

Government of the People's Republic of Bangladesh

Local Government Engineering Department

**Second Urban Governance and Infrastructure Improvement (Sector)
Project (UGIIP-II)**

Quarterly Progress Report (QPR – 6)

PERIOD: APRIL – JUNE 2010



**ADB Loan No.2462 BAN (SF)
JULY 2010**

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SECTION – A

1.1 Basic Information

1. Country : Bangladesh
2. Loan No. : 2462-BAN (SF)
3. Project Title : Second Urban Governance and Infrastructure Improvement (Sector) Project (UGIIP-II)
4. Borrower : Government of the People's Republic of Bangladesh
5. Executing Agency : Local Government Engineering Department
6. Implementing Agency : Local Government Engineering Department and Participating Pourashavas
7. Amount of Loan : SDR 55, 445,000 (eq. US\$ 87.00 Million)
8. Total Estimated Project Cost : Tk. 114854.75 Lakh (DPP)(US\$ 167.50 Million at appraisal)
9. Total Revised Project Cost : Not revised yet
10. Date of Loan Approval : 28-10-2008
11. Date of Signing Loan Agreement : 04-11-2008
12. Date of Loan Effectiveness : 19-11-2008
13. Date of Loan Closing : 31-12-2014
14. Elapsed Loan Period : 23 % (as of loan effectiveness)
15. Date of Last Review Mission : Mid Term Last Review Mission was held from 6 – 15 June 2010

1.2 Co-Financer

- a) ADB: agreement signed on 04.11.08 (Loan 2462 BAN (SF)) for 55.445 million SDR
- b) KfW : agreement signed on 08.12.09 (grant no 200766) for 23.00 million EURO
- c) GTZ: agreement signed on 30.07.09 for a grant of 3.00 million EURO

1.3 Financial Status and Expenditure

Financial plan and expenditure is summarized at Table 1.1.

Table 1.1 Approval Status and Expenditure till 30 June 2010

Source	Approval			Actual Expenditure till 30 June 2010		
	In Million US\$	% of Total Project Cost	In Million Taka	In Million Taka	% of Total Project Cost	In Million US \$
Asian Development Bank (ADB)	87.00	51.9%	5,965.50	139.242	6.61	2.018
KfW	36.07	21.6%	2,473.50	-	-	-
GTZ	4.70	2.8%	322.20	86.20	28.81	1.249
Government of Bangladesh (GoB)	31.70	18.9%	2,175.40	109.866	5.05	1.592
Pourashavas	7.30	4.4%	500.50	-	-	-
Beneficiaries	0.70	0.4%	48.37	-	-	-
Total	167.5	100.00%	11,485.47	335.308	40.47	4.859

Exchange Rate= US\$ 1= BDT 69.00

Cumulative Progress up to December 2009: Physical – 22.00%, Financial – 5.20%

SECTION – B

2.1 Introduction to the Project

The Second Urban Governance and Infrastructure Improvement (Sector) Project (UGIIP-II) started from January 2009, to promote human resource development and good urban governance and to improve infrastructure in 35 Pourashavas of Bangladesh with the financial assistance from the Asian Development Bank (ADB), KfW and GTZ. The Project incorporates a performance based sector approach involving demand driven allocation of loan proceeds based on clearly defined performance criteria and the commitment of the Paurashavas to undertake governance reform.

2.2 Project Objectives

The primary objective of this project is to promote sustainable human resource development, economic growth and poverty reduction by enhancing municipal management, strengthening capacity to deliver municipal services and improving physical infrastructure and urban services (especially to the poor) in 35 Pourashavas of Bangladesh. To achieve the objectives the project will assist the selected Paurashavas to enhance capacity of Pourashavas to implement, operate, manage and maintain basic urban services; to increase accountability of Pourashavas towards their citizens; and to improve physical infrastructure and urban services.

2.3 Scope of the Project

The Project comprises the following three principal components: Component A: infrastructure and service delivery; Component B: urban governance improvement and capacity development; and Component C: project management and implementation support.

2.3.1 Component A: Urban Infrastructure and Service Delivery

The output of component A is developed infrastructure and improved service delivery, including urban transport, drainage, solid waste management, water supply, sanitation, municipal facilities, and basic services for the poor in slums. The subprojects in each Pourashava will be identified through participatory urban planning. The size of investment funds allocated in each Pourashava depends on its progress of governance improvements.

