

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

December, 2016

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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 December, 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 during the month was preparation for income generating activities (IGA) in slum communities and supporting pre-primary school children for the enrollment in primary schools, both under PRAP. One-fourth of the primary group members have been identified in each CC, who will be initial beneficiaries of micro-credit and support for identified IGA. In parallel intensive communications and coordination with government schools in each CC have resulted in a good number of PRAP-supported pre-primary school children to be enrolled in Class-I of government primary schools (A total of 837 students enrolled in class 1 out of 1500 students in 5 CCs). A total of 300 children have been attending PRAP pre-primary schools in each CC: many of them have developed aptitude and gained confidence to do well in the mainstream education systems.

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

- Supported 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.
- Supported the CCs to prepare asset inventory for the headquarters and zonal office.
- Organized workshop for preparation of Gender Action Plan (GAP) in GCC. (The same workshop will be organized in other CCs in January – February 2017). Conducted CDC Management Training for CDC Chairpersons and Vice-Chairperson at RpCC on 5-8 December 2016.
- Supported the preparation of Community Action Plans (CAPs), group savings, primary health care and pre-primary school education program in the PRAP target slum/poor communities.
- The questionnaire and guidance note for citizen survey (Citizen Report Card/CRC) have been completed in English and Banla. The survey will be conducted in each CC in January-February 2017 under the supervision of Administrative Reform Committee (ARC).

Preparations are underway for trainings and workshops to be held during January 2017. They are: (i) training on 'financially independent accounting system' in water and waste management, (ii) a workshop on developing methods & process of identifying illegal land use and (iii) orientation for Law and Discipline Standing Committee members on law enforcement issues.

Table 3.1.1: GICD Actions during the Month of December, 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) disseminate SMS to 7500 registered citizens, (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) conduct 2nd CDCC meetin in each CC, (ii) continue implementing departmental KAIZEN as per their work plan, (iii) conduct function/work process/capacity analysis in each department in ChCC. |
| 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 own software.) ▪ 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) | <ul style="list-style-type: none"> ▪ Assisted the CCs to facilitate PRAP activities (in 30 communities in each CC). Organized workshop for preparation of Gender |

| GICD Specialists & Facilitators | Responsible ICGIAP Area & Activities | Key Actions by GICD Specialists & Facilitators |
|---------------------------------|---|--|
| | and poverty reduction) | <p>Action Action Plan (GAP) in GCC.</p> <ul style="list-style-type: none"> Supported the CC to (i) conduct 2nd CCCC meeting in each CC, (ii) run the savings program among Primary Group (PG) members, (iii) open Bank Account in the name of each PG and ensure deposit in time, (iv) run pre-primary school program for community children (10 schools in each CC), (v) run primary health care program, (vi) prepare schemes for infrastructure development (i.e. footpaths, drains, latrines, tube-wells and street lights), (vii) identify IGA needs and potential trainees for IGA training. |
| 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. Rest of the CAPs (29 CAPs) in each CC are being prepared. 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 | Y | Y | Y | Y | Y |
| Noteworthy CC-level actions during the month: 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 | Y | Y | Y | Y | Y |
| | | (b) MCC identifies several topics and messages to disseminated through the SMS system. | Resolution of MCC meeting | Y | P | Y | Y | P |
| | | (c) SMS disseminated to 7,500 citizens at least twice a year. | Print screen of SMS delivery report with list of mobile numbers | Y | P | Y | Y | P |
| Noteworthy CC-level actions during the month: All 5 CCs have 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 | Y | 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 | Y | P | P | P | Y |
| Noteworthy CC-level actions during the month: | | | | | | | | |
| 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 | P | P | P | P |
| | | (d) The meeting report is made available on the CC Website | Screen shot of CC website | Y | P | P | P | P |
| Noteworthy CC-level actions during the month: | | | | | | | | |
| 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 | Y | Y | Y | 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 | | | | | |
| <u>Noteworthy CC-level actions during the month:</u> CCs are being supported to conduct The 4 CCs have held 2 nd CDCC meeting. (The meeting in NCC was postponed due to the mayoral election.) | | | | | | | | |
| 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 | Y | 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 | | | | | |
| <u>Noteworthy CC-level actions during the month:</u> 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 |
| | | (b) Revised visions & missions are disseminated through different types of media such as CC website, local newspapers, radio, etc. | Record of dissemination | | | | | |
| <u>Noteworthy CC-level actions during the month:</u> | | | | | | | | |
| 2.4 Establish Capacity Development Unit | Capacity development report produced by CDU for FY | (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 |
| (CDU), which will then formulate training program | 2016/17. | each department and keep records. | n | | | | | |
| | | (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 | 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 | | | | | |
| 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 | |
| Noteworthy CC-level actions during the month: 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 | Y | Y | Y | Y | Y |
| | | At least one standing committee meeting is broadcasted in electronic media during the year. | Meeting Record | | | | | |
| Noteworthy CC-level actions during the month: | | | | | | | | |
| 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 | Y | Y | Y | Y | Y |
| Noteworthy CC-level actions during the month: | | | | | | | | |
| 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 | Y | Y | Y | Y | N |
| | | (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 41 holdings and in GCC 59 holdings during the month . ChCC & CoCC are conducting re-tax assessment which has been conduted in each after five years. The NCC interim tax assessment not done during the month due to CC election. | | | | | | | | |
| 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. NCC didn't conduct finance and establisihemnt standing committee meeting due to CC election. ChCC & CoCC prepare situation assessment report and submitted to the standing committee meeting. RpCC collects tax from battery-run auto bikes | | | | | | | | |

