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**NATIONAL COMMUNITYDRIVEN DEVELOPMENT PROJECT**

**IDA Grant No: H814-MM**



**QUARTERLY PROGRESS REPORT  
APRIL– JUNE 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:

National Community Driven Development Secretariat  
Department of Rural Development

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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)
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
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								
<b>1.</b>	<b>Implementation</b>									
1.1	<p><i>Year 1 townships:</i></p> <table border="0"> <tr> <td>Sub-project completion</td> <td>Social audit</td> </tr> <tr> <td>- Kanpetlet 90%</td> <td>60%</td> </tr> <tr> <td>- Kyunsu 61%</td> <td>45%</td> </tr> <tr> <td>- Namhsan 81%</td> <td>29%</td> </tr> </table>	Sub-project completion	Social audit	- Kanpetlet 90%	60%	- Kyunsu 61%	45%	- Namhsan 81%	29%	<ul style="list-style-type: none"> <li>Facilitators and TTA directly under DRD contract from 1<sup>st</sup> August on</li> <li>Township facilities: better quality of motorbike required.</li> </ul>
Sub-project completion	Social audit									
- Kanpetlet 90%	60%									
- Kyunsu 61%	45%									
- Namhsan 81%	29%									
1.2	<p>Six new townships : by the end of the period, % sub-project construction initiated as follows :</p> <p>Laymyetnar : 99%</p> <p>Sidoktaya : 60%</p> <p>Pinlebu : 42%</p> <p>Ann : 30%</p> <p>Tatkon : 80%</p> <p>Htantabin : 67%</p>	<ul style="list-style-type: none"> <li>Late mobilisation of TTA caused significant delays for Ann, Tatkon and Htantabin.</li> <li>Due to this delay, in Htantabin, several villages were combined in a single Orientation Meeting, resulting in low per capita attendance.</li> <li>Other delays came from flood and landslides</li> </ul>								
1.3	<p>Staffing problems:</p> <ul style="list-style-type: none"> <li>DRD TTA relations in some cases.</li> <li>Finance TTA not being invited to support DRD ins in some townships..</li> </ul>	<ul style="list-style-type: none"> <li>The quality of key experts in TTA should be improved (Local NGO &amp; INGO should select skilled, motivated and healthy persons especially KEs).</li> <li>CF and TF's should be graded in terms of experience and salary, such as junior and Senior CF/TF.</li> </ul>								
<b>2</b>	<b>Knowledge and Learning</b>									
2.1	<p>Social audits :</p> <p>Three old townships had completed approximately 60% of social audits by end of this period. None had commenced in 6 new townships.</p>	<ul style="list-style-type: none"> <li>The SA Toolkit and training material (TOF3) were updated.</li> <li>Remaining social audits will be completed in July August, followed by township MSRs. (See Table 12).</li> <li>MSR in Ann, Sidoktaya and Pinlebu might need to be postponed because of delay in implementation and flood</li> </ul>								
2.2	<p>Cross-township learning exchanges</p> <p>The first cross township visits in Yr 2 were between DRD staff in October 2014. During this period, there was planning of community visits for execution in July.</p>	<p>Some community exchanges will be facilitated from 01 - 10/07, when 12 representatives from 6 new tns will attend social audits of selected villages of 3 old townships as observers (Ann/Sidoktaya to KPT, Htantabin/Laymyetnar to KYN, Tatkon/Pinlebu to NAMH) Further cross township exchange visits to award winning villages are planned after the MSR.</p>								
<b>3.</b>	<b>Procurement</b>	NoL for 6 <sup>th</sup> Procurement Plan received 12 May.								
3.1	Procurement of consulting services	<ul style="list-style-type: none"> <li>Ministerial agreement regarding names of the 18 new townships to be implemented in Yr 3 was only confirmed in June (and only for first ranked TS), therefore achievement full mobilization of TTA in 8 clusters by October will be a serious challenge.</li> <li>ToR for output based contract for 18 new townships agreed with DRD end June. NoL obtained 10/07/15.</li> </ul>								
	<p>TTA Yr 3 Clusters 1 – 6 (C4.10, 11, 12, 13, 15, 16) and Procurement of TTA Yr 3 Clusters 7 – 8 (C4.14, 17)</p>	<ul style="list-style-type: none"> <li>EOI published, shortlist prepared and NOL received</li> <li>RFP awaiting NoL by end of period</li> <li>Expected proposal opening end of August</li> <li>Clusters C4.14 and 17 were initiated few weeks after the others because of separating Kayin from the C4.14 cluster and re-advertising. Though, C4.14 and 17 are catching up with the main procurement process.</li> </ul>								
3.2	Procurement of goods	<ul style="list-style-type: none"> <li>Goods for 18 new townships added into PP 6. (Pickups, motorbikes, computers/tablets, office equipment and furniture, cameras/video). Delivery of most items expected August – October.</li> </ul>								
3.3	Procurement of works	<ul style="list-style-type: none"> <li>Construction of Training Facility + office space. Completion of works expected around May 2016.</li> </ul>								
3.4	Training	<ul style="list-style-type: none"> <li>Two-week procurement training for 40 staff (township + Union). An additional aim was to identify TS staff to support Union Procurement Team in future.</li> <li>Considering the need for good understanding of English by Procurement Unit staff, provision of formal English language training is recommended, in conjunction with finance staff.</li> </ul>								

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<b>4.</b>	<b>Grievance Handling</b>	
4.1	<p>During this period, a total of 376 grievances were received through the mechanism. Of those, 98 % of grievances were made by the community while (26) % are from women. (Table 3)</p> <p>Since January 2014, the cumulative number of grievances to end June is 949, of which 932 (98%) have been resolved (Table 4)</p>	<ul style="list-style-type: none"> <li>• Out of 376 grievances, only 60 (16%) were “Core” grievances (code violation, misuse of funds etc), while 316 (84%) were genuine grievances (suggestions, force majeure, expression of appreciation etc). See Table 4 below.</li> <li>• Out of 60 Core grievances, 56 (93%) are already resolved (answered, investigated, addressed) and 4 are in process; out of 316 Core Supplement grievances, 311 (98%) have been answered / acknowledged.</li> </ul>
4.2	Grievance MIS	<ul style="list-style-type: none"> <li>• All grievances submitted should be accessible on the MIS, regardless of the medium (hotline, village box, CF etc). Tatkon and Pinlebu started to enter grievance paper forms (PC 12) from mid July only.</li> </ul>
<b>5.</b>	<b>Finance</b>	
5.1	Interim Financial Report : IFR to period ended 31/03/15 was submitted to WB on 15/05/15.	<ul style="list-style-type: none"> <li>• After comments were received from the WB on July 3, IFR was revised. (See Tables 8 &amp; 9)</li> </ul>
5.2	Cash flow forecast : A six months cash flow projection for US\$ 1.5 million was submitted to the WB on 13 May 2015, and NOL received 15 May 2015. Funds received on 29 May 2015.	<ul style="list-style-type: none"> <li>• After approval of budget for 2015/2016 by DRD and WB, a Cash Flow Projection up to 31 December 2015 will be prepared and submitted to the Task Team of the World Bank for approval and then a request for funds to the World Bank in Manila.</li> </ul>
5.3	Revision of Annual Budget 2015-16.	<ul style="list-style-type: none"> <li>• The budget was revised to include 27 TSPs for Cycle 3, and includes the approved Procurement Plan and draft Communication Plan.</li> </ul>
5.4	Financial Statement of 2014-2015 for Audit	<ul style="list-style-type: none"> <li>• The completed Financial Statement was sent to the Union Auditor General Office on 5 June 2015.</li> </ul>
5.5	<p>Township level cashflow forecasting:</p> <ul style="list-style-type: none"> <li>• DRD to initiate transfers to township offices based on replenishment requests received to ensure funds are available to cover operational expenses.</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of monthly financial reports is now becoming more consistent, with 8 out of 9 June reports received Union by mid July.</li> <li>• However, involvement of TTA in monthly accounting and budgeting of project operational funds should increase</li> </ul>
5.6	<p>Capacity Building</p> <ul style="list-style-type: none"> <li>• DRD to organize additional training for township finance staff (both DRD and TA), including by drawing on the insights of well-performing townships.</li> <li>• DRD to contract a Peachtreetrainer to further customize accounting software, install it on additional computers, and deliver training to union finance team.</li> <li>• Revision of Financial Management Manual</li> <li>• DRD to further increase staff capacity on union finance team through additional DRD staff assignments and/or individual consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Unit conducted a 3 day training of township DRD and TTA Finance Officers (50 participants) on Community Finance Guidelines, TSP Accounting and other matters. (Refer to Training Report for additional details)</li> <li>• As of 12<sup>th</sup> June 2015 only one Senior Finance Assistant had joined. Within the next quarter, DRD needs to recruit one more Senior Finance Assistant to meet the upcoming challenges of managing 27 townships.</li> <li>• Considering the coming scale-up plans, the Union Finance Unit needs to be staffed with more qualified, and capable staff, and an additional staff to work as Administrative/Accounts Assistant at the townships</li> </ul>
<b>6.</b>	<b>Capacity Development</b>	
6.1	<p>Training activities</p> <p><i>Township level</i></p> <ul style="list-style-type: none"> <li>• ToF 2 (May)</li> <li>• AutoCad (April)</li> <li>• Training/monitoring visits by Union teams in Finance, Grievance, Gender, MIS / M &amp; E. (May, June)</li> </ul> <p><i>Community level (Six new tns in April and May)</i></p> <ul style="list-style-type: none"> <li>• Village Management</li> <li>• Procurement</li> <li>• Financial Management</li> <li>• Construction engineering skills to VPSC + TFs</li> </ul>	<p>Next steps:</p> <ul style="list-style-type: none"> <li>• Union level procurement training (2 weeks July)</li> <li>• Peachtree Training (1 week July)</li> <li>• ToF 3 (July, August))</li> <li>• Social Audit preparation trial run (June – September)</li> <li>• Master Trainers to conduct a course in September 2015 to develop potential Master Trainers.</li> </ul>
6.2	<p>Development of materials</p> <ul style="list-style-type: none"> <li>• Reviewed and updated standardised modules for ToF 1 – 3 (including Social Audit Kit ) and b) Finance, Procurement and Infrastructure (based on experiences and training outputs delivered during Cycle 1, and consolidated ToF 2 training reports).</li> </ul>	<ul style="list-style-type: none"> <li>• These modules provide a standard modular approach to training in various technical areas for new townships in Yr 3. Work remains to finalise packages into shape for offset printing, as &gt; 1000 new facilitators will join.</li> <li>• A procurement training module for Township level has been drafted containing the training materials from the recent WB consultant’s procurement training, as well as</li> </ul>

