

समाज कल्याण परिषद्  
परियोजना सम्मौता सम्बन्ध निर्देशिका, २०७१  
पाचौं संशोधन (प्रस्ताव)

क्र.स	दफातथाउपदफा	साविकको व्यवस्था	संशोधितव्यवस्था	संशोधन गर्नुपर्ने कारण
१	७ को ७.१ (क) संशोधन	साभेदार संस्था छनौट गर्दा सम्बन्धितप्रदेशका गैरसरकारी संस्था संग आशयपत्र(Expression of Interest)माग गरी पारदर्शिताहुने गरी संस्था छनौट गर्ने । यसरी संस्था छनौट गर्ने कार्यमा परिषद्लाई अनिवार्य सहभागी गराउने । कुनै कारणवस आशयपत्र(Expression of Interest)पेश गर्न नसकेमा परिषदसंग समन्वय गरी स्थानीय गैर सरकारी संस्थाको छनौट गर्ने ।	साभेदार संस्था छनौट गर्दा सम्बन्धितजिल्लाका गैरसरकारी संस्था संग आशयपत्र(Expression of Interest)माग गरी पारदर्शिता हुने गरी संस्था छनौट गर्ने । कुनै कारणवस आशयपत्र(Expression of Interest) पेश गर्न नसकेमा परिषदसंग समन्वय गरी स्थानीय गैर सरकारी संस्थाको छनौट गर्ने ।	स्थानिय र साना तथा मझौला स्तरका संघसंस्थाहरुलाई प्राथमिकता दिनु र समाज कल्याण नियमावलीको नियम १८(१) बमोजिम कार्यन्वयन गर्ने ।

*धन्यवाद*

*समाज कल्याण परिषद्*



8/2/21

8/2/21

२	७ को ७.१ (ग) संशोधन	परियोजना कार्यन्वयन हुने जिल्लामा दर्ता भएका गैरसरकारी सामाजिक संस्थालाई प्राथमिकता दिने । तर विशेष किसिमको प्राविधिक तथा अनुसन्धानका क्षेत्रमा काम गर्ने स्थानिय गैर सरकारी संस्था सम्बन्धित जिल्लामा नभएको भन्ने पुष्ट्याई सहित आएको अवस्थामा जिल्ला वाहिरका गैरसरकारी संस्थाहरुलाई सहयोगी संस्थाको रुपमा अनुमति दिन सकिने छ । तर, स्थापित जिल्लाभन्दा बाहिरी जिल्लामा कार्यक्रम सञ्चालन गर्ने भएमा त्यस्तो जिल्लाको स्थानीय संस्थालाई अनिवार्य सहयोगी ( साभेदार) संस्थाको रुपमा राख्नुपर्ने । तर परियोजना स्थल हुने जिल्लाका गैर सरकारी संस्थाहरु योग्य नभएमा छिमेकी जिल्लाका नेपाली गैरसरकारी सामाजिक संस्थाहरुको छनौट गर्ने, छिमेकी जिल्लाहरुमा पनि नभए प्रदेशस्तरका संस्थाहरुको छनौट गर्ने । यस्तो अवस्थामा कम्तीमा दुई वर्षको अनुभव भएका संस्थाहरुको छनौट गर्नुपर्ने छ ।	परियोजना कार्यन्वयन हुने जिल्लामा दर्ता भएका गैरसरकारी सामाजिक संस्थालाई प्राथमिकता दिने । तर विशेष किसिमको प्राविधिक तथा अनुसन्धानका क्षेत्रमा काम गर्ने स्थानिय गैर सरकारी संस्था सम्बन्धित जिल्लामा नभएको भन्ने पुष्ट्याई सहित आएको अवस्थामा जिल्ला वाहिरका गैरसरकारी संस्थाहरुलाई सहयोगी संस्थाको रुपमा अनुमति दिन सकिने छ । तर, स्थापित जिल्लाभन्दा बाहिरी जिल्लामा कार्यक्रम सञ्चालन गर्ने भएमा त्यस्तो जिल्लाको स्थानीय संस्थालाई अनिवार्य सहयोगी ( साभेदार) संस्थाको रुपमा राख्नुपर्ने । तर परियोजना स्थल हुने जिल्लाका गैर सरकारी संस्थाहरु योग्य नभएमा छिमेकी जिल्लाका नेपाली गैरसरकारी सामाजिक संस्थाहरुको छनौट गर्ने, छिमेकी जिल्लाहरुमा पनि नभए प्रदेशस्तरका संस्थाहरुको छनौट गर्ने । यस्तो अवस्थामा कम्तीमा दुई वर्षको अनुभव भएका संस्थाहरुको छनौट गर्नुपर्ने छ । तर विशेष किसिमका, प्राविधिक क्षेत्रमा साभेदारी राख्दा सो क्षेत्रमा दुई वर्षको अनुभव भन्दा कम भए पनि सम्बन्धित जिल्लामा दर्ता भएका मध्येबाट सहायक साभेदारी	स्थानिय र साना तथा मझौला स्तरका संघसंस्थाहरुलाई प्राथमिकता दिनु र समाज कल्याण नियमावलीको नियम १८(१) बमोजिम कार्यन्वयन गर्ने ।
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०१/०१/२०

