

Date : 21.07.2015

Subject : Part II of the Standard Operating Procedure (SOP) (Part I - 08.07.2015) for making application for claim of tax exemption u/s 11(1)(c) of the Income-tax Act, in respect of remittance of money/relief articles by Indian NGOs/Charitable Organisations for earthquake hit people in Nepal -.

Attached is a Note received from Ministry of External Affairs, Government of India on the routes available for Indian NGOs to work in Nepal as per guidelines of the Government of Nepal alongwith prescribed forms for the same. These are for information and compliance by Indian NGOs desirous of undertaking post-earthquake relief and reconstruction in Nepal. In addition to the requirements conveyed through the earlier SOP (dated 08.07.2015), the Indian NGOs are further requested to furnish copies of 'letter of support' as well as copies of approval granted by SWC (Social Welfare Council, Ministry of Women, Children and Social Welfare, Government of Nepal) to the local NGOs of Nepal with whom Indian NGOs desire a tie-up [*as envisaged in Para I(i) and I(iii) respectively of the enclosed Note*] or copy of the signed MoU with the Ministry concerned of Government of Nepal [*as envisaged in Para I(v) of the enclosed Note*], as the case may be, while submitting applications before CBDT seeking approval u/s 11(1)(c).

Similarly, copies of all relevant documents would also be required to be submitted for cases covered under Para II of the enclosed Note.

The above is in continuation to the SOP prescribed earlier by CBDT on 08.07.2015.

Note on Indian NGO support in Nepal

Cash & Kind Contributions for Post-Earthquake Relief & Reconstruction in Nepal

The Government of Nepal (GoN) has officially announced closure of the relief phase. However, Indian NGOs (INGOs) willing to contribute in cash and kind to quake-affected areas in Nepal can now do it in two ways: (i) tie-up with local NGOs in Nepal; or (ii) direct work by the INGO.

I. Tie-up with Local NGOs

INGOs can tie up with locally registered NGOs in Nepal for distribution of relief or transfer of cash in specified bank accounts of local NGOs for taking up rehabilitation work in quake-affected areas. However, it requires prior approval of Social Welfare Council (SWC), Ministry of Women, Children and Social Welfare, GoN, which is the nodal agency for approving projects run by International NGOs / NGOs in Nepal. The approval entails the following:

- (i) The INGO will have to issue a 'letter of support' to the local NGO(s), giving details of the relief material / amount to be transferred along with specific purpose and areas against which it is to be utilized. The letter should also mention the details regarding specific bank account(s) in which the amount will be transferred.
- (ii) The local NGO will apply to SWC with documents, including project plan with details regarding quantum and areas in which support is envisaged to be extended, the distribution channels, and the letter of support from the INGO, for prior approval of SWC before actual transfer of money or relief material by INGO.
- (iii) Once the above approval is received, the INGO can apply for tax exemption under Section 11(1)(c) of the Income Tax Act, subsequent to which, Embassy of India in Kathmandu, on receipt of reference from CBDT, would verify the approvals granted by SWC to the local partner (s) of the INGO.
- (iv) Once the distribution is completed, local NGOs are required to submit Utilization Certificate (*duly signed by the concerned district authorities*) to the SWC. A SWC-attested copy of the same could be forwarded to the Embassy of India in Kathmandu for onward transmission to CBDT for closing the loop.
- (v) However, there is an alternate provision regarding distribution of relief material (*with or without payment of custom duty*) received from India or cash support to GoN for rehabilitation purposes, under which the INGO directly or through its associated local NGO can enter into an agreement with the concerned Line

Ministry of GoN for supply of relief material or cash support for a particular purpose (*detailed requirements and format enclosed as Annexure- 'A'*). In this case, a copy of the signed MoU with the concerned Ministry may be submitted while applying for tax relief in India, and Embassy of India in Kathmandu may verify the genuineness of such signed MoUs.

II. Direct Work by INGO

Alternatively, INGOs that wish to be engaged in rehabilitation projects or charitable activities in Nepal in a long-term and direct manner, can register themselves as International NGOs with the SWC.

