
Day (1)	<ul style="list-style-type: none"> • Leaving for Magway from each township. • Leader should explain purpose of the trip and activities in advance. • Overnight at Magway.

Day (2)	<ul style="list-style-type: none"> • Leaving for Kanpetlet from Magway. • Visit CDD office in Kanpetlet Township. • Project Team from KPL Township should explain current situations of the township and progress of the project implementation activities. • To explain information about the villages where social audit would be conducted in advance. • Overnight in KPL.
Day (3)	<ul style="list-style-type: none"> • To visit 4 Village Tracts implementing Social Audit by separating 4 different groups. • A group includes 6 representatives. • Overnight at KPL.
Day (4)	<ul style="list-style-type: none"> • Leave KPL for Magway. • Overnight at Magway. • To exchange experience of the trip in Magway.
Day (5)	<ul style="list-style-type: none"> • Leave from Magway to home township.

Excursion Group – 3/4

<p>Participated Representatives - 12 Representatives each from Tatkon/Pinlebu Township Destination - Namshan Township Date - 13 July 2015 Leader of the excursion group - One TTA key expert (if possible, Gender and Social Accountability Specialist), one representative of township DRD and two Union DRD staff. Total 30 people)</p>	
Day (1)	<p>Leaving for Mandalay from each township. Leader should explain purpose of the trip and activities in advance.</p>
Day (2)	<p>Leave for Namhsam by car. Visit CDD office in Namhsan Township. Project Team from NS Township should explain current situations of the township and progress of the project implementation activities. To explain information about the villages where social audit would be conducted in advance. Overnight in NS.</p>
Day (3)	<p>To visit 3 Village Tracts implementing Social Audit by separating 3 different groups. A group includes 6 representatives. Overnight at NS.</p>
Day (4)	<p>Leave NS for Mandalay. Overnight at Mandalay. To exchange experience of the trip in Mandalay.</p>
Day (5)	<p>Leave from Mandalay to each home township.</p>

Excursion Group - 5

<p>Participated Representatives - 12 Representatives from Htantapin & Lay Myatnar Township (6 from each township) Destination - Kyun Su Township Date - 13 July 2015 (Estimated) Leader of the excursion group - One TTA key expert (if possible, Gender and Social Accountability Specialist), one representative of township DRD and two Union DRD staff. Total 18 people)</p>	
Day (1)	<p>Leaving for Yangon from each township. Leader should explain purpose of the trip and activities in advance. Overnight at Yangon.</p>
Day (2)	<p>Take an early morning flight to Myeik. Visit CDD office in Kyun Su Township. Project Team from Kyun Su Township should explain current situations of the township and progress of the project implementation activities. To explain information about the villages where social audit would be conducted in advance. Overnight in Myeik.</p>
Day (3)	<p>To visit 2 Village Tracts implementing Social Audit by separating 2 different groups. (by boat). A group includes 6 representatives. 3 of them would be from the same township. Overnight at Kyun Su.</p>
Day (4)	<p>Leave Kyun Su for Yangon by flight. Overnight at Yangon. To exchange experience of the trip in Yangon.</p>
Day (5)	<p>To depart from Yangon to each home township.</p>

ANNEX VI : UNION MSR 2015 REPORT



Myanmar National Community Driven Development Project

Summary Report of the Union-Level Multi-Stakeholder Review Week

24 – 28 August 2015 | Nay Pyi Taw



Introduction

The Second Annual Union-Level Multi-Stakeholder Review (Union MSR) for the National Community Driven Development Project (NCDDP) was held in Nay Pyi Taw on Thursday and Friday, 27 and 28 August 2015. The two day event, with over 470 participants, offered a broad range of project stakeholders, including community members, civil society, government and development partners, the chance to reflect on lessons learned from NCDDP implementation during the second community cycle and identify and discuss possible improvements for the third community cycle, scheduled to begin in November 2015. In the first part of the Union MSR week, the Department of Rural



Development (DRD) also organized internal meetings to facilitate learning and exchanges between 530 project staff across townships.

The MSR and learning events surrounding it emphasized core principles of the NCDDP – transparency, inclusiveness and adaptive learning. The presentations offered evidence-based assessments of what had gone well, including:

- Nearly 700,000 people have access to and use of project-built infrastructure and services;
- Almost two third of households in project communities are participating in planning, decision-making and implementation of subprojects;
- About 75 percent of community members reported high or very high satisfaction levels with project implementation and results at the township level MSRs.

At the same time, in its presentation on the opening day of the MSR, DRD was also candid in what needed to be improved, including delays in the start of activities that impact the time available to communities and difficulties in delivering training in a timely and coordinated manner.

The format of the event, which combined plenary presentations, panel discussions, and thematic breakout groups allowed for the active participation of a broad range of stakeholders that resulted in specific suggestions for improving the project as it heads into its third community cycle.

Immediately following the MSR, DRD with the support of the project's facilitating partners and the World Bank began the work of updating the project's Operations Manual and implementation plan to incorporate the findings of the MSR, with a specific effort to ensure a timely start to the cycle, streamline training design and delivery, and enhance the community orientation and planning cycle to maximize the participation of all groups.

This summary report aims to capture key points of discussion and agreement. It is organized chronologically, and is followed by an Annex with key documents, including the schedule, agenda and participants, speeches and presentations, and detailed notes of breakout sessions.

1. NCDDP Internal Learning – Day 1 (Monday, 24 August 2015)

The first day of the Multi-Stakeholder Review week consisted of an internal meeting bringing together the Union and Township Department of Rural Development (DRD), the Union and Township Technical Assistance (TA) teams, Community and Technical Facilitators from nine townships, and the World Bank. A total of X stakeholders attended. U Tin Ngwe, Vice Minister of Livestock, Fisheries and Rural Development, opened the meeting by emphasizing the importance of this meeting and the multi-stakeholder review to improving project implementation. His speech was followed by opening remarks from Ms. Susan Wong, CDD Global Lead for the World Bank. Ms. Wong thanked the participants for their continued dedication to the National Community Driven Development Project (NCDDP) and highlighted key lessons learned from similar CDD programs supported by the World Bank throughout the world.

Township Reports

After the opening remarks, representatives of the nine township teams presented key achievements and progress from the last project cycle and suggestions for improvement to be incorporated in the next cycle's project implementation. The townships finishing their second community cycle (e.g. Kanpetlet, Namhsan and Kyusu), had successfully completed the implementation of all subprojects, social audits, and township multi-stakeholder reviews (township MSR) while the six new townships (Lemyethna, Htantabin, Tatkone, Sidoktaya, Pinlebu, and Ann townships) experienced a delayed start in the project implementation, which resulted in lower subproject completion rates. In addition, Sidoktaya, Pinlebu, and Ann faced difficulties in completing subprojects and conducting social audits due to the severe floods and landslides in late July and early August 2015.

Union Report

Following the township presentations, U Hla Khaing, Director of the Union DRD, presented the summary and highlights of the project implementation activities from the second year. He shared some accomplishments that included:

- Nearly 700,000 people have access to and use of the project-built infrastructure and services;
- Almost two third of households in the project villages are participating in planning, decision-making and implementation of subprojects;
- Around 75% of the community members in six townships, which already held township MSRs, reported that they were satisfied with the implementation process and subproject results.

The PowerPoint presentations of nine townships and the Union DRD are included in the Annex.

Community and Technical Facilitator Forum

The Community and Technical Facilitator Forum was held in the afternoon of Monday, 24 August. The forum aimed at providing an opportunity for community facilitators (CFs) and technical facilitators (TFs) to share their lessons learned from the last project cycle's activities and suggestions for the next cycle. The discussions of CFs

and TFs were divided into seven thematic groups: 1) village and village tract development planning; 2) roles of committees and volunteers and committee training; 3) social safeguards, grievance, and gender; 4) procurement and financial management; 5) monitoring and evaluation (M&E) and management information system (MIS); 6) environmental safeguards and environmental management plan (EMP); and 7) subproject design, implementation, and operations and maintenance (O&M).

At the end of the Facilitator Forum, each group presented the key achievements from the last cycle and specific suggestions to update the existing Operations Manual (OM) for the next cycle. Some key issues that came out from the group discussions included:

- The size of the block grant allocated to each village was sometimes too small to implement the required design for subprojects;
- All actors involved in the project should get more training and capacity building, including refresher training for the experienced townships;
- Specific actions or consequences in regard to the misuse of funds or corruption should be clearly stated in the OM;
- The committee members need more specific guidelines, particularly for procurement and financial management.
- The project achievements, processes, and guidelines should be better communicated to the villagers through posters and translated materials in their local ethnic languages.

The detailed discussion notes from all seven groups are included in the Annex.

2. NCDDP Internal Learning – Day 2 (Tuesday, 25 August 2015)

The second day was devoted to four working sessions among the Union and Township DRD and TA teams and the World Bank, focusing on: 1) Working Together; 2) Thematic Group Discussions (Gender, M&E/MIS, Procurement, and Financial Management); 3) Revisions to the Operations Manual; and 4) Training. The detailed notes from all four sessions are included in the Annex.

Session 1: Working Together

This session particularly was targeted at Township DRD and TA teams to discuss ways to build stronger and more collaborative working relationships. Participants were divided into three groups based on their townships: Group 1) Namhsan, Tatkone, and Pinlebu; Group 2) Kanpetlet, Ann, and Htantbin; and Group 3) Kyunsu, Sidoktaya, and Lemyethna. In each group, participants were asked to answer questions in three areas: expectations, roles and functions, and evolving relationships.

1. Expectations: What expectations do Township TA and Township DRD have of each other?
2. Roles and Functions: What are key roles and functions, and how to form a strong team?
3. Evolving Relationships: How do working relations evolve and what vision do we have for the next two, three years?