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	<ul style="list-style-type: none"> <li>Scorecard was developed for Procurement and tested in the field during June 2015.</li> </ul>	<p>materials already developed by the Procurement Team.</p> <ul style="list-style-type: none"> <li>Operation s Manual: Update content of Vol II, including Training Section.</li> </ul>
6.3	Translation of training materials	<ul style="list-style-type: none"> <li>Demand on the sole current translator is too great, and training material needs technical experience, as well as translation ability. Another suitably qualified and experienced translator should be recruited.</li> </ul>
6.4	Human resource development	<ul style="list-style-type: none"> <li>Increase the number of Master Trainers from 3 to 9 (9 teams handling 2 townships). Good CFs and TTAs should be selected as trainers</li> </ul>
<b>7.</b>	<b>M &amp; E / MIS</b>	
7.1	MIS status by end of quarter	<ul style="list-style-type: none"> <li>Table 9 below summarises progress in MIS form completion. While uploading of PC 1, 3 and 4 were more or less complete by the end of the period, PC 5 and 7 were still mostly incomplete. In some townships (e.g Sidoktaya), TF's were holding back data entry of PC 5 until detailed planning of all sub-projects was completed, instead of sequentially. Union MIS team has corrected this mistake.</li> </ul>
7.2	<p>Required improvements to current system</p> <ul style="list-style-type: none"> <li>Several improvements in user interface were carried out by Novel Idea during this period, but various issues remain.</li> </ul>	<p>Existing version MIS 1</p> <ul style="list-style-type: none"> <li>KPI's are still producing wrong results due to 2 factors : 1) duplicate records in the MIS, due to incomplete validation by township M &amp; E before uploading. 2) the denominator in needs to amended to the actual number of villages (PC 1 – 4) and sub-projects PC 5 – 7) implemented.</li> <li>English translation: proper statistical analysis of MIS results is currently not possible by English speakers. Translation of all Myanmar fields has been initiated by Union M &amp; E / MIS Unit, but program code needs to be modified to hide/display an English translation.</li> </ul>
7.3	<p>Human resource development</p> <ul style="list-style-type: none"> <li>Closer daily contact/cooperation is required with Novel Idea to be able to control timeliness of outputs.</li> <li>1 Union level staff to be developed as Database Administrator during Yr 3</li> <li>3 national MIS / M &amp; E township support staff to be recruited for Yr 3. (1 x consultant, 2 x DRD staff).</li> </ul>	<ul style="list-style-type: none"> <li>Aung Soe Moe has committed informally to working several days a week in NPT starting from week commencing 19/07 until all required improvements have been made. This commitment should be formalised through the application of a proper contract.</li> <li>ToR for the MIS / M&amp;E field support position ("trouble shooters") prepared in July awaiting NoL.3 CV's required for procurement unit.</li> </ul>
7.4	<p>Implementation progress reporting: The MIS is designed to fulfil 2 slightly different functions of a) reporting progress and flagging bottlenecks during the cycle and b) capturing key results matrix indicators such as participation rates, number of beneficiaries, type and # of sub-projects, # of government and community trained etc. While function b) is working fine, and is already yielding material for the end of cycle calculations such as participation rates, there is too much of a lag in the progress reporting function.</p>	<ul style="list-style-type: none"> <li>The inherent limitations in timeliness of progress reporting within the MIS are unlikely to change, until real time data transmission is possible direct from the field, since many CF's don't return from cyclic visits to the remoter villages for several days or weeks at a time. Therefore to ensure more systematic submission of the monthly Excel progress template, it is proposed to include this as a new MIS form in Year 3 (PC 11, Township monthly progress summary), to be completed by the TTA M &amp; E Officer.</li> </ul>
7.5	Next steps	<ul style="list-style-type: none"> <li>Analysis of results matrix indicators (participation %, # beneficiaries, # sub-project's, # govt and community trained)</li> <li>Ensure proper completion of training form T.2 in all townships and PC 12 ( Grievance)at township level</li> <li>Quarterly Reports: <ul style="list-style-type: none"> <li>a) submission of QR April – June, in new "light" format.</li> <li>b) preparation of Jul – Sept QR, including end-of-cycle components.</li> </ul> </li> <li>Support visits to Ann, Htantabin and Pinlebu (update mini-server software).</li> </ul>

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		<ul style="list-style-type: none"> <li>• Complete all improvements to MIS for Year 3, including : a) web interface improvements b) Identification and correction of all faulty kpi results, new kpi's</li> <li>• Update/revision of M &amp; E / MIS training material and OM sections (Vol 2, Parts III and IV).</li> </ul>
<b>8.</b>	<b>Staffing &amp; Management</b>	
8.1	<p>Staffing</p> <ul style="list-style-type: none"> <li>• Table 11 shows the DRDU staffing status by end of period.</li> <li>• An overview of required staff increase over the coming three years has been prepared (Annex 1)</li> </ul>	<ul style="list-style-type: none"> <li>• A national Procurement Consultant was recruited at the end of the previous period (February), but it s planned to add at least further 4 to 6 new procurement staff in the next period (July – Sept), from amongst the township staff who were given procurement training in July.</li> <li>• 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.</li> <li>• As HR management requirements are increasing, a new HR function with a new position of assistant director for HRM should be considered</li> </ul>
8.2	<p>Union Office facilities</p> <ul style="list-style-type: none"> <li>• Space is getting increasingly short in all units of the Union CDD Secretariat.</li> </ul>	<ul style="list-style-type: none"> <li>• A new building for training and office space is already included in the new Procurement Plan, while design work began in June, and will continue in July and August. Assuming NCB procedure can be used, this building should be completed by around March 2016. In the meantime, it will be necessary to free up space, or even rent space, for Union operations.</li> </ul>
8.3	NCDDP coordination and supervision meetings	<ul style="list-style-type: none"> <li>• World Bank supervision trip (ISM): May 7 -10th</li> <li>• Quarterly Meeting was held on 25 June.</li> </ul>
8.4	Workplan for next quarter	<ul style="list-style-type: none"> <li>• Key milestones for the coming quarter were agreed at the Quarterly Meeting and are summarised in Table 14. An interactive rolling six month workplan is also shared on Smartsheet.</li> </ul>

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 Implementation

	Progress and Issues	Next Steps
<b>A.</b>	<b>Townships</b>	
1.	<i>Kanpetlet</i>	
	<ul style="list-style-type: none"> <li>• During this period, Kanpetlet completed 90% of sub-projects (all sub-project types completed except pico power and road construction remaining) and 60% of social audits, thus leading the progress in the first three townships.</li> <li>• The TTA TL resigned before the end of this period without replacement, to join Union Master Trainer team TTA contracts were extended to end July.</li> <li>• 6 female TF's can't drive motorbikes themselves because of geographical and safety constraints, So motorbike drivers are hired for them, and the operations budget is not sufficient.</li> </ul>	<ul style="list-style-type: none"> <li>• Handover should be smooth, with direct hire arrangements for 3 KE + all CF/TF for post July period to be agreed.</li> <li>• Staffing: 1) require two Lower Divisional Clerk and Engineer (SAE) for smooth running of both NCDDP and DRD Office Work 2) Need to recruit one TF (Male) by T-TA.</li> <li>• M-bike operation &amp; maintenance provision should be increased.</li> </ul>
2	<i>Namhsan</i>	
	<ul style="list-style-type: none"> <li>• As at end June, Namhsan had completed 81% of sub-projects and 29% social audits. Travel access to Namhsan remained restricted in the last half of this period due to border area conflict.</li> <li>• The TTA TL resigned before the end of this period, without replacement, to join Union Master Trainer team.</li> <li>• O &amp; M of first year projects not being monitored carefully enough. Some sub-projects already not functioning due to no or poor O &amp; M.</li> </ul>	<ul style="list-style-type: none"> <li>• O &amp; M :CFs and TF's attention should not be limited to the current year's sub-project only. Monitoring the execution of O &amp; M of previous year's project in accordance with the O &amp; M Plan must be a clearly stated part of the CF and TF tasks in the OM and in training material (ToF 1). Similarly, the ToR of the Technical Audit team should include sampling and scoring O &amp; M performance on previous year's project.</li> <li>• TTA contracts extended to end July, with direct hire arrangements for 3 KE + all CF/TF thereafter</li> </ul>
3	<i>Kyngsu</i>	
	<ul style="list-style-type: none"> <li>• By end of period, 100% sub-projects had been started, 61% completed, and 40% of social audits. Compared with Cycle 1, TTA was better able to motivate committee members and get better performance this cycle. However: a) insufficiency of TFs and b) 2 DRD transferred back to own tns, may reduce technical quality of subprojects and monitoring.</li> <li>• The TTA TL was demobilised before the end of this period, without replacement. After a 6 month vacancy, the M &amp; E Expert was replaced with only 3 months to go, causing delays in completion of PC 5 and 7 forms.</li> <li>• Kyngsu only caught up with MIS in mid July.</li> </ul>	<ul style="list-style-type: none"> <li>• 50% of sub-projects were in the transport sector (roads, bridges, jetties).</li> <li>• TTA contracts extended to end July, with direct hire arrangements for 3 KE + all CF/TF thereafter.</li> <li>• Recruitment of 3 new approved TFs is in process, plus better DRD support and better coordination with TTA is a good sign for the handover.</li> </ul>



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4	<i>Laymyetnar</i>	
	<ul style="list-style-type: none"> <li>• Although Implementation was slightly delayed by changes made to the procurement plan, 99% of sub-projects had started implementation by end of this period, and 33% were completed (best performance among 6 new townships).</li> </ul>	<ul style="list-style-type: none"> <li>• Key challenges were : a) main suppliers for the construction materials are located in other townships such as Hinthada, Ngathaichaung and Kwinkauk (Ingapu Township), increasing travelling time and cost b) changes of sub-project and an increased number of sub activities decided through village meetings and approved by VTPSC.</li> <li>• Union has discussed ways to pilot an improved VDP process in Laymyetnar.in year 3.</li> </ul>
5	<i>Sidoktaya</i>	
	<ul style="list-style-type: none"> <li>• Sidoktaya had started 60% of sub-projects by end of period. but fell behind with MIS (PC 5 &amp; 7).</li> <li>• Performed reasonable well with field implementation, but fell behind with MIS completion due to prolonged absence of the M &amp; E Officer.</li> </ul>	<ul style="list-style-type: none"> <li>• The short time frame available post training and the onset of rain restricted the team's effort to prepare technical designs, procurement plans and commence timely sub-project implementation. However, using an expedited approach based on the cluster plan, TPIC approval for sub-projects was obtained on April 24th, and criteria met to withdraw administration and operations fund on May 14-1.</li> <li>• MIS PC 5 &amp; 7 forms were completed early July.</li> </ul>
6	<i>Pinlebu</i>	
	<ul style="list-style-type: none"> <li>• As of the end of June 2015, 42% of subprojects had started implementation.</li> <li>• No internet available at all. Communication is by phone or post, MIS data is posted or hand carried.</li> </ul>	<ul style="list-style-type: none"> <li>• The 42% of projects started during this period are mostly school renovation and other building subprojects (library, rural clinic). Implementation of the roads, bridges and water supply subprojects will start after the rainy season due to the difficulties of transporting construction materials on muddy roads and swollen rivers. □</li> </ul>
7	<i>Ann</i>	
	<ul style="list-style-type: none"> <li>• Sub-project implementation in Ann has been seriously delayed, due to late mobilisation of TA, remoteness, floods and poor internet. By end of the period, only 30% of sub-project construction had started.</li> <li>• In early July, Ann was beset with serious landslides and flooding, which will mean further uncompleted sub-projects in this year.</li> <li>• Access to remote sites and poor internet is very challenging.</li> </ul>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Ann township has made an inventory of affected sub-projects and other infrastructure. A detailed report was submitted to DRD Union by UTA Team Leader with recommendations on next steps.</li> <li>• Model of motorbike should be improved and boats hired for access to some sites via waterway.</li> </ul>
8	<i>Tatkon</i>	
	<ul style="list-style-type: none"> <li>• By end of period, Tatkon had started 67% of sub-project construction.</li> <li>• MIS was seriously behind until late July.</li> </ul>	<ul style="list-style-type: none"> <li>• Due to its proximity to NPT, Tatkon has been visited frequently by DRDU support teams,</li> <li>• Tatkon had an experienced M &amp; E Expert, and no serious internet problem, therefore little justification for the MIS delays.</li> </ul>

