

# 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-13)

Period January – March 2012



ADB Loan No. 2462 BAN(SF)

## April, 2012

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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. 114,854.75 Lakh (DPP)(US\$ 167.50 Million at appraisal)
9. Total Revised Project Cost : Not yet revised
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 : 38.60 % (as of loan effectiveness)
15. Date of Last Review Mission : 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 200766618) for 23.00 million EURO
- c) GIZ: 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.

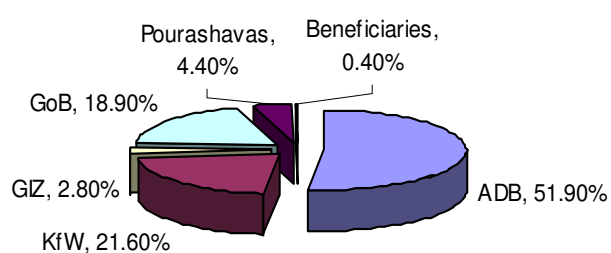
**Table 1.1 Approval Statuses and Expenditure as of 31 March, 2012**

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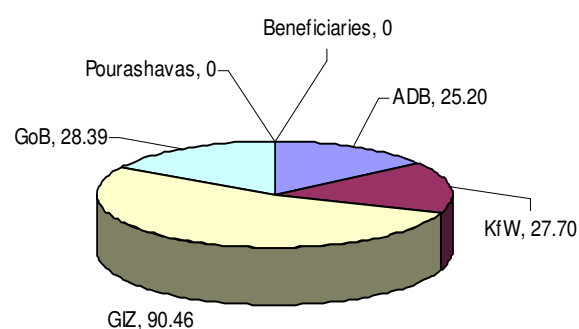
Exchange Rate= US\$ 1= BDT 68.57

Cumulative Progress up to 31 March, 2012: Physical – 63.04%, Financial – 22.40%

**Figure -1: Contribution to the Total Project**



**Figure-2: Actual Expenditure**



**Table 1.2 : CUMULATIVE PROGRESS OF THE PROJECT**  
**As of 31 March, 2012**

Sl. No.	Description of Item of Work	Assigned Weight	Progress (%)	Weighted Progress (%)
<b>A.</b>	<b>Loan Preparation</b>	<b>10</b>		<b>10.00</b>
1	Loan Effectiveness	1	100	1.00
2	Recruitment of Consultant	6	100	6.00
3	Establishment of PMO and PIU with Staff	3	100	3.00
	Procurement of Vehicles			
	Procurement of Equipment			
	Office Space and Facilities			
<b>B.</b>	<b>Phase-1</b>	<b>25</b>		<b>25.00</b>
4	Implementation of UGIAP : Phase 1	10	100	10.00
5	Preparation of PDP	8	100	8.00
6	Performance Evaluation of UGIAP 1	2	100	2.00
7	Land Acquisition for Phase 2 Physical Investments	5	100	5.00
<b>C.</b>	<b>Phase-2</b>	<b>35</b>		<b>28.04</b>
8	Implementation of UGIAP : Phase 2	12	90	10.80
9	Detail Design and Bid Preparation	3	100	3.00
10	Conclusion of Sub-project Agreement and Subsidiary Loan Agreement	1.5	100	1.50
11	Tendering and Contract Award	3	98	2.94
12	Implementation and Supervision	8	70	5.60
13	Performance Evaluation of UGIAP: Phase 2	1.5	80	1.20
14	Land Acquisition for Phase 3 Physical Investments	6	50	3.00
<b>D.</b>	<b>Phase-3</b>	<b>30</b>		<b>0.00</b>
15	Implementation of UGIAP: Phase 3	15		0.00
16	Detail Design and Bid Preparation	3		0.00
17	Conclusion of Sub-project Agreement and Subsidiary Loan Agreement	1.5		0.00
18	Tendering and Contract Award	3		0.00
19	Implementation and Supervision	7.5		0.00
	<b>Total</b>	<b>100</b>		<b>63.04</b>

## **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 GIZ. 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 Pourashavas 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 Pourashavas 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 performance 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 completed 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 is established under Component C of the Project. The PMO manages the overall project implementation, while PIUs implements 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). GIZ 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**

A GICD package of consultants involves 876 local person-months of national consultants. GICD consultants support PIUs in Implementing UGIAP-2 by providing capacity development, community mobilization and other facilitation activities. The consulting team is 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 is supported by three facilitators in charge of planning facilitator, municipal finance, and community mobilization.

#### **2.3.3.2 Package – 2: MDS Consultants**

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

#### **2.3.3.3 Package – 3: GIZ Experts; Governance Program Development (GPD)**

GIZ provides in-kind contribution in form of technical assistance (TA). GIZ has engaged 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 provides technical cooperation to enhance the urban reform initiatives. The experts will refine and expand training modules currently utilized by UMSU and practiced under UGIIP-1. The experts have been selected in accordance with GIZ standard procedures in consultation with PMO. The Terms of Reference and selection of GIZ experts need to be discussed and concurred by PD. Activities of GIZ experts to be regularly reported to PD, and be carried out with close consultation with PD. GIZ will cover Mymensingh, Sreepur, Jamalpur & Mirzapur Pourashavas for providing direct support with facilitators.

#### **2.3.3.4 Package – 4: Consultant Support for Regional UMSU**



Five consultants team were 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 engaged by GIZ, the consultants' task is to gradually expand the types of training modules.

