

**Annex 3: Code of Conduct for Field Verification**  
Government of Nepal  
Ministry of Agricultural Development  
**Improved Seeds for Farmers' Programme (KUBK-ISFP)**

**CODE OF CONDUCT FOR FIELD VERIFICATION**

**1. Purpose of field verification**

All the applications (PCN/FPP) applied for the KUBK-ISFP grant shall go through field verification process prior to approval to assess grant applicants' technical/geographical, institutional and financial capabilities and commitments. Thus, the field verification team should be aware about the spirit of KUBK-ISFP development objectives and basis of the investment. The purpose of field verification is summarized as:

- i. It allows to assess successful PCN applicants' on their technical/geographical, institutional and financial capabilities and commitments prior to making full proposal to save valuable time and limited fund for preparing detail FPPs (W3)
- ii. It allows assessing successful FPP applicants' on their technical/geographical, institutional and financial capabilities and commitments prior to making negotiations and contract agreements.
- iii. It provides opportunity to poorly prepared, weak and less competitive organizations to compete in Programme's future calls after making adequate preparations and full understanding of KUBK-ISFP's investment approach
- iv. It ensures transparency and good governance within the grant applicant organizations.

**2. Formation of Field Verification team and Code of Conduct**

The Program Manager of KUBK-ISFP shall form one or more field verification teams led by designated officer working at PMO/KUBK-ISFP for the purpose of field verification. The composition of field verification team will be as follows:

**For Windows 1 & 2**

Designated Officer (Deputed/recruited) from PMO- Coordinator,  
Representative officials from DADO/DLSO (based on the value chain)- member  
District Seed Coordinator/Livestock Specialist<sup>1</sup> from PIU/KUBK- member  
Agribusiness Development Advisor from Investment Window- member  
Representative from District Chamber of Commerce and Industry – member

**For windows 3**

Designated Officer (Deputed/recruited) from PMO- Coordinator,  
External Expert (Agri-business)  
External Financial Expert

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<sup>1</sup> Goat specialist, dairy specialist or animal health specialist

**Explanation:** *Absence of one or more members in the above team will not bar the Program to carry out field verification in any district. However, there should be at least three members in the field verification Team. In case of W3, Participation of both external expert is mandatory*

## 2.1 Preparation for Field Verification

- a. The KUBK-ISFP Programme should inform tentative timetable of field verification in advance to the grant applicant's before dispatching the field verification team to the sites. So that respective organizations could prepare themselves to present proposal effectively and convincingly to the team.
- b. The field verification team should ensure that the concerned person/s who applied on behalf of the organization (contact person specified in the PCN/FPP/ chief executive/ chair person of the organization) is present during the field verification.
- c. The team should prepare all the required templates; evaluation documents and invitation or rejection letter (PCN/FPP) before the start of field verification.
- d. The Team should fill the **Standard Field Verification Report Form** and make the decision on site with the Team's consensus itself after the completion of field verification of specific application (PCN/FPP): (i) to issue invitation letter for full sub project proposal (W3)/to issue invitation letter for negotiation and contract agreement (W1 and W2), or (ii) to suggesting grant applicants for undertaking preparatory works on their application (PCN/FPP) to submit meaningfully in the future calls.
- e. If the team fails to make consensus decision, the coordinator will refer to the Programme Manager (PM) to come into a common decision. The PM shall then send a new team for re-field verification within seven working days. The decision of the second team will be final. In case, the second team fails to make a consensus decision, the majority decision of the second FV team will be the final.
- f. The team should get a commitment from the grant applicant's organization mentioning that it will fully respect team's decision and make no obstructions on whatever will be the team's decision prior to the start of the field verification. However, this would not restrict grant applicant's right to appeal to the Programme.
- g. The team is hereby advised for not to issue a letter to grant applicant to submit a full project proposal/ to issue a invitation letter for negotiation and contract agreement, when any one or more of the following situations are found during the field verification.
  - i. Proposed location for sub project implementation is geographically and technically unsuitable for commercial production and marketing of the commodities as specified on application (PCN/FPP).
  - ii. Implementation of the proposed sub-project is likely to cause considerable or permanent damages to the environment and negative social impact.
  - iii. Information provided in the application is not match with field reality and the team shall not convince with grant applicant's proposal during the field verification
  - iv. The grant applicants are responsible to bear part of the total project costs as a matching fund. In this connection, if the team will not convince with the proposal of grant applicant's financial plan to cover required sub project's matching cost.