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9	<i>Htantabin</i>	
	<ul style="list-style-type: none"> <li>• Of the last three townships to be mobilised for TTA (Ann, Tatkon and Htantabin), Htantabin was the most delayed, and negative side effects, such as rushed orientation meetings (combining several villages in one meeting), lack of support in financial management (twice unexpected depletion of operational funds), start of construction without procurement plan etc.</li> <li>• By end of period,</li> </ul>	<ul style="list-style-type: none"> <li>• A Union visit monitoring report in June highlighted various issues in Htantabin, which triggered management level meetings between DRDU, DRDtns, WB &amp; RI. Following this, weekly coordination meetings between DRD township and TTA have improved cooperation and financial management, but issues still remain regarding a) relations within TTA staff, b) attitude towards TTA from some DRD staff and c) insufficient office size: a search for new premises is currently underway, while renting a small temporary office space by the river.</li> </ul>

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**Table 1: Cycle Progress of 9 Townships**

Cycle Stage	Kanpet	Kyunsu	Namh	Pinlebu	Sidok	Laymya	Ann	Tatkon	Htant
	let		san		taya	thna			apin
	26 VT 122 V	20 VT 159 V	26 VT 123 V	52 VT 266 V	46 VT 118 V	41 VT 255 V	29 VT 235 V	49 VT 187 V	54 VT 234 V
Village orientation meeting/social assessment.	100	100	100	100	100	100	100	100	100
Village Development Plan (VDP)	100	100	100	100	100	100	100	100	100
First finance training	100	100	100	100	100	100	100	100	100
VT Sub-project selection meeting	100	100	100	100	100	100	100	100	100
Block Grant request	100	100	100	100	100	100	100	100	100
Block Grant transfer	100	100	100	100	100	100	100	100	94
TPIC approval for subproject	100	100	100	100	100	100	100	100	80
TPIC feedback to village meeting	100	100	100	100	100	100	100	100	80
SP detailed planning & proposal	100	100	100	100	100	100	80	100	80
SP construction started	100	100	100	42	60	99	30	67	80
SP construction completed	90 <sup>(1)</sup>	61	81	0	0	33	0	0	3
Final SP inspection	18	15	14	0	0	33	0	0	0
Social Audit	60	45	29	0	0	0	0	0	0
Upgrading quality Cycle 1	100	100	100						

1) All sub-project types completed except pico power and road construction remaining

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**Table 2: Distribution of Sub-Projects by Sector and Township**

	Category/Type	Kyunsu	Kanpetlet	Namhsan	Pinlebu	Sidoktaya	Laymyathna	Ann	Tatkon	Htantabin	ALL	Overall distribution by type
	# Villages	159	122	123	266	118	255	235	176	234	1688	
1	<b>TRANSPORT</b> (roads, bridges, footpaths, jetties)	85	24	26	67	38	159	64	62	189	715	40.21%
2	<b>EDUCATION</b>	41	16	26	140	28	22	79	68	5	424	23.85%
3	<b>WATER &amp; SANITATION</b>	24	11	19	31	14	212	53	22	17	402	22.61%
5	<b>HEALTH</b>	1	1	1	1	1					5	0.28%
6	<b>ELECTRIFICATION</b>	11	26	23	18	20	20	27	3	5	152	8.55%
7	<b>OTHER</b>	11	7	20	6	25	1	7	3	0	80	4.50%
	<b>TOTAL</b>	173	85	115	263	126	413	230	158	216	1778	100.00%

## 2 Knowledge and Learning

<i>Social Audits</i>	
Three old townships had completed approximately 60% of social audits by end of this period. None had commenced in 6 new townships.	Remaining social audits will be completed until end of October, as many sub-projects will be finalized after the MSR.
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, weather, conflict (Namhsan).	Last year SA meetings was conducted at cluster or VT level, resulting insufficient discussion among the villagers and limited number of participants. Remaining SA of 9 townships will be done at village level wherever possible.
	Benefits of doing SA at village level this year a) Increased participation :50% to 70% of villagers able to participate in the meeting b) More time for CFs to prepare and facilitate c) More time for committee and community to review and respond to discussion and voting. VPSC had more time to clarify the process and sub-project expenditure to the community.
Use of scorecards last year was difficult for some illiterate people. This year, additional verbal explanations with secret voting in a separate private space at village level worked well to get individuals' opinions on questions regarding process and result of the project.	This year the use of secret voting in a private room additional to scorecards yielded more accurate feedback and recommendations. In the private voting room, villagers were given clear instructions about process and result, and as people from the same village could chat with each in small group discussion. As meeting times did not exceed 4 hours, project is not required to provide per-diem, lunch and transportation to the participants, but just refreshment.
Cross-township learning exchange visits	
Planning only during this period.	After DRD staff made some useful learning via exchange visits in October 2014, community exchanges will be facilitated 01 - 10 /7 when 6 new tns will attend audits of selected old tns villages as observers. Further cross township exchange visits are planned after the MSR to award winning villages.
Results matrix Indicators : participation at Orientation Meetings by gender was available by the end of this quarter, while other indicators (participation in the labour force, total beneficiaries, type and number of sub-projects, number of government and community trained) need to await the end of cycle for greater accuracy.	In general the figure for community participation looks much lower in year 2 than in year 1, for all 9 townships (range = 10 – 40%). Possible explanations: a) in order to avoid duplication of individuals in meeting attendance, it was agreed to count participation at the largest meeting only, i.e Orientation Meeting, whereas first year figures based on attendance at all meetings

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		involved some duplication and thus overestimation. (At the end of the cycle, community participation in the labour force and at the Social Audit meetings will increase the overall participation index). b) attendance at the orientation meetings in the first three townships is predictably lower in the second year than the first year, as the project is no longer a new event c) due to delayed mobilisation of TTA in the six new tns, some orientation meetings had to be rushed, with little prior announcement, some combining several villages in one meeting (Htantabin), with lower per village attendance.
<i>Aide Memoire :</i>		
	DRD to prepare draft agenda, including thematic topics, for the MSR.	DRD has prepared a draft agenda and presentation for the MSR. In addition, it has formulated guidelines for conducting of township MSR and village award procedures.
	DRD and Bank to work jointly on revisions to the Operations Manual ; Bank to review no objection request for support of Vic Bottini.	Cooperation between DRD/UTA and WB on this task will commence in July and August, to be finalised after input from Union level MSR. DRD considers that assistance from Victor Bottini will not be necessary this year.

### 3 Procurement

	Issues and Activities	Next Steps
1	<p>It is a major challenge to get the required goods and services for 18 new townships procurement in time for starting October / November. Delayed mobilisation of TTA in years 1 and 2 accounts for 80% of problems in NCDDP so far, and will be a major setback if it happens again for 18 new townships.</p>	<p>Most items to be procured in PP 6 will have to be realized during the next quarter. This challenge is large but achievable, provided a) tight deadlines are kept for every process and stage as indicated in the tracking tool below b) availability and focus of the complete procurement unit. (During the last month, this team was heavily committed in the basic procurement training, and this impacted on the realizations in terms of procurement of the last month).</p> <p>Furthermore, the evaluation of technical proposals for Y3 TTA clusters will fall into the time of the union MSR. This poses a major risk for insufficient attention of the NCDDP to the evaluation, thus further delay in the procurement process. An evaluation committee of around 5 experts is needed to concentrate full time during two weeks or more.</p>
2	<p>Bank to send to DRD suggestions for milestones for output based contract.</p>	<p>ToR for output based contract agreed with DRD end June. NoL obtained 10/07/15.</p>
3	<p>Bank to conduct and share with DRD cost analysis of current township TA contracts to facilitate effective procurement and negotiations.</p>	<p>DRD has examined the feasibility of using an outside contractor for managing payroll activities for TTA to be hired by DRD after July, and concluded that there is no added value in doing so, and that DRD Union has the capacity to manage these contracts internally between procurement and finance units.</p>
4	<p>DRD to send the Bank a request for splitting the Kayin TA contract from the larger township TA cluster.</p>	<p>NoL received July.</p>
5	<p>PP 6 is incomplete and will require NOL from the Bank to add several lines.</p>	<p>NoL expected August</p>
6	<p>Capacity building</p>	<p>The procurement department counts a number of young people that have now followed a two week basic training, but who need improved English language skills for communication with international suppliers, organisations, and donors. It is proposed to consider providing these staff, together with any other units such as Finance, appropriate formal English language training not exceeding half a working day per week.</p>

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**Table 3 :Procurement Status Update**

**A. Procurement of Goods**

Sr #	Contract No.	Description	No. of TNS	Quota for TNS	QTY	Date for issuing IFQ/BD	Status at end June
1	G.9	300 copies of MS Office	18	11	300	May	Carried over from 5th PP ready by end august
2	G.11	GSM mobile phone	18	2	36	June	Mid August
3	G.12	Office furniture (desks, chairs, bookcases, fax/phone stand) Filing cabinets	18 29	various	various 29	June	Expected delivery end September. Before delivery, office space for rent must be negotiated in 18 new townships then upgraded for occupancy (where necessary).
4	G.13	Diesel generator 10 KVA	18	1	18	June	End August
5	G.14	Air conditioner (2 HP)	18	2	36	July	End August
6	G.15	Drinking water cooler	18	1	18	July	End August
7	G.16	Motor vehicle: double cabs pickup	18	1	19	June	Order placed with UNOPS 08/07/15 ((1 per T/S + 1 union) mid October
8	G.17(a)	Motorcycle 105 cc (low clearance	15		810	July	End November (ICB)
	G.17 (b)	Motorcycle 150 cc (high clearance)	6		188	July	Mid October (ordered from UNOPS)
9	G.18	MIS Server	18	1	18	August	End August
10	G.19	Satellite Equipment for Internet	18	1	18	August	Same as furniture
11	G.20	Item 1 : Desktop Computer Item 2 :Laptop Computer	18 18	5 x18 6 x18	105 108	August	Item 1: 5 per Tns 15 for Union Item 2: 6 xeach new cycle Township ICB



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Sr #	Contract No.	Description	No. of TNS	Quota for TNS	QTY	Date for issuing IFQ/BD	Status at end June
12	G21	Office equipment package (fax/scanner, photocopier, printer, projector + screen)	18	1	18	August	1 of each item per 18 tns End September
13	G.22	Tablets	18	As per # of CFs / TFs/TT A/DRD	900	July	18 townships + DRD Union ICB
14	G.23	Item 1: Still Camera Item 2 : Video Camera	18 18	2 1	36 18	September	End September
15	G.24	Plotter	Union	1	1	June	End September
16	G.25	Item 1: Portable hard drive Item 2 : UPS (5 per TNS + 15 for Union)	18 18	2 5	36 105	September	Item 2: 5 per TNS + 15 Union end sept
17	G.26	Printing of Operations Manual(Multiple contracts)	-	-	82,000	From June	Multiple contracts (based on estimated numbers of elected community members). December
18	G.27	Helmets	21 (18 new + 2 old + Tatkon)	As per # of CFs / TFs/TT A/DRD	1493	May	End August
19	G.28	Life jackets	5		267	August	Laymyetna, Saytokdayar, Kyunsu, Ann and Tatkone done
<b>B. Procurement of Works</b>							
1	W1	Construction of Training Facility + office space	Union		1	August 2015	No land acquisition. Design to be completed 31 August.