| 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 |
| 4.1 Introduce independent account system in water supply and waste management (CoCC, RpCC) | O&M expenditures to be recorded accurately and water & waste management tariff to be examined. | (a) Bank account to be maintained properly. | Bank Statement copy | Y | Y | Y | Y | Y |
| | | (b) O&M expenditure for water supply prepared separately with breakdown. (GCC, CoCC and RpCC) | MSU generated quarterly account statements | P | Y | Y | Y | 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 | |
| <u>Noteworthy CC-level actions during the month:</u> 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 | Y | Y | Y | Y |
| | | (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 | | | | | |
| Noteworthy CC-level actions during the month: 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. | Y | P | P | P | Y |
| | | (b) Fixed asset register prepared at least partially. | Photo copy of register. | Y | Y | P | P | Y |
| Noteworthy CC-level actions during the month: CCs are preparing 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 | Y | Y | Y |
| | | (b) Internal audit conducted for FY 2016/17. | Internal audit report | | | | | |
| Noteworthy CC-level actions during the month: 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 | Y | Y | 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 | | | 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 |
| <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. | | | | | | | | |
| 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 | Y | Y | 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> | | | | | | | | |
| 5.1 Establish & operationalize Civil | 4 CCCC meeting to be held once every | a) 1st CCCC meeting | Meeting minutes | 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 |
| Society Coordination Committee (CSCC) | quarter and minutes prepared | b) 2nd CSCC meeting | Meeting minutes | P | Y | Y | Y | Y |
| | | c) 3rd CSCC meeting | Meeting minutes | | | | | |
| | | d) 4th CSCC meeting | Meeting minutes | | | | | |
| Noteworthy CC-level actions during the month: NCC didn't conduct 2 nd CSCC meeting due to CC election. | | | | | | | | |
| 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 | Y | Y | Y | Y |
| | | c) 3rd WLCC meeting | Meeting minutes | | | | | |
| | | d) 4th WLCC meeting | Meeting minutes | | | | | |
| Noteworthy CC-level actions during the month: | | | | | | | | |
| 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 | | | | | |
| Noteworthy CC-level actions during the month: | | | | | | | | |
| 5.4 Prepare Gender Action Plan (GAP) | GAP prepared and implementation | a) Workshop on Gender Action Plan and orientation | Orientation Report | P | P | P | Y | P |

| 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 |
| – funded by the CC | started. | (b) GAP prepared with budget proposal. | Report | | | | | |
| | | (c) GAP implementation started. | Report | | | | | |
| <u>Noteworthy CC-level actions during the month:</u> GCC conducted GAP workshop and other CCs will be conducted in January–February 2017. | | | | | | | | |
| 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> | | | | | | | | |
| 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 | Y | Y | Y | Y | Y |
| | | (b) CRC survey conducted with at least 100 citizens and organizations. | Report | P | P | P | P | P |
| | | (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 finalized for conducting CRC survey. | | | | | | | | |
| 5.8 Establish & operationalize Grievance Redress | GRC established with procedures and formats. | (a) GR procedures and format discussed and adopted by GRC | Meeting minutes and 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 |
| Cell (GRC) with revised terms of reference | | (b) A workshop on GR procedures for orientation of CC Officials/Staff | Workshop Report | | | | | |
| | | (c) Launching the GR system | Report | | | | | |
| 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 | Y | Y | Y | Y | 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. | | | | | | | | |

| 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 |
| 6.3 Infrastructure Development Plan (IDP) reviewed & revised through inter-governmental coordination and citizen participation | 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 cycle are discussed in CSCC and CDCC meetings (before presentation to the relevant Standing Committees) | Meeting 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 | (a) CPU reviews whether no. of public toilets, community latrines and drainage connections have increased under different interventions. | Progress report | P | | P | P | |

| 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 |
| | increasing. | | | | | | | |
| <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. | | | | | | | | |
| 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 | | | | | |
| <u>Noteworthy CC-level actions during the month:</u> 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 | | | | | |
| <u>Noteworthy CC-level actions during the month:</u> | | | | | | | | |

| 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 |
| 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 | P | P | P | P | P |
| | | (b) SC ensure the implementation of the law enforcement plan by relevant departments & officials. | SC meeting minutes | | | | | |
| 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 | The requirements have been already sent to the management. | Yet to be supplied. |

| | | |
|---|---|---|
| <p>JF in each CC is in need of having constant access to a calculator</p> <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> |

