
NATIONAL COMMUNITYDRIVEN DEVELOPMENT PROJECT

IDA Grant No: H814-MM



**QUARTERLY PROGRESS REPORT
OCTOBER–DECEMBER 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

31 January 2016

List of Abbreviations and Acronyms

BER	-	Bid Evaluation Report
BG	-	Block Grant
BGA	-	Block Grant Agreement
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 Framework
GESI	-	Gender Empowerment and Social Inclusion
GWG	-	Gender Working Group
MEB	-	Myanmar Economic Bank
NOL	-	No-Objection Letter (WB document)
OM	-	Operation Manual
PSC	-	Performance Security Guarantee
PMIS	-	Project Management Information System
RFP	-	Request for Proposals
RFQ	-	Request for Quotations
TOF	-	Training of Facilitators
TTF	-	Training of Technical Facilitators
TOT	-	Training of Trainers
TS	-	Township
TTA	-	Township Technical Assistance
UTA	-	Union Level Technical Assistance
VL	-	Village Leader
VTDSC	-	Village Tract Development Support Committee
VPSC	-	Village Project Support Committee
VTDP	-	Village Tract Development Plan
VTPSC	-	Village Tract Project Support Committee

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Executive Summary

	Action / Issue	Status & Next Steps																																																
1.	<p>Implementation</p> <p><i>Year 1 & 2 townships</i> During this period, construction continued for all 6 Y2 tns (All sub-projects in Kyngsu, Kanpetlet and Namshan, had been completed before end of last period).By the end of the period, completion status was as follows:</p> <table border="1" data-bbox="256 478 781 835"> <thead> <tr> <th></th> <th>Completed</th> <th>Sp. Final Inspection</th> <th>S. Audit</th> </tr> <tr> <th></th> <th>%</th> <th>%</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Kanpetlet</td> <td>100</td> <td>100</td> <td>100</td> </tr> <tr> <td>Kyngsu</td> <td>100</td> <td>100</td> <td>100</td> </tr> <tr> <td>Namshan</td> <td>100</td> <td>100</td> <td>100</td> </tr> <tr> <td>Laymyetnar</td> <td>100</td> <td>100</td> <td>100</td> </tr> <tr> <td>Sidoktaya</td> <td>93</td> <td>89</td> <td>93</td> </tr> <tr> <td>Pinlebu</td> <td>100</td> <td>100</td> <td>100</td> </tr> <tr> <td>Ann</td> <td>98</td> <td>97</td> <td>95</td> </tr> <tr> <td>Tatkon</td> <td>100</td> <td>100</td> <td>100</td> </tr> <tr> <td>Htantabin</td> <td>100</td> <td>100</td> <td>100</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Completed	Sp. Final Inspection	S. Audit		%	%	%	Kanpetlet	100	100	100	Kyngsu	100	100	100	Namshan	100	100	100	Laymyetnar	100	100	100	Sidoktaya	93	89	93	Pinlebu	100	100	100	Ann	98	97	95	Tatkon	100	100	100	Htantabin	100	100	100					<ul style="list-style-type: none"> • Y2: Construction will continue in January for sub-projects delayed by flooding, including 8 in Sidoktaya and 3 in Ann. Social audits will be completed after that. • Staffing position and vacancies to end period are given in Table 10 below. • For the three old townships who are directly contracted It is proposed to promote the best CFs / TFs to become Junior TTA Experts. This will provide a TTA team of 7(6 subject experts + TL) in each township.
	Completed	Sp. Final Inspection	S. Audit																																															
	%	%	%																																															
Kanpetlet	100	100	100																																															
Kyngsu	100	100	100																																															
Namshan	100	100	100																																															
Laymyetnar	100	100	100																																															
Sidoktaya	93	89	93																																															
Pinlebu	100	100	100																																															
Ann	98	97	95																																															
Tatkon	100	100	100																																															
Htantabin	100	100	100																																															
	<p><i>18 Year 3 townships :</i></p> <p>DRD Heads of 18 tns received 5 days of management training In NPT November</p> <p>Start-up training for DRD and TTA was initiated on December 24 for 6 tns of : Myaung, Banmauk, Kayinseikgi, Mindon; Thabaung and Kyangin.</p> <p>TOT course organized with input from international trainers, around 50 participants from which several have been selected to become trainers and to deliver the TOF program in the 18 new TS</p>	<ul style="list-style-type: none"> • Start-up training for remaining 12 townships will be held in January in Yangon (3 tns) and NPT (9 tns). • It is notable that all new 18 townships had full staffing contingents of DRD staff (6 per tns) and TTA (5 per tns) available for start-up training. • It will be considered to hire the TOT trainers again for delivering follow on TOT 																																																
2	<p>Knowledge and Learning</p> <ul style="list-style-type: none"> • Social audits: Remaining SA's for 6 tns were completed during this period, except for 8 sub-projects in Sidoktaya and 3 in Ann (See above, Implementation). • Operations Manual : the OM received the NoL in October, translation was completed in October, and 1000 copies were printed and distributed to 9 old tns in December. • Cross-township visits: Following social audit visits arranged for the community committee members in July, further cross township exchange visits were arranged for TTA from 19 – 30 October. Following the trips, learning was exchanged with help of the Communications Unit. • Technical Audit: Mr Neil Neate led a team of 10 DRD and 2 non-DRD engineers to complete the first (in-country) phase of the Technical Audit from 15/11 – 18/12/2015. • RM Indicators : these are updated to end December in Table 4 below. 	<ul style="list-style-type: none"> • Operations Manual: Printing and distribution of the full 350,000 copies is expected early February. (See Annex I).The project should continue with progressive revision of the OM at each quarterly meeting, so a large major revision is not required after the MSR. • Cross-visits for DRD staff will be organized for selected new 18 townships during the next quarter. • Technical Audit: the in-country phase of the Technical Audit went smoothly. The team of national engineers trained by Mr Neate continued to finalize their site visits and data collection in December and January. The final report is expected from Mr Neate by end February. • Although not an RM indicator, the wages paid to villagers to work on their own sub-projects are referred to as Community Force Account (CFA), and is the main source of short term economic impact under NCDDP. Total CFA payments for 9 townships in Y2 were reported at MMK 1.46 billion, providing a total of 325,400 labour days. CFA was the main source of labour in 70% of sub-projects, and CFA payments constituted 15% of the Block Grants. 																																																
3.	<p>Procurement</p> <p>Main activities during this quarter have been:</p> <ul style="list-style-type: none"> • Procurement of Y3 TTA packages in PP6 : by end of the period, award, negotiation and contract 	<ul style="list-style-type: none"> • The full contingent of 5 TTA was present at start-up training of 6 new townships in December, and all TTA for remaining 12 townships are expected to be mobilized in 																																																

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	<p>signing had been completed for all packages except C4.11 (Cardno),</p> <ul style="list-style-type: none"> • Preparation of bids for various goods in PP6 for Y3. The following goods were delivered during the period. <ul style="list-style-type: none"> ○ Office furniture: mid December ○ Office equipment : mid December ○ Helmets (ICB) : delivered December • Preparation of PP7, reflecting content of AWPB. • Amendments to PP6: first NoL to add or modify items in PP6 was received in August, but NoL for further final amendments had not been received by end of period. (PP6 status update given in Annex 1). • Union procurement team moved into their new office in converted garages behind main meeting hall. 	<p>time for start-up training in January.</p> <ul style="list-style-type: none"> • NoL for further final amendments to PP6 is expected by ISM mission end of January. • By end of period, preparation of PP7 was still awaiting WB NOL for the AWPB. This is expected mid February following ISM. <p>Expected schedule for goods :</p> <ul style="list-style-type: none"> • Vehicles: Land Cruiser pickup = mid February • Vehicles : standard pickups : late February • Motorbikes (ICB) : 900 low clearance (110 cc) = late February (first round of 275), remainder mid March. • 188 high clearance (125 cc) in process of registration, delivery to tns end February. • Computers : mid March. • Tablets + power banks = late March. ICB process was cancelled due to non-responsive bids. It is proposed to re-issue as RFQ. In addition, some budget PCs will be added for each of the new townships. Delivery expected end February. • OM printing : mid February
4.	Grievance Handling	
	<ul style="list-style-type: none"> • During this period, a total of 318 grievances were received through the GHM. 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 December is 1669, of which 1650 (99%) have been resolved (Table 5). • Reviewed the grievance information in the MIS uploaded by townships, to ensure follow-up and resolution status. <p>Staffing / capacity development:</p> <ul style="list-style-type: none"> • conducted refresher training in Sidoktaya, Tatkon and Ann • provided input on GHM concept for TOT to grievance focal and township counterpart. • contributed to start-up training parallel sessions in December. • Grievance information materials : grievance redress pamphlet, GHM and Code of Conduct poster, GHM booklet were revised. 	<ul style="list-style-type: none"> • Of 318 total grievances, only 27(9 %) were serious or "core" grievances (code violation, misuse of funds etc),. Of these 22 (81%) had been resolved by 31/12/15. (See Table 6 below). • The remaining 291 (91%) were suggestions / demands, force majeure, expression of appreciation etc), of which 100% had been answered / acknowledged. • Although planned for this period, a social accountability assessment in Ann, Pinlebu and Sidoktaya was finally not conducted, due to time limitation, as the GHM team could only keep up with grievance investigation processing activities and refresher training. These townships will be visited for training in February and March 2016. • All updated materials will be printed and distributed by the Communication Team in the next quarter.
5.	Finance	
	<ul style="list-style-type: none"> • IFR for first half year submitted in Nov. • AWPB submitted for Bank NOL • Bank Accounts opened for IDA Credit at the MEB • USD Bank Account opened for payments under USD 50,000 at MEB • Initial FM training for 13 new townships commenced in December. • Visited all 9 Yr 1 and 2 townships for audit and training. • Accounts : Township Bank accounts opened for all 13 IDA Credit Townships. • Disbursements: During the quarter 16 disbursements were made for DA B account and direct payments amounting to USD 4.558. 632 (MMK 5,857,842,120). • An amount of USD 13, 023,694 (MMK 16,6 billion) was withdrawn for Block Grants. • <i>Audited Financial Statement.</i> Audit Report for year ending 31 March 2015 was submitted. • A replacement UTA Finance Expert joined the Team in December 2015. 	<ul style="list-style-type: none"> • Finalize AWPB 2016/17 following WB comments.. • Submit IFR for 3rd Quarter • Field Visits to 5 new townships • Establish accounting procedures and staffing assignments for IDA Credit • Submit withdrawal application for IDA Credit • Develop proposals for Finance Capacity Building • Prepare detailed budget for 2016/17 for all townships • Continue training new township finance officers on operation of bank accounts and submission of monthly statement of accounts. • The USD amount of the Grant has changed due SDR/USD exchange variations and the amount now available is USD 72 million compared with PAD estimates of USD 80. Projected disbursement will be adjusted accordingly. • Audit recommendations and WB comments to be followed up. • Design chart of accounts for IDA Credit and Install a new company in Peachtree. Explore system upgrade as