**Table 3 : Procurement Status Update (continued)**

**C. Procurement of Consulting Services**

Sr #	Contract No.	Description	Selection Method	Bank Review	Proposal opening time	Comment
1	C.4.1	TTA Tatkon, Nay Pyi Taw Region	QBS	prior	-	Contract signed with NAG on 15/05
2	C.11	Union Level –1 x <b>Finance&amp;Operations</b> consultant, Myanmar national - 36 months	IC	prior	May	May Thu Kyaw mobilised in April.
3	C.23	Union Level – 2 x <b>Procurement</b> Assistants, Myanmar national - 24 months	IC	post	April	1 assistant (NyeinChannSoe) mobilised prev.qtr; 1 position outstanding.
4	C.24	Union Level - 3 <b>Master Trainers</b> , Myanmar national 3x24 months	IC	post	May	2 mobilised previous qtr, 3 <sup>rd</sup> mobilised this qtr,
5.	C25	Union Level – 5 <b>Assistant Trainers</b> , Myanmar national 5x24 months	IC	post	July	Start recruiting by end of July from existing CF/TF
6	C.26	Translator/ <b>Interpreter</b> - 24 months	IC	post	April	Pending
7	C.27	<b>Secretary</b> - 24 months	IC	post	April	Eol insufficient application, re-advertise in July.
8	C.28	Peachtree Financial Accounting Software, Refresher Training and additional customization April	SSS (*)	prior	May	Contract signed this period. Training to be done 13 -17/07
9	C.29	Union Level - <b>IT Assistant</b> Myanmar National 1x12months	IC	post	July	Pending (1 IT consultant to be hired; additionally, DRD to hire 2 DRD IT officers to form a team of 3 field support staff)
10	C.4.10	TTA Y3 Cluster 1: Ayeyawaddy(Thanbaung, Kyangin)	QBS	prior	July	Eol published April Shortlist selected June RFP awaiting NoL Expected proposal opening August
11	C.4.11	TTA Y3 Cluster 2: Bago-Yangon (Moenyo, Kyaukky, Kawmui)	QBS	prior	July	
12	C.4.12	TTA Y3 Cluster 3: Kayah (Hphruso, Demawso)	QBS	prior	July	
13	C.4.13	TTA Y3 Cluster 4: Magway-Chin (Mindon, Matupi)	QBS	prior	July	
14						
15	C.4.15	TTA Y3 Cluster 5: Naypyitaw-Mandalay (Lewe, Ngazun, Nyangu)	QBS	prior	July	

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16	C.4.16	TTA Y3 Cluster 6: Sagaing (Myaung, Banmauk)	QBS	prior	July	
17	C.4.14	TTA Y3 Cluster 7: Mon-Tanintharyi (Chaungzon, Bilin, Tanintharyi)	QBS	prior	August	Eol published 02/07 Submission 16 <sup>th</sup> July
	C.4.17	TTA Y3 Cluster 8: Kayin (Kyarinseikkyi)	QBS	prior	August	Evaluation of Eol estimated 24/07 NoL made 09/07, RFP disseminated to shortlisted 16/7. Received 18 Eol, Expected proposal opening (min 1 month after RFP disseminated).
17	C.10	Technical Audit for 9 townships ; new solution				Cancelled. Individual consultants to be hired directly by DRD. 6 locals, 1 international longlist by Myanmar Engineering Society ; expected start of Tech. Audit Oct 2015.
17	C.30	Contract Amendment for Union Technical Assistance	SSS (*)	prior	May	In process
18	C.31	National Gender Consultant (union level), 12 months	IC	post	June	Mobilised May
19	C.32	Communications Specialist (union level, national), 12 months	IC	post	June	Mobilised April
20	C.33	Consultants to support Tatkon township (up to 49 positions for up to 4 months)	IC	Post	April	25 CF, 18 TF & up to 6 key experts were contracted by DRD from February thru May, then taken over by NAG.
21	C.34	Consulting firm to administer payroll of CFs and TFs	CQS	post	May	DRD have rejected the need for external support due to lack of value added.
22	C.35	Safeguard training	IC (SS)	prior	June	The original contract of Garvan O'Keefe for earlier services will be extended.
23	C.36	Organizer for Multi-Stakeholder Review	CQS	post	June	Pending
24	C.37	Technical Auditor, 3 months in 2015 for 9 townships by a team of 7 members	CQS	prior	June	Cancelled. Individual consultants will be hired directly by DRD. 6 locals, 1 international longlist by Myanmar Engineering Society ; expected start of Tech. Audit Oct 2015.

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## 4 Grievance Handling

Issues and Activities	Comments / Next Steps
<p>1 During this period, a total of 376 grievances were received through the mechanism. Of those, 98 % of grievances are made by the community while 26 % are from women. (Table 4)</p> <p>Since January 2014, the cumulative number of grievances to end June is 949, of which 932 (98%) have been resolved (Table 5)</p>	<ul style="list-style-type: none"> <li>• Of those 376 grievances, only 60 (16%) were "Core" grievances (code violation, misuse of funds etc), while 316 (84%) were genuine grievances (suggestions, force majeure, expression of appreciation etc).</li> <li>• Out of 60 Core grievances, 56 (93%) are already resolved (answered, investigated, addressed) and 4 are in process; of a total 316 Core Supplement grievances, 311 (98%) have been answered / acknowledged.</li> </ul>
<p>2 Geographical origin of grievances: since the beginning (42%) and throughout this period (33%), the highest number of grievances by far have originated from Kanpetlet. Of the 6 new townships, Laymyetnar and Htantabin have the highest number of Core grievances</p>	<p>95% of grievances from Kanpetlet have been Core Supplement (e.g suggestions and appreciation) rather than Core. Core grievances from Laymyetnar and Htantabin were mainly about violations of procedure. In Laymyetnar these were largely due to contested location of sub-projects within the village.</p>
<p>3 Application of Grievance MIS: all townships are correctly entering registered grievances in the Grievance MIS system. except for Pinlebu and Tatkon, However, besides the normal grievance submission methods, CF/ TFs must also record (on PC 12 ) grievances voiced during community meetings.</p> <p>Lack of or variable Internet connection has also contributed to delays in applying the grievance MIS system, especially grievance referring process to union level.</p>	<p>All grievances submitted should be accessible on the MIS, regardless of the medium (hotline, village box, CF etc). Tatkon and Pinlebu started to enter grievance paper forms (PC 12) from mid July. At township level, grievances should be entered into MIS by the grievance focal person or M &amp; E expert.</p> <p>Poor internet connectivity is hampering all MIS efforts, not just grievance, but is generally not the main source of systemic problems and improvements will be gradual.</p>
<p>4 Ensure 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.</p>	<p>All indicators show 100% completion for old 3 townships. For new 6 townships, indicators 4) and 6) show 0% completion, and must be the focus of next quarter activities.</p>
<p>5 GHM unit should conduct social accountability assessment through routine monitoring visits.</p>	<p>The project quality monitoring checklist includes social accountability items, to be monitored not just by the GHM unit but all UTA and DRD Union visitors.</p>
<p>6 Other activities during quarter: a) grievance hotline phone stickers printed and distributed to the townships b) GHM Expert training and monitoring visits to Myeik, Tatkon, Kanpetlet, Sidoktaya and Kynsu c) GHM Quarterly Report (April – June) formulated.</p>	<p>For timely distribution, CoC poster it should be printed before end July . All grievance redress related information materials should be distributed by end August.</p>
<p>7 Other Lessons Learned :</p> <ul style="list-style-type: none"> <li>• Some breaches in grievance confidentiality occurred in Htantabin and Ann.</li> <li>• Conducting routine social accountability assessment would be a good practice that can highlight the areas to be strengthened and increase quality of implementation.</li> <li>• Community participation and communication are very important. Insufficient information sharing raises more grievances from the community.</li> </ul>	<p>Broken confidentiality of complainant is a serious threat to the trust of the community and staff, and thus to the GH mechanism as a whole.</p>

**Table 4: Quarterly grievance received and resolved (April - June 2015)**

Township	Total grievances received	Total grievances resolved	%	Remark
Kanpetlet	126	120	95%	6 grievances are being resolved
Namhsam	11	11	100%	
Kyunsu	49	49	100%	
Laymyethna	60	60	100%	
Htantapin	28	28	100%	
Ann	31	30	97%	One grievance is being resolved due to the road to village being flooded.
Sidoktaya	13	13	100%	
Pinlebu	39	39	100%	
Tatkon	19	17	89%	
<b>Quarterly total</b>	<u>376</u>	<u>367</u>	<u>98%</u>	

**Table 5: Cumulative grievances received and resolved to end period (Jan- 2014 to June 2015)**

Township	Total grievances received	Total grievances resolved	%	Remark
Kanpetlet	402	396	99%	
Namhsam	138	138	99%	
Kyunsu	175	167	95%	8 grievances unresolved due to lack of valid address, and 1 is being resolved
Laymyethna	82	82	100%	
Htantapin	31	31	100%	
Ann	31	30	97%	One grievance is being resolved due to the road to village was flood.
Sidoktaya	19	19	100%	
Pinlebu	44	44	100%	
Tatkon	27	25	93%	2 cases in process of being resolved
<b>Cumulative total</b>	<b>949</b>	<b>932</b>	<b>98%</b>	

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**Table 6 : Analysis of Grievance Type**

Township	CORE						CORE SUPPLEMENT						
	Violation of Project Policies & Procedures	Misuse of Funds	Violation of Contract	Improper Intervention	# Core	% Core	General enquiry about policies & procedures	Force Majeure	Suggestion	Appreciation	Other	# Core Supp.	% Core Supp.
Kanpetelet	6				6	10%	15	2	83	19	1	120	38%
Namhsan	1	1			2	3%	4	3	2			9	3%
Kyunsu	12	2		1	15	25%	4		20	10		34	11%
Laymyetnar	17				17	28%	12		20	11		43	14%
Htantapin	6	3		2	11	18%	9		7	1		17	5%
Ann	3				3	5%	6	1	21			28	9%
Sidoktaya	3				3	5%	9		1			10	3%
Pinlebu					0	0%	30		9			39	12%
Tatkon	3				3	5%	7	3	6			16	5%
Total	51	6	0	3	60	100%	96	9	169	41	1	316	100%

