

Ministry of Local Government, Rural Development and
Cooperatives
Local Government Division
Local Government Engineering Department



**Governance and Infrastructure
Improvement
under City Governance Project**

**MONTHLY PROGRESS REPORT
November, 2016**



PADECO CO., Ltd
Rendel Ltd
NJS Consultants Co., Ltd
Development Design Consultants Ltd
BCL Associates Ltd

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ABBREVIATIONS

ACE	Additional Chief Engineer
ADB	Asian Development Bank
ARP	Administrative Reform Plan
BDT	Bangladesh Taka
BME	Benefit Monitoring and Evaluation
CC	City Corporation
CDA	Chittagong Development Authority
CDCC	City Development Coordination Committee
CE	Chief Engineer
ChCC	Chittagong City Corporation
CoCC	Comilla City Corporation
CPTU	Central Procurement Technical Unit
CPU	Comprehensive Planning Unit
CSCC	Civil/Citizens Society Coordination Committee
DAP	Detailed Area Plan
DOE	Department of Environment
DPD	Deputy Project Director
DPHE	Department of Public Health and Engineering
DPP	Development Project Proposal
DSM	Design, Supervision, and Monitoring
DTL	Deputy Team Leader
E-GP	Electric Goods Procurement
FSMP	Feasibility Study and Master Plan Review
GCC	Gazipur City Corporation
GII	Governance and Infrastructure Improvement
GICD	Governance improvement and capacity development
GOB	Government of Bangladesh
CGP	City Governance Project
ICGIAP	Inclusive City Governance Improvement Action Program
IDPCC	Infrastructure Development Plan of the City Corporation
JICA	Japan International Cooperation Agency
LA	Loan Agreement
LGD	Local Government Division
LGED	Local Government Engineering Department
MOF	Ministry of Finance
MoLGRD&C	Ministry of Local Government Rural Development & Cooperatives
MP	Master Plan
NCC	Narayanganj City Corporation
NOC	No Objection Certificate
ODA	Official Development Assistance

PD	Project Director
PIUCC	Project Implementation Unit at City Corporation
PR	Performance Review
PW	Procurement Work
RpCC	Rangpur City Corporation
SC	Steering Committee
TCP	Technical Cooperation Project
UMU	Urban Management Unit
WLCC	Ward Level Coordination Committee
GWG	Governance Working Group

1. Project Description

1.1 Project Objective

The objective of the “Inclusive City Governance Project” (the Project) is to improve public services and promote economic opportunities in the target five (5) City Corporations by strengthening the city governments’ administrative capacity and improving urban infrastructure, thereby contributing to the economic growth and the living environment improvement in the target City Corporations.

1.2 Necessity and Priority of the Project

Consistency with development policy, sector plan, national/regional development plans and demand of target group and the recipient country.

1.3 Background

Bangladesh has experienced increased urbanization since independence. In 2012, the estimated total population of the country was 154.69 million of which 29.0 percent (44.68 million) was urban. The urban population growth rate is 2.92% per annum (World Bank 2012), much higher than total population growth rate of 1.37% (Bangladesh Bureau of Statistics 2011). At existing growth rates, it is expected that the country’s urban population will reach about 110 million or half of the population by 2035. The reasons for the rapid population growth in urban area are as follows ; i) the high natural increase in urban population; ii) the territorial expansion of urban areas; and iii) rural to urban migration. At present urban dwellers constitute about 30 percent of the total populations of Bangladesh, but their contribution to GDP is more than 60 percent indicating that the productivity of labor in urban areas is much higher than in rural areas.

Two types of urban local government exist in Bangladesh e.g. the City Corporation (CC) and the Pourashava. Generally, in the Divisional Level, CC functions whereas Pourashvas function in other towns. At present there are 11 (eleven) CCs and 319 Pourashvas in the country. CCs are playing an important role in the national development resulting from rapid growth in these urban centers.

1.4 Development policy, sector plan, national/regional development plans

(a) The Sixth Five Year Plan 2011–2015 (2010) (SFYP)

The SFYP emphasize the importance of the development of sound urban institutions and the improvement of city governance. SFYP mentions that the strategies for “urban transition management” include: improving city governance, balanced development of urban centers, urban resource mobilization, sound real estate market, facilitating NGO improvement in housing, taking steps for better urban land management, better environmental management, sustainable urban transportation, provision of infrastructure/services, reducing urban poverty.

The Draft Final Seventh Five Year Plan 2016–2021 (SFYP) emphasizes three fundamental principles of governance:

- (i) ensuring the rule of law,*
- (ii) avoiding political partisanship, and*
- (iii) building a society free from corruption.*

These basic principles also guide the articulation and implementation of development programs thus forming the institutional framework, fundamental reforms, improvement in administration capacity and a strong anti-corruption strategy, and good governance in urban sectors.

(b) The draft National Urban Sector Policy (2011) (NUSP)

NUSP has objectives: to ensure regionally balanced urbanization through decentralized development and hierarchically structured urban system; to devolve authority at local urban level, and strengthen local governments through appropriate powers, resources and capabilities so that local governments can take effective responsibility for a wide range of functions; and to develop and implement urban management strategies and governance arrangements for enhancing complementary roles urban and rural areas in sustainable development.

(c) City Corporation Act (2009)

Before 2008, there were 6 (six) City Corporations in Bangladesh and there are 6 individually-formed “Act” for each CC. In 2009, for managing the rapid urbanization, LGD unified those individual Acts and newly enacted into “City Corporation Act”. It is supposed, the number of CCs will be increased in near future, so that the government needs to improve the legal system on City Corporation.

1.5 Rationale of target area selection and overall project design

1.5.1 Needs for inclusive urban development

Urbanization is the key contributor to the strong growth of industries and the social development. But at the same time, urban congestion and pollution now threaten city dweller's life and future economic growth.

(a) Needs for urban infrastructure development

The development of urban infrastructure has not kept pace with rapid urbanization, causing an acute shortage in urban infrastructure and services like piped water, sewerage, drainage, roads and bridges. As roads and bridges have insufficient capacity to meet growing traffic volume, traffic jams in city centers limit access to economic opportunities and social services. Rapid urbanization is largely attributed to immigration be in low income group settling in urban slums without access to basic services. Rapid urbanization has been posing adverse environmental and social consequences.

(b) Weak urban governance

Although the City Corporation Act (2009) clearly mentions that CCs are the Local Government Institutions mandated to provide service to the urban citizens, CCs do not have enough capacity to provide those services to their dwellers. The reasons of CC's weak urban governance are:

- (i) shortage of manpower;
- (ii) financially vulnerability;
- (iii) incompetence of officers;
- (iv) the limited power for recruitment; and the absence of participatory planning process and system.

(c) Lack of coordination among stakeholders

The involvement of a number of institutions in the management of affairs of city areas has resulted in gross overlapping of functions and lack of coordination. Such plurality generated by the municipality within institutions in planning, implementation and development approaches results in uncoordinated manner, which in fact create more problems.

(d) Lack of Inclusive Urban Planning

CCs were originally created for planning and management of urban areas. Later on separate planning and development organizations were created such as Rajdhani Unnayan Kartripakkha (RAJUK) and Chittagong Development Authority (CDA). The development authorities in these cities are authorized to undertake local urban planning as well as infrastructure and site development activities for housing, commercial and industrial use. The authorities are also empowered to exert development control functions. The effectiveness of these authorities, however, is generally limited by such factors as inadequate management and financial system, multiplicity of institutions with urban development function within their jurisdictions, uncoordinated development, and lack of integration with other agencies.

1.5.2 Continuity of JICA's Assistance

To find out the appropriate functional and institutional structure for the CC, GOB requested the Government of Japan to implement a technical cooperation project to cover all aspects for establishing "Inclusive City Government" with a view to meeting the future demand and efficient management of urban development. Under the Record of Discussion between Japan International Cooperation Agency (JICA) and GOB, JICA dispatched the Expert Team for Technical Cooperation Project (the JICA TCP Team) and, together with Local Government Division (LGD) and Local Government Engineering Department (LGED), launched "The Project for Developing Inclusive City Government for City Corporation" (the JICA TCP) in November 2012. The JICA TCP has developed

- (i) governance improvement programs and
- (ii) infrastructure development plan based on CC's future vision through the discussion with CCs, LGD and LGED.

Based on the above mentioned outputs from the JICA TCP, LGED and JICA formed the Loan Project to establish "Inclusive City Governance".

2. Scope of Works

2.1 Project Components

The CGP comprises of four components are:

- Component 1: Governance improvement and capacity development,
- Component 2: Urban infrastructure development,
- Component 3: Implementation support for equipment procurement, and
- Component 4: Consulting service.

The project will address urban infrastructure development in parallel with governance improvement of each target CC during the project period. City Corporations focused on will be:

- Narayanganj City Corporation
- Comilla City Corporation
- Rangpur City Corporation
- Gazipur City Corporation
- Chittagong City Corporation

This Monthly Progress Report summarizes the Consulting Services for Governance and Infrastructure Improvement (GII) through the current cycle of activities, problems and/or issues, and its resolutions with three sub-teams such as (1) Governance Improvement and Capacity Development (GICD), (2) Design, Supervision and Monitoring (DSM), and (3) Feasibility Study and Master Plan Review (FSMP).

2.2 Scope of GII CGP Consultants

(a) Management Unit (GII)

This unit consists of the Team Leader and Financial Management Specialist with supporting staff to control over three sub-teams such as GICD, DSM and FSMP.

(b) Governance Improvement and Capacity Development (GICD)

GICD sub-team undertakes enhancement of CC Governance through ICGIAP implementation and makes collaboration with prospective JICA Technical Cooperation Project on Governance. Two sub-components include:

Table 2.1: Summary of Governance Activities by GICD (Original)

GICD Component	Contents	Description
Sub component 1-1	Implementation of Inclusive City Governance Improvement Action Program (ICGIAP)	<p>(1) To support each CC on the governance with:</p> <ul style="list-style-type: none"> (i) Accountability; (ii) Participation; (iii) Legal Framework; and (iv) Transparency. <p>(2) To support to implement the administrative reform action plan (ARP) to achieve city incisiveness.</p> <p>(3) To be supported by JICA's Governance Technical Cooperation Project through:</p> <ul style="list-style-type: none"> (i) Improvement of Legal Framework of each CC; (ii) Restructure of organization of each CC (iii) Capacity Development of each CC; and (iv) Exchange of know-how among cities in Bangladesh and Japan.
Sub component 1-2	Capacity Development	<p>(1) To support capacity development of:</p> <ul style="list-style-type: none"> (i) City Officials of each CC; (ii) Mayor and Councilors of each CC; (iii) GOB officials; and (iv) Contractors through: <ul style="list-style-type: none"> - Sill-up Training; - ICT enhancement; - Establishment of CRC; - Exchange visit and Best Practice Dissemination

- Program;
 - Waste Management Activities; and
 - Poverty Reduction Program
 (2) To be supported by JICA's Governance TCP with their pilot activities.

(c) Design, Supervision and Monitoring (DSM)

DSM sub-team works for the preparation and implementation of the infrastructure projects categorized as Batch 2, while it will support each CC for implementation of Batch 1 sub-projects when necessary. Table 1-1 summarizes sub-component of DSM:

Table 2.2: Summary of Infrastructure Subprojects by DSM (Original)

DSM Component	Contents	Description
Sub component 2-1	Urban roads (include bridges, flyovers and culverts)	Upgrading of at least 58 urban roads (Total 419.99 km) in 5 CCs to provide efficient road access between economically and socially important locations, such as Export Processing Zone (EPZ), markets, hospital, and schools.
Sub component 2-2	Drainage facilities	Improvement of drainage facilities (Total 196.47 km) in 5 CCs to reduce inundation and water logging of rainwater, sewage, and wastewater.
Sub component 2-3	Water supply system	Installation of 6 water supply systems to improve citizen's access to safe water by: (1) rehabilitation and expansion of piped water supply system, (2) construction of production tube wells with pump house.
Sub component 2-4	Bus & truck terminal	Improvement of 2 bus and truck terminals to improve efficiency of passenger and freight transport, enhance economic potential, and mitigate traffic congestion by reducing the number of stopping and parking of buses and trucks at roadside.
Sub component 2-5	Street lights	Installation of streetlights to enhance road safety and public security which includes; (1) installation of streetlights and poles, and (2) switching to energy saving light bulbs.
Sub component 2-6	School cum cyclone shelter	Construction of 8 school cum cyclone shelters in coastal area of Chittagong CC.