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		Peachtree capacity may not handle USD 400 million Credit.	
6.	Management & Supervision		
	<ul style="list-style-type: none"> • A quarterly meeting for all 27 townships was held on 14/12/2015 in DRD office NPT. • AWPB: a request for NoL was sent to the WB on 25/11/2015, and comments received back from WB on this draft on 24/12/2015. An updated AWPB with updated cycle 3 work plan, new cycle 4 work plan and results frames and indicators for each unit has been prepared • Socialisation meetings for remaining 14 new townships took place during December 2015 and January 2016 (4 were held already in August). • The increase from 9 to 27 townships requires to establish feasible mechanisms of supervision. For this, a plan has been drafted for building up regional offices, one in each state and region. • A technical audit was conducted by an international consultant supported by a team of up to 10 local engineers covering 200 sub-projects. The report is expected by February. • Translation has been a serious bottleneck in the reporting period. Out of the two positions, one has not been filled so far and the other one resigned during the quarter, leaving the project without a dedicated translator when a huge translation work load was due (operations material, training material, updated technical material, interpretation in the TOT) 	<ul style="list-style-type: none"> • ISM : The 9th ISM will be fielded by WB from 18/01 to 03/02/2016. Start with preliminary discussions in NPT, the Mission will visit old and new townships in 3 separate groups 22-28/01, returning to NPT for final wrap up meetings 01 – 02/02/2016. • An update of previous "Next Actions" to end December 15 is given in Table 11 below. • Workplan: The draft AWPB will be discussed during the upcoming 9th ISM in January 2016 prior to finalisation and approval. The following, in particular need agreement before PP7 can be finalised: a) the phasing, number of regional offices, number and type of personnel to be funded under NCDDP b) the identity of 20 townships to be implemented in Y4. • Key milestones over the next six months are summarised in Table 12 below. • Online tracking tools to assist collaboration in updating of the AWPB, Training Plan and Procurement Plan will be developed in February / March by Novel Idea based on a revised TOR in PP6. • The next quarterly meeting is planned for the last week in March, but organisation and logistics has not yet been finalised (i.e whether to have a single QM for 27 townships in NPT, 2 QMs for 9 and 18 tons, etc). 	

MAIN REPORT

This Union Quarterly Progress Report covers the period October to December 2015. It includes 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 June 2016.

1 Implementation

	Progress and Issues	Next Steps
1.	<i>3 first year townships</i>	
	<p><u>Second Cycle</u> Kanpetlet, Namhsan and Kyngsu had all completed their sub-projects and social audits by end of the previous period.</p> <p><u>Third Cycle</u> During this period, all 3 initiated Orientation and VDP meetings in December.</p>	<ul style="list-style-type: none"> All three tns are missing key TTA, some (e.g M & E Officer in Kyngsu) have been moved to new townships. To replace these staff, and build full strength TTA teams in the old tns, it is proposed to promote good performing CFs / TFs to positions of Junior TTA in all three townships (See Table 9 below).
2	<i>Y2 6 townships</i>	
	<p><u>First Cycle</u></p> <ul style="list-style-type: none"> 6 Y2 tns all completed construction and social audits by the end of this period, except for 8 sub-projects in Sidoktaya, and 3 in Ann. Laymyetnar, Htantabin and Ann were able to initiate field activities already during December. 	<ul style="list-style-type: none"> Completion of the remaining 8 sub-projects in Sidoktaya and 3 in Ann will continue until the end of January, after which the social audits will be completed. All 6 townships are expected to have commenced detailed design by end of next period.
3	<i>Y3 18 townships</i>	
	<ul style="list-style-type: none"> Start-up training activities for first 6 tns held end December. Socialisation meetings were completed for remaining 14 new tns in December. 	<ul style="list-style-type: none"> Start-up training for remaining 12 tns to be completed in January. Based on the earliest possible completion of ToF 2 in the Training Plan, start of sub-project construction cannot be foreseen before May. WB will submit a detailed report on conflict situation and management in 5 new townships (Bilin, Hpruso, Kyainseikgyi, Demoso, Thanintaryi) in January.

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Table 1: Cycle Progress of 9 Townships to end December 2015

Cycle Stage	Kanpetlet		Kyunsu		Namhsan		Pinlebu		Sidoktaya		Laymyatna		Ann		Tatkon		Htantabin		Totals		
	# VTs	26	20	26	52	46	41	29	49	54	# Villages	122	159	123	266	118	255	235	187	234	#
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#
Village orientation meeting/social assessment.	122	100	187	100	123	100	266	100	118	100	258	100	235	100	187	100	234	100			1727
Village Development Plan (VDP)	122	100	187	100	123	100	266	100	118	100	258	100	235	100	187	100	234	100			1727
First finance training	26	100	20	100	26	100	52	100	46	100	41	100	29	100	49	100	54	100			343
VT Sub-project selection meeting	26	100	20	100	26	100	52	100	46	100	41	100	29	100	49	100	54	100			343
Block Grant request	26	100	20	100	26	100	52	100	46	100	41	100	29	100	49	100	54	100			343
Block Grant transfer	26	100	20	100	26	100	52	100	46	100	41	100	29	100	49	100	54	94			343
TPIC approval for subproject	85	100	172	100	115	100	277	100	126	100	432	100	222	100	165	100	226	80			1823
TPIC feedback to village meeting	85	100	172	100	115	100	277	100	126	100	432	100	222	100	165	100	226	80			1823
SP detailed planning & proposal	85	100	172	100	115	100	277	100	126	100	432	100	222	100	165	100	226	80			1823
SP construction progress	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#
0%	0	-	0	-	0	0	0	0	1	0	0	0	0	0	0	0	5	2			99
100%	85	100	172	100	115	100	286	100	113	93	432	100	219	98	163	100	226	100			1811
Final SP inspection	85	100	172	100	115	100	286	100	108	89	432	100	216	97	163	100	226	100			1803
Social Audit	85	100	172	100	115	100	286	100	108	93	258	100	211	95	143	100	234	100			1612

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Table 2: Distribution of Y2 Sub-Projects by Category and Township by end December 2015

	Township	Kyunsu		Kanpetlet		Namhsan		Pinlebu		Sidoktaya		Laymyathna		Ann		Tatkon		Htantabin		ALL		Distrib- ution %B
	# Villages	159		122		123		266		118		255		235		176		234		1688		
	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	Comp leted	Appr oved	Comp leted	Appr oved	Comp leted	
1	Water supply	24	24	10	10	19	18	24	24	13	12	225	225	46	45	22	21	17	17	402	396	22%
2	Sanitation			1	1			6	6			1	1			11	11			19	19	1%
3	Transport	68	68	24	24	26	24	80	80	39	35	162	162	60	60	65	64	201	201	725	718	39%
4	Jetty	20	20						-					7	7					27	27	1%
5	School	41	41	16	16	26	26	149	149	29	25	22	22	85	83	62	62	5	5	435	429	24%
6	Hydro power	3	3	2	2	22	24	6	6					1	1					34	36	2%
7	Electricity	8	8	24	24	1		10	10	20	20	21	21	14	14	3	3	4	4	105	104	6%
8	Communty Centres	1	1	3	3	20	20		-	22	19			8	8					54	51	3%
9	Health Centre	1	1	1	1	1	3	2	2	1	0									6	7	0.3%
11	Other structures	3	3	2	2											1	1			15	15	0.8%
12	Fencing	1	1	1	1			1	1											3	3	0.16%
13	Other			1	1					2	2	1	1	1	1					5	5	0.27%
	Library,Market	2	2					8	8							1	1			11	11	0.6%
14	Total	172	172	85	85	115	115	286	286	126	113 ⁽¹⁾	432	432	222	219 ⁽²⁾	165	163 ⁽³⁾	227	227	1839	1821	100%

Notes : 1) Sidoktaya : 13 sub-projects were unfinished by end December. 5 of these have been cancelled (due to villages moving and floods), and 8 will be completed during January 2016. 2) Ann: 3 sub-projects unfinished by end December will be completed during January 2016 3) Tatkon: 2 sub-projects unfinished at end December have been cancelled.

2 Knowledge and Learning

	<i>Social Audits</i>	
	<ul style="list-style-type: none"> Remaining social audits for 6 tns were completed during this period, except for 8 sub-projects in Sidoktaya and 3 in Ann. 	<ul style="list-style-type: none"> When all social audits have been completed, a summary report for Y2 townships MSRs and SAs will be made.
	<i>Operations Manual</i>	
	<ul style="list-style-type: none"> The OM received the NoL in October, translation was completed in October, and 1000 copies were printed and distributed to 9 old tns in December. However, printing and distribution of the full 350,000 copies for 18 new tns was not completed as intended during this period. 	<ul style="list-style-type: none"> The project should continue with progressive review of the OM at each quarterly meeting, so a large major revision is not required immediately after the MSR. A single member of UTA should record and coordinate progressive feedback from the townships.
	<i>Cross-township learning exchange visits</i>	
	<ul style="list-style-type: none"> Following social audit visits arranged for the community committee members in July, further cross township exchange visits were arranged for TTA from 19 – 30 October. Following the trips, learning was exchanged with help of the Communications Unit. 	<ul style="list-style-type: none"> Cross-visits for DRD staff will be organized for selected new 18 townships during the next quarter.
	<i>Technical Audit</i>	
	<ul style="list-style-type: none"> The Technical Audit took place 15/11 – 18/12/15, consisting of a Team Leader (Mr Neil Neate) + 8 DRD Engineers from outside NCDDP, and 2 independent national engineers sourced from the Myanmar Engineers Society (MES). After 5 days initial methodology training and orientation in NPT, Mr Neate visited 5 of the 9 townships with two teams. After Mr Neate's departure, the audit team remained in the field during December and January to complete the sample, and send data to Mr Neate for analysis. 	<ul style="list-style-type: none"> All remaining data collection will be completed and send to Mr Neate by middle of January. A final report is expected by end of February.
	<i>Results Matrix Indicators</i>	
	<ul style="list-style-type: none"> Table 4 below presents an incremental summary of RM benefit indicators to end December. Compared with the previous quarter, there were only a few changes in indicators : 1) small increase in # government staff trained, due to start-up training in December 2) small increase in # sub-projects and completed during the period, with corresponding additional # beneficiaries. Although participation in Community Force Account labour is not included in the RM indicators, it is the most important indicator of short-term economic impact of NCDDP, and will be included in the RM Indicator tracking table. CFA participation in Y2 was as follows: <ul style="list-style-type: none"> Total CFA labour paid out : MMK 1.46 billion or US \$ 1.126 million Total # of labour days provided: 325,400 CFA payments constituted 15% of the Block Grants, and was the main source of labour in 70% of sub-projects. 	<ul style="list-style-type: none"> Early results for 9 townships in Y3 show that participation (as judged from Orientation or VDP meetings) rates in Y3 are higher than Y2. 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 December