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 December, 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 December, 2016

| Month | Date | Destination | Activity | Attendance |
|----------|----------|-------------|---|------------------------|
| December | 14 & 21 | CoCC & GCC | Supervision of Batch 1 and Preparation of Batch-2 Subprojects | Dtl |
| | 01 | ChCC | Preparation of Batch-2 Subprojects | Environment Specialist |
| | 3, 4 & 5 | RpCC | Preparation of Batch-2 Subprojects | Procurement & CMS |
| | 3, 4 & 5 | RpCC | Preparation of Batch-2 Subprojects | Road Engineer |
| | 28 & 29 | RpCC | Supervision of Batch 1 Subprojects | Q. C. Specialist |

3.2.2 Progress Summary of Batch 1 Subprojects

The financial progress of Batch 1 subprojects as of the end of December 2016 is summarized below. The total amount 5 CCs paid to their contractors was 193.75 Crore BDT which is 6.17 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 upto total disbursement to LGED | 337.63 | 31-Decem-16 |
| Achievement as on the end of December 2016 | 193.75 | 57.39% |

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 | 514,524,599.00 | 59.14 |
| GCC | 9 | 9 | 9 | 899,687,793.12 | 292,043,730.61 | 32.46 |
| ChCC | 18 | 17 | 17 | 1,222,751,075.28 | 346,766,478.90 | 28.36 |
| Total | 57 | 55 | 55 | 3,956,832,313.29 | 1,937,524,596.84 | 48.97 |

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 | - |

As of December, 2016

| | | | | | |
|-------|----|---------|----|---------|----------------------|
| 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, RpCC2-7, RpCC2-8, RpCC2-9, RpCC2-14, RpCC2-15, RpCC2-16, RpCC2-17, RpCC2-18, RpCC2-19, RpCC2-20 & RpCC2-23 =Total 12 out of 25.
- ChCC2-4, ChCC2-7, ChCC2-10, ChCC2-11, ChCC2-12, ChCC2-13, ChCC2-14, ChCC2-15, ChCC2-16 & ChCC2-17= Total 10 out of 17.

Summarily 40 nos. Projects draft have already been completed as of December 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. Remaining 20 more are being ready to be submitted. 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 subprojects has been approved by DoE and the sub-consultant for conducting EIA has been engaged. The EIA sub-consultants completed data collection in all 5 city corporations and preparation of EIA reports have been completed. The EIA reports have been submitted to DoE for obtaining environmental clearance.

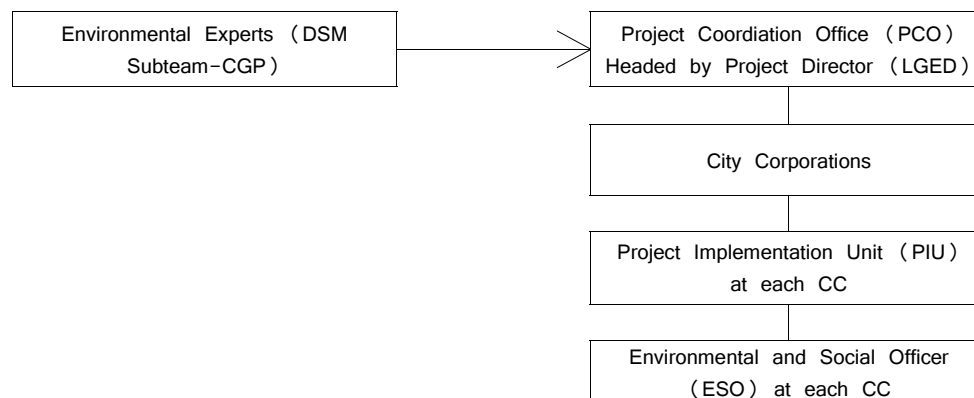


Table 3.2.5: Progress of Batch 2 Survey Work

As of 31 December, 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 | 240.0 | 240.0 | 0 | 166.17 | 166.17 | 0 | 3 | 3 | 0 | 28 | 28 | 0 | 68.74 | 53.8 | 14.94 | 8 | 8 | 0 |
| | 4 | 4 | | | | | | | | | | | | | | | | |
| % 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 31 December, 2016