**Table 7: Completion of Grievance Infrastructure by Township**

<b>Township</b>	<b>Completion</b>	<b># of villages that have received GHM information</b>	<b># of villages with assigned grievance focal</b>	<b># of villages with signed Code of Conduct</b>	<b># of villages with suggestion box</b>	<b># of villages with Grievance Information material</b>	<b># of Village committee received Grievance Management training</b>
Kanpetlet	No of Village	122	122	122	122	122	122
	<i>% complete</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>
Namhsam	No of Village	123	123	123	123	123	123
	<i>% complete</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>
Kyunsu	No of Village	161	161	161	161	161	161
	<i>% complete</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>
Laymyethna	No of Village	284	284	284	284	284	284
	<i>% complete</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>
Htantapin	No of Village	234	234	234	234	234	234
	<i>% complete</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>
Ann	No of Village	239	239	239	239	239	239
	<i>% complete</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>
Sidoktaya	No of Village	120	120	120	120	120	120
	<i>% complete</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>
Pinlebu	No of Village	266	266	266	266	266	266
	<i>% complete</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>
Tatkon	No of Village	187	187	187	187	187	187
	<i>% complete</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>



## 5 Finance

	<b>Issues and Activities</b>	<b>Comments and Next Steps</b>
	<i>W.B Aide Memoire</i>	
	<p>With DA-B having been replenished, DRD to initiate transfers to township offices based on replenishment requests received to ensure funds are available to cover operational expenses.</p>	<p>For timely replenishment there needs to be consistent submission of the monthly financial report by the townships. After repeated reminders and training visits, this has now begun to improve, with 8 out of 9 June reports received Union by mid July. However, the involvement of TTA in monthly accounting and budgeting of project operational funds is still variable.</p> <p>DRD township should seek and allow closer cooperation and support from TTA Finance staff in matters of township level project accounting (DA-B account). Ultimately, this is part of the TOR of the TTA.</p>
	<p>DRD to organize additional training for township finance staff (both DRD and TA), including by drawing on the insights of well-performing townships.</p>	<p>At the request of the DRD management, the Finance Unit conducted a 3 day training of township DRD and TTA Finance Officers (50 participants) on Community Finance Guidelines, TSP Accounting and other matters. (Refer Report on Training for additional details)</p>
	<p>DRD to contract Peachtree to further customize accounting software, install it on additional computers, and deliver training to union finance team.</p>	<p>Though initially the training was planned to be held during third week of May, there were delays in finalising the contract with Cambodian firm, and then logistical issues. Finally training, re-installation and customization is due to be conducted 13 -17/07.</p>
	<p>DRD to further increase staff capacity on union finance team through additional DRD staff assignments and/or individual consultants.</p>	<ul style="list-style-type: none"> <li>• Senior Finance Assistant: Joined the project on 1 May 2015.</li> <li>• A national finance assistant recruited in mid 2014 resigned in April 2015. The WB agreed to engage the second ranked candidate. The replacement Finance Assistant is expected to join on 1<sup>st</sup> July 2015.</li> <li>• National Finance Consultant:, DRD informed the WB and candidates not to proceed with recruitment for the time being, but to keep the position in the procurement plan for recruiting at a later stage.</li> <li>• Recruitment of a National Finance Consultant failed, as CVs received did not meet the requirements of the TOR, and so WB agreed to recruit two Senior Finance Assistants. However, as of 12<sup>th</sup> June 2015 only one Senior Finance Assistant has joined. Within the next quarter, DRD needs to recruit one more Senior Finance Assistant to meet the upcoming challenges of managing 27 townships.</li> <li>• Though three more staff have been assigned to finance unit, their level of understanding in finance and accounting are minimal. Considering the coming scale-up plans, the Union Finance Unit needs to be staffed with more qualified, experienced and capable staff, and an additional staff to work as Administrative/Accounts Assistant at the townships.</li> <li>• The FU also requires additional: a) office space at Union Level b) office equipment (desktop computers, printers, cash count machine, cabinets, iron safe) c) installation of accounting software in at least five dedicated computers and a dedicated mini-server to network all the PCs with Peachtree Accounting Software and back-up the updated accounting data. d) A dedicated vehicle to the finance unit to conduct field monitoring missions.</li> </ul>
	<i>Interim Unaudited Financial Report (IFR)</i>	
	<p>IFR to period ended 31/03/15 was submitted to WB on 15/05/15.</p>	<p>After comments were received from the WB on July 3, IFR was revised.</p>

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Issues and Activities	Comments and Next Steps
<ul style="list-style-type: none"> <li>Year to date' Budget figure for Direct Payment receipts by IDA is not correct, should be sum of 'Current Quarter' figure + previous quarter 'Year to date' figure (1,639,341,719). The total "Year to date" budget figure should be the approved revised budget.</li> </ul>	Revisions incorporated into Table 7 below
<ul style="list-style-type: none"> <li>SSUF : Current Quarter' and 'Year to date' budget figures reported in the Statement of Sources and Uses of Funds (SSUF) is not consistent with the figures reported under the Statement of Uses of funds by Component (SUFC) and by disbursement categories (SUFDF).</li> </ul>	Revisions incorporated into Table 8 below
<ul style="list-style-type: none"> <li>The statement should also have been named Statement of Uses of Funds by Project Disbursement Category/sub-categories</li> </ul>	Revisions incorporated into Table 8 below
Interim Unaudited Financial Report for QE 30/06/2015	Unaudited IFR for QE 30/06/2015 will be submitted 15/08/15
<i>Cash Flow Projection</i>	<ul style="list-style-type: none"> <li>A six months cash flow projection for US\$ 1.5 million was submitted to the WB on 13 May 2015, and NOL was received 15 May 2015. Then the project submitted the WA and received the funds on 29May 2015.</li> <li>Once the budget for 2015/2016 is finalised and approved by DRD then WB, a Cash Flow Projection up to 31 December 2015 must be prepared and submitted to the Task Team of the World Bank for approval and then a request for funds to the World Bank in Manila.</li> </ul>
<i>Payment to TSP TAs</i>	<ul style="list-style-type: none"> <li><i>MercyCorps</i> :The Union Finance Unit met with with MC Regional Finance Manager and Yangon based staff to clarify the issues concerning non-submission of time sheets and exchange rates with the invoices of MC. MC agreed to rectify these issues in the coming months. Payment of outstanding MC invoices was made end of June.</li> <li><i>IRC</i> :DRD has paid up to February 2015. Invoices for March received in early June are currently being reviewed.</li> <li><i>NAG</i>has been paid upto March. April 2015 invoices received in May are being reviewed, and payment expected late June 2015.</li> <li><i>Cardno</i> : invoices submitted on 9 June for period Jan- Mar are being reviewed.</li> <li><i>RI</i> : submitted their invoice for February on 2 June 2015 and the invoices are being verified.</li> </ul>
<i>Revision of Annual Budget 2015-16.</i>	<ul style="list-style-type: none"> <li>The budget was revised to include 27 TSPs for Cycle 3, and includes the approved Procurement Plan and draft Communication Plan.</li> <li>From September on, it will be integrated with the new project work plan → Annual Work Plan and Budget</li> </ul>
<i>Financial Statement of 2014-2015 for Audit</i>	<ul style="list-style-type: none"> <li>The completed Financial Statement was been sent to the Union Auditor General Office on 5 June 2015.</li> <li>Audit of Financial Statements for the YE 31/03/2015 must be completed by the Union Auditor General Office and the audit report submitted to the World Bank well before September.</li> </ul>

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**Table 8 : Sources and Use of Funds by Component**

	Actual US \$ <sup>1</sup>			Budget US \$ <sup>1</sup>			Variance US \$ <sup>1</sup>			PAD <sup>2</sup>	
	Current Quarter	Year to date	Cumulative to date	Current Quarter	Year to date	Cumulative to date	Current Quarter	Year to date	Cumulative to date	Life of Project	
										Kyat @ 872 (000's)	USD (000's)
	a	b	c	d	e	f	g = d - a	h = e - b	i = f - c	j	k
<b>Expenditure by Project Component / Sub-Component</b>											
Com 1: Community Block Grants	-	8,449	1,598,069	-	8,449	1,598,069	-	-	-	45,518,400	52,200
Com 2: Facilitation & Capacity	561,606	982,100	1,561,084	498,664	877,349	2,101,253	-62,942	-104,751	540,169	12,382,400	14,200
Com 3: Knowledge & Learning	65,172	67,598	79,107	61,138	107,567	175,932	-4,033	39,969	96,825	1,569,600	1,800
Com 4: Implementation Support	175,592	305,187	731,736	649,148	816,825	1,644,430	473,556	511,638	912,694	10,289,600	11,800
<b>Total Expenditure</b>	<b>802,370</b>	<b>1,363,334</b>	<b>3,969,997</b>	<b>1,208,950</b>	<b>1,810,190</b>	<b>5,519,685</b>	<b>406,580</b>	<b>446,856</b>	<b>1,549,689</b>	<b>69,760,000</b>	<b>80,000</b>

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**Table 9 : Use of Funds by Disbursement Category**

	Actual (Kyat million)			Budget (Kyat million)			Variance	PAD	
	Current Quarter	Year to date	Cumulative to date	Current Quarter	Year to date	Current Quarter	Year to date	Life of Project	
								Kyat @ 872 (000's)	USD (000's)
(1) Community Block Grants	9,776.96	10,225.24	11,783.07	77.00	10,225.28	(9,699.96)	0.04	45,518,400	52,200
(2) Goods	470.18	835.59	1,092.662	345.00	840.09	(125.18)	4.50	12,382,400	14,200
(3) Consulting Fees	578.29	1,904.83	2,469.064	605.00	1,909.06	26.70	4.23		
(4) Training & Workshop	197.917	324.716	354,966	110,00	328.21	(87.91)	3.50	1,569,600	1,800
(5) Incremental Operating Cost	298.135	747.505	892.648	300,00	760.77	1.86	13.26	10,289,600	11,800
<b>Total Expenditure (million Kyat)</b>	<b>11,321.49</b>	<b>14,037.88</b>	<b>16,592.41</b>	<b>1,437.00</b>	<b>14,063.42</b>	<b>(9,884.49)</b>	<b>25.546</b>	<b>69,760,000</b>	<b>80,000</b>

