

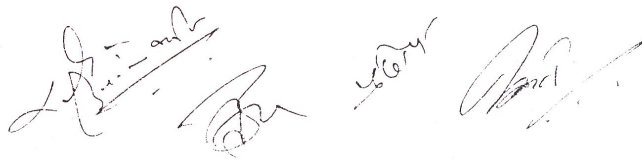
Government of Nepal
Ministry of Water Resources
Department of Irrigation

Workshop, Training, Research,
Monitoring and Evaluation
NORMS

For
CONDUCTING
CASE STUDY / RESEARCH / TRAINING / STUDY TOUR / WORKSHOP / SEMINAR / CONFERENCE /
TALK PROGRAM / MODEL TESTING / DATA COLLECTION / DESIGNING / MONITORING /
EVALUATION / WUA INSTITUTIONAL DEVELOPMENT & STRENGTHENING ACTIVITIES

2064

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नेपाल सरकार

जलस्रोत मन्त्रालय

सिंचाई विभाग

५-५३३१३३
५-५३३१३३
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५-५३३१११
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५-५३३१००
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५-५३३१००
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प सं :-

च नं :- २५५, २०६४/६५
E.O.

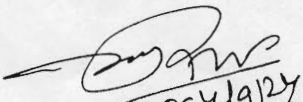
फ्याक्स : ९७७-१-५५३३१११
जावलाखेल, ललितपुर

२०६५/१/२५

विषय: Norms सम्बन्धमा ।

श्री

उपरोक्त सम्बन्धमा यस विभाग तथा अन्तर्गतका कार्यालयहरूमा Training Research, Monitoring and Evaluation जस्ता कार्यहरू गर्दा प्रयोगमा ल्याइरहेको २०५३ सालको Norms लाई परिमार्जिन गर्ने क्रममा अर्थ मन्त्रालयमा पेश हुँदा, सो मन्त्रालयको मिति २०६४/१२/११ को निर्णय अनुसार लागु गर्ने गरी स्विकृत भई आएको हुँदा सोही अनुसार कार्यान्वयनमा ल्याउनको लागि अर्थ मन्त्रालयको पत्र यसै साथ संलग्न गरी पठाइएको छ । सोही अनुसार कार्य संचालन गर्न गराउनु हुन जानकारी गराइन्छ ।


मधुसूदन पाँडेल
महानिर्देशक

D:\a-letters\norms 2064 doc 8

E-mail: irrigation@wlink.com.np



प.सं.-०६४।६५

च.नं. ३०३

नेपाल सरकार

अर्थ मन्त्रालय

वजेट तथा कार्यक्रम महाशाखा



त.स.प. २०७३/७४
राजस्व विभाग
वजेट तथा कार्यक्रम महाशाखा
आ.प.स. २०७३/७४
काठमाडौं

सिंहदरवार
काठमाडौं नेपाल।
मिति : २०६५।१।४

विषय :- Norms सम्बन्धमा।

श्री जलश्रोत मन्त्रालय,
सिंहदरवार।

उपरोक्त सम्बन्धमा त्यस मन्त्रालयको च.नं. ७६ मिति २०६४।८।७ को पत्र साथ प्राप्त सिंचाई विभागको Work Shop, Training, Research Monitoring and Evaluation Norms सम्बन्धमा आवश्यक कार्यवाही हुँदा मिति २०६४।१२।११ को निर्णयानुसार निम्न बमोजिम सहमति प्रदान भएकोले सोही बमोजिम हुन अनुरोध गरिन्छ।

निर्णय

१. Allowances

- १.१. Participant daily Allowance: किसानको हकमा मात्र सहभागी भत्ता दिने। उक्त भत्ता दैनिक रु. ३००/- मा नबढाई दिने व्यवस्था हुने।
- १.२. Supporting /Staff daily Allowance कार्य संचालन निर्देशिका २०६४ बमोजिम हुने।
- १.३. Co-ordinator / Team leader / member Secretary Allowance: कार्य संचालन निर्देशिका २०६४ बमोजिम हुने।
- १.४. Out -Station Allowance: प्रस्तावमा भए बमोजिम हुने।

२. Professional Fees (Remuneration) :

- २.१ Training ; प्रस्तावमा भए बमोजिम हुने।
उपर्युक्त बुँदाहरुको सम्बन्धमा प्रशिक्षण दिने सम्बन्धित कार्यालयकै कर्मचारी प्रशिक्षक भएको अवस्थामा निजले "वाचन भत्ता" पाउने छैन।
- २.२ Workshop / Seminar / Conference : प्रस्तावमा उल्लेख भए बमोजिम हुने।
- २.३. Field Exercises / Group Discussion : घण्टाको हिसावले नभई एकमुष्ट दैनिक रुपमा क्रमशः रु. ५००/-, ४००/-, ३००/-, २५०/-, र २००/- सम्मको व्यवस्था गर्ने।