2.3.2 Component B: Urban Governance Improvement and Capacity Development

The output of component B is improved governance and developed capacity of Pourashavas. Each Pourashava takes a series of following reform activities in six key areas identified in the Urban Governance Improvement Action Program (UGIAP):

- citizen awareness and participation;
- urban planning;
- women's participation;
- integration of the urban poor;
- financial accountability and sustainability; and
- administrative transparency

UGIAP was applied in the ongoing Urban Governance and Infrastructure Improvement Project (UGIIP-1), and the project adopted a refined version based on experience and lessons learned. The activities will be supported by training and facilitation, and intensively monitored to assess the performance. Performance allocation of investment funds will generate strong incentive for Pourashavas to achieve performance targets specified in UGIAP. Component B also supports national level reforms of urban governance.

2.3.3 Component C: Project Management and Implementation Support

A Project Management Office (PMO) in LGED and a Project Implementation Unit (PIU) in each Pourashava will be established under Component C of the Project. The PMO will manage the overall project implementation, while PIUs will implement activities for improvement of governance and physical infrastructures with support of following consultants and facilitators.

Consulting services are provided to support project implementation and to strengthen the institutional, administrative, and financial capacities of the Pourashava and the LGED with fielding of 96 person-months of internationals and 4,878 person-months of national consultants. Major packages are Package 1: Governance Improvement and Capacity Development (GICD) and Package 2: Management, Design, and Supervision (MDS). GTZ will provide experts to support Governance Program Development (GPD). Individual consultants will be engaged by the PMO too.

2.3.3.1 Package – 1: GICD Consultants

GICD packages of consultants will involve 876 local person-months of national consultants.

GICD consultants will support PIUs in Implementing UGIAP-2 by providing capacity

development community mobilization and other facilitation activities. The consulting team will be headed by a team leader supported by one deputy team leader and 18 regional coordinators. Each six regions have three regional coordinators in charge of urban planning, municipal finance, and community mobilization. The package will include engagement and management of the UGIAP facilitators. Each Pourashava covered under the UGIIP-2 will be supported by three facilitators in charge of planning facilitator, municipal finance, and community mobilization.

2.3.3.2 Package – 2: MDS Consultants

MDS package will involve 96 person-months of international and 3,318 person-months of national consultants. MDS consultants will support the PIU in engineering design, bid management and supervision of physical works. The consultant will also be responsible for safeguard measures for environmental management, rehabilitation and resettlement. The consulting team will be headed by an international team leader supported by two national deputy team leaders and other experts.

2.3.3.3 Package – 3: GTZ Experts; Governance Program Development (GPD)

GTZ will provide in-kind contribution in form of technical assistance (TA). GTZ will engage experts for Governance Program Development (GPD) 76 person month of international and 192 person month of national) and UGIAP facilitators (3 facilitators in each 4 Pourashavas), and provide technical cooperation to enhance the urban reform initiatives. The experts will refine and expand training modules currently utilized by UMSU and under UGIIP-1. The experts will be selected in accordance with GTZ standard procedures in consultation with PMO. The Terms of Reference and selection of GTZ experts will be discussed and concurred by PD. Activities of GTZ experts will be regularly reported to PD, and carried out with close consultation with PD. GTZ will cover Mymensingh, Sreepur, Jamalpur & Mirzapur Pourashavas.

2.3.3.4 Package – 4: Consultant Support for Regional UMSU

Five consultants will be engaged in each of four regional UMSUs. The scope of work is to support regional UMSUs in implementing standard training modules to Pourashavas. Standard module includes: (i) computerization of tax records, (ii) computerization of accounting, (iii) inventory and mapping of infrastructure and (iv) community mobilization. With support of expert to be engaged by GTZ, the consultants will gradually expand the types of training modules.

2.3.3.5 Package – 5: Benefit Monitoring and Evaluation

Three individual consultants will be engaged and work as a team. The scope of work is to assist PMO in establishing a result-based monitoring and evaluating system for the project, including (i) identifying appropriate indicators and target, (ii) establishing a system to collect and compile data, (iii) ensuring quality of data collection and compilation, (v) assessing and analyzing the collected data, (v) producing reports.