**Note:**

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

## 6 Capacity Development

	Issues and Activities	Comments and Next Steps
<i>Training activities</i>		
A.	<p>Union level</p> <ul style="list-style-type: none"> <li>Gender( 1 week in June)</li> <li>MIS / M &amp; E + Datathon (4 days in April for Ann, Htantabin, Tatkon</li> </ul> <p>Township level</p> <ul style="list-style-type: none"> <li>ToF 2 (May)</li> </ul>	<p>Next quarter :</p> <p>Procurement (2 weeks July) Peachtree Training (1 week July)</p>
B.	<ul style="list-style-type: none"> <li>AutoCad (April)</li> <li>Training/monitoring visits by Union teams in Finance, Grievance, Gender, MIS / M &amp; E. (May,June)</li> </ul> <p>Community level (Six new tns in April and May)</p> <ul style="list-style-type: none"> <li>Village Management</li> <li>Procurement</li> </ul>	<p>ToF 3 (July, August))</p> <p>Social Audit preparation trial run (June – September)</p>
C.	<ul style="list-style-type: none"> <li>Financial Management</li> <li>Construction engineering skills to VPSC + TFs</li> </ul>	
<i>Training materials development</i>		
	<ul style="list-style-type: none"> <li>Reviewed and updated standardised modules for ToF 1 – 3 (including Social Audit Kit) and b) Finance, Procurement and Infrastructure (based on experiences and training outputs delivered during Cycle 1, and consolidated ToF 2 training reports).</li> <li>Developed a system of certification in parallel to training modules.</li> <li>Scorecard was developed for procurement at community level and financial management and tested in the field during June 2015.</li> <li>Translation of materials</li> </ul>	<ul style="list-style-type: none"> <li>- Finalise packages into shape that can be offset printed (&gt; 1000 new facilitators will join)</li> <li>- A procurement training module for Township level has been drafted containing the training materials from the recent WB consultant's procurement training, as well as materials already developed by the Procurement Team.</li> <li>- Some minor adjustments to the scorecard need to be made.</li> <li>- Operations Manual: Update content of Vol II, including Training Section.</li> <li>- There is a high demand on the current translator. Material of a technical nature is not easily outsourced to external translators, due to unfamiliarity with specific content and terms of the NCDD Project. Another suitably qualified and experienced translator should be recruited.</li> </ul>
<i>Human resources</i>		
	<p>The current pool of 3 qualified Master Trainers (who also assist with township backstopping / troubleshooting) has significantly improved delivery of training, but will be insufficient to cope with the coming scale-up, all the more as one of the three will resign during next quarter</p> <p>So rapid development of the Master Trainer pool needs to continue.</p>	<ul style="list-style-type: none"> <li>- Prospective Master Trainers were invited to join in the TOF 2 training to gain experience, and same approach will continue under the TOF 3 training.</li> <li>- Existing Master Trainer to conduct a course in September 2015 to develop the current group of potential Master Trainers.</li> <li>- Increase the number of Master Trainers to 9 for covering 18 new TS in 2 terms. Select good CFs and TTAs as trainers, for Yr 3, and 3 prospective M &amp; E / MIS Township Support /Trainer will also join the pool specifically for M&amp;E/MIS training.</li> </ul>

<p>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.</p>	<p>- Draft Capacity Building Report has already been useful for assessing upcoming staffing and facility requirements. Capacity building within NCDDP should be coordinated with the overall Comprehensive Capacity Development Plan (CCDP 2014/15 - 2017) prepared by LIFT.</p>
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## 7 M & E / MIS

Issues and Activities	Comments and Next Steps
<p><i>MIS status by end of quarter</i></p>	<ul style="list-style-type: none"> <li>Table 9 below summarises progress in MIS form completion. While uploading of PC 1, 3 and 4 were more or less complete by the end of the period, PC 5 and 7 were still mostly incomplete. In some townships (e.g.Sidoktaya), TF's were holding back data entry of PC 5 until detailed planning of all sub-projects was completed, instead of sequentially. Union MIS team has corrected this mistake.</li> </ul>
<p><i>Improvements to current system</i></p> <p>Several improvements in user interface were carried out by Novel Idea during this period, but various issues remain.</p>	<ul style="list-style-type: none"> <li>KPI's are still producing wrong results due to 2 factors : 1) duplicate records in the MIS, due to incomplete validation by township M &amp; E before uploading. 2) the denominator in needs to amended to the actual number of villages (PC 1 – 4) and sub-projects PC 5 – 7) implemented.</li> <li>English translation: proper statistical analysis of MIS results is currently not possible by English speakers. Translation of all Myanmar fields has been initiated by Union M &amp; E / MIS Unit, but program code needs to be modified to hide/displayan English translation.</li> <li>Besides the pre-figured KPI routines which are built into the SQL code, township and Union M &amp; E Officers need to be able to run their own queries on the database when required. This is currently done by exporting a form to Excel and using its functions of sorting, filtering and hiding columns. While quick and efficient for simple queries, it doesn't use the power of a relational database for more complex management queries during the cycle. The mini-server and main SQL software should be modified to allow interactive user queries direct to the data.</li> </ul>
<p><i>Tighter cooperation with Novel Idea and control over timeliness of outputs.</i></p>	<ul style="list-style-type: none"> <li>It is difficult to oversee and maintain timely pace and progress in the SQL development while Aung Soe Moe is based in Yangon,</li> </ul>

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	<p>with infrequent day trips to NPT. He has committed informally to working some days a week in NPT starting from week commencing 19/07 until all required improvements have been made. However, this should be formalised through the application of a proper contract.</p>
<i>Implementation progress reporting</i>	
<ul style="list-style-type: none"> <li>• The MIS is designed to fulfil 2 slightly different functions of a) reporting progress and flagging bottlenecks during the cycle and b) capturing key RM indicators such as participation rates, number of beneficiaries, type and # of sub-projects, # of government and community trained etc. While function b) is working fine, and is already yielding material for the end of cycle calculations such as participation rates, there is too much of a lag in the progress reporting function.</li> </ul>	<ul style="list-style-type: none"> <li>- The inherent limitations in timeliness of progress reporting within the MIS are unlikely to change, until real time data transmission is possible direct from the field, since many CF's don't return from cyclic visits to the remoter villages for several days or weeks at a time. Therefore to ensure more systematic submission of the monthly Excel progress template, it is proposed to include this as a new MIS form in Year 3 (PC 11, Township monthly progress summary), to be completed by the TTA M &amp; E Officer.</li> </ul>
<i>Human resources development</i>	<ul style="list-style-type: none"> <li>• M &amp; E / MIS Township Support and Trainer: (MIS / M&amp;E field support/Trainer –“Trouble shooter”). With 27 tns to support and monitor in Year 3, it is proposed to appoint 3 MIS / M &amp; E Trainer / Trouble shooters, of which 2 x DRD staff, 1 x consultant. ToR has been drafted, and 3 CV's are being collected. Appointment of the consultant is expected before September.</li> <li>• One of existing Union DRD M &amp; E / MIS staff should be identified and developed as MIS Database Administrator for the long term.</li> </ul>
<i>Actions for next quarter</i>	<ul style="list-style-type: none"> <li>• Analysis of results matrix results (participation %, # beneficiaries, # sub-project's, # govt and community trained)</li> <li>• Ensure proper completion of T.2 in all townships and PC 12 ( Grievance)at township level</li> <li>• Quarterly Reports: <ul style="list-style-type: none"> <li>• a) submission of QR April – June, in new “light” format.</li> <li>• b) preparation of Jul – Sept QR, including end-of-cycle components.</li> </ul> </li> <li>• Support visits to Ann, Htantabinand Pinlebu (update mini-server software).</li> <li>• Complete all improvements to MIS for Year 3, including : a) web interface improvements b) Identification and correction of all faulty kpi results, new kpi's</li> <li>• Update/revision of M &amp; E / MIS training material and OM sections (Vol 2, Parts III and IV).</li> </ul>

### Issues that require attention

- A work plan has been agreed during a meeting in May with DRD and WB for upgrading several components towards version MIS2.0. However, the time schedule was set too optimistic. The local developer could not dedicate sufficient time to implement the work plan. Rather, he spent substantial time for travelling to several townships for trouble shooting. There are several issues related to it:
  - The MIS component at township level is not scalable as it is not stable and requires significant maintenance and troubleshooting, for instance: hard disc of mini server in Ann burned, data partially lost; router configuration in Kynsu, Kanpetlet, Laymeytnar, Pinlebu; regular update of mini-server software required. The MIS component at township level needs to be revised to make it simpler and more stable
  - Like any other software, the central MIS needs constant revision and improvement. Procurement of local MIS developer is needed as the current contract is about to expire.
  - Additionally, DRD should hire IT field support staff (trouble shooters) so that the local MIS developer does not need to travel and can concentrate on the central MIS
- The MIS/M&E unit needs more staff to cope with the requirements for scale-up. With the assistant director, following HR plan has been proposed for the coming cycle.



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**Table 10 : MIS Progress as at end June 2015**

	Category/Type	Kyunsu	Kanp eplet	Nam hsan	Pinle bu	Sidok taya	Laymye tnar	Ann	Tatkon	Htant abin
	# Villages →	159	122	122	266	118	255	235	187	234
	<b>Sub-projects</b>	<b>173</b>	<b>85</b>	<b>115</b>	<b>263</b>	<b>125</b>	<b>413</b>	<b>230</b>	<b>158</b>	<b>216</b>
<b>1</b>	<b>Village Profile (PC 1)</b>									
	Uploaded to internet : no	159	122	122	255	114	258	220	186	240
	%	100%	100%	100%	96%	97%	100%	94%	99%	100%
<b>2</b>	<b>Project Cycle Timetable (PC 3)</b>									
	Uploaded to internet (# villages)	159	121	122	256	116	259	84	176	213
	%	100%	99%	100%	96%	98%	100%	36%	94%	91%
<b>3</b>	<b>Village Vision (PC 4)</b>									
	Uploaded to internet : no	158	122	122	255	114	258	216	186	239
	%	99%	100%	100%	96%	97%	100%	92%	99%	100%
<b>4</b>	<b>Sub-project proposal (PC 5)</b>									
	Uploaded to internet : no	131	75	102	0	31	144	49	0	201
	%	82%	61%	84%	0%	26%	56%	21%	0%	86%
<b>5</b>	<b>Sub-project selection (PC 7)</b>									
	Uploaded to internet : no	156	85	115	85	86	219	103	1	208
	%	98%	70%	94%	32%	73%	86%	44%	1%	89%
<b>6</b>	<b>Sub-project monitoring (PC 9)</b>									
	Uploaded to internet : no	185	154	214	0	3	8	15	0	250
	% (2)									
<b>7</b>	<b>Final Sub-project inspection (PC 10)</b>									
	Uploaded to internet : no	4	3	1	0	0	1	0	0	0
	%									

