GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Ministry of Local Government, Rural Development & Cooperatives
Local Government Engineering Department
Second Urban Governance and Infrastructure Improvement Project
(Funded by ADB, KfW & GIZ)

Governance Improvement and Capacity Development (GICD) Component

Quarterly Progress Report (5th Quarter)
1st April to 30th June, 2011

July 2011
Submitted by
Joint venture of SODEV consult ,Development Design Consultant Ltd. & BCL Associates Ltd

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Loan No. 2462 BAN (SF)
Contract No. GICD/UGIIP-II/01/2009

Quarterly Progress Report (4ᵗʰ Quarter)
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Cover photo
Citizen Charter of Comilla Pourashava
Court Yard Meeting at Parshuram in a Rainy day

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BCL Associates Ltd.

The Project Director
Second Urban Governance and Infrastructure Improvement (Sector) Project
(UGIIP-II)
Local Government Engineering Department
LGED Bhavan
Agargoan, Dhaka – 1207

Date: 09.07.2011

Subject: **4th Quarterly Progress Report: (April – June, 2011)**
                  Consultants' services for Governance Improvement and Capacity
                  Development (GICD) under ADB, KfW & GIZ assisted Second Urban
                  Governance and Infrastructure Improvement (Sector) Project (UGIIP-II)
                  Loan No. 2462 BAN (SF)
                  Contract No. GICD/UGIIP-II/01/2009

Dear Sir,

We are pleased to submit herewith the 4th Quarterly Progress Report for the period of April to June 2011 of Governance Improvement and Capacity Development (GICD) Component of UGIIP- II for your necessary action.

This is submitted as per reporting requirements of the contact agreement.

Thanking you

Regards,

(Chowdhury Fazle Bari)
Team Leader
GICD, UGIIP-II

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Abbreviations

ADB	Asian Development Bank
BME	Bench Monitoring and Evaluation
CBO	Community Based Organization
CC	Citizen Charter
CEO	Chief Executive Officer
CYM	Court Yard Meeting
DPHE	Department of Public Health Engineering
ESSIS	Environmental Sanitation and Slum Improvement Section
FWC	Female Ward Committee
GAP	Gender Action Plan
GICD	Governance Improvement and Capacity Development
GPD	Governance Program Development
GRC	Grievance Redress Committee
GIZ	Gesellschaft für Internationale Zusammenarbeit
IIS	Infrastructure Improvement Section
IMSC	Inter Ministerial Steering Committee
KfW	Kreditanstalt fur Wiederaufbau
LGC	Local Government Commission
LGD	Local Government Division
MCC	Mass Communication Cell
MCS	Mass Communication Cell
MDS	Management Design and Supervision
MPRC	Municipal Performance Review Committee
MSP	Municipal Support Project
M&E	Monitoring and Evaluation
NGO	Non Government Organization
O&M	Operation and Maintenance
PDP	Pourashava Development Plan
PIU	Project Implementation Unit
PME	Performance Monitoring and Evaluation
PMO	Project Management Office
PPMS	Project Performance Management System
PRAP	Poverty Reduction Action Plan
PSC	PRAP Steering Committee
PWD	Public Works Department
R&H	Roads and Highways Department
RUMSU	Regional Urban Management Support Unit
SIC	Slum Improvement Committee
STIFPP-2	Secondary Towns Integrated Flood Protection Project
T&T	Telephone and Telegraph Department
TLCC	Town level Coordination Committee
UGIAP	Urban Governance Implementation Action Plan
UGIS	Urban Governance Improvement System
UPPRP	Urban Partnerships for Poverty Reduction Project
UMSU	Urban Management Support Unit
WLCC	Ward level Coordination Committ

Executive Summary

In this quarter (April-June2011) major problems faced by the GICD team to implement UGIAP phase-2 was the municipal elections that has taken place in January to March 2011 throughout the country. Altogether 21 newly elected Mayors came into Pourashavas with huge number of newly elected councilors. Usually the new Mayors want to improve Pourashava services by reforming different committees introducing his own group and rearranging the existing practices. As a consequence, GICD team who are directly working at the region and Pourashava level were in difficulties to become accustomed with this new faces and changing practice that made an impact on the progress of performance.