बजेट तथा कार्यक्रम महाशाखा

- २.४. Pre / Post – Training / Workshop Examination : Questionnaire तयार गरे वापत प्रति विषयको रु.२००१- र परिक्षण तथा मूल्याङ्कन वापत प्रति रु. २०१- को व्यवस्था हुने ।
- २.५. Chair Person/Rapporteur Remuneration कार्य संचालन निर्देशिका २०६४ बमोजिम हुने ।
- २.६ Performing Activity Type I, II and III :
- a. Inception Activity Phase प्रस्तावमा उल्लेख भए बमोजिम हुने ।
- b. Field Activity Phase: श्रोत व्यक्तिका लागि प्रति घण्टाको हिसाबले नभई दैनिक एकमुष्ट रुपमा बढीमा रु. ५००१- र न्यूनतम रु. २००१- पारिश्रमिक व्यवस्था हुने ।
- C. Evaluation Activity and report Preparation Phase
- a. Training Proceeding Report Preparation अन्तर्गत Central /Regional /District level मा प्रस्तावित कार्य दिनका लागि क्रमशः रु. १०००१- र रु. १५००१- को व्यवस्था हुने ।
- b. Work shop / Seminar Proceeding report सम्बन्धमा कार्य संचालन निर्देशिका २०६४ बमोजिम हुने ।
- C. Research AppliedStudy report सम्बन्धमा प्रस्ताव बमोजिम हुने ।
- २.७ Newsletter Publication /Website Updating : प्रस्ताव बमोजिम हुने ।
३. Travels / Trans Port :उपयुक्तता हेरी मितव्ययीता आधारमा प्रचलित दर अनुसार खर्च गर्ने ।
४. Materials and Equipment Activity Type I को सम्बन्धमा कार्य सञ्चालन निर्देशिका २०६४ बमोजिम तथा Activity Type , II and III को सम्बन्धमा मितव्ययीता आधारमा खर्च गर्नु पर्ने ।
५. Refreshments:
- ५.१ अन्तर्गत A,B,C, सम्बन्धमा कार्य सञ्चालन निर्देशिका २०६४ बमोजिम हुने ।
- ५.२. र ५.३ सम्बन्धमा कार्यको उपयुक्तता हेरी मितव्ययीता आधारमा खर्च गर्नु पर्ने ।
६. Miscellenous: कार्य सञ्चालन निर्देशिका २०६४ बमोजिम हुने ।

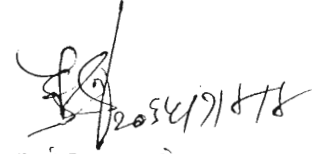

(हर्क नारायण श्रेष्ठ)
शाखा अधिकृत

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ACRONYMS AND ABBREVIATIONS

ADB	-	Asian Development Bank, Manila
DOI	-	Department of Irrigation
EU	-	European Union
GFO	-	Ground Water Field Office
GON	-	Government of Nepal
GWRDP	-	Ground Water Resource Development Project
IMD	-	Irrigation Management Division
IMP	-	Irrigation Management Project
IMTP	-	Irrigation Management Transfer Project
INGO	-	International Non-governmental Organization
MOWR	-	Ministry of Water Resources
NFIWUAN	-	National Federation of Irrigation Water Users Association, Nepal
NGO	-	Non-governmental Organization
PDMED	-	Planning, Design, Monitoring and Evaluation Division
RID	-	Regional Irrigation Directorate
TOR	-	Terms of Reference
USAID	-	United States Agency for International Development
WB	-	The World Bank
WUA	-	Water Users Association

I. BACKGROUND

The Department of Irrigation is performing various activities such as training, research and applied studies for the systematic implementation of irrigation development and management works in the country. For the sustainable development of the irrigation system management, upliftment of the capability of the beneficiaries and for creating the feeling of ownership there is no separate institute within the Department to conduct these activities. But these activities are being conducted assigning the work to resource persons within or from outside the Department

Demand driven with the participatory approach of the beneficiaries being a guiding principle of Irrigation Policy, DOI is constantly involved in enhancing the capacity of DOI personnels and beneficiary farmers so as to strengthen them institutionally. The beneficiary farmers organizations are working hand in hand with DOI at various levels of the organization. In such a context, professional and experts are to be employed in short term activities in order to formulate the project in a decentralized and sustainable manner.

The *Aarthik Prashasan Sambandhi Niyamawali 2056* does not cover the cost of remuneration while conducting the activities such as training, research, applied studies and special tasks (auction, beruju, arbitration support service) of the Department of Irrigation. Hence, to conduct all these activities in a systematic and cost effective method, norms based on performance is felt most necessary by the Department. In 1984, USAID assisted Irrigation Management Project (IMP) started its activities as a project under Planning, Design and Research Division (PDRD) of DOI. To pay the remuneration to the professionals involved in the various activities related to the research, studies, training, etc., the norms for cost estimation was prepared by DOI and approved by the Ministry of Water Resources in 1987. Subsequently, the norms was updated and revised in 1997 (2053 BS).

As it is a common practice, that the norms be revised in regular intervals so as to make it more practical and workable. Hence, the proposed norms has been prepared in the changing context of irrigation development so as to make it compatible with the Water Resources Act, Water Resources Regulation, Irrigation Policy and Irrigation Regulation.

The revised and updated version of the norms has been prepared by DOI based upon the items and rates mentioned in the *Karya Sanchalan Nirdeyshika 2062* of Ministry of Finance with the reference of survey of the honorarium paid in different government agencies such as Ministry of Forest and Soil Conservation, Department of Water Supply and Sewage, and the Department of Agriculture for similar nature of activities. Therefore, on the basis of the nature of the activities of DOI, norms for various activities has been prepared and is forwarded for approval.