(d) Feasibility Study and Mater Plan Review (FSMP)

FSMP sub-team will review the existing master plan and/or relevant urban development plans of CCs, and conduct feasibility studies in the target 5 CCs. The FS covers transport, water supply, drainage, sanitation, solid waste management, land reclamation and municipal facilities etc. The output of FS (probable subprojects) will be link with other investment project in planned way such as for future infrastructure development projects.

Table 2.3: Summary of FSMP Activities Currently Underway by FSMP

FSMP Component	City Corporation	Description
Sub component 3-1: Feasibility Study	Narayanganj	(1) Fourth Shitalokha River Bridge Construction (2) Water supply, solid waste management projects
	Comilla	(3) Gomti River Embankment Road Construction (4) Surface Water Treatment Plant, Drainage, and Sewerage projects
	Rangpur	(5) Upgrading of Urban Roads

	(6)	Water Supply, Solid Waste Management Projects
Gazipur	(7)	Turag River Bridge Construction
	(8)	Rail Flyover Construction
Chittagong	(9)	Drainage System Improvement
Sub component 3-1:		
Master Plan Review	Narayanganj	<ul style="list-style-type: none"> - RAJUK preparing a new MP for 2015-2035 - LGED supporting the preparation of Action Area Plan - FS for the fourth bridge over Shitalakhya river - Review of Strategic Transport Plan (RSTP) for Greater Dhaka funded by JICA
	Comilla	A new MP has been prepared by LGED
	Rangpur	A new MP has been prepared by LGED
	Gazipur	<ul style="list-style-type: none"> - RAJUK is preparing a new MP for 2015-2035 - LGED is going to support NCC to elaborate Action Area Plan - Review of Strategic Transport Plan (RSTP) for Greater Dhaka funded by JICA
	Chittagong	<ul style="list-style-type: none"> - MP for 1995-2015 - WB has a plan to elaborate Strategic Transport Plan - ADB is planning to start MP

3. Progress of Consultancy Services During November, 2016

3.1 Progress of Governance Improvement and Capacity Development (GICD)

Summary

The GICD sub-team has supported the 5 CCs as per the ICGIAP work plan for FY 2016/17. A noteworthy achievement by the GICD sub-team during the month was technical assistance to community planning in the PRAP-supported slum/poor communities. In parallel with ongoing community action planning (CAP), the 5 CCs have tentatively identified infrastructure schemes (e.g. community latrines, footpaths, drains, tube-wells and streetlights). The GICD Senior Urban Planning Specialists visited the CCs to conduct technical check of the proposed schemes including existing conditions, rationales for the proposed constructions/improvements, anticipated beneficiaries, locational suitability, compliance with technical standards and costing.

Another important progress in the GICD sub-team was finalization of the citizen survey (Citizen Report Card, CRC) methodology and questionnaire with support from the JICA CC Technical Coportation Project (TCP). The survey will be conducted in the 5 CCs in January–February 2017. The citizen survey (CRC) designed for the CCs is broader in scope than the CRC for Paurashavhas in light of greater responsibilities of the CCs as well as roles expected for citizens, who are part and parcel of good city governance.

In addition, the following were the highlights of the GICD actions during the month:

- Supported to the CCs to upload information on physical and financial progress of all ongoing Batch-1 and Batch-2 sub-projects on the CC websites in coordination with the DSM sub-team.
- Organized KAIZEN workshops for CC Councilors in RpCC and GCC to orient them on the Kaizen concept and on-going practices in the CC departments. (The same orientation had been held in the 3 other CCs in October.)
- Supported the CCs to prepare asset inventory for the headquarters and zonal offices.
- Organized training for chairpersons and vice-chairpersons of community development committees (CDCs) in NCC.
- Supported the preparation of Community Action Plans (CAPs), group savings, peimary health care and pre-primary school education program in the PRAP target slum/poor communities.

Preparations are underway for trainings and workshops to be held during December–January. They are: training on ‘financially independent accounting system’ in water and waste management, gender action planning workshops and a workshop on developing methods & process of identifying illegal land use and orientation for Law and Discipline Standing Committee members on law enforcement issues.

Table 3.1.1: GICD Actions during the Month of November, 2016

GICD Specialists & Facilitators	Responsible ICGIAP Area & Activities	Key Actions by GICD Specialists & Facilitators
IT	Area 1 (IT, openness and communications)	<ul style="list-style-type: none"> ▪ Supported the CCs to (i) improve e-mail communications among officials/staff, (ii) operationalize CISC with equipment installation and on-the-job computer training, (iii) prepare a database of additional 2,500 citizens registered for SMS dissemination system, (v) utilize the MSU tax, accounts and trade license software modules and (vi) update the CC website.
Governance	Areas 2 (administrative/organizational improvement)	<ul style="list-style-type: none"> ▪ Supported the CCs to (i) continue implementing departmental KAIZEN as per their work plan, (ii) organize KAIZEN orientation for the Councilors and (iii) conduct function/work process/capacity analysis in each department with support from the TCP team.
Finance	Areas 3 & 4 (tax and financial management)	<ul style="list-style-type: none"> ▪ Supported the 4 CCs to fully install and utilize the MSU software in collaboration with the IT Specialists. (Note: ChCC uses its

GICD Specialists & Facilitators	Responsible ICGIAP Area & Activities	Key Actions by GICD Specialists & Facilitators
		own software.)
		<ul style="list-style-type: none"> Facilitated to (i) prepare asset inventory in each CC; (ii) conduct meeting for finance and establishment standing committee, and (iii) prepare group savings database for PRAP.
Participation	Area 5 (citizen participation and poverty reduction)	<ul style="list-style-type: none"> Assisted the CCs to facilitate PRAP activities (in 30 communities in each CC) . Conducted a 4-day training for CDC chairperson and vice-chairperson training in NCC. Supported the CC to (i) run the savings program among Primary Group (PG) members, (ii) open Bank Account in the name of each PG and ensure deposit in time, (iii) run pre-primary school program for community children (10 schools in each CC), (iv) run primary health care program, (v) prepare schemes for infrastructure development (i.e. footpaths, drains, latrines, tube-wells and street lights), (vi) identify potential micro-credit receivers for Income Generating Activities (IGA) among PG members, (vii) identify IGA needs and potential trainees for IGA training. Worked with the CCs to identify one pilot ward and conduct survey to identify existing community organizations (such as social & cultural clubs and traditional groups).
Urban Planning	Area 6 (urban planning) + Area 2.1 (CDCC) + Area 2. 7 (CPU) + Area 5.5 (PRAP: CAP)	<ul style="list-style-type: none"> Prepared documents for a workshop on 'Understanding of the Building Permit Procedure' & 'Basics of GIS Mapping' for CC Planners and Engineers. Provided hands-on support to the CC personnel involved in preparing PRAP Community Action Plan (CAP). CAP has been prepared for one CDC in each CC as a pilot. Through the process community stakeholders raised their infrastructure demands and prioritized the needs. Verified justification of the proposed infrastructure under PRAP. Assessed the GIS infrastructure database of CoCC and RpCC to plan for the preparation of full infrastructure/asset inventories. Assisted to CCs to prepare for CPU meeting.

Table 3.1.2: Summary of CC's Progress on Key Milestone Tasks

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
1.1 Initiate e-governance activities	The number of E-GP tendering increased. Information on on-going projects made available on the CC website.	(a) E-GP refreshing training conducted for CC officers and staff.	Training report	P	P	P	P	P
		(b) At least 5 tendering are held through E-GP during the year.	Official letter and Tender Notice	P	P	P	P	P
		(c) The E-GP tender notices are published on the CC website.	A screenshot of website tender notice	P	P	Y	Y	P
		(d) Physical and financial progress of all ongoing Batch 1 and Batch 2 projects are available on the CC website.	A screenshot of website tender notice	P	Y	Y	P	Y
<u>Noteworthy CC-level actions during the month:</u> E-GP refresher training documents are being collected & organized by the GICD Senior IT Specialists.								
1.2 Establish & operationalize Mass Communication Cell (MCC)	At least 7,500 citizens (5,000 plus additional 2,500) registered for the SMS dissemination system	(a) MCC identifies additional 2,500 citizens to be registered in the SMS dissemination system.	Database of the 2,500 registered citizens	P	P	Y	Y	Y
		(b) MCC identifies several topics and messages to disseminated through the SMS system.	Resolution of MCC meeting	Y	P	P	P	P
		(c) SMS disseminated to 7,500 citizens at least twice a year.	Print screen of SMS delivery report with list of mobile numbers	P	P	P	P	P
<u>Noteworthy CC-level actions during the month:</u> MCC of NCC, CoCC & ChCC are progressing to prepare database of additional 2,500 citizens in SMS dissemination system. RpCC, GCC and ChCC prepared database of 7500 citizens in SMS dissemination system.								

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
1.3 Establish City Information Service Center (CISC)	CISC has started to provide services at least in 5 areas.	(a) All tender documents and forms are available in CISC.	Official letter	Y	P	P	P	P
		(b) At least 5 more service areas are identified.	MCC resolution	Y		P	Y	P
		(c) CISC officers are trained to provide the services.	Training report	P	P	P		
<u>Noteworthy CC-level actions during the month:</u> NCC & CoCC have allocated space, where PCO-supplied equipment have been installed. GCC, RpCC and ChCC have not allocated sufficient space and PCO-supplied equipment specified for CISC have not been placed yet.								
1.4 Organize mass public meetings	Mass public meeting held at least once a year with a report describing the meeting made available on the CC website.	(a) MCC selects issues to be discussed in mass public meetings.	Resolution of MCC meeting	Y	P	P	P	P
		(b) Topics and dates of the mass public meetings defined/decided on with consent of the Mayor.	Official Letter	Y	P	P	P	P
		(c) At least one mass public meeting held.	Report on the meeting	Y				
		(d) The meeting report is made available on the CC Website	Screen shot of CC website	Y				
<u>Noteworthy CC-level actions during the month:</u>								
2.1 Establish & operationalize City Development Coordination Committee (CDCC)	1 st draft of revised CDCC composition and TOR discussed.	(a) 1 st meeting to discuss projects or specific issues (with selected members as appropriate).	Meeting minutes	Y	Y	Y	Y	Y
		(b) 2 nd meeting to review the IDP implementation (and project-specific issues as appropriate).	Meeting minutes	P	P	P	P	P
		(c) 3 rd meeting to review draft updated IDP list of priority projects (and project-specific issues as appropriate.)	Meeting minutes					
		(d) 4 th meeting to review the	Meeting					

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
		original TOR & composition and discuss a revision.	minutes					
Noteworthy CC-level actions during the month: CCs are being supported to conduct 2 nd CDCC meeting.								
2.2 Establish Administrative Reform Committee (ARC)	Function Analysis Sheet reviewed and items for an administrative reform plan proposed.	(a) Each department reviews relevant part of Function Analysis Sheet (TCP/GICD team prepare the sheet for review).	Revised Function Analysis Sheet	Y	P	Y	Y	P
		(b) ARC holds review workshop to identify items for administrative reform.	Agenda & workshop report					
		(c) ARC proposes items for administrative reform.	Report					
Noteworthy CC-level actions during the month: Function Analysis Sheet has been updated and CC functions, work processes and capacities are being reviewed by the TCP team in RpCC, CoCC, NCC and GCC. The GICD team will do the same for ChCC.								
2.3 Clarify vision and mission of each department	Vision & missions are reviewed.	(a) Vision & missions proposed by each department reviewed by ARC for revision and finalization.	Vision & mission final version	Y	P	P	P	P
		(b) Revised visions & missions are disseminated through different types of media such as CC website, local newspapers, radio, etc.	Record of dissemination					
Noteworthy CC-level actions during the month:								
2.4 Establish Capacity Development Unit (CDU), which will	Capacity development report produced by CDU for FY 2016/17.	(a) CDU facilitates and monitors Kaizen implementation activities by	Report on Kaizen implementation	Y	Y	Y	Y	Y

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
then formulate training program		each department and keep records.						
		(b) CDU facilitates organizing trainings of relevant officials/staff in line with training priorities identified for FY2016/17 and keeps records.	Training report	P		P	P	P
Noteworthy CC-level actions during the month:								
2.5 Revise job descriptions	Job descriptions reviewed on key posts based on Function Analysis Sheet.	(a) ARC coordinates departmental review of Function Analysis Sheet and job descriptions of key officials/staff to identify any gaps in the job descriptions.	Meeting minutes	P	P	P	P	P
		(b) Each department compiles gaps between functions and job descriptions of key posts and submits to ARC for compilation.	Consolidated ARC report					
Noteworthy CC-level actions during the month:								
2.6 Initiate kaizen activities	Report on Kaizen activity submitted by each department	(a) Each department implements one Kaizen as per work plan prepared in the March – April 2016 Kaizen refresher workshop.	Implementation report	Y	Y	Y	Y	Y
		(b) Each department presents output of Kaizen activity in a workshop held by CDU for review and planning for next FY.	Plan for FY2017/18	P	P			P
Noteworthy CC-level actions during the month:								
Each department is implementing Kaizen as per their work plan for FY 2016/17.								