2.3.3.6 Package – 6: Performance Monitoring and Evaluation

A senior national consultant will be engaged to support the UMSU in monitoring, evaluating and rating performance of Pourashava according to UGIAP. The consultants also support the LGD, LGED and MPRC in strengthening performance monitoring by the MPRC, budgetary process of block grant to Pourashava, and other policy issues in urban sector. In particular, the consultant examines how to utilize MPRC's monitoring in order to sustain governance reforms in Pourashavas covered under the UGIIP-1 after the completion. Under this package three other individual consultants will be engaged as follows;

i) Public Campaign Consultant

A consultant will be engaged to support the PMO in planning and implementing public campaigns on local governance reforms under the Project. The consultant will produce printed and other materials for the campaigns.

ii) Equipment Procurement Consultant

A consultant will be engaged to support the PMO in procuring equipments and vehicles, including preparation of specifications and bid documents.

iii) Audit Support Consultant

A consultant will be engaged to support the PMO in reporting and responding to the external audit. The consultants also supports the PMO and PIU in establishing internal control and checking.

2.4 Locations

The project will be implemented in 35 Pourashavas in Bangladesh. Project area is widely spreaded all over the country. Location map is attached in **Appendix - 1**. Division-wise distribution is as follows at Table 2.1

Table 2.1 Division wise distribution of Pourashavas

Serial	Division	Name of Pourashavas	Class	Remarks
1	Dhaka Division	Mymensingh, Faridpur, Jamalpur, Ghorashal, Munshigonj,	A	8 Pourashavas
		Sreepur, Bhanga,	B	
		Mirzapur	C	
2	Chitta-gong Division	Noakhali, Chandpur, Cox's Bazar, Brahmanbaria, Comilla, Chowmuhani, Parshuram	A	7 Pourashavas
			C	
3	Khulna Division	Satkhira, Jhinaidah, Narial, Bagerhat,	A	5 Pourashavas
		Benapole	C	
4	Rajshahi Division	Thakurgaon, Rangpur, Dinajpur, Kurigram, Gaibandha, Sirajgonj, Natore	A	8 Pourashavas
		Nachole,	C	
5	Barisal Division	Bhola, Barguna, Jhalakathi,	A	4 Pourashavas
		Kalapara	C	
6	Syllhet Division	Sunamgonj, Sreemangal,	A	3 Pourashavas
		Golapgonj	C	
Total				35

2.5 Implementation Period

Project Period is 1st January, 2009 to December, 2014. The Project will be implemented in 3 phases.

Three phases are as follows in Table 2.2.

Table 2.2 Implementation Phases and Period

Phase	Implementation Period	Period	Remarks
1 st	01.01.2009 to 30.06.2010	1 year 6 months	Implementation on-going The duration of the 1 st Phase has been increased by three months as per decision of the last review mission on 6-15 June 2010 due to late start of the project
2 nd	31.07.2010 to 30.06.2012	2 years 0 Months	Not due
3 rd	01.07.2012 to 31.12.2014	2 years 6 months	Not due

2.6 Implementation Arrangements

The executing agency of the Project will be Local Government Engineering Department (LGED), under supervision of Local Government Division (LGD) of the Ministry of Local Government, Rural Development and Cooperatives (MLGRDC). The existing Inter-ministerial Steering Committee (ISC) of UGIIP-1 will be expanded to include Department of Environment and be responsible for reviewing the progress and guiding implementation of the Project within three month of loan effectiveness. Inter-ministerial Steering Committee (ISC) will be chaired by the Secretary of LGD and include representatives from LGD, LGED, the Planning Commission (PC), Economic Relations Division (ERD) of Ministry of Finance (MoF), the Finance Division (FD) of the MoF, Implementation Monitoring and Evaluation Division (IMED) of the Planning Ministry, the National Institute for Local Government (NILG), the Department of Public Health Engineering (DPHE), the Ministry of Women and Children Affairs, Ministry of Public Works and three Mayors nominated by LGD. The ISC will convene whenever necessary, but not less than at least once every three months.