After the group discussion, each group presented key issues. Some mutually agreed expectations included:

- Respect and support for one another;
- Transparency and accountability;
- Better coordination and collaboration between Township DRD and Township TAs.

Session 2: Thematic Group Discussions

Participants were divided into smaller groups in four thematic areas: gender, M&E/MIS, procurement, and financial management. Key issues raised in each group are noted in the table below.

Gender	M&E/MIS	Procurement	Financial Management
<p>At the orientation meeting, introduce gender in a simple and practical way.</p> <p>Improve the assessment on gender impacts and mainstreaming in the project.</p> <p>Allocate budget for women's priorities.</p> <p>Provide gender training to communities.</p>	<p>Need MIS training for all township staff.</p> <p>More training required for M&E Sub-Committee members.</p> <p>There should be a set timeline (deadline) for data upload.</p> <p>It would be good to have a quarterly meeting among the M&E team with union and township.</p> <p>Include guidelines or detailed instructions for each form in the OM.</p>	<p>Inconsistency of procurement forms used by townships.</p> <p>Develop a section in the OM or create a separate guideline for procurement.</p> <p>Include a guideline for the recruitment process of the township CFs and TFs when the Township TAs phase out.</p> <p>Procurement method selection shall be done before the estimation.</p>	<p>Allocate block grants to villages instead of village tracts.</p> <p>Use the local market rates instead of the rates at the township level for estimates.</p> <p>Modify the number of required signatures from all three to two out of three for the fund withdrawal.</p> <p>Align the project cycle with government fiscal year</p> <p>Avoid rainy season subproject implementation.</p>

Session 3: Operations Manual

Participants discussed some key areas to improve and update the existing Operations Manual for the next project cycle.

- Block Grant: 1) allocation to all villages vs. allocation to selected subprojects => potentially unfair for village tracts with many villages; 2) include other activities such as livelihoods => DRD is implementing another livelihoods project with the Asian Development Bank.
- Training: 1) training for DRD and TA teams before commencing the project cycle; 2) clustering townships rather than traveling to individual townships as the number of townships increase significantly; 3) need separate thematic training and job support training.

- Selection of Committee Members: 1) election should be done after the first orientation meeting; 2) a minimum level of literacy, particularly for financial clerks => one member of each of the sub-committee should include literate people.
- Grievance Handling Mechanism: 1) serious grievances should be communicated with townships immediately; 2) need to clarify the roles and expectations for the Village Tract Grievance Sub-Committee; 3) include clear guidelines about the code of conduct in the OM.
- Gender: 1) to ensure the inclusion of women's priorities, Form PC 4 should be revised to include priorities of both women and men.
- Procurement and Finance: 1) use the local market price for estimates; 2) include a provision to keep administrative cost with villages in remote areas.
- Infra/O&M: 1) clear guidelines for O&M planning and training; 2) emergency repair guidelines and budget; 3) training and communication materials on O&M; 4) TPIC approval should be within one month.
- MIS: 1) update forms and keep consistency; 2) synchronize tablet and PC; 3) enable editing already entered data.

Session 4: Training

Klaus Kirchmann, Team Leader of the Union TA gave a presentation on the training strategy for the next project cycle.

Three levels of training are provided by the union level:

1. Technical Training: infrastructure, MIS, procurement and finance, grievance redress mechanism, auto CAD for TFs.
2. Training of Facilitators (TOF): TOF 1 - Planning, TOF 2 – Implementation, and TOF 3 - Social Audit.
3. Training for Committee Members: After the TOF 2, community management training for all committees (2 days); technical training on financial management and procurement.
 - Some regions have language difficulties; therefore, communities need extra time.
 - Committee members do not have time to participate in the training for more than two days.

Training session plans for new townships:

- The focus will be on new townships. Old townships will have flexible and on-demand/refresher training.
- Township TAs will have more responsibilities on coaching on-the-job training.
- Starting in late September or early October, there will be nine-days start up training in Nay Pyi Taw and Yangon for DRD staff from the 18 new townships.
- A union trainer emphasized the importance of Township DRD staff to attend TOF.

3. Union-Level Multi-Stakeholder Review – Day 1 (Thursday, 27 August 2015)

The Second Annual Union Multi-Stakeholder Review (MSR) was held in Nay Pyi Taw on Thursday and Friday, 27 and 28 August 2015. 470 people attended the first day of the Union MSR, which included an opening speech by the Vice President. Participants included representatives of communities in NCDDP townships, as well as key union ministers (from the Ministry of Livestock, Fisheries and Rural Development, the Ministry of Finance, the

Ministry of Planning, and the President’s Office), deputy ministers, State and Regional Ministers, Members of Parliament, officials from line ministries and departments at the union, state and township level, international and local non-governmental organizations, development partners and media (see the breakdown of participants in Annex 2: Participants at the Union-Level MSR on 27 and 28 August 2015).

Opening Session and Award Ceremony

The Union MSR was opened with a keynote speech by Vice President U Nyan Tun, who highlighted that the NCDDP was one of the key elements of Myanmar’s poverty reduction and rural development strategies. He further noted that NCDDP would play a vital role in planning for the integrated development and creating the space for various stakeholders’ participation.

Following the Vice President, Union Minister U Ohn Myint, the Minister for Livestock, Fisheries and Rural Development delivered opening remarks that emphasized the importance of the MSR, which provides an open forum where all stakeholders can share experiences and lessons learned so that the project will continue to improve by building on its successes.

Finally, Mr. Abdoulaye Seck, Country Manager of the World Bank in Myanmar, delivered opening remarks that highlighted that the project’s expansion to 18 additional townships in the third year of project implementation was made possible by the strong commitment shown by the Government of Myanmar and by support from development partners, including the Government of Italy, the Government of Japan, and the World Bank.

The keynote speech by the Vice President and the opening remarks by the Minister for Livestock, Fisheries and Rural Development and the Country Manager of the World Bank are attached in the Annex.

After the keynote speech and opening remarks, awards were presented to the village tracts and villages from six townships (see table below) which successfully implemented the NCDDP subprojects. These communities had been selected for awards by participants at the township level MSRs. Due to the recent flooding, three townships were not able to hold their township MSR; therefore, their award ceremony will be held at the time of the township MSR later this year.

Townships	Village Tract	Village
Kanpetlet	Ma-Kyar-Eain-Nu	Fone-Tway-Kyin
Kyunsu	Ka-Bin	Lin-Ma-Lo-Nge
Namhsan	Namhlin	Zel-Ban-Kouk

Tatkone	Shar-Taw	Thel-Kone
Htantabin	Hlal-Sate	Kyal-Ku
Lemyethna	I-Tha-Pyu	Ah-Lone-Gyi

Highlights from Year 2 Project Implementation

The Union DRD and representatives from nine townships presented the highlights of the second year project activities and shared some lessons learned. Some emerging lessons from their second year activities included:

- Continued active participation by communities and high satisfaction rates, as confirmed in social audits and township multi-stakeholder reviews;
- High quality infrastructure and robust community processes, as demonstrated by technical audit, financial audit, and grievance handling mechanism;
- Importance of ensuring timely start of the community cycle to allow sufficient time for training (of facilitators and communities) and planning and implementation at the community level;
- Emphasizing core NCDDP concepts from the beginning of the project cycle so that everybody understands and follows the processes and rules laid out in the Operations Manual and the area specific guidelines.
- Importance of providing quality and timely training and capacity building to facilitators, committee members, and communities as to enhance the effectiveness of project implementation.

Following the Union DRD and township presentations, the discussion focused on questions raised by participants, including in regard to emergency and disaster response, community ownership and capacity building, and sustainability of the project. In regard to emergency and disaster response, U Khant Zaw, Director General of the Department of Rural Development, assured participants that the DRD and the World Bank were mobilizing additional block grants for disaster affected NCDDP villages. He also explained the adaptability and flexibility of the project to meet the needs of communities in different contexts (e.g. disaster-prone, remote, conflict affected areas) by using a people-centered/bottom-up approach. The DG also reiterated DRD's commitment to work with communities to build their capacity and their sense of ownership for the project. He closed the session by recognizing the importance of linking with other programs that could complement the NCDDP to ensure its sustainability.

Panel Discussion

In the afternoon, U Khant Zaw, Director General of the Department of Rural Development, facilitated a panel discussion that featured Andrew Kirkwood, Fund Director of the multi-donor Livelihoods and Food Security Trust Fund (LIFT) and Susan Wong, CDD Global Lead for the World Bank.

Mr. Kirkwood opened the discussion by reflecting on the evolution of community-based organizations (CBOs) in Myanmar since the mid-1990s. He discussed the strengths and weaknesses of the smaller-scale CBO-led approaches and of the larger-scale, government-run NCDDP. He noted that in his view, CBO-led programs had been good at including vulnerable groups, building techniques and capacities on participatory rural appraisal, and mobilizing local resources for operations and maintenance; however, they had difficulties supporting

multiple priorities, scaling up and linking to the wider economic and rural development. Andrew Kirkwood noted that from his understanding, the NCDDP shared some of these strengths and weaknesses, but had the potential for conducting more inclusive village development planning that could link village development planning with township level planning and with support by other donors.

Ms. Wong shared some lessons learned from the experience of CDD programs around the world. She noted that as countries scale up CDD programs, they face a number of common challenges, including: 1) how to fit in the overall government's rural development strategy to ensure optimisation of resources and harmonization of efforts; 2) how does the CDD program fit into the government's plans for sub-national governance and local-level planning and financing; and 3) how to address the enormous logistical challenges of scaling up from a project, to a program, to ultimately a national platform for reform and change. For example, how does the program ensure not just quantity but quality of results related to community participation and social inclusion? Governments face enormous challenges in terms of capacity building, adapting to local contexts e.g. conflict areas, ensuring supply meets demand and many other issues. In other countries, employing adaptive and active management – using evidence, monitoring situations carefully, and responding to issues quickly is key to success.