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
2.7 Establish & operationalize Comprehensive Planning Unit (CPU)	CPU initiates and drives annual IDP updating.	(a) CPU coordinates updating IDP list of priority projects and O&M activities.	CPU Report	P	P	P	P	P
		b) CPU presents draft updated IDP list of priority projects and O&M activities to the concerned standing committee(s)	Meeting minutes			P	P	
<u>Noteworthy CC-level actions during the month:</u> CCs have selected topics of discussion for next CPU meeting.								
2.8 Activate Standing Committees	All standing committees hold meetings	Standing committees hold meetings at least twice a year.	Meeting minutes					
		At least one standing committee meeting is broadcasted in electronic media during the year.	Meeting Record					
<u>Noteworthy CC-level actions during the month:</u> Kaizen orientation for CC councilors has been organized in 5 CCs with support from the JICA/BPATC TQM project.								
2.9 Prepare and publish Annual Administrative Report	Annual Administrative Report prepared and approved by City Council (As per CC Act)	(a) Officer in charge prepares AAR contents and request department heads to prepare departmental reports.	Request Letter	Y	Y	Y	Y	Y
		(b) Officer in charge consolidates departmental inputs and prepares a draft AAR.	Draft AAR	Y	Y	Y	Y	Y
		(c) Officer in charge submits the draft AAR to a CC meeting for discussion & approval.	Meeting minutes	P	P	P	P	P
<u>Noteworthy CC-level actions during the month:</u>								
3.1 Improve capacity/efficiency of tax assessment	System linking holding tax ID and construction	(a) Construction register to be open with ID number after construction permit issuance (RpCC and CoCC).	Photocopy of register		Y	Y		

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
	registration initiated.	(b) All new construction permits recorded in the construction register (RpCC and CoCC).	Photocopy of register and sample check		Y	Y		
		(c) NCC, GCC and ChCC continue raising the issue (on the information sharing by RAJUK & CDA) to the national government.	Letters / meeting minutes				P	
<u>Noteworthy CC-level actions during the month:</u> RpCC and CoCC are maintaining construction registration with the necessary information. All new construction permits are recorded in the construction register in CoCC & RpCC.								
3.2 Carry out interim tax assessment and increase collection	Interim tax assessment carried out regularly.	(a) 1 st progress report on interim tax assessment prepared.	Progress report	Y	Y	Y	Y	N
		(b) 2 nd progress report on interim tax assessment prepared.	Progress report					
		(c) 3 rd progress report on interim tax assessment prepared.	Progress report					
		(d) 4 th progress report on interim tax assessment prepared.	Progress report					
<u>Noteworthy CC-level actions during the month:</u> Interim tax assessment has been done in RpCC 58 holdings and in GCC 89 holdings during the month . ChCC is conducting re-tax assessment which has been condunted in each after five years.								
3.3 Identify other sources of CC taxes	Finance and Establishment Standing Committee held at least 4 times annually. → <i>Combined with 4.2</i>	(a) Tax collection situation assessment report (incl. issues and challenges) prepared and presented to the Finance and Establishment Standing Committee.	Situation assessment report & Standing Committee meeting minutes	Y	Y	Y	Y	Y
<u>Noteworthy CC-level actions during the month:</u> CCs are collecting taxes and fees as per Model Tax Schedule 2015. RpCC collects tax from battery-run auto bikes								
4.1 Introduce	O&M expenditures to	(a) Bank account to be maintained	Bank	Y	Y	Y	Y	Y

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
independent account system in water supply and waste management (CoCC, RpCC)	be recorded accurately and water & waste management tariff to be examined.	properly.	Statement copy					
		(b) O&M expenditure for water supply prepared separately with breakdown. (GCC, CoCC and RpCC)	MSU generated quarterly account statements	P	Y	Y	P	P
		(c) O&M expenditure for waste management prepared separately with breakdown. (all CCs)	Quarterly account statements	Y	Y	Y	Y	Y
		(d) Water tariff to be examined	Tariff simulation report			P	P	
		(e) Waste management fee/rate to be examined.	Fee/rate simulation report			P	P	
Noteworthy CC-level actions during the month: CCs have started to use the MSU accounting software. Tariff simulation report is under preparation.								
4.2 Diversify earnings from CC services (e.g. markets, bus/truck terminals)	Finance and Establishment Standing Committee held at least 4 times annually.	(a) Situation assessment report on fees/rates prepared and presented to the Finance and Establishment Standing Committee.	Situation assessment report	Y	Y	Y	Y	Y
		(b) 1 st Finance and Establishment Standing Committee for the FY held	Meeting minutes	Y	Y	Y	Y	Y
		(c) 2 nd Finance and Establishment Standing Committee meeting for the FY held.	Meeting minutes	P	P	P	P	P
		(d) 3 rd Finance and Establishment Standing Committee meeting for the FY held.	Meeting minutes					

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
		(e) 4 th Finance and Establishment Standing Committee meeting for the FY held.	Meeting minutes					
<u>Noteworthy CC-level actions during the month:</u> CCs collect taxes and fees from markets, transport (buses, trucks, auto-rickshaws and rickshaws) and other sources regularly.								
4.3 Establish integrated computer-based financial management system (IFMS)	Fixed asset register system initiated.	(a) System of preparing and updated fixed asset register established.	Photo copy of register.	P	P	P	P	P
		(b) Fixed asset register prepared at least partially.	Photo copy of register.	Y	Y	P	P	Y
<u>Noteworthy CC-level actions during the month:</u> CCs have started to prepare fixed assets register.								
4.4 Prepare financial statements and conduct internal audit	Internal audit conducted for FY 2015/16	(a) Internal Audit Department established.	Official letter with the name/ designation of the assigned staff	Y	Y	P	P	Y
		(b) Internal audit conducted for FY 2016/17.	Internal audit report					
<u>Noteworthy CC-level actions during the month:</u> CCs have formed Internal Audit Committee, which will be oriented on internal audit by the GICD team.								
4.5 Increase non-tax revenues at least by the inflation rate in each year	Non-tax own source revenue increased at least by annual inflation rate.	(a) Collection target for each of non-tax revenue sources for FY 2016/17 established.	FY 2016/17 collection targets	Y	Y	P	P	Y
		(b) Progress of collecting non-tax revenues reviewed in a CC meeting at least once by the end of the 3 rd Quarter.	Progress report & meeting minutes	Y	Y	P	P	Y
<u>Noteworthy CC-level actions during the month:</u> Non-tax revenues have been increasing every year. Collection targets for FY 2016/17 are under consideration.								

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
4.6 All debts due to GOB and other entities paid as per the schedule	As per the Activity (and inform the PCO on the debt repayment on a quarterly basis.	(a) Debt payment status report to be submit to the PCO with proper supporting documents every quarter.	Quarterly debt payment report	Y	N/A	P	P	Y
<u>Noteworthy CC-level actions during the month:</u> GCC pays all their debts (BMDF loans) regularly.								
4.7 Outstanding bills (incl. electricity and telephone) older than 3 months paid	Settle electricity and telephone arrears and ensure regular payments.	(a) Electricity and telephone bill arrears and settlement measures discussed in a CC meeting at least once every quarter	Payment documents and meeting minutes	Y	Y	P	P	P
<u>Noteworthy CC-level actions during the month:</u> All CCs are paying their electricity and telephone bills regularly except for ChCC, which has outstanding electricity bills from the period of the previous Mayor but now pays the bills regularly.								
4.8 Budget compared with the actual expenditure →the role of Finance and Establishment Committee strengthened → the information displayed at the CC office	As per the Activity	(a) The FY 2016/17 budget made available to the public and on the website.	Photo	Y	Y	Y	Y	Y
		(b) A draft budget for FY 2017/18 prepared, reflecting ICGIAP-related costs.	Draft budget					
		(c) The draft budget for FY 2017/18 discussed in a CCCC meeting.	Meeting minutes					
<u>Noteworthy CC-level actions during the month:</u> The NCC budget was discussed in the mass public meeting held in July 2016.								
5.1 Establish & operationalize Civil Society Coordination Committee (CSCC)	4 CSCC meeting to be held once every quarter and minutes prepared	a) 1st CSCC meeting	Meeting minutes	Y	Y	Y	Y	Y
		b) 2nd CSCC meeting	Meeting minutes	P	P	P	P	P
		c) 3rd CSCC meeting	Meeting					

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
			minutes					
		d) 4th CSCC meeting	Meeting minutes					
<u>Noteworthy CC-level actions during the month:</u> CCs are being supported to conduct 2 nd CSCC meeting.								
5.2 Establish & operationalize Ward Level Coordination Committee (WLCC)	WLCC meetings to be held once very quarter and minutes prepared.	a) 1st WLCC meeting	Meeting minutes	Y	Y	Y	Y	Y
		b) 2nd WLCC meeting	Meeting minutes	P	P	P	P	P
		c) 3rd WLCC meeting	Meeting minutes					
		d) 4th WLCC meeting	Meeting minutes					
<u>Noteworthy CC-level actions during the month:</u> CCs are being supported to conduct 2 nd WLCC meeting in each Ward.								
5.3 Community integration and formation of Community Group (CG)	CG has initiated waste collection.	(a) Target wards selected for piloting community waste collection.	Report	P	P	P	P	P
		(b) CGs formed in the target wards.	Report					
		(c) CG members trained in waste collection (and other community service activities).	Report					
		(d) CGs have initiated waste collection.	Report with photo					
<u>Noteworthy CC-level actions during the month:</u> CCs are being supported to identify existing community organizations in a pilot ward for community-based waste collection.								
5.4 Prepare Gender Action Plan (GAP) – funded by the CC	GAP prepared and implementation started.	a) Workshop on Gender Action Plan and orientation	Orientation Report	P	P	P	P	P
		(b) GAP prepared with budget proposal.	Report					
		(c) GAP implementation started.	Report					