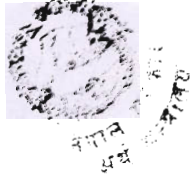
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II. PROPOSITIONS FOR THE NORMS

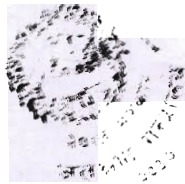
- (1) This norm shall be effective and applicable for the activities mentioned in the approved, annual program and/or activities that support the implementation of the activities of annual program of Department of Irrigation and its Regional Irrigation Directorates, Divisions, Sub-divisions, GWRDP/GFOs and Project Offices.
- (2) This norm shall be effective and applicable for the activities mentioned in the terms of reference to be approved for the work with explicit explanation of the objectives, scope, limitation, methodology, duration and level of input and output of the work.
- (3) This norms will be revised and updated every 3 years on the basis of Nepal Rastra Bank's Inflation Index. Until the next revised and updated norm is approved, the precedent norm shall remain effective.

B

year
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III. BRIEF INTRODUCTION ABOUT THE ACTIVITIES

Type I - Training, Workshop, Seminar and Study Tour

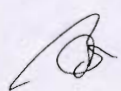
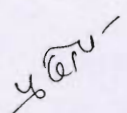
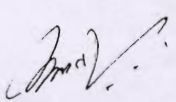


This includes the training, workshop, seminar, conference, study tour, specific field visit, talk program of studies, meeting of committee (board / team) and WUA institutional development activities (FO training, WUA introductory sensitization workshop, WUA formation, facilitation of WUA executive / general beneficiaries' meeting etc.). Training and extension material distribution and exhibition also are included under this type.

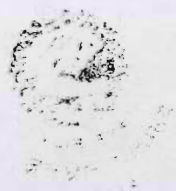
Type II - Research, Monitoring and Evaluation

This includes research works and applied studies including all the three phases of study i.e. inception or pre-field research, on-field research and evaluative or post-field research (excluding feasibility studies and survey of the irrigation projects), monitoring (central and regional), evaluation and feedback, study of the irrigation system performance (such as overall system performance, structural performance), maintenance need planning, programming and monitoring of operation and maintenance activities including irrigation structures, canals, equipment and machineries, establishment of agro-meteorological stations, flow measurement and calibration, loss assessments in the canal systems, training needs assessment, manual testing, crop cutting survey, impact studies, irrigation data collection, GIS for irrigation development, environmental studies, etc to be conducted under its approved annual program.

Type III - Special Activities

The activities that are not covered under the Type I and II are included in this Type III; such as formation of the task force, committees (auction, beruju, arbitration support service and others), monitoring, specific quality checking and evaluation, designing of special structures and equipment. This also includes laboratory testing, model (mathematical and physical) development and research works associated with technologies related to irrigation, water induced disaster and water resources development works.



IV DEFINITIONS & NOMENCLATURE

1. **Resource Persons**

These are the persons (experts / subject matter specialists) who are involved in the Activity Type I, II and III as mentioned in the TOR.

2. **Participants**

Participants are those persons who participate in Activity Type I as mentioned in the TOR.

3. **Supporting Staff**

These are the staff to assist the team involved in the Activity Type I, II and III as mentioned in the TOR.

4. **Categorization of resources persons, participants and management staff**

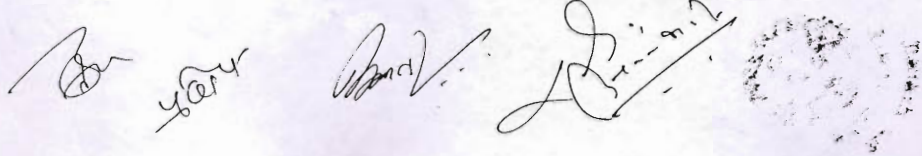
Resource persons, participants and support staff are classified in different categories as mentioned below.

a. Government Professional

Category	Description
A I	Gazetted special class and above
A	Gazetted I
B	Gazetted II
C	Gazetted III
D	Non-gazetted I and II
E	Non-gazetted III and below

b. Non-Government Professional

Category	Description
F	Person having a degree above the basic degree with minimum 15 years of experience in the related field or basic degree with minimum 20 years of experience in the related field
G	Person having a degree above the basic degree with 5 to 15 years of experience in the related field or basic degree with 10 to 20 years experience in related field
H	Person having a degree above the basic degree with upto 5 years of experience in the related field or basic degree with 5 to 10 years experience in related field, National Level Federation Committee Members
I	Person having basic degree in the related subject, Regional Level Federation Committee Members.
J	Person having Certificate Level degree in the related subject, District Level Federation Committee Member, District Level Users Committee Members, Project Level Coordination Committee Members.
K	Farmers Organizers, Users Committee Members / Representatives, Farmers, Enumerators, Field Level Assistants



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5. **Field Level Assistant / Enumerators**

These are the hired local manpower e.g. beneficiary farmers and / or non-beneficiary persons and the supporting staff from the local field offices to assist the team in conducting the fieldwork for the Activity Type I, II and III as mentioned in the TOR.

6. **Co-ordinator / Team Leader**

Co-ordinator / team leader is the person who is involvement in managing the logistic and coordinating the team to achieve the specified objectives mentioned in the TOR for the Activity Type I, II and III.

7. **Members**

These are members of committee, board committee or any other team formed for performing the works as mentioned in the TOR or order letter for conducting the Activity Type I, II and III.

8. **Participant Daily Allowance**

This is the daily allowance given to the participants who participate in the Activity Type I. This allowance shall not be subjected to the tax as per GON financial rules and regulations.

9. **Supporting Staff Daily Allowance**

This is the daily allowance paid to the supporting staff for their assistance in conducting the Activity Type I, II and III. This allowance shall not be subjected to the tax as per GON financial rules and regulations.