1 Development Objective Indicators		2013/4	2014/5 (to 31/12/15)
1.1	Direct project beneficiaries		700,000
1.2	% female beneficiaries		51%
1.3	# persons having access to and use of project-built infrastructure and services	225,941	695,432
1.4	% households in project villages participating in planning, decision-making, and implementation of sub-projects	56%	21%
	Kyunsu	41%	16%
	Kanpetetlet	100%	22%
	Namshan	79%	16%
	Pinlebu		24%
	Sidoktaya		30%
	Laymyetnar		19%
	Ann		27%
	Iatkon		16%
	Htantabin		17%
1.5	% community members satisfied with the project	90%	78.8
1.6	Employment / wages		
1.6.1	CFA Participation • Total CFA labour paid out • Total # of labour days provided • CFA payments as % of BG • % sub-projects with CFA as main source of labour		MMK 1.46 billion 325,400 15% 70%
1.6.2	Contractor labour • Total wages paid by contractors • Total # of labour days provided		MMK 0.932 billion 207,248
1.6.3	Combined CFA + contractor labour • Total paid labour (CFA + contractor) • Total # of labour days provided		MMK 2.396 billion 532,642

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

<p><u>Consulting Services</u></p> <ul style="list-style-type: none"> Procurement of Y3 TTA packages: by end of the period, all 8 TT Y3 contracts were contracted, although two packages still awaited final signing of contracts. <p><u>Goods</u></p> <ul style="list-style-type: none"> ICB contracts <ul style="list-style-type: none"> motorbikes : awaiting PSC from bid winner tablets : BER being evaluated by WB. NCB contracts <ul style="list-style-type: none"> Printing of OM : BER already received. Notification of award expected early January. Desktop computers : cancelled due to lack of any response from market. WB granted NoL to replace with RFQ. Shopping <ul style="list-style-type: none"> Microsoft Office licences : as total value now exceeds US\$ 100,000, procurement method has to be changed to NCB. Life jackets : forecasted amount must be increased to purchase safe equipment. Delivery: The following goods were delivered during the period: <ul style="list-style-type: none"> Office furniture: mid December Office equipment : mid December Motorbikes (NCB): early December Vehicles : standard pickups : late December Preparation of PP7: this could not be finalised this quarter, as NOL to AWBP was still pending. Amendments to PP6: first NoL to add or modify items in PP6 was received in August, but NoL for further final amendments had not been received by end of period. (PP6 status update given in Annex 1). Union procurement team moved into their new office in converted garages behind main meeting hall. 	<ul style="list-style-type: none"> A status update of PP6 to end December is provided in Annex 1. The full contingent of 5 TTA was present at start-up training of 6 new townships in December, and all TTA for remaining 12 townships are expected to be mobilized in time for start-up training in January. NoL for further final amendments to PP6 is expected by ISM mission end of January. Timely procurement can only be realized with proper anticipation and planning. This was not the case with PP6, but hopefully the existence of an agreed long term AWPB as a basis for PP7 will improve this situation somewhat. By end of period, preparation of PP7 was still awaiting WB NOL for the AWPB. Discussions with WB are expected during ISM in January, and submission of PP7 in February. <p>Expected schedule for remaining goods :</p> <ul style="list-style-type: none"> Vehicles: Land Cruiser pickup = early February Motorbikes (ICB) : 810 low clearance (110 cc) + 188 high clearance (125 cc) = February Computers : mid February. Tablets + power banks : proposal to re-issue as RFQ with computers, adding some budget PCs for MIS data entry. Delivery expected end February, early March. OM printing : mid January Helmets (ICB) : early February
Capacity Building	
<ul style="list-style-type: none"> Training <ul style="list-style-type: none"> specific procurement training material was finalized and the procurement team prepared for procurement-to-procurement staff and procurement-to-TTA-teams training. Procurement unit assisted with parallel sessions in the December start-up training. 	<ul style="list-style-type: none"> The procurement team is still understaffed for the workload required, not so much in terms of numbers, as the ability and decision making power of subordinate staff. Fiduciary risk management: 2 areas require attention to reduce fiduciary risks in NCDDP, which are rated high : i) there is a need for greater cooperation between procurement and finance; besides collaboration on an

		<p>integrated AWPB, we need be to clarify our respective roles and responsibilities, and agree an appropriate document flow ii) conduct some assessment missions to different regions in order to compare best practices against those which need improvement. A first assessment trip to the Year 2 townships is proposed for February 2016 iii) the procurement administration system should be reviewed and improved to make procurement files auditable on a permanent basis</p>
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4 Grievance Handling

Issues and Activities		Comments / Next Steps
1	<ul style="list-style-type: none"> Being the last quarter of the implementation cycle, less grievances were received compared with other quarters. During this period, a total of 318 grievances were received from 9 townships through GHM (compared with 399 for previous period). Of those, 313 (98 %) were resolved by the end of the period. (Table 4). Since January 2014, the cumulative number of grievances to end Sept is 1351+ 318 = 1669, of which 99% have been resolved (Table 5). GHM Unit continued investigation and resolution of ongoing sensitive grievance cases. Carried out grievance handling committee meeting, investigation process and preparation of response letters. 	<ul style="list-style-type: none"> Of 318 total grievances, only 27 (9 %) were serious or "core" grievances (code violation, misuse of funds etc).. Of these 22 (81%) had been resolved by 31/12/15. (See Table 6 below). The remaining 291 (91%) were suggestions/demands, force majeure, expression of appreciation etc), of which 100% had been answered / acknowledged. In this quarter, Sidoktaya (92), Laymyetnar (72), Pinlebu (63) and Ann (53) had the highest number of grievances (Table 6).
2	<ul style="list-style-type: none"> The 6 GHM indicators were completed 100% for 9 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"> During next quarter, GHM must ensure that 6 indicators of grievance infrastructure are complete for all new 18 townships.
3	<ul style="list-style-type: none"> Submitted quarterly report July – September. Drafted Oct – December quarterly report. 	<ul style="list-style-type: none"> Prepare QRep for Jan – March 2016.
4	<p>Staffing / capacity development:</p> <ul style="list-style-type: none"> conducted refresher training in Sidoktaya, Tatkon and Ann provided input on GHM concept for TOT to grievance focal and township counterpart. contributed to start-up training parallel sessions in December. 3 female staff joined GHM unit in December, giving a total of 7 grievance staff, including 1 UTA and 6 DRD staff. 	<p>Although planned for this period, a social accountability assessment in Ann, Pinlebu and Sidoktaya was finally not conducted, due to time limitation, as the GHM team could only keep up with grievance investigation processing activities and refresher training. These townships will be visited for training in February and March 2016.</p>
5	<p>Grievance information materials : grievance redress pamphlet, GHM and Code of Conduct poster, GHM booklet were revised.</p>	<ul style="list-style-type: none"> All updated materials will be printed and distributed by the Communication Team in the next quarter.
6	<p>Reviewed the grievance information in the MIS uploaded by townships, to ensure follow-up and resolution status.</p>	

Table 4: Quarterly grievances received and resolved (Oct-Dec 2015)

Township	Total Grievances received	Total Grievances Resolved	(%)	Remark
Kanpetlet	5	5	100%	
Kyunsu	2	2	100%	
Namhsan	2	2	100%	
Laymyethna	72	70	97%	2 cases are being resolved
Sidoktaya	92	92	100%	
Ann	53	52	98%	1 case is being resolved
Htantabin	3	2	67%	1 case is being resolved
Takone	26	25	96%	1 case is being resolved
Pinlebu	63	63	100%	
Union	-	-	-	
Quarterly Total	318	313	98%	

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

Township	Total Grievances received	Total Grievances Resolved	(%)	Remark
Kanpetlet	413	413	100%	
Kyunsu	194	186	100%	8 cases aren't resolved due to invalid or no address
Namhsan	147	147	100%	
Laymyethna	180	175	97%	2 cases are being resolved
Sidoktaya	92	92	100%	
Ann	116	114	98%	1 case is being resolved
Htantabin	62	41	67%	1 case is being resolved
Takone	125	25	99%	1 case is being resolved
Pinlebu	264	63	100%	
Union	7	7	100%	
Cumulative Total	1669	1650	98%	

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Table 6 :Grievances received and resolved by category and township(Oct – Dec 2015)

Township	CORE							CORE SUPPLEMENT						
	# All Types	Violation of Project Policies & Procedures	Misuse of Funds	Violation of Contract	Improper Intervention	# Core	% Core	General enquiry about policies & Force Majeure	Suggestion/ demand	Appreciation	Other	# Core Supp.	% Core Supp.	
Kanpetlet	5					0	0%	1	4			5	1.72%	
Kyunsu	2					0	0%		1	1		2	1%	
Namhsan	2					0	0%		1		1	2	1%	
Laymyethna	72	3	1			4	15%	3	1	41	23	68	23%	
Sidoktaya	92	2		1	5	8	30%	10		59	14	1	84	28.87%
Ann	53	8			3	11	41%	7	1	26	8	42	14%	
Htantabin	3	1				1	4%	2				2	1%	
Takone	26	1	1			2	7%	2	2	20		24	8.25%	
Pinlebu	63				1	1	4%	6		41	12	3	62	21%
Union	-					0	0%					0	0%	
Quarterly Total	318	15	2	1	9	27	100%	31	6	191	58	5	291	100%
Total Resolved	313	15	1	1	5	22	81%	31	6	191	58	5	291	100%