## 2.2. Code of Conduct for the Verification Team

The field verification team should follow the following code of conduct while conducting the field verification of successful grant applications (PCN/FPP).

- i. The team should reach to proposed sub-project site in pre informed time. If it will be delayed due to unavoidable reasons such as traffic jam, strikes, road closures, landslides, flood etc. ,it will keep on updating the situation to the concerned organizations and inform new time or date.
- ii. The team should maintain objectivity, reliability and transparency during the field verification
- iii. The team should carry out field verification in a very friendly and non-threatening manner
- iv. The Coordinator/team should provide adequate justifications with convincing reasons to the grant applicant when the PCN/FPP is being rejected following field verification
- v. Inform grant Applicant that it has right to appeal to the Programme Manager within 15 days from the date of the field verification, if grant applicant is not convinced with justification and the decision of the field verification team.
- vi. The field verification team will keep the Programme Manager updated on the field verification results and issues (if any) daily as far as possible.

### **2.3 Roles and responsibilities of the Programme Manger**

- i. The Programme Manager shall delegate the role for decision making to the Coordinator (field verification team) with the consensus of the team members on the site, so that s/he can issue the decision letter immediately after the completion of field verification.
- ii. The Programme Manager shall dispatch the new (second) field verification team to a site of a particular sub-project proposed by any grant applicant within seven working days from the date of complaint/appeal lodged by a grant applicant organization.

***Explanation:*** The KUBK-ISFP will take no action when the Programme does not receive any petition against the decision of the field verification team within 15 days from the date of field verification. The decision of the second field verification team will be final.

- iii. The Programme Manager should closely monitor the activities and performance of the field verification team so that s/he will be updated with the situation of the field, whether serious concerns and issues aroused need to settle or not.

### **2.4 Key considerations for Field Verification Team**

- i. Introduce your team and be familiar with the grant applicants, if necessary/asked show your identity (ID) card.
- ii. Explain the purpose of field verification and get their commitment to accept the decision whatsoever and also explain the right of petition on decision
- iii. Verify basic information provided in PCN/FPP and update it, if it seems to be relevant and logical without losing its originality.
- iv. Confirm technical and ecological suitability of proposed site and examine the proposed sub project with respect to existing resources, institutional, technical and financial capacity of grantee to attain expected output and outcomes.
- v. Oversee the environmental effect that might be happened in the surroundings due to the implementation of proposed sub project

### **2.5. Evaluation of the proposed sub project in the field**

The field verification team shall use Table 3.10 of Annex 4 for the evaluation of proposed sub project. However, the field team may add special technical evaluation criteria with team consensus (if necessary) and getting approval from Programme Manager from email or any other media. The application (PCN/FPP) proposed for implementation of any types of sub project scoring less than 50 % of the total score is ineligible for KUBK-ISFP financing.

## Annex 4: Standard Field Verification Report Form

Government of Nepal  
Ministry of Agricultural Development  
**Improved Seeds for Farmers Programme (KUBK-ISFP)**

### STANDARD FIELD VERIFICATION REPORT FORM

**Please check the followings documents and get the evidence prior to the start of the field verification**

SN	Document	Action	Response of FV Team ( Yes/No)
1.	Original Certificate of Registration at competent authority	Verify	
2.	An original copy of the PCN/FPP submitted	Verify	
3.	Ask commitment letter for implementation of Sub project, (if original letter is not included in PCN/FPP)	Ask for commitment letter	
4.	Original Commitment letter from the Bank or financial institutions to provide credit to the grant applicant subject to the approval of the matching grant by the KUBK-ISFP, if applicable	Verify if copy is included in PCN/FPP	
5.	Commitment letter from the collaborating agency to shoulder part of their finance/project cost, if the Grant Applicant expects to receive such assistance from other organization, if applicable	Verify the letter with the GA and also with the collaborator, if present during field verification	
6	Organization of General Assembly Regularly	Verify minutes Book	
7	Organization of executive committee meeting	Verify minutes Book	
8	Annual audit ( if applicable)	Verify audit report	