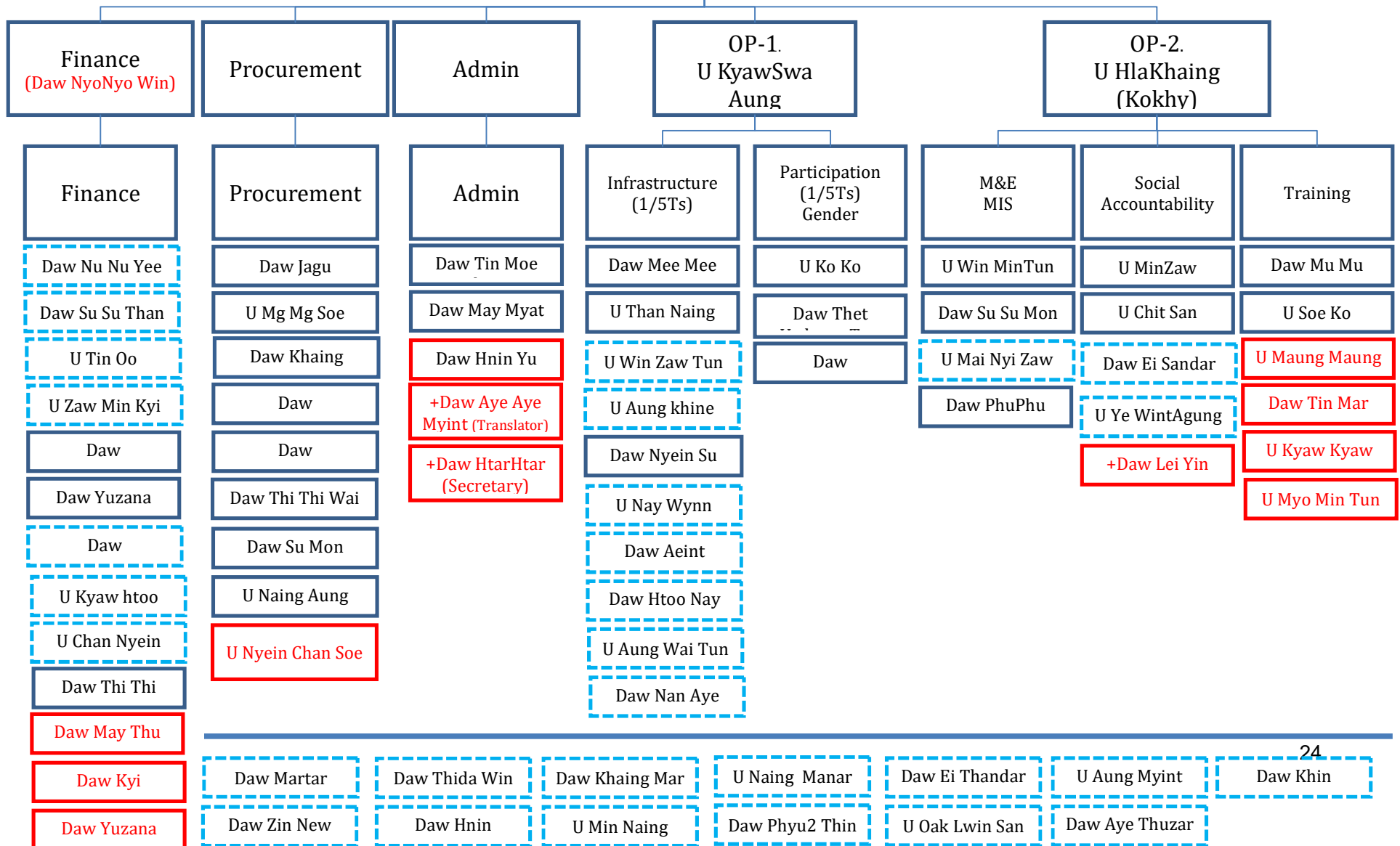
Notes : 1) Ann reports that PC 1 -7 for all villages have been entered into tablets, but they have not been able to upload PC 5 & 7 to the central MIS. Union MIS team will visit in July.

2) There may be 2 – 3 monitoring meetings per sub-project, so it is difficult to present overall % completion based on # of forms submitted by end of period relative to # of sub-projects.

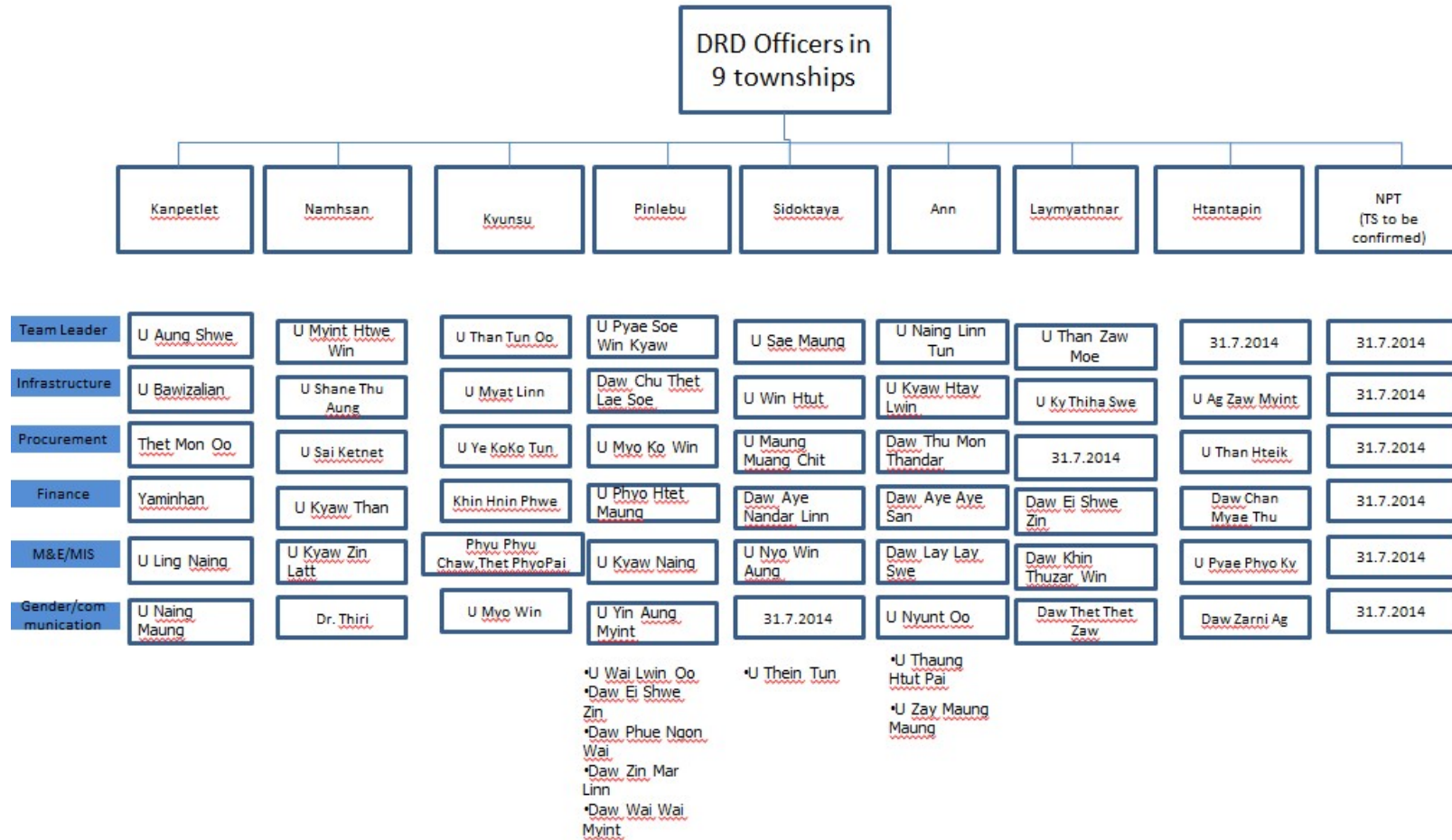
**Table 11 : DRD Union Organogram**

U Kyaw Soe

As of 2 July 2015



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## **8 Staffing and Management**

Staffing needs to consider the increased requirement due to the scale-up!

### **8.1 Staffing**

Tables 11 and 12 above show the staffing situation of DRD at the Union and township levels respectively by the end of the period.

The following staff and national consultants were added during the period:

- National Gender consultant
- Senior Finance Expert
- National Procurement Consultant was recruited at the end of the previous period

For the coming years, as the project is scaling-up, the union secretariat needs to increase its staff. For the coming cycle 2015-16 it is estimated that it needs an increase of 40% from now 92 to 130 in the coming cycle. It will be a major challenge in the coming cycle including the capacity building of new staff. Detailed figures of the estimated requirement is given in Annex 1.

This includes for instance to add at least a further 4 to 6 new procurement staff in the next period (July – Sept), from amongst the township staff who were given procurement training in July.

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.

As the number of NCDDP staff at union and township level continues to increase, DRD needs to consider establishing a human resource management function, which currently does not exist. This would include creating the new position of an assistant director for human resource development under the director of procurement.

### **8.2 Union office space**

Space is getting increasingly short in all units of the Union Secretariat, but a new office building is already included in the new Procurement Plan.

Design work on the new building (Training Centre + CDD Office) began in June, and will continue in July and August. Assuming NCB procedure can be used, this building should be completed by around March 2016. In the meantime, it will be necessary to free up space, or even rent space, for Union operations. There is currently an empty room between the procurement and finance units, which will be opened up to create a shared space. This work should not take long, but while it is being carried out, staff should be located elsewhere. So as not to disturb staff concentration, this work must be done at the least busy time, e.g after TTA package contracts have been finalised.

### **8.3 Supervision and Coordination**

Project supervision and coordination meetings during period :

- World Bank supervision trip (ISM): May 7 -10th
- Quarterly Meeting was held on 25 June.

## **9 Workplan for next quarter**

Key milestones for the coming quarter as agreed at the Quarterly Meeting are summarised in Table 13.

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Table 12 : Key Milestones for Next Quarter										
	TOF2	Community Training	MIS (start using)	Technical Management (FM, Tech)	Implementation SPs (start)	SP finish	TOF3 (Finishing date)	Audits (Social, Financial, Technical)	MSR Township	Subproject Finishing Date
<b>UNION</b>				27-Apr-15					<b>24-Aug</b>	
Kanpetlet			31-Mar-15			15-Jun-15		17-Jul-15	15-Aug-15	30-Jun-15
Kyunsu			31-Mar-15			15-Jun-15		7-Aug-15	10-Aug-15	31-Jul-15
Namhsan			31-Mar-15			15-Jul-15		15-Jul-15	10-Aug-15	15-Jul-15
Pinlebu	10-May-15	31-May-15	7-Jun-15		15-May-15	31-Oct-15	20-Jul-15	5-Aug-15	10-Aug-15	30-Nov-15
Sidoktaya	29-Apr-15	20-May-15	27-May-15		4-May-15	31-Oct-15	12-Jul-15	10-Aug-15	18-Aug-15	31-Jul-15
Laymyethna	3-Apr-15	15-May-15	22-May-15		8-Apr-15	31-Oct-15	11-Jul-15	7-Aug-15	14-Aug-15	31-Oct-15
Ann	19-May-15	10-Jun-15	17-Jun-15		24-May-15	31-Oct-15	11-Jul-15	10-Aug-15	18-Aug-15	30-Nov-15
Tatkone	10-May-15	31-May-15	7-Jun-15		15-May-15	31-Oct-15	25-Jul-15	10-Aug-15	20-Aug-15	31-Oct-15
Htantapin	19-May-15	10-Jun-15	17-Jun-15		24-May-15	31-Oct-15	17-Jul-15	10-Aug-15	18-Aug-15	30-Nov-15