5 Finance

Issues and Activities	Comments and Next Steps
<i>Activities this quarter</i>	<i>Activities next quarter</i>
<ul style="list-style-type: none"> • IFR for first half year submitted in Nov. • AWPB submitted for Bank NOL • Bank Accounts opened for IDA Credit at the MEB • USD Bank Account opened for payments under USD 50,000 at MEB • Initial FM training for 13 new townships commenced in December. • Visited all 9 Yr 1 and 2 townships for audit and training. 	<ul style="list-style-type: none"> • Finalize AWPB 2016/17 following WB comments.. • Submit IFR for 3rd Quarter • Field Visits to new 5 Townships • Establish accounting procedures and staffing assignments for IDA Credit • Submit withdrawal application for IDA Credit • Develop proposals for Finance Capacity Building • Prepare detailed budget for 2016/17 for all townships
<ul style="list-style-type: none"> • <i>Accounts</i> : Township Bank accounts opened for all 13 IDA Credit Townships 	<ul style="list-style-type: none"> • Continue training new township finance officers on operation of bank accounts and submission of monthly statement of accounts.
<ul style="list-style-type: none"> • <i>Disbursements</i> : During the quarter 16 disbursements were made for DA B account and direct payments amounting to USD 4,558,632 (MMK 5,857,842,120). An amount of USD 13,023,694 (MMK 16,600,000,000) was withdrawn for Block Grants. • Total spending on NCDDP for the quarter was MMK 3.675 billion, only one tenth of the quarterly budget of MMK 32.3 billion, while total cumulative spending on NCDDP to date has been MMK 20.36 billion. (See Table 7). 	<ul style="list-style-type: none"> • The USD amount of the Grant has changed due SDR/USD exchange variations and the amount now available is USD 72 million compared with PAD estimates of USD 80. Projected disbursement will be adjusted accordingly.
<ul style="list-style-type: none"> • <i>Audited Financial Statement.</i> Audit Report for year ending 31 March 2015 was submitted. 	<ul style="list-style-type: none"> • Audit recommendations and WB comments to be followed up.
<ul style="list-style-type: none"> • <i>Cash Flow Projection</i> :Cash flow projections for IDA Grant & Credit were submitted and NOL received. for DA C Account USD 1,448,000 and IDA Credit DA D Account 5,562.000,000 and DA E MMK 5,483,305,878. 	<ul style="list-style-type: none"> • Submit WA a for Accounts DA C,D, and E. • Prepare cash flow forecast for DA B account for WB NOL.
<ul style="list-style-type: none"> • <i>Payment to TSP TAs</i> : WA's were prepared for Rellief International, Mercy Corp, International Rescue Committee and Cardino during the quarter, 	<ul style="list-style-type: none"> • Follow up to clear arrears before end of fiscal year. Although there was some improvement in processing of arrears to TTA, the following arrears still remain: <ul style="list-style-type: none"> ○ International Rescue for July 15 ○ Mercy Corp for May to June 2015 ○ Mercy Corp (Laymyetnar) since May 2015 ○ Cardno Nov/Dec 15 ○ Relief International Nov/Dec 2015
<ul style="list-style-type: none"> • <i>Accounting systems</i> 	<ul style="list-style-type: none"> • <i>Accounting systems</i> • Design chart of accounts for IDA Credit and Install a new company in Peachtree. • Explore system upgrade as Peachtree capacity may not handle USD 400 million Credit.
<ul style="list-style-type: none"> • <i>Human Resources</i> • A replacement UTA Finance Expert joined the Team in December 2015 	

Table 7 below presents the Sources and Use of Funds to end December 2015. The next quarterly progress report (Jan – Mar) will also be an annual report, so the Source and Use of Funds and Distribution of Funds tables will cover the full year.

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TABLE 7 : Statement of Funds by Project Component 30/12/2015	Actual (MMK)			Budget (MMK)		Variance (MMK)		PAD	
	Current Quarter	Year to date	Cumulative to date	Current Quarter	Year to date	Current Quarter	Year to date	Life of Project	
								Kyat (000's)	USD (000's)
Com 1: Community Block Grants	212,723,475	312,763,475	12,095,831,475	16,812,723,475	16,912,763,475	16,600,000,000	16,600,000,000	45,518,400	52,200
- Government of Myanmar	-	-	-	-	-	-	-	-	-
- IDA Grant	212,723,475	312,763,475	12,095,831,475	16,812,723,475	16,912,763,475	16,600,000,000	16,600,000,000	45,518,400	52,200
- IDA Credit	-	-	-	-	-	-	-	-	-
- Italian Aid	-	-	-	-	-	-	-	-	-
Com 2: Facilitation & Capacity	1,330,088,112	2,762,117,025	5,364,916,990	7,819,659,330	8,594,659,330	6,489,571,218	5,832,542,305	12,382,400	14,200
- Government of Myanmar	-	-	-	-	-	-	-	-	-
- IDA Grant	1,330,088,112	2,762,117,025	5,364,916,990	7,819,659,330	8,594,659,330	6,489,571,218	5,832,542,305	12,382,400	14,200
- IDA Credit	-	-	-	-	-	-	-	-	-
- Italian Aid	-	-	-	-	-	-	-	-	-
Com 3: Knowledge & Learning	203,997,251	300,121,483	550,448,702	150,000,000	380,000,000	(53,997,251)	79,878,517	1,569,600	1,800
- Government of Myanmar	-	-	-	-	-	-	-	-	-
- IDA Grant	203,997,251	300,121,483	550,448,702	150,000,000	380,000,000	(53,997,251)	79,878,517	1,569,600	1,800
- IDA Credit	-	-	-	-	-	-	-	-	-
- Italian Aid	-	-	-	-	-	-	-	-	-
Com 4: Implementation Support	1,928,554,876	2,393,565,428	4,349,781,035	7,512,599,585	7,992,599,585	5,584,044,709	5,599,034,157	10,289,600	11,800
- Government of Myanmar	-	-	-	-	-	-	-	-	-
- IDA Grant	1,928,554,876	2,393,565,428	4,349,781,035	7,512,599,585	7,992,599,585	5,584,044,709	5,599,034,157	10,289,600	11,800
- IDA Credit	-	-	-	-	-	-	-	-	-
- Italian Aid	-	-	-	-	-	-	-	-	-
Com 5: Emergency Contingency Res	-	-	-	-	-	-	-	-	-
- Government of Myanmar	-	-	-	-	-	-	-	-	-
- IDA Grant	-	-	-	-	-	-	-	-	-
- IDA Credit	-	-	-	-	-	-	-	-	-
- Italian Aid	-	-	-	-	-	-	-	-	-
Total Expenditure	3,675,363,714	5,768,567,411	22,360,978,202	32,294,982,390	33,880,022,390	28,619,618,676	28,111,454,979	69,760,000	80,000

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"> • 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.	<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 	
C.		
<i>Training management and materials development</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"> • 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: a) Data entry is frequently delayed. b) Training information in the MIS is mixing Myanmar and English c) report formats 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
<i>Human resources</i>		
	<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

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		<p>technical evaluation of the procurement of TTA companies.</p> <ul style="list-style-type: none"> 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 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
	<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>	<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 (Jan – Mar 2016)</i>
	<ul style="list-style-type: none"> Social audits were completed in all townships (excluding the 3 SP in Ann Tsp and 8 SP in Sidoktaya where sub-projects are not yet completed). By end of period, all web content was up-to-date in Mm and Eng, (e.g operation manual pdf for Y3 in MM and english, advertisements for job vacancies for new CDD townships). Knowledge sharing exchange visits for CFs were completed in November. 120 CFs in all townships participated. Refresher training for 9 old townships were provided from 20th to 22th October, 2015. Preparation of materials such as brochure, posters, etc for year 3 before the new townships project starts. Finalized the list of ethnic languages spoken in the new 18 townships The national Communications Expert resigned from the project at the end of December. A handover note was submitted to the team. Participated in socialization workshops for 18 new townships during December. 	<ul style="list-style-type: none"> Operation Manual and gender handbooks will be delivered to 27 townships (second week of January). Website: To add sub-menu in the website for each township, so township administration can manage and update its own data. To finalize township level communication plan by discussing with Township SAG expert and counterpart. As we are now already in the third year of NCDDP, the communication team will focus on knowledge sharing activities, monitoring and evaluation, and documenting success stories rather than production of publicity materials. Video editing training will be conducted in next quarter. Procurement process during February/March a replacement national Communications Expert will be recruited to replace Lei Lei.

8 Gender and Social Inclusion

Issues and Activities	Comments and Next Steps
<ul style="list-style-type: none"> • Training : 2 day gender training for Ann township during second week October (TTA Cfs/Tfs, DRD). • CDD Gender network quarterly meeting in NPT (18 TTAs from 9 tns) in October : finalised gender monitoring form. • Conducted gender sessions in start-up training (6 tns) in December. • Staffing : Mee Mee Htwe is now officially heading the GESI Unit. It is hoped this will give GESI some authority and leadership within DRD to get things done. 	<ul style="list-style-type: none"> • Gender sessions for start-up training in Yangon (3 tns) and NPT (9 tns) : January 2016 • Distribution of gender manual and poster plus booklet : January 2106 • Field trip to visit selected village committees : March 2016 • 2nd gender network Quarterly Meeting + gender advanced training to: i) follow up gender training for 9 TS GFP (18p) and ii) plan for data collection for lessons learned. • 2 days Gender training to CFs/TFs in new townships : March 2016 • Workplan: significant funds have been added for gender in the new AWPB without any detailed operational plan to support it. It will be important for GESI to develop a more detailed and coherent long term workplan to spend this money wisely.

