Government of Nepal   
Ministry of Women, Children and Senior Citizen

**Feedback & Confusions**

1. Under **Project Management**, create a border line, add a label (for the numbering) and add following features:
2. General Agreement (GA)
   1. Name (textbox)
   2. Type (dropdown) option[‘Country Director’, ‘Country Representative’]
   3. Change Theme to Thematic Area – already there
   4. Time Bound (textbox) – for eg: 3 years, etc
   5. INGO Inactive? – checkbox
      * 1. If checked, show Date field
3. Project Agreement (PA)
   1. Total Budget (make NPR default, and should always be visible & required, should also have currency dropdown and value field for other than NPR)
      1. Nature of grant
         1. Technical Grant (NPR default and one more section for currency and value)
         2. Commodity Grant (NPR default and one more section for currency and value)
         3. Finance Grant (NPR default and one more section for currency and value)

|  |  |  |
| --- | --- | --- |
| Budget Summary | Cost(NPR) | Cost(Other) |
| Administrative Cost |  |  |
| Programme Cost |  |  |
| Hardware | % |  |
| Software | % |  |

* 1. Add Thematic Area ( Textbox or dropdown from miscellaneous – client have preferred for textbox)
  2. Add Donor Detail
     1. Name
     2. Address
     3. Contact No
     4. Email
     5. Established Date
  3. INGO Detail
     1. Name
     2. Address
     3. Contact No
     4. Email
     5. Established Date
  4. Province/State, District, Local Government Unit, Ward No – already there just add ward No – textbox (implement activity)
  5. Keep Start Date and End Date
  6. Social Welfare Council
     1. Recommendation (textarea)
     2. Date of Recommendation (calendar)
  7. Partner (dropdown values of NGO)
  8. Total staff (number)
     1. Designation

Multiple

* + 1. Number
  1. Pre-approval Letter’s Date - calendar
  2. Upload Documents – file upload – doc, pdf, zip, rar, jpg, jpeg, png
  3. Submitted Documents Checklist (for the checklist, please see a sample paper of Ministry)
  4. Expatriate
  5. Other Ministries/Sectors’ MOU – multiple fileupload
  6. Remove Quarter
  7. Project Status – dropdown ([‘ongoing’, ‘new’])
  8. Evaluation report – file upload (doc, pdf)

1. NGO Management: Remove NGO module
2. Add new modules in **Miscellaneous**:
   1. Currency Management
   2. Checklist Management (the sample is in printed paper)
3. **Visa Recommendation**
   * 1. INGO Name – textbox
     2. Project Name – dropdown (from Project Management)
     3. Social Welfare Council’s Recommendation Date – calendar
     4. Necessary Documents Checklist (checklist values in dropdown)
     5. Date range of Visa Recommendation

If this number is greater than expatriate number, then some sort of notification is needed.

* + - 1. Name
      2. Position

Multiple

* + - 1. Date from & To
      2. Dependent Name
      3. Dependent Relationship
    1. Home Ministry’s Agreement Date – calendar
    2. Visa Recommended Date – calendar

1. **Import Approval Details**
   * 1. Name – textbox
     2. Type – dropdown ([‘NGO’, ‘INGO’])
     3. Approval name – textbox
     4. Fee – textbox + currency dropdown (NPR default and one more section for currency and value)
     5. Import Approval – checkbox
     6. Import Assumption– checkbox
     7. Custom Assumption –checkbox
     8. VAT Assumption -checkbox
     9. Goods Detail – file upload(multiple)
     10. Cost – textbox + currency dropdown with default NPR
2. **Reports** – export to excel & print option
   1. Sector Wise – for eg; in what sector, what amount is used
      1. This section is based on thematic field of PA
      2. On report generated data, fields needed are Province, District, LGU, Ward and other necessary fields, and filter option is also required
   2. Activity wise – which program in which state, district, VDC, ward
      1. This section is based on activity field of PA (photocopy is provide for reference)
      2. On report generated data, fields needed are Province, District, LGU, Ward and other necessary fields, and filter option is also required
   3. Target wise – total amount in total target (this section is not needed for now)