Despite of the above circumstances, the activities for the progress of UGIAP Phase-2 implementation continues by the GICD team in consultation with PMO. It is pertinent to mention here that the progress as per scope of works is quiet remarkable for this term that is reflected in the summarized 2.1 under contents 2 and also in below:

- Together with the progress of UGIAP implementation activities, major events during this quarter was the visit of Review Mission in some selected Pourashavas and TLCC special budget approval meetings in May, TLCC regular quarterly meetings and installation of computerized accounting and tax record systems in the remaining 7 Pourashavas in June.

- GICD team assisted PMO in developing a standard Citizen Charter (CC) after reviewing all 35 Pourashava's proposed CC. Two types of CC were developed. Of them the main one which is larger in size, are displayed in the Pourashavas premises. The second one which is smaller in size is displayed in different suitable public locations of the Pourashavas areas for wider circulations. In this quarter all 35 Pourashavas have achieved the target of displaying their CCs in suitable places.

- GICD team also assisted PMO in developing a standard booklet after reviewing each of 35 proposed booklets for CC about their services which will be available at Pourashava premises for the general public. During this quarter, all of 35 Pourashavas have made available their booklets at Pourashava premises for the general public. Simultaneously all Pourashavas have published their CC in the local newspapers.

- Pilot survey on Citizen Report Card (CRC) has been carried out during April-June quarter in 35 Pourashavas, taking 10 questionnaires as sample survey to assess the acceptability of the format.

- Grievance Redress Cell (GRC) has been established in all 35 Pourashavas with an achievement of 100%.

- The target of fixing a Complain Box at a convenient place of Pourashava office has been achieved in all 35 Pourashavas in this quarter.

- GICD team assisted Pourashavas in their Slum selection process to identify slums as per UGIAP criteria. In the month of April, PMO has approved the selected slums of 21 Pourashavas out of 35 as per guidelines. Nine Pourashavas (Chandpur, Comilla, Mymensingh, Faridpur, Sathkhira, Jhenaidah, Rangpur, Dinajpur and Sirajgonj.) where UPPRP is implementing similar activities, selection of slums and clusters are excluded to avoid duplications. In two Pourashavas (Gaibandah and Munshigonj) where all slums were selected under the STIFPP-2 are also omitted from UGIIP-2. Rest of the three Pourashavas, Bhanga, Parshuram and Golapgonj have no slums in their localities as per UGIAP criteria. Family Surveys were initiated in May within the selected boundary of the slums and SIC were formed in each slum in June 2011.

- Mass Communication Cell (MCC) has been established in 35 Pourashavas comprising of 5 members from Pourashava officials chaired by Chief Executive Officer or Secretary following the implementation modality UGIAP-II. In this quarter MCCs have performed extensive public dissemination through various means. Some Pourashavas had done activities like distribution of leaflets for payment of holding tax, conducting courtyard meeting, Rickshaw miking for payment of Pourashava taxes, campaign in the Mosque to motivate people on tax payment (Noakhali,

Parshuram) and distribution leaflets on solid waste management. All of the MCCs are holding quarterly meeting regularly.

▪ Review Mission comprising of PMO, ADB, GIZ, KfW officials along with GICD and MDS Team leaders visited the project Pourashavas from 3rd May to 5th May 2011. Those include Chandpur Pourashava (03.05.2011), Comilla Pourashava (03.05.2011), Chawmohani Pourashava (04.05.2011), Noakhali Pourashava (04.05.2011) and Parshuram Pourashava (05.05.2011).

▪ Special TLCC meetings were arranged in Chandpur, Comilla, Chawmohani, Noakhali and Parshuram Pourashavas on the occasion of Review Mission Visit.

▪ On occasion of Chief Engineer, LGED / Secretary LGD's visit to Comilla, a special TLCC meeting was arranged in Comilla LGED on 6th May 2011. On occasion of Secretary LGD's visit to Sunamgonj Pourashava, another special TLCC meeting was arranged in Pourashava on 13th May 2011.

