

ACCELERATING IMPLEMENTATION OF SUSTAINABLE DEVELOPMENT GOALS IN NEPAL (AISN) PROJECT

Progress Report of this Week

Friday, 25 March, 2022

The major progress updates of the week are as follows:

S · N ·	Name and Position	<u>Major progresses updates of this week</u>
1	Pushpa Shakya NPM	<ul style="list-style-type: none"> 1- Updated the Draft Country Statement for UNESCAP Asia-Pacific Forum on Sustainable Development going to be held on 28- 31 March, 2022 2- Drafted country statement on SDG Goal 5- Gender Equality for UNESCAP Asia-Pacific Forum on Sustainable Development going to be held on 28- 31 March, 2022 3- Reviewed final draft report on the progress Review of IPOA. 4- Provided inputs/comments on the draft TOR of Preparation of Climate Smart Village Model policy Guidelines. 5- Provided inputs/comments on the draft TOR of Study on the Status of Commercial Sex Workers in Nepal. 6- Participated in the technical proposal evaluation of preparing SDG-aligned input/output table leading to SAM and provided comments on its minute. 7- Sent final the APR 2021 to UNDP. 8- Provided comments on the draft TOR/concept note on the preparation of Nepal Human Resource Plan. 9- Update/corrected submitted sub-national level capacity development program report of Province 1 and Madesh province. 10- Participated in the Inception Workshop online program on Climate Finance organised by Climate Finance Network, Bangkok 11- Contacted and sent letter to Mr Ranjan Shrestha regarding the time schedule for meeting of Dr Marco GEMMER of EU with high level officials of NPC 12- Meeting with the printing press person regarding the final printing of SDG Progress Assessment Report in Nepali. 13- Performed other management and coordination works of the project.

2	Padam Bhusal - Policy Specialist (Social Sector and M & E)	<ol style="list-style-type: none"> 1- Drafted concept and ToR for the study on 'Status of Health in Nepal' based on the consultation meeting with Hon member. The draft is with the respective division and Hon member for further review and process. 2- Draft ToRs availed to 'Prepare National Human Resource Plan' and 'Study on the Status of Commercial Sex Workers in Nepal' have been reviewed in-depth and revised. Both the ToRs are provided to the respective divisions for their further review and/or approval process. 3- Comment from the division on draft National Framework on SDG-3 are provided to consultant for incorporation. The final sharing is awaiting division confirmation of date and time. 4- The MoF has sent its advice to proceed on SDG budget coding on activity basis. Further coordination with the division is in process to finalize. 5- It is learnt that NPC has formed a committee to review and finalize the earlier drafted Integrated National Evaluation Action Plan. Further process is yet to be received from the division. 6- Drafted country statement on SDG Goal four- Education for UNESCAP meeting this month as advised by NPC.
3	Menuka Karki - Policy Specialist (Infrastructure and Financing)	<ol style="list-style-type: none"> 1. Reviewed and provided comments in writing and through virtual meeting on draft report of LPG replacement assessment study 2. Prepared TOR on Evaluation of implementation of intergovernmental fiscal transfer and sent to Hon Member and division for feedback 3. Reviewed the final revised draft of integrated transport management study and sent to division for approval process. Final sharing meeting scheduled on 20 March was cancelled due to busy schedule VC sir. 4. Finalized and submitted sub-national level capacity building completion program report of Province 1 and 2. 5. Technical proposal of preparing SDG-aligned input/output table leading to SAM has been evaluated. 6. Preparing program completion report of Gender equality for Sustainability Program 7. Preparing TOR on study on success to transportation quality status of Nepal.
4	Keshav Dawadi - Policy Specialist	<ol style="list-style-type: none"> 1. Reviewing the updated reports of SDGs localization readiness study of LGs and Provinces received from NEPAN. 2. Coordinating with the respective joint secretary to organize the draft report sharing meeting with the Samriddhi

	(Governance and Coordination)	<p>Foundation, same to next report of preparing LNOB national framework.</p> <ol style="list-style-type: none"> 3. Gandaki Province has signed the contract with the Consultants for preparing the SDGs localization roadmap. 4. Translated the reports of Sub national level trainings held in Gandaki and Bagmati from Nepali into English. 5. Drafted country statement on SDG 17 for UNESCAP Asia-Pacific Forum on Sustainable Development.
5	Ineej Manandhar - Policy Specialist (Climate Finance)	<ol style="list-style-type: none"> 1. Coordinated for final sharing of SEEA framework with CBS and successfully completed the sharing meeting with CBS and MOFAGA. 2. Coordinate with Procurement Unit for contractual process of CCFF. 3. Supported and Coordinated with UNDP office for annual planning of Climate Finance program. 4. Drafted, edited and submitted ToR to division - Developing national climate smart village policy guideline to achieve SDG goals. 5. Meeting with ADPC team (CARE project) along with NPC division head for planning and coordination of Climate Finance activities. 6. Drafted country statement on SDG 15
6	Anil Ray - AFA	<ol style="list-style-type: none"> 1. Prepared tax calculation sheet of salary income for project staffs for financial year 2021- 2022 and the amount has updated in annual tax calculation sheet. 2. Coordinated with supplier of photocopy color machine which is installed in project office and is operating condition. 3. Prepared the payment of vouchers as fuel of vehicle , meeting of gender & equality in Hotel Himalaya, email hosting bills, stationery for meeting, air ticket bill and DSA of Surkhet visit, salary of staffs, Employee Provident Fund, Inland Revenue Department of salary and consultation meeting in project office which 20 vouchers have entered in famous software. 4. Prepared cheque for payment vouchers of Orak Food, Insurance of Mr. Ineej Manandhar, Insurance of office car, scooter & bike . 5. Prepared DSA sheet of Dr. Narayan Raj Poudel and Mr. Yadunath Acharya for Surkhet visit for SDG Localization province meeting 6. Prepared details sheet of Petty cash from January to March

		<p>2022 for operation in project office.</p> <ol style="list-style-type: none"> 7. Prepared details of performance bonus of project staff who have completed one year in finance year 2020 to 2021. 8. Coordinated with Siddhartha Hotel for bills of SDG localization in province meeting on 13 March 2022. 9. Taken a signature from NPC and NPD on the following document a) APR report 2021 , b) two consultant of second installment payment , c) Revision of AWP & QWP 2021 , d) Generated report of atlas budget amount . 10.Prepared specification of laptop for National Project Director.
7	Sarjuma Shrestha - AFA	<ol style="list-style-type: none"> 1. Coordinated with Procurement Units for no cost extension contract of Samriddhi Foundation. 2. Sent payment of Mr. Gyan Chandra Acharya after voucher approval from GSSU. 3. Coordinated with hotel for delivering lunch boxes during meeting at Project. 4. Prepared F10 claim for reimbursement of expenses during January and February 2022. Send for Voucher approval. 5. Participated on Technical Evaluation of SAM. 6. Coordinated with Vendor for Vendor Form, Send for Vendor approval and send documents to Procurement Units for issuance of Contract for CCFF. 7. Worked on PROMPT entry of 2022. 8. Coordinated with Procurement on cancellation of PROMPT. 9. Reviewed and prepared payment documents of Samriddhi Foundation for Study on Doing Business. Facilitated DocuSign. 10.Worked on checklist of open contract for no cost extension of carry forward contract. 11.Coordinated with Procurement Units for closure of fully liquidate POs. 12.Reviewed and Prepared payment of Siddhartha Sunny resort on workshop on SDG Localization & Planning Process. 13.Facilitated DocuSign on Budget revision documents.