			संस्थाको रुपमा छनौट गर्ने र ६ महिना दीखि १ वर्ष सम्मको क्षमता अभिवृद्धि पश्चात मूल साभेदारी संस्था कार्यक्रमबाट बाहिरिनु पर्नेछ ।	
३	७ को ७.१ (ङ) थप गर्ने संशोधन		आशयपत्र(Expression of Interest)माग गर्ने अन्तराष्ट्रिय गैर सरकारी संस्था सहित अन्य अन्तराष्ट्रिय गैर सरकारीहरूबाट संचालित ५(पाँच) वटाभन्दा बढी परियोजनाहरूमा साभेदर भई कार्यरत संस्थालाई प्राथमिकता नदिने ।	स्थानिय र साना तथा मझौला स्तरका संघसंस्थाहरूलाई प्राथमिकता दिनु र समाज कल्याण नियमावलीको नियम १८(१) बमोजिम कार्यन्वयन गर्ने ।

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०१/०१/२०





Annex 2  
Project Agreement Format

**PROJECT AGREEMENT  
BETWEEN  
SOCIAL WELFARE COUNCIL  
AND**

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

**Project Summary (maximum 2 pages))**

S.N.	Subject	Details
1.	Name of the project	
2.	Name & Nepal office address/ contact person/phone number	
3.	Counterpart/Executing agency	Summary of counterpart selection criteria and number of executing agency  <i>Please name the NGO(s)/GO(s) with a complete mailing address, contact person, designation and phone number in Annex I.</i>
4.	Project duration (yrs)	
5.	Project areas	Summary of working area selection criteria  <i>Please give details of district(s) and Palikas based on priority made by national and sectoral policy, cluster approach, and consultative and participative approach in Annex II.</i>
6.	Working sector and sub-sector (Policy alignment)	Major sectoral and sub-sectoral areas such as education, health, and so on
7.	Objectives	Hierarchy of objectives (Goal, outcome, and output)  <i>Please do not put activities here. Put complete a log-frame with detailed activities in Annex III.</i>
	Budget details (NPR)	Programme: <u>Administration:</u> Total Cost:
8.	Number of expatriate	
9.	Number of local staff	
10.	Source of funding	
11.	Status of the project	New or old



## Project Details

### 1. Introduction

#### 1.1 Background ( maximum 1 page)

*Please give a brief introduction of INGO and proposed project.*

#### 1.2 Project Rationale (maximum 1 page)

*Please include at least the following points for preparing project background information:*

- *Brief introduction of project location: geographical, economic, demographic, educational status, health service, environment, and public infrastructure related information.*
- *Need analysis: problem tree related or theory of change of proposed project and need identification process (feasibility study, baseline survey, and consultation with the proposed beneficiaries, concerned stakeholders and line agencies at all levels of governance).*
- *Linkage of project with national and sectoral policies of the Government of Nepal: Periodic Plans, SDGs and corresponding indicators.*
- *Basis of prioritization in selecting sectoral and geographical areas aligning with social demographics, HDI and vulnerability index.*
- *Brief statements of progresses to be achieved and major findings of evaluation of the outgoing project and actions to address the recommendations if applicable.*

### 2. Project Log-Frame: Specified indicators from 16<sup>th</sup> Periodic Plan, or similar government policy framework

Hierarchy of objective	Indicators	Current value	Targets
Overall objective			
Secondary Objectives			
Outputs			
Main activities			

*Note: Please complete a log-frame with detailed activities to be placed in Annex III.*

### 3. Risk, Assumption and Mitigation Strategy (maximum 1 page)

*Plases provide the associated risk in the project and mitigation strategy to overcome for the smooth operation of the project.*

### 4. Implementation Approach (maximum 2 pages)



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- Approach to ensure and align with government periodic, and/or sectoral, policy priorities such as the 16<sup>th</sup> Periodic Plan, and relevant development priorities of the relevant subnational governments.
- Strategy to ensure community ownership in the project in all phases: planning, implementation and review.
- Approach to promote Gender Equality and Social Inclusion (GESI) in the project, partnership and staffing.
- Project review, monitoring, and evaluation mechanism.
- Project ownership with accountability and governance. (social audit, branding, visibility, incorporation of project in annual planning process of local or provincial or federal government)

## **5. Calendar of Operation (maximum 1 page)**

*Please place the identified key activities yearly calendar.*

## **6. Reporting Schedules (maximum 1 page)**

Reports to be submitted:

- Please ensure the reporting should demonstrate the progress against the baseline and proposed indicators
- Inception report within six months and semi-annual reporting to SWC.
- Annual progress report and audit report to SWC, concerned ministry, National Planning Commission, local government, and concerned line agencies in the project district.