After the panel discussion, U Khant Zaw opened the discussion to the floor. The open discussion was centered on linkages and cooperation/coordination among different actors. The following three main challenges were raised as the project moves forward: 1) speed of scaling up; 2) geographical coverage of scaling up; and 3) ways of scaling up. Responding to questions on linkages and partnerships, Ms. Wong noted from the global experiences, mixing public goods (e.g. infrastructure) and private goods (e.g. livelihoods) in the same project has often been challenging. She underscored that CDD would not work like a magic bullet to solve all issues so it would be more beneficial to link up with a program, like LIFT, to supplement the livelihood component (e.g. market mechanism), while leveraging the NCDDP's substantial investment in community facilitation, including through integrated and participate village plans. In this context, U Khant Zaw noted that the Township Project Implementation Committee (TPIC) could play a more effective role in coordinating the development plans at the township level and linking with the local level partners as the NCDDP scales up. Mr. Kirkwood also reiterated that the Village Development Plan should include broader priorities of a community so that other programs would be able to link more easily with the NCDDP. In regards to sustainability and the exit strategy of the project, some participants at the meeting suggested strengthening coordination among line ministries and taking advice from other experienced partners, including local NGOs.

4. Union-Level Multi-Stakeholder Review – Day 2 (Friday, 28 August 2015)

On the second day of the union-level MSR, breakout sessions were held in the morning and afternoon for six thematic areas: 1) gender; 2) conflict and CDD; 3) infrastructure and O&M; 4) grievance and social accountability; 5) disaster and emergency response and CDD; and 6) village development planning. In each breakout session, participants shared their experiences, identified challenges in relation to the thematic area, and provided suggestions for improvement.

Some key suggestions for the next cycle shared by the breakout sessions included:

- Gender: 1) improve women's participation through strengthening training, gender analysis, and women oriented capacity building; 2) collect more gender specific data; and 3) coordinate with other line ministries to meet women's needs.
- Conflict and CDD: 1) ensure security for field staff; 2) take local context and traditions into consideration; 3) encourage women and ethnic groups for leadership positions.
- Infrastructure and O&M: 1) select subprojects based on the Village Development Plans (VDPs); 2) provide training to communities on the O&M plan.
- Grievance and Social Accountability: 1) clarify the consequences of breaking the code of conduct by the committee members (e.g. replacement); 2) translate all communications materials in local ethnic languages; and 4) use radio and TV programs as well as mobile applications.
- Disaster and Emergency Response and CDD: 1) build resilience and preparedness through training and capacity building; 2) develop a disaster risk reduction and preparedness plan; 3) need contingency plans and funds.
- Village Development Planning: 1) develop a more comprehensive and holistic VDP; 2) coordinate development plans between the Village Tact Project Support Committee and the Village Tract Development Support Committee.

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Annex 1: Schedule and Agenda of the Week of 24 August 2015



Myanmar National Community-Driven Development Project

THE SECOND ANNUAL UNION LEVEL MULTI-STAKEHOLDER REVIEW

24-28 August 2015 | Nay Pyi Taw

Myanmar International Convention Center II (MICC 2)

OVERVIEW OF THE WEEK

AUGUST 24	25 AUGUST	26 AUGUST	27 AUGUST	28 AUGUST
NCDDP MEETING (INTERNAL)	NETWORKING DAY	NETWORKING DAY	OPEN MSR (PUBLIC)	OPEN MSR (PUBLIC)
REGISTRATION – 8:30-9:00				
9:00-9:30 Opening Remarks: Introduction of participants and agenda for the MSR	9:00-10:30 DRD and TA Session on Working Together	Review of the Operations Manual	9:00-9:30 Opening session: VP, Minister, WB Country Manager Video (5min) 9:30-10:15 Award Ceremony for Year 2	9:00-9:45 Introduction of Day 2
COFFEE BREAK 15 minutes				
9:45-12:00 Presentations by 9 townships (10 min each)	10:45-12:30 DRD and TA Session on FM/Procurement		10:30-12:30 Highlights of Year 2 by Union DRD Discussion/Q&A	10:00-12:00 4 Breakout Sessions

Discussion/Q&A			Reporting by 4 townships	
LUNCH 1 hour				
13:00-14:00 DRD Union Presentation Discussion/Q&A Instruction on CF/TF Forum	13:30-14:45 DRD and TA Session on MIS	Review of the NCDDP Training Strategy	13:30-15:00 Reporting by 5 townships Discussion/Q&A	13:00-15:00 4 Breakout Sessions
COFFEE BREAK 15 minutes				
14:15-16:45 CF/TF Forum Group Discussions This session may get extended.	15:00-16:30 DRD and TA Session on Operations Manual		15:15-16:30 Panel Discussion	15:15-16:30 Reporting back from the breakout sessions
CLOSING SESSION – Ending at 17:00				

INTERNAL NCDDP MEETING | 24 AUGUST 2015

Objectives of Day 1:

- Share implementation experiences and identify major challenges from Year 2
- Gather recommendations for improvement for the next cycle
- Preparation of the Open MSR - finalizing the important pending items

Participants: DRD union & township staff, union & township TAs with CFs & TFs, WB staff

DAY 1: Monday, 24 August 2015 – NCDDP MEETING (Internal Event)

08:30 – 09:00	Registration <ul style="list-style-type: none"> • <u>At the same time as signing in for the meeting, participants will be asked to sign the code of conducts.</u>
09:00 – 09:30	Welcome and Opening Remarks <ul style="list-style-type: none"> • U Tin Ngwe, Vice Minister of Livestock, Fisheries and Rural Development • Susan Wong, Global Lead for CDD, The World Bank

09:30 – 09:45	Coffee Break
09:45 – 12:00	Session 1: Report from the Field – Township Presentations <ul style="list-style-type: none"> • Presentations by nine townships (10 minutes each) <ul style="list-style-type: none"> ➤ Implementation experience from Year 2 ➤ Identify challenges and concerns ➤ Recommendations for improvement for the next cycle • Open Discussion and Q&A after each township’s presentation
12:00 – 13:00	Lunch Break
13:00 – 14:00	Session 2: Report of the Year 2 Implementation – Union DRD Presentations <ul style="list-style-type: none"> • Union DRD staff will give presentations, summarizing the highlights from Year2 implementation. • Open Discussion and Q&A
14:00 – 14:15	Coffee Break
14:15 – 16:45	Session 3: Community Facilitator & Technical Facilitator Forum <ul style="list-style-type: none"> • This is an opportunity for CFs and TFs to provide their feedback and lessons learned from the Year 2 activities. • CFs/TFs will be divided into smaller groups based on 8 topics for CFs and 3 topics for TFs. The topics for CFs include: 1) community planning and block grant allocation; 2) role of committee members and election process; 3) how to improve delivery and quality of committee training; 4) financial management at community level; 5) procurement at community level; 6) monitoring and MIS; 7) gender and social inclusion; and 8) grievance handling. The topics for TFs are: 1) SP design and implementation; 2) O&M; and 3) safeguards and environmental management planning. • Report back and open discussion will be facilitated by Nina Shatifan, International CDD specialist and Kyaw Thaug, Senior Advisor.
16:45 – 17:00	Closing Remarks

NETWORKING DAY (INTERNAL EVENT) | 25 & 26 AUGUST 2015

Objectives of Day 2 & 3:

- Facilitate peer-to-peer learning and in-depth discussions on specific topic;
- Provide networking opportunities for DRD and TA staff working on NCDDP;
- Build collaborative working relationships.

Participants: DRD union & township staff, union & township TAs, WB staff

NOTE: We are no longer providing the learning/training sessions for CFs/TFs on the 25th and 26th. After the internal meeting on the 24th, CFs and TFs will go back home.

DAY 2: Tuesday, 25 August 2015 – Learning Day (Internal Event)	
08:30 – 09:00	Registration
09:00 – 10:30	Session 1: Working Together Facilitators: <ul style="list-style-type: none"> • Klaus Kirchmann, Team Leader, Union TA • Banyar, Union TA
10:30 – 10:45	Coffee Break

10:45 – 12:30	Session 2: FM/Procurement Facilitators: <ul style="list-style-type: none"> • Kyaw Swa Aung, Union DRD • Thin Yu Hlaing, Union DRD • May Thu, Senior Finance Assistant
12:30 – 13:30	Lunch Break
13:30 – 14:45	Session 3: MIS Facilitators: <ul style="list-style-type: none"> • Win Min Htun, Union DRD • Aung Soe Moe, MIS Developer • George Paw Tun, Union TA
14:45 – 15:00	Coffee Break
15:00 – 16:30	Session 4: Operations Manual Facilitators: <ul style="list-style-type: none"> • Klaus Kirchmann, Team Leader, Union TA • Nikolas Myint, Senior Social Development Specialist, The World Bank
16:30 – 17:00	Closing Remarks

DAY 3: Wednesday, 26 August 2015 – Free Day

NOTE: There is no organized event as the Union and Township DRD staff will be busy with the preparation for the Open MSR on the next day. However, the World Bank and Union/Township TA teams are encouraged to organize informal meetings.

UNION LEVEL MSR (PUBLIC EVENT) | 27-28 AUGUST 2015

Objectives of Day 4 & 5:

- Provide an open forum for all stakeholders to review experiences and accomplishments from the second project cycle;
- Discuss key challenges and issues drawing from Year 2 activities and recommendations for improvement for the next cycle (to be reflected in the Operations Manual);
- Facilitate knowledge exchange and peer-to-peer learning on a set of topics.

Participants: All internal and external stakeholders who are invited.