▪ All Pourashavas have prepared the budget proposal in the month of May 2011. Budget was disclosed and displayed in Pourashava premises for citizen's comments and suggestions. The proposed budgets were thoroughly discussed in special TLCC meetings in each Pourashava taking notes and suggestion from the members if any. All 35 Pourashavas successfully organised special pre Budget TLCC meetings within 3rd to 4th week of May 2011. The GICD team advised to follow new criteria and procedure in preparation of budget for the Pourashavas like allocation for Operation and Maintenance (O and M), Gender Action Plan (GAP), Poverty Reduction Action Plan (PRAP), arrear payment for electricity and telephone bill if any, fund for CBOs and MCC.. In most of the Pourashavas almost all the members (both male and female) attended the TLCC meetings. After the opinion of citizen and discussion in TLCC, budgets were finalized by Poura Parishad.

▪ All TLCC meeting of last quarter (April to June 2011) held successfully in the month of June

▪ Out of 35 UGIIP Pourashavas, 7 Pourashavas (Bhanga, Mirzapur, Sreepur, Parshuram, Golapgonj, Nachol & Benapole) were identified as not having any computerized accounting and tax record system. In this quarter GICD team has successfully installed software on Municipal Accounting System (MAS), Tax Collection System (TCS) and Trade License Management System (TLMS) to those Pourashavas.

▪ All Pourashavas have carried out their monthly GAP meetings in this quarter successfully and sent meeting minutes to PMO. Budget has been allocated to implement GAP in all Pourashavas in the month of May for FY-2011-12.

▪ Monthly meeting of PRAP Steering Committees are holding regularly. Budgets have been kept to implement PRAP in all Pourashavas in the month of May for FY-2011-12.

▪ In this quarter all 35 CBO Steering Committees meetings, hold their monthly meetings.

▪ Status of Electricity Bills up to March 2011 in most of project Pourashavas were in crucial stage but after the orientation meeting of the Mayors at Rajendrapur, the situation started improving. Some Pourashavas have taken initiatives to make payments on regular basis. The situation in some cases like Comilla, Cox's Bazar, Mymensingh, Natore and Gaibandah are alarming. GICD team is trying to pursue Pourashavas with request to arrange meetings, where necessary, with the Power Development Board (PDP)/ Rural Electrification Board (REB) on this issue to pay by installment. Allocation has been kept in this area in the 2012 budget, so that all dues could be made. A total number of 18 Pourashavas (Munshigonj, Ghorasal, Jamalpur, Bhanga, Mirzapur, Sreepur, Takurgaon, Rangpur, Gaibandah Dinajpur, Nachol, Narail, Sathkhira, Jhenaidah, Bagerhat .Benapole. Sunamgonj, Jhlakathi) have paid their electricity bill and have no dues.

▪ The payment situation of telephone bills is better than that of electricity. GICD team is reminding the Pourashavas to pay their telephone bills as per UGIAP – phase 2 targets and allocation has been kept in this area in the 2012 budget, so that all dues could be made. Following Pourashavas do not have any outstanding bills for telephone: **Bagerhat, BrahmanBaria, Benapole, Comilla, Dinajpur, Ghorasal, Jhlakathi, Kalapara, Kurigram, Narail, Noakhali, Rangpur, Sathkhira, Sirajgonj, Sreepur, Sreemongal and Takurgaon.**

- PMO has sent instructions and budget to all 35 Pourashavas for organizing CBO Executive Committees Orientation on 'CBO BY Laws'.. Starting from January 2011, out of 581 batches, 557 batch have already been completed orientation on CBO By Laws' within June 30th. 2011. At this moment only 24 batches are remaining in Mymensingh for orientation,

- Until 30th June2011,,Re-assessments have completely done in 24 Pourashavas(Chandpur, Noakhali, Chawmohani, Cox'sBazar, Faridpur, Munshigonj, Ghorasal, Jamalpur, Bhanga, Mirzapur, Sreepur, Mymensingh, Takurgaon, Rangpur, Gaibandah Dinajpur, Nachol, Narail, Sathkhira, Jhenaidah, Bagerhat, Sunamgonj, Barguna and Jhalkathi) and 11 Pourashavas (Parshuram, BrahmanBaria, Comilla, Kurigram, Natore, Sirajgonj, Golapgonj, Sreemongal, Bhola, Kalapara and Barguna) are under processing;