#### **2.3.3.5 Package – 5: Benefit Monitoring and Evaluation (BME)**

Three individual consultants have been engaged and to 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 (PME)**

A senior national consultant has been engaged to support the UMSU in monitoring, evaluating and rating performance of Pourashava according to UGIAP. The consultant also supports 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 are engaged as follows;

##### **i) Public Campaign Consultant/ Media 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 has been engaged to support the PMO in procuring equipments and vehicles, including preparation of specifications and bid documents.

##### **iii) Audit Support Consultant**

A consultant has been 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 is being implemented in 35 Pourashavas in Bangladesh. Project area is widely spreaded all over the country. Division wise distribution of project Pourashava is shown in **Table 2.1** and location Map is attached in **Annex - I**.

**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,	A	7 Pourashavas
		Parshuram	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 <sup>st</sup>	01.01.2009 to 30.06.2010	1 year 6 months	<b>Successfully Completed *</b>
2 <sup>nd</sup>	01.07.2010 to 30.06.2012	2 years 0 Months	Implementation on-going
3 <sup>rd</sup>	01.07.2012 to 31.12.2014	2 years 6 months	Not due

*\* The duration of the 1st Phase has been increased by three months as per decision of the last review mission on 6-15 June 2010 and additional three months required for evaluation.*

## 2.6 Implementation Arrangements

### 2.6.1 Central Level

The executing agency of the Project is 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 has been 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) 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 is to convene whenever necessary, but not less than at least once every three months.

A Project Management Office, (PMO) has been established for the overall management of the Project. The PMO headed by Project Director (PD) who is 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 is managing the overall project implementation including the followings:

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

Existing central and regional Urban Management Support Unit (UMSU) has been providing 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) is responsible for rating the participating Pourashavas. UMSU has been functioning as secretariat of MPRC in assessing performance of Pourashava based on UGIAP performance criteria. Superintending Engineer, Urban Management wing of LGED has been acting as Director of UMSU. The Additional Chief Engineer in-charge of urban management has been coordinating the project activities under overall guidance of the Chief Engineer, LGED.

### 2.6.2 Pourashava Level

A project implementation unit (PIU) has been established in each participating Pourashavas to implement the UGIAP and physical works. The PIU is 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 (for A class Pourashavas) /Assistant Engineer (for B & C class Pourashavas); (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 is 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 has been 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 has 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.

### **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.

### **2.7.3 Pro-poor Urban Development**

Each PDP includes 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 Tk.250 million for class A Pourashavas, Tk.200 million for class B Pourashavas, and Tk.100 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.

### 3 SECTION – C: Second Phase Activities and Progress

#### 3.1 Project Management Office (PMO)

On completion of review of progress on 26th November 2011 by the joint Review Mission of ADB, KfW and GIZ, PMO has taken appropriate measures for achieving milestones of targeted activities.

In respect of citizen awareness and participation, all of the 35 Project Pourashavas prepared Citizen Charter (CC) and displayed it in the suitable place at Pourashava premises, prepared CRC, carried out 1st CRC survey, established GRC and MCC with clear TOR, TLCC and WLCC are being conducting designed regular meeting and are functioning as per designed guidelines of UGIAP.



In respect of urban planning, Base Map, Land Use Plan and Drainage Master Plan have been completed in all 35 Pourashavas through sub-contracting. Annual O&M Plan and budget have been prepared as per provision in all the 35 Pourashavas and recruited fulltime urban planner in 27 Class A Pourashavas.



In regard to the women's participation, project Pourashavas prepared Gender Action Plan (GAP) based on the strategic issues of the respective Pourashavas, PMO provided training to women stakeholder on gender issues, Pourashava kept budget for GAP implementation in the annual budget and GAP implementation are in progress.

In respect of integration of urban poor, all 35 project Pourashavas prepared Poverty Reduction Action Plan (PRAP) based on the strategic issues of the respective Pourashavas and kept budget for PRAP implementation.

A total of 153 slums have already been identified in the selected Pourashavas, completed household survey covering 17,415 households, formed 1189 Primary Groups (PG) and 153 SICs in the targeted slums and 143 Community Action Plan (CAP) have been prepared during the period. PMO together with GICD and GPD of GIZ provided training to the SIC members and officials for implementation of PRAP.

In view of the financial accountability and sustainability, computerized accounting system, reporting and tax billing have already been introduced and are functioning in 35 Pourashavas. Interim assessment of holding tax is being carrying out and collection increased by more than 10% in all the Pourashavas. Total holding tax collection in 35 Pourashavas during the FY 2011-2012 up to the 3rd quarter (July 2011- March 2012) is 376.38 million against the total targeted amount of Tk. 705.07 million representing average collection efficiency of 53.38% for all Pourashavas. On the whole, achievement of holding tax collection during the period has been found encouraging as compared with the FY 2010-2011.



Total holding tax collection during the FY 2010-2011 was 398.56 million against the total targeted amount of Tk. 728.45 million representing average collection efficiency of 54.71% for all Pourashavas. However, some Pourashavas are facing enormous challenges in achieving 80% collection efficiency.

Updating of non-tax own revenue sources according to the approved Model Tax Schedule (MTS) has been completed and introduced in 35 Pourashavas. Non-Tax (Own source) revenue collection during the period of FY 2010-2011 was Tk. 1013.72 million against the total targeted amount of Tk. 1052.60 million. However, average collection was 38.20% higher than that of the FY 2009-2010 (733.17 Million) and also higher than that of the inflation rate (8.80) of FY 2010-2011. Rate of increase of non-tax own revenue collection during the FY 2011-2012 has been found cheering as compared with the FY 2010-2011 & 2009-2010.

Out of 35 Pourashavas, 18 Pourashava have debt and is being repaying regularly according to the schedule by 15 Pourashavas and 3 Pourashavas are also being paying but in an irregularly manner.