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
<u>Noteworthy CC-level actions during the month:</u> Documents are being prepared for conducting a GAP workshop.								
5.5 Prepare Poverty Reduction Action Plan (PRAP) – funded by CGP	PRAP implemented and annual report produced.	a) PRAP implementation	Report	P	P	P	P	P
		b) Skills build-up training	Report	P	P	P	P	P
<u>Noteworthy CC-level actions during the month:</u> A training on CDC management for CDC Chairpersons and Vice-chairpersons was held on 21-24 November 2016 in NCC.								
5.6 Revise Citizen Charter	The revised Citizen Charter displayed in public.	(a) Revised draft Citizen Charter discussed in a CSCC meeting.	Report	P	P	P	P	P
		(b) The revised Citizen Charter displayed in public and on the website.	Meeting Resolution					
<u>Noteworthy CC-level actions during the month:</u> The Citizen Charter has been updated in each CC with guidance from the Prime Minister’s Office.								
5.7 Implement Citizen Report Card system (Note: IT Facilitator is to support the data entry after the survey.)	CRC format prepared and survey initiated.	(a) A format prepared and enumerators identified.	Report	P	P	P	P	P
		(b) CRC survey conducted with at least 100 citizens and organizations.	Report					
		(c) CRC survey results consolidated and a report prepared.	Report					
		d) CRC report discussed in a CSCC meeting	Meeting minutes					
<u>Noteworthy CC-level actions during the month:</u> The CRC format & methodology have been reviewed and revised with TCP support.								
5.8 Establish & operationalize Grievance Redress Cell (GRC) with revised terms of reference	GRC established with procedures and formats.	(a) GR procedures and format discussed and adopted by GRC	Meeting minutes and Report					
		(b) A workshop on GR procedures for orientation of CC Officials/Staff	Workshop Report					
		(c) Launching the GR system	Report					

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
Noteworthy CC-level actions during the month:								
6.1 Initiate/update Master Plan – in coordination with relevant authorities & agencies	Increasing accessibility of the plan through different mechanisms	(a) Information on planned & ongoing projects is available at CISC. The information may include the lists of: i) CGP Batch-1 projects ii) CGP Batch-2 projects lists iii) Sub-project lists of MGSP	Lists of projects	P	P	P	P	Y
		(b) The above information is uploaded on the CC website and the key information communicated through mass public meetings or SMS.	Website screenshot/ meeting minutes/SMS screenshot					
Noteworthy CC-level actions during the month: CCs are being supported to prepare project lists to made available at CISC.								
6.2 Implement development control	Information collection on major Illegal land use areas & improve mapping skills of the relevant CC staffs	(a) A report on illegal land use area prepared.	Report	P	P	P	P	P
		(b) Gain understanding the ‘Building Construction Rules 1996’ and ‘Dhaka Mohanagar Imarat Nirman Bidhimala 2008’ (A workshop will be organized.)	Workshop Report	P	P	P	P	P
		(c) Relevant staff are trained on basics of GIS mapping. (A workshop will be organized.)	Workshop Report					
Noteworthy CC-level actions during the month: GCC is going to form a committee which will work on identifying the illegal land use.								
6.3 Infrastructure Development Plan (IDP) reviewed & revised through inter-governmental	Ensuring CC budget provision for CC own sourced IDP projects	(a) CPU reviews consistency between the updated IDP and allocation in the CC budget for FY 2016/17 (incl. ADP allocations)	Meeting minutes	P	P		P	P
		(b) IDP priority projects for the next	Meeting					

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
coordination and citizen participation		cycle are discussed in CSCC and CDCC meetings (before presentation to the relevant Standing Committees)	minutes					
		(c) Priority projects for FY 2017/18 are discussed in connection with the budget in a CC meeting.	Meeting minutes					
<u>Noteworthy CC-level actions during the month:</u> After the CPU meeting in October 2016, GCC has collected all the tender notice from each of the five zone. Junior Urban Planning Facilitator in association with Senior Urban Planning Specialist has started to analyze whether GCC’S infrastructure improvement works are consistent with the CCIDP.								
6.4 Prepare O&M Action Plan	Inventory Database preparation of all CC infrastructures	(a) Field survey team formed and mobilized.	Infrastructure inventory database (at least partially completed)	P	P	P	P	P
		(b)Conduct field survey.						
		(c) Prepare inventory database at least partially.						
<u>Noteworthy CC-level actions during the month:</u> Survey teams have been formed in each CC for conducting inventory survey, awaiting equipment provision and guidance from CGP (PCO & GICD).								
6.5 Implement environmental laws & regulations ← assisted by DSM/CGP	Identification of illegal actions and measures to be taken against those actions	(a) CC identify environmentally illegal situations.	Report			P	P	P
		(b) CC identify measures as per the prevailing laws related to environmental issues.	Report					
<u>Noteworthy CC-level actions during the month:</u> Like activity 6.2, GCC is going to form a committee which will work on identifying environmentally illegal areas.								
6.6 Improve sanitary situations - public toilets & drainage	No. of public toilets and community latrines and waste water drainage connections are increasing.	(a) CPU reviews whether no. of public toilets, community latrines and drainage connections have increased under different interventions.	Progress report	P		P	P	
<u>Noteworthy CC-level actions during the month:</u> Under PRAP, GCC & RpCC are going to provide a sufficient number of sanitary latrines to the poor settlements, supplementing PRAP-funded latrines. The Slum Development Officer of each of those CCs is keeping records of the number of sanitary latrines to be constructed under PRAP and with CC’s own funding.								

Area/Activity	Target for FY 2016/17 (June '17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) Add brief description on actions/progress in each CC				
				NCC	CoCC	RpCC	GCC	ChCC
6.7 Solid waste management – awareness raising & improving practices ← jointly with Activity 5.3 (Community Groups)	Solid waste collection coverage and frequency improved.	(a) CC assesses the current coverage and frequency of the collection of solid waste.	Report	P		P	P	P
		(b) Training of the Community Groups (CGs) (in support of Activity 5.3)	Training report					
		(c) Community awareness campaign organized including awareness raising in school (targeting children).	Report					
Noteworthy CC-level actions during the month: During CPU meeting of October 2016 in GCC, it has been decided to conduct an awareness campaign on Solid Waste Management in the GCC auditorium. The Urban Planning team of GICD will provide technical assistance to conduct the campaign.								
7.1 Awareness raising campaigns on specific law enforcement issues	At least one campaign to raise citizen awareness for law observation implemented.	(a) Law Officer (or officer in charge) prepares an awareness campaign plan based on issues raised by departments.	Campaign plan	P	P	P	P	Y
		(b)The awareness campaign plan endorsed by Mayor	Official Letter					
		©Awareness raising campaign implemented.	Report					
Noteworthy CC-level actions during the month:								
7.2 Establish and operationalize Law Enforcement Unit (LEU)	A workshop for the Law & Discipline Standing Committee conducted.	(a) A workshop to train Law and Discipline Standing Committee members and relevant CC officials.	Agenda & report	P	P			P
Noteworthy CC-level actions during the month:								
7.3 Capacity development of Law Enforcement & Discipline Standing Committee	Proposed legal actions implemented and produce report	(a) SC ensures a plan for law enforcement.	SC meeting minutes					
		(b) SC ensure the implementation of the law enforcement plan by relevant departments & officials.	SC meeting minutes					

Area/Activity	Target for FY 2016/17 (June ‘17)	Key Milestone Tasks FY 2016/17	Verification Means	Cumulative progress (Y =completed, P= in progress, Blank= Not started/done) <i>Add brief description on actions/progress in each CC</i>				
				NCC	CoCC	RpCC	GCC	ChCC
Noteworthy CC-level actions during the month:								

Table 3.1.2: Problems/Issues and Resolutions to be Undertaken or Already Undertaken/Achieved

Problems/Issue	Resolutions to be undertaken	Undertaken/Achieved
Establishment of City Information Service Center (CISC) in GCC and ChCC: In June 2016, PCO supplied one Computer, one Printer and one Photocopier for establishing the CISC in each CC. But GCC and ChCC didn't place them in the CISC. Moreover, the space that has been allocated for CISC is not sufficient for providing the service. No specific staff has been assigned for the CISC. In NCC, RpCC and CoCC, internet connection remains an issue. For full functioning of the CISC, necessary equipment and internet connections are essential.	The GICD IT Junior Facilitators and IT Senior Specialist several times requested the CC officials and have tried to solve this issue but they failed. DTL has raised the issue to the Chief Engineer, CEO and Mayor of ChCC and DPD-1 along with DTL have met with GCC personnel concerned to solve the problem. But the two CCs are yet to take action. It is recommended that PD directly raise the issue to the leadership of the two CCs.	The GICD team and DPD-1 have continuously raised the issues and made a request to GCC and ChCC as mentioned in the left column.
Local conveyance of JFs: The local conveyance/transport for JFs should be provided by the project. This is one of crucial issues affecting the speed and quality of CC-level activities.	Earlier the GII management agreed to reimburse the local transport bill for JFs but the issue is yet to be solved.	The GICD team and DPD-1 have been raising the issue a number of times but with no result.
Infrastructure Inventory The preparation of infrastructure inventory will rely on CC engineering support staff but in GCC and RpCC it has been found that the staff have been fully engaged with the Batch-1 project implementation and will be fully occupied with the Batch 2 implementation from now on. Since infrastructure development is the CCs' top most priority, the Mayor may not permit the engineering support staff to be assigned for infrastructure inventory.	The GICD sub-team has prepared an estimate of equipment & personnel requirements and associated costs, awaiting PCO's decision and actions.	GICD sub-team is in close communication with PCO on the proposed plan.
Outstanding Electricity Bills of ChCC: ChCC has not paid outstanding electricity bills from the period of the previous Mayor and the current Mayor is not interested. (ICGIAIP Activity - 4.7)	The PD may be requested to raise the issue directly with the CC leadership or discuss with the concerned authority.	N.A.
Equipment for Senior Specialists and JFs The following are required for facilitating the GICD team's desk & field work: At CC Level 1. High resolution of 5 DHL Camera (1 for each CC) 2. Five number of scientific calculators (one for each CC), as there are only 3 computers for 5 JFs and the Finance JF in each CC is in need of having constant access to a calculator	The requirements have been already sent to the management.	Yet to be supplied.

Problems/Issue	Resolutions to be undertaken	Undertaken/Achieved
<p>3. Five number of internet modems including usage cost (one for each CC). The JFs have to visit zonal offices in each CC and internet connectivity while they're in the field will help improving intra-GICD team communications. Also, Finance and IT JFs provide hands-on support to the zonal offices on the MSU software and document generation. Their having a modem will help the zonal offices sending documents online and the zone staff learning the skills and internet connectivity potential. (The CCs are expected to introduce networks in the zonal offices in the future, but the GICD providing support in this area is very much needed as an interim measure.)</p> <p>At Dhaka Office</p> <p>1. Two DHL Camera for Specialists</p> <p>2. Six internet modem including minimum cost (5 for 5 area of Specialists and one for DTL). The modems are needed for maintaining on-line communications during field visits.</p>		
<p>Observation on PRAP</p> <p>The cost estimate was done without getting views, ideas, and preferences from consultation with the local community. Besides, the cost estimates do not comply with the Community Action Plan (CAP). Though CAP of all CDCs are yet to be prepared due to negligence of GII Consultants (JV) for payments of travelling allowances incurred for visiting the CDCs. The CAP was needed to be prepared beforehand of the cost estimate. The cost estimator would also coordinate with the concerned Junior Urban Planning Facilitator and Senior Urban Planning Specialist as well.</p>	<p>a) Some anomaly has been identified especially in some packages of CoCC, ChCC and NCC. Recommendations on remedial measures were also given to the concerned persons of CGP.</p> <p>b) Misallocations of schemes were identified at the field visit. This visit made it possible to avoid such kind of schemes.</p> <p>c) The most feasible and possible location of DTW and community Toilet were identified from this visit.</p>	<p>It is recommended that the CC engineer should mention location of the proposed infrastructure in the estimate documents of each scheme and package so that the CDC will be less likely to be influenced by influential community people. Another important point is that monitoring is crucial for both construction and implementation stages.</p> <p>In order to ensure prioritized development in the poor communities, CAP is the most effective tool. So necessary arrangements for preparation of CAP should be made before procurement. The same method will also be utilized in the later stage for further procurement in all CDCs.</p>
<p>Lack of sufficient efforts/determinations is observed among staff of GICD Sub-team especially facilitators at the CC level due to irregular disbursement of remuneration and local conveyance.</p>	<p>The concerned authorities were reminded several times verbally and e-mail communication to take measures for regular payment of salary. But no light of hope is found yet. This phenomenon has been experiencing since beginning of team mobilization, but it is acute from July 2016. As a result, indifference is being observed among</p>	<p>DDC is arguing that they are not getting any bill of remuneration from the PCO/Lead Consultant (Here it is PADECO). That's why it is difficult for them to make regular disbursement of salary without getting that bill.</p> <p>We request all the concerned authorities to ensure</p>

Problems/Issue	Resolutions to be undertaken	Undertaken/Achieved
	the staff especially for those under recruitment by DDC as JV partner of the GII Consultant. Besides, local conveyance for visiting communities under PRAP activity is not paying to the JFs. The concerned authorizes has been asked repeatedly but no feedback was found in this respect. That's why lack of spirit among all the staff recruited by DDC Ltd. is being observed.	regular disbursement of the same so that the consultants can work vigorously. This is matter of meeting the basic needs of the staff. In order to ensure an enthusiastic working environment this constraint needs to be resolved immediately.