10. **Co-ordinator / Team Leader / Member Secretary Allowance**

This is the additional allowance paid to the co-ordinator / team leader / member secretary for his/her involvement in managing the logistic and coordinating the team to achieve the specified objectives mentioned in the TOR for the Activity Type I, II and III. The co-ordinator may either be a resource person or a support staff. If he/she is a resource person, he/she is entitled to receive the professional fees (remunerations) for performing the specific activities plus co-ordinator allowance; but if he/she is a support staff, he/she is entitled to receive support allowance plus co-ordinator allowance. This allowance shall be subjected to the tax as per GON financial rules and regulations.

11. **Outstation Allowance**

The outstation allowance is the allowance paid to the persons for the night stay outside other than their regular place of work or base station (for accommodation) while conducting the Activity Type I, II and III. This allowance shall not be subjected to the tax as per GON financial rules and regulations.



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12. Special meeting allowance

This is the allowance paid to the chairperson, member secretary and members for the special meeting held beyond the normal office hours, and the members are from different Ministries / Departments of GON / INGO / NGO. But in case of projects, the Directive Committee meetings chaired by the Secretary from the Ministry or head of the Department (Director General), the members are not entitled for this allowance. This allowance shall be subjected to the tax as per GON financial rules and regulations.

13. Professional Fees / Remuneration

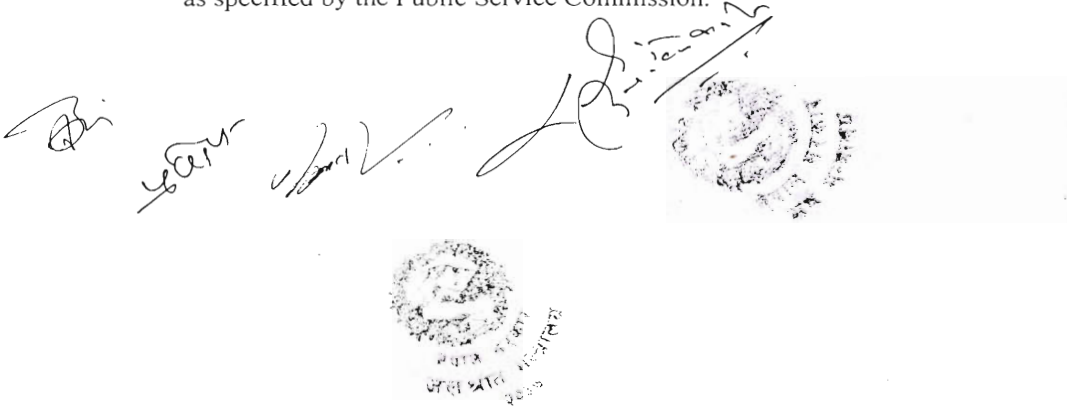
This is the remuneration entitled to the resource persons against the Activity Type I, II and III. This fee shall be subjected to the tax as per GON financial rules and regulations.

14. Chairperson / Rapporteur Remuneration

This is the remuneration paid to the chairperson / rapporteur to conduct the Activity Type I, II and III wherever applicable. This fee shall be subjected to the tax as per GON financial rules and regulations.

15. Basic Degree

This is the minimum academic qualification (degree) required for the job / post as specified by the Public Service Commission.



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NORMS

1. ALLOWANCES

1.1 Participant Daily Allowance

The participant daily allowance shall be paid to the participants only for the duration of Activity Type I as given below. In the case of workshop / seminar / conference the person presenting a paper (resource person), chairperson and rapporteur are entitled to receive the remuneration for the specific activity they performed but shall not be entitled for the participation allowance for that day.

Proposed items for approval		Karya Sanchalan Nirdeshika 2064
Participants category	Participant daily allowance *	
Category A1	Rs. 500.00	No provision
Category A & F	Rs. 450.00	
Category B & G	Rs. 400.00	
Category C & H	Rs. 400.00	
Category I	Rs. 400.00	
Category D & J	Rs. 350.00	
Category E & K	Rs. 300.00	

* Those receiving the participant daily allowance will not be entitled for the GON daily allowance.

1.2 Supporting Staff Daily Allowance

The supporting staff daily allowance shall be paid to the supporting staff involved in the Activity Type I, II and III as given below.

Proposed items for approval		Karya Sanchalan Nirdeshika 2064		
Supporting staff category	Supporting staff daily allowance *	Central / Regional	District / Municipality	Village
Category A & F	Rs. 450.00	Rs. 100.00	Rs. 100.00	Rs. 100.00
Category B & G	Rs. 400.00			
Category C & H	Rs. 400.00			
Category I	Rs. 400.00			
Category D & J	Rs. 350.00			
Category E & K	Rs. 300.00			
Supporting staff daily allowance (maximum 2 nos. staff for 15 days only)				

* Those receiving the management staff daily allowance will not be entitled for the GON daily allowance.



1.3 Co-ordinator / Team Leader / Member Secretary Allowance

The co-ordinator / team leader / member secretary allowance shall be paid to the co-ordinator / team leader / member secretary in addition to other allowance or remunerations (depending upon the nature of the job assigned to him) for his/her involvement in the Activity Type I, II and III as given below. The number of days will be mentioned in the TOR.

Proposed items for approval		Karya Sanchalan Nirdeshika 2064			
Co-ordinator / Team Leader / Member Secretary category	Allowance per day (additional)	Description	Central / Regional	District / Municipality	Village
Category A1, A & F	Rs. 250.00	Co-ordinator daily allowance (maximum for 15 days only)	Rs. 300.00	Rs. 250.00	Rs. 200.00
Category B & G	Rs. 200.00				
Category C & H	Rs. 150.00				
Category I	Rs. 125.00				
Category D & J	Rs. 100.00				

1.4 Outstation Allowance

The outstation allowance shall be paid to the Resource persons / Chairperson / Co-ordinator / Team leader / Member Secretary / Member / Rapporteur / Participants / Supporting Staff involved in the Activity Type I, II and III as given below.