Almost all of the Pourashavas are being paying current electric and telephone bills on a regular basis. However, 10 Pourashavas are being suffering with huge inherited due electric bills of more that Tk. 10 million and are facing massive challenges in paying outstanding bills in full amount by June 2012.

In respect of administrative transparency, all of the Pourashavas have already developed adequate staff structure based on their size and needs. The PMO conducted 980 training sessions at the PMO and PIU levels for the Pourashava officials, TLCC, WLCC, GC, CBO and SIC members participated by a total of 27,709 participants representing 31.31% female. Regional LGED has already been engaged in monitoring and evaluation of physical works as soon as the commencement of the works. PMO already developed a common web site for the PMO and PIU and e-governance activities on awareness edifice has already been carried out in all 35 Pourashavas.

357 sub-projects have been cleared for tendering to the Pourashavas by PMO of costs Tk 3495.05 million, after getting no objection from ADB and KfW under different sectors.

### **3.2 Project Implementation Unit (PIU)**

After getting proper guidance from PMO for preparing sub-projects, the Project Implementation Units (PIU) have accelerated their performances and succeeded to submit and implement the sub-projects. PIUs already awarded 167 subprojects of Tk. 1460.93 millions.

PIUs are also implementing time bound activities of UGIAP: Phase-II with the assistance of GICD Consultants and GPD team under close supervision of MPO. TLCC, WLCC and GC meeting are being held on regular basis in all 35 Pourashavas. Mass Communication Cell (MCC) and Grievance Redress Cell (GRC) have been also conducting their regular meetings as per requirement of UGIAP implementation.

### **3.3 UGIAP: Phase-II Implementation**

In this quarter the UGIAP implementation has got momentum in all 35 Pourashavas. Review meeting on UGIAP: Phase - II Implementation has organized with all Regional Coordinators and Facilitators working under the GICD Consultants in order to accelerate activities in the field. There are 27 activities under 6 working areas of UGIAP for Pourashava, those are under implementation. Detail of UGIAP: Phase-II implementation progress is discussed in **Article 3.5.1.**

### 3.4 Sub-projects Preparation, Submission and Approval

PMO approved 357 nos. sub-projects of costing Tk. 3495.05 million on approval by the ADB and KfW. PIU awarded 261 nos. sub-projects of costing Tk. 3158.93 million. The status of sub-project is presented in **Table: 3.1**.

**Table: 3.1 Status of Sub-project Implementation**

Sl. No.	Sector	Sub-Projects Approved		Sub-Projects Awarded	
		Nos.	Amount(Million Tk)	Nos.	Amount (Million Tk)
1	Urban Transport	203	2,018.56	191	1,899.41
2	Drainage	51	761.55	45	594.99
3	Solid Waste Management	20	49.16	17	48.89
4	Water supply	9	88.99	8	86.34
5	Sanitation	21	57.98	17	55.84
6	Municipal Facilities	33	382.23	28	354.94
7	Urban basic services	20	136.58	18	118.52
<b>Total</b>		<b>357</b>	<b>3,495.05</b>	<b>324</b>	<b>3,158.93</b>

### 3.5 Activities of the Consultants and Reporting

#### 3.5.1 GICD Consultants

The outcome of the GICD is to improve governance and develop capacity in Pourashavas (PSs) through carrying out series of reformed activities in 6 (Six) key areas defined in the Urban Governance Improvement Action Programme (UGIAP) in Phase-2 of UGIIP-2. The areas are: (1) Citizen Awareness and Participation, (2) Urban Planning, (3) Women participation, (4) Integration of the Urban Poor, (5) Financial Accountability and Sustainability, and (6) Administrative Transparency. The report is prepared considering the progress of governance improvement for PSs as stated in the TOR. During the monitoring of the progress of activities/tasks-implementation, it is observed that there are some PSs yet to perform in time that has been analytically remarked in chapter-2 and with detail in ANNEXURE-1. There are some challenges found in implementing the activities that need to be addressed by the PMO which have been mentioned in "Remarks" column of chapter-2 and part of it highlighted in Chapter 5. The progress status of the activities of 6 key areas of UGIAP Phase-2 implemented during the quarter of January-March 2012 is as follows:

The major achievement during January 2012 was the successfully implementation of 42 SIC Training Workshops throughout the project Pourashavas. Another important event was the orientation workshop of project Mayors at Cox'sbazar on 15<sup>th</sup> January 2012. On this occasion a special TLCC meeting was organized by the Cox'sbazar Pourashava on 14<sup>th</sup> January 2012. On 16<sup>th</sup> January a Sewing Training Centre was inaugurated by the Project Director UGIIP-II and on the same day a SIC orientation meeting held at Cox'sbazar Pourashava premise. Another special TLCC meeting was arranged at Noakhali Pourashava to discuss about Infrastructural development activities recently taken by the Pourashava under UGIIP-II on 26<sup>th</sup> January 2012.

The major achievement during February 2012 was the successfully implementation of 22 SIC Training Workshops in Natore (4nos.), Nachole (4nos.), Takurgaon (5nos.), Sunamganj (4nos.) and Sreemongal (5nos.) Pourashavas. The total numbers of participants in those training workshops were 591 out of



which more than 81% (479) were females. In February 2012, Cox'sbazar Pourashava successfully completed the activities of formation of 226 Primary Groups in 10 slums and organized 10 SICs. They also prepared 10 numbers of Community Action Plans (CAP). In February 2012, GICD team assisted 2 more Pourashavas (Noakhali and Gaibandah) to open their websites with their domain names. Along with this a total number of 20 Pourashavas have their own domain addresses.