| Name of City Corporation | Subproject No | | Contract Awarded | | Disbursement | |
|--------------------------|---------------|-----------|------------------|-------------------------|-------------------------|--------------|
| | Original | Revised | No of Packages | Amount (BDT) | Amount (BDT) | % |
| 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 | 514,524,599.00 | 59.14 |
| GCC | 9 | 9 | 9 | 899,687,793.12 | 292,043,730.61 | 32.46 |
| ChCC | 18 | 17 | 17 | 1,222,751,075.28 | 346,766,479.50 | 28.36 |
| Total | 57 | 55 | 55 | 3,956,832,313.19 | 1,937,524,597.44 | 48.97 |

Progress Summary of Batch 1 Subproject by CCs

As of 31 December 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) | | | | | | | | | | | | | |
| ChCC-1 | Complete | 41,983,136.23 | 07.12.2015 | 06.12.2016 | 85.00 | 5.00 | 90.00 | 0.00 | 19,483,211.95 | 19,483,211.95 | 0.00 | 46.41 | 46.41 |
| ChCC-2 | Complete | 143,124,162.10 | 07.12.2015 | 06.12.2016 | 88.00 | 2.00 | 90.00 | 85,363,556.00 | 0.00 | 85,363,556.00 | 59.64 | 0.00 | 59.64 |
| ChCC-3 | Complete | 183,575,992.70 | 07.12.2015 | 06.12.2016 | 45.00 | 5.00 | 50.00 | 69,041,890.20 | 0.00 | 69,041,890.20 | 37.61 | 0.00 | 37.61 |
| ChCC-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 |
| ChCC-5 | Developed by CC & Dropped | | | | | | | | | | | | |
| ChCC-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 |
| ChCC-7 | Complete | 17,504,858.16 | 14.10.2015 | 13.10.2016 | 2.00 | 3.00 | 5.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ChCC-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 |
| ChCC-9 | Complete | 56,179,460.95 | 14.12.2015 | 13.12.2016 | 25.00 | 5.00 | 30.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ChCC-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 |
| ChCC-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 |
| ChCC-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 |
| ChCC-13 | Complete | 15,944,085.56 | 14.10.2015 | 13.10.2016 | 90.00 | 0.00 | 90.00 | 11,572,909.80 | 0.00 | 11,572,909.80 | 72.58 | 0.00 | 72.58 |
| ChCC-14 | Contract not yet completed | | | | | | | | | | | | |
| ChCC-15 | Complete | 117,899,871.68 | 26.04.2016 | 25.04.2017 | 15.00 | 5.00 | 20.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| ChCC-16 | Complete | 262,000,342.90 | 07.12.2015 | 06.12.2016 | 15.00 | 0.00 | 15.00 | 0.00 | 13,962,912.13 | 13,962,912.13 | 0.00 | 5.33 | 5.33 |
| ChCC-17 | Complete | 49,227,694.09 | 05.01.2016 | 04.01.2017 | 40.00 | 5.00 | 45.00 | 11,869,660.00 | 0.00 | 11,869,660.00 | 24.11 | 0.00 | 24.11 |
| ChCC-18 | Complete | 69,835,235.13 | 11.01.2016 | 10.01.2017 | 15.00 | 5.00 | 20.00 | 4,567,863.00 | 0.00 | 4,567,863.00 | 6.54 | 0.00 | 6.54 |
| Total | | 1,222,751,075.28 | | | | | | 313,320,355.42 | 33,446,124.08 | 346,766,479.50 | 25.62 | 2.74 | 28.36 |

As of 31 December 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) | | | | | | | | | | | | | |
| GCCI-1 | Complete | 151,050,264.70 | 01.02.2016 | 31.01.2017 | 35.00 | 2.00 | 37.00 | 37,615,666.82 | 0.00 | 37,615,666.82 | 24.90 | 0.00 | 24.90 |
| GCCI-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 |
| GCCI-3 | Complete | 100,324,529.19 | 10.03.2016 | 09.03.2017 | 24.00 | 1.00 | 25.00 | 10,000,000.00 | 0.00 | 10,000,000.00 | 9.97 | 0.00 | 9.97 |
| GCCI-4 | Complete | 107,266,391.89 | 24.03.2016 | 23.03.2017 | 50.00 | 3.00 | 53.00 | 23,930,334.36 | 0.00 | 23,930,334.36 | 22.31 | 0.00 | 22.31 |
| GCCI-5 | Complete | 221,095,762.68 | 25.02.2016 | 24.02.2017 | 31.00 | 4.00 | 35.00 | 37,420,284.00 | 0.00 | 37,420,284.00 | 16.92 | 0.00 | 16.92 |
| GCCI-6 | Complete | 60,793,888.83 | 01.02.2016 | 31.01.2017 | 85.00 | 3.00 | 88.00 | 37,715,861.43 | 0.00 | 37,715,861.43 | 62.04 | 0.00 | 62.04 |
| GCCI-7 | Complete | 108,779,188.60 | 16.08.2015 | 15.08.2016 | 66.00 | 2.00 | 68.00 | 53,759,867.00 | 0.00 | 53,759,867.00 | 49.42 | 0.00 | 49.42 |
| GCCI-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 |
| GCCI-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 | | 899,687,793.12 | | | | | | 292,043,730.61 | 0.00 | 292,043,730.61 | 32.46 | 0.00 | 32.46 |