Proposed items for approval		Karya Sanchalan Nirdeshika 2064			
Category	Outstation allowance per day	Description	Central / Regional	District / Municipality	Village
Category A1	Rs. 1200.00				
Category A & F	Rs. 800.00				
Category B & G	Rs. 500.00				
Category C & H	Rs. 500.00				
Category I	Rs. 500.00				
Category D & J	Rs. 350.00				
Category E & K	Rs. 300.00				

1.5 Special meeting allowance

The special meeting allowance shall be paid for the chairperson, member secretary and members for attending the special meetings held beyond normal office hours of the special committee for the Activity Type I, II and III as given below.

Proposed items for approval		
Committee members	Meeting chaired by the constitutional members or by gazetted special class	Meeting chaired by others
Chairperson	Rs. 600.00	Rs. 500.00
Member Secretary	Rs. 600.00	Rs. 500.00
Members	Rs. 600.00	Rs. 500.00

Karya Sanchalan Nirdeshika 2064		
Committee members	Meeting chaired by the constitutional members or by gazetted special class	Meeting chaired by others
Chairperson	Rs. 600.00	Rs. 500.00
Member Secretary	Rs. 600.00	Rs. 500.00
Members	Rs. 600.00	Rs. 500.00

2. PROFESSIONAL FEES (REMUNERATION)

2.1 Training

Lecture / Presiding Fees

Resource persons for presiding over / conducting / moderating / delivering lectures / facilitating the Activity Type I are entitled to get professional fees. Number of sessions per day and the duration of the training / study tour are to be mentioned in the TOR.

Hand-outs

The remuneration shall be paid to the resource person for the preparation of new lecture note or handout (master copy) for the Activity Type I at the following rate per handout. This lecture note or handout should be full descriptive one (not in the form of flash card, presentation slides, etc.) with minimum of 750 words for training activities. And the handouts should be prepared before the training / workshop.

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Proposed items for approval		
Resource Persons	Lecture / presiding	Handouts
Category A, A & F	Rs. 700.00	Rs. 800.00
Category B & G	Rs. 650.00	Rs. 750.00
Category C & H	Rs. 600.00	Rs. 700.00
Category I	Rs. 575.00	Rs. 650.00
Category D & J	Rs. 500.00	Rs. 500.00

Karya Sanchalan Nirdeshika 2064			
Description	Central / Regional	District / Municipality	Village
a. Officers level trainings			
▪ Handouts	Rs. 800.00	-	-
▪ Lecture	Rs. 700.00	-	-
b. Other trainings			
▪ Handouts	Rs. 700.00	Rs. 500.00	Rs. -
▪ Lecture	Rs. 500.00	Rs. 500.00	Rs. 500.00

2.2 Workshop / Seminar / Conference

Presentation Fees

Resource persons for presiding over / conducting / moderating / delivering lectures / facilitating of the Activity Type I are entitled to get professional fees. Number of sessions per day and the duration of the workshop / seminar / conference are to be mentioned in the TOR.

Hand-outs

The remuneration shall be paid to the resource person for the preparation of new lecture note or handout (master copy) for the Activity Type I at the following rate per handout. This lecture note or handout should be full descriptive one (not in the form of flash card, presentation slides, etc.) with minimum of and 1,500 words for workshop / seminar / conference activities. And the handouts should be prepared before the workshop.

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Proposed items for approval		Karya Sanchalan Nirdeshika 2064
Type of activities	Remuneration	No provision
Preparation of questionnaire for pre/post test	Rs. 200.00 / test / subject matter	
For grading / evaluation	Rs. 30.00 / participant	

2.5 Chairperson / Rapporteur Remuneration

Chairperson / rapporteur involved in the Activity Type I, II and III shall be paid remuneration as given below. The number of rapporteurs for the presentation will be mentioned in the TOR.

Proposed items for approval		Karya Sanchalan Nirdeshika 2064			
Chairperson / Rapporteur	Per presentation	Description	Central / Regional level	District / Municipality	Village level
Category A1, A & F	Rs. 700.00	Rapporteur remuneration during Workshop / Seminar / Conference	Rs. 700.00 per presentation	Rs. 700.00 per presentation	Rs. 300.00 per presentation
Category B & G	Rs. 600.00				
Category C & H	Rs. 500.00				
Category I	Rs. 450.00				
Category D & J	Rs. 300.00				

2.6 Performing Activity Type I, II and III

For conducting Activity Type I, II and III there appears to be three distinct phases as inception activity, field activity and evaluation & report preparation activity. All these three phases are complementary to each other. Without any one of these phases the whole task would be incomplete and the basic objective or output of those tasks would not be fulfilled. Hence, all the three phases are equally important tasks and the remuneration shall also be paid equally to all the phases. These basic three phases of a task and the respective remuneration to be paid against them are mentioned below.

A. Inception Activity Phase

It includes the activities prior to fieldwork / main activity such as preparation of term of reference, deskwork planning, pre-training/workshop activity, review and sorting of secondary information, preparation and design of checklist / questionnaire, planning for fieldwork / main activity and the production of inception report. The number of persons, days and hours per day shall be mentioned in the TOR.

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(a) For Activity Type I the remuneration for pre-training/workshop should not exceed as mentioned below.