As per plan of March 2012, every Pourashava has conducted TLCC meeting except Comilla. Comilla Pourashava has been reluctant in implementing UGIAP phase-2 activities as it is declared as City Corporation. The performances of Pourashavas with the assistance of GICD team were found satisfactory.

In this term (January 2012), the last Pourashava (Golapganj) was added to computerize generated Bill producing list making together 35 Pourashavas achieving 100% target on this regard.

### 3.5.1.1 Citizen Awareness and Participation

#### Activity- 01 : Citizen Awareness and Participation

- All of the 35 Project Pourashavas prepared Citizen Charter (CC) and duly approved by the TLCC. The entire project Pourashavas displayed CC in the suitable place at Pourashava premises and published CC in the local newspaper and as booklet.
- All of the 35 Project Pourashavas prepared Citizen Report Card (CRC) and duly approved by the TLCC.

The entire project Pourashavas completed the 1<sup>st</sup> Citizen Report Card (CRC) survey covering a total of 12,300 households as per provision of the UGIAP and already submitted the CRC reports to PMO.

- Grievance Redress Cell (GRC) established with clear TOR in 35 Pourashavas and opened complaint box. The GRC became functioning and started receiving related complaints; reviewing and resolving of complaints is continuing.

A total of 3,929 grievances have been registered out of which 2462 grievances have been included in the agenda of Pura Parishad meetings and action have been taken against 1824 grievances.

- Regular Quarterly meetings of TLCC and WLCC were conducted in 35 Pourashavas for all the quarters of Phase-II and prepared meeting minutes and distributed to the respective members of TLCC and WLCC.

A total of 241 regular quarterly meetings have been conducted by the TLCC participated by on an average 79.68% of total members representing 66.21% male and 33.79% female. However, TLCC meeting at Comilla Pourashava could not be completed regularly due to formation of City Corporation dissolving Pourashava. WLCC conducted 2511 regular quarterly meetings participated by on an average 78.84% of total members 57.0 % male and 42.91% female.

- Budget for 2011-2012 of all the 35 Pourashavas has been completed by June 2011, discussed the same in the TLCC meeting and display to public has been done.

- Mass Communication Cell (MCC) has been established in 35 Pourashavas with clear TOR.

MCC has been conducting motivational works using leaflets, local cable network and miking on different aspects of social issues, including tax payment, solid waste management and environmental improvement. MCC also organizing ward-wise rallies on various issues of national/international days using IEC, BCC materials, placards etc. with the participation of community people.

#### **Activity-02 : Urban Planning**

- Preparation of Base Map, Land Use Plan and Drainage Master Plan has been completed in all 35 Pourashavas through sub-contracting. The contracting firm submitted the Final Reports to the PMO in due time which are in the process of reviewing and implementation by the PMO and PIO.
- Preparation of Annual O&M Plan and budget has been completed in all the 35 Pourashavas as per provision of the UGIAP and already included in the Annual Budget of Pourashavas for FY 2011-12.
- LGD has already appointed 27 full time Urban Planners in the 27 class A Pourashavas under the project.

#### **Activity-03 : Women's Participation**

- All 35 project Pourashavas prepared Gender Action Plan (GAP) based the strategic issues of the respective Pourashavas and duly approved by the TLCC and Pourashavas.
- Annual Budget for GAP has already been prepared in all the 35 Pourashavas and duly approved by the TLCC and has already been included in the Annual Budget of Pourashavas for FY 2011-12.
- Implementation of GAP activities have already been started in the Pourashavas. About 735 regular monthly meetings have been conducted by the GC in due time in all project Pourashavas.

Provided training to women stakeholder on gender issues, tax, solid waste management and environmental improvement. Almost all the of the Pourashavas kept separate provision for toilet and seating arrangement in the Pourashava offices, kitchen market, bus station and also hired women labor force in the construction activities of project components.

#### **Activity-04 : Integration of Urban Poor**

- 153 slums have already been identified in 21 Pourashavas, UPPRP and STIFPP-II have been working in the slum areas of 11 Pourashavas and thus excluded from this project. Bhanga, Parshuram and Golapgonj Pourashavas do not have any slum.

Household survey has been completed covering 17,415 households, formed 1189 Primary Groups (PG) and 153 SICs in the targeted slums of 21 Pourashavas and 143 Community Action Plan (CAP) have been prepared during the period.

- All 35 project Pourashavas prepared Poverty Reduction Action Plan (PRAP) based on the strategic issues of the respective Pourashavas and duly approved by the TLCC and Pourashavas. PMO also conducted orientation workshops/training for the relevant PIO officials for successful implementation of PRAP
- Annual Budget for PRAP have already been prepared in all the 35 Pourashavas and also included in the Annual Budget of Pourashavas for FY 2011-12.

**Activity-05 : Financial Accountability and Sustainability**

- Computer and accounting software have already been installed in 35 Pourashavas and provided with the basic training to concerned staff of the Pourashavas. Computerized accounting system and reporting has already been introduced in 35 Pourashavas.
- Computer and tax software have already been installed in 35 Pourashavas and provided with the basic training to concerned staff of the Pourashavas. Computerized tax and billing system has already been introduced in 35 Pourashavas.
- Interim tax assessment is being carrying out in almost all of the Pourashavas. Re-assessment of holding tax has already carried out in 30 Pourashavas. Reassessment remains due in 5 Pourashavas namely Brahmanbaria, Bhola, Comilla, Gaibandah and Golapgonj Pourashavas. However, preliminary activities for carrying out re-assessment are in progress of the remaining Pourashavas.
- Holding tax Collection efficiency during the period of FY 2010-2011 exceeded 80% in 8 Pourashavas namely Jamalpur, Bhagerhat, Jhenaidha, Chandpur, Thakurgaon, Jhalakhati, Barguna, Golapgonj and 10% and above in the remaining Pourashavas. However, average tax collection efficiency was 54.71% which was 7.77% higher than that of the FY 2009-2010.