This entails a two-stage approval process – (i) signing of a General MoU with the SWC (*detailed requirements and format enclosed as Annexure- 'B'*); and, (ii) signing of Project Agreement with SWC (*detailed requirements and format enclosed as Annexure- 'C'*).

GoN rules require that an INGO has to invest a minimum amount of USD 1 lakh per year for a minimum of period of 3 years and the whole process takes about 3 months.

1 July 2015

**GENERAL AGREEMENT
BETWEEN
SOCIAL WELFARE COUNCIL, NEPAL
AND**

.....

The Social Welfare Council, established in accordance with Section 5, of the Social Welfare Act, 1992, of the Government of Nepal (hereinafter called the Council), based in Kathmandu, Nepal; and (hereinafter called) a non-political, non-sectarian, non-governmental, non-profit making, humanitarian organization based in, established in (Year), being desirous of furthering development activities in Nepal in the (Area of Interest) sector have agreed as follows: This agreement is as an approval for the INGO to work in Nepal as per section 12 of the Social Welfare Act, 1992.

1. hereby agrees to:

- a. Abide by the law of Nepal in its entirety.
- b. Carry out the project/programs in the district(s) as per the directives stipulated in National Plan and Policies of Government of Nepal in partnership with locally registered Non-governmental Organization/government agencies with prior approval of the Council.

Follow the following conditions while designing the project (s)

- Maintain balance between hardware, software, economic empowerment/livelihood and service delivery components.
- Work for socially and economically excluded and marginalised community. Select districts whose Human Development Index is very low.
- Include Projects (s) in institutional memory or annual plan of district development committees (DDC) where the project(s) are implemented.
- Follow cluster approach while selecting districts/VDCS/Municipalities/Wards.
- Adopt social auditing practice in centre/district/community level.
- Allocate less than twenty percent of the budget in administrative cost out of total project (s) budget. The budget for INGO it self and the budget for centre activities will be included in administrative cost.

- Give implementing responsibility to locally registered non governmental organizations (NGOs) or district level government agencies. To provide financial resources to the implementing partner's bank account.
 - Design the project (s) according to government's plans, policies and priorities. Consult Districts Development Committee and make feasibility study/need assessment accordingly.
- c. Provide funds in the amount of minimum US\$ per annum excluding commodity assistance which is approximately% of the total grant. The exact amount of support will be reflected in the project(s).
 - d. Submit the project proposal(s) to the Council within 3 months from the date of signing of General Agreement and start implementation of the project within days after the Project agreement is signed.
 - e. Design the project in close coordination with the concerned District Development Committee, and work in close coordination with the concerned District Development Committee, Village Development Committee/municipalities and District Administration Office in the project area. A pre consensus letter from concerned DDC will be taken before submitting project agreement proposal to SWC.
 - f. Report its activities; once in every six months and submit an annual report citing administrative and program costs, in the form prescribed by the Council.
 - g. Take approval from the council, if bank account has to be opened in any commercial banks of Nepal.
 - h. Have the accounts audited annually by an auditor, registered with the Institution of Chartered Accountants of Nepal (ICAN); at the cost of the project/program and submit the audit report to the Council within three months of each forthcoming Nepalese fiscal year.
 - i. Exclude the remunerations and other allowances of the expatriate(s) or foreign country representative from the total project/program cost. However, if such cost is provided to the foreign country representative (s) or expatriates out of project/programme of INGO headquarters such cost should be reflected in the project agreements.
 - j. Disposal of any items imported on duty free basis shall take place only upon prior approval of the Council; which will make necessary arrangement in consultation with the Ministry of Finance and other relevant agencies.