9 M & E / MIS

Issues and Activities	Comments and Next Steps
<p>Main activities during this quarter were:</p> <ul style="list-style-type: none"> • By the end of this period, all key MIS forms had been uploaded except for the Final Inspection Forms (PC 10) for 8 uncompleted sub-projects in Sidoktaya and 3 in Ann. • All key RM indicators for Y2 data were collected, and are summarized in Table 3 above. although a review of F6 had to be made to get accurate figures for CFA participation (total CFA paid and # labour days). • The new Year 3 software for tablets and township PCs was completed by end of November, and distributed to 9 townships at a 5 day refresher training for CFs and TFs in the first week December. • As all three Y1, and two Y2 townships had started field activities by early December, 5 townships had uploaded Y3 data (PC 1 – 4) by the end of the period. some year Initial data entry. • Due to unresponsive bids, the ICB for tablets and TTA computers was cancelled. • Staff additions : a) consultants : 1 x National MIS Advisor, and 1 x MIS / M & E Trainer joined the MIS team in October ;1 x ICT Specialist in November b) staff: 3 new DRD staff joined in late December. • Training : a) refresher training to 9 townships in first week December b) conducting M & E / MIS workshops in start-up training parallel sessions. 	<ul style="list-style-type: none"> • With the introduction of PC 8 to monitor sub-project progress, and all data on CFA participation transferred to PC 7, the value of retaining the sub-project Monitoring Form (PC 6) in Year 4 will be reviewed. • As F6 is included in the MIS for Y3, CFA participation data should be more quickly obtained and accurate at the end of Y3 cycle. • For various reasons, the use of tablets in the field has been limited during Y2, and even in the office has been variable, due to unreliability of the Dell tablets. As the ICB for tablets was cancelled, discussions will be held with WB regarding 3 options for Y3: a) tablets supplied to all TFs and CFs as in previous years. b) tablets only to TFs, with office based budget PCs for CFs c) tablets for all, plus a few budgets PCs in the office. Option c) will ensure there is no excuse for late data entry. • The ToR for MIS Support and Development in PP6 will be revised after discussions with the WB during the ISM in January. Some additional PMIS support and a GIS module will be added to the current MIS work. • Since payments to TTA contractors in Y3 will be output based, including MIS forms uploaded, a second column will be added to PC 8 showing # of forms uploaded to compare with the progress reported by M & E Officers. • Quarterly Report: the next quarterly report ending March will be combined with an Annual Report. With 27 townships in Y3, it will not be possible to incorporate issues and recommendations from all townships into the Union quarterly progress report. Anticipating this, DRD has included synthesis and consolidation of township reports as one of the tasks for proposed Regional Offices. • Training : training for CFs and TFs in use of forms and tablets will be given to new 18 townships in March. This will be followed by continuous township visits by M & E / MIS team for training and troubleshooting. • Assuming NoL for PP6 amendments is received in January, an additional M & E / MIS Trainer is expected to join the team in February.

10 Management and Supervision

	Issues and Activities	Comments and Next Steps
1	Staffing	
	<p><u>Union Level</u></p> <p>DRD Staff A total of 15 new staff were taken on in all sections of the CDD Secretariat at the end of December. (See Table 10).</p> <p>Technical Assistance A. UTA</p> <ul style="list-style-type: none"> • Training: Ms Helen Liu was mobilized in mid-November. • Finance: Mr Wijaya Wickrema was mobilized in early December. • UTA contracts extended to March 2017 <p>Individual Consultants</p> <ul style="list-style-type: none"> • Third national Training Expert: this position continued to remain vacant by end of period. • National Gender : • The contract of the national gender expert has expired and has not been renewed. • The translator gave resignation end September, and a new translator was mobilised at end December. <p><u>Townships</u></p> <p>DRD: Table 9 shows the overall Staffing Index at township level by end of December.</p> <ul style="list-style-type: none"> • DRD : 6 CDD staff for each of the 18 new townships were fully mobilised and available for start-up training by the end of this period. • TTA : • 3 old townships : M & E TTA vacant in Kyunsu. • 6 Y2 tns: missing TTA include M & E Expert in Sidoktaya, 3 x TF in Htantabin, 1x Infra in Tatkon remained vacant during this period. • 18 new townships : Table 9 shows all DRD and TTA staff were fully mobilised and available for start-up training. 	<p><u>Union Level</u></p> <p>UTA</p> <ul style="list-style-type: none"> • Team Leader : by end of period, the procurement process for TL was still ongoing. Mobilisation is expected around end February 2016. • GHM Expert: due to the sad and unexpected passing of the GHM Expert on 28/01/16, his replacement will be managed during the coming quarter. <p>Regional Offices</p> <p>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.</p> <ul style="list-style-type: none"> • TTA for 3 first townships: it is proposed to promote CFs and TFs to fill 7 junior TTA positions in Kyngsu and Namhsan, and 4 Cfs/TFs in Kanpetlet.

Table 8: Union CDD Secretariat staffing additions during this period

	# at end Sept '15			Changes during period			Total at end Dec '15		
	Staff	Nat. Conslts.	Int/ UTA	Staff	Nat. Conslts	UTA	Staff	Nat. Conslts	UTA
Infrastructure	10	0	0	+ 2		+ 1	12	0	1
Procurement	9	1	1	+ 4			13	1	1
Finance	10	3	1			-1, + 1	10	3	1
Training	3	5	1	+ 3		-1	6	5	1
M & E / MIS	4	0	2	+ 3	+ 3	-1	7	3	1
Gender	3	1	1	+ 2	-1		5	0	1
SA + Comms	6	1	1	+3	-1		13	0	1
Admin	2	2	0		-1		2	1	

Table 9: Staffing Status for Townships

	Township	Staff at end period		Vacancies to be filled	
		DRD (CDD Staff) ⁽¹⁾	TTA	DRD Staff	TTA
1	Namshan	6	3		Proposal: add 7 junior TA
2	Kyungsu	6	8 TF		Proposal: add 7 junior TTA, (ex CFs) + 1 TL 2 x TF
3	Kanpetlet	6	3	1 x Engineer	Add 4 x Junior TTA to existing 3. 1 x TF
4	Pinlebu	6	6		
5	Sidoktaya	6	5		1 x M & E
6	Ann	6	6		
7	Htantabin	6	6		3 x TF
8	Laymyetnar	6	4 TTA 36 CF 19 TF		1 x Procurement Expert 1 x M & E Expert
9	Tatkon	6			1 x Infra Expert
10	Demoso	6	5	0	0
11	Moenyo	6	5	0	0
12	Chaungzon	6	5	0	0
13	Banmauk	6	5	0	0
14	Ngazun	6	5	0	0
15	Paletwa	6	5	0	0
16	Hpruso	6	5	0	0
17	Thanintaryi	6	5	0	0
18	Kyaukkyi	6	5	0	0
19	Mindon	6	5	0	0
20	NyaungU	6	5	0	0
21	Lewe	6	5	0	0
22	Kyainseikgyi	6	5	0	0
23	Myaung	6	5	0	0
24	Kawhmu	6	5	0	0
25	Bilin	6	5	0	0
26	Thabaung	6	5	0	0
27	Kyangin	6	5	0	0

Notes: 1) Includes a Team Leader, but does not include the Head of DRD

2	<p>Facilities</p> <p><u>Union Level</u></p> <ul style="list-style-type: none"> By end of this period, new office space was created for Procurement, Training, and Grievance by converting garages behind the central meeting hall. Space in the main CDD room is now freed up for Infra, GESI, M & E / MIS (large space), and for Management and Communications. No further progress was made this quarter in the procurement process of the main Training Centre (see Annex I) <p><u>Townships</u></p> <ul style="list-style-type: none"> DRD office premises in 18 new townships: by end of period, all tns had functional offices, complete 	<ul style="list-style-type: none"> The new office space in the converted garages is satisfactory and highly appreciated by the relevant units. As new staff continue to be taken on for scale-up, further garages may need to be converted.
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	<ul style="list-style-type: none"> with furniture and office equipment. • Construction of office premises for DRD can now be funded under the new Loan. • All furniture was delivered in October, and delivery of remaining office equipment is expected in January. 	
3	<p>Management and Supervision</p>	
	<ul style="list-style-type: none"> • The quarterly meeting was held in the main meeting room in DRD's office on 14/12/2015. Representatives (both DRD and TTA) from all 27 townships were able to attend and make short presentations. • AWPB: a request for NoL was sent to the WB on ??, and comments received back from WB on this draft on 24/12/2015. An updated AWPB with revised indicators was submitted to WB on ??. • Socialisation meetings for remaining 14 new townships took place during December 2015 and January 2016 (4 were held already in August). 	<ul style="list-style-type: none"> • ISM : The 9th ISM will be fielded by WB from 18/01 to 03/02/2016. Start with preliminary discussions in NPT, the Mission will visit old and new townships in 3 separate groups 22-28/01, returning t NPT for final wrap up meetings 01 – 02/02/2016. An update of previous "Next Actions" to end December 15 is given in Table 11 below. • Workplan: The draft AWPB will be discussed during the upcoming 9th ISM in January 2016 prior to finalisation and approval. The following, in particular need agreement before PP7 can be finalised: a) the phasing, number of offices, number and type of personnel to be funded under NCDDP b) the identity of 20 townships to be implemented in Y4. • Meanwhile key milestones over the next six months are summarised in Table 12 below. • Online tracking tools to assist collaboration in updating of the AWPB, Training Plan and Procurement Plan will be developed in February / March by Novel Idea based on a revised TOR in PP6. • The next quarterly meeting is provisionally planned for the last week in March, but organisation and logistics has not yet been finalised (i.e whether to have a single QM for 27 townships in NPT, 2 QMs for 9 and 18 tons, etc).

Table 10: Status of “Next Actions” from the Aide Memoire of the WB Mid Term Review March 2015

List of Next Actions identified during ISM#8 – Status update for the ISM#9, 25 Jan 2016

Action	Responsibility	Deadline	Status
Component 1: Block Grants <i>Ensuring a quality finish to the second community cycle</i>			
1. Communities to complete cycle II SPs, including social audits and MSRs.	Communities & DRD township	November 30	Done (except: 3 SP in Ann and 8 SP in Sidoktaya; expected closing in Jan.)
2. DRD to send withdrawal application for additional block grants to flood-affected communities.	DRD	September 30	Done
3. WB to clarify how NCDDP can respond to village requests for support in the context of voluntary relocation.	WB	October 31	
4. DRD to investigate and send report on the case of possible violation of the Operational Manual and possible misprocurement in Ann township.	DRD	October 31	Done
5. DRD, with support from WB, to prepare a strategy and procedures for how to address DRM issues within the Project.	DRD & WB	May 31, 2016	Review again standard designs, adaptations and cost adjustment
Preparing a timely start to year 3			
6. Assignment and training of township-level DRD staff.	DRD	October 31	Done
7. Timely completion of six critical procurement packages. <ul style="list-style-type: none"> o Contracts signed for all 8 TTA partners by November 15 → Done o Vehicles available for field use by November 30 → shipped o Motorcycles available for field use by November 30 → high clearance in custom clearance, low clearance 279/900 shipped, remaining to be shipped in Feb o Tablets available for field use by December 15 → now changed to shopping method o Computers available for field use by December 15 → supplied to 5 townships; supply to remaining 13 forthcoming o Operational manual printed and available for dissemination by November 30 → contract signed, printing within 30 days (mid Feb) 	DRD	See dates on the left	See status on the left
8. Conduct master trainer training	DRD	November 30	Done
9. Share TOR for third party monitoring in conflict-affected townships with DRD for comments.	WB	October 31	Pending
Component 2: Facilitation and Capacity Development <i>Ensuring safeguards adherence and participation of women and vulnerable groups</i>			