Total holding tax collection in 35 Pourashavas during the FY 2011-2012 up to the 3rd quarter (July 2011- March 2012) is 376.38 million against the total targeted amount of Tk. 705.07 million representing average collection efficiency of 53.38% for all Pourashavas. On the whole, achievement of holding tax collection during the period has been found encouraging as compared with the FY 2010-2011. However, some Pourashavas are facing enormous challenges in achieving 80% collection efficiency.

- Updating of non-tax own revenue sources according to the approved Model Tax Schedule (MTS) has been completed and introduced in 35 Pourashavas. Non-tax revenue earning has been increased by more than the inflation rate (8.00) of FY 2010-11 in all the Pourashavas.
- Non-Tax (Own source) revenue collection during the period of FY 2010-2011 was Tk. 1013.72 million against the total targeted amount of Tk. 1052.60 million. However, average collection was 38.20% higher than that of the FY 2009-2010 (733.17 Million) and also higher than that of the inflation rate (8.80) of FY 2010-2011. Overall, achievement of non-tax own revenue collection during the FY 2011-2012 has been found cheering as compared with the FY 2010-2011.
- Due debts are being repaying regularly according to the schedule by 13 Pourashavas, are being paying irregularly by 3 Pourashavas namely Barguna, Bhanga and Satkhira and remaining 17 Pourashavas do not have such debts.
- 20 Pourashavas those who have outstanding electric bills older than 3 months have already been started paying. Almost all of the Pourashavas are being paying current electric bills on a regular basis. However, 10 Pourashavas are being suffering with huge inherited due electric bills of more than Tk. 10 million namely Chandpur, Comilla, Cox's Bazar, Gaibandha, Kurigram, Mymensingh, Natore, Rangpur, Sirajgonj and Thakurgaon. However, 15 Pourashavas do not have any outstanding electric bills.

- All of the Pourashavas are being paying current telephone bills on a regular basis. However, 4 Pourashavas are being suffering with huge inherited due telephone bills namely Gaibandha, Jamalpur, Mymensingh and Sunamgonj.
- Carrying out Internal Audit and preparation of Financial Statement within 3 months by the Audit & Accounting Standing Committee has already been completed in 35 Pourashavas for the FY of 2010-2011.

#### **Activity-06 : Administrative Transparency**

- All of the Pourashavas have already developed adequate staff structure based on the size and the needs of the Pourashavas.
- A total of 980 nos. of training sessions have been completed for the Pourashava officials, TLCC, WLCC, GC and CBO executive members participated by a total of 27,709 participants of which 19,037 are males and 8,677 are females representing 31.31% female participants arranged by the PMO at the PMO and PIU levels.
- A three day orientation workshop on implementation of UGIAP Phase-II activities was held from 19<sup>th</sup> to 21<sup>st</sup> March, 2011 at BRAC Centre, in Gazipur. The workshop was participated by the Mayors and representatives of LGED, PMO, ADB, GIZ and GICD.
- 6 regional training workshops were conducted for the Regional Coordinators and Facilitators on UGIAP Phase-II activities to perform the designed activities in a cohesive manner in the Pourashavas.
- Progress Reports on UGIAP Phase II implementation are being submitting regularly by all the 35 participating Pourashavas.
- 405 Standing Committees and 133 additional standing committees with clear TOR have already been formed as per Pourashava Act, 2009 in 35 Project Pourashavas and the committees are being functioning in all the Pourashavas as per TOR.
- Regional LGED has already been engaged in the monitoring and evaluation of physical works as soon as the commencement of the physical works. They have been conducting monthly meeting on the issues of progress of physical works and quality and are being sending the evaluation and monitoring report to PMO on a regular basis.
- Developed a common web site for the PMO and PIU. PMO has already established the web site and establishment of the same at the PIU level is going on. However, 22 Pourashavas have started operation of web site. Establishment of website in the remaining Pourashavas is in progress and expected to be completed very soon.
- E-governance on awareness building has already been carried out in all 35 Pourashavas.

Detail of activities performed by GICD team is attached as **Annex - II**.

### **3.5.2 GPD Consultant Team**

The German TC contribution's methodological approach involves building the capacities of relevant local and national administrative units, to design and implement coordinated measures that will help to improve the effectiveness of local services and tailor them to meet demands. The German TC Contribution will provide methodological, financial and technical inputs towards developing national

services to build the capacities of local decision makers and administrative staff, enabling them to effectively steer urban development. Brief activity report of GPD team is attached as **Annex - III**.

### 3.5.3 MDS Consultants

Pourashava Development Plans (PDP) were planned to guide Project investment and were expected to be complete by the end of Phase 1 at the end of June 2010. A 3 month extension was given for this work until 30 September 2010 into the 2-year Phase 2 which began on 1 July 2011 and still ends on 30 June 2012. MDS support for preparation of the PDPs was originally envisioned, but due to the late mobilization of MDS the PDPs were largely prepared without input from MDS.

The original Phase 2 planning budgets given for preparation of PDPs were 12.5, 10 and 5 crore Bangladesh Taka (BDT), for Class A, B and C Pourashavas, respectively. In order to provide for some possible subproject rejection, Pourashavas were advised to prepare plans for an additional 50 per cent. These indicative budgets included expenditures for equipment procurement and UGIAP activities such as community-based organization (CBO) support and PRAP (CAP) which varied from one Pourashava to another.