- k. Refrain from access to Official Development Assistance (ODA) and any other sources of fund (Loan, Grant, Technical Assistance or Commodity Assistance) that have been provided or committed or earmarked to Government of Nepal from Multilateral or Bilateral donors by an agreement or minutes/records or any other form of committed documents to implement project activities in Nepal.
- l. Declare the sources of fund and the name of the donor agencies intended implementing the project in Nepal.
- m. Commit fully not to get involved in disrupting harmonious relations existing between and among the people of various religions, castes, tribes or community.
- n. Refrain from any overt or covert activities likely to have adverse effects on the sovereignty and integrity of Nepal and the core values, principles and objectives pursued by the Government of Nepal. Also, refrain from activities that are detrimental to bilateral relationship of Nepal with the neighbouring countries or any other country with which Nepal has relationships. Also, refrain from any action that tends to undermine Nepal's relationship with international organizations or principled objective s of foreign policy.
- o. Comply with legal action to be taken by Government of Nepal/SWC in case of violation of the provisions mentioned in this agreement.
- p. Accept if the council publishes the details of INGOs which fail to comply the clauses 1 and 3 © of this agreement.
- q. Spend financial resources only in Nepal and will not take any financial resources to home or other countries.
- r. Assure that no financial resources will be provided to other INGO's in Nepal.
- s. Receive the fund directly from donor in INGO's account, if the bidding is done in consortium by more than one INGOs.
- t. Follow Social Welfare Act, 1992, Social Welfare Regulation 1992, General Agreement and Project Agreement.
- u. Generate only grant fund for Nepal and shall not accept any loan for the agreed projects.
- v. Commit that it will not stay in Nepal without projects/ programme not more than a period of nine months during general agreement period.

2. The Council hereby agrees to:

- a. Provide guidance and assistance to the in its dealing with government and other agencies in Nepal.
- b. If necessary recommend for multi entry exit non-tourist visa (s) for one foreign country representative and to his/her immediate family members (dependent spouse and children) under this agreement in conformity with the prevalent immigration rules and regulation of the Government of Nepal. The number of other expatriate personnel needed for the specific projects will be as per the project agreement. Approval for such expatriates will be provided if such human resources are not available in Nepal or there is short supply or lack of human resources in remote areas of Nepal.
- c. Provide list and other necessary information of viable locally registered NGOs as demanded by the for the selection of their viable partners in implementing of the projects.

3. The Council and the mutually agree to:

- a. Arrangement for the regular monitoring and evaluation of the and its specific projects will be made by the Council in consultation with the concerned government agencies including other concerned parties. Mid-term evaluation and the final evaluation of the project will be carried out by the Council after six months prior to the completion of the project period. The cost incurred for this purposes will be borne from the project/program budget.
- b. In conformity with the prevailing Laws and Regulations of Nepal, Ministry of Finance will make decision on the recommendation of the Council for the exemption of the Value Added Tax (VAT), excise duty and custom duties. A prior approval will be needed by the from the Council to import vehicles, equipments and other supplies as per project agreement.
- c. Either party may terminate this agreement by giving a six months advance notice to the other. In case of the failure to submit the Project proposal within three months from the date of signing General Agreement, another three months may be considered by council upon request of the submitting satisfactory explanations. Failure to submit and sign the Project proposal even after the considered period of three months by Council will automatically cause the invalidation of this agreement. In such a case council may write to the concerned government authority to cancel the work permit and visa of the INGO's representatives or expatriates. The INGO

should go for Mid Term/Final/Terminal or wrap up evaluation of projects run by them in case the termination of this agreement is intended by INGOs. INGOs should get the clearance letter from the council before their departure from Nepal. Similarly, the INGO should furnish the audit report as well as assets status report as per section 3 (f) of this agreement.

- d. Should a dispute arise, the Council may make necessary arrangement including withholding of the banking transaction of the until the disputes are settled mutually.
- e. Notwithstanding the provisions mentioned above, both Council and the agree that provisions pertaining to tax and duties standardized hereinafter by Government of Nepal in relation to INGOs/NGOs in general shall be applicable to this agreement as well. The Council shall not be obliged to recommend for tax waivers beyond such standardized provisions.
- f. At the termination, withdrawal of support, failure in service delivery, cease of support, completion of or closure of the project all assets of (Including imported and purchased under the duty free allowance or privileges) shall become the property of Council or any organization as per the decision made by Government of Nepal.
- g. This agreement will come into effect from the date of the signing and remains valid for a period of (no. of years) years, which may be extended as agreed upon by the Council and the three months prior notice shall be required for this purpose.