3.2 Progress of Design, Supervision, and Monitoring

3.2.1 Site Visits

The DSM Sub-team has conducted the following site visits in the month of November, 2016 in order for supervising the Batch 1 subprojects as well as the preparation of Batch 2 subprojects.

Table 3.2.1: Site Visits by DSM Sub-team during the Month of November, 2016

Month	Date	Destination	Activity	Attendance
November	2, 3 & 4	ChCC	Preparation of Batch-2 Subprojects	Environment Specialist
	10 & 17	GCC	Preparation of Batch-2 Subprojects	Road Engineer
	10 & 17	GCC	Preparation of Batch-2 Subprojects	Water Supply Engineer

3.2.2 Progress Summary of Batch 1 Subprojects

The financial progress of Batch 1 subprojects as of the end of November 2016 is summarized below. The total amount 5 CCs paid to their contractors was 187.58 Crore BDT which is 6.56 Crore BDT increase from the last month.

NCC shows good progress both physically and financially. CoCC shows good physical progress, and financial progress go up in this months. RpCC shows moderate progress. GCC show less progress. The progress of this CC is closely monitored. ChCC was much behind the schedule but the work has commenced for 16 subprojects. From coming months, good progress can be expected.

Table 3.2.2: Financial Achievement by Subproject Implementation

Description	Amount (Crore BDT)	Remark
JICA's initial disbursement to LGED	162.45	06-Mar-15
Achievement as on the end of November 2016	187.58	115.47%

Table 3.2.3: Financial Progress by CCs

Name of City Corporation	Subproject No		Contract Awarded		Disbursement	
	Original	Revised	No of Packages	Amount (Tk)	Amount (Tk)	%
NCC	3	3	3	275,169,092.65	232,237,672.33	84.40
CoCC	9	8	8	689,246,579.29	551,952,116.00	80.08
RpCC	18	18	18	869,977,772.85	486,243,242.00	55.89
GCC	9	9	9	899,687,793.12	292,043,730.61	32.46
ChCC	18	17	17	1,222,751,075.28	313,320,355.42	25.62
Total	57	55	55	3,956,832,313.29	1,875,797,116.36	47.41

Note: The number of contract completion is counted when NOA is issued, while the amount of contract completion is counted only after the contract has been signed.

3.2.3 Progress Summary of Batch 2 Subproject

DSM Sub-team is in the process of assessing the adequacy of proposed changes/replacements of Batch 2 subprojects as per the designated evaluation procedure in the Minutes of Discussion (M/D) between the governments of Bangladesh and JICA. The summary of such changes/replacements are shown below.

Table 3.2.4: List of Batch2 Subprojects

CC	Original		Revised		Remarks
	No of Subprojects	Project Cost (Crore BDT)	No of Subproject	Project Cost (Crore BDT)	
NCC	12	302.44	12	266.20	-
GCC	14	231.04	14	224.36	-
CoCC	7	234.23	9	249.53	2 Subproject added
RpCC	29	223.29	25	217.23	4 Subproject deleted

ChCC	15	433.10	17	444.08	2 Subproject added
Total	77	1424.10	77	1401.40	-

DSM team have completed Subprojects draft preparation (DD) as under:

- NCC2-3, NCC2-4, NCC2-5, NCC2-6 & NCC2-11= Total 5 out of 12.
- GCC2-1, GCC2-3, GCC2-4, GCC2-7, GCC2-9, GCC2-10, GCC2-11 & GCC2-13= Total 8 out of 14.
- CoCC2-2, CoCC2-3, CoCC2-4, CoCC2-6 & CoCC2-7= Total 5 out of 9.
- RpCC2-5, RpCC2-8, RpCC2-9, RpCC2-14, RpCC2-15, RpCC2-16, RpCC2-17, RpCC2-18, RpCC2-19 & RpCC2-20=Total 10 out of 25.
- ChCC2-4, ChCC2-7, ChCC2-11, ChCC2-12, ChCC2-13, ChCC2-14, ChCC2-15, ChCC2-16 & ChCC2-17= Total 9 out of 17.

Summarily 37 nos. Projects draft have already been completed as of November 2016. Which are being processed for e-tendering by the PCO.

DSM sub-team has finalized the specification of survey works in coordination with the design unit of LGED. The three quotations for each item have been collected for the Client's approval, and DSM sub-team officially submitted them. Based on the approval from the Client, the survey works have started. As of now field survey documents of 57 subprojects submitted to client for approval has yet to be cleared. However some related queries in this connection are required to be answered.

3.2.4 Environmental Clearance

The kick-off Meeting for environmental considerations was held on 8th Nov,2015. The Environmental and Social Officer (ESO) of related five (5) City Corporations were invited to the meeting. Although the ESO of Comilla was absent, all meeting information sent to ESO later. In the meeting the international environment expert explained the expected tasks of ESO of CC including below organization chart for environmental considerations for DSM.

Out of total subprojects of batch-2, it was recommended by the DoE to conduct IEE for 71 subprojects and EIA for the remaining 6 subprojects. DSM sub-team proceeded with preparation of IEE report including data collection and field survey accordingly. Submission of final IEE report was scheduled to be in two steps and the first cluster of 10 subprojects was ready and submitted at the end of June 2016. The site clearance for the 10 sub projects in the cluster 1 was obtained on 8 September 2016. The IEE for cluster 2 for 61 sub projects was submitted to DoE for clearance on 5 September 2016. The PowerPoint presentation for IEE cluster 2 in Department of Environment has been done successfully and the site clearance for this 61 subprojects was issued on 3 November 2016. TOR for EIA for 3 overpasses and 3 water supply systems has been approved by DoE and all process of engagement of EIA Consultants has been completed. The EIA Consultants completed data collection in all 5 city corporations and preparation of EIA reports are under process.

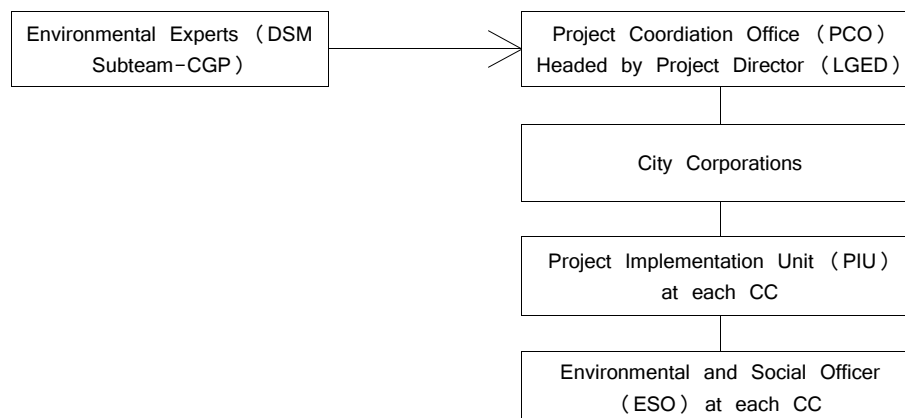


Table 3.2.5: Progress of Batch 2 Survey Work

30 November, 2016

CC	Topographic Survey																	
	Road cum Road+Drain (km)			Drain(km)			Overpass(no)			Bridge (no)			Khal (km)			School cum Cyclone Shelter/Center		
	Plan	Actual	Remaining	Plan	Actual	Remaining	Plan	Actual	Remaining	Plan	Actual	Remaining	Plan	Actual	Remaining	Plan	Actual	Remaining
Chittagong	10.2	10.2	0				3	3	0	1	1	0				8	8	0
Comilla	75.3	75.3	0	40.5	40.5	0				9	9	0	33.8	33.8	0			
Narayangonj	23.44	23.44	0	36.27	36.27	0				16	16	0	34.94	20	14.94			
Gazipur	54.8	54.8	0	35.3	35.3	0				1	1	0						
Rangpur	76.3	76.3	0	54.1	54.4	0				1	1	0						
Grand Total	240.04	240.04	0	166.17	166.17	0	3	3	0	28	28	0	68.74	53.8	14.94	8	8	0
% Progress	100.00			100.00			100.00			100.00			78.26			100.00		
% Remaining	0.00			0.00			0.00			0.00			21.74			0.00		

Financial Status of Batch 1 by CCs

As of 30 November 2016

Name of City Corporation	Subproject No		Contract Awarded		Disbursement	
	Original	Revised	No of Packages	Amount (BDT)	Amount (BDT)	%
NOC	3	3	3	275,169,092.65	232,237,672.33	84.40
CoCC	9	8	8	689,246,579.29	551,952,116.00	80.08
RpCC	18	18	18	869,977,772.85	486,243,242.00	55.89
GCC	9	9	9	899,687,793.12	292,043,730.61	32.46
ChCC	18	17	17	1,222,751,075.28	313,320,355.42	25.62
Total	57	55	55	3,956,832,313.19	1,875,797,116.36	47.41

Progress Summary of Batch 1 Subproject by CCs

As of 30 November 2016

Physical Progress (%)								Financial Progress					
Package No	Tender Status	Contract Amount (BDT)	Signing date	Completion Date	Up to previous month	Reporting month	Cumulative	Payment Bill Amount (BDT)			% Progress		
								Up to previous month	Reporting month	Cumulative	Up to previous	Reporting month	Cumulative
Chittagong City Corporation (ChCC)													
ChOC1-1	Complete	41,983,136.23	07.12.2015	06.12.2016	80.00	5.00	85.00	0.00	0.00	0.00	0.00	0.00	0.00
ChOC1-2	Complete	143,124,162.10	07.12.2015	06.12.2016	85.00	3.00	88.00	85,363,556.00	0.00	85,363,556.00	59.64	0.00	59.64
ChOC1-3	Complete	183,575,992.70	07.12.2015	06.12.2016	40.00	5.00	45.00	69,041,890.20	0.00	69,041,890.20	37.61	0.00	37.61
ChOC1-4	Complete	101,688,179.90	08.11.2015	07.11.2016	90.00	0.00	90.00	64,334,868.32	0.00	64,334,868.32	63.27	0.00	63.27
ChOC1-5	Developed by CC & Dropped												
ChOC1-6	Complete	69,995,195.36	14.12.2015	13.12.2016	35.00	0.00	35.00	18,469,555.00	0.00	18,469,555.00	26.39	0.00	26.39
ChOC1-7	Complete	17,504,858.16	14.10.2015	13.10.2016	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00
ChOC1-8	Complete	18,497,076.31	14.10.2015	13.10.2016	10.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00
ChOC1-9	Complete	56,179,460.95	14.12.2015	13.12.2016	20.00	5.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00
ChOC1-10	Complete	40,863,270.94	14.12.2015	13.12.2016	65.00	0.00	65.00	25,204,990.00	0.00	25,204,990.00	61.68	0.00	61.68
ChOC1-11	Complete	18,089,499.64	14.10.2015	13.10.2016	90.00	0.00	90.00	11,684,972.10	0.00	11,684,972.10	64.60	0.00	64.60
ChOC1-12	Complete	16,343,013.63	14.10.2015	13.10.2016	90.00	0.00	90.00	11,210,091.00	0.00	11,210,091.00	68.59	0.00	68.59
ChOC1-13	Complete	15,944,085.56	14.10.2015	13.10.2016	85.00	5.00	90.00	11,572,909.80	0.00	11,572,909.80	72.58	0.00	72.58
ChOC1-14	Contract not yet completed												
ChOC1-15	Complete	117,899,871.68	26.04.2016	25.04.2017	10.00	5.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
ChOC1-16	Complete	262,000,342.90	07.12.2015	06.12.2016	15.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
ChOC1-17	Complete	49,227,694.09	05.01.2016	04.01.2017	35.00	5.00	40.00	11,869,660.00	0.00	11,869,660.00	24.11	0.00	24.11
ChOC1-18	Complete	69,835,235.13	11.01.2016	10.01.2017	15.00	0.00	15.00	4,567,863.00	0.00	4,567,863.00	6.54	0.00	6.54
Total								313,320,355.42	0.00	313,320,355.42	25.62	0.00	25.62