Proposed items for approval		Remuneration / Duration	Karya Sanchalan Nirdeshika 2064
Pre- Training/Workshop activity			
1. Training		1 day	No provision
2. Workshop / Seminar / Conference		3 days	
a. International level		2 days	
b. National level		1 day	
c. Regional level			

(b) For Activity Type II and III the remuneration for the pre-field should not exceed as mentioned below.

Proposed items for approval		Remuneration	Karya Sanchalan Nirdeshika 2064
Pre- field activity			
Upto 10 days field activity		Rs. 500.00	No provision
Upto 20 days field activity		Rs. 1,000.00	
Upto 30 days field activity		Rs. 1,500.00	
Upto 45 days field activity		Rs. 2,500.00	
Above 45 days field activity		Rs. 3,000.00	

B Field Activity Phase

It includes the actual fieldwork based on the design and planning prepared during inception phase. The number of persons, man-days and hours per day shall be mentioned in the TOR.

Resource persons category	Proposed items for approval		Karya Sanchalan Nirdeshika 2064
	per person per hour	not exceeding	
Category A1, A & F	Rs. 120.00	Rs. 840.00 / person / day	No provision Maximum 500 Minimum 200
Category B & G	Rs. 110.00	Rs. 770.00 / person / day	
Category C & H	Rs. 100.00	Rs. 700.00 / person / day	
Category I	Rs. 90.00	Rs. 630.00 / person / day	
Category D & J	Rs. 60.00	Rs. 420.00 / person / day	
Category E & K	Rs. 40.00	Rs. 280.00 / person / day	

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Evaluation Activity and Report Preparation Phase

It includes compilation, coding, analysis, synthesis and processing of information / data obtained during the field activity phase and it also includes the preparation and production of final output (report) of the research / study / training / workshop / communication & extension material development / assessment package. Reviewing of reports / documents and training & extension materials also fall under this activity. The number of persons, man-days and hours per day shall be mentioned in the TOR.

The remuneration required for the evaluation activity and report preparation should not exceed as mentioned below.

Proposed items for approval			Karya Sanchalan Nirdeshika 2064			
Type of report	Central and Regional level	District level and System level	Training / Workshop / Seminar / Proceeding Report	Central / Regional level	District / Municipality level	Village level
A. Training Proceeding Report a. Upto 7 training days b. Above 7 training days	Rs. 1,500.00 Rs. 2,000.00	Rs. 1,000.00 Rs. 1,500.00	a. 1 day workshop b. Above 1 day workshop, for every extra day but not exceeding Rs. 3000.00 c. Training lumpsum	Rs. 1,000.00 Rs. 500.00	Rs. 1,000.00 Rs. 500.00	Rs. 1000.00 Rs. 500.00
				Rs. 1,000.00	Rs. 1,000.00	Rs. 1,000.00

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B. Workshop / Seminar Proceeding Report									
a. Upto 7 workshop days									Rs. 1,500.00
b. Above 7 workshop days									Rs. 2,000.00
C. Research / Applied Study Report									-
a. Upto 10 days field activity									-
b. Upto 20 days field activity									-
c. Upto 30 days field activity									-
d. Upto 45 days field activity									-
e. Above 45 days field activity									-
D. Annual Report									-

2.7 Newsletter Publications / Web Site Updating

The remuneration shall be paid to each member of the editorial board / web site updating committee for their contribution in publishing newsletters / web site updating and author of the article upon approval of his/her piece of writing by the editorial board in any version as mentioned below.

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and in the TOR for all expenses.

Proposed items for approval	
Members of the editorial board / web site updating committee	Remuneration per edition of publication / updating
a. Chief editor / Chairperson web site updating committee	Rs. 700.00 / person
b. Editor / Member web site updating committee	Rs. 500.00 / person
c. Computer setting, designing and typing for newsletter	Rs. 1000.00 / edition
d. Computer setting, designing and typing for web site updating	Rs. 500.00 / per updating
e. Author of the article	Rs. 1000.00 / article

Karya Sanchalan Nirdeshika 2064	
Items	Rate
a. Author of the article	Rs. 1000.00 to 2000.00 / article
b. Computer setting, designing and typing for new-sletter	Rs. 1000.00
c. Editorial board	Rs. 60.00 / editor / article

3. TRAVELS AND TRANSPORTATION

3.1 Cost of Fuel

The amount for the cost of fuel and lubricant to facilitate the Activity Type I, II and III shall be mentioned in the terms of reference. The expenditure for fuel and lubricants used in the government vehicles shall only be reimbursed against the supporting bills / receipts / invoices with relevant log-sheets.

Proposed items for approval
Reimbursed against supporting bills / receipt / invoices

Karya Sanchalan Nirdeshika 2064
No provision

3.2 Air, Bus / Taxi Fares

For participants, resource persons and supporting staff involved in the Activity Type I, II and III the actual cost of travel by air, bus and taxi shall be reimbursed including airport and road taxes as per GON financial rules and regulation.

Proposed items for approval
Reimbursed against supporting bills / receipt / invoices

Karya Sanchalan Nirdeshika 2064
No provision

3.3 Hiring of Vehicle

If government vehicle could not be made available for the proposed Activity Type I, II and III; public transportation / vehicle could

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be hired as per the criteria mentioned in the GON financial rules and regulation. It should be mentioned in advanced in the TOR and the expenditure shall be reimbursed against supporting bills / receipts / invoices. The rate of vehicle hiring shall cover all expenses, i.e. driver, fuel and lubricants, maintenance and taxes.