DAY 4: Thursday, 27 August 2015	
08:30 – 09:00	Registration
09:00 – 09:30	Welcome and Opening Remarks <ul style="list-style-type: none"> • H.E. Nyan Tun, Vice President of Myanmar • H. E. U Ohn Myint, Minister for Livestock, Fisheries and Rural Development • Mr. Abdoulaye Seck, Country Manager, The World Bank
09:30 – 10:15	Session 1: Award Ceremony for Year 2 <ul style="list-style-type: none"> • Twelve (12) villages across six townships will receive awards based on their performance in the second project cycle.
10:15 – 10:30	Coffee Break
10:30 – 12:30	Session 2: Highlights from Year 2 Project Implementation <ul style="list-style-type: none"> • Presentations by the Union Department of Rural Development (DRD) <ul style="list-style-type: none"> ➢ What worked well and what can be improved ➢ Summary of social audits at communities and township-level MSRs ➢ Recommendations for improvement for the next cycle • Progress report of Year 2 by nine townships
12:30 – 13:30	Lunch Break
13:30 – 15:00	Session 2 - Continued <ul style="list-style-type: none"> • Continuation of the progress report by nine townships • Open Discussion and Q&A about the Union DRD and township presentations
15:00 – 15:15	Coffee Break
15:15 – 16:30	Session 3: Panel Discussion: CDD and Rural Development in Myanmar – Experiences and Challenges <ul style="list-style-type: none"> • Andrew Kirkwood, Fund Director, Livelihoods and Food Security Trust Fund (LIFT) • U Khant Zaw, Director General, Department of Rural Development, Ministry of Livestock, Fisheries and Rural Development • Susan Wong, Global Lead for CDD, The World Bank
16:30 – 17:00	Closing Session: Wrap-up

DAY 5: Friday, 28 August 2015

08:30 – 09:00	Registration		
09:00 – 09:45	Introduction of Day 5 <ul style="list-style-type: none"> • A master facilitator will provide the flow the day and the instructions for breakout sessions. • Participants will choose to attend one of four breakout sessions in the morning and afternoon based on their interests and expertise. • Each breakout session will assign a rapporteur to report back in Session 6 • In each breakout session, participants will be divided into smaller groups and discuss the following items: <ul style="list-style-type: none"> ➤ Review their experiences and identify challenges in relation to the topic; ➤ What should be improved in the next project cycle? 		
09:45 – 10:00	Coffee Break		
10:00 – 12:00	Session 4: Breakout Sessions – Part 1		
	Gender	Conflict and CDD	Infrastructure/ O&M
	Facilitators: <ul style="list-style-type: none"> • Daw Agatha Nunu, National Gender Specialist • Kyoko Kusakabe, International Gender Specialist 	Facilitators: <ul style="list-style-type: none"> • U Kyaw Swa Aung, Director, Department of Rural Development • Nikolas Myint, Senior Social Development Specialist, The World Bank 	Facilitators: <ul style="list-style-type: none"> • Daw Mee Mee Htwe, Deputy Director, Department of Rural Development • Win Zaw, Infrastructure Expert, Department of Rural Development • Oung Khy Zaw, Infrastructure Expert, Department of Rural Development
12:00 – 13:00	Lunch Break		
13:00 – 15:00	Session 5: Breakout Sessions – Part 2		
	Grievance/Social Safeguards/ Communications	Disaster Response /Emergencies and CDD	Village-level Planning
	Facilitators: <ul style="list-style-type: none"> • U Banyar Tun, Grievance Handling Specialist, Union TA • Nikolas Myint, Senior Social Development Specialist, The World Bank 	Facilitators: <ul style="list-style-type: none"> • U Hla Khaing, Director, Department of Rural Development • Susan Wong, Global Lead for CDD, The World Bank 	Facilitators: <ul style="list-style-type: none"> • U Kyaw Swa Aung, Director, Department of Rural Development • Klaus Kirchmann, Team Leader, Union TA
15:00 – 15:15	Coffee Break		
15:15 – 16:30	Session 6: Reporting Back from the Breakout Sessions		
16:30 – 17:00	Closing Remarks		

Annex 2: Participants at the Union-Level MSR on 27 and 28 August 2015

	Number of Participants
Vice President	1
Union Minister	4
Deputy Minister	7
Chairman of the Parliament Committees	1
Representative of Parliament	39
State & Regional Ministers	13
World Bank	11
Union Level Departmental Concerned	1
Technical Committee	15
Union DRD	86
State, Region, District & Township DRD	56
Township Administrators	14
Villagers	90
Union Technical Assistance Team	18
Township Technical Assistance Teams	24
DG, DDG from Ministry of Livestock, Fisheries and Rural Development	12
INGO, NGO	59
Media	15
Interpreters	4
Total	470

Annex 3: Keynote Speech by His Excellency U Nyan Htun, Vice President of the Republic of the Union of Myanmar

Opening Speech By His Excellency U Nyan Htun

Vice President of the Republic of the Union of Myanmar

At the Multi-Stakeholder Review Meeting

MICC II, Nay Pyi Taw

On 27th August 2015

Excellencies,

Distinguished Guests

Ladies and Gentlemen,

Good Morning

First of all, I would like to extend my warmest welcome and convey my sincere appreciation to you all for sharing your valuable time to attend the ceremony.

The Government of Myanmar took the responsibility boldly and decisively to build the new Myanmar as a peaceful and sustainably developed nation. The multiple reforms have been taking place in various sectors and people-centered policies and strategies are developed to materialize these reforms and to have them trickled down to the grass-root level in a shortest time possible

Excellencies,

Distinguished Guests,

Ladies and Gentlemen,

The Government of Myanmar is dedicated in formulation of socioeconomic development, rural development and poverty reduction strategies to graduate from Least Developing Country status.

During the process of reforms and development, variety of success and challenges in many areas are being encountered as the country is in transition. During the process the participation and support of the international community have been increased due to their enhanced cooperation and trust with the government.

Excellencies,

Distinguished Guests,

Ladies and Gentlemen,

The country poverty incidence has declined from 32% in 2005 to 26% in 2010. Attempt to reducing poverty incidence to 16% by 2015 is very promising, and we have also developed plan of actions for addressing United

Nations' Sustainable Development Goals. The rural development and poverty reduction play a pivotal role to achieve these objectives.

To improve socioeconomic life of rural people, who account for 70% of the country population, central committee and working committees for national rural development and poverty reduction were set up and action plan in 8 areas were developed. At the same time, the Government is also formulating an operationalization plan for Zero Hunger Challenges.

However, the rural development and poverty reduction tasks are easier said than done. They require not only government actions, but also multi-stakeholders' participation with integrated development plan. The community driven development (CDD) project plays a vital role in planning for the integrated development. Hence, CDD project is scaled up across the country creating the space for stakeholders' participation.

The CDD project, which is jointly implemented by Ministry of Livestock, Fisheries and rural development and the World Bank, is one of the important elements of our strategy.

The NCDD project was started in 3 townships in the 2013-2014 fiscal year and it was scaled up to 15 townships. During the second year of project implementation, over 1,800 subprojects were carried out in 9 townships and had successfully provided nearly 700,000 people with the benefits of having 10 billion kyats funding for developing the projects that are important for their community.

The communities from the project areas drew village plans and implemented by themselves so that roads and bridges, water supply, electricity, school buildings, rural health centers, and community centers were developed and community capacity was also enhanced.

Due to the fruitful results of the projects, 20 million Euro is assisted by the Italian government, and 400 million USD is assisted by the World Bank to scale up CDD project in new 62 townships. Hence, the CDD project will be able to benefit additional 7 million people across 62 townships. Although the funding of 32.4 million kyats could be provided to a village tract in the past, it could be increased up to 39.6 million kyats and the project cycle will be extended to four years.

In June and July, 12 states and regions in Myanmar suffered from the floods because of the severe monsoon rain. The government body led directly by the President had made a quick response by forming special committees to provide immediate relief to those who had suffered from such a disaster. With the support, cooperation and assistance of people and development partners, combined with the effort of the government, efficient relief efforts have been accomplished and rehabilitation actions are now taking place.

The National Community Driven Development Project has budgeted 400 million kyats for the rehabilitation of the 115 disaster affected villages that are in the project areas located in the Chin state, Sagaing region, Magway region and Rakhine state, and this will greatly help support the rehabilitation programs.

Excellencies,

Distinguished Guests

Ladies and Gentlemen,

As you all are aware, our country is one of the developing countries and people have a lot of needs across the country. To fulfill the needs of the communities, we will amend the necessary things including the project design based on the previous year experiences. Therefore the Multi-Stakeholder Review meeting is held today.

Your contribution in the Multi-Stakeholder Review Meeting such as recommendations, sharing experiences, and lesson learnt will be key to the future success of the project. I would like to request all of you to participate and share the ideas openly and frankly.

I also would like to request the World Bank, and the Ministry of Livestock, Fisheries and Rural Development seriously take the recommendations and comments from this event for the effective implementation in the near future. Again I would like to request the relevant regional governments to provide necessary support to assist the CDD project for smooth implementation especially in administrative areas.

In conclusion, I would like to encourage all stakeholders to make their ultimate efforts for the successful implementation of the project. As the community development would lead to a wider development in the township level, regional level and the nation as a whole, the Community Driven Development Project would lead to such a wider development in many areas. If the people and the government could pursue such development process collaboratively and hand-in-hand together, I am confident that Myanmar will soon keep pace with the regional development.

Let's build better future together.

Thank you.

Annex 4: Opening Speech by His Excellency U Ohn Myint, Minister of Livestock, Fisheries and Rural Development

**Introduction Speech by His Excellency U Ohn Myint,
Minister for Livestock, Fisheries and Rural Development
At the Multi Stakeholder Review Meeting of
National Community Driven Development Project
MICC II, Nay Pyi Taw
27th August 2015**

Excellency,

Distinguished Guests,

Ladies and Gentlemen,

Good Morning!