As of 31 December 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 | 100.00 | 0.00 | 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 | 38.00 | 2.00 | 40.00 | 5,439,264.00 | 9,155,167.00 | 14,594,431.00 | 8.86 | 14.92 | 23.78 |
| 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 | 60.00 | 5.00 | 65.00 | 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 | 3.00 | 95.00 | 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 | 90.00 | 3.00 | 93.00 | 28,429,921.00 | 5,257,155.00 | 33,687,076.00 | 60.81 | 11.24 | 72.05 |
| RpCC 1-9 | Complete | 62,011,220.87 | 21.12.2015 | 20.12.2016 | 90.00 | 8.00 | 98.00 | 39,262,882.00 | 9,050,325.00 | 48,313,207.00 | 63.32 | 14.59 | 77.91 |
| RpCC 1-10 | Complete | 60,029,994.37 | 06.01.2016 | 05.01.2017 | 70.00 | 10.00 | 80.00 | 27,419,000.00 | 35,232.00 | 27,454,232.00 | 45.68 | 0.06 | 45.73 |
| RpCC 1-11 | Complete | 52,481,296.81 | 29.12.2015 | 28.12.2016 | 75.00 | 0.00 | 75.00 | 28,600,000.00 | -79,368.00 | 28,520,632.00 | 54.50 | -0.15 | 54.34 |
| RpCC 1-12 | Complete | 90,859,286.17 | 29.12.2015 | 28.12.2016 | 70.00 | 5.00 | 75.00 | 45,460,860.00 | 177.00 | 45,461,037.00 | 50.03 | 0.00 | 50.03 |
| RpCC 1-13 | Complete | 45,189,751.71 | 06.01.2016 | 05.01.2017 | 80.00 | 3.00 | 83.00 | 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 | 73.00 | 2.00 | 75.00 | 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 | 70.00 | 5.00 | 75.00 | 37,864,000.00 | 1,313.00 | 37,865,313.00 | 53.48 | 0.00 | 53.49 |
| RpCC 1-16 | Complete | 48,542,302.79 | 10.12.2015 | 09.12.2016 | 75.00 | 0.00 | 75.00 | 22,162,000.00 | 4,858,005.00 | 27,020,005.00 | 45.66 | 10.01 | 55.66 |
| RpCC 1-17 | Complete | 39,267,304.88 | 09.11.2015 | 08.11.2016 | 90.00 | 5.00 | 95.00 | 33,199,000.00 | 2,249.00 | 33,201,249.00 | 84.55 | 0.01 | 84.55 |
| RpCC 1-18 | Complete | 72,598,361.49 | 30.09.2015 | 29.09.2016 | 80.00 | 0.00 | 80.00 | 44,231,000.00 | 1,102.00 | 44,232,102.00 | 60.93 | 0.00 | 60.93 |
| Total | | 869,977,772.85 | | | | | | 486,243,242.00 | 28,281,357.00 | 514,524,599.00 | 55.89 | 3.25 | 59.14 |