Mobilization of the consultant's team started in May 2010. The month of March 2012 is the 23rd month after MDS mobilization. Total contract man months of MDS Professional staff are 3,286 including 100 man months of unallocated time). Up to the end of March 2012, approximately 1,225, or 37 per cent, of these man-months have been utilized. Additional crush work support of 80 man months has been needed and requested from unallocated time. The MDS assignment duration (May 2010 through October 2014) is to be 54 months, of which 43 per cent have elapsed. From this it can be seen that less staff input was used than planned, due to mobilization/approval delays.

The Project Director supports MDS with quick decisions on policies and procedures for appraising and preparing subprojects, tender evaluation and quality control. The PMO staff continues to improve communication and coordination with MDS. Since March 2011 MDS has been advised on the budget and policy to be used for subproject processing, submission, reporting and monitoring.

Mapping and drainage master plan work is far behind schedule, but expected to be completed in April 2012.

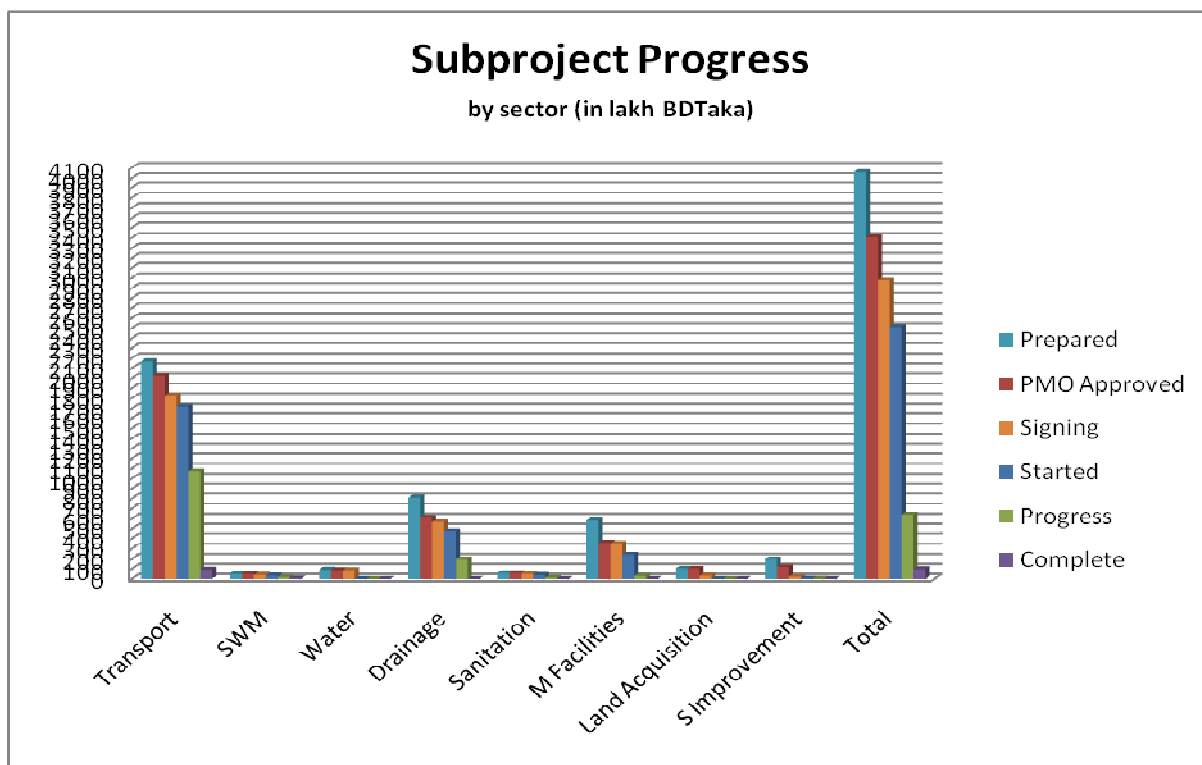
Baseline socioeconomic surveys and revised final reports incorporating PMO comments have been prepared and awaiting PMO approval.

Water leak detection study RFP did not receive qualified proposals and traffic management studies were not needed for current schemes, so both were deferred in Phase 2.

Visits by the MDS head office have been made to subproject schemes as required for appraisal and design. This is supported by subproject site checking by MDS municipal engineers and Regional Environmental and Resettlement Specialists. At the head office MDS has reviewed designs and estimates submitted by the Pourashavas, and revised them as needed.

Phase 2 subproject preparations are been essentially complete since Quarter 12, but some packages continue to be prepared. Subproject approval is close to the target expenditure. Contract signing has improved considerably since Quarter 12, but the starting and completion of physical works are seriously delayed and indicate the likelihood of failure to complete many works by the end of Phase 2. To address this, time extension may be needed on an urgent basis.

A summary of the status of subprojects by sector is presented in the graph below. Infrastructure subprojects and land acquisition with a value of nearly 4,058 million BDT have been prepared, 3,406 million approved by the PMO, 2,976 million in contracts signed, 2,514 million of packages started and only 639 million progress of works reported.



BOQs and tender documents, including environmental and social safeguards, are being prepared as subprojects are ready. Most contracts are expected to be signed before the end of April 2012.

MDS along with the BME team has collected information and prepared subproject EIRRs and FIRRs. FIRRs have been prepared for major revenue generating subprojects. Subprojects for upgrading or with minor revenue are proposed to be financed with full grant funding, requiring no FIRR. O&M recommendations are included in all subprojects and are a main aspect of design for drainage and water subprojects. Soil testing and structural design have been prepared as needed.