It is a great opportunity and pleasure to extend my heartfelt greetings and cordial welcome to honorable Vice President, Union Ministers, Chairman of Parliament Affairs Committees, Deputy Ministers, representatives of Parliament, The World Bank delegation, departmental officials, CSOs, representatives of project Townships, and distinguished guests participating in this magnificence event.

Being Ministry of Livestock, Fisheries and Rural Development is the focal ministry; we are formulating and sustainable rural development programs, food security and food safety, short term and long term projects to achieve the goal of National Rural Development and Poverty Reduction Program and sustainable Development.

In accord with president's guideline, Ministry of Livestock, Fisheries and Rural Development has developed Rural Development Strategic Framework with inclusive participation of national and international experts to implement the rural development tasks including all stakeholders as people center approach.

The CDD project with objectives of infrastructure development and capacity development of communities has started in the 2013-2014 fiscal year and scaled up to 15 townships. Similarly, the Ministry of Livestock, Fisheries and Rural Development is undertaking the Evergreen Village Development Project financed by the government, which covers in 4,450 villages.

In the implementation of the CDD project, the Village Development Plan was prioritized and implemented by community. During the implementation time, monitoring and implementation were also done by community.

During the two year project implementation, 1,800 subprojects are carried out in 9 townships with 11.8 billion kyat of project funding fulfill the urgent needs of 8.5 lakh people. The CDD project practices to develop the rural road and bridge, water supply, electricity, education and health center but also capacity building and collective effort of community. So it is characteristics of democracy.

Due to the success of project, strenuous effort of our ministry and enthusiasm of all stakeholders' inclusiveness, 20 million Euro is assistant by Italian government, and 400 million USD is assistant by the World Bank to scale up of CDD project from current 9 townships to new 62 townships. The CDD project is able to scale up its implementation, benefiting 7 million people across 62 townships, and it will be grate support to national poverty reduction.

Being the CDD project scale up across the country as national program, comprehensive plan will be carried out based on learned experiences, best practices, and challenges. Therefore Multi Stakeholder Review Meeting is held as today events.

Ladies and gentlemen,

According to the Vice President's guidelines, your contribution in the Multi-Stakeholder Review Meeting, such as recommendations and discussions, will assist in financial management, implementation of activities, setting up the procedure, and institutional arrangement of the future project. So I would like to urge all of you to take part in the open discussion, reflecting the actual ground level situation and people's voice.

In closing, I assure you that the Ministry of Livestock, Fisheries and Rural Development will cooperate closely with all stakeholders, including the World Bank to achieve the goal of the CDD project for rural development and poverty reduction associated with the development of socioeconomic infrastructure and capacity building of communities.

Thank You!

Annex 5: Opening Speech by Mr. Abdoulaye Seck, Country Manager, The World Bank

Your Excellency the Vice President,

Your Excellencies Union Ministers,

Colleagues and Friends,

- It is a **great honor for me to deliver opening remarks** at this second annual union-level multi-stakeholder review of the Myanmar national community-driven development project. This annual event is the culmination of the project's day to day commitment to transparency, learning and adaptation, and I thank all of you for taking the time to be here today.
- Over the **next two days we will hear about the achievements of the national CDD project to date and the lessons learned** during the second community cycle, which is coming to an end in nine townships home to over 800,000 people. We will have an opportunity to draw on these lessons to discuss improvements for the project as it enters its third community cycle, a year that will see the addition of 18 new townships to the project, bringing the benefits of this people-centered approach to development to three million people all across Myanmar. And finally, we will have an opportunity to get to know each other and learn from one another's experiences.
- As you may know, the World Bank's support for the national CDD project, in the form of an \$80 million grant approved in November 2012, was the **World Bank's first engagement in Myanmar after an absence of some 25 years**. It was fitting that this support was for a project that aimed to tackle poverty and boost shared prosperity – the twin goals of the World Bank group – and that did so by putting people and their communities at the center of development.
- **From the start, this Project offered a set of new partnerships** – between the World Bank and the Government of Myanmar, between the Government and rural communities, and between the Department of Rural Development and the national and international NGOs and private firms that are supporting the Department in the Project's implementation.
- We knew that these new partnerships offered opportunities as well as challenges. We also knew that in designing the project with the Department of Rural Development, **we wouldn't be able to anticipate all the questions that would come during implementation, let alone have all the answers. So the project design reflects a conscious emphasis on adaptive learning** – using evidence as we go along to improve the project. I was happy to see the significant changes made last year following this multi-stakeholder review, including increasing the size of community grants, simplifying interactions between the project and communities, and adding a fourth annual cycle for communities to benefit from the grants.
- **These changes, along with the project's expansion to 18 additional townships were made possible by the shared commitment to this project** by the Government of Myanmar – which is planning to invest \$30 million in community grants – as well as by support from development partners, including the Government of Italy, which is supporting the project through a €20 million concessional loan, the Government of Japan, which is providing a \$11 million grant, and the World Bank, which in June of this year approved an additional IDA credit of \$400 million to support the Project's expansion.

- **Today's event will seek to continue to improve the project by building on its successes.** At the community level, the project has financed the construction of over 1,800 sub-projects, ranging from new schools to footpaths, health centers, water supplies and jetties. Social, technical and financial audits completed to date show that the project is delivering these results in an accountable and inclusive manner with communities making effective and transparent choices about the money under their control.
- **These successes would not have been possible without the strong and sustained support from the Department of Rural Development** which continues to lead project implementation with an unparalleled dedication, energy and transparency. I thank these colleagues for their hard work day in and day out for the benefit of poor communities in Myanmar.
- Before I close, I would also like to reiterate my **deep condolences and sincere sympathy to the people of Myanmar**, particularly those who have lost their homes and family members due to the recent flooding, which also affected over 100 communities participating in the CDD Project. In response to these floods, the World Bank has agreed with the Department of Rural Development to provide additional community block grants to affected communities to support the rehabilitation of community-level infrastructure damaged by the floods.
- This multi-stakeholder review will provide a great opportunity for all stakeholders to discuss key challenges from Year 2 activities and propose recommendations for improvement for the next and future cycles. **So I once again thank all of you for being here today** and look forward to the active participation by all stakeholders at this event.

Thank you.

Group 1: Village and Village Tract Development Planning

Achievements from Last Cycle	Suggestions for Next Cycle
<ul style="list-style-type: none"> • Build and encourage women’s confidence • Men and women participated equally in committees; overall, had more participation from the communities. • The real demand from the villages was implemented. • Despite the disaster (flooding), subproject implementation went well. • Participation of different groups. • Inclusion of unregistered villages. 	<ul style="list-style-type: none"> • Block grant allocation shall reflect the population size on the ground instead of officially recorded number because they are often different. • Need capacity development training for women and livelihood training. • In the OM p48 para 1-5, village development planning is currently suggested for three years but it should be changed to annual planning. • In the OM part 1 page 12 para 25, the current minimum subproject size is 2 million MKM, but that is not enough to implement a new construction so the minimum block grant size should be increased. • In the OM part 1 page 12 para 24, block grant amount should consider the number of villages per village tract instead of only considering the population of the village tract. In addition, if block grant can be disbursed directly to villages, it would be more effective. • In the OM part 1 page 14 para 27, sub paragraph “F” should be removed.

Group 2: Roles of Committees and Volunteers and Committee Training

Achievements from Last Cycle	Suggestions for Next Cycle
<ul style="list-style-type: none"> • Committees had a chance to manage the subproject(s) for one whole cycle. • Committee members have learned how to be transparent to the communities. • Committees understand the role of women and their needs; the project provides opportunities for women to participate. • Despite of insufficient training, committees implemented the subprojects successfully on time. • Better accountability was achieved through the grievance handling mechanism. 	<ul style="list-style-type: none"> • For the procurement form 4, the price of the materials changes all the time so it should allow the villagers to change accordingly or take the section out. • To provide the accounting training for villages efficiently. • PC 7 should include the head of VT committee signature, name and title. • PC 10 - not only includes the details of subproject but should also include the voucher number of the project village. • Representatives of VT should select the head of the village project supporting committee. Grievance, procurement and accountant shall not be selected. • Committee election should be done with secret ballot. • Quotation amount shall be standardized. • CFs/TFs need training by November in order to effectively provide training to committees and volunteers so that they can start the project from December.

Group 3: Social Safeguards, Grievance, and Gender

Achievements from Last Cycle	Suggestions for Next Cycle
Social Safeguards and Grievance	
<ul style="list-style-type: none"> • By signing the code of conduct, communities understand the rules (dos & don'ts of the Project) • The Projects allows gender balance in selecting committee members • Improvement of people's trust in the project because the grievance handling mechanism is in place. • Many people were willing to donate their land to implement the project • Information board is useful to improve the transparency among the communities • O&M plan is good for sustainability of the sub-Project • Maintain the gender balance as well as inclusion of minorities and vulnerable people in the community activities. • The project doesn't allow anyone who is younger than 15 years old to work in the subproject implementation. 	<ul style="list-style-type: none"> • Serious grievances should be resolved immediately instead of 3 months (ref. the OM page 27 paragraph 64). • Specific actions or consequences in regard to the misuse of fund or corruption should be taken and clearly stated in the OM. • Improve the villagers' awareness about the project's code of conduct so that they can closely monitor the committee members; possibly communicate via a poster. • It will be better to have clarity on who is part of the grievance solving committee (or decision making) at the village tract level • Land donation or labor donation should be awarded at township MSR. • Committees should have more exchange field visits to learn more about gender. • In the OM (volume 1), page 56, para 154 A, it should be noted that there should not be separate meetings for different religious groups or ethnic groups; a community should have one meeting for all.
Gender	
<ul style="list-style-type: none"> • Due to the gender information disseminated, gender balanced committees were formed; and both men and women participated in community activities. • Equal pay for equal work for women and men. • Implementing women selected subprojects. • Women documented well in FM forms. • Women started playing more important roles and making better management decisions. 	<ul style="list-style-type: none"> • Hire more local villagers for subproject implementation, particularly women. • In the Procurement Form 7, equal ratio of women and men in the labor force and the equal pay for equal work should be included. • Gender achievements should be communicated to the communities via posters, cartoons and success stories. • Add the third community volunteer as a gender focal point. • Encourage more exchange visits for CFs and TFs to learn gender success case studies from other townships. • Before subproject implementation, gender training should be conducted in communities (should be noted in the OM).