As of 31 December 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) | | | | | | | | | | | | | |
| CoCC 1-1 | Complete | 118,259,892.06 | 16.09.2015 | 15.09.2016 | 98.00 | 1.00 | 99.00 | 94,387,571.00 | 0.00 | 94,387,571.00 | 79.81 | 0.00 | 79.81 |
| CoCC 1-2 | Complete | 71,967,046.99 | 30.08.2015 | 29.08.2016 | 90.00 | 9.00 | 99.00 | 56,083,052.00 | 0.00 | 56,083,052.00 | 77.93 | 0.00 | 77.93 |
| CoCC 1-3 | Complete | 100,935,057.19 | 25.06.2015 | 24.06.2016 | 97.00 | 2.57 | 99.57 | 82,368,854.00 | 0.00 | 82,368,854.00 | 81.61 | 0.00 | 81.61 |
| CoCC 1-4 | 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 |
| CoCC 1-5 | Complete | 81,498,169.10 | 13.09.2015 | 12.09.2016 | 89.50 | 0.20 | 89.70 | 64,058,168.00 | 0.00 | 64,058,168.00 | 78.60 | 0.00 | 78.60 |
| CoCC 1-6 | Complete | 142,743,680.71 | 01.09.2015 | 31.08.2016 | 87.50 | 3.50 | 91.00 | 109,574,528.00 | 0.00 | 109,574,528.00 | 76.76 | 0.00 | 76.76 |
| CoCC 1-7 | Complete | 90,804,316.26 | 31.03.2015 | 30.03.2016 | 96.00 | 2.00 | 98.00 | 76,402,566.00 | 0.00 | 76,402,566.00 | 84.14 | 0.00 | 84.14 |
| CoCC 1-8 | Developed by LGED, Comilla & Dropped | | | | | | | | | | | | |
| CoCC 1-9 | 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 31 December 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 | 6.55 | 85.70 | 75,911,893.00 | 0.00 | 75,911,893.00 | 77.84 | 0.00 | 77.84 |
| NCC 1-2 | Complete | 88,782,224.13 | 19.04.2015 | 18.04.2016 | 99.65 | 0.35 | 100.00 | 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 | | | | | | 232,237,672.33 | 0.00 | 232,237,672.33 | 84.40 | 0.00 | 84.40 |

3.2 Progress of Feasibility Study and Master Plan Review

The FSMP team undertook mainly the following tasks in December 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 as one of the FSMP Working Papers 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 December 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 December 2016

| City | Project | Status |
|-------------|--|---|
| Narayanganj | Construction of Bridge over the Shitalokha River | <ul style="list-style-type: none"> • Topographical and river surveys completed. • The Final Geotechnical Investigation Report received. • Preliminary pile size and bearing capacity determination is underway. • 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 progressed. Note that the approach structures have been changed from beam and slab to box girder construction to accommodate the 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. |

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| | | <ul style="list-style-type: none"> Field sampling and Lab testing of Geo-technical Investigation works of Embankment Road have been completed. Report preparation is underway. 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 completed. Comilla WTP GT survey has been postponed. Conceptual drawings for Comilla WS project are in progress. Cost estimates for Comilla WS project has been done by the costing expert. The water distribution method and project stages were agreed with CC. Preparation of FS report of WS sector is in progress. |
| | Rehabilitation of Racecourse khal, Agriculture Institute khal & Chayabitan Residential Drain | <ul style="list-style-type: none"> Draft design section for Racecourse khal, Agriculture Institute khal & Chayabitan Residential Drain, Gongajuri khal complete Option model for Racecourse khal, Agriculture Institute khal & Chayabitan Residential Drain complete Draft cost estimation complete |
| Rangpur | 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 implemented |

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| | | <ul style="list-style-type: none"> Environmental and social surveys are being reconsidered |
| Rehabilitation of Shyamasundari khal & Kuksha-Ghagot river | | <ul style="list-style-type: none"> Option model of Shyamasundari canal with new drain complete. |
| 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. Final Geo-technical Investigation Report received Preliminary Pile size and bearing capacity determination is underway. Laboratory GI test results have been received. Preliminary pile sizing determined from calculated pile loads and pile capacities. Preliminary calculations suggest that precast piles proposed for the Flood Plain Bridge would need to be excessively long. This has led to a re-think on the bridge form at this location. 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 and included in Bridge Design Feasibility Reports. Draft cost estimates currently being prepared for both bridges. Preliminary Bridge Design Report for Turag River Bridge updated and is currently under review. Preliminary Bridge Design Report for Turag Flood Plain Bridge is currently being updated. Considerations of a change in bridge form to match that of the adjacent River Bridge are ongoing. 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 1st Stakeholders meetings in the affected wards were on 2 Nov. |
| Gazipur | Construction of railway flyover | <ul style="list-style-type: none"> Topographical survey and river survey completed. |

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| in Gazipur City Centre | <ul style="list-style-type: none"> • GI fieldwork completed • Final Geo-technical Investigation Report received • Preliminary pile size and bearing capacity determination is underway. • Alignment finalised and preliminary design is ongoing. • Preliminary Bridge GA drawings are currently being developed. Note that the approach structures have been changed from beam and slab to box girder construction to accommodate the curvature of the horizontal alignment. • Rail crossing point has been agreed. A review of the rail requirements will be carried out prior to finalizing Bridge GA's. • Preliminary Bridge Design Report for Gazipur Flyover will be updated upon the rail requirements review. • 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 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"> • Site locations for WTP, intake are tentatively agreed with Client and CC officials. • Route for the raw water pumping main is tentatively agreed with client and CC officials. • Gazipur CC is going to handle the land acquisition after project approval • Topo surveys will start soon for intake, WTP sites and part of the raw water pumping main • Pipeline routes for Raw Water pumping main and Tongi & Joydebpur transmission mains were identified. • Site for Dhirasram pumping station is still agree with CC officials. • Sites for Koonabari & Salna pumping stations and Vogra water tower are yet to be confirmed by CC. • Distribution coverage area and project staging were agreed with CC officials. • Preparation of final FS report of WS sector is in progress |