2.6.1 Central Level

A Project Management Office, (PMO) will be established for the overall management of the Project. The PMO will be headed by Project Director (PD) who will be a senior engineer specialized in urban development, supported by officials including two Deputy Project Directors in charge of (i) Infrastructure and service delivery improvement and (ii) Governance improvement and capacity development respectively. The PMO will manage the overall project implementation. The PMO will be responsible for;

- i. Planning overall project implementation by consolidating plans at the Pourashava level;
- ii. assisting Pourashavas in implementing the UGIAP and physical works
- iii. procuring, managing and supervising consultants hired under the project
- iv. monitoring and supervising project implementation
- v. ensuring compliance with assurance, including safeguards; and
- vi. preparing and submitting reports, including progress reports and the completion report.

Existing central and regional Urban Management Support Unit (UMSU) will provide standard training modules to Pourashava in close coordination with PMO.

The transparent and fair assessment of performance is critical for a successful performance based fund allocation. The Municipal Performance Review Committee (MPRC) will be responsible for rating the participating Pourashavas. UMSU will also function as secretariat of MPRC in assessing performance of Pourashava based on UGIAP performance criteria. Superintending Engineer, Urban Management wing of LGED, will act as Director of UMSU. The Additional Chief Engineer in-

charge of urban management will coordinate the project activities under overall guidance of the Chief Engineer, LGED.

2.6.2 Pourashava Level

A project implementation unit (PIU) will be established in each participating Pourashavas to implement the UGIAP and physical works. The PIU will be headed by the Pourashava Mayor assisted by the Chief Executing Officer and other officials. Each PIU includes three sections: (i) the infrastructure improvement section (IIS) headed by the *Executive Engineer/Assistant Engineer; (ii) the urban governance improvement section (UGIS) headed by the Secretary; and (iii) the environmental, sanitation and slum improvement section (ESSIS) headed by the Health Officer.

The PIU will be responsible for (i) implementing governance improvement activities specified in UGIAP, including preparation of PDP; (ii) implementing physical works, preparing bid documents, including procurement and supervision of contractors with support from the PMO and consultants, ensuring safeguard compliance and (iii) preparing annual work plan and progress reports to PMO. Each PIU will be staffed with accounting officers to manage financial transaction including recording, preparation of liquidation statements, and replenishment requests to the PMO. In addition, a few engineering staffs will be placed by PMO to PIU subject to availability and capacity of Pourashava in the planning and implementation of the subprojects.

2.7 Special Features

2.7.1 Performance-based Allocation

The project adopts a performance-based allocation of investment funds, as it is proven to be an effective incentive mechanism through implementation of UGIIP-I. The amount of investment funds to be allocated to each Pourashava depends on its performance in governance improvements specified in UGIAP. In Phase 1, Pourashava start governance improvement by formulating essential institutions such as TLCC, WLCC and CBOs and initiates preparation of the PDP. Only after successful performance in Phase 1, the Pourashava will proceed to Phase 2 and receives funds for investment. Pourashavas will enter Phase 3 with additional funding, if they meet the performance criteria required in Phase 2. The amount to be received varies depending on level of performance.

* Executive Engineer for A category and Assistant Engineer for B and C category Pourashavas

2.7.2 Participatory Urban Planning

The project introduces participatory urban planning to Pourashava through the development of PDPs. Broad citizen groups, including women and the poor will be represented in TLCCs and WLCCs and a series of consultations will be carried out to formulate the PDP. The participatory formulation of PDP makes Pourashavas officials and elected representatives more accountable to communities and increase transparency on the use of resources and achievements in improving service delivery.

While the urban planner is the key officially to formulate the PDP, the post is often left vacant in Pourashavas. The UGIAP specifically requires Pourashavas to recruit an urban planner (Class A Pourashavas only), and the project will provide adequate capacity development for him or her. For class B and C Pourashavas, assistant engineer functions as urban planner with support from consultants and facilitators. The project also supports internships for university students studying urban planning, in order to strengthen the overall sector capacity. LGED already has an internship program for university students of Urban & Regional Planning and Engineering Universities.

2.7.3 Pro-poor Urban Development

Each PDP will include a PRAP to identify and formulate the specific actions for poverty reduction in Pourashava. A Slum Improvement Committee will be established in each target slum to operationalize the PRAP. TLCCs and WLCCs will have sufficient representation of low income group to ensure their participation in decision-making processes of Pourashava management. To ensure adequate budget to implement the PRAP, minimum 5% of the funds will be earmarked to finance basic services for the poor in slums.