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Action	Responsibility	Deadline	Status
10. DRD to send to WB updated list of ethnic minorities present in 2015/2016 townships for review and comments.	DRD	October 15	Done (put updated list on web)
11. DRD to establish Gender Empowerment and Social Inclusion (GESI) unit led by a more senior DRD staff.	DRD	October 31	<ul style="list-style-type: none"> ▪ Local consultant will be hired full time; to be included in PP7 ▪ Intern. Consultant short term ▪ Senior DRD already identified
12. DRD to ensure social safeguards and GESI considerations fully incorporated in NCDDP training.	DRD	October 31	Done
13. GESI team to prepare work plan in preparation for the next project cycle, within framework of annual workplanning process.	GESI Team	October 19	<ul style="list-style-type: none"> ▪ Gender plan prepared by Kyoko; ▪ Included in AWPB and quarterly plan (requires revision)
14. DRD produces publications and distributes them especially to the new townships prior to the orientation of the next cycle.	DRD	November 30	Ongoing
Component 3: Knowledge and Learning			
15. All Cycle 2 data completed in the MIS	DRD M&E Unit	October 15	Done (except sub-project completion forms of 11 pending SP)
16. Contracts extended for Union TA M&E Advisor, M&E assistant and Novelidea.	DRD	October 31	<ul style="list-style-type: none"> ▪ George now under DRD contract ▪ Novelidea working under old contract; New contract in preparation
17. High-speed stable internet connection established at NCDDP union-level secretariat.	DRD	October 31	Done
18. Submit quarterly progress report.	DRD	November 15	Done

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Action	Responsibility	Deadline	Status
19. DRD to contract consultants for the technical audit.	DRD	October 15	Done
20. WB to prepare ToRs for External Process Evaluation for discussion with DRD.	WB	October 31	To be clarified
21. WB to prepare ToRs for Local Governance and Social Accountability for discussion with DRD.	WB	October 31	
22. DRD and the WB, together with Philippines counterparts	DRD & WB	October 31	Pending
Component 4: Implementation Support			
<i>Annual Workplan and budget</i>			
23. DRD to prepare draft budgeted annual workplan for discussion with WB	DRD	October 20	Done
24. DRD to finalize budgeted annual workplan and send to WB for no objection	DRD	November 15	Done
25. DRD to send updated procurement plan to WB for no objection	DRD	November 30	Done Waiting for NOL
<i>Financial Management</i>			
26. DRD to transmit financial audit to the WB.	DRD	September 30	Done
27. DRD to transmit IFR for period July 1 – September 30 to WB.	DRD	November 15	Done
28. Consultant to finalize updating of Peechtree software	Peechtree Consultant	October 31	Pending
29. DRD to establish new DA accounts (C, D, E and F) and submit initial withdrawal applications	DRD	October 31	Done
<i>Procurement</i>			
30. Timely completion of critical procurement packages.	DRD	See action #6	See action #6
<i>Other Project Management & Staffing Issues</i>			
31. DRD to prepare a budgeted draft annual workplan for discussion with WB	DRD	October 20	Done
32. DRD to prepare a proposal for the establishment of a staff administration / HR team / unit.	DRD	October 20	Included in AWPB and quarterly plan
33. DRD to evaluate options and take out medical insurance for CFs/TFs.	DRD	October 31	Ongoing discussion with private company Expected mid Feb
34. DRD and the Bank to confirm feasibility of using project funds to cover medical costs for injuries sustained by community members during subproject construction.	DRD/WB	October 31	Ongoing
35. DRD to ensure all current Project vehicles and motorcycles are registered and insured.	DRD	October 31	Ongoing
36. DRD to ensure that all vehicles and motorcycles currently under procurement are registered and insured before deployment.	DRD	November 30	Ongoing

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Action	Responsibility	Deadline	Status
37.DRD to explore feasibility of recruiting long-term drivers for Project vehicles and make budgeted proposal in the context of Annual Workplan.	DRD	October 15	For union level done For 18 new TS ongoing
38. DRD to assess repair feasibility of damaged vehicles.	DRD	October 15	One has been done
4. Financing			
39.IDC and MoF to finalize financial agreement to permit disbursement of Italian parallel co-financing in time for the upcoming cycle.	MOF	October 31	Planned for 2016/17
40.WB to provide DRD specific language for Bank execution of Knowledge and Learning component of the proposed JSDF grant.	WB	October 15	Pending
5. Policy Engagement and Partnership			
41. WB to recruit two local consultants to advise the drafting committee for the rural development law.	WB	September 30	Done
42. DRD to prepare a proposal on how to move forward in Ngapudaw township.	DRD	October 20	Pending
43.DRD and WB to explore possibilities for collaboration with National Electrification Program, to respond to communities desire for electrification.	DRD & WB	December 31	Pending
44. DRD and WB to explore possibilities for strengthening water and sanitation elements of the project.	DRD & WB	December 31	Ongoing

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Table 10: Key Milestones for Year 3 (2015/6)

Workplan of NCDDP cycle 3 (8 weeks VDP p. TS)

12 Milestones (Original Plan) and Actual/updated plan per township (update 28 Jan 2016)

														Block grant transfer cycle 3 (million MMK)					
														Total	FY15-16		FY16-17		
															IDA grant	IDA credit	IDA credit	Govt.	
	NGO/firm	IDA	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug						
Milestones (original plan)	1 Start-up 9 old TS		SU																
	2 Start-up 18 new TS			SU															
	3 TOF1			TOF1															
	4 Orientation and VDP			VDP															
	5 Block Grant transfer				BG transfer														
	6 TOF2			TOF2															
	7 Sub-Project start				Sub-project start														
	8 Sub-project end					SP end				SP end									
	9 TOF3					TOF3				TOF3									
	10 Social audit									Social audit									
	11 TS MSR												TS MSR						
	12 Union MSR																		
Actual (22 Jan 16)	9 old TS		SU		TOF1	VDP	BG	TOF2	SP	implement.	TOF3	SA		10.240	10.240	-	-	-	
	Myaung	NAG	Loan		SU	TOF	VDP	BG	TOF	SP implement.	3	SA		1.140	-	371	371	399	
	Banmauk	NGA	Loan		SU	TOF	VDP	BG	TOF	SP implement.	3	SA		1.060	-	345	345	371	
	Hpruso	JV PDO	Grant		SU	TOF	VDP	BG	TOF	SP implement.	3	SA		280	280	-	-	-	
	Demawso	JV PDO	Credit		SU	TOF	VDP	BG	TOF	SP implement.	3	SA		720	-	234	234	252	
	Mindon	Cardno	Credit		SU	TOF	VDP	BG	TOF	SP implement.	3	SA		1.440	-	468	468	504	
	Kayinseikgyi	Cardno	Grant		SU	TOF	VDP	BG	TOF	SP implement.	3	SA		2.100	2.100	-	-	-	
	Thabaung	MC	Credit		SU	TOF	VDP	BG	TOF	SP implement.	3	SA		1.660	-	540	540	581	
	Kyangin	MC	Credit		SU	TOF	VDP	BG	TOF	SP implement.	3	SA		820	-	267	267	287	
	Paletwa	Cardno	Credit		SU	TOF	VDP	BG	TOF	SP implement.	3	SA		2.000	-	650	650	700	
	Ngazun	Phibetha	Grant		SU	TOF	VDP	BG	TOF	SP implement.	3	SA		1.340	1.340	-	-	-	
	Chaungzon	VNG	Grant		SU	TOF	VDP	BG	TOF	SP implement.	3	SA		1.420	1.420	-	-	-	
	Lewe	Phibetha	Credit		SU	TOF	VDP	BG	TOF	SP implement.	3	SA		2.440	-	793	793	854	
	NyaunU	Phibetha	Credit		SU	TOF	VDP	BG	TOF	SP implement.	3	S A		2.120	-	689	689	742	
	Bilin	VNG	Credit		SU	TOF	VDP	BG	TOF	SP implement.	3	S A		1.720	-	559	559	602	
	Kawhmu	Cardno	Credit		SU	TOF	VDP	BG	BG	TOF	SP implement.	3	S A		1.360	-	442	442	476
	Moenyo	Cardno	Grant		SU	TOF	VDP	BG	TOF	SP implement.	3	S A		1.220	1.220	-	-	-	
	Kyaukkyi	Cardno	Credit		SU	TOF	VDP	BG	BG	TOF	SP implement.	3	S A		1.240	-	403	403	434
Tanintharyi	VNG	Credit		SU	TOF	VDP	BG	BG	TOF	SP implement.	3	S A		820	-	267	267	287	
TOTAL (million MMK)														35.140	16.600	6.026	6.026	6.489	
TOTAL ('000 USD)														27.346	12.918	4.689	4.689	5.050	

NATIONAL COMMUNITYDRIVEN DEVELOPMENT PROJECT

IDA Grant No: H814-MM



**QUARTERLY PROGRESS REPORT
OCTOBER – DECEMBER 2015**

Annexes

Annex 1 : 6th Procurement Plan Tracking Tool (Status to end December)

Annex 2 : Union CDD Secretariat Staffing Organogram

Annex 1 : Sixth Procurement Plan Tracking Tool

(Status to 31/12/2015)

Myanmar National CDD Project (P132500, H814-MM, P153113)

STATUS UPDATE of Detailed Procurement Plan 31.12.2015

6th REVISION 12.05.2015 – UPDATED 10.07.2015 – BANK CLEARED 06.08.2015

A. Procurement of Goods

Sr · No	Contract No.	Description	No. of Town ship	Quota for Township	Qua ntity	Unit cost	Estimated Cost in USD	Methods	WB review	Tentative date for Issuing IFQ/BD	Remark
1	G.9	300 copies of MS Office MS 2016 Professional @ 385 US\$	18	11	300	200	60,000	Shopping	post	May 2015	Carried over from 5th PP (MS Office for 5 desktops and 6 laptops for each Townships and for 15 desktops for Union plus existing 100 PCs)
Current status :			Compliance issue flagged by Microsoft. As per agreement with Microsoft quotes requested from MS official distributors. Pricing exaggerated - 275 US\$ unit cost. New contact with Microsoft but this resulted in the communication that the MS Office 2013 version has been replaced by the Office 2016 version. A MS Office Professional 2016 costs 385 US\$. Increase of the amount of this line will be requested to the Bank prior to launch of the RFQ.(115,500 US\$)								
2	G.11 (a)	GSM Mobile Phone (Handset) Existing townships	6	2	12	300	3,600	Shopping	post	June 2015	adding handsets for the existing townships to come to the same number/TC
	G11 (b)	GSM Mobile Phone (Handset) New townships	18	2	36	300	<u>5,400</u> Total 9,000				
Current status :			PO issued – phones delivered. Line closed								