Proposed items for approval	Karya Sanchalan Nirdeshika 2064
Reimbursed against supporting bills / receipt / invoices	No provision

3.4 Vehicle Maintenance

Only government vehicles that are used to facilitate the Activity Type I, II and III shall be entitled for the vehicle maintenance. The maintenance cost will be only for minimum essential items (not exceeding 10% of the total estimated cost of activity). If major maintenance of the vehicles (the cost exceeding the above mentioned amount) is necessary it must be approved by one step higher authority and should be supported by relevant documents and justifications. The maintenance of the vehicle should be mentioned in the TOR and the expenditure shall be reimbursed against supporting bills / receipts / invoices.

Proposed items for approval	Karya Sanchalan Nirdeshika 2064
Reimbursed against supporting bills / receipt / invoices	No provision

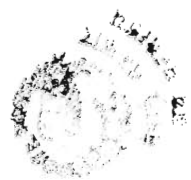
4 MATERIALS AND EQUIPMENT

4.1 Stationeries

A. Activity Type I

Cost of stationeries to conduct the activities mentioned in the Activity Type I is divided in two categories, participant and management costs. Participant cost is based upon the number of participant irrespective of its categories and the management cost is based upon the duration of the activity. The cost for each activity (type / level) should not exceed as mentioned below.

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(i) Training

Proposed items for approval				
Activities (type / level)	Participants		Management	
	upto 7 days	above 7 days	upto 7 days	above 7 days
Central / Regional level	Rs. 200.00 per participant	Rs. 250.00 per participant	Rs. 3,000.00 per event	Rs. 3,500.00 per event
District level (project based)	Rs. 150.00 per participant	Rs. 200.00 per participant	Rs. 2,500.00 per event	Rs. 3,000.00 per event
System level (village based)	Rs. 100.00 per participant	Rs. 150.00 per participant	Rs. 2,000.00 per event	Rs. 2,500.00 per event

Karya Sanchalan Nirdeshika 2064

Activities (type / level)	Participants		Management		
	upto 7 days	above 7 days	upto 7 days	upto 30 days	above 30 days
			Rs. 50.00 per participant	Rs. 100.00 per participant	Rs. 2,000.00 per event
Central / Regional level	Rs. 50.00 per participant	Rs. 100.00 per participant	Rs. 2,000.00 per event	Rs. 2,500.00 per event	Rs. 3,000.00 per event
District / Municipality level	Rs. 50.00 per participant	Rs. 75.00 per participant	Rs. 1,500.00 per event	Rs. 2,000.00 per event	Rs. 2,500.00 per event
Village level	Rs. 50.00 per participant	Rs. 60.00 per participant	Rs. 1,000.00 per event	Rs. 1,500.00 per event	Rs. 2,000.00 per event

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(ii) Workshop / seminar / conference

Proposed items for approval			Karya Sanchalan Nirdeshika 2064		
Activities (type / level)	Participants	Management	Activities (type / level)	Participants	Management
Central level	Rs. 300.00 per participant	Rs. 4,000.00 per event	Central / Regional	Rs. 100.00 per participant	Rs. 2,500.00 per event
Regional level	Rs. 250.00 per participant	Rs. 3,500.00 per event	District / Municipality level		
District level	Rs. 200.00 per participant	Rs. 3,000.00 per event	Village level	Rs. 50.00 per participant	Rs. 1,000.00 per event

B. Activity Type II and III

Cost of stationeries for these activities shall be estimated as per the actual requirement and should be mentioned in the terms of reference. The cost shall be reimbursed against supporting bills / receipts / invoices.

4.2 Training / Workshop Kits

For training / workshop / seminar at National (Central) and International Level the participants shall be entitled for kits. Cost of kits shall not exceed Rs. 1,000.00 per participant and reimbursable against supporting bills / receipts / invoices in accordance to the TOR.

Proposed items for approval	Karya Sanchalan Nirdeshika 2064
Reimbursed against supporting bills / receipt / invoices	No provision

4.3 Photocopying / Printing, Audio Visual Films / Computer Accessories

Cost of purchases of audiovisual films, cost of photocopying / printing, computer accessories (DVDs, CDs, floppy diskettes, etc.) transparent sheet for OHP, etc. shall be reimbursable against supporting bills / receipts / invoices in accordance to the TOR.

Proposed items for approval	Karya Sanchalan Nirdeshika 2064
Reimbursed against supporting bills / receipt / invoices	No provision

4.4 Training / Research Materials Cost

The cost of training and research materials (materials required for demonstration during training, action / applied research, etc.)

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required to conduct the Activity Type I, II and III shall be reimbursable against the bills / receipts / invoices in accordance to the TOR.

Proposed items for approval	Karya Sanchalan Nirdeshika 2064
Reimbursed against supporting bills / receipt / invoices	No provision

4.5 Facilities

Cost of hiring a room / hall, furniture, electrical appliance (fans, room heaters, etc.) and specific support equipments (audiovisual equipment, computer, multi-media, printer, over head projector, slide projector etc.) to conduct the Activity Type I, II and III shall be reimbursable against the bills / receipt / invoices in accordance to the TOR.

Entry fee in specific irrigation systems / projects / development activity and road tax shall be reimbursable against the bills / receipt / invoices.

Proposed items for approval	Karya Sanchalan Nirdeshika 2064
Reimbursed against supporting bills / receipt / invoices	No provision

5. REFRESHMENTS

5.1 Activity Type I

A. Daily refreshments

The costs of refreshments (tea / coffee and light snacks) to be served at mid session during training / study tour / workshop / seminar / conference / talk program shall be reimbursed. The cost of refreshments shall be based on the type / level of the activity and the amount shall be based on number of persons (trainees, trainer, resource persons and support staff) with the cost not exceeding as mentioned below.