2.7.4 Private Sector Participation

The project promotes private sector participation in management of urban infrastructure. Operation and routine maintenance of bus terminals, truck terminals will be outsourced to private sector through competitive bidding private sector participation in solid waste management will be examined to formulate feasible mechanisms, and introduced to the extent possible.

2.7.5 Fund Allocation among Pourashava

Investment Ceiling: The maximum amount of funds to be allocated to each Pourashava (the investment ceiling) is Tk250 million for class A pourahsavas, Tk200 million for class B pourahsavas,

and Tk100 million for class C pourashavas. The investment ceiling does not include in-kind contributions by pourashavas and beneficiaries.

Financing Pattern: Civil works and equipment for revenue-generating subprojects, including water supply, bus terminals, and truck terminals, will be financed 50% by grant and 50% by loan for class A pourashava and 70% by grant and 30% by loan for class B pourashava. The loan will have an interest rate of 4% for 20 years, including a 5-year grace period, and will be denominated in the local currency. All other types of subprojects will be funded 100% by grant.

Entry to Phase 2: Pourashavas that successfully achieve all performance criteria of phase 1 of the Urban Governance Improvement Action Program (UGIAP) will proceed to Phase 2 and be entitled to utilize a maximum of 50% of the investment ceiling. While the expected average period of phase 1 is 1.5 years, pourashavas can enter into phase 2 immediately after the compliance of all phase 1 performance criteria. The assessment of pourashavas' performance by the municipal performance review committee (MPRC) will be carried out semiannually. Pourashavas that do not meet any of the phase 1 performance criteria within 2 years from the beginning of phase 1 will lose all entitlement for fund allocation.

Entry to Phase 3: At the end of phase 2, which is expected to be in June 2012, pourashavas' performance will be rated by the MPRC. The rating will be "fully satisfactory" if the pourashava meets all of the phase 2 performance criteria of the UGIAP to a fully satisfactory level, "satisfactory" if the pourashava meets all of the minimum requirements of the phase 2 performance criteria, or "unsatisfactory" if the pourashava does not meet all of the minimum requirements. The additional entitlement in phase 3 is 50% of the investment ceiling for pourashavas with a fully satisfactory rating, 25% of the investment ceiling for pourashavas with a satisfactory rating, and nothing for pourashavas with an unsatisfactory rating.

New Entry: Within 1 year after the end of phase 1, all class A and B pourashavas that are not included under the Second Urban Governance and Infrastructure Improvement (Sector) Project (the Project) will be informed and encouraged to implement the UGIAP. The MPRC will rank those pourashavas that apply for fund allocations under the Project according to the performance criteria of the UGIAP. Pourashavas with a high ranking will be entitled to utilize a maximum of 50% of their investment ceiling. In the middle of phase 2, the overall fund utilization will be assessed, and the candidate pourashavas will be identified. At the end of phase 2, the new pourashavas will be determined by the interministerial steering committee subject to fund availability.

SECTION – C

First Phase Activities and Progress

3.1 Project Management Office (PMO)

PMO of UGIIP-II has been set up at LGED HQ, Level 12 with the Project Director (PD) and two Deputy Project Directors (DPDs), other officers and staff.

3.2 Project Implementation Unit (PIU)

Project Implementation Unit (PIU) has been set up in all 35 Pourashavas with necessary officials and staff.

3.3 Recruitment of Consultants and Staff

Recruitment of GICD and MDS consultants has been completed and the consultants have been mobilized accordingly. Also most of the individual consultants have been recruited under the project except a few. The BME and PME has been recruited as individual. List of recruited consultants are given at **Annexure – II**.

3.4 UGIAP: Phase-1 Implementation

The project adopts a performance base allocation of investment fund as it is proven to be an effective intensive mechanism through implementation of UGIIP-I. The amount of investment funds to be allocated to each Pourashava depends on its performance in governance improvement specified in UGIAP. In Phase-I Pourashava starts governance improvement by establishing essential institutions such as TLCC, WLCC and CBOs.

3.4.1 Town Level Coordination Committee (TLCC)

TLCC has been established and operating in all project Pourashavas. Regular meetings with proceedings were documented.

3.4.2 Ward Level Coordination Committee (WLCC)

All the WLCCs have been established and operating in Pourashavas. The required meetings at least two in each ward have been completed.