As of 30 November 2016

Physical Progress (%)								Financial Progress					
Package No	Tender Status	Contract Amount (BDT)	Signing date	Completion Date	Up to previous month	Reporting month	Cumulative	Payment Bill Amount (BDT)			% Progress		
								Up to previous month	Reporting month	Cumulative	Up to previous	Reporting month	Cumulative
Gazipur City Corporation (GCC)													
GCC-1	Complete	151,050,264.70	01.02.2016	31.01.2017	32.00	3.00	35.00	37,615,666.82	0.00	37,615,666.82	24.90	0.00	24.90
GCC-2	Complete	49,071,701.17	08.09.2015	07.09.2016	74.00	0.00	74.00	24,793,135.57	0.00	24,793,135.57	50.52	0.00	50.52
GCC-3	Complete	100,324,529.19	10.03.2016	09.03.2017	23.50	0.50	24.00	10,000,000.00	0.00	10,000,000.00	9.97	0.00	9.97
GCC-4	Complete	107,266,391.89	24.03.2016	23.03.2017	44.00	6.00	50.00	23,930,334.36	0.00	23,930,334.36	22.31	0.00	22.31
GCC-5	Complete	221,095,762.68	25.02.2016	24.02.2017	30.00	1.00	31.00	17,376,344.00	20,043,940.00	37,420,284.00	7.86	9.07	16.92
GCC-6	Complete	60,793,888.83	01.02.2016	31.01.2017	78.00	7.00	85.00	37,715,861.43	0.00	37,715,861.43	62.04	0.00	62.04
GCC-7	Complete	108,779,188.60	16.08.2015	15.08.2016	64.00	2.00	66.00	39,866,030.00	13,893,837.00	53,759,867.00	36.65	12.77	49.42
GCC-8	Complete	44,300,448.28	02.11.2015	01.11.2016	52.00	0.00	52.00	18,936,100.01	0.00	18,936,100.01	42.74	0.00	42.74
GCC-9	Complete	57,005,617.78	18.08.2015	17.08.2016	90.00	0.00	90.00	47,872,481.42	0.00	47,872,481.42	83.98	0.00	83.98
Total								258,105,953.61	33,937,777.00	292,043,730.61	28.69	3.77	32.46

As of 30 November 2016

Physical Progress (%)								Financial Progress					
Package No	Tender Status	Contract Amount (BDT)	Signing date	Completion Date	Up to previous month	Reporting month	Cumulative	Payment Bill Amount (BDT)			% Progress		
								Up to previous month	Reporting month	Cumulative	Up to previous	Reporting month	Cumulative
Rangpur City Corporation (RpCC)													
RpCC 1-1	Complete	23,764,035.82	05.05.2015	04.05.2016	100.00	0.00	100.00	21,317,129.00	0.00	21,317,129.00	89.70	0.00	89.70
RpCC 1-2	Complete	41,814,679.62	17.05.2015	16.05.2016	58.00	0.00	58.00	21,250,435.00	0.00	21,250,435.00	50.82	0.00	50.82
RpCC 1-3	Complete	47,976,090.49	08.10.2015	07.10.2016	96.00	4.00	100.00	37,684,763.00	0.00	37,684,763.00	78.55	0.00	78.55
RpCC 1-4	Complete	61,374,086.53	03.03.2016	02.03.2017	35.00	3.00	38.00	5,439,264.00	0.00	5,439,264.00	8.86	0.00	8.86
RpCC 1-5	Complete	26,082,771.25	07.10.2015	06.10.2016	100.00	0.00	100.00	21,374,362.00	0.00	21,374,362.00	81.95	0.00	81.95
RpCC 1-6	Complete	41,454,632.90	03.10.2015	02.10.2016	55.00	5.00	60.00	15,999,434.00	0.00	15,999,434.00	38.60	0.00	38.60
RpCC 1-7	Complete	14,249,501.25	17.09.2015	16.09.2016	92.00	0.00	92.00	12,380,035.00	0.00	12,380,035.00	86.88	0.00	86.88
RpCC 1-8	Complete	46,752,202.25	21.12.2015	20.12.2016	78.00	12.00	90.00	28,429,921.00	0.00	28,429,921.00	60.81	0.00	60.81
RpCC 1-9	Complete	62,011,220.87	21.12.2015	20.12.2016	85.00	5.00	90.00	39,262,882.00	0.00	39,262,882.00	63.32	0.00	63.32
RpCC 1-10	Complete	60,029,994.37	06.01.2016	05.01.2017	69.00	1.00	70.00	27,419,000.00	0.00	27,419,000.00	45.68	0.00	45.68
RpCC 1-11	Complete	52,481,296.81	29.12.2015	28.12.2016	63.00	12.00	75.00	19,709,968.00	8,890,032.00	28,600,000.00	37.56	16.94	54.50
RpCC 1-12	Complete	90,859,286.17	29.12.2015	28.12.2016	66.00	4.00	70.00	45,460,860.00	0.00	45,460,860.00	50.03	0.00	50.03
RpCC 1-13	Complete	45,189,751.71	06.01.2016	05.01.2017	75.00	5.00	80.00	30,613,617.00	0.00	30,613,617.00	67.74	0.00	67.74
RpCC 1-14	Complete	24,735,373.46	09.11.2015	08.11.2016	71.00	2.00	73.00	13,555,540.00	0.00	13,555,540.00	54.80	0.00	54.80
RpCC 1-15	Complete	70,794,880.19	09.11.2015	08.11.2016	68.00	2.00	70.00	37,864,000.00	0.00	37,864,000.00	53.48	0.00	53.48
RpCC 1-16	Complete	48,542,302.79	10.12.2015	09.12.2016	70.00	5.00	75.00	22,162,000.00	0.00	22,162,000.00	45.66	0.00	45.66
RpCC 1-17	Complete	39,267,304.88	09.11.2015	08.11.2016	87.00	3.00	90.00	27,744,415.00	5,454,585.00	33,199,000.00	70.66	13.89	84.55
RpCC 1-18	Complete	72,598,361.49	30.09.2015	29.09.2016	80.00	0.00	80.00	34,986,660.00	9,244,340.00	44,231,000.00	48.19	12.73	60.93
Total		869,977,772.85						462,654,285.00	23,588,957.00	486,243,242.00	53.18	2.71	55.89

As of 30 November 2016

Physical Progress (%)								Financial Progress					
Package No	Tender Status	Contract Amount (BDT)	Signing date	Completion Date	Up to previous month	Reporting month	Cumulative	Payment Bill Amount (BDT)			% Progress		
								Up to previous month	Reporting month	Cumulative	Up to previous	Reporting month	Cumulative
Comilla City Corporation (CoCC)													
CoCC1-1	Complete	118,259,892.06	16.09.2015	15.09.2016	92.00	6.00	98.00	94,387,571.00	0.00	94,387,571.00	79.81	0.00	79.81
CoCC1-2	Complete	71,967,046.99	30.08.2015	29.08.2016	86.00	4.00	90.00	56,083,052.00	0.00	56,083,052.00	77.93	0.00	77.93
CoCC1-3	Complete	100,935,057.19	25.06.2015	24.06.2016	93.00	4.00	97.00	82,368,854.00	0.00	82,368,854.00	81.61	0.00	81.61
CoCC1-4	Complete	57,202,696.54	30.04.2015	29.04.2016	100.00	0.00	100.00	43,241,657.00	0.00	43,241,657.00	75.59	0.00	75.59
CoCC1-5	Complete	81,498,169.10	13.09.2015	12.09.2016	89.00	0.50	89.50	64,058,168.00	0.00	64,058,168.00	78.60	0.00	78.60
CoCC1-6	Complete	142,743,680.71	01.09.2015	31.08.2016	86.00	1.50	87.50	109,574,528.00	0.00	109,574,528.00	76.76	0.00	76.76
CoCC1-7	Complete	90,804,316.26	31.03.2015	30.03.2016	90.00	6.00	96.00	76,402,566.00	0.00	76,402,566.00	84.14	0.00	84.14
CoCC1-8	Developed by LGED, Comilla & Dropped												
CoCC1-9	Complete	25,835,720.44	19.04.2015	18.04.2016	100.00	0.00	100.00	25,835,720.00	0.00	25,835,720.00	100.00	0.00	100.00
Total		689,246,579.29						551,952,116.00	0.00	551,952,116.00	80.08	0.00	80.08

As of 30 November 2016

Physical Progress (%)								Financial Progress					
Package No	Tender Status	Contract Amount (BDT)	Signing date	Completion Date	Up to previous month	Reporting month	Cumulative	Payment Bill Amount (BDT)			% Progress		
								Up to previous month	Reporting month	Cumulative	Up to previous	Reporting month	Cumulative
Narayanganj City Corporation (NCC)													
NCC 1-1	Complete	97,528,637.24	08.10.2015	07.10.2016	79.15	0.00	79.15	67,804,542.54	8,107,350.46	75,911,893.00	69.52	8.31	77.84
NCC 1-2	Complete	88,782,224.13	19.04.2015	18.04.2016	99.65	0.00	99.65	77,990,845.93	0.00	77,990,845.93	87.85	0.00	87.85
NCC 1- 3	Complete	88,858,231.28	19.04.2015	18.04.2016	100.00	0.00	100.00	78,334,933.40	0.00	78,334,933.40	88.16	0.00	88.16
Total		275,169,092.65						224,130,321.87	8,107,350.46	232,237,672.33	81.45	2.95	84.40

3.3 Progress of Feasibility Study and Master Plan Review

The FSMP team undertook mainly the following tasks in November 2016 as summarized as follows:

Preparation of list of priority projects by sector (i.e., transport, water supply, drainage, sewerage and solid waste management, and municipal facilities)

Urban planners and transport planners as well as sector specialists almost completed their sector reviews, and continued with site visits to the study cities, discussions with CC officials, analyses on the information collected, and updated the long list and priority project list. Project Profile have been being prepared and partially circulated among the team members. Initial shortlist will be circulated among the study team and PCO members soon.

Feasibility Studies

The FSMP sector specialists visited project sites for proposed feasibility studies, and made further observations. As of end of November 2016 11 sub-projects are being investigated for feasibility studies. Below list describes the current status of sub-projects for FS in each City Corporation.