- Chandpur, Parshuram, Rangpur, Faridpur, Dinajpur and Sunamgonj Pourashava have developed their own web page. GICD team is assisting for further improvement. A panel of 70 persons comprising of an officer and a staff from each project Pourashava has been finalized. They will be given training on E governance awareness. A prototype design has been developed for opening other Pourashavas Web sites. Documents have been collected from Pourashavas (Jamalpur & Sreepur) for opening their Websites

1.0   Project Background

The Government of Bangladesh (GOB) has undertaken "Second Urban Governance and Infrastructure Improvement (Sector) Project (UGIIP-2)" with the financial assistance of the Asian Development Bank (ADB) together with co-financing from Kreditanstalt fur Wiederaufbau (KfW) and Gesellschaft fur Technische Zusammenarbeit (GIZ) for implementation in 35 target Pourashavas under the execution of Local Government Engineering Department (LGED), Local Government Division (LGD) of the Ministry of Local Government, Rural Development and Cooperatives (MLGRDC). The project is expected to be implemented over a period of 6 years from January 2009. A Project Management Office (PMO) has been established for the overall management of the Project. The project involved consultants using procurement guidelines on the use of consultants under ADB to support PMO and Project Implementation Unit (PIU) to strengthen the institutional, administrative and financial capacities of the Pourashava and LGED. Major package for consultancy services are Package-1: Governance Improvement and Capacity Development (GICD) and Package-2: Management Design and Supervision (MDS). The joint venture of SODEV Consult, DDC Ltd. and BCL Associates Ltd has been engaged for GICD under PMO for a total period of 5 years for providing capacity development, community mobilization and other facilitation activities.

The outcome of the GICD is improved governance and developed capacity in Pourashavas. Pourashavas will carry out series of reform activities in six key areas defined in the Urban Governance Improvement Action Programme (UGIAP): (I) Citizen Awareness and Participation, (II) Urban Planning, (III) Women participation, (IV) Integration of the Urban Poor, (V) Financial Accountability and Sustainability, and (VI) Administrative Transparency. The UGIAP is used in UGIIP-1, and project adopts a refined version based on experiences and lessons. The project incorporates a performance based sector approach involving demand driven allocation of loan proceeds that is based on clearly defined performance criteria and commitment of the Pourashava to undertake governance reform. The maximum amount to be allocated to each Pourashava (the investment ceiling) Taka 250 million for class A Pourashavas, Taka 200million for class B Pourashavas and Taka 100million for class C Pourashavas excluding in kind contributions by Pourashavas and beneficiaries.

1.1   Project Objective

The primary objective of the project is to promote sustainable human development, economic growth and poverty reduction by enhancing municipal management and strengthening capacity to deliver municipal services and improve physical infrastructure and urban services (specially to the poor) in 35 secondary towns of Bangladesh. To achieve these objectives the project will assist the selected Pourashavas to:

- Enhance capacity of Pourashavas to implement, operate, manage and maintain basic urban services;
- Improve urban governance by implementing a set of programs;
- Increase accountability of Pourashavas towards their citizens; and
- Provide improved physical infrastructure and urban services.

1.2 Scope of Works

The scope of work is to provide governance, capacity development and other supports to the PIU in implementing UGIAP. GICD consultant's supports will include:

a) Preparing the PDP, including land use plan, PRAP and GAP;

b) Preparing CBO operational guidelines and UGIAP implementation methodology including preparation of operational guidelines for TLCC and WLCC;

c) Training of Pourashava urban planner and other concerned staff on urban planning;

d) Introducing computerized modern accounting system;

e) Introducing computerized tax record system;

f) Improving holding tax assessment and collection;

g) Training on financial management;

h) Rationalizing user charges and tariff setting;

i) Formulating of TLCC, WLCC, CBOs and SICs;

j) Introducing and implementing citizen report card;

k) Implementing communication campaign; and;

l) Introducing e-governance, such as web-based information management and disclosure.

2.0 Activities and Progress

2.1 Progress report

This progress report reflects the activities of GICD Consultants team as per Scope of Works to implement UGIAP activities under UGIIP-2 and related issues of the assignment for the month of April to June 2011.

The UGIAP phase -1 was completed on September 2010. The implementation of UGIAP-phase 2 commenced