#### A. Basic Information

1. Date of Field Verification: ..... District:.....

2. Name of the Grant Applicant: .....

3. KUBK-ISFP Code:.....

4. Address: VDC/Municipality:.....Ward

No.:.....Village:.....

Telephone: ..... Mobile: .....

5. Contact Person of the Grant Applicant:

5.1 Chair Person's Name:.....Mobile:.....

5.2 Contact Person's Name: :.....Mobile:.....

6. Type of grant applicant (Single choice)

a. Farmer Group

b. Cooperative

c. Seed Producer Company

d. Agro vet

e. Meat entrepreneurs

f. Milk entrepreneurs

7. Key functions in the value chain (Application) applied for:

- |                               |                              |                           |
|-------------------------------|------------------------------|---------------------------|
| a. Cereals seed production    | b. Vegetable seed production | c. Seed Company           |
| d. Small Milk processing unit | e. Agroveta                  | f. Paravet                |
| g. Butchery Shop              | h. Milk Collection Centre    | i. Goat Collection centre |
| j. Dairy industry             | k. Seed Processing Industry  | l. Others (specify).....  |

**B. Other Information (Field Verification team should verify and update following information)**

Table 3.1: Other Information

SN	Description	Response
1	Experience in the value chain applied for	Yes : No:
	If yes number of years	.....
2	Date of registration	year/month/day:
3	Type of FGS/COPS	Male/Female/Mixed:
4	Only women organization	Yes/No
5	Number of direct beneficiaries at present (update as per PCN/FPP submitted)	Male:..... Female:..... Female:..... Dalit: Male..... Female..... Janajati: Male..... Female..... Others: Male..... Female.....
	Number of beneficiaries after KUBK intervention (update as per PCN/FPP submitted)	Male:..... Female:..... Dalit: Male..... Female..... Janajati: Male..... Female..... Others: Male..... Female.....
2	Field verification	
2.1	Farmer group/Cooperative members present in field verification are same as proposed in the proposal	Yes/No
2.2	Number of participants present at time of the FV	Male:..... Female:.....
2.3	Representatives of the localbodies (VDC/Municipality) participated at time of the FV	Yes/No
2.4	Technical and financial Assistance received by GR from any organization at present	Yes/No
2.5	If yes, or in process, name of the organization	<b>Type of the organization (Tick)</b> 1. GoN2. NGO/INGO 3. Private firm 5. Donor Agency 6. DDC. 7 VDC. 8. Other (Specify).....
2.6	Nature of assistance	1. Technical Assistance:..... ..... 2. Financial Assistance: NRs..... 3. Financial Assistance provided for..... .....

C. Please verify all Capital assets owned by Grantee (FGs/COPs/Private Entrepreneurs) and clearly mention the working condition of these assets)

Table 3.2: Capital assets owned by Grantee

S.No.	Capital Assets	Number	Capacity/ Present condition of the Assets
<b>1.</b>	<b>Physical Infrastructures</b>		
1.1	Office Building		
1.2	Storage house		
1.3	Threshing floor etc		
1.4	Irrigation system (if proposed)		
1.4	Cattle shed/Goat shed		
1.5	Dipping Tank		
1.6	FGs/COPs managed Collection centre/market structures		
1.7	.....		
1.8	.....		
1.9	.....		
<b>2</b>	<b>Machinery Equipments</b>		
2.1	General Equipments		
	Tractor/power tiller		
	Sprayer/Duster		
	Thresher		
	Metal bin/Improved seed storage equipments		
	Seed drill		
	Bag sewing Machine		
	Chaff cutter		
	Castration Equipments		
	Weighing balance with its capacity		
	Plastic crate		
2.2	Dairy Equipments		
	Chilling vat (capacity.....)		
	Milk Can		
	Homogenizer		
	Milk analyser		
	Milk processing units (Building)		
	Tagging machine		
	.....		
	.....		
	.....		
2.3	Butchery Equipments		
	Condition of slaughtering Unit (floored with ceramic tiles or marbles etc)		