3.4.3 Community Based Organization (CBOs)

Formation of CBOs has been completed in 35 Pourashavas. A total 1752 CBOs has been formed in 35 Pourashavas.

3.4.4 Gender Committee (GC)

Total 35 GC have been formed in all UGIIP-II Pourashavas. Total 425 meetings were held and minutes prepared. Target is one meeting in every month has been completed in each Pourashava.

3.4.5 Establishment of Establishment of Planning Unit (TPU)

TPU has been established in all 35 Pourashavas. The 27 A Category Pourashavas have initiated letters to LGD for appointment of a full-time urban planner in each Pourashava. LGD completed the recruiting process of the Urban Planner and expected to finish the posting process by next Quarter.

3.4.6 Preparation of Pourashava Development Plan (PDP)

The required guidelines, documents and piloting of PDP preparation in Sreepur has completed. The experience of Sreepur is being replicating in other Pourashavas for preparation of PDP depending on the findings of existing situation analysis of the respective Pourashavas.

As per requirement of PDP process the core group and the



programs for 'how to use the guidelines' have been organized for the mayors, executive engineers, assistant engineers and Secretaries of all the Pourashavas. Activities related to the PDP preparation process including collection and analysis of Baseline Information, Household Survey, Focus Group Discussions (FGD),

Poverty Mapping, Ward Visioning, Pourashava Level Visioning and prioritization of services are completed in all the Pourashavas with active participation of PMO staff and GICD consultants. The PMO provided necessary orientation and training to the GICD's coordinators and facilitators on household survey, poverty mapping, ward visioning, Pourashava visioning and other PDP process to enhance their capacity for timely delivery of all the service including PDP within the stipulated time period of the project.

Total 12,500 household surveys have completed. Total 499 Nos. FGD have been completed in 35 Pourashavas achieving 100% target in this regard. Total 369 Ward Visioning and all Pourashava Visioning have been conducted in 35 Pourashavas. Data input and compilation of the household survey has been completed for all Pourashavas at central level at PMO. The outcome of the household survey has been sent to the respective Pourashavas for completion of situation analysis report.

3.4.7 Interim Assessment

The Tax Assessment Section is found active in almost all of the 35 Pourashavas and designed mechanism to carry out the Interim Assessment of Tax. In some Pourashavas the re-assessment of tax is also going on. Most of the Pourashavas identified the holdings to be assessed, prepare work plan to carry out interim assessment, set monthly target and continuing the progress review in the monthly meeting and submitting report to the MPO.

3.5 Activities of the Consultants and Reporting

3.5.1 GICD Consultants

The GICD team is headed by a Team Leader (TL) supported by one Deputy Team Leader (DTL), 18 Regional Coordinators (RCs) of Urban Planning, Finance and Community Mobilization and 3 IT/MIS Specialists. Three RCs of urban planning, municipal finance and community mobilization are based at each of the 6 (six) divisional towns. The package also includes 3 facilitators in each of 35 Pourashavas against the activities of urban planning, municipal finance and municipal community mobilization. The IT/MIS specialists based at PMO, but provide support to all the participating Pourashavas.

The activities done during the 6th quarter (April to June 2010) including activities of March of 2010 and planned for the next quarter's (July – September 2010) activities. The activities done up to March-June 2010 were related to mobilization, project organization, CBO formation, CBO

operation guideline and preparation of PDP. Detailed of the activities of GICD consultants have been shown in the report of the GICD consultants as **Annexure – III**.

Mobilization of GICD Consultants has completed Recruitments of 16 Regional Coordinators out of 18 and 91 Facilitators out of 93 has been completed. 1 position for IT specialist is remained vacant.

3.5.2 GPD Consultants

One of the important jobs of GPD team is to assist four selected Pourashvas in implementing UGIAP phase 1. and phase 2 activates. Twelve field facilitators of various disciplines are assisting in capacity development process in these four Poaurashovas namely Mymensing, Sreepur, Jamalpur and Mirjapur. During this quarter, they were busy in assisting in PDP preparation and the PDP preparation is currently at final stage. The most important input of GPD team is the piloting PDP preparation process in sreepur Pourashava . Through this process the guideline for PDP Preparation has also been improved and updated. Moreover, the remaining 34 Pourashavas are now preparing their PDP following the updated and tested PDP guideline. The completed PDP of Sreepur is being used by other pourashavas as ready reference. A brief pen picture of the activities done by the GPD team is attached as **Annexure – IV**.