Sr No	Contract No.	Description	No. of Township	Quota for Township	Quantity	Unit cost	Estimated Cost in USD	Methods	WB review	Tentative date for Issuing IFQ/BD	Remark
3	G.12	Office Furniture						Shopping	post	June 2015	1 for each township (9+18) and 2 for Union
		Item 1: Desk (two drawers)	18	12	216	140	30,240				
		Item 2: Desk (one drawer)	18	6	108	100	10,800				
		Item 3: Desk chair	18	18	324	25	8,100				
		Item 4: Folding chairs	18	30	540	15	8,100				
		Item 5: Book case	18	5	90	175	15,750				
		Item 6: Filing cabinet	18	4	72	175	12,600				
		Item 7: Fax and phone stand	29	1	29	50	<u>1,450</u>				
Total 87,040											
Current status :			PO issued. Line closed								
4	G.13	Diesel generator 10 KVA	18	1	18	2,000	36,000	Shopping	post	June 2015	
		Current status:			PO issued. Line closed						
5	G.14	Air Conditioner (2 HP)	18	2	36	700	25,200	Shopping	post	July 2015	
		Current status:			PO issued. Line closed						
6	G.15	Drinking water cooler	18	1	18	300	5,400	Shopping	post	July 2015	
		Current status:			PO issued. Line closed						
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	Prior	June 2015	UNOPS procurement suggested given that ICB for vehicles was unsuccessful last year
	G.16 (b)	Motor vehicle Land cruiser double cab (Union vehicle)	1	1	1	26,000	26,000	UNOPS	prior	July 2015	
	Current status:			Contract concluded with UNOPS. (a) 19 vehicles in production. Production expected to be finalized 24.11.2015. 7 vehicles shipped out of Algeiras 28.12.2015. ETA in Yangon 23.01.2016 (b) ETA in Yangon 12.02.2016 Line closed							

Sr No	Contract No.	Description	No. of Township	Quota for Township	Quantity	Unit cost	Estimated Cost in USD	Methods	WB review	Tentative date for Issuing IFQ/BD	Remark
8	G.17 (a)	Motorcycle 105cc (low clearance)	15	31+40+63+48+42+48+68+45+70+45+52+55+85+57+61	810	1,100	891,000	ICB	prior	July 2015	Hpruso, Damawso, Kyarinseikkyi, Myaung, Tanintharyi, Moenyo, Mindon, Nganzun, Nyaungu, Chaungzon, Bilin, Kawhmu, Thabaung, Kyangin, Lewe
		Current status	ICB EVALUATED – Bank No-Objection received on BER and increase of number of motorcycles to 900. Award notified to the Supplier. Contract prepared. DRD is awaiting the Performance Security to finalize contracting.								
	G.17 (b)	Motorcycle 125 cc (high clearance)	6	8+61+52+54+8+5	188	2,000	385,500	UNOPS	prior	July 2015	Kanpetlet, Madupi, Banmawk, Kyaukkyi, Namhsan and Tatfone UNOPS suggested given unsuccessful experience using ICB for a similar package last year
		Current status	Contract concluded with UNOPS. Ship arrived. Customs clearance process is ongoing. Line closed								
9	G.18	MIS Server	18	1	18	1,500	27,000	Shopping	post	August 2015	
		Current status:	PO issued. Servers delivered to DRD. Line closed								
10	G.19	Satellite Equipment for Internet	18	1	18	3,000	54,000	Direct Contracting from Skynet(*)	prior	August 2015	Only currently available service provider
		Current status:	First contact with Skynet initiated. Needs under critical re-evaluation as satellite equipment might not be needed. Evaluation finalized. The one township requiring satellite equipment is Paletwa. Estimated cost 8.000 US\$. Contracting under preparation.								

Sr · No	Contract No.	Description	No. of Town ship	Quota for Township	Qua ntity	Unit cost	Estimated Cost in USD	Methods	WB review	Tentative date for Issuing IFQ/BD	Remark	
11	G.20 (a)	Item 1 :Desktop Computer	18+ Union	5 x18+15	105	850	89,250	NCB	Prior (1st NCB)	August 2015	Item 1: 5 for each new township+ 15 for Union Level	
		Current status:		NCB highly non-responsive. Not one bidder requested the bidding documents. The situation was reported to the Bank with request for replacement of the NCB by a RFQ. Bank's no-objection for shopping method received. The Bank will be requested to authorize DRD to shift these desktops into the new line with the computers for the extra staff (G. 33) and integrating therein also the UPS and power banks (G25)								
	G.20 (b)	Item 2 :Laptop Computer	18	6 x18	108	900	97,200	Shopping	Post	August 2015	Item 2: 6 for each new cycle Township	
		Current status:		PO issued. Line (b) closed								
12	G21	Fax and Scanner	18	1	18	300	5,400	Shopping	post	August 2015	1 for each 3 rd cycle Township	
		Photo Copier	18	1	18	2,000	36,000					
		Color Printer	18	1	18	600	10,800					
Projector with Screen	18	1	18	1,700	<u>30,600</u>							
		Current status:		PO issued. Line closed								
		Total 82,800										
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	Prior	July 2015	Pharuso-15+8+2=25, Demawso-21+11+2=34, Kyainseikkyi-36+19+2=57, Madupi-32+21+2=55, Myaung-24+16+2=42, Banmauk-28+16+2=46, Tanintharyi-22+12+2=36, Moenyo-26+14+2=42, Kyaukkyi=30+16+2=48, Mindon=36+24+2=62, Nganzun-22+15+2=39, Nyaungu=37+25+2=64, Chaungsone-22+15+2=39, Bilin-27+17+2=46,	

Sr · No	Contract No.	Description	No. of Town ship	Quota for Township	Quantity	Unit cost	Estimated Cost in USD	Methods	WB review	Tentative date for Issuing IFQ/BD	Remark
											Kawmu-28+19+2=49, Tharbaung-50+27+2=79, Kyangin-32+17+2=51, Lewe-33+20+2=55 Note: CF+TF+DRDand TTA
Current status:			Bids opened 26.10.2015. Bid Evaluation Report forwarded to the Bank. Some additional questions received from the Bank and replied to in the meantime.								
14	G.23	Item 1: Still Camera	18	2	36	700	25,200	Shopping	post	September 2015	
		Item 2 : Video Camera	18	1	18	700	<u>12,600</u> Total 37,800				
Current status:			PO issued and cameras delivered. Line closed								
15	G.24	Plotter	Union	1	1	7,000	7,000	Shopping	post	June 2015	
Current status:			Quotes opened 05.11.2015 – evaluation ongoing								
16	G.25	Item 1: Portable hard drive	18	2 x18	36	100	3,600	Shopping	post	September 2015	Item 2: 5 for each new township+ 15 for Union Level
		Item 2 : UPS	18+ Union Level	5x18+15	105	100	<u>10,500</u> Total 14,100				
Current status:			Response from the market with exaggerated prices, as a result of which the Procurement Committee decided to not award the contract. The Bank will be requested to allow DRD to integrate this line into the new procurement of desktops (G 33) – UPS integrated. 1.050/desktop including UPS. This new line is also to include the desktops from the non-responsive NCB (G20)								
17	G.26	Printing of Operations Manual (Multiple contracts)	-	-	82,0 00	3.5	300,000	NCB	post	From June 2015	Multiple contracts Based on estimated numbers of elected community members.
Current status			Bid opened 26.10.2015. Bid evaluation report pending a few missing info from the bidders								
18	G.27	Helmetsin different sizes	21	46+60+94+ 92+72+ 78+63+	1493	30	44,790	Shopping	post	May 2015	Hpruso, Demawso, Kyainseikkyi, Madupi, Myaung, Banmauk,

Sr No	Contract No.	Description	No. of Township	Quota for Township	Quantity	Unit cost	Estimated Cost in USD	Methods	WB review	Tentative date for Issuing IFQ/BD	Remark
				72+81+102 + 67+105+ 67+ 78 +82+127+ 85+91+12+ 12+7							Tanintharyi, Moenyo, Kyaukkyi, Mindon, Nganzun, Nyaungu, Chaungzon, Bilin, Kawhmu, Thabaung, Kyangin, Lewe, Kanpetlet, Namhsan and Tatfone
Current status:			PO issued. Line closed								
19	G.28	Life jackets	5	68+51+32 +61+55	267	25	6,675	Shopping	post	August 2015	Laymyetna, Saytokdayar, Kyunsu, Ann and Tatfone
Current status:			Under DRD review: some life jackets appear to have been bought by local DRD on request of NGO but of poor quality Unit price insufficient for procurement of good quality safety material. New RFQ to be developed and price increased. The Bank will be requested to allow a price increase to 75 US\$/piece (20,025 US\$). Reference www.seashop.be								
20	G.29	Water quality testing kits			16	3,500	56,000	Shopping	post	July 2015	
Current status:			Procured by the infrastructure department. File closed								
Total for Goods							3,232,755				

Goods : NEW LINES – URGENT PROCUREMENT – SCALE UP OF NCDDP – LINES SUBJECT TO NOL OF THE BANK

Sr No	Contract No.	Description	No. of Township	Quota for Township	Quantity	Unit cost	Estimated Cost in USD	Methods	WB review	Tentative date for Issuing IFQ/BD	Remark
21	G.30	Office furniture for Union Level Item 1: Office table (2-side drawers) Item 2: Office Table (1-side drawer) Item 3: Desk Chair Item 4: Filing Cupboard (book case)			16 14 30 8	140 100 25 175	2,240 1,400 750 1,400	Shopping	post	February 2016	