*You can also mention the donor reporting schedule.*

## **7. Linkages and Coordination (maximum 1 page)**

- Please mention indicator-based linkages and coordination with concerned government policies, tier of government (s), and agencies in a tabular form.
- Roles of government agencies, other key stakeholders, and development projects with similar goals, or geographic focus or intended target groups

## **8. Budget**

### **8.1. Budget details**

*Please show the budget based on the following points:*

- Mention the foreign currency as well as NPR.
- Exclude the remuneration and benefits of the expatriate staff.
- Administrative Cost must not be above 20 %.
- Show the project M/RM wise and implementing partner- wise budget, if the project covers multiple M/RM and multi partners.
- Provide Objective and intervention-wise cost with annual physical targets aligned with activities

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- Mention the cost for facilitation, monitoring and evaluation as required by SWC.
- Cost for CPAC/ LPAC meetings
- Mention clearly the hardware cost for direct health, education income generation, and environment, and software cost in a balanced way

## 8.2 Summary of the Budget

Budget Headings	Year 1	Year 2	Year 3	Year 4	Year 5
Administrative cost with %					
Program cost with %					
Emergency fund for disaster response (Min 1% of total budget)					
Total cost with %					
Project preparation and start-up cost (max 10% of firstyear budget)					

The project preparation and startup cost should be reported to SWC in the given format within one month after the signing of the agreement. Organization can deviate up to 15 percent of the annual budget for disaster response activities prescribed by the SWC Office in case of major disaster and emergency situations. However, the organization should follow SWC guidelines/notices to ensure the best use of the humanitarian response while also coordinating with the relevant provincial and local governments.

## 8.3. Breakdown of the Administration, Program and Start-up

### 8.3.1 Breakdown of Administration Cost (Summary)

Please give the budget in unit cost in line with the mentioned activities.

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

### 8.3.2 Breakdown of Objective-wise Program Cost (Summary)

Please give the budget in unit cost in line with the mentioned activities.

Objective-wise Budget Headings	Year 1	Year 2	Year 3	Year 4	Year 5
Total					



*Note: Please complete a complete budget breakdown by using the format in Annex IV.*

## **9. Sustainability Measures and Exit Plan (maximum 1 page)**

*Please detail the sustainability measures in order to ensure the value will last beyond the project cycle. Please focus on tangible indicators to assess the sustainability part.*

*Similarly, please elaborate on how the project will phase out with a clear measurement, timeline, and pieces of evidence to track. If the project is a continuation of the last project or aims to have the next phase, please provide project phase-wise measures and plans to track the change/progress in order to ensure each phase is based on the learning from the past and will focus on gradual advancement/development.*

## **10. Source of Funding (100 words)**

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

Source A:

Source B:

Source C:

## **11. Nature of Funding**

Nature	NPR
Tech-grant	
Commodity grant	
Financial grant	
Total	

## **12 Project Personnel**

### **12.1 Expatriate**

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

### **12.2 Local**

*Please mention the position, number of local staff(s), and minimum qualifications.*

## **13. Role and Responsibility**

### **13.1 INGO (maximum 1 page)**



*Please specify the role and responsibilities of INGO and the plan to build/ improve the local institutional capacity of the implementing partners and other stakeholders to ensure local preparedness to own the outcomes.*

### **13.2 Implementing Agency (maximum 2 pages)**

*Please specify the role and responsibilities of each partner, their current capacity to effectively carry out the project interventions, and the plan to improve their capacity gaps, both institutional and personnel) If non-district based implementing partner is selected, please include a plan with indicator, timeline and means of verification to ensure local district or municipal or community based organizations capacity is built and they are ready to take leadership role during the later phase of the project cycle.*

### **13.3 SWC (maximum 1 page)**

*Please specify the role and responsibilities, and expectations of the SWC in line with the General Agreement, Project Agreement, Monitoring and Evaluation and other functional areas to ensure SWC is prepared to provide guidance, support and coordination in order to comply with the government's rules and regulations.*

## **14. Banking Arrangements**

*Please name the bank account of INGO and NGO (s). INGO must mention two bank accounts-central and project account. INGO and NGO must obtain a recommendation from SWC to open Bank account.*

### **14.1 Name and Address of Central Bank account of INGO**

Account Number:	
Name and Address of Project Bank account:	
Account Number:	
Name and Address of Central Bank account of NGO:	
Account Number:	
Name and Address of Project Bank account:	
Account Number:	

## **15. Termination and (or) Withdrawal**

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

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



16. **Amendment**

This Project agreement may be amended, if required. Please see Annex 6.