We the undersigned both parties read understood and commit to carryout above said terms and conditions accordingly.

Date:

Date:

Name: -----

Name: -----

Designation: Member Secretary

Social Welfare Council

Mailing Address:

Social Service Building, Lainchour
P.O.Box. 2948,
Kathmandu, Nepal
Phone: 4418846/ 4418111
Fax: 977-01-4410279
E-mail: info@swc.org.np, ms@swc.org.np

Designation:

Mailing Address in Nepal :

P.O.Box:
Phone :
Mobile :
E-mail:
Zone :.....District :.....Street/Ward :
House No.....

Headquarter Address:

Phone: Mobile
Fax:
E-mail:
Country.....city:.....province:.....
Street/Ward.....House No.....

Note: The general agreement signed between SWC and..... is a new one.

This is the renewal of general agreement between SWC andfor..... years.

The first general agreement was signed on for the period of years.

Requirements (for new INGOs) for General Agreement

1. Certificate of Registration (in its homeland)
2. By-Laws (Approved Constitution)
3. If by-laws do not explain the objectives clearly, an authentic document to state its objectives is required, in addition.
4. Financial Commitment. (Minimum of US\$ 1,00,000/- per annum)
5. Concept paper/ project Proposal
6. A Draft Agreement. (in prescribed format)
7. Letter of Authorization to deal the business of agreement.
8. Covering Letter.
9. Reliable Funding Sources.
10. Bio-data of Country Representative.

Note: If the documents, referring to #1&2 are in other foreign languages than English, they should be authentically translated into English by the concerned Embassies.

Requirements for the extension of General Agreement

1. Evaluation Report.
2. Draft Agreement.
3. Audit Report.
4. Commitment to implement the recommendation of last evaluation report.

Annexure-B

Annexure- 2 (Project Agreement Format)

PROJECT AGREEMENT BETWEEN SOCIAL WELFARE COUNCIL AND

(Please insert the name of INGO and home based country).....

1. Name of the Project: (Please name the suitable project)
2. Name & Home Address of the Organization:
 - (i) Donor : (Please name the INGO with complete mailing address, contact person, designation and phone number)
 - (ii) Counterpart/Executing agency: (Please name the NGO(s)/GO(s) with complete mailing address, contact person, designation and phone number)
3. Project duration: (Please mention total years of the project)
4. District & VDCs (Please select the district(s) and VDC/municipality based on priority made by national and sectoral policy, cluster approach, and consultative and participative approach)

District

VDCs

5. **Project Details:**

- 5.1 Introduction (Please give a brief introduction of INGO and Implementing partner with rationality and criteria of NGO selection. Please meet the NGO selection criteria:
 - a) Select the implementing partner NGO in consultation with DDC in connection with based on the prescribed criteria.
 - b) Prioritize partner NGO registered in the concerned district.
 - c) NGO with working experience of two years. Provided that if eligible partner NGO is not available in the concerned project district, zonal based NGO, regional based and central based NGO will be prioritized respectively. In such case, local NGO should be selected as sub partner. Such NGO should be capacitated within one year of timeline of project startup date.
 - d) NGO registered under prevailing Acts as non-profit making, non- political, and social organization;
 - e) NGO renewed yearly;
 - f) PAN of NGO obtained from the concerned office.
 - g) Financial activities of NGO audited regularly
 - h) NGO fulfilled other legal and policy compliance; and
 - i) NGO affiliated with the Social Welfare Council and annual report submitted regularly to the SWC.