Sr · No	Contract No.	Description	No. of Town ship	Quota for Township	Quantity	Unit cost	Estimated Cost in USD	Methods	WB review	Tentative date for Issuing IFQ/BD	Remark
		Item 5: Filing Cabinet (Iron)			12	175	<u>2,100</u> Total: 7,890				
		Current status	RFQ to be developed								
22	G.31	Air conditioner (2HP) Inverter type for Union Level			5	700	3,500	Shopping	post	February 2016	
		Current status	RFQ to be developed								
23	G.32	Drinking water cooler (cool + hot) for Union Level			3	300	900	Shopping	post	February 2016	
		Current status	RFQ to be developed								
24	G.33	Item 1: Desktop computers with built-in UPS	18 + Union	(5 x 18) + 15 + 30	135	1,050	141,750	Shopping	post	February 2016	Ex-Line G20: 105 + 30 for new staff. Includes need for UPS ex line G25 For trainers 7, grievance 3, finance 3, Infra 3 Hard drives ex line G25
		Item 2: Laptop computers (core i7)			16	1,000	17,600				
		Item 3: Portable hard drives	18	2 x 18	36	100	<u>3,600</u> Total 162,950				
		Current status	RFQ to be developed – see note from the Bank with regard to specs								
25	G.34	Item 1: Fax and scanner			2	300	600	Shopping	post	February 2016	
		Item 2: Photo Copier			2	3,000	6,000				
		Item 3: Printer (Laser B/W)			3	260	780				
		Item 4: Color Printer			3	350	<u>1,050</u> Total: 8,430				
		Current status:	RFQ to be developed								
26	G.35	Still Camera			6	700	4,200	Shopping	post	February 2016	For Communications 3, Procurement 2, Infra 1
		Current status:	RFQ to be developed								
		Total for Goods					3,489,475				

B. Procurement of Works

Sr · No	Contract No.	Description	No. of Township	Quota for Township	Quantity	Unit cost	Estimated Cost in USD	Methods	WB review	Tentative date for Issuing IFQ/BD	Remark
1	W1	Construction of NCDDP Office Building including Training Hall (100 ft * 120 ft / Single Storey Steel Structure)	Union		1	30\$/square foot	360,000	ICB	Prior	October 2015	No land acquisition
Current status:			Technical studies and drawings finalized. Estimates in process.								
2	W2	Fence for the Office Building (260 x 220 ft)	Union				30,000	shopping	post	October 2015	
Current status			Estimates in process								
3	W3	Garage for DRD vehicles (66ft x 20ft)	Union				35,000	shopping	Prior (1 st contract)	September 2015	
Current status			Estimates in process								
		Total for Works					425,000				

C. Procurement of Consultants

Sr. No.	Contract No.	Description	Est. cost USD	Selection Method	Bank Review	Proposal Opening time	Comment
1	C.4.1	TTA Tatkon, Nay Pyi Taw Region	800,000	QBS	prior	-	Pending negotiation with second ranked consultant (NAG)
Current status:			NAG contracted and in place. Line closed				
3	C.23	Union Level - Two Procurement Assistants, Myanmar national - 24 months	72,000	IC	post	April 2015	Carried over from PP 5th revision
Current status:			one procurement assistant recruited. Second will not be recruited. Line closed.				
4	C.24	Union Level - 3 Trainers , Myanmar national 3x24 months	122,400	IC	post	May 2015	Carried over from PP 5th revision. Two out of 3 already appointed. Remaining one trainer to be appointed.
Current status:			3 trainers appointed. Line closed				
5.	C25	Union Level –5 Assistant Trainers , Myanmar national 5x24 months	120,000	IC	post	July 2015	
Current status:			Recruitment finalized. Line closed.				
6	C.26	Translator/ Interpreter - 24 months	37,500	IC	post	April 2015	Carried over from PP 5th revision
Current status:			First selection round without success. Re-advertizing resulted in 6 cv's. One IC recruited. Other candidates found insufficiently qualified. Re-advertizing for the second IC envisaged.				
7	C.27	Secretary - 24 months	24,000	IC	post	April 2015	Carried over from PP 5th revision
Current status:			Candidate on board. Line closed				
8	C.28	Peachtree Financial Accounting Software, Refresher Training and additional customization April	6,000	SSS (*)	prior	May 2015	Carried over from PP 5th revision
Current status			Recruited and training delivered. Line closed				
9	C.29	Union Level -IT Assistant Myanmar National 1x12months	12,000	IC	post	July 2015	
Current status:			Candidate on board. Line closed				
10	C.4.10	TTA Y3 Cluster 1: Ayeyawaddy	3,000,000	QBS	prior	July 2015	2 TS (2015/2016)

Sr. No.	Contract No.	Description	Est. cost USD	Selection Method	Bank Review	Proposal Opening time	Comment
		Current status:	Financial and contract negotiations finished. Contract to be initiated by Mercy Corps Final price :1.546.011 US\$ + 1.631.616.470 MMK (total +/- 2.820.000 US\$) Line closed.				
11	C.4.11	TTA Y3 Cluster 2: Bago-Yangon	4,500,000	QBS	prior	July 2015	3 TS (2015/2016)
		Current status:	Contract with Cardno finalized. Final price: 1.379.600 US\$ + 1.780.201.500 MMK (total +/- 2.769.297 US\$) Line closed.				
12	C.4.12	TTA Y3 Cluster 3: Kayah	3,000,000	QBS	prior	July 2015	2 TS (2015/2016)
		Current status:	Contract with PDO-MGRI-ANZDEC finalized Final price: 1.154.690 US\$ + 792.874.000 MMK (total +/- 1.773.639 US\$) Line closed.				
13	C.4.13	TTA Y3 Cluster 4: Magway-Chin	3,000,000	QBS	prior	July 2015	2 TS (2015/2016)
		Current status :	Contract with Cardno finalized Final price :1.032.100 US\$ + 2.044.129.600 MMK (total +/- 2.628.000 US\$) Line closed.				
14	C.4.14	TTA Y3 Cluster 5: Mon-Tanintharyi Kayin shifted to Cluster 8 C.4.17	4,500,000	QBS	prior	July 2015	3 TS (2015/2016)
		Current status:	Contract with VNG-LASDN finalized. Final price: 1.224.644 US\$ + 2.226.300.000 MMK (total +/- 2.962.583 US\$) Line closed.				
15	C.4.15	TTA Y3 Cluster 6: Naypyitaw-Mandalay	4,500,000	QBS	prior	July 2015	3 TS (2015/2016)
		Current status:	Contract with PT PhibethaKalamwijaya finalized Final price: 1.552.900 US\$ + 2.089.296.000 MMK (total +/- 3.183.888 US\$) Line closed.				
16	C.4.16	TTA Y3 Cluster 7: Sagaing	3,000,000	QBS	prior	July 2015	2 TS (2015/2016)
		Current status:	Contract with Network Activities Group finalized Final price: 375.260 US\$ + 1.850.156.000 MMK (total +/- 1.820.000 US\$) Line closed.				

Sr. No.	Contract No.	Description	Est. cost USD	Selection Method	Bank Review	Proposal Opening time	Comment
14 bis	C.4.17	TTA Y3 Cluster 8: Kayin	1,500,000	QBS	prior	July 2015	1 TS (2015/2016)
		Current status:		Contract with Cardno finalized. Final price: 496.820 US\$ + 768.850.700 MMK (total +/- 1.097.000 US\$) Line closed.			
17	C.30	Contract Amendment for Union Technical Assistance	200,000	SSS (*)	prior	May 2015	
		Current status:		Extension of contract realized. Line closed			
18	C.31	National gender consultant (union level), 12 months	24,000	IC	post	June 2015	
		Current status		Selection process resulted in only one candidate, but too expensive. Re-advertizing is currently envisaged.			
19	C.32	Communications Specialist (union level, national), 12 months	9,800	IC	post	June 2015	
		Current status:		Contract Lai Yin Win extended. No further recruitment. Line closed			
20	C.33	Consultants to support Takone township (up to 49 positions for up to 4 months)	60,000	IC	Post	April 2015	Bridging solution while TTA's contract is negotiated (25 CF, 18 TF & up to 6 key experts)
		Current status:		Consultants recruited. Contracts fulfilled. NAG in place. Line closed			
22	C.35	Safeguard training	40,000	IC (SS)	prior	June 2015	Garvan O'Keefe
		Current status:		Safeguard training contracted and executed. Line closed.			
23	C.36	Organizer (for Multi-Stakeholder Review) and Development Marketplace	30,000	CQS	post	June 2015	
		Current status:		Done. Line closed			
25	C38	One extra Union level finance assistant(local consultant)	24,000	IC	Post	July 2015	Replaces C11
		Current status		Recruitment done. Finance assistant in place. Line closed			
26	C.39	Translation services firm	100,000	CQS	Post	August 2015	
		Current status		Selection process not yet initiated. DRD hesitant to hire a firm as firms might not be impregnated in CDD context and unfamiliar with Ministerial Admin guidelines			
28	C40	Technical Auditor - international consultant	60,000	IC	Post	August 2015	Replaces selection of a

Sr. No.	Contract .No.	Description	Est. cost USD	Selection Method	Bank Review	Proposal Opening time	Comment
	(a) 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	technical audit firm (see C10 in PP5 and C37)
		Current status	(a) Contracted. Line closed. (b) Contracted. Line closed.				
29	C41	MIS-M&E trainer	12,000	IC	post	August 2015	Will be assisted by 2 DRD IT staff to support the townships
		Current status:	Contract concluded : person on board. Line closed				
30	C42	National Developer for MIS 2.0 (firm)	50,000	sole source	prior	September 2015	
		Current status	Extension under negotiation				
		Total	28,913,700				

(*) The SSS request and justifications shall be submitted for the Bank's concurrence.

Consultants NEW LINES – URGENT CONSULTANT SELECTIONS – SCALE UP OF NCDDP – LINES SUBJECT TO NOL OF THE BANK

Sr. No.	Contract .No.	Description	Est. cost USD	Selection Method	Bank Review	Proposal Opening time	Comment
32	C43	ICT specialist	36.000	IC	post	-	24 months
		Current status:	TOR prepared. To be forwarded to the Bank for NOL				
33	C44	Extra MIS-M&E trainer	12.000	IC	post	-	12 months
		Current status:	TOR equal to line C41– advertizing as from last week of November				
34	C45	Company for Project Management Information System development	50.000	CQS	prior	-	24 months
		Current status:	TOR to be developed				
35	C46	IT system and hardware support	31.200	IC	post	-	24 months

Sr. No.	Contract .No.	Description	Est. cost USD	Selection Method	Bank Review	Proposal Opening time	Comment
		Current status:	TOR to be developed				
36	C47	Two International TOT trainers	70.000	SSS	prior	-	35.000 each contract approx one month f/t
		Current status:	Experts joined DRD as from 23.11.2015 on special authorization of the Bank Contracts finalized with the experts. Services delivered. Settlement line.				

GoodsUS\$ 3,489,475

WorksUS\$ 425,000

Consultant Services US\$29,112,900

Total US\$ 33,027,375

Annex 2 : Union CDD Secretariat Staffing Organogram