Table 3.3.1: Summary of Status for Feasibility Studies

As of November 2016

City	Project	Status
Narayanganj	Construction of Bridge over the Shitalokha River	<ul style="list-style-type: none"> Topographical and river surveys completed. All Field work for Geotechnical Investigations completed. The Final Geotechnical Investigation Report received. Preliminary pile capacities calculated. Traffic surveys completed. Alignment finalised and preliminary design is ongoing. Preliminary Bridge GA drawings are currently being developed and from this work the best layout and form of construction will be determined. Note that the approach structures may change from beam and slab to box girder construction due to curvature of the horizontal alignment. Roundabout junction added to eastern side and vertical alignment of main bridge raised to provide increased deck depth. Draft environmental screening was done: Category-A (JICA Guidelines), Category-Red (Bangladesh regulations) Draft IEE (Initial Environmental Examination) report is being prepared. GIS analysis of affected structures and properties is ongoing. ToR for environmental and social surveys are being prepared. New field trip to site visit completed and need for a full RAP confirmed with NCC. Social Survey ToR revised and contractor selection process (requiring LGED-PD approval) completed. ToR, contractor proposals and recommendation for a contractor submitted to LGED for signing and final contract preparation. Indicative survey start date set as Dec. 11 and draft RAP/ARAP completion by Jan 12-16th, 2017
Comilla	Gomti River Embankment Road	<ul style="list-style-type: none"> Alignment has been broadly agreed with CoCC Engineers. Topographical survey has been completed.

	<ul style="list-style-type: none"> • Geotechnical investigations have restarted. Tenders received and under contract agreement preparation. • Details of MGSP and its implication to the FSMP projects have been investigated, and it was found that the MGSP project comprises a relatively minor improvement. The FSMP proposal involves a widened highway to higher standards. • Preliminary design completed. Parking and leisure facilities being investigated/developed. • Initial detailed construction estimate prepared. • Traffic surveys are planned to be implemented in August 2016. • Draft environmental screening was done: Category A (JICA Guidelines), Category Orange-B (Bangladesh regulations) • Draft IEE (Initial Environmental Examination) report is being prepared. • GIS analysis of affected structures and properties was completed. • ToR for social survey are being prepared. • New field trip to site visit completed and result suggest that full RAP may be needed due to the level of encroachment into the RoW by squatters, and the extend of relocation needed along the 700m long end-point access road Jagannathpur Union on Bibir Bazar road. CoCC is removing squatters along the embankment road prior to this project and also widening the carriageway width to 5-6 m . • Social Survey ToR revised and contractor selection process (requiring LGED-PD approval) completed. • ToR, contractor proposals and recommendation for a contractor submitted to LGED for signing and final contract preparation. • Indicative survey start date set as Dec. 11 and draft RAP/ARAP completion by Jan 12-16th, 2017.
Surface Water Supply Project in Comilla	<ul style="list-style-type: none"> • Waiting for the BWDB approval for Comilla WS project. • Comilla WTP Topo survey is currently ongoing and report is expecting with in first week of December. • Comilla WTP GT survey has been postponed to a later stage. • Conceptual drawings for Comilla WS project are being prepared. • Cost estimates for Comilla WS project has been done by the costing expert. • The water distribution method and project stages were agreed with CC for the final time. • Preparation of FS report of WS sector is in progress. • New field visit completed and ARAP requirement confirmed. Focus mostly on land acquisition at the coffer dam and water treatment plant site. May also be impact on local brickworks employees as clay pits will be flooded. • ToR for Social Survey drafted and being reviewed.
Rehabilitation of Racecourse khal, Agriculture Institute khal & Chayabitan Residential Drain	<ul style="list-style-type: none"> • Base model development for Racecourse khal, Agriculture Institute khal & Chayabitan Residential Drain completed

		<ul style="list-style-type: none"> Preliminary design section development for Racecourse khal, Agriculture Institute khal & Chayabitan Residential Drain completed. ToR for Social Survey drafted and being reviewed Draft Environmental screening is done: Category B (JICA Guidelines), Category Orange-A (Bangladesh regulations)
Rangpur	Construction of New Rangpur Bus Terminal	<ul style="list-style-type: none"> Due to conflict with Batch 2 project, this one has been dropped from the FS list.
	Inner Ring Road	<ul style="list-style-type: none"> Background and rationale are being reviewed Site visit is made to investigate alignment options Topo surveys are being planned No social survey started as this sub-project is now being reconsidered
	Rehabilitation of Shymasundari khal & Kuksha-Ghagot river	<ul style="list-style-type: none"> Preliminary Option study completed Alignment survey ongoing Cost benefit ongoing Draft ToR completed and now at internal review stage
Gazipur	Bridge over the Turag River	<ul style="list-style-type: none"> Topographical survey and river survey completed. Bridge and approach road alignment revised due to updated information on flood levels. GI fieldwork completed Draft GI Report received Laboratory GI test results have been received. Preliminary pile sizing determined from calculated pile loads and pile capacities. Preliminary details for River Protection and River Training works currently being developed. Preliminary GA's for Turag River and Flood Plain Bridges revised to accommodate new flood levels and river protection and training works. Preliminary quantities measured from GA drawings. Draft cost estimate currently being prepared for both bridges. Preliminary Bridge Design Report currently being updated. Design water levels revised. Traffic surveys are being implemented. Draft environmental screening was done: Category B (JICA Guidelines), Category Red (Bangladesh regulations) Draft IEE (Initial Environmental Examination) report is being prepared. GIS analysis of affected structures and properties is completed. ToR for environmental and social surveys are prepared. Stakeholders meeting on 2 Nov. is in preparation. New site visit completed and team confirmed that an ARAP would be needed for this alignment, including the two bridges. Social Survey ToR revised and contractor selection process (requiring LGED-PD approval) completed. ToR, contractor proposals and recommendation for a contractor submitted to LGED for signing and final contract preparation. Indicative survey start date set as Dec. 11 and draft RAP/ARAP completion by Jan 12-16th, 2017

		<ul style="list-style-type: none"> 1st Stakeholders meetings in the affected wards were on 2 Nov.
	Construction of railway flyover in Gazipur City Centre	<ul style="list-style-type: none"> Topographical survey and river survey completed. GI fieldwork completed Draft GI Report received Laboratory GI test results have been received. Preliminary pile capacities calculated. Alignment finalised and preliminary design is ongoing. Preliminary Bridge GA drawings are currently being developed and from this work the best layout and form of construction will be determined. Note that the approach structures may change from beam and slab to box girder construction due to curvature of the horizontal alignment. Rail crossing point has been agreed. Gazipur Flyover alignment being finalised prior to development of GA drawings. Roundabout junction added on east side. U-turn facility to be investigated/developed on west side. Traffic surveys have been completed. Space availability and layout of BRT terminal reviewed. Draft environmental screening was completed: Category A (JICA Guidelines), Category Red (Bangladesh regulations) Draft IEE (Initial Environmental Examination) report is being prepared. GIS analysis of affected structures and properties is ongoing. ToR for environmental and social surveys are prepared. New field trip to site visit completed and Number of PAPS cannot be confirmed confirmed with CoCC. Social Survey ToR revised and contractor selection process (requiring LGED-PD approval) completed. ToR, contractor proposals and recommendation for a contractor submitted to LGED for signing and final contract preparation. Indicative survey start date set as Dec. 11 and draft RAP/ARAP completion by Jan 12-16th, 2017
	Surface Water Supply Project in Tongi and Gazipur	<ul style="list-style-type: none"> Alternative site locations for WTP is yet to be agreed with CC. A site for Shetalakshya Intake has been identified. Gazipur CC is going to handle the land acquisition after project approval Topo surveys will start soon for intake and WTP sites Pipeline routes for Raw Water pumping main and Tongi & Joydebpur transmission mains were identified. Discussions are ongoing with CC to finalize the final distribution coverage area. ToR for Social Survey drafted and being reviewed
Chittagong	Construction of Biogasification/Compost Plant	<ul style="list-style-type: none"> Chittagong CC accept the proposal to proceed for feasibility study for construction of biogasification/compost plant. Construction site is available former open dumpsite and existing compost plant site for new facilities Preparation of geotechnical survey, topographic survey and environmental and social consideration surveys have completed.

		<ul style="list-style-type: none"> Draft screening was completed: Category A (JICA Guidelines), Category Orange-B (Bangladesh regulations) ToR and questionnaire sheets for environmental and social surveys have completed ToR for water quality survey has completed Quotation of topographic survey and geotechnical survey was submitted from three companies Evaluation document for the submitted quotation was prepared and submitted to PD for his approval of the Subcontractor ToR for Social Surveys drafted and at internal review stage
Five Cities	Rehabilitation and Construction of Public Toilets	<ul style="list-style-type: none"> Preparation of standard details for new and existing public toilets for study cities Development of upgrading plans for all existing public toilets Survey of all septic tanks and soak well arrangements of 43 public toilets in Chittagong, Preparation of Draft FS Report No specific social sector reports needed; only short summary statement explaining conclusions-To be completed during first quarter of 2017

3.3.1 Summary of Activities by Sector in November 2016

The Table 3.3.2 summarizes sector activities during this period:

Table 3.3.2: Sector Activities by FSMP Team – November 2016

Sector	Monthly Activity Summary
Urban Planning / Municipal Infrastructure	<ul style="list-style-type: none"> Design of New Public Toilets (PTs) for CGP cities Preparation of Upgrading and Reconstruction Plans for all PT's in RpCC Concept Master plan for Gomti Riverside Development, CoCC Concept Master plan for Nachnia Beel Area, RpCC Physical Survey of 43 existing PT's in ChCC Physical Survey of Septic Tanks of existing PT's in ChCC Survey Report for Municipal Planning Projects in CGP cities Preparation of Feasibility Report for PT Upgrading and Reconstruction for all cities Editing completed on Working Paper on the Land Reclamation Scheme for Chittagong Editing completed on Working Paper on IT Park, Rangpur
Industrial Development	(No assignment during this period)
Transport Planning	<ul style="list-style-type: none"> Revised multi-criteria evaluation of transport sub-projects in each CC to incorporate into WP23 Completion of draft Working Paper 23 Selection of Priority Projects – Methodology and Preliminary Results (with urban planning team) Drafting of project sheets for initial priority projects Finalized transport base network/hierarchy GIS maps compiling existing info Planning and implementation of further traffic survey for Turag Bridge Summarizing and reviewing survey data in consultation with demand forecasting expert Prepare Traffic Survey Summary Report for Comilla Embankment Road in consultation with demand forecasting expert

	<ul style="list-style-type: none"> • Visit to NCC and meetings with BIWTA and NCC officials regarding Port Area Development. Preparation of visit Report. • Prepared visit Report of Central Bus Terminal in Rangpur and preparation of visit Report. • Revisited Dhaka Bus Terminal and Truck Terminal, undertaken a short survey of Traffic count (1 hour), collected and reviewed Terminal Design prepared by DSM consultants. • Collected information and maps for profiling other minor projects involving. • Meeting with PD and DSM consultants on Rangpur Central Bus Terminal
Road and Bridge Engineering	<ul style="list-style-type: none"> • Geotechnical Investigation Field work has now been completed for all FSMP bridges ; Turag River and Turag Flood Plain Bridges, Gazipur Flyover and Shitalokhya River Bridge. • A 'Draft' GI Report has now been received for all FSMP bridges. The 'Final' GI Report has been received for Shitalokha River Bridge. The Final GI reports for remaining bridges are expected in next few weeks. • All GI laboratory tests have now been completed for all FSMP bridges. • The preliminary pile sizing has been determined from calculated pile loads and pile capacities for Turag River and Turag Flood Plain Bridges. • Preliminary pile capacities have been calculated for the Gazipur Flyover and Shitalokha River Bridge. The pile sizing will be determined once the bridge GA's have been finalized and preliminary pile loads have been calculated. • Preliminary GA drawings have been completed for Turag River and Turag Flood Plain Bridges. The River Protection and Training Works will be included once agreed and finalized. • The "Preliminary Bridge Design for Turag River Bridge" Report (WP23a) is currently being updated and will be re-issued for review in the next few days. • The final vertical and horizontal alignment have been received for Gazipur Flyover and Shitalokha Bridge and Preliminary GA drawings are currently being progressed. Note the approach spans may need to be changed from beam and slab to box girder construction due to the curvature in horizontal alignment. • Preliminary quantities have been calculated for Turag River Bridge and Turag Flood Plain Crossing Bridge. The quantities will be used in the preliminary cost estimate and the Principal Quantities will be included in WP23a. • Gazipur Flyover alignment finalised prior to development of GA drawings. Roundabout junction added on east side. Investigation into U-turn facility to be investigated/developed on west side. • Proposed BRT Terminal layout reviewed. • Tenders received for GI for Comilla Embankment Road. • Comilla Embankment Road preliminary design complete. Parking and leisure facilities being investigated.
Traffic Management	(No assignment during this period)
River Engineering	<ul style="list-style-type: none"> • Study for anticipated scour depth, water level elevation and bank protection work for Turag bridge. • Study for river cross section, design discharge, required waterway opening and anticipated scour depth for Shitalokha bridge are being commenced. • Collecting the hydrological information of Gumti river at Comilla from BWDB and IWM. • Working paper of River Engineering sector is being prepared.
Geotechnical Engineering	<ul style="list-style-type: none"> • Sub-Contractor's Final Geotechnical Investigation Report of Shitalokhya Bridge received. • Draft GI Reports of Turag Bridge and Gazipur Flyover received.