There is a need for revised/additional staff, equipment, office space, improved pourashava/PIU responsiveness, improved quality control, approval for substitutions, etc. Lessons learned in Phase 2 have identified needed MDS project management improvements for Phase 3 which need discussion and approval by the funding and implementing agencies. The PMO and the Joint Venture have been informed of these.

Savings in budget funds from late mobilization are needed for equipment, furnishing, transportation and communications expenses, and additional staff.

In the next quarter the remaining subprojects, safeguards, BOQs and contract signing will be completed. Monitoring and supervision are well under way and will accelerate further in the next quarter. Final bill certification and payment processing will begin in April 2012. Detail of activities performed by MDS team is attached as Annex - IV.

### 3.5.4 BME Activity

Benefit Monitoring and Evaluation (BME) of any development undertaking is extremely important for its stakeholders, specifically the fund-providers, as well as its implementers. In case of UGIIP-2, its BME activities are extremely essential for the PMO and inasmuch, ADB - GoB's development partner.

Principal objective of BME involves scanning and monitoring to see as to what extent, the project is benefiting the target people. Specifically, the BME activities eye to: ■ identify measures which signify the level of performances of the project activities in terms of their outcomes, benefits and impact; ■ provide a baseline data framework for comparison in respect of reaching the target groups; ■ facilitate, mainly the PMO to undertake appropriate measures which help in reaching the outcome of the project activities to the target beneficiaries, essentially including the women and the poor.

BME activities involve: ✧ identification of pragmatic, tangible and measurable indicators; ✧ establishing a system for collection and compilation of data; ✧ ensuring quality of data collection and their compilation; ✧ assessing and analyzing the collected data; and ✧ producing specific reports.

Conforming to the said requirements, narrated below is a synthesis of the developments to-date i.e. up to Mar'12, which includes a reverberation from the previous reports in the context.

- To start with, the BME-team reviewed the UGIIP-2 project DPP, PAM and other relevant project-associated documents. The listing entails the elements related to physical infrastructures and urban reforms, socio-economic benefits that are aimed at reaching the PS-level beneficiaries and the target groups. Along the road, formats were developed by identifying the indicators for performance monitoring of the seven activities under UGIAP -1 that include formation of TLCC, WLCC, CBO, TPO and Gender Committee, Preparation of PDP and Interim Assessment of Holding Tax, etc. Consequent upon obtaining the PD's approval, those were used for monitoring the UGIAP activities.
- The survey instruments, indicators, the methodologies and the questionnaires (instruments) and formats along with pertinent ToR to conduct initial baseline socio-economic survey have been developed and approved by the PMO.
- The processes to environmental clearance of sub-projects and social safeguard issues and procedures related to LA and compensation to the PAPs were developed. The checklist of IEE and the methodology to safeguard environmental aspects in sub-projects were also developed. Similarly, socio-economic and poverty indicators related to social and environmental safeguards have been established for PM and BM of the project benefits. The LA processes and distribution procedure of compensation to affected persons were subsequently developed.
- Purpose-based formats and instruments were developed and administered for initial assessment of performance of UGIAP I activities. The criteria and formats were subsequently revised on receipt of feedback from the field. The monitoring of UGIAP activities through field visits, formats and instructions are still on. In effect, PME team is exclusively keeping track of development on the implementation and adherence of UGIAP-2 requirements.
- Inception Report was compiled and submitted to the PMO. One major activity performed included completion of 'BME Report on UGIAP-I'. The report is a concurrent evaluation of institutional reforms under UGIAP-I. The main theme of the approach had been participation of citizens in the management of the PSs. From the responses, it is established that the PSs

successfully met the criteria for institutional improvements and preparation of the PDP for fund allocation.

- The initial benchmark survey (BMS) report submitted by DDC was field-verified so as to assess the applicability of the data for use by BME for benefit monitoring. Subsequently, corrected reports on individual Pourashavas (35 of them) were resubmitted to the PMO.
- A comprehensive BME framework to use BMS data for ongoing BME has been developed in line with the Design and monitoring Framework (DMF). As a starter for of periodic BME survey, instruments and formats were developed and test-run at Jamalpur Pourashava. Based on the experience of the test run and with the advice of the PMO, the instruments so improved shall be used for further survey during the remaining period of 2<sup>nd</sup> phase and 3<sup>rd</sup> phase of the project.

### Important activities during Jan-Mar'12 Quarter

During the Jan-Mar'12 quarter, there had been some significant activities under the BME umbrella, and as well other areas explicitly and implicitly linked to the BME-façade. Briefly, they include:

- The BME Framework, evolved in the last quarter, have been revisited and thoroughly examined to assess its implement ability, measurability and tangibility. Inasmuch, the project-specific indicators were also rescanned for appropriateness. In doing these, both DMF of the PAM and as well, the log frame of the DPP were used. A revised BME framework (draft one, that shall be finalized during the forthcoming Mid-term Review Mission) is attached at **Annex – A** for reference.
- Reiterating, the set of instruments (questionnaire) and associated formats evolved for a contemplated periodic BME survey (ref last quarter report) were also reviewed. Subsequent to pilot survey at Jamalpur PS during Dec'11, its Final Report has been prepared and submitted in January'12 (under the current report period of Jan-Mar'12 quarter). A copy of the Executive Summary of this Final Report is attached at **Annex – B** (a draft ES was as well attached to the previous qrtr's progress report).
- The addition to above, efforts were made to procure additional info/data as augmentation on areas not adequately covered under Benchmark survey. They are eyed to fill in required slots in the BME Framework mentioned above.
- The extremely important analytical and reporting work done by the BME team within the reporting quarter has been that of the preparation of the CRC (Citizens' Report Card) Report. CRC survey has been an innovative effort under UGIIP-2 purview. In this endeavor, at least 300 or more randomly selected citizens in each of the 35 PSs found a way to express their level of satisfaction over different PS service parameters, communication with their PSs, grievance redressal and quite a few other aspects of the PSs' service spectrum. In effect, this embodies a detailed feedback from the citizens – an area that was seldom addressed before. Through the analysis of the report cards, a relatively well-defined picture reflecting the citizens' views/perception have become clear that has culminated into sending clear messages to the individual PSs in respect of the qualitative and quantitative dimensions of the service-provision. And certainly, these messages stand to raise the PS-awareness to address the raised problems, shortfalls and provide desired service better. A copy of the report's Executive Summary is given at **Annex-C**.
- Apart from above, additional services were extended to the PMO (as and when needed)