Group 4: Procurement and Financial Management

Achievements from Last Cycle	Suggestions for Next Cycle
<ul style="list-style-type: none"> • Purchased cheaper and quality goods and materials due to the shopping method; better transparency and accountability. • Block grants were used effectively as 	<p>Procurement:</p> <ul style="list-style-type: none"> • A specific procurement guideline should to be included in the OM.

<p>communities received training in advance so that communities were aware of the important forms and how to document them. This is highly depending on the training provided to the communities.</p> <ul style="list-style-type: none"> • Due the collective effort in putting together the procurement plan, the procurement committee was able to coordinate better with other committees, leading to saving time in procurement and less waste. • Labor force account made the improvement in technology, employment opportunities, management and participation. • In the second year townships, more community members were used in the labor force instead of the contractors (compared to the first year). • Accountability was strengthened by the contracts and documentation in the procurement system. • The procurement management plan used for the NCDDP helped improve community and committee members' capacity so that they could also apply their management skills in other work. 	<ul style="list-style-type: none"> • A specific contract guideline should be also included in the OM. • A clear instruction should be noted in the OM about the minimum amount needed for requesting three quotations by suppliers. • A specific guideline about the procurement of consultants should be included in the OM; specific requirements and qualifications of procurement consultants should be also noted in the OM. • Uniformed procurement forms should be used in all townships. <p>Financial Management (FM):</p> <ul style="list-style-type: none"> • The check keeper should be different from those of three signatures used for cash withdrawal. • There should be a minimum level of education required for the village accountants. • More than 4% of the administrative costs should be allocated to remote villages. • Engineers and TFs should use the local village market price to make the estimate of subprojects. • An accountant of the village tract's Finance Sub-committee should be selected from one of the accountants in the villages. • Anyone dealing with finance (e.g. village account, head of VSC, and volunteers) should receive finance training at least three times in one year to increase his or her capacity. • All townships should receive a minimum of 10 days advance notice for auditing.
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Group 5: Monitoring and Evaluation (M&E) and Management Information System (MIS)

Achievements from Last Cycle	Suggestions for Next Cycle
<ul style="list-style-type: none"> • With the information on PC 9, people can learn the progress of the subprojects. • More accountability and transparency due to MIS system. • MIS is allowing people to systematically collect and update the village information. • Environmental and social conservation/management was improved. • Accessibility of the village information was improved. • Reporting became easier using MIS; easy to upload the information to the server by using the tablet. 	<ul style="list-style-type: none"> • Household and religion/ethnic information should be added to PC 1. • PC 11 shall be removed and use PC 9. • In PC 7, endorsement signature should be added. • It should be noted to instruct to fill out PC 5 after putting together the implementation plan. • The current form, PC 5, has the discrepancy on who should sign the form. In the top part, it requires the signature from the township engineer; however, in the signature part at the end of the form, it requires TF's signature. Please clarify who should be the one to sign PC 5.

	<ul style="list-style-type: none"> • The educational level should be modified in HR 2 Form. • In HR 1 Form, the national registration number should be included. • Disaster Form should be newly added to the OM for the time of natural disasters. • Every form should include the guideline, like PC 1. • Need clarifications on which forms should be filled out by CFs and/or TFs. • In PC 9, the Monitoring Sub-Committee should negotiate the technical quality with TFs. • PC 10 should be modified. • PC 3 should have a better title other than the “subproject timetable.” • Should provide essential products to help the MIS (e.g. anti-virus software, waterproof bag for tablets, etc. • It should enable people to change and edit the existing training report on tablet. • M&E training should be negotiated with the Infra team. M&E training should be provided to the communities. • The refresher training for MIS data entry should be provided. • Coordination meeting between township MIS team and union MIS team should be held more frequently. • Who do they need to report in case of the loss of tablets and errors made on tablets?
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Group 6: Environmental Safeguards and Environmental Management Plan (EMP)

Achievements from Last Cycle	Suggestions for Next Cycle
<ul style="list-style-type: none"> • The Donation Form, PC 14, clarifies the ownership of the land. • The First Aid medicine box and safeguards materials increased the safety in the community. • Because of the project rules and regulations about tree cutting, further deforestation and environmental degradation was prevented. • Because of the safeguards screening form, PC 13, and EMP, communities were able to sustain the subprojects and help conserve the environment. • EMP helps the communities to prevent water pollution and to reduce the damage on animals and fish. • Safety was increased due to the warning signs on the dangerous sites. 	<ul style="list-style-type: none"> • Make better Burmese translation of ECOP. • According to the project objectives, the project is enabling the government to respond to the emergency and/or natural disaster situations. But how much or what percentage of the project funding is going to be allocated to the affected communities? • Create a public poster to show the advantages and disadvantages of using the safeguards. • Disseminate a video about safeguards. • Environmental conservation training should be provided separately from other training. • EMP should only consider the environmental impacts. • The OM should extend the requirement for creating EMP to other relevant subprojects in addition to bridges. • Change PC 15 to reporting and planning. • Put more information/details about EMP.

Group 7: Subproject Design, Implementation, and Operations and Maintenance (O&M)

Achievements from Last Cycle	Suggestions for Next Cycle
<ul style="list-style-type: none"> • Communities first agree with the subproject designs proposed by Township DRD before the implementation starts. • The project offers multiple ways to improve the quality control of subprojects. • Village skilled laborers increased their knowledge on technology during the subproject implementation. • The safeguards plan was included from the beginning till the end of the project implementation. • People, including CFs, TFs, committee members, and villagers, collaborated to develop the O&M plan. • Because of the O&M plan, the sense of the ownership in the community increased. • Community contribution of labor and collect user fee included in the O&M plan. • The development of the O&M plan helped to maintain other important buildings. • Community capacity was improved due to the O&M plan. 	<ul style="list-style-type: none"> • The current block grant amount is too small to implement some subprojects using the required design. • Change the guideline of the lamppost’s foot design. • In the Year 1 Eligible Subproject list (OM page 60), the size of diesel generator should be allow the voltage higher than 15 kV, required for the SP design. • Provide training on the applied technologies (e.g. hydropower, GFWSS, solar system, etc). • The Year 1 eligible subproject list should add a category on small enterprises. • Township Project Implementation Committee’s approval time should be within one month. • Disseminate the O&M plan with posters in the community. • 2% of the block grant should be allocated to O&M. • In the OM p. 85 para 249 (f) (1), it should clarify the ratio of the repairs that need to be taken care of by the communities vs. by the relevant government department.

Annex 7: Notes from Session 1: Working Together (NCDDP Internal Learning Day 2: Aug. 25)

Group 1 (Namhsan, Tatkone, Pinlebu)

What Went Well	Expectations
<ul style="list-style-type: none"> • Training of social assessment for CFs and TFs (TTA lead, DRD support) • Village level social assessment • Planning to request and prepare for the block grant • Village Tract and Village Development Planning (TTA Lead, DRD support) • After discussion with relevant departments, subprojects are submitted to tTPIC. (DRD lead, TTA support) • Preparation of subproject implementation (design, survey, estimate, ECOPs, EMP, etc.) (DRD+TTA) • At the village tract level, feedback meeting was held. • Implementation plan, procurement plan, financial plan, O&M plan, milestone plan, project implementation and monitoring (TTA lead, DRD support) • Social audits, technical and financial audits completed and prepared for completion reports (TTA lead, DRD support) • Resolving grievance cases at the township level • Training of capacity building for staff, communities and TTA • Preparing for quarterly report • After the Township MSR, prepared a report for the Union MSR 	<p>Expectation from Township TA</p> <ul style="list-style-type: none"> • Technical advice from TA for projects • Coordination • Experiences in conducting training • Facilitation skills • International level submission methods • Cash disbursement procedure • Problem solving skills/methods for issues • Mutual respect and accountability • International level experience of engineers <p>Expectation from Township DRD</p> <ul style="list-style-type: none"> • Get support for project implementation in a timely manner (fund, materials, etc.) • Timely coordination with Union DRD and TA • Start the project cycle on time • Coordination with counterparts • Mutual support according to technical sector • Conduct high quality training for counterpart staff • Do not change TTA staff so often • Mutual respect at the team building, meetings, other activities, • For the administration of CFs and TFs, TA should coordinate with the DRD counterpart

Group 2 (Kanpetlet, Ann, Htantabin)

What Went Well	Expectations
<p>Expectation from DRD</p> <ul style="list-style-type: none"> • Assign a full time counterpart staff from the DRD in the CDD project • Carry out logistics arrangement on time • Mutual respect • Coordination and helpful minds • Test the improvement of counterpart's capacity • Carry out financial related activities on time 	<ul style="list-style-type: none"> • Work Plan – Led by DRD • Budget Plan – Led by DRD • Reporting – Led by DRD and TTA • Procurement – Led by DRD • Logistics Arrangement – Led by DRD • Capacity Building Programs –To get trained and conduct training together - DRD+TTA • Responsibility – Specific tasks for the Team Leader • HR (Future) – To assign more staffs from Township DRD

<p>Expectation from TTA</p> <ul style="list-style-type: none"> • Separate DRD sector team leaders and program advisors when having a discussion with INGO • Give full authority to township TA leader • Manage CFs, TFs & TTA's field trip • Keep daily attendance Record of CFs, TFs & TTA only at the DRD office • Inform the Township DRD before buying necessary stationeries • The guidance of the Township DRD Head should be coordinated with TTA. • Carry out the project implementation with DRD Counterparts • Conduct training for TFs on estimation • Fully cooperate during the audits 	
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Group 3 (Kyunsu, Sidoktaya, Lemyethna)

What Went Well	Expectations
<p>Township DRD's Current Duties</p> <ul style="list-style-type: none"> • Township head of DRD is responsible for all duties. • Coordinate with Union DRD and other departments at the township level. • DRD staffs have field visits for project implementation • Send project report to the district/state and union level <p>Township TA's Current Duties</p> <ul style="list-style-type: none"> • Not only technical but also leading the project implementation • Request funds, coordination for audits (MIS, Grievances, M&E) • Project implement on time (not only in office hour) • Trainings are conducted on time • Reports are prepared on time by TA team 	<p>Expectation from Township DRD</p> <ul style="list-style-type: none"> • Work together among DRD and TA • Carry out dutifully according to relevant sectors. • Keep transparency between DRD and TTA • Involve in any sectors relating CDD projects when TTA free time. <p>Expectation from Township TA</p> <ul style="list-style-type: none"> • Respect and have mutual understanding. • Not to treat as a boss and a worker • Take duties together with TA • Carry out successfully at the time when TA exists. • Make easier of disbursement and payment for projects. • Assign the same DRD staff until one project cycle completed • Collaboration of responsibilities.