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| | Construction of Biogasification/Compost Plant | <ul style="list-style-type: none"> Topographic Survey and Geotechnical Survey were signed contract agreement with a Subcontractor in the middle of December Topographic finished field survey work by 25th December and the survey maps and sections are in preparation as of the end of December Geotechnical survey has mobilized survey team by the end of December to start field work in the beginning of January. |
| 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. 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 December 2016

The Table 3.3.2 summarizes sector activities during this period:

Table 3.3.2: Sector Activities by FSMP Team - December 2016

| Sector | Monthly Activity Summary |
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| Urban Planning / Municipal Infrastructure | <ul style="list-style-type: none"> Public Toilet Survey and Layout Drawings for ChCC Estimate for upgrading/reconstruction of PT's in NCC & GCC Survey Report for PT's in NCC, GCC, Rpcc & CoCC (ChCC ongoing) Preliminary upgrading /reconstruction Design Proposals for PT's in ChCC (ongoing) Master plan and Land use Plan of Gomti river side area, CoCC Concept of Civic Design of Gomti riverside area Master Plan and Detail area plan of Nachnia Beel, RpCC Layout Plan of Low cost Housing Area(unit plans, elevation, sections etc) at Nachnia Beel, Rpcc Institutional area development plan at Nachnia Beel |

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| Industrial Development | (No assignment during this period) |
| Transport Planning | <ul style="list-style-type: none"> Field survey and meetings in Rangpur regarding the Inner Ring Road (4-7 December) Finalization of WP23 and the corresponding updated multi-criteria evaluation of transport sub-projects in each CC. Incorporation of comments from other sectors including urban planning, water supply and drainage. Prioritization of 20 subprojects per CC. Project profile for RCC Inner Ring Road and draft project profiles for emerging priority transport subprojects |
| 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. 'Final' GI Reports have now been received for all FSMP bridges. 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 Shitalokhya 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) has been updated. The "Preliminary Bridge Design for Turag River Flood Plain Bridge" Report (WP23b) is currently being updated. Consideration is currently being given to changing the bridge form to match that of the adjacent River Crossing. A decision on form will be made based on cost benefits and the report will be revised and finalized accordingly. The final vertical and horizontal alignment have been received for Gazipur Flyover and Shitalokhya Bridge and Preliminary GA drawings have been further progressed. Note the approach spans have been changed from beam and slab to box girder construction to accommodate the curvature in horizontal alignment. Preliminary quantities have been calculated for Turag River Bridge and Turag Flood Plain Bridge. The quantities will be used in the preliminary cost estimate and the Principal Quantities have been included in WP23a and WP23b. 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. Laboratory results for GI for Comilla Embankment Road expected mid-January 2017. Comilla Embankment Road preliminary design complete. Parking and leisure facilities being investigated. Parking facilities added to drawings. Rangpur inner circular route. Site visit took place early December 2016. Basic route alignment investigated and agreed. Topo survey for route corridor to start mid-January 2017. Completed survey expected end January 2017. |
| 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 are completed. Study for design riverbed height, design discharge, required waterway |