- 5.2 **Background** (Please include at least the following points preparing project background information:
- Brief introduction of project location containing geographical, economical, demographic, educational, health service, environment, and public infrastructure related information.
 - Need analysis containing problem tree related to proposed project and need identification process (participatory base line survey, and consultation with the proposed beneficiaries, concerned stakeholders and line agencies at local level, district level and central level)
 - Linkage of project with national and sectoral policies of the Government of Nepal(What the policy says in the problem, who the stakeholders are engaging in the development issues, and what the gaps you found for policy implementation and what your project strategies are to address the gaps)
 - Compliance the project activities with the national priority (Justify that the project is designed for prioritized project districts, beneficiaries and sectors with lower Human Development Index)
 - Proportional balance between hardware and software. If the project is focused to Software activities, submit recommendation from concerned authority of the GoN)
 - Brief statements of achieved progress and major findings of evaluation of the outgoing project and actions to address the recommendations, if it is continued project)
- 5.3 **Objectives and Activities with physical targets** (Please mention Impact, outcomes, outputs, activities with physical targets showing link between the objective trees)
- 5.4 **Implementation Process/ Methodology** (Please mention):
- How the project activities will be implemented as identified, policy and process of local staff hiring, policy and procedure of procurement of goods and service/consultancy , budget release mechanism from INGO to NGO,
 - Envision of Central project Advisory Committee and District Project Advisory Committee to review progress of the project twice a year as per the standard: CPAC including all member of INGO Facilitation Committee, SWC representative, INGO representative, NGO representative, and meeting co-chaired by SWC Member Secretary and INGO Country Representative and DPAC including DDC representative, INGO representative, Partner NGO representative, concerned line agencies in the project districts
 - Envision of Social Audit at project location that includes publishing synopsis of the project, in the format as prescribed in Annex ... , prior to implementation on the Notice Board of the VDC/Municipality office; organizing annual sharing meeting at local level; and publishing synopsis of the progress with financial statements in any two local news papers.
- 5.5. **Calendar of Operation** (Please place the identified activities in a yearly basis calendar)
- 5.6. **Reporting Schedules** (Please envision of submitting inception report of the six months to SWC, annual progress report and audit report to SWC, concerned ministry, National Planning Commission, DDC, VDC/Municipality, and concerned line agencies in the project district. You can also mention donor reporting schedule.)

5.7. **Linkage with district line agencies and coordination with DDC/ VDCs**(Please clearly mention that how you coordinated while project formulation with the Local Bodies and line agencies at central and district level, how you will coordinate with the stakeholders concerned in implementation phase and phase out phase)

Monitoring Evaluation (Please show the monitoring plan at NGO level, INGO level, DDC level and SWC level. Envision Midterm and Final Evaluation of more than three years' project as per section no. 3a of the General Agreement)

5.8. **Budget Estimate (Please show budget based on following points:**

- Mention the foreign currency as well as NPR,
- Exclude the remuneration and benefits of the expatriate staff,
- Administrative Cost must not be above 20 % ,
- Show the project district wise and implementing partner wise budget, if the project has multi districts and multi partners,
- Mention cost for midterm evaluation, final evaluation and CPAC/DPAC meetings clearly,
- Show the budget in line with defined activities,
- Show the budget separately for hardware/cost for direct health, education income generation and environment and software cost in balanced way

5.8.1 **Summary of the Budget**

Budget Headings	Year 1	Year 2	Year 3	Year 4	Year 5
Administrative/Overhead Cost with %					
Program Cost with %					
Total with %					

5.8.2 **Breakdown of the Administration Cost and Program Cost**

5.8.3. Breakdown of Administration Cost (Please give the budget in unit cost in line with the mentioned activities)

Budget Headings	Year 1	Year 2	Year 3	Year 4	Year 5
Total					

5.8.4. Breakdown of Program Cost (Please give the budget in unit cost in line with the mentioned activities)

Budget Headings	Year 1	Year 2	Year 3	Year 4	Year 5
Total					

5.9. **Phase out process** (Please predict duration of exit plan with sustainability indicators)

5.10. **Source of Funding** (Please name the donors and the amount of donation and clarify whether the mentioned budget includes or excludes the Official Development Assistant (ODA) that is given to the GoN through a bilateral/multilateral agreement)

- A.
- B.
- C.