Annex 8: Notes from Session 2: Thematic Group Session (NCDDP Internal Learning Day 2: Aug. 25)

Gender

1. Time concern: Facilitators and communities need more time to understand the gender aspects. For example, orientation meeting shall include the time to explain gender.
2. Women's participation is sometimes low. It is important to understand what the challenges, practical barriers exist in order to increase women's participation.
3. Gender training for community level shall be designed and provided
4. To have meaningful participation, we need follow up training. We need to consider, budget, timing other activities within the project cycle.
5. At the orientation meeting, gender shall be introduced in a simple and practical way. Communities will not understand theoretical explanations (e.g, analyzing timeline of women and men).
6. To assess how the gender is mainstreamed in the project, the Gender and MIS team needs to work together. Women's prioritization shall be captured through the MIS.
7. To ensure projects proposed by women are implemented, the budget for women's priorities should be allocated and data entry using Form PC 4 should be improved.
8. The contract for subproject contractors needs to add a sentence "to hire women or give job opportunities to women and the concept of equal pay for equal work."
9. When providing job opportunities, elderly women and handicapped persons who can still work and are willing to work for their basic needs shall not be excluded. Social assessment should be conducted properly in order to understand the social groups in the villages.
10. Need to upgrade/promote the capacity of community facilitators on gender in order to work with communities and committee members.

Management Information System (MIS)/Monitoring and Evaluation (M&E)

1. At the township level data entry personnel will be required (CF level).
2. Need MIS training for all township staff. M&E Sub-Committee members will also need more training.
3. It is important to keep the MIS database PC at the township level instead of centralizing everything in NPT. M&E officers need to check, edit and approve the data.
4. There should be a set timeline (deadline) for data upload.
5. It would be good to have a quarterly meeting among the M&E team with union and township.
6. PC 10 Final Inspection Form – Part B (section on detail cost) is difficult for the M&E/MIS specialists and CFs to enter. This should be in line with F6 Form and to be considered if detailed information needs to go into MIS. If this form allows facilitators to enter in lump sum instead of detailed cost, it will save significant amount time.
7. For the first year townships, it will be useful to have guidelines for all forms like Form 1: when to use, who to enter, who to keep, how to fill out (as an alternative way, these can be included in the summary page – table of content).
8. PC 2 attendance list needs a line for the title of the meeting.
9. On PC 3's timetable, left side shall be blank (delete completely or clarify/simplify) because the explanation of the cycle steps are not clear.
10. In PC 7 Subproject Selection Form, space for the signature of the head of VTPSC should be included
11. PC 9 Monthly Subproject Monitoring Form and PC 11 Quarterly VTPSC Report should be combined. Form 11 (number 3, 7, 8) is good to keep, others shall follow Form 9.

Procurement

1. There shall be a more detailed procurement section in the OM for the community level (the issue raised in 5 shall be solved together).
2. Procurement method selection shall be done before the estimation.
3. There shall be a price threshold for the price (quotation) of materials.
4. It would be good to reduce the number of the procurement forms (but on the other hand, everything included currently is important).
5. Some townships are using a different form from the OM (which is useful) but there are inconsistency in form numbers and asked information etc. Training material was separately provided before the orientation time. Would be better to have one guideline in the OM.
6. In the TOF training, procurement staff from the union level shall be the trainer instead of the training team member
7. Training at the community level shall be done within one day at the village level
8. Suggestion to include guidelines for the recruitment process of the township CF/TF after the TTA phase out.

Finance

1. Block grant should be allocated to the villages instead of village tracts (VT).
2. Can the administrative cost be kept at the village level in order to avoid traveling from the village to the tract village? Township DRD should support the village tracts for the above decision- to identify which villages are justifiable.
3. Village level committee should have a custodian position of the block grant.
4. Estimation of the material should be done at the local market rate instead of township level.
5. Finance clerk should have a criterion of certain education level.
6. The accountant of the VT Finance Sub-Committee shall be selected from the financial clerks.
7. The current OM requires signatures from three people (VTPSC head, FSC head, and one of the VTPSC members) for the fund withdrawal. Obtaining a signature of FSC head cause delay in withdrawal. This shall be revised as any two people out of the three signatories.
8. It shall be mandatory for the Village Project Support Committee head to attend the financial training.
9. FM training must be conducted three times per cycle.
10. In the case of disaster, how can the custodian of the fund be responsible of managing fund?
11. Is it okay to keep the block grant for the next cycle and make a larger subproject?
12. Township DRD heads, team leaders, TAs shall all be invited to the union level financial training.
13. Cycle year should be in line with government fiscal year and shall avoid rainy season.
14. Some of the operation costs shall be authorized by the Township DRD within the approval amount. Currently all requests go to the union level so the decision gets delayed.
15. Project shall be implemented at urban areas too.
16. Shall the population data be based on GAD or immigration office data?
17. Overrun cost mentioned in the OM shall be deleted because it is not functional in any of the townships. Instead the communities provide community contribution.
18. General auditor's office shall inform at least 10 days in advance
19. Can the remaining administrative expense used toward subproject cost. Clarify in the OM.

Annex 9: Notes from Session 3: Operations Manual (NCDDP Internal Learning Day 2: Aug. 25)

Block grant

1. Allocation to all villages vs. allocation to selected subprojects
 - Based on the feedback received in the 2014 MSR, the Department of Rural Development (DRD) agreed to increase the block grant size for each bands
 - Unfair for the village tracts (VTs) with many villages
=> World Bank (WB): Important to maintain simplicity for everyone to understand why village tracts receive a certain amount
 - How to verify the unregistered village population?
=> WB: Even if the village itself is not unregistered, the population under that village should be part of the VT population
2. Block grant to include other activities such as livelihoods
=> WB: The DRD is implementing another project focusing on livelihoods. (Mya Sein Yaung Project).
3. Migrant villages should be excluded?
=> DRD: Subprojects should not be implemented in shifting villages.

=> WB: VT has difficult discussions on what to do with the grants. But the project is about stepping back and letting them take their own decisions.

Training

1. Training for DRD and TA team before commencing the cycle
=> Union Technical Assistance (UTA): Similar to last year, the union training team plans to conduct a pre-cycle training for the 18 new townships. Need to rely on Township TA. Clusters rather than traveling to individual townships. Increase staff at the Union CDD Secretariat Office to support township clusters on technical matters and support training. Challenge to cover 27 townships: share responsibility between the union and townships.
2. Separate thematic training for township teams
3. Follow up on the job support training
 - Provision of the new or replacement of the staff shall be looked into. Township needs to help out but also beyond training. Training for facilitators?
=> UTA: The training package for facilitators exists. If replacing facilitators, capture how many there are and provide training for new facilitators.

Selection of Committee members

1. Quality of election. Timing of the election.
 - The revised Operations Manual (OM) will include detailed instructions on the orders of the orientation meeting and selection of the committee members.

- The orientation meeting (initial stage) of the cycle was compressed. Is it possible to specify whether the orientation meeting can be divided into two separate days? Project introduction and election of the committee members to be done on separate days.
 - Appreciation/ recognition of the committee members
2. Literacy as a pre-condition (particularly for financial clerk)
=> WB: Literacy rate differs by areas so the idea is not to exclude people who are illiterate from taking part of the project. PP 46 mentions one member of each of the sub-committee should include literate people.
 3. Gender
=> DRD: Booklets on gender are made in addition to the OM.

Grievance Handling Mechanism

1. Serious grievances should be communicated with the township immediately instead of waiting for three months.
=> WB: Three months upper limit to refer to the township level. Grievances are usually resolved before specific actions against fraud and corruption are taken place (clear guidelines in POM).
2. Grievances to be resolved at the VT level need more clarity.
 - There is no specific task for the VT level Grievance Sub-Committee.
 - Is the grievance system used only for the communities or can staff also use the system? Grievances among staff are also allowed and it will be recorded, but the cases will be dealt confidentially.
3. Code of conduct awareness for community members via posters.
 - The OM has a process for fraud cases; the process is working well. Actions were taken for the fraud cases.
 - Make sure this section is clear. It is normal to take grievances out of community.
 - The DRD encourages the use of grievance mechanisms. If need to refer to management, we will refer.

Community contribution

1. Land and labor donations should be recognized.
 - Award at Township MSR.

Gender

1. Training to communities should be given at the beginning of a project cycle.
2. Training to CFs and TFs is insufficient.
 - How to ensure the priority for women are included. Currently, one subproject is identified by women within the VT. PC 4 should be revised to combine women's and men's priorities.
=> WB: We have seen the opposite; the most subprojects are priorities for women. The OM provision is being complied with, but subprojects identification should be more gender sensitive.