S.No.	Capital Assets	Number	Capacity/ Present condition of the Assets
	Refrigerator		
	Butchery Equipments (Slaughtering equipments)		
	Weighing balance with capacity		
	Water supply system		
	Condition of waste disposal system		
	Level of sanitary and hygiene		
	.....		
	.....		
2.4	Other equipments (specify)		
	.....		
	.....		
	.....		
	.....		

#### D. Gender and Social inclusion in GRs' Organization/Firm

Table 3.3 Social inclusion

Body	Dalit		Janajati		Others		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
General body								
Executive Committee								

#### E. Employment Status of the Organization/Firm

Table 3.4: Employment Status

Type of employment	No	Female	Male	Dalit		Janajati		Others	
				Female	Male	Female	Male	Female	Male
Permanent staff at present									
Temporary employee at present (annual)									
Expected additional employment after the implement of proposed sub projects									

#### F. Financial status of the Organization/Firm

Table 3.5: Financial Status

Description	Approx(Rs)	Remarks
Monthly Saving		
Bank deposit ( <i>mention name of the Bank</i> ).....		
Payable to other including loan( <i>Please mention name of the Bank, if loan is taken from the Bank</i> )		
Receivable from others including Bank , donors and service recipients ( <i>Name of major institutions/organizations</i> ).....		
Cash with GA, if any		
Equity		



## G. Institutional linkages and affiliations of the grant applicant

Table 3.6: Institutional linkages

Name of Organization	Purpose of Affiliation
DADO	
DLSO	
Local bodies (VDC/Municipality/DDC)	
Other Gov. Institutions (Name:.....)	
Local NGOs (Name :.....)	
National NGO (Name :.....)	
INGO (Name :.....)	
Producers' Association (Name :.....)	
Input Supplier (Name :.....)	
Marketing Agency/ Trader (Name :.....)	
Other, if any (Name:.....)	
(Name:.....)	

## H. Production/business related information

- Major activities implemented by applicant at present-( Maximum 5)
  - 1.
  - 2.
  - 3.
  - 4.
- Key problems and challenges observed by the FV Team (Maximum 5)
  - 1.
  - 2.
  - 3
  - 4
  - 5
- Relevancy of Key activities mentioned in PCN/FPP with respect to objective (Maximum 7)

Table 3.7: Relevancy of activities proposed

S.N.	Activities Mentioned in PCN/FPP	Relevancy
1		
2		
3		
4		
5		
6		
7		

**I. Please verify and update baseline data with respect to expected Outputs/Outcomes from the proposed sub project**

Table 3.8: Baseline information

S.N.	Crops/Commodities	Area (ha.)/No		Production(MT)		Sales(MT)		Present Sales price (NRs./Kg or lit.)
		Baseline	Target	Baseline	Target	Baseline	Target	
1	Cereals vegetable Seed Business							
1.1	Rice							
1.2	Maize							
1.3	Wheat							
1.4	Vegetable Seeds							
1.5	Employment (p-day)							
1.6	other							
2	Dairy Business							
2.1	Dairy Animals							
2.2	Milk Production							
2.3	Ghee Production and sale							
2.4	Milk Collection and sale							
2.5	Panir production and sale							
2.6	Sweets and Confectionary							
2.7	Animal production and Sale							
2.8	Employment (p-day)							
2.9	Others							
3	Goat Farming							
3.1	Animal per HH							
3.2	Male goat production and sale							
3.3	Doe production and sale							
3.4	Goat Collection and Sale							
3.5	Employment (p-day)							
3.6	Other							
4	Butcheries							
4.1	Meat production and sale							
4.2	Other							

S.N.	Crops/Commodities	Area (ha./No)		Production(MT)		Sales(MT)		Present Sales price (NRs./Kg or lit.)
		Baseline	Target	Baseline	Target	Baseline	Target	
5	Other business							

**J. Confirmation on Environmental and Social Effect** (Please reconfirm the environmental and social effect with respect to responses provided in PCN/FPP)

Table 3.9: Surroundings of the sub project implementation Site

S.N.	Particular	Yes	No	If yes, is there possibility of any negative effect?
1	Forest/wildlife/other resources			
2	Water bodies (River, pond, lakes)			
3	National Park/Protected Areas			
4	Drinking water source			
5	Heritage site/temple/religious site			
6	Grave yard			

**2. Responses on Environmental and Social Screening**

Table 3.8: Responses on environmental and social issues

S.N.	Statement	Yes	No
1.	Does the proposed project intend to use or depend on any resources of national parks and protected areas or any critical aquatic and terrestrial habitat area?		
2.	Is the proposed project area located in high risk zone such as landslide prone area, steep slopes, highly degraded land in hills, riverside area susceptible to flooding, and in areas causing large-scale soil erosion?		
3.	Will this project involve land clearance on slopes greater than 45 degree? 4		
4.	Will the proposed project affect the heritage site?		
5.	Will the proposed project involve in logging or causing any major environmental harm?		
6.	Is the proposed project likely to eliminate indigenous plant species of ecological significance?		
7.	Does the proposed project involve any activities which are likely to make irreversible adverse impact on indigenous communities, women and vulnerable groups?		
8.	Does the proposed project include any activities that promote or involve incidence of child labor?		
9.	Does the proposed project require some families losing their prime farm land and assets on the land and displacement of families due to cons		
10.	Will the proposed likely to use pesticides?		
11.	If pesticide use is likely, what are potential pesticides (is the pesticide listed in the negative list of Pesticides, is not permissible)		

Note:

- a. Please mention any environmental and social effect may arise due to the implementation of proposed subproject based on your field observation.

.....  
 .....  
 .....

- .....
- .....
- b. If, it is necessary: to prepare environmental code of practice and management plan by the grantee, please suggest them to prepare and include environment code of conduct in the full proposal (only for W3).

Sugesstion:.....

.....

.....

.....

**K. Key constraints observed for the commercial production and marketing during field verification on Value chain applied for**

.....

.....

.....

.....

.....

**L. Evaluation of the proposed sub project**

The PMO officer who shall lead the Field Verification Team shall orient field team about field verification procedures and guide for evaluation process before departure to the field. Please rate the proposed sub projects individually by using Table 3.10 and aggregate it for final results. Experts are suggested to rate using whole number while rating. If, there is fraction in average score, then round it towards upper limit, e.g. 49.1= 50, 49.2=50 and 49.7=50

**Table 3.10: Indicators for field evaluation of proposed subproject**

S.No.	Indicators	Maximum Marks	Evaluation Rating	Marks obtained	Evaluator Remarks
1	Experiences and Institutional Assessment	30			
1.1	Experience of the GR* in the value chain applied for	8			
1.2	Institutional	10			
a	Group consensus for the application of proposed sub projects	2			
b	Decision making process and regularity in meeting	2			
c	Activeness of the GR	2			
d	Participation of beneficiaries (direct beneficiaries) and Social inclusion ( women, Dalit and Janajati)	2			
e	Linkage or membership of the grant recipient to the producer associations/other organization working for similar value chain	2			
1.3	Financial Capability of the GR	6			
a	Regular Saving (Institutional/private)	2			
b	Group consensus for resources matching	2			
c	Sources of matching fund and assurance	2			
1.4	Physical Infrastructure and Machineries	4			
a	Status of present physical facilities (Land, Buildings, storage house etc.)	2			
b	Status of machinery, equipments and vehicle (Except small	2			

S.No.	Indicators	Maximum Marks	Evaluation Rating	Marks obtained	Evaluator Remarks
	equipments and machinery e.g. sprayer, Spade, axe, crate, knife etc)				
1.5	Remoteness of the site purposed for subprojects	2			
2.	Technical Assessment	70			
2.1	Geographical & technical suitability for the production of proposed commodities (Seed, meat, Milk)	30			
2.3	Technical Knowhow of the GR in the area of proposed sub projects	10			
2.3	Linkage with service providers and Market Players	10			
a	Public technical service providers (DADO/DLSO etc.)	5			
b	Private input suppliers and service providers (Agrovet, Paravet, Seed and dairy company, meat and milk processing entrepreneurs, Traders/ buyback agreement)	5			
2.3	Market potential for produced commodity and product diversification	10			
	Potential commodity for local market	2			
	Potential commodity for regional market	2			
	Potential commodity for National market	2			
	Buy back agreement/contract farming	2			
	Possibility of product diversification	2			
2.4	Plausible Environmental effect due to implementation of proposed sub projects	5			
2.5	Sustainability of the proposed sub project after the termination of KUBK-ISFP support	5			
	Total (1+2)	100			

\*GR= Farmers group/ Cooperatives/ private Entrepreneurs

**Evaluation Rating:** (1)Satisfactory: Score 50 or > 50 (2) Unsatisfactory: Score <50

### Decision Taken

Date : .....

- 1 We the Field Verification Team decided to issue an invitation letter to the grant applicant to contact KUBK-ISFP Office for agreement within 15 working days from the day of issuing this letter. (√) Mark t
- OR
- 2 We the Field Verification Team decided to inform the grant applicant to submit Full Project Proposal within 30 workingdays from the day of issuing this letter to KUBK-ISFP Office. (√) Mark tick
- OR
- 3 We the Field Verification Team decided to revoke the grant applicant proposal and requested to submit next time with correction. (√)Mark tick.

### Field verification Team

Name	Organization	Designation	Signature
Coordinator Mr./Mrs			
Member Mr./Mrs			
Member Mr./Mrs			
Member Mr./Mrs			
Member Mr./Mrs			
Member Mr./Mrs			



Annex 6: Sub Project Monitoring Report Form  
 Government of Nepal  
 Ministry of Agricultural Development  
**Improved Seeds for Farmers' Programme (KUBK\_ISFP)**  
**SUB PROJECT MONITORING REPORT**

<b>Name of monitor/Reporter</b>	<b>Designation</b>	<b>Office</b>	<b>Date</b>		
<b>Sub Project Brief</b>					
Name of GR:					
Value Cain:					
Sub-project Code:					
<b>Monitoring Indicators</b>		<b>Responses</b>			
1. Activities to be accomplished during the reporting period as per Milestones					
2. Completed Activities as per Milestones					
3. Status of Work performance (by activity)					
4. Status of construction/civil work (Explain and attached Photo inAnnex)					
5. Target/Achievements					
<b>Target</b>	Seed (.....)	Milk (.....)	Meat (.....)	Other (.....)	Other (.....)
Area (ha)					
Quantity (kg/lit)					
<b>Achievement</b>	Seed (.....)	Milk (.....)	Meat (.....)	Other (.....)	Other (.....)
Area (ha)					
Quantity (kg/lit)					
<b>Sales During Reporting</b>	Seed (.....)	Milk (.....)	Meat (.....)	Other (.....)	Other (.....)
Quantity (Kg/lit)					
Value (NRs)					
<b>Remarks</b>	..... ..... ..... .....				
<b>6. Grant installment received (✓)</b>		<b>Claimed (NRs.)</b>	<b>Reimbursed(NRs.)</b>		<b>Difference</b>
First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth <input type="checkbox"/> Sixth <input type="checkbox"/>					
7. When is the due for the next grant installment payment? (Ask the agreement copy from the GR or fill it before visiting sub-project)		Day:	Month:	Year	
8. Is it timely or delayed with respect to the next grant disbursement?		Timely <input type="checkbox"/>	Delayed <input type="checkbox"/>		
<i>If delayed, provide reasons</i>		<ul style="list-style-type: none"> <li>• Delay from KUBK-ISFP to release the last grant installment</li> <li>• Waiting KUBK-ISFP's response to its requests</li> <li>• Not receiving beneficiaries' contribution and participation as envisaged</li> <li>• Internal problem and conflicts within GR</li> <li>• Delay in the procurement of machineries and equipments</li> <li>• Any other specify.....</li> </ul>			
9. Is this GR in position to demand next		Yes <input type="checkbox"/>	Most likely <input type="checkbox"/>	No <input type="checkbox"/>	

installment? (select one)																																									
If most likely, when it is likely to fulfill milestones, at the earliest, to demand next grant installment? (Please check the most appropriate, only one response)	<ul style="list-style-type: none"> <li>• In less than a week period</li> <li>• Within two weeks</li> <li>• Within a month</li> <li>• Between one to three months period</li> <li>• More than three month period</li> </ul>																																								
If is response is "No" in question number 9, check the most appropriate reasons	<ul style="list-style-type: none"> <li>• Resource mobilization problem within GR (Beneficiaries' contribution)</li> <li>• Being substantial delay in procurement of machineries</li> <li>• Being substantial delay in physical infrastructure construction</li> <li>• GR is inactive and slow</li> <li>• Internal problem/conflicts within GR</li> <li>• Any other, please specify.....</li> </ul>																																								
10. Does this Sub Project intend to construct any infrastructure	Yes <input type="checkbox"/> No <input type="checkbox"/>																																								
If the response is "Yes" to above question 10, then give the details in the table	<table border="1"> <thead> <tr> <th>SN</th> <th>Type/Name</th> <th>No</th> <th>Current status</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	SN	Type/Name	No	Current status																																				
SN	Type/Name	No	Current status																																						
11. Equipments and Transport Facilities Major Equipments and transport facilities which this GR has already procured or in the process to procure (List only those equipments with higher prices but not like buckets, crates, etc.)	<table border="1"> <thead> <tr> <th>SN</th> <th>Equipment/facilities</th> <th>No</th> <th>Status (Procured or in the process to procure)</th> <th>Installed/not installed or not applicable</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	SN	Equipment/facilities	No	Status (Procured or in the process to procure)	Installed/not installed or not applicable																																			
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Instructions to Sub-project	<ul style="list-style-type: none"> <li>• Expedite the sub-project activities in order that you could demand due grant installment as soon as possible</li> <li>• Submit request for the grant installment payment by fulfilling any remaining tasks within due date</li> <li>• Improve performance of the sub-projects and mobilize beneficiaries actively</li> <li>• Submit sub-project report timely to PIU/PMO</li> <li>• Improve surroundings and cleanliness in the sub-project site</li> <li>• Any other, specify.....</li> </ul>																																								



**B. Monitoring Details**

Monitoring Details	Response			
1. Name and positions of persons met (Sub project related)	SN	Name	Position	
			Chairperson	
			Sub-project manager	
			Accountant	
			Chairperson of procurement committee	
			Any other, Specify	
2. Name of the officials in the monitoring team	SN	Name	Position	Agency
3. When was this sub-project last monitored and by whom (optional) (Previous records if available)	SN	Name	Agency	Remark, if any
Advise/suggestions to KUBK-ISFP, if any				
(a)				
(b)				
(c)				
General Impression of the Monitor/Expert on sub project performance..... ..... ..... ..... ..... .....				
<b>Note: Please provide recent photos of Field Visit (requirement) in Annex with caption</b>				
Project Field Monitoring Log:				
Signature of the field monitor			Date:	
Form received by			Date:	

ANNEX-7: CHECK LIST FOR SUBMISSION OF PROPOSAL

1. Cover letter
2. Duly signed Application (PCN/FPP)-4 copy
3. A copy of Registration certificate
4. VAT/PAN Registration certificate (Except Farmers group)
5. Tax clearance document ( if applicable)
6. Group minutes :
  - a. Decision for proposal submission
  - b. Authorized person for signing the contract (2 person)
7. Copy of Citizenship of authorized persons
8. Design and estimate (for construction work) from authorized personnel
9. Duly signed self declaration letter for implementing KUBK-ISFP grant supported sub project
10. Commitment letter for matching grant ( e.g. Group Minutes, Letter of financial institution )