5.11. Nature of Funding:

<u>Tech-grant</u>	<u>Commodity grant</u>	<u>Financial grant</u>	<u>Total</u>
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5.12 **Personnel's required:**

5.12.1. Expatriate (Please justify the expatriate service in accordance with the spirit of section 2b of the general agreement, if you propose for the service. If justified, mention the number and attach a ToR of the expatriate in an annex)

5.12.2. **Local** (Please mention position and number of local staffs)

6. Role and Responsibility of the Donor Agency: (Please specify the role and responsibilities of INGO)

7. Role and Responsibility of the Implementing Agency: (Please specify the role and responsibilities of each partner)

8. Role and Responsibility of the SWC: (Please specify the role and responsibilities of SWC in line with General Agreement)

9. Status of the Project: New:
Old:

10. Banking arrangements (Please name the bank account of INGO and NGO (s). I/NGO must mention two bank accounts-central and project account. INGO and NGO must obtain recommendation from SWC to open Bank account.

10.1 Name and Address of Central Bank account of INGO:

10.1.1 Account Number:

10.1.2 Name and Address of Project Bank account:

10.1.3 Account Number:

10.2 Name and Address of Central Bank account of NGO:

10.2.1 Account Number:

10.2.2 Name and Address of Project Bank account:

10.2.3 Account Number:

11. Requirement of the Project for its Smooth Operation (Please mention the major points in bullets needed for smooth operation)

12. **Others:**

In case of termination, withdrawal of support, failure in service delivery, cease of support, completion or closure of the project all assets of including those imported and purchased under the duty free allowance or privileges, shall become the property of SWC or any organization as per the decision made by Government of Nepal.

In conformity with the prevailing law & regulation Government of Nepal the SWC will arrange to provide recommendation for the favour of VAT, excise duties and custom duties. A prior approval will be needed by from the Social Welfare Council to import vehicles, equipments and other supplies.

Annex: List office material/equipments/vehicles etc.

13. Amendment: This Project agreement may be amended, if required.

14. This agreement will come into effect from the date of signing of the project agreement and shall remain valid for a period of years.
(Proposed expiring date of the project agreement should be coincided with the General Agreement. Provided that INGO having multi project agreements may propose exceeding date with terms and condition: If the existing General Agreement is not renewed for further period of time the project agreement exceeding the expiring date of the general agreement would be invalid from that date onward.)

Date:	Date:	Date:
_____	_____	_____
(SWC)	(NGO)	(INGO)
Name:	Name:	Name:
Designation:	Designation:	Designation:
<u>Mailing Address:</u>	<u>Mailing Address:</u>	<u>Mailing Address:</u>
Social Welfare Council		
Kathmandu, Nepal		
P.O.Box No.: 2948	P.O.Box No.:	P.O.Box
Phone: 4418846, 4418111	Phone:	Phone:
Fax: 977-1-4410279	Fax:	Fax:
Email: info@swc.org.np		

Note:

1. Please delete the instructive information in and out of the brackets once preparing project agreement texts.
2. Required documents to be submitted along with the Draft Project Agreement:
 - Request letter for Project Agreement in the letter head of the INGO,
 - Letter of Authority to deal the Project Agreement,
 - Copy of the signed General Agreement,
 - Project Summary Sheet as mentioned in Annex 1,
 - Copy of Pre-consensus paper signed with each project DDC in the format as mentioned in Annex 2,
 - Logical Frame Work of the project in the format as mention in Annex 3,
 - Copies of valid/updated registration certificate, affiliation certificate, PAN certificate, current year's audit report and progress report of each NGO partner,
 - Copies of Tax Clearance Certificate, PAN Certificate, and last audit report of INGO,
 - Approved map of building with approval letter from the concerned authority, copies of Land Ownership Certificate, Blue Print of Land, if the project activities included building construction,
 - Copies of approval letter from the concerned authority if the project is designed to carry out hospital/health clinic and school,
 - Evidence of data entered into AMP at the Ministry of Finance and DV 2 at SWC,
 - And others documents as requested by SWC as per nature of project.
3. Project Agreement submitted to SWC for an approval will not be registered unless the project agreement is prepared in line with the instruction and format and the required document submitted,
4. I/NGO should select most prioritized and prioritized districts for the projects as mentioned in Annex,