3.5.3 MDS Consultants:

Project Management, Design and Supervision (MDS) Consultants have mobilized several staff, including the two Deputy Team Leaders from May 18 to initiate Project administrative activities. The Team Leader was mobilized from June 1 and attended a start up meeting with the Project Director and PMO staff on June 3 and the ADB Mission Review Meeting on June 6. Additional staff has been mobilized from that date in consultation with the Project Director. The head office at LGED Bhaban has been set up and 18 municipal engineers posted to work at PIU level. Details scope of work and progress is presented in **Annexure – V**.

3.5.4 BME Activity

For benefit of continuity, BME activity has been performed regularly. The present report summarizes the activities performed during the 6th quarter. The report of the BME consultant is given as **Annexure – VI**.

The BME team attended regular weekly reporting meetings with the Project Director (PD) to follow-up UGIAP and other activities; monthly Team Leaders (TLs) meeting on scope of work,

terms of reference, work plan and progress report of each team. The BME Work Plan for the quarter (July to September 2010) was presented and finalized.

The scope of work, indicators, methodology and processes for clearance for sub-projects on environmental and resettlement issues for the Pourashavas were finalized and submitted. The terms of reference (scope of work, indicators and methodology) for detailed benchmark survey in projects Pourashavas was finalized and submitted.

During the period, BME team monitored and followed up UGIAP activities for 18 Pourashavas of Rajshahi, Chittagong and Sylhet Divisions. The team visited Nachole and Natore on 6th to 9th April, Comilla and Noakhali on 12th and 13th May and Cox's Bazaar from 30th April to 1st May 2010 to follow up of UGIAP activities especially CBO formation.

The team attended Pourashava visioning at Sreemongol on 28th May, Brahmanbaria on 1st June, Sunamgonj on 4th June, Golapgonj on 9th June, Comilla on 13th and Bhola Pourashava on 15th June, 2010.

The team prepared guidelines, developed methodology and formats and Questionnaires for benefit monitoring of UGIAP activities for the period January 2009 to June 2010.

The PD was assisted in several tasks. The team had several discussion sessions with GPD consultants in developing training modules.

3.5.5 PME Activity

The project developed a chain of monitoring system involving the PME team, project field staff and the PIU and PMO personnel for monitoring the performance of UGIAP activities in terms of progress and process monitoring. The objective of such monitoring is to keep the activities in the right tracts of objectives and goal and to develop the potentialities of different committees formed under this project at different level of the Pourashavas and to assess their achievement in relation to the target as defined in the UGIAP.

PME team developed different monitoring tools and techniques for conducting regular monitoring of UGIAP activities. The PME team is being carrying out regular monitoring of UGIAP activities through field visits and observations, and discussions with the Pourashava authorities, the members of different committees and target community people.

Based on the findings of the monitoring, the PME team provides feed backs to the PMO to facilitate the PMO in decision making for any refinement of process and activities. The key findings and lessons are also documented during discussions and field visits, and disseminated to

different committee's concerned for sharing, learning and improvement of UGIAP activities. The report of the PME consultant is attached as **Annexure – VII**.

3.6 Capacity Development and Training

During this quarter orientation meetings for different stakeholders were organized. A total of 1321 participants from the Pourashavas in 22 batches were planned. A total of 1093 trainees (83%, 712 male and 391 female) attended the courses in 22 batches. The details of the training activities have been given as **Annexure – VIII**.

3.7 Procurement Status

3.7.1 National Competitive Bidding (NCB)

Total 13 packages for procurement of Goods have processed till the project started. The estimated cost of 13 NCB packages are amounting Tk92.59 million. Among these 13 packages 9 packages have been completed amounting taka 42.89 million. Detailed of the procurement status is attached as **Annexure- IX**.

3.7.2 International Competitive Bidding (ICB)

Total 6 packages for procurement of Goods have processed till the project started through ICB. The estimated cost of 6 ICB packages are amounting Tk330.96 million. Among these 6 packages 2 packages have been completed amounting taka 40.28 million. Detailed of the procurement status is attached as **Annexure- IX**.