which include preparation of reports/documents/concept notes/other papers (not exhaustive), namely: ■ Concept note: Brazilian Technical Assistance to Bangladesh; ■ Improving Urban Governance in Bangladesh through Performance- based Infrastructure Development Projects, with UGIIP 1 & 2 as pioneers; ■ Concept Note on CBOs Established under UGIIP-II.

All said, the BME team contemplates carrying out a periodic (Mid-point) BME survey during the middle of the year 2012. Detail of activities performed by BME team is attached as **Annexure - V**.

### 3.5.5 PME Activity

The Urban Development Expert and Team Leader, Performance Monitoring and Evaluation (PME) is being working under the overall supervision and guidance of the Director, UMSU. The PME team has also been working in close coordination with Project Monitoring Office (PMO), Project Implementation Units (PIUs) and Urban Management Support Unit (UMSU), Governance Program Development (GPD) and Governance Improvement and Capacity Development (GICD) consultant teams. The main objective of PME is to support the UMSU and the PMO in the field of monitoring and evaluation of UGIAP activities and ranking of Pourashavas based on the performance of UGIAP. Evaluation of each of the Pourashava is mandatory at the end of each phase for ranking by the MPRC for fund allocation. The PME is also supporting the MPRC in the relevant field of evaluation and ranking.

In view of the above, the following activities have been performed during the quarter of January-March 2012 based on the designed activities in the TOR.

- Supervision, monitoring and daily updating of data base of UGIAP Phase II activities and finding of laps and gapes in the submission of quarterly progress reports of the Pourashavas.
- Reviewed the progress reports and identified the issues to be addressed as per TOR for improvement of UGIAP Phase - II activities.
- Prepared quarterly progress report based on quarterly progress reports of the Pourashavas and provided updated information to the Director, UMSU, Project Director & Deputy Project Directors, UGIIP-II.
- Conducted several discussions with the Project Director and Deputy Project Director on data analysis of the quarter and findings on the performance of UGIAP Phase II activities based on the quarterly progress reports.
- Conduct interaction meeting with the GICD Team Leader and Deputy Team Leader on the progress and gaps and gapes of UGIAP activities of Phase –II and highlighted the issues to be address in the coming quarter for improvement of UGIAPA Phase II activities.
- Conducted interaction meeting with the BME Team Leader on designing the questionnaire for BME survey of UGIAP activities of Phase –II and preparation of aggregate CRC reports based on the CRC reports of Project Pourashavas.
- Conducted interaction meeting with the GPD team for preparation of different training manuals and guidelines including designing of CRC/survey format and CRC survey and report preparation tools and technique. Reviewed the findings of new entry and discussed with the Director, UMSU for presentation in the MPRC meeting.

- Prepared draft working paper and PowerPoint presentation on the progress of project activities and new entry for MPRC meeting held on the 25<sup>th</sup> January, 2012.

Detail of activities performed by PME team is attached as **Annex - VI**.

### **3.5.6 Capacity Development and Training**

With a view to improved skill and capacity of the concerned officials of Pourashavas including Executive Engineers/Assistant Engineers, Accounts Officer and Account Assistant, Secretary of Pourashavas, TLCC and WLCC members, CBO Executive Committee Members, Gender Committee Members, 980 batches of training sessions have been conducted participated by a total of 27,709 participants including 19,037 male and 8,677 females representing 31.31% female participants. Participants are taking part actively in these training program and Pourashavas are incorporating these in the QPRs. Details orientation/training courses in attached as **Annex – VII**.

### **3.6 Procurement Status**

As per Development Project Pro-forma (DPP) for UGIIP-II, a total of 16 (sixteen) different items of goods under title Indicative Break-up of Equipment were listed for procurement during the 1st and 2nd Phase of the project period. Goods of similar category were procured under different package numbers using the fund allocated from ADB and KfW. In order to fulfill the procurement procedure two methods were followed (i) National Competitive Bidding (NCB) and (ii) International Competitive Bidding (ICB) following ADB Guidelines. Out of the 16 different items 9 were fully completed, 4 partially completed and the remaining 3 items are still at different stages of procurement. The priority of procurement depended mainly on the nature of emergent use of the item keeping pace with progression of project activities. Details of procurement are attached in attached as **Annex – VIII**.

#### **3.6.1 Procurement under NCB Method**

All together, 17 packages for procurement of different types of goods have been invited tender. All 17 packages have already been awarded and the delivery of the goods completed.

#### **3.6.2 Procurement under ICB Method**

Delivery of 4 (four) cross country 4 WD vehicle (Jeep), 35 Double Cabin Pick-up, 35 nos. Vibration Road Roller, 125 nos. garbage dump truck and 12 nos. road roller under different packages have been completed. Another 5 packages for procurement of different items are in the process of different stages of delivery.