Procurement and Finance

1. Procurement of goods (direct purchase and quotation limits).
=> WB: Prices will fluctuate. Having a gap between planning and execution means prices could change. When communities make purchases quotes should be publicly shared: transparency.
2. Estimates using the local market price.

- An estimate is put together by using the market price, but the materials are often purchased from other places. Sometimes materials are purchased outside the township even if the price is higher than the market price because of the shortage of the materials. How can this be explained to the auditors?
3. Administrative cost should be more than 4%
 - From the second cycle, it is not difficult to predict which VT will need more administrative cost.
 - The OM can be read that villages have to use 4-6% of the grant in administrative cost. Spending less than 4 % is okay; also exceptional cases of using 6% are mentioned in the OM.
 4. Provision to keep administrative cost with villages in remote settings.
 5. Cheque keeper or place for easy access to banking.

Operations and Maintenance (O&M)

1. Clear guidelines for O&M planning and training.
2. Emergency repair guidelines and budget.
3. Supporting training and communication materials on O&M.

Forms and Management Information System (MIS)

1. Updating forms and bringing consistency among training, POM English/Myanmar, and MIS.
2. Synchronizing tablet and PC and enable for editing the already entered data.
3. Accessories such as charger, water proof bag.

Infrastructure

1. Training and follow up support on design and BoQ
2. TPIC approval within a month.

Annex 10: Notes from the Breakout Group Report Back Session (Union-Level MSR Day 2: Aug. 28)

Group 1: Gender

What Went Well	Suggestions for Next Cycle
<ul style="list-style-type: none"> • Women are able to attend the village development meeting. Acknowledged by the men about their capacity. • Women have filled half of the members in the village level committees and sub-committees, but not necessarily on the leadership position. • Women are participating in the village development planning and identifying subproject(s) prioritized women's needs. • More opportunities for women: equal pay for equal work => We need to analyze the ratio of men and women in skilled and non-skilled work. • Build and encourage women's confidence 	<ul style="list-style-type: none"> • Improve women's participation by: <ul style="list-style-type: none"> ➢ Providing gender training and raising awareness; ➢ Offering special support for women to attend the meetings; ➢ Conducting gender analysis; ➢ Providing women oriented capacity building to fill the gap in women's knowledge and skills. • CDD should convey the message of women's needs, such as income generating and microfinance, to other line ministries. • M&E and MIS: more gender specific data should be collected. • Include the provision of gender equality in the agreement with contractors

Group 2: Conflict and CDD

Lessons from the Last Cycle	Suggestions for Next Cycle
<ul style="list-style-type: none"> • Phasing out the Township Technical Advisory Team (TA) shouldn't be an issue in Namhsan and Ann (new conflict affected townships), but scaling up of the project can't deal with having too many conflict townships. • Initially the NCDDP didn't envision operating in conflict-affected areas but the previous MSR highlighted needs and poverty in those conflict-affected areas. • CDD aligns with the peace process and ceasefire agreement that include the provision of support to conflict-affected communities. • So far no tension towards the Community Facilitators (CFs) who are from the conflict-affected areas and the TAs (e.g. MercyCorps). • It's new to have government services coming to these areas. DRD and WB are working in five conflict-affected townships to meet with stakeholders (CBOs, communities, armed groups -AG, etc), sometimes without DRD (e.g. when meeting AGs), to figure out how to proceed implementing the project. 	<ul style="list-style-type: none"> • Ensure security for project staff. • Consider providing trauma care for victims affected by the conflict. • Take local contexts and traditions into consideration => include local ethnic groups in the project. • More advocacy efforts needed by the government agencies. • Community leaders should be filled by more women and ethnic groups. • Inform the communities about the World Bank loan. • Organize regular coordinating meeting with CSOs, government agencies, etc. • Influence on attitude change on the ground and promote trust and cooperation. • Respect Do No Harm policy – Need comprehensive training on the both sides. • Infrastructure for the use of cultural festivals that may lead to peace building and sustainability.

Group 3: Infrastructure/O&M

What Went Well & Challenges	Suggestions for Next Cycle
<ul style="list-style-type: none"> • Village tracts in some townships used equal distribution of block grants across villages. • INGOs/NGOs should assign experienced TA for the project implementation. • Polluted water seeping into the hand dug well. • Weakness in doing awareness training about O&M Plan and follow-up. • Union Level training to TTA and TFs focused on infrastructure issues (design, safeguards, checklist, ECoPs, O&M). 	<ul style="list-style-type: none"> • Subprojects should be selected based on VDPs, and block grants should be allocated based on the requirements of the community. • Need to discuss how to control and who will take care for the infrastructure in the new townships without infrastructure TAs. • Need to plaster inner wall up to 10ft to prevent the polluted surface water seepage. • Currently in the OM, bridges of 5m and above have to prepare EMP. => It should be changed to 15m and above in the next cycle. • TTA/TFs/CFs should give awareness training about the O&M Plan to the community and review as soon as the subproject is completed. • In the Operation Manual, it says 5% of the last year's block grant can be used for O&M. => 1-3% of block grant should be allocated for O&M, starting from the first cycle. • TTA and TFs should provide more effective training to communities.

Group 4: Grievance/Social Accountability

What Went Well	Suggestions for Next Cycle
Communications	
<ul style="list-style-type: none"> • Posters about CDD project to inform the communities • Information about the project and subprojects was informed to the community members • 	<ul style="list-style-type: none"> • All communications materials should be translated in local ethnic languages. • Exchange visit should be provided to the community members so that they can learn from others. • New townships should have exposure to old townships with the project experiences. • Organize the participatory communications (singing contest, debate) in communities for encourage more community participation. • Radio and TV programs (e.g. ethnic TV channels) to inform about the project. • Mobile applications about the project and access to the information.
Grievance Handling Mechanism (GHM)	
<ul style="list-style-type: none"> • Committee members became more responsive and accountable. Villagers were able to raise their voice. Project procedures were conducted with transparency so they had less chances to misuse the funds. • Problems can be explored (investigated). • Trust is built between the project and communities as each of the grievance cases has been responded. • Because of GHM, not only committee members but 	<ul style="list-style-type: none"> • GHM information sharing/training should focus not only on grievances/ complaints but also on feedback and criticisms on the project. • The cases of misuse of funds should be widely announced in the communities, but it's important to assure communities that these misuse cases do not lead to the suspension of the funds. • Committee members should be aware of the

<p>also village/tract authorities have increased cooperating with the project.</p> <ul style="list-style-type: none"> • The availability and accessibility of the township/union grievance phone lines made it easy for the communities to voice their complaints and receive prompt responses. 	<p>consequences by breaking the project's code of conduct (e.g. replacement).</p> <ul style="list-style-type: none"> • All village committee members are responsible for any misuse cases happened in the village. • Measures to protect the person who has been accused without doing any misconduct.
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Group 5: Disasters/Emergencies Response and CDD

What Went Well	Suggestions for Next Cycle
<ul style="list-style-type: none"> • CDD project has responded to the current situations due to widespread floods and landslides. • Help rehabilitate the damaged community infrastructure and cleaning wells. • Provide response funds within departments. 	<ul style="list-style-type: none"> • Go beyond responding to disasters but build resilience and preparedness. • Develop a disaster risk reduction (DRR) and preparedness plan: <ul style="list-style-type: none"> • Include disaster resistance and mitigation measures in the construction plans; • Apply community-based disaster risk management (CBDRM) in the CDD project. • Need contingency plans/funds. • Need more capacity building for disaster preparedness and response. • CDD Project should not be a stand alone for disaster response – important to link and coordinate with other DRR actors (line ministries, CSOs, INGOs, etc).

Group 6: Village Development Planning

What Went Well	Suggestions for Next Cycle
<ul style="list-style-type: none"> • Members of the Village Tract Project Supporting Committee and Village Project Support Committee were chosen by election. • All of community committees have increased women's participation. • Community is taking ownership and making decisions on the implementation based on their needs owns. • The Village Development Plan is well-developed in villages; but it is only limited to infrastructure. • NCDDP has implemented the township-wide community-led project planning. 	<ul style="list-style-type: none"> • Encourage communities to develop a more comprehensive and holistic Village Development Plan (VDP) beyond priorities of community-based infrastructure. • How to monitor VDP? • Build capacity of facilitators to work with communities to build a holistic VDP. Communities also need to understand the process and outcomes of VDP so that the VDP will be sustainable and high quality. • Village Tract Project Support Committee (VTPSC) and Village Tract Development Support Committee (VTDSC) need to coordinate better on the Village Tract Development Plan. • Committee members shouldn't be changed all the time => affecting the sustainability and capacity of the committees. • Establish a holistic management plan. Actors should include: <ul style="list-style-type: none"> • At the Village Level-

	<ul style="list-style-type: none">• - VTDSC (Government)• - Village Tract Administrators• - VTPSC (CDD Project)• At Township Level-• TPIC• Private sector• Line ministries (Leg, Agriculture, Education)
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Open Discussions:

- Responding to questions on the World Bank's loans and grants to Myanmar, Nikolas Myint, Project Team Leader of the NCDDP, The World Bank, has clarified that communities do not need to repay the NCDDP's community block grants. The World Bank's loan is concessional loans to the Government of Myanmar with small interests. After 10 years of the grace period, the Government will start paying back the loans over the period of 38 years. The information about the World Bank's loans is available on the World Bank's website as well as on the Ministry of Finance's website.
- One of the participants has suggested that when designing a subproject, the needs of special groups, such as the elderly, disabled, women, should be considered (e.g. making slope for the disabled).
- As to mitigate the tension between two conflicting groups, discussions should be held at the village tract level.