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

**Date:**

**Date:**

\_\_\_\_\_  
(SWC)

Name:

Designation:

**Mailing Address:**

Social Welfare Council

Kathmandu, Nepal

P.O.Box No.: 2948

Phone: 4418846, 4418111

Fax: 977-1-4410279

Email: [info@swc.org.np](mailto:info@swc.org.np)

\_\_\_\_\_  
(INGO)

Name:

Designation:

**Mailing Address:**

P.O.Box

Phone:

Fax:



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**Annex I: Counterpart/Executing agency details**

S.N.	Name of NGO, and address	DAO Registration and Renewal. (FY)	SWC Affiliation and Renewal (FY)	Tax Clearance, exemption (FY)	PAN	Latest Audit Report (FY)	Annual Report (FY)	Bylaws	List of ongoing project/s, funding source, and amount

**Annex II: Project areas details**

Province	District	M/RM	Ward

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### Annex III: Project log-frame details

Organization:  
Project Title:

	Result chain	Objectively Verifiable Indicators	Current value	Baseline	Targets (Endline)	Means of Verification	Risks and Assumptions
Overall Objective (Impact)							
Secondary Objectives (Outcomes)							
Results (Outputs)							
Interventions		Inputs					Pre-conditions

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6/4/2020



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**Annex IV: List office materials/equipment(s)/vehicles/infrastructures etc.**

Item	Physical Target	M/RM	Ward
List office materials			
Equipment(s)			
Vehicles			
Infrastructures			

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**Annex V: Prescribed Format of Pre-Consensus Paper**

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

**Pre-Consensus**

**Between**

**Office of the District Coordination Committee/ ..... Rural/Municipality**

**And**

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

**We both organizations, the Office of District Coordination Committee/ ... Rural/  
Municipality and..... (Name of INGO), have  
agreed to carry out development activities as follows:**

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

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

- Provide a copy of the Project Agreement to the Office of District Coordination Committee/ ..... Rural/ Municipality after signing with the Social Welfare Council.

**The Office of DCC/R/M hereby agrees to:**

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

**The DCC/R/M and .....(INGO) have mutually agreed to:**

- Carry out the project activities in close coordination with the Office of DCC/R/M
- Conduct regular monitoring of the project in coordination with the DCC/R/M.

On Behalf of the INGO

Signature.....

Name:

Designation:

Date:

On Behalf of DCC/R/M

Signature.....

Name:


Designation:

Date:



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**Annex VI: List of information to be used to prioritize the selection of project areas:**


- 1) Alignment with the 16<sup>th</sup> Periodic Plan, in particular, the transformation areas and key indicators (pp. 16-19)
- 2) Prioritize the municipalities performing lower or need external assistance in
  - a. Human Development Index (HDI)
  - b. Local Government Institutional Capacity Self-Assessment (LISA)
  - c. Fiduciary Risk Assessment (FRA)
  - d. Local Economy Development (LED) Assessment
  - e. Disaster Risk
- 3) Useful reference for planning:
  - a. Gender and Social Statistics
  - b. Nepal Living Standard Surveys
  - c. Demography and Health Survey (2022)

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**Annex VII: Contents of the Public Notice regarding the approved project**

Project Name	
Name of INGO	
Project duration	
Implementing partner NGOs/GOs	
Project Location (M/RM, ward/Tole)	
Beneficiary Group	
Total Budget for the M/RM	
Contact Person of the project staff with mailing Address	
Name of Project Approving Agency	 <b>Social Welfare Council</b> Hariharbhawan, Lalitpur, Nepal



*MF*

**Note:**

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

**Check list**

- Budget Threshold Met: Yes/No
  - Year mark amount included: Yes/No, if yes any evidence?
  - District wise Budget Breakdown: Yes/No
  - Partner wise Budget Breakdown: Yes/No
  - Activity and Year wise Budget Breakdown: Yes/No
  - PAN Number: Yes/No
  - Tax Clearance: Yes/No
  - Report Submission: Yes/No
  - Data Entry -Aid Mgmt. Platform: Yes/No
  - Pre-consent with M/RM: Yes/No
  - Provision of CPAC & LPAC: Yes/No
  - Evaluation of Previous project: Done/No
- MF*
- 190320*