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| | <ul style="list-style-type: none"> opening, anticipated scour depth, water level elevation and bank protection work for Shitalokha bridge are completed. Working paper of River Engineering sector is prepared. |
| Geotechnical Engineering | <ul style="list-style-type: none"> Sub-Contractor's Final GI Report of Shitalakhya Bridge received. Sub-Contractor's Final GI Reports of Turag Bridge and Gazipur Flyover received. Preliminary pile carrying capacities for Turag, flood plain and Shitalakhya bridge are determined. Sub-contractor's Final GI Report preparation of Comilla Embankment Road underway. Co-ordination with Sr. Bridge Engineer for preliminary pile design is underway. |
| Water Supply | <ul style="list-style-type: none"> BWDB approval for Gomuti River WS project is still pending. Topo survey of Comilla proposed WTP site is completed. Comilla WTP GT survey has been postponed. Preparation of conceptual drawings for Comilla WS scheme is in progress. Gazipur intake, WTP and raw water pumping main sites/routes were tentatively agreed with Client/LGED and CC officials. TOR for the topo surveys of Gazipur intake, WTP and part of raw water pumping main has been prepared. Locations of pumping stations at Dhirassram junction, Koonabari and Salna are yet to be agreed with CC officials. A site for Vogra water tower is yet to be find Preliminary calculations for Gazipur WTP has been done. FS report of WS sector is being prepared |
| Drainage System | <ul style="list-style-type: none"> New drain alignment survey completed for RpCC Design for new drain ongoing Draft Option development for Racecourse khal & Gungaijuri khal in CoCC complete Draft Option development for Agriculture Institute khal & Chayabitan drain in CoCC ongoing Environmental study for CoCC & RpCC ongoing Social Impact study for CoCC & RpCC ongoing Cost benefit study for CoCC & RpCC ongoing |
| Sewerage System | <ul style="list-style-type: none"> Visits to 4 5 CCs and explanation of higher priority of faecal sludge management plan than conventional sewerage system development Data collection regarding existing toilet facilities of 45 CCs Information collection from 3 local NGOs, WaterAid, SNV and DSK |
| Solid Waste Management | (No assignment during this period) |
| Demand Forecasting / Economic Analysis | (No assignment during this period) |
| Costing and Implementation Planning | <ul style="list-style-type: none"> Cost Estimation of Comilla River Embankment is finished. Turag river bridge estimation is improved. About 90 % finished except abutment revetment. Cost Estimation of Surface Water Supply Project in Comilla is finished and I'll ask to Ohmotosan to check it and make valuable advice about it.. Estimation of Comilla Drainage System is finished. Implementation planning of Comilla Drainage System is finished. Construction Planning Report will be more than 200 pages gathering all SF projects. |
| Environment Sector | <ul style="list-style-type: none"> ToR for subcontract environmental safeguard study of three subprojects (Turag Bridges, Shitalokha bridge and Gazipur Railway Flyover) and its estimated budget finalised for bidding process - Identification of three contractors for bidding of the subcontract |

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| 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. Resettlement plans for subprojects 1,2,7 and 8 are nearing completion and review of draft documents to begin January 21st, 2017-01-15 ToR for RAPs for subprojects 3,4,6 and 9 are finalized and ready for contractors. Contracts for completion of RAPs for subprojects 3,4,6 and 9 to be assigned during last week of January with work starting 1st week of February. |
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3.3.2 Field Visits

Table 3.3.3: Site Visit by FSMP Team - December 2016

| Date | CC | Agenda | Mission Member |
|------|------------|--|--|
| 1 | Comilla CC | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Alignment soil investigation, sampling and in-situ testing. | National Experts: 1. Gholam Ahmed, GeoTechnical Engineer 2. Md Anisur Rahman, Sr. Soil Technician |

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| 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 December 2016, the following working paper(s) have been circulated:

Table 3.3.4: List of Working Papers Completed up to December, 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 |

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|--------------------|--|----------------|
| 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, Ashrafal 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 Recommendations, Yoshiyuki Akagawa | May 2016 |
| WP14 (Revision 3) | River Engineering and Hydrological Study: Findings and Recommendations, Yoshiyuki Akagawa | December 2016 |
| 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 |
| WP24a | Preliminary Highway Design for Turag River Crossings, Trevor Godwin | December 2017 |
| WP24c | Preliminary Highway Design for the Fourth Shitalokhya River Bridge, Trevor Godwin | December 2017 |

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

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|-------|---|--------------|
| WP20 | Improvement of Public Toilets in the FMSP Study Cities, Salma A. Shafi, Moniza Biswas, Dipak Saha and Mitun Talapatra | January 2017 |
| WP23 | Selection of Priority Projects, Michael Chadney and Steven Crawhurst | January 2017 |
| WP24b | Preliminary Highway Design for Comilla Embankment Road, Trevor Godwin | January 2017 |
| WP24d | Preliminary Highway Design for Gazipur Rail Flyover, Trevor Godwin | January 2017 |
| WP25a | Preliminary Bridge Design Report for Turag River Crossing, Michael King and Peter Hoffman | January 2017 |
| WP25b | Preliminary Bridge Design Report for Gazipur Rail Flyover, Michael King and Peter Hoffman | January 2017 |
| WP25c | Preliminary Bridge Design Report for the Fourth Shitalakya River Bridge, Michael King and Peter Hoffman | January 2017 |
| WP26 | Sewerage and Faecal Sludge Management in the FSMP Cities | January 2017 |
| WP27a | Construction Plan for FSxx: Drainage System in Comilla | January 2017 |
| WP27b | Construction Plan for FSxx: Water Supply System in Comilla | January 2017 |
| WPxx | Methodology for Social Impact Analysis, Geza Teleki | January 2017 |
| WPxx | Priority Projects and Investment Plans, TBD | May 2017 |