Project Summary (Fact Sheet)

SN	Subject	Sub No	Details
1	Name of the project	1.1.	
2	Name & Nepal office Address/ Contact Person/ph. Number	2.1. 2.2.	
3.	NGO Partners & address(1	
		2	
		3	
		4	
		5	
3	Project duration	3.1	
4	Project Location District VDC/Municipality	4.1. 4.2.	
5.	Objectives	5.1.	
6.	Project Activities	6.1.	
7	Budget details (in NPR)	Year - 1	Programme : <u>Administration</u> : Total Cost
		Year - 2	Programme : <u>Administration</u> : Total Cost
		Year - 3	Programme : <u>Administration</u> : Total Cost
		Year - 4	Programme : <u>Administration</u> : Total Cost
		Year - 5	Programme :
			<u>Administration</u> :
			Total Cost
			Percentage
			Program Admin
		8.	Number of Expatriate
9.	Source of Funding	9.1.	
10	Working Sector	10.1.	
11.	Status of the project		

- Budget Threshold Met: Yes/No

- Year mark amount included: Yes/No, if yes any evidence?
- District wise Budget Breakdown : Yes/No
- Partner wise Budget Breakdown : Yes/No
- Activity and Year wise Budget Breakdown : Yes/No
- PAN Number : Yes/No
- Tax Clearance : Yes/No
- Report Submission : Yes/No
- Data Entry -Aid Mgmt. Platform : Yes/No
- Pre-consent with DDC : Yes/No
- Provision of CPAC & DPAC : Yes/No
- Evaluation of Previous project : Done/No

Annex- 1

(Prescribed Format of Pre-Consensus Paper)

(This is used only for attaching with the Draft Project Agreement as principal Consensus)

Pre-Consensus

Between

Office of the District Development Committee.....

And

.....(Please name the INGO and country)

**We both organization, the Office of District Development Committee
.....(Name of INGO), have agreed to carry out
development activities as follows:**

1. Name and Address of INGO:
 - Headquarter:
 - Country Office in Nepal:
 - Project District Office (if any)
2. Name and Address of Implementing Counterpart(s):
3. Name of the Project:
4. Contact Person for the Project:
5. Duration of the Project:
Starting Date: _____ Completion Date: _____
6. Project Location: Municipality/VDC
7. Main Objectives of the Project:
8. Main Activities to be carried out:
9. Tentative no. of Beneficiaries:
10. Number of Employees among the Beneficiaries:
11. Number of Nepalese Employees in the Project:
12. Number of Expatriates:
13. Approximate Budget to be Spent in the District:
14. Key Line Agencies in the District Relating to the Project:

.....(Please name the INGOs) hereby agrees to:

- Provide a copy of the Project Agreement to the Office of District Development Committee after signing with the Social Welfare Council.

The Office of DDC hereby agrees to :

- Incorporate the project activities in Annual Plan of the District.

The DDC and(INGO) have mutually agreed to:

- Carry out the project activities in close coordination with the Office of DDC
- Conduct regular monitoring of the project in coordination with the DDC.

On Behalf of the INGO

Signature.....

Name:

Designation:

Date:

On Behalf of DDC

Signature.....

Name:

Designation:

Date:

(परियोजना प्रस्तावका साथ समावेश गर्ने सहमतिको प्रयोजनको लागि मात्र)

जिल्ला विकास कार्यालय..... अ .गै. स. स बिच
भएको प्रारम्भिक सहमति :