## Annex 1: Estimated staff requirement for next three years

Project cycle			2014/15	2015/16	2016/17	2017/18	
Numberoftownships			9	27	46	68	
<b>Projectednumberofstaff</b>			<b>92</b>	<b>130</b>	<b>155</b>	<b>170</b>	
Position	Employment	Starting	2014/15	2015/16	2016/17	2017/18	Name
Management		.	5	11	14	17	
Project Director	DRD	2013/14	1	1	1	1	U Kyaw Soe
OP 1	DRD	2013/14	1	1	1	1	U Kyaw Swar Aung
OP 2	DRD	2013/14	1	1	1	1	U Hla Khaing
OP 3	DRD	2013/14	1	1	1	1	Daw MeeMeeHtwe
UTA team leader	UTA	2013/14	1	1	1	1	Klaus Kirchmann
Assistant manager	DRD	2015/16		1	1	1	
Assistant manager	DRD	2015/16		1	1	1	
Assistant manager	DRD	2015/16		1	1	1	
Assistant manager	DRD	2015/16		1	1	1	
Assistant manager	DRD	2015/16		1	1	1	
Assistant manager	DRD	2016/17			1	1	
Assistant manager	DRD	2016/17			1	1	
Assistant manager	DRD	2016/17			1	1	
Assistant manager	DRD	2017/18				1	
Assistant manager	DRD	2017/18				1	
Assistant manager	DRD	2017/18				1	
Administration and office support		.	9	11	13	13	
Administration	DRD	2013/14	1	1	1	1	Daw Tin Moe Hlaing
Administration	DRD	2013/14	1	1	1	1	Daw May Myat Thu
JV accountant	UTA	2013/14	1	1	1	1	Hay Ma
Secretary	contract	2013/14	1	1	1	1	
Secretary	contract	2014/15	1	1	1	1	
Translator	Contract	2014/15	1	1	1	1	
Interpreter/Translator	Contract	2014/15		1	1	1	
Driver ?	DRD		1	1	1	1	TunTun
Driver ?	DRD		1	1	1	1	
Driver ?	DRD		1	1	1	1	
Driver ?	DRD			1	1	1	
Driver ?	DRD				1	1	
Driver ?	DRD				1	1	
Infrastructure		.	14	20	25	30	
Assistant director Infrastructure	DRD	2013/14	1	1	1	1	U ThaingNaing Win
Infrastructure	DRD	2013/14	1	1	1	1	U Aung Khaing Zaw
Infrastructure	DRD	2013/14	1	1	1	1	U Win ZawTun
Infrastructure	DRD	2013/14	1	1	1	1	U Nay Wyn
Infrastructure	DRD	2013/14	1	1	1	1	U ZawZawOo
Infrastructure	DRD	2014/15	1	1	1	1	Daw Nyein Su Naing
Infrastructure	DRD	2014/15	1	1	1	1	Daw Htoo Nay Chi Khin
Infrastructure	DRD	2014/15	1	1	1	1	Daw AeintKyawHmuae
Infrastructure	DRD	2014/15	1	1	1	1	Daw Nan Aye Tandar Lin
Infrastructure	DRD	2014/15	1	1	1	1	
Infrastructure	DRD	2014/15	1	1	1	1	
Infrastructure	DRD	2014/15	1	1	1	1	
Infrastructure	DRD	2014/15	1	1	1	1	
Infrastructure / field support	DRD	2015/16		1	1	1	
Infrastructure / field support	DRD	2015/16		1	1	1	
Infrastructure / field support	DRD	2015/16		1	1	1	
Infrastructure / field support	DRD	2015/16		1	1	1	
Infrastructure / field support	DRD	2015/16		1	1	1	
Infrastructure / field support	DRD	2015/16		1	1	1	
Infrastructure / field support	DRD	2016/17			1	1	
Infrastructure / field support	DRD	2016/17			1	1	
Infrastructure / field support	DRD	2016/17			1	1	

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Position	Employment	Starting	2014/15	2015/16	2016/17	2017/18	Name
Infrastructure / field support	DRD	2016/17			1	1	
Infrastructure / field support	DRD	2016/17			1	1	
Infrastructure / field support	DRD	2017/18				1	
Infrastructure / field support	DRD	2017/18				1	
Infrastructure / field support	DRD	2017/18				1	
Infrastructure / field support	DRD	2017/18				1	
Infrastructure / field support	DRD	2017/18				1	
Procurement		.	12	16	20	20	
Deputy director procurement	DRD	2013/14	1	1	1	1	Soe Maung
Assistant director procurement	DRD	2013/14	1	1	1	1	Daw Shan KhaungJuGu
Procurement officer	DRD	2013/14	1	1	1	1	U MaungMaungSoe
UTA procurement expert	UTA	2013/14	1	1	1	1	Jean van Eenaeme
Int. procurement consultant	consultant	2013/14	1	1	1	1	Oithip
Nat. procurement consultant	consultant	2014/15	1	1	1	1	U Nyein Chan Soe
Procurement	DRD	2014/15	1	1	1	1	Naing Aung Lwin
Procurement	DRD	2014/15	1	1	1	1	Daw ThiThiWaiKyaw
Procurement	DRD	2014/15	1	1	1	1	DawKhaing War War Htet
Procurement	DRD	2014/15	1	1	1	1	Daw Su Mon Aung
Procurement	DRD	2014/15	1	1	1	1	Daw Aye ThidarTun
Procurement	DRD	2014/15	1	1	1	1	Daw Thin Thin Aung
Procurement / field support	DRD	2015/16		1	1	1	
Procurement / field support	DRD	2015/16		1	1	1	
Procurement / field support	DRD	2015/16		1	1	1	
Procurement / field support	DRD	2015/16		1	1	1	
Procurement / field support	DRD	2016/17			1	1	
Procurement / field support	DRD	2016/17			1	1	
Procurement / field support	DRD	2016/17			1	1	
Procurement / field support	DRD	2016/17			1	1	
Finance		.	28	28	28	28	
Director	DRD	2013/14	1	1	1	1	Daw Nu Nu Ye
Deputy Director	DRD	2013/14	1	1	1	1	Daw Su Su Than
Deputy Director	DRD	2013/14	1	1	1	1	U Zaw Min Kyi
Deputy Director	DRD	2013/14	1	1	1	1	U Tin Oo
Assistant director finance	DRD	2013/14	1	1	1	1	Daw Thin Yu Hlaing
Staff officer	DRD	2013/14	1	1	1	1	Daw Yu ZanaKhin
Deputy Staff Officer	DRD	2013/14	1	1	1	1	Daw Khaing Tha Zin Too
UTA finance expert	UTA	2013/14	1	1	1	1	Mr. Phillipe EMILE
National finance consultant	Consultant	2015/16	1	1	1	1	Not yet hired
Senior finance assistant	Consultant	2014/15	1	1	1	1	Daw May Thu Kyaw
Finance assistant	Consultant	2014/15	1	1	1	1	Yu Zana Lin
Finance assistant	Consultant	2014/15	1	1	1	1	Kyi Kyi Nyunt
Finance	DRD	2014/15	1	1	1	1	Daw Mar Ta
Finance	DRD	2014/15	1	1	1	1	Daw PhyoPhyo Tin
Finance	DRD	2014/15	1	1	1	1	U Aung Myint Htay
Finance	DRD	2014/15	1	1	1	1	U CheinNyein Aung
Finance	DRD	2014/15	1	1	1	1	U KyawHtoo
Accountant	DRD	2014/15	1	1	1	1	U UkLwin Sang
Accountant	DRD	2014/15	1	1	1	1	Daw EiThandar Min
Accountant	DRD	2014/15	1	1	1	1	Daw ZinNyeHtun
Accountant	DRD	2014/15	1	1	1	1	Daw Aye Tu Zar Aung
Accountant	DRD	2014/15	1	1	1	1	Daw HninHlaingHlaingOo
Accountant	DRD	2014/15	1	1	1	1	Daw Khaing Mar
Accountant	DRD	2014/15	1	1	1	1	U Min Naing
Accountant	DRD	2014/15	1	1	1	1	U NaingManar
Accountant	DRD	2014/15	1	1	1	1	Daw Thi Dar Win
Accountant	DRD	2014/15	1	1	1	1	Daw ThiThiWai
Accountant	DRD	2014/15	1	1	1	1	
HR / Training		.	7	13	12	13	
Training assistant	DRD	2013/14	1	1	1	1	Daw Mu Mu Win
Training assistant	DRD	2013/14	1	1	1	1	U MaungMaung Chit
National training expert	consultant	2014/15	1	1		1	KyawKyawSoe
National training expert	consultant	2014/15	1	1	1	1	Tin Mar Lwin
National training expert	consultant	2014/15	1	1	1	1	Myo Min Tun



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Position	Employment	Starting	2014/15	2015/16	2016/17	2017/18	Name
National junior trainer	DRD	2015/16		1	1	1	
National junior trainer	DRD	2015/16		1	1	1	
National junior trainer	DRD	2015/16		1	1	1	
National junior trainer	DRD	2015/16		1	1	1	
National junior trainer	DRD	2015/16		1	1	1	
Social accountability / GHM		.	2	5	8	11	
UTA grievance handling expert	UTA	2013/14	1	1	1	1	Banyar
Grievance	DRD	2014/15	1	1	1	1	U Ye Wyunt Aung
Grievance	DRD	2015/16		1	1	1	
Grievance	DRD	2015/16		1	1	1	
Grievance / field support	DRD	2015/16		1	1	1	
Grievance / field support	DRD	2016/17			1	1	
Grievance / field support	DRD	2016/17			1	1	
Grievance / field support	DRD	2016/17			1	1	
Grievance / field support	DRD	2017/18				1	
Grievance / field support	DRD	2017/18				1	
Grievance / field support	DRD	2017/18				1	
Communication		.	3	5	7	8	
Communication	consultant	2014/15	1	1	1	1	Lei Lei
Communication	DRD	2014/15	1	1	1	1	U Min Zaw
Communication	DRD	2013/14	1	1	1	1	U Chit San Maung
Communication	DRD	2015/16		1	1	1	
Communication	DRD	2015/16		1	1	1	
Communication	DRD	2016/17			1	1	
Communication	DRD	2016/17			1	1	
Communication	DRD	2017/18				1	
Gender		.	4	6	7	7	
Gender	DRD	2014/15	1	1	1	1	Dr hnyunThwetThwetNaing
Gender	DRD	2014/15	1	1	1	1	Dr ThetYadarHtun
Gender	DRD	2014/15	1	1	1	1	U KoKo
National gender expert	consultant	2014/15	1	1	1	1	Agatha
Gender	DRD	2015/16		1	1	1	
Gender / field support	DRD	2015/16		1	1	1	
Gender / field support	DRD	2016/17			1	1	
M&E MIS		.	8	11	13	15	
Assistant director M&E MIS	DRD	2013/14	1	1	1	1	U Win Min Htun
Senior staff officer	DRD	2015/16		1	1	1	
UTA M&E expert	UTA	2013/14	1	1	1	1	Luq
UTA MIS expert	UTA	2013/14	1	1	1	1	Viktor
UTA MIS national expert	UTA	2013/14	1				George
MIS developer	consultant	2014/15	1	1	1	1	Novelldea
MIS tablet developer	consultant	2014/15	1	1	1	1	Novelldea
M&E MIS	DRD	2014/15	1	1	1	1	U Maing Nyi Zaw Hla Aung
M&E MIS	DRD	2014/15	1	1	1	1	Daw Su Su Mon
M&E MIS field support	DRD	2015/16		1	1	1	
M&E MIS field support	consultant	2015/16		1	1	1	
M&E MIS field support	consultant	2015/16		1	1	1	
M&E MIS field support	DRD	2016/17			1	1	
M&E MIS field support	DRD	2016/17			1	1	
M&E MIS field support	DRD	2017/18				1	
M&E MIS field support	DRD	2017/18				1	
Internal Audit		.	0	4	8	8	
Internal Audit		2015/16		1	1	1	
Internal Audit		2015/16		1	1	1	
Internal Audit		2015/16		1	1	1	
Internal Audit		2015/16		1	1	1	
Internal Audit		2016/17			1	1	
Internal Audit		2016/17			1	1	
Internal Audit		2016/17			1	1	
Internal Audit		2016/17			1	1	