Proposed items for approval	Karya Sanchalan Nirdeshika 2064	
Central / Regional level	Rs. 75.00 / person / day	Rs. 50.00 / person / day
District level (project based)	Rs. 50.00 / person / day	Rs. 50.00 / person / day
System level (village based)	Rs. 40.00 / person / day	Rs. 50.00 / person / day
	Central / Regional level	District / Municipality level
		Village level

B. Inauguration and closing ceremonies

The costs of refreshments (tea / coffee and light snacks) to be served during the inauguration and closing ceremonies shall be reimbursed against supporting bills / receipts / invoices in accordance to the TOR. The cost of refreshments shall be based on the

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type / level of the activity and the amount shall be based on the number of persons (trainees, trainer, resource persons, supporting staff, guest invitees) with the cost not exceeding as mentioned below.

Proposed items for approval		Karya Sanchalan Nirdeshika 2064	
Central / Regional level	Rs. 100.00 / person / day	Central / Regional level	Rs. 50.00 / person / day
District level (project based)	Rs. 75.00 / person / day	District / Municipality level	Rs. 50.00 / person / day
System level (village based)	Rs. 40.00 / person / day	Village level	Rs. 50.00 / person / day

C. Committee / task force / team meeting

The costs of refreshments (tea / coffee and light snacks) to be served during the meeting shall be reimbursed against supporting bills / receipts / invoices in accordance to the TOR. The cost of refreshments shall be based on the type / level of the activity and the amount shall be based on the number of persons (members, experts / subject matter specialists and supporting staff) with the cost not exceeding as mentioned below.

Proposed items for approval		Karya Sanchalan Nirdeshika 2064	
Central / Regional level	Rs. 75.00 / person / day	Central / Regional level	No provision
District level (project based)	Rs. 50.00 / person / day	District / Municipality level	No provision
System level (village based)	Rs. 40.00 / person / day	Village level	No provision

5.2 Activity Type II and III

The cost of refreshments to be served during the interaction, group discussion, etc. with local beneficiaries / officers shall be reimbursable against supporting bills / receipts / invoices in accordance to the TOR with the cost not exceeding Rs. 50.00 per person per activity.

Proposed items for approval		Karya Sanchalan Nirdeshika 2064	
Not exceeding Rs. 50.00 / person / activity		Central / Regional level	No provision

5.3. Special conference / meeting / workshop / seminar / talk program / mission visit / residential workshop or training

The costs of lunch, snack and dinner to be served and accommodation required during the conference / meeting / workshop / seminar / talk program / mission visit / residential workshop or training shall be reimbursed against supporting bills / receipts / invoices in accordance to the TOR. The cost shall be based upon the prevailing market rates and the amount shall be based on the number of

persons (national or international delegates, members, guest invitees, experts / subject matter specialists, participants and supporting staff). The TOR along with the cost estimate for the above activities should be approved by the Regional Irrigation Director (in case of Regional Irrigation Directorate and Irrigation Division Offices) / Project or Program Chief (in case of central level irrigation project / program).

Proposed items for approval	Karya Sanchalan Nirdeshika 2064
Reimbursed against supporting bills / receipt / invoices	No provision

6. MISCELLENEOUS

Provision for the cost of miscellaneous items such as banners, certificates, cleaning the venue, etc. shall be reimbursed against supporting bills / receipt / invoices in accordance to the TOR.

Proposed items for approval	Karya Sanchalan Nirdeshika 2064			
Reimbursed against supporting bills / receipt / invoices	Activity	Central / Regional	District / Municipality	Village
	Training			
	a. upto 7 days	Rs. 1,500.00	Rs. 1,000.00	Rs. 500.00
	b. upto 30 days	Rs. 2,000.00	Rs. 1,500.00	Rs. 750.00
	c. above 30 days	Rs. 2,500.00	Rs. 2,000.00	Rs. 1,000.00
	Workshop / Seminar / Conference	Rs. 2,000.00	Rs. 2,000.00	Rs. 1,000.00

7. CONTINGENCIES

Provision for unforeseen expenditures could be made; the amount not exceeding 5% of the total estimate. The expenditures shall be reimbursed supported by specific description of items against the bills / receipt / invoices.

Proposed items for approval	Karya Sanchalan Nirdeshika 2064
Not exceeding 5% of the total estimate	No provision

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**Workshop, Training, Research, Monitory and Evaluation
NORMS Review Committee**

As per the decision of the Department of Irrigation (DOI) on 2063/10/10 following are the members of the Norms Review Committee.

1. Chief Water Utilization Specialist Mr. Uttam Raj Timilsina - Coordinator
Irrigation Management Division, DOI
2. Senior Divisional Hydro-geologist Mr. Pratap Singh Tater - Member
Ground Water Irrigation Division, DOI
3. Senior Divisional Engineer Mr. Rajendra Prasad Adhikary - Member
Planning, Design, Monitoring and Evaluation Division, DOI
4. Engineer Mr. Ananta Kumar Gajurel - Member
Surface Irrigation, Environment and Mechanical Management Division, DOI
5. Senior Divisional Engineer Kulendra Nath Subedi - Member
Central Regional Irrigation Directorate, DOI
6. Engineer Mr. Pradeep Kumar Manandhar - Member
System Management and Training Program, DOI