	<ul style="list-style-type: none"> Preliminary pile carrying capacities for Turag, flood plain and Shitalakhya bridge are determined. Field sampling and in-situ testing of Comilla Embankment Road completed. Laboratory testing of Comilla Embankment road is underway. Review of Sub-contractor's draft reports is underway. Co-ordination with Sr. Bridge Engineer for preliminary pile design is underway.
Water Supply	<ul style="list-style-type: none"> Met with CE, NWDB-Comilla to discuss about the progress of BWDB approval for Gomuti River WS project. Replied to Comilla CE's email, regarding the suggested river study, including hydrological study. Topo survey of Comilla proposed WTP site is started and the report is expecting in the first week of December. Comilla WTP GT survey has been postponed to a later stage. Preparation of conceptual drawings for Comilla WS scheme is in progress. Cost estimate for Comilla WSP has been done by the costing expert. Comilla water distribution method and coverage areas were agreed with CC officials, for the last time. Site for the Shetalakhya Intake has been identified FS report of WS sector is being prepared
Drainage System	<ul style="list-style-type: none"> New drain alignment survey ongoing in RpCC Option development for Racecourse khal & Gungaijuri khal in CoCC on going Base model development for Agriculture Institute khal & Chhayabitan drain in CoCC completed
Sewerage System	(No assignment during this period)
Solid Waste Management	<ul style="list-style-type: none"> Request of quotation of topographic survey and geotechnical survey at the proposed construction site of Biogasification/Compost plant was sent to three candidate companies together with draft Contract Agreement and ToR, The quotation and associated document from each company was delivered to the Project Office by 6th November 2016. The evaluation document for the quotation was prepared and submitted to PD for his approval of the Subcontractor.
Demand Forecasting / Economic Analysis	<ul style="list-style-type: none"> Additional traffic surveys conducted for Turag River Crossing
Costing and Implementation Planning	<ul style="list-style-type: none"> Cost Estimation of Comilla River Embankment is improved. About 80% finished. Cost Estimation of Surface Water Supply Project in Comilla is improved. Almost finished and now under checking and revising.
Environment Sector	<ul style="list-style-type: none"> Revising draft IEE reports for Shitalakhya bridge and Turag river bridges Preparation of ToRs of environmental surveys for the preceding three projects (Turag Bridges, Shitalokha bridge and Gazipur Railway Flyover). On 2 Nov. 1st stakeholders meetings for the Turag bridges subproject in Gazipur were held in the affected wards (Ward #6 and #14)
Social Sector	<ul style="list-style-type: none"> Replacement social sector expert started work Nov. 1, 2016 Draft social survey ToR for Subprojects 1,2,7 and 8 reviewed, revised and internally approved Three contractor submissions for four subproject surveys assessed and preferred contractor selected. (pending LGED approval) Documentation for sub-projects 1,2,7 and 8 submitted to LGED for signature in order to prepare survey contracts Field visits and meeting with CC to subprojects 1,2, 3, 7 and 8 completed

- New ToR for Subprojects 3, 4, 6, and 9 have been drafted and are now being reviewed internally.

3.3.2 Field Visits

Table 3.3.3: Site Visit by FSMP Team – November 2016

Date	CC	Agenda	Mission Member
1	Comilla CC	– Met with the Chief Engineer of BWDB, Comilla about the permission for construction of Rubber dam and use of water from Gumti river for SWTP for SWTP	International Expert: 1. Keerthi Athukorala – Water Supply Engineer National Experts: 2. Mr. Syed Hossain Jamal – Water Supply Engineer 3. Mr. Saiful Islam – Water Supply Engineer
2	Gazipur CC	– Visited for Social/Environmental issues regarding land acquisition, resettlement and others for report writing.	International Expert: 1. Jiro Iguchi (Environment Expert) National Experts: 2. Dr. Nahid Amin (Environmental Specialist) 3. A.S.M. Shamsur Rahman (Environmental Specialist) 4. Hasina Khatun (Social Consideration Specialist) 5. Ayesha Akhter Jahan (Social Consideration Specialist) 6. Md. Emdadul Hoque (Road Engineer)
7	Comilla CC	– Viewed exchange about the designed drainage network and SE's comments in this regard	International Expert: 1. Mr. Wahiduzzaman – Drainage Engineer National Expert: 2. Md. Mahbubor Rahman – Drainage/Sewerage Engineer
9	Gazipur CC	– Selected the surface Water Treatment Plant site at GCC	International Expert: 1. Keerthi Athukorala – WS Engineer National Expert: 2. Md. Saiful Islam – WS Engineer
20	Comilla CC	– Alignment soil investigation, sampling and in-situ testing.	National Experts: 1. Gholam Ahmed, GeoTechnical Engineer 2. Md. Anisur Rahman, Sr. Soil Technician
28	Comilla CC	– Identified site locations for new elevated water towers.	International Expert: 1. Keerthi Athukorala – WS Eng.
28	Narayanganj CC	– Visited for Social/Environmental issues for report writing, examined the area regarding land acquisition and resettlement.	International Expert: 1. Geza Teleki – Social Consideration Expert National Experts: 2. Hasina Khatun – Social Consideration Specialist 3. Dr. Nahid Amin – Environment Specialist 4. Ayesha Akhter Jahan – Social Consideration Specialist
29	Gazipur CC	– Visited for Social/Environmental issues regarding land acquisition, resettlement and others for report writing.	Members: International Expert: 1. Geza Teleki – Social Consideration Expert National Experts: 2. Hasina Khatun – Social Consideration Specialist

			3.Dr. Nahid Amin-Environment Specialist 4.Ayesha Akhter Jahan-Social Consideration Specialist
30	Comilla CC	– Visited for Social issues regarding land acquisition, resettlement and others for report writing.	Members: International Expert: 1.Geza Teleki-Social Consideration Expert National Experts: 2.Hasina Khatun-Social Consideration Specialist 3.Ayesha Akhter Jahan-Social Consideration Specialist

3.3.3 FSMP Working Papers

Sector activities and findings are summarized in FSMP Working Paper(s) for internal use. These papers are to help coordinating activities being undertaken by various experts, and to inform progress made in each sector to PCO.

By the end of November 2016, the following working paper(s) have been circulated:

Table 3.3.4: List of Working Papers Completed up to November, 2016

WP01	Environmental Considerations for Infrastructure Projects in the FSMP Study Cities, Jiro Iguchi	October 2015
WP02	Initial Observation of Potential Road and Bridge Projects for Feasibility Studies, Michael Jan King and Trevor Godwin	November 2015
WP02 (Revised)	Update of Potential Road and Bridge Projects for Feasibility Studies, Trevor Godwin and Michael Jan King	February 2016
WP02 (Revision 2)	Update of Potential Road and Bridge Projects for Feasibility Studies, Trevor Godwin, Michael Jan King and Gholam Ahmed	March 2016
WP03	Solid Waste Management: Existing Conditions, Issues, and Strategies for Improvement, Sampei Nakanishi	December 2015
WP03 (Revised)	Solid Waste Management: Existing Conditions, and Options for Improvement, Sampei Nakanishi	March 2016
WP03 (Revised)	Attachment: Solid Waste Management in Asian Cities, Sampei Nakanishi	March 2016
WP04	Status Updates of Ongoing and Proposed Plans, Hideo Sakamoto	December 2015
WP05	Sewerage Systems in the FSMP Study Cities: Initial Observations, Rocco M. Palazzolo	December 2015
WP06	Water Supply Systems in FSMP Study Cities: Existing Conditions, Issues, and Strategies for Improvement, Keerthi Athukorala	December 2015
WP07	Initial Observations of Drainage Systems in the FSMP Cities, Richard Valenta, Mohammad Salahuddin Khan and Liton Barua	April 2016
WP08	Urban Planning Review in FSMP Cities, Stephen Crawhurst, Joe Wood, and Golam Mortoja	February 2016
WP09	Master Plan and Initial Project Review: Transport Planning, Michael Chadney, Md Rafiqul Islam, Ashraful Alam Sarkar, and Ahsanul Kabir	February 2016
WP10	Demand Forecast/ Economic Analysis: Initial Findings and Recommendations, Richard di Bona	March 2016
WP11	Traffic Management Consideration to FSMP Cities and Projects, Alan Cannel	March 2016
WP12	Industrial Development in the FSMP Study Cities: Initial Observations, Isao Takatori	March 2016
WP13	Municipal Facilities: Existing Conditions, Issues, and Strategies for Improvement, Salma Awwal Shafi, Moniza Biswas, and Golam Mortoja	April 2016
WP14	River Engineering and Hydrological Study: Initial Findings and Recommendations, Yoshiyuki Akagawa	March 2016
WP14 (Revised)	River Engineering and Hydrological Study: Findings and	May 2016

	Recommendations, Yoshiyuki Akagawa	
WP15	Environmental Analysis: Methodology and Additional Observation of FSMP Projects, Jiro Iguchi and Shamsur Rahman	March 2016
WP15 (Revised)	Environmental Analysis: Methodology and Additional Observation of FSMP Projects, Jiro Iguchi and Shamsur Rahman	June 2016
WP16	Traffic Analysis for Port Rd Junctions with N1, and Dhaka Trunk Rd in Chittagong, Alan Cannell	November 2016
WP17	Sewerage and Septage Management in the FSMP Study Cities: Findings and Preliminary Recommendations, Rocco M. Palazzolo	August 2016
WP18	Chittagong “Sea Beach Reclamation” Project, Norifumi Yamamoto, Isao Takatori and Stephen Crawhurst	November 2016
WP19	Proposed Rangpur IT Park, Isao Takatori (edited by Stephen Crawhurst)	November 2016
WP21	Drainage Systems Improvement in Rampur, Comilla and Chittagong	August 2016
WP22	Water Supply Project in Comilla utilizing Surface Water: Preliminary Design and Findings	September 2016

Additional working papers shown below are being prepared and planned to be circulated in December 2016 onwards:

WP20	Improvement of Public Toilets in the FMSP Study Cities, Salma A. Shafi, Moniza Biswas, Dipak Saha and Mitun Talapatra	December 2016
WP23	Selection of Priority Projects, Michael Chadney and Steven Crawhurst	December 2016
WP24a	Preliminary Highway Design for Turag River Crossings, Trevor Godwin	December 2016
WP24b	Preliminary Highway Design for Comilla Embankment Road, Trevor Godwin	December 2016
WP24c	Preliminary Highway Design for the Fourth Shitalokhya River Bridge, Trevor Godwin	December 2016
WP24d	Preliminary Highway Design for Gazipur Rail Flyover, Trevor Godwin	December 2016
WP25a	Preliminary Bridge Design Report for Turag River Crossing, Michael King and Peter Hoffman	December 2016
WP25b	Preliminary Bridge Design Report for Gazipur Rail Flyover, Michael King and Peter Hoffman	December 2016
WP25c	Preliminary Bridge Design Report for the Fourth Shitalakya River Bridge, Michael King and Peter Hoffman	December 2016
WPxx	Methodology for Social Impact Analysis, Geza Teleki	December 2016
WPxx	Priority Projects and Investment Plans, TBD	May 2017