- (गै. स. स लाई कार्यक्रम संचालनको लागि प्रदान गरिने प्रारम्भिक स्वीकृति पत्र)
१. अ .गै. स. स को नाम र ठेगाना:
 २. कार्यक्रम संचालन गर्ने Counterpart संस्थाको नाम र ठेगाना :
 ३. परियोजनाको नाम :-
 ४. परियोजनाको लागि सम्पर्क व्यक्ति :-
 ५. परियोजनाको अवधि: -
शुरु गर्ने मिति :-
सम्पन्न हुने मिति :-
 ६. कार्यक्रम संचालन हुने न.पा./गा.वि.स :-
 ७. कार्यक्रमका मुख्य मुख्य उद्देश्यहरु :-
 ८. संचालन गरिने मुख्य मुख्य कृयाकलापहरु :-
 ९. लाभान्वित हुने मोटामोटी कुल जनसंख्या :-
 १०. लाभान्वित हुने मोटामोटी कुल जनसंख्या मध्य नियमित रोजगारी पाउने जनसंख्या :-
 ११. संस्थामा रोजगारी पाउने नेपाली जनशक्ति :-
 १२. संस्थामा रोजगारी पाउने विदेशी जनशक्ति :-
 १३. जिल्लामा प्राप्त हुनसक्ने (सम्भाव्य मोटामोटी) रकम :-
 १४. कार्यक्रम संचालनको लागि सम्बन्ध राख्ने मुख्य प्रमुख साभेदारी संस्थाहरु :-

स.क.प सँग कार्यक्रम सम्झौता भएपछि सम्झौताको प्रति उपलब्ध गराउन र जि.वि.स.को संयोजकत्वमा नियमित, अनुगमन तथा समन्वयात्मक कार्य संचालन तथा आवश्यक कार्यक्रमहरु जि.वि.सको वार्षिक योजनामा समाविष्ट गर्ने गरी..... जि.वि.स र अ .गै. स. सं बीच यो प्रारम्भिक सहमति भएको छ ।

.....अ .गै. स. सं को तर्फबाट

..... जि.वि.स. को तर्फबाट

हस्ताक्षर :-

नाम :-

पद :-

मिति :-

छाप

हस्ताक्षर :-

नाम :-

पद :-

मिति :-

छाप:

Annex-3
(Prescribed Format for Logical Framework of the Project)

Logical Intervention	Objectively Verifiable Indicators	Means of Verification	Risks and Assumptions
Impact			
Outcomes			
Outputs			
Activities	Inputs		Pre-conditions

Annex 4

Lists of prioritized districts identified for the project of I/NGO in line with lower Human Development Index

Most prioritized Districts	Prioritized Districts	Least Prioritized Districts
Bajura, Bajhang, Kalikot, Humla, Achham, Rautahat, Mahottari, Jajarkot, Rolpa, Mugu	Sindhupalchowk, Bara, Dolakha, Kailali, Rasuwa, Dhading, Parsa, Gulmi, Nuwakot, Bardiya, Okhaldhunga, Ramechhap, Kanchanpur, Udaypur, Baanke, Surkhet, Baglung, Bhojpur, Gorkha, Arghakhanchi, Dang, Sankhuwasabha, Myagdi, Nawalparasi, Khotang, Taplejung, Sunsari, Makwanpur, Rupandehi, Paanchthar	Palpa, Solukhumbu, Tanahu, Lamjung, Mustang, Parbat, Morang, Dhankuta, Jhapa, Kavrepalanchowk, Illam, Terhathum, Syangja
Dolpa, Sarlahi, Doti, Siraha, Jumla, Pyuthan, Baitadi, Dailekh, Rukum, Dhanusha, Kapilbastu, Darchula, Saptari, Sindhuli, Salyan, Dadeldhura		Chitwan, Manang, Bhaktapur, Kaski, Lalitpur, Kathmandu

Source: Districts categorized by HDI values 2011, UNDP, Human Development Report 2014

Annex-5
Contents of the Public Notice regarding the approved project

Project Name	
Donor	
Project duration	
Implementing partner NGO/CBOs	
Project Location (VDC/Municipality, ward/Tole)	
Activities with Targets	
Beneficiary Group	
Total Budget for the VDC/Municipality	
Total Number of Project Staff for the VDC/Municipality	
Contact Person of the project staff with mailing Address	

Note: The contents of public notice should be translated in Nepali language by INGO.