



STATUS REPORT – (OCTOBER 2015-MARCH 2016)

**STATUS REPORT
OF
IWMP IN MEGHALAYA
(BATCH III, IV & V)
(INCLUDING MONTH-WISE ACTIVITY REPORT)**

Submitted by



An ISO 9001:2008 Company

**North Eastern Development Finance Corporation Limited
(NEDFi)**

**Registered Office: NEDFi House, G.S. Road, Dispur, Guwahati-781 006.
Phone: 0361 - 2222200 (30 Channels), Fax: 0361- 2237733/34**

**Shillong Branch Office: Cresens Buildings, 1st Florr, Opp. Main Secretariat,
M. G. Road, Shillong-793001, Meghalaya, Phone: 0364-2504814/2504815.
Website: www.nedfi.com**

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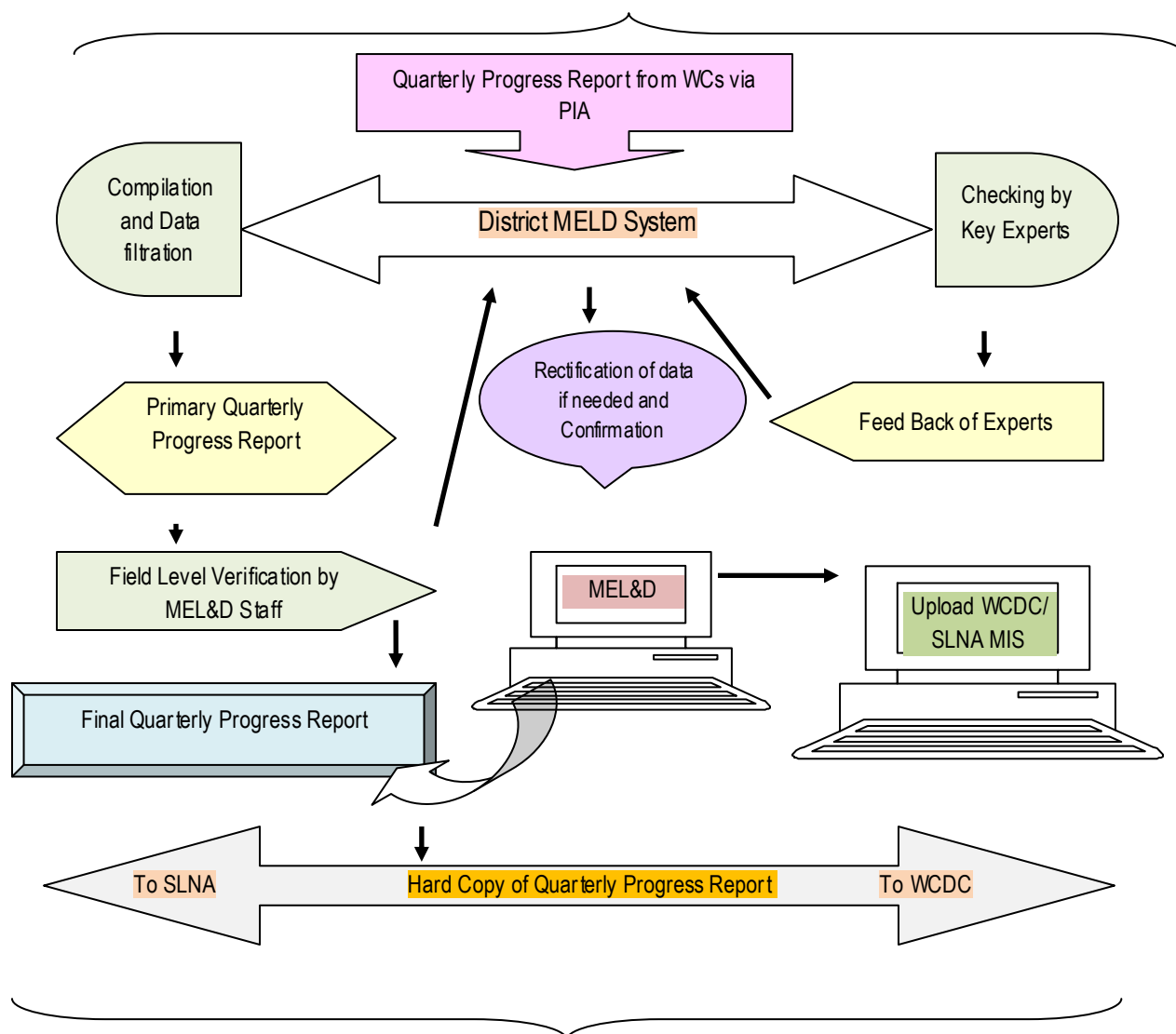
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STATUS REPORT OF IWMP IN MEGHALAYA (Batch III, IV & V):

APPROACH & METHODOLOGY:

Monitoring, Evaluation, Learning and Documentation (MEL&D) is an integral part of the Project management structure of Integrated Watershed Management Project (IWMP). To achieve the core objectives of IWMP, monitoring formats were developed following the Operational Manual. Operational Manual describes the operational strategies to be adopted in concurrent process monitoring activities. Accordingly, MEL&D agency has adopted the various strategic method mentioned in the Operational Manual to do Process Monitoring and to document the progress of the projects under IWMP in Meghalaya (Batch III, IV & V).

Critical Path of Activities concerning to Concurrent Process Monitoring has been schematically presented below -:



ACTIVITY REPORT FOR THE PERIOD OCTOBER-DECEMBER 2015:

1. OCTOBER 2015:

Sl. No.	Date	Activities Carried Out
1.	01/10/2015 To 31/10/2015	<ul style="list-style-type: none"> Co-ordination activities with the project functionaries including the officials at PIA level.
2.	08/10/2015	<ul style="list-style-type: none"> Attended meeting held at the Directorate of Soil & Water Conservation, Govt. of Meghalaya, Shillong in presence of Shri D. Langstieh, CEO-SLNA (IWMP), MSWWDA and Dr. Indu Chandra Nagar, representative of regional level monitoring agency M/s Mukesh & Associates.
3.	09/10/2015	<ul style="list-style-type: none"> Evaluation Field Visit undertaken to Project locations accompanied by Dr. Indu Chandra Nagar. The purpose of the visit was to evaluate Project activities covering East Khasi Hills and West Jaintia Hills Soil & Water Conservation Divisions.



Meeting Chaired by CEO-SLNA (IWMP), MSWWDA is in progress addressing NEDFi Team (State MEL&D Agency) and Dr. I. C. Nagar (Representative of Regional M&E Agency) on **08/10/2015**.



Dr. I. C. Nagar interacting with the members of Watershed Committee under EKH IWMP-VIII (Middle Umlew & Umprah Watershed) on **09/10/2015**.



Dr. I. C. Nagar interacting with the PIA Officials including the WDT members under West Jaintia Hills Soil & Water Conservation Division on **09/10/2015**.



Evaluation Field Visit by Dr. I. C. Nagar, NEDFi Team and functionaries of SLNA-IWMP, Meghalaya to project locations under WJH IWMP-III (Wah Leteng Micro Watershed) on **09/10/2015**.

2. NOVEMBER 2015:

Sl. No.	Date	Activities Carried Out
1.	01/11/2015 To 30/11/2015	<ul style="list-style-type: none"> Co-ordination activities with the project functionaries including the officials at PIA level.
2.	24/11/2015 To 28/11/2015	<ul style="list-style-type: none"> Field Co-ordinator of MEL&D Agency was involved in assisting the PIA Officials of East Garo Hills Soil & Water Conservation Division in completing Monitoring Format.
3.	26/11/2015	<ul style="list-style-type: none"> Submitted Preparatory Phase Evaluation Reports (12 Nos. for 12 Projects) to SLNA-IWMP, Meghalaya.

3. DECEMBER 2015:

Sl. No.	Date	Activities Carried Out
1.	01/12/2015 To 31/12/2015	<ul style="list-style-type: none"> Co-ordination activities with the project functionaries including the officials at PIA level.



NEDFi Field-Coordinator attending Meeting related to Process Monitoring Format in presence of the Divisional Officer in East Garo Hills on November 2015.

ACTIVITY REPORT FOR THE PERIOD JANUARY-MARCH 2016:

1. JANUARY 2016:

Sl. No.	Date	Activities Carried Out
1.	06/01/2016	<ul style="list-style-type: none"> Attended meeting held at the Directorate of Soil & Water Conservation, Govt. of Meghalaya, Shillong related to proposed Baseline/Benchmark survey under IWMP.
2.	11/01/2016 To 29/01/2016	<ul style="list-style-type: none"> Co-ordination activities with project functionaries including the officials at PIA level. Preparation for Field Survey (Baseline/Benchmark Survey) by organising orientations/trainings for NEDFi field staffs and arranging survey logistics.

2. FEBRUARY 2016:

Sl. No.	Date	Activities Carried Out
1.	02/02/2016	<ul style="list-style-type: none"> Pilot testing of Field Survey Schedules developed for proposed Baseline/Benchmark Survey in Ribhoi district. Covered Upper Reach Village namely Plasha located under RB IWMP-VIII of Ribhoi district.
2.	03/02/2016	<ul style="list-style-type: none"> Covered Lower Reach Village namely Umshit located under RB IWMP-VIII in Ribhoi district.
3.	04/02/2016	<ul style="list-style-type: none"> Covered Middle Reach Village namely Kynton Pharam located under RB IWMP-VIII in Ribhoi district.
4.	05/02/2016	<ul style="list-style-type: none"> Covered Control Villages namely Himpala and Tomonpoanglong located outside the watershed project boundary under RB IWMP-VIII in Ribhoi district.
5.	10/02/2016	<ul style="list-style-type: none"> Covered Upper Reach Village namely Merongdik located under NGH IWMP-IV in North Garo Hills district.
6.	11/02/2016	<ul style="list-style-type: none"> Covered Lower Reach Village namely Garo Thorikakona located under NGH IWMP-IV in North Garo Hills district.
7.	12/02/2016	<ul style="list-style-type: none"> Covered Middle Reach Village namely Samkalak Songma located under NGH IWMP-IV in North Garo Hills district.
8.	13/02/2016	<ul style="list-style-type: none"> Covered Control Village namely Rapha Thorikakona located outside the watershed project boundary under NGH IWMP-IV in North Garo Hills district.

Sl. No.	Date	Activities Carried Out
9.	15/02/2016	<ul style="list-style-type: none"> • Attended meeting with the Divisional Officer held at Office of the Divisional Officer, Soil & Water Conservation Territorial Division, Shillong related to proposed Baseline/Benchmark Survey in East Khasi Hills.
10	16/02/2016	<ul style="list-style-type: none"> • Covered Upper Reach Village namely Chigitchakgre located under WGH IWMP-XIII in West Garo Hills district.
11.	17/02/2016	<ul style="list-style-type: none"> • Continued field survey covering Upper Reach Village namely Chigitchakgre located under WGH IWMP-XIII in West Garo Hills district. • Covered Lower Reach Village namely Pepbah located under EKH IWMP-XI in East Khasi Hills district.
12.	18/02/2016	<ul style="list-style-type: none"> • Covered Middle Reach Village namely Sengminpara located under WGH IWMP-XIII in West Garo Hills district. • Covered Upper Reach Village namely Rim Shylla located under EKH IWMP-XI in East Khasi Hills district.
13.	19/02/2016	<ul style="list-style-type: none"> • Covered Lower Reach Village namely Jengchamgre located under WGH IWMP-XIII in West Garo Hills district. • Covered Middle Reach Village namely Wah Mawlein located under EKH IWMP-XI in East Khasi Hills district.
14.	20/02/2016	<ul style="list-style-type: none"> • Covered Control Village namely Dapdalgre located outside the watershed project boundary under WGH IWMP-XIII in West Garo Hills district. • Covered Control Village namely Sohryngkham located outside the watershed project boundary under EKH IWMP-XI in East Khasi Hills district.
15.	22/02/2016	<ul style="list-style-type: none"> • Covered Upper Reach Village namely Dallangre located under WGH IWMP-XI in West Garo Hills district. • Covered Control Village namely Dichinggre located outside the watershed project boundary under WGH IWMP-XI in West Garo Hills district.
16.	23/02/2016	<ul style="list-style-type: none"> • Covered Middle Reach Village namely Adingre located under WGH IWMP-XI in West Garo Hills district. • Covered Lower Reach Village namely Darigre located under WGH IWMP-XI in West Garo Hills district.
17.	24/02/2016	<ul style="list-style-type: none"> • Covered Lower Reach Village namely Lura located under EJH IWMP-I in East Jaintia Hills district.
18.	25/02/2016	<ul style="list-style-type: none"> • Covered Middle Reach Village namely Ngaibang located under EJH IWMP-I in East Jaintia Hills district.
19.	26/02/2016	<ul style="list-style-type: none"> • Covered Upper Reach Village namely Saipung A located under EJH IWMP-I in East Jaintia Hills district.
20.	27/02/2016	<ul style="list-style-type: none"> • Covered Control Village namely Bam Khongsi located outside the watershed project boundary under EJH IWMP-I in East Jaintia Hills district.
21.	28/02/2016	<ul style="list-style-type: none"> • Covered Middle Reach Village namely Bear & Sarhen under WJH IWMP-VII in West Jaintia Hills district.
22.	29/02/2016	<ul style="list-style-type: none"> • Covered Upper Reach Village namely Rtiang located under WJH IWMP-VII in West Jaintia Hills district.

3. MARCH 2016:

Sl. No.	Date	Activities Carried Out
1.	01/03/2016	<ul style="list-style-type: none"> Covered Lower Reach Village namely Mukroh located under WJH IWMP-VII in West Jaintia Hills district.
2.	02/03/2016	<ul style="list-style-type: none"> Covered Control Villages namely Laskein located outside the watershed project boundary under WJH IWMP-VII in West Jaintia Hills district.
3.	03/03/2016	<ul style="list-style-type: none"> Attended Inauguration ceremony of SHG Mela under IWMP, organised by SLNA-Meghalaya at District Library, Shillong. Participated in the meeting with the functionaries of Watershed Committees/participants of SHG Mela related to field survey visits.
4.	04/03/2016	<ul style="list-style-type: none"> Covered Middle Reach Village namely Mawriang located under EKH IWMP-XIII in East Khasi Hills district.
5.	10/03/2016	<ul style="list-style-type: none"> Covered Middle Reach Village namely Byrki Mawthung and Upper Reach Village namely Marshan Namlang located under WKH IWMP-VII in West Khasi Hills district.
6.	11/03/2016	<ul style="list-style-type: none"> Covered Lower Reach Village namely Mawthynrong located under WKH IWMP-VII in West Khasi Hills district.
7.	12/03/2016	<ul style="list-style-type: none"> Covered Control Village namely Rapha Thorikakona located outside the watershed project boundary under WKH IWMP-VII in West Khasi Hills district.
8.	13/03/2016	<ul style="list-style-type: none"> Covered Lower Reach Village namely Langpa located under SWKH IWMP-IV in South West Khasi Hills district.
9.	14/03/2016	<ul style="list-style-type: none"> Covered Middle Reach Village namely Mawthabah located under SWKH IWMP-IV in South West Khasi Hills district.
10.	15/03/2016	<ul style="list-style-type: none"> Covered Upper Reach Village namely Wahkaji located under SWKH IWMP-IV in South West Khasi Hills district.
11.	16/03/2016	<ul style="list-style-type: none"> Covered Control Villages namely Mawkhaitngap located outside the watershed project boundary under SWKH IWMP-IV in South West Khasi Hills district. Field visit to project locations to evaluate EPA activities under SWKH IWMP-IV in South West Khasi Hills district.
12.	17/03/2016	<ul style="list-style-type: none"> Covered Lower Reach Village namely Umsyiem located under EKH IWMP-XIII in East Khasi Hills district.
13.	18/03/2016	<ul style="list-style-type: none"> Covered Upper Reach Village namely Nashain located under EKH IWMP-XIII in East Khasi Hills district. Covered Control Villages namely Nongshyrngon located outside the watershed project boundary under EKH IWMP-XIII in East Khasi Hills district.
14.	21/03/2016 To 31/03/2016	<ul style="list-style-type: none"> Data Processing work of field data in NEDFi Branch Office, Shillong.

DIVISION WISE STATUS OF FINANCIAL FUND FLOW (AS ON 31/03/2016):

Financial Fund Flow Status has been compiled based on the information furnished by the respective Project Managers, WCDC (Divisional Officers) for all the 37 (Thirty Seven) Projects covering 11 (Eleven) districts of Meghalaya under Batch-III, Batch-IV and Batch-V of IWMP. Division-wise Fund Flow status as on 31/03/2016 at WCDC level is shown below;

A) Fund Flow Status at WCDC Level (As on 31/03/2016) in East Khasi Hills Division:

Batch	Name of Project	Project Area (in Ha)	Project Cost (Rs. in Lakhs)	Fund Received by WCDC (Rs. in Lakhs)	Percentage of Fund Received (in %)	Fund Released by WCDC (Rs. in Lakhs)	Percentage of Fund Released (in %)
III	EKH IWMP XI	3000	450.00	202.50	45.00%	186.613	92.15%
	EKH IWMP XII	2000	300.00	135.00	45.00%	132.055	97.82%
IV	EKH IWMP XIII	4970	745.50	149.10	20.00%	106.422	71.38%
V	EKH IWMP XIV	3165	474.75	28.485	6.00%	28.485	100.00%
	EKH IWMP XV	1870	280.50	16.83	6.00%	16.83	100.00%

B) Fund Flow Status at WCDC Level (As on 31/03/2016) in West Khasi Hills Division:

Batch	Name of Project	Project Area (in Ha)	Project Cost (Rs. in Lakhs)	Fund Received by WCDC (Rs. in Lakhs)	Percentage of Fund Received (in %)	Fund Released by WCDC (Rs. in Lakhs)	Percentage of Fund Released (in %)
III	WKH IWMP VIII	2500	375.00	168.75	45.00%	168.75	100%
	WKH IWMP IX	2500	375.00	168.75	45.00%	168.75	100%
IV	WKH IWMP X	5050	757.50	151.50	20.00%	151.50	100%

C) Fund Flow Status at WCDC Level (As on 31/03/2016) in South West Khasi Hills Division:

Batch	Name of Project	Project Area (in Ha)	Project Cost (Rs. in Lakhs)	Fund Received by WCDC (Rs. in Lakhs)	Percentage of Fund Received (in %)	Fund Released by WCDC (Rs. in Lakhs)	Percentage of Fund Released (in %)
IV	SWKH IWMP III	5850	877.50	175.50	20.00%	175.50	100.00%
V	SWKH IWMP IV	5567	835.05	50.103	6.00%	50.103	100.00%

D) Fund Flow Status at WCDC Level (As on 31/03/2016) in Ribhoi Division:

Batch	Name of Project	Project Area (in Ha)	Project Cost (Rs. in Lakhs)	Fund Received by WCDC (Rs. in Lakhs)	Percentage of Fund Received (in %)	Fund Released by WCDC (Rs. in Lakhs)	Percentage of Fund Released (in %)
III	IWMP VII	2500	375.00	168.75	45.00%	167.75116	99.40%
IV	IWMP VIII	5000	750.00	150.00	20.00%	149.25780	99.50%
V	IWMP IX	5000	750.00	45.00	6.00%	45.00	100.00%

E) Fund Flow Status at WCDC Level (As on 31/03/2016) in East Jaintia Hills Division:

Batch	Name of Project	Project Area (in Ha)	Project Cost (Rs. in Lakhs)	Fund Received by WCDC (Rs. in Lakhs)	Percentage of Fund Received (in %)	Fund Released by WCDC (Rs. in Lakhs)	Percentage of Fund Released (in %)
V	IWMP I	2160	324.00	13.00	4.01%	12.04241	92.634%

F) Fund Flow Status at WCDC Level (As on 31/03/2016) in West Jaintia Hills Division:

Batch	Name of Project	Project Area (in Ha)	Project Cost (Rs. in Lakhs)	Fund Received by WCDC (Rs. in Lakhs)	Percentage of Fund Received (in %)	Fund Released by WCDC (Rs. in Lakhs)	Percentage of Fund Released (in %)
III	IWMP VI	4000	600.00	270.00	45.00%	269.25	99.72%
	IWMP VII	4000	600.00	270.00	45.00%	266.04225	98.53%
IV	IWMP VIII	2980	447.00	89.40	20.00%	88.953	99.50%
	IWMP IX	3020	453.00	90.60	20.00%	86.91596	95.93%
V	IWMP X	2630	394.50	23.67	6.00%	23.67	100.00%
	IWMP XI	3280	492.00	29.52	6.00%	29.52	100.00%

G) Fund Flow Status at WCDC Level (As on 31/03/2016) in East Garo Hills Division:

Batch	Name of Project	Project Area (in Ha)	Project Cost (Rs. in Lakhs)	Fund Received by WCDC (Rs. in Lakhs)	Percentage of Fund Received (in %)	Fund Released by WCDC (Rs. in Lakhs)	Percentage of Fund Released (in %)
III	EGH IWMP VIII	3000	450.00	209.625	46.58%	209.625	100.00%
IV	EGH IWMP IX	2000	300.00	60.00	20.00%	60.00	100.00%
	EGH IWMP X	2000	300.00	60.00	20.00%	60.00	100.00%

H) Fund Flow Status at WCDC Level (As on 31/03/2016) in West Garo Hills Division:

Batch	Name of Project	Project Area (in Ha)	Project Cost (Rs. in Lakhs)	Fund Received by WCDC (Rs. in Lakhs)	Percentage of Fund Received (in %)	Fund Released by WCDC (Rs. in Lakhs)	Percentage of Fund Released (in %)
III	WGH IWMP XI	2000	300.00	135.00	45.00%	135.00	100.00%
	WGH IWMP XI	3000	450.00	202.50	45.00%	202.50	100.00%
	WGH IWMP XII	3000	450.00	202.50	45.00%	202.50	100.00%
IV	WGH IWMP XIII	2090	313.50	62.70	20.00%	62.70	100.00%
	WGH IWMP XIV	1910	286.50	57.30	20.00%	57.30	100.00%

I) Fund Flow Status at WCDC Level (As on 31/03/2016) in North Garo Hills Division:

Batch	Name of Project	Project Area (in Ha)	Project Cost (Rs. in Lakhs)	Fund Received by WCDC (Rs. in Lakhs)	Percentage of Fund Received (in %)	Fund Released by WCDC (Rs. in Lakhs)	Percentage of Fund Released (in %)
III	NGH IWMP III	2000	300.00	-The Projects were previously implemented under East Garo Hills division as PIA. Recently, Projects are transferred to North Garo Hills and systems are yet to be functional as per information. Therefore, information furnished against Received is –NIL- and against Released is –NIL-.			
V	NGH IWMP IV	2300	345.00				
	NGH IWMP V	2200	330.00				

J) Fund Flow Status at WCDC Level (As on 31/03/2016) in South Garo Hills Division:

Batch	Name of Project	Project Area (in Ha)	Project Cost (Rs. in Lakhs)	Fund Received by WCDC (Rs. in Lakhs)	Percentage of Fund Received (in %)	Fund Released by WCDC (Rs. in Lakhs)	Percentage of Fund Released (in %)
III	SGH IWMP V	2000	300.00	135.00	45.00%	135.00	100.00%
	SGH IWMP VI	2000	300.00	135.00	45.00%	135.00	100.00%
IV	SGH IWMP VII	1960	294.00	58.80	20.00%	58.80	100.00%
	SGH IWMP VIII	2040	306.00	61.20	20.00%	61.20	100.00%
V	SGH IWMP IX	3590	538.50	32.31	6.00%	32.31	100.00%

K) Fund Flow Status at WCDC Level (As on 31/03/2016) in South West Garo Hills Division:

Batch	Name of Project	Project Area (in Ha)	Project Cost (Rs. in Lakhs)	Fund Received by WCDC (Rs. in Lakhs)	Percentage of Fund Received (in %)	Fund Released by WCDC (Rs. in Lakhs)	Percentage of Fund Released (in %)
V	SWGHIWMP II	3980	597.00	35.82	6.00%	35.82	100.00%

Recommendation:

- Project Managers of WCDC (Divisional Officers) under newly created divisions are advised to complete the fund transfer formality of the handed over Projects sooner from the earlier PIAs (if still pending) as well as expedite the activities as per Operational Guidelines (IWMP) so that the time period planned for implementation of the Projects is not affected.

WAY FORWARD:

A. Upcoming Monitoring Reports from NEDFi (MEL&D Agency):

- Submission of Annual Report (2015-16).
- Submission of Baseline Report 2016.
- Submission of Monthly Report (May 2016 Onwards on regular basis).
- Submission of Quarterly Process Monitoring Report (April- June 2016 onwards for every quarter on regular basis).

Sl. No.	Reports to be Submitted	Expected Time Period for Submission of Report	Remarks
1.	Annual Process Monitoring Report (2015-2016).	May 2016	<ul style="list-style-type: none"> • Report will include learning and good practices followed under IWMP in Meghalaya.
2.	Baseline Report 2016.	June 2016	<ul style="list-style-type: none"> • Report will present batch-wise and district-wise observations.
3.	Monthly Report May 2016.	June 2016	<ul style="list-style-type: none"> • Report will present analysis of fund flow status and activities carried out during the reporting month by referring the existing MIS data sent from PIA to DoLR on Monthly basis.
4.	Quarterly Process Monitoring Reports. I) (April- June 2016)	<p>July 2016</p> <p>* Schedules (Three Nos.) developed for Process Monitoring is enclosed in Annexure- I, II and III of this Status Report.</p>	<ul style="list-style-type: none"> • Simplified version of the Process Monitoring Schedules has been developed including the most important indicators/parameters. • Three separate Process Monitoring Schedules are there for monitoring of the IWMP Projects which are in different phase of implementation viz Preparatory Phase, Work Phase and Consolidation Phase. • Appropriate Schedule out of three types of Schedules suitable for the Project to be monitored will be applicable. • NEDFi field staff will fill the Schedules in consultation with the PIA officials. • Report will be presented based on the field level observations on quarterly basis.

SUPPORT FROM SLNA-MSWWDA (IWMP-MEGHALAYA)

Co-operation of the SLNA Meghalaya State Watershed & Wasteland Development Agency (MSWWDA), IWMP-Meghalaya and PIA (Soil & Water Conservation Department, Govt. of Meghalaya) would be crucial to the success of the project. Support services in following areas are expected by the MEL&D agency during the course of the project:

- Arrangement for a Single Point of contact within SLNA/WCDC/PIA who will work with the MEL&D team in order to get timely information on project progress status.
- Formation of a Project review committee/mechanism which can provide executive guidance to the team.
- Timely availability of relevant historical data and information from SLNA/WCDC/PIA.
- Timely feedback and approvals on deliverables by MEL&D Agency.
- The deliverables once submitted should be reverted with feedback within a fortnight. The MEL&D Agency would seek continuous feedback in order to fulfil all the requirements of SLNA before final and timely submission of a deliverable. In case of delay of more than a fortnight in providing the sign-off / acknowledgement of acceptance of the final deliverable after submission (including email submission), the deliverable would be presumed to be accepted.
- Facilitating co-operation from key stakeholders including departmental staff.
- In case of any risk identified during the execution of the project, timely intervention and advice of the SLNA is desired.

ANNEXURE-I

INTEGRATED WATERSHED MANAGEMENT PROGRAMME (IWMP)

PROCESS MONITORING (PREPARATORY PHASE)

FOR THE QUARTER.....

State	District	Development Block	Name of IWMP Project	Project Batch & Year	Numbers of Micro Watersheds	Numbers of Villages	Treatable Area (In Ha)

Submitted By

Monitoring, Evaluation, Learning and Documentation (MEL&D) Agency

North Eastern Development Finance Corporation Ltd (NEDFi).

NEDFi House, G. S. Road, Dispur, Guwahati, Assam.

Pin-781006.

Process Monitoring Report (Preparatory Phase)

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
I. Preparatory Phase					
1.	Institutional Arrangement				
1.1	WCDC (<i>Regular Project Manager, Manpower (sanctioned/ actual, qualification, regular, contractual, %age etc.) To be filled in at WCDC level</i>)				
1.1.1	Positions Sanctioned				
1.1.2	Numbers of Staff				
1.1.3	Roles & Responsibilities of Staff				
1.1.4	Experience				
1.1.5	Functioning				
1.1.6	Documentation (<i>i.e. Report submission to SLNA, MIS etc.</i>)				
1.1.7	Financial Management (<i>i.e. Status of fund utilization, Submission of UCs to SLNA etc.</i>)				
1.1.8	Others (Specify)				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
1.3	PIA (To be filled in at PIA level)				
1.3.1	Positions Sanctioned				
1.3.2	Numbers of Staff				
1.3.3	Roles & Responsibilities of Staff				
1.3.4	Experience				
1.3.5	Functioning (<i>Support & Guidance to WC, CBOs, Capacity Building etc.</i>)				
1.3.6	Documentation (<i>i.e. Report submission to WCDC, MIS etc.</i>)				
1.3.7	Financial Management (<i>i.e. Status of fund utilization, Submission of UCs to WCDC etc.</i>)				
1.3.8	Others (Specify)				
1.4	WDT (To be filled in at WDT level)				
1.4.1	Positions Sanctioned				
1.4.2	Numbers of Staff				
1.4.3	Roles & Responsibilities of Staff				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
1.4.4	Experience				
1.4.5	Functioning (<i>Support & Guidance to WC, CBOs, Capacity Building etc.</i>)				
1.4.6	Others (Specify)				
2.	Capacity Building (<i>Training of WCDC, PIA & WDT teams for pre-project activities viz. awareness & sensitization, Community Mobilization, CBOs, DPR, EPA etc.</i>) – As per Training Plan				
2.1	Project Orientation				
2.2	Awareness & Sensitization				
2.3	Community Mobilization				
2.4	CBOs				
2.5	EPA				
2.6	Participatory Project Management				
2.7	Financial Management				
2.8	DPR Preparation				
2.9	Status of Training Modules				
2.10	Training Methodology Adopted				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
2.11	Participation Level and Impact				
2.12	Others (Specify)				
3.	Awareness & Sensitization (<i>Appropriateness of awareness campaign & sensitization of project among project beneficiaries to establish the rapport and confidence building etc.</i>)				
3.1	Type of Activity & Nos.: (<i>Example – Village Level Meeting, Wall Painting, Street plays, Rally, etc.</i>)				
3.2	Attendance/ Participation in the events				
3.3	Women Participation				
3.4	Content, Means of delivery				
3.5	Impact of Campaign among beneficiaries (level of awareness)				
3.6	Others (<i>specify</i>)				
4.	Entry Point Activities (EPA)				
4.1	Total no. of EPA (<i>target vis-à-vis achievement (physical & financial)</i>)				
4,2	Major EPAs in the Village				
4.3	Conduct of Village Level Meeting for identification of EPA (<i>Date & proceedings etc.</i>)				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
	Identification <i>(based on need assessment, consent, etc.)</i>				
4.4	Level of Participation by community in Village Level Meeting				
4.5	Participation of Woman and SC/ST population				
4.6	Implementing Agency				
4.7	Implementing Status				
4.8	Utility of EPA				
4.9	Others <i>(specify)</i>				
5.	Formation & Functioning of CBOs and Other Institutions				
5.1	Self Help Group (SHG)				
5.1.1	Total No. of SHGs <i>(Target vis-à-vis achievement)</i>				
5.1.2	Total No. of Poor Households covered under SHGs <i>(% age)</i>				
5.1.3	Out of which no. of Women SHGs				
5.1.4	Average Membership				
5.1.5	Capacity building & Training to SHG leaders/ members				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
	<i>(community mobilization, conflict resolution, record keeping & accounting, credit linkage, marketing etc as per training annual plan. Resource organization)</i>				
5.1.6	Process of SHG Formation <i>(byelaws, objectives, frequency of meetings, savings, etc.)</i>				
5.1.7	Functioning of SHG <i>(level of participation, rotation of signatories, objectives of SHGs etc.)</i>				
5.1.8	Status of Record Keeping <i>(i.e. proceedings, account, passbooks etc.)</i>				
5.1.9	Status of Saving <i>(regular/ equal/ frequency etc.)</i>				
5.1.10	Status of Inter-loaning <i>(frequency of inter-loaning, no. of loans etc.)</i>				
5.1.11	Status of First Grading <i>(to be eligible first level of revolving fund)</i>				
5.1.12	Name of the Grading Agency <i>(By outside agency or by PIA etc.)</i>				
5.1.13	Status of Second Grading <i>(to be eligible livelihood fund)</i>				
5.1.14	Name of the Grading Agency <i>(By outside agency or by PIA etc.)</i>				
5.1.1	Names of IGA activities identified				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
5.1.15	Status Business Plan of IGA of SHGs				
5.1.16	Source of Outside Funding (<i>Bank Linkage, Own Source etc.</i>)				
5.1.17	Status of Repayment of Loan/ Fund				
5.1.18	Others (<i>Specify</i>)				
5.2	Users Groups (UG)				
5.2.1	Total No. of UGs (<i>target vis-à-vis achievement</i>)				
5.2.2	Average Membership				
5.2.3	Membership of SC/ ST (%age)				
5.2.4	Membership of Women (%age)				
5.2.5	Name of UG Members who are also members of WC				
5.2.6	Functioning of UGs (<i>level of participation, awareness, progress, benefits, maintenance etc.</i>)				
5.2.7	Capacity Building & Training to UG members (<i>technical aspects, community mobilization, conflict resolution, record keeping & accounting, marketing etc as per training annual plan, resource</i>				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
	<i>organization)</i>				
5.2.8	Status of Record Keeping (<i>i.e. proceedings of meetings, roastering of water, sharing of benefits etc.</i>)				
5.3.9	Status of contribution to WDF (<i>yes or no & % age etc.</i>)				
5.3.10	Level of participation in WC Meetings				
5.3.11	Others (<i>specify</i>)				
5.3	Watershed Committee (WC)				
5.3.1	Date of Formation of WC				
5.3.2	Total No. of Members				
5.3.3	No. of Women Members				
5.3.4	No. of SC/ ST Members				
5.3.5	Date of Registration				
5.3.6	Level of participation in WC (<i>by UG, SHG, WDT etc.</i>)				
5.3.7	Involvement of members in planning, implementation, documentation, exit strategy etc.				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
5.3.8	Name of Chairman & Secretary (Selected/ Elected & qualification of secretary etc.)				
5.3.9	Capacity Building & training to UG members of WC (Technical aspects, community mobilization, project management, financial management, conflict resolution, record keeping & accounting, marketing etc as per training annual plan, resource organization)				
5.3.10	Status of Functioning of Office (Awareness among villagers, office hours etc.)				
5.3.11	Frequency of WC Meetings (fortnightly, monthly etc.)				
5.3.12	Level of participation by members in Meetings				
5.3.13	Status of Record Keeping (cash book, bank passbook, cheque book register, ledger, voucher folder, stock register, muster-roll, measurement book, progress register, copies of administrative & financial sanctions, DPR, proceeding register etc.)				
5.3.14	Financial Management (mode of payment, adherence to guidelines, verification of work, administrative & financial sanctions etc.)				
5.3.15	Status of Responsibilities of WC				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
	➤ Level members participation				
	➤ Level of Chairman commitment				
	➤ Level secretary commitment				
	➤ Level of WDT member commitment				
	Status of Watershed Project Fund (<i>Amt. received, amt. of expenditure, un-utilized fund etc.</i>)				
5.3.16	Status of Watershed Development Fund (<i>Amt. of contribution received, amt. of expenditure, balance amt. etc.</i>)				
5.3.17	Status of compliance of audit observations				
5.3.18	Social audit of work of UGs & SHGs by WC				
5.3.19	Status of compliance of decisions taken in WC meetings (<i>action taken report, follow up etc.</i>)				
6.	DPR Preparation				
6.1	PRA conducted/ Focused Group Discussion carried out				
6.2	Transect walk carried out				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
6.3	Baseline data collected as per guidelines by PIA				
6.4	Verification of Baseline data by State MEL&D done				
6.5	Status of variation in Baseline data reported (<i>consensus arrived at</i>)				
6.6	Household Survey carried out as per guidelines				
6.7	Integrated of IWMP with District Plan				
6.8	Sectoral expertise involved				
6.9	No. of households involved				
6.10	Status of use of Remote Sensing Map				
6.11	Status of use of Hydrological parameters				
6.12	Status of Natural Resources (i.e. soil, water, forest, crops, livestock etc.)				
6.13	Properly documented and its availability				
6.14	Annual Action Plan				
6.15	Convergence				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
6.16	Integration of Benchmark Values				
6.17	Approval of DPR by GP				
6.18	Other (<i>Specify</i>)				

Photographs

(Signature)

Name of Investigator:

Designation:

Contact No.

Lat. & Long.

Email:

ANNEXURE-II

INTEGRATED WATERSHED MANAGEMENT PROGRAMME (IWMP)

PROCESS MONITORING (WORK PHASE)

FOR THE QUARTER.....

State	District	Development Block	Name of IWMP Project	Project Batch & Year	Numbers of Micro Watersheds	Numbers of Villages	Treatable Area (In Ha)

Submitted By

Monitoring, Evaluation, Learning and Documentation (MEL&D) Agency

North Eastern Development Finance Corporation Ltd (NEDFi).

NEDFi House, G. S. Road, Dispur, Guwahati, Assam.

Pin-781006.

Process Monitoring Report (Work Phase)

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
I	Work Phase				
1.	Soil & Water Conservations				
1.1	No. of structures created (<i>Target-vis-à-vis achievement</i>)				
	Status of incomplete structures				
1.2	Technical Feasibility, location, designing and quality of structure (<i>adherence to guidelines, layout, agency involved, quality control, measurement book etc.</i>)				
1.3	Variation of location, size of structure (<i>reasons thereof</i>)				
1.4	Status of approval of variations of any from appropriate authority				
1.5	Type and quality of structure (Check dam, percolation tank, pond, (<i>adherence to guidelines, layout, agency involved, quality control, measurement book etc.</i>))				
1.6	Stone masonry works-retaining wall, crate wire, RRB, Field bunding, brushwood, etc. (<i>adherence to guidelines, layout, agency involved, quality control, measurement book etc.</i>)				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
1.7	Area irrigated by source, ground water levels - bore well and open well, surface water-nallah, stream flows, drinking water status				
1.8	Type of Tree Coverage, horticulture coverage, types and shifting to horticulture				
1.9	Status of Social Audit if any				
1.10	Level of Participation by WC/UG				
1.11	Benefit realized (<i>by way of soil conservation, water conservation, increased irrigation water, cropping intensity, diversification, etc.</i>)				
1.12	Sharing of benefits by members of UGs (<i>water sharing etc.</i>)				
1.13	Status of beneficiaries contribution (<i>10% or 5% as the case may be</i>)				
1.14	Other (<i>Specify</i>)				
2.	Agriculture Production				
2.1	Additional area brought under cultivation				
2.2	Cropping intensity				
2.3	Crop diversification (<i>cash crops/vegetables/fruit crops etc.</i>)				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
2.4	Adoption of improved package of practices				
2.5	Status of Beneficiaries contribution (20% or 10% as the case may be)				
2.6	Other (Specify)				
3.	Farm Production Support System				
3.1	No. & types of activities (<i>i.e. drip irrigation, water tanks, seeds, implements, organic farming, vermin-compost, IPM, INP, mulching,</i>				
	❖ No. of household covered				
	❖ Area covered				
	❖ Capacity Building & Training				
3.2	No. & types of field demonstration for adoption of new technology & practices (<i>target-vis-a-vise achievement</i>)				
	❖ No. of household covered				
	❖ Area covered				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
	❖ Capacity Building & Training				
	❖ Results/Impacts				
	❖ Spread effect				
3.3	Capacity Building & Training				
3.4	Other (<i>Specify</i>)				
4.	Livestock				
4.1	Availability of Green fodder (<i>target-vis-a-vise achievement</i>)				
4.2	No. and type of livestock (<i>target-vis-a-vise achievement</i>)				
4.3	Quality of livestock (cross-bred, indigenous) - (<i>target vis-a-vise achievement</i>)				
4.4	Milk production (<i>target-vis-a-vise achievement</i>)				
4.5	Animal health camps organized (<i>No., type, animals covered, disease treated, drug distribution</i>)				
4.6	Benefits realized (<i>by way increased milk, meat, egg production</i>)				
4.7	No. of Artificial Insemination (AI) centre created				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
4.8	No. of AI conducted				
4.9	Benefits Realized (<i>no. of families covered, additional quality heifers born, additional milk production etc.</i>)				
4.10	Meat Production (<i>target vis-a-vise achievement</i>)				
4.11	Pasture and Fodder development (<i>target vis-a-vise achievement</i>)				
4.12	Grazing details- stall feeding and				
4.13	Feed Management - silage making				
4.14	Training & Capacity Building on livestock				
4.15	Veterinary services system (ex: Gopal Mitra, etc)				
4.16	Other (<i>Specify</i>)				
5.	Income Generating Activity (IGA) – Livelihood Enhancement				
5.1	Status of IGA plan (<i>Target vis-a-vise achievement</i>)				
5.2	No. of IGA & type of IGAs (<i>Traditional, Natural Resource based, skill based, target vis-à-vis achievement</i>)				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
5.3	Activity details				
5.4	No. of persons covered				
5.5	Women covered				
5.6	No. of SHGs				
5.7	No. landless families covered				
5.8	Capacity Building & Training to SHGs on Livelihood (<i>unit cost, project management, financial management, conflict resolution, record keeping & accounting, marketing etc as per training annual plan, resource organization</i>)				
5.9	Backward & Forward Linkages – (<i>financial, marketing and other institutional support</i>)				
5.10	Innovative IGAs				
5.11	Group IGAs				
5.12	Functioning of IGAs				
5.13	Hand Holding				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
5.14	Sustainability				
5.15	EDP and EAP				
5.16	Status of repayment of loan/ fund				
5.17	Others (<i>specify</i>)				
6.	MELD Activities				
6.1	Status of Monitoring & Evaluation mechanism by;				
	➤ Internal by SLNA, WCDC, PIA				
	➤ Independent third party external agencies (<i>state MEL&D agencies</i>)				
	➤ Independent third party external agencies (<i>national ME&L agency</i>)				
6.2	Details of Agencies in places				
6.3	Monitoring Plan, concurrent monitoring, impact assessment and other monitoring activities				
6.4	TOR and functioning of M&E				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
6.5	Status of Deliverables as per the TOR time frame				
6.6	Status of functioning of MIS for M&E				
6.7	Training and CB for M&E				
6.8	Learning Mechanisms				
6.9	Dissemination Mechanism				
6.10	Compliance Mechanism				
6.11	Community MONITORING at WC level				
6.12	Social Audit, if any				
6.13	Others (<i>Specify</i>)				
7.	Project Management				
7.1	Financial Management				
7.1.1	Status of Project Financial Management System (PFMS) - staff, logistic				
7.1.2	Procurement system as per guidelines				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
7.1.3	Status of fund utilization at various level, unspent fund				
7.1.4	Financial progress of project activities				
7.1.5	Timely submission of SOE and UC by SLNA, WCDC/PIA and others, specify				
7.1.6	Timely release of fund at all levels (from DoLR, SLNA, WCDC/PIA, WC)				
7.1.7	Mode of transfer (A/C payee cheque / PFMS / online)				
7.1.8	Training on Financial Mgt. – type, no. content, quality etc.				
7.2	Transparency				
7.2.1	Fund utilization				
7.2.2	Payment through Cheque at all levels				
7.2.3	Payment through online / PFMS				
7.2.4	Public display of activities and progress				
7.2.5	M&E is in place				
7.2.6	Internal and external audit				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
7.2.7	Social audits				
7.2.8	Documentation and dissemination of reports				
7.2.9	Verification of quality of work as per guidelines				
7.3	Capacity Building (CB) For All Levels				
7.3.1	Status of Annual Training Plan				
7.3.2	Status of training agencies (SRO/ DRO/ PRO)				
7.3.3	Training module developed at all levels (<i>as per annual training plan</i>)				
7.3.4	Method and delivery mechanism developed (<i>as per annual training plan</i>)				
7.3.5	No. of Trainings conducted (<i>as per annual training plan</i>)				
7.3.6	No. of Participants attended				
7.3.7	Level of Participation				
7.3.8	Content and appropriateness of training				
7.3.9	Sequencing of Training				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
7.3.10	Quality of Training				
7.3.11	Quality of Trainers and Resource Persons				
7.3.12	Others (<i>Specify</i>)				
8	Convergence				
8.1	Status of Convergence Plan (<i>Prepared or not</i>)				
8.2	Details of Schemes / Activities converged (<i>As per plan</i>)				
8.3	Funding Pattern (<i>target vis-à-vis achievement</i>)				
8.4	Institutional Convergence (<i>target vis-à-vis achievement</i>)				
8.5	Achievement of Particular Activities				
8.6	Others (<i>Specify</i>)				

Photographs

(Signature)

Name of Investigator:

Designation:

Contact No.

Lat. & Long.

Email:

ANNEXURE-III

INTEGRATED WATERSHED MANAGEMENT PROGRAMME (IWMP)

PROCESS MONITORING (CONSOLIDATION PHASE)

FOR THE QUARTER.....

State	District	Development Block	Name of IWMP Project	Project Batch & Year	Numbers of Micro Watersheds	Numbers of Villages	Treatable Area (In Ha)

Submitted By

Monitoring, Evaluation, Learning and Documentation (MEL&D) Agency

North Eastern Development Finance Corporation Ltd (NEDFi).

NEDFi House, G. S. Road, Dispur, Guwahati, Assam.

Pin-781006.

Process Monitoring Report (Consolidation Phase)

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
I	Consolidation & Withdrawal Phase				
1.	Consolidation & Withdrawal Strategy				
1.1	Status of Withdrawal Strategy Plan				
1.2	Project Completion Report prepared				
1.3	End of Project evaluation carried out				
1.4	Related CBOs are capacitated in post project management of assets				
1.5	Mechanisms for watershed assets management				
1.6	Assets generated particularly in the CPRs are handed over to related department/ Local Body				
1.7	MOUs are developed and agreed upon with the related department/ Local Body for the above				
1.8	No. of Water Development Fund (WDF) generated				
1.9	Details of WDF Bank account (including the operation)				
1.10	Current Status of WDF				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
1.11	Clarity of Understanding with respect to WDF by the CBOs, community, WCDC and WCs				
2	Post Project Management Arrangement				
2.1	No. of CBOs assigned with post project responsibilities				
2.2	Assets are identified for post project management				
2.3	MOU for the above has been developed agreed upon with the identified CBOs (WC, AG, SHGs)				
2.4	Any other institutional arrangement made for maintenance for the above (PRI, other dept., NGOs, etc.)				
2.5	Financial source are identified in addition to the WDF for post project management of assets (maintenance of Ponds, Check Dams, Forestland, etc. in CPR)				
3	Sustainability				
3.1	Status Democratic functioning of CBOS				
	❖ WC				
	❖ SHG				

Sl. No.	Processes / Activities	Situational Status	Reasons	Suggestions For Improvement	Stakeholders Responsible
	❖ UG				
3.2	Above 70% of the assets (soil & water conservation structure and others) in the private land				
3.3	Above 50% in CPR are sustained in operational condition				
3.4	Above 80% survival of agro forestry plantation in private land and 50% survival in CPR				
3.5	Above 50% of the CBOs continues to function in the watershed area even after one to two year				
3.6	Above 90% of the IGAs continued successfully beyond one to two years				
3.7	NRM activities and IGA activities has generated spread effect (on their own) in the post project scenario				
3.8	Status of handing over of various assets to respective deptts for further follow up and maintenance				
3.9	Others (<i>Specify</i>)				

Photographs

(Signature)

Name of Investigator:

Designation:

Contact No.

Lat. & Long.

Email:

ANNEXURE-IV

PHOTOGRAPHS OF FIELD ACTIVITIES CARRIED OUT IN MEGHALAYA



Baseline Survey under RB IWMP-VIII in Ribhoi District



Baseline Survey under RB IWMP-VIII in Ribhoi District



Baseline Survey under NGH IWMP-IV in North Garo Hills District



Baseline Survey under NGH IWMP-IV in North Garo Hills District

PHOTOGRAPHS OF FIELD ACTIVITIES CARRIED OUT IN MEGHALAYA



Baseline Survey under EKH IWMP-XI in East Khasi Hills District



Baseline Survey under EKH IWMP-XI in East Khasi Hills District



Baseline Survey under EKH IWMP-XIII in East Khasi Hills District



Baseline Survey under EKH IWMP-XIII in East Khasi Hills District

PHOTOGRAPHS OF FIELD ACTIVITIES CARRIED OUT IN MEGHALAYA



Baseline Survey under WGH IWMP-XIII in West Garo Hills District



Baseline Survey under WGH IWMP-XIII in West Garo Hills District



Baseline Survey under WKH IWMP-VIII in West Khasi Hills District



Visit to Remote Areas for Baseline Survey in West Khasi Hills District

PHOTOGRAPHS OF FIELD ACTIVITIES CARRIED OUT IN MEGHALAYA



Baseline Survey under SWKH IWMP-IV in South West Khasi Hills District



Baseline Survey under SWKH IWMP-IV in South West Khasi Hills District



Evaluation Field Visit in South West Khasi Hills District



Evaluation Field Visit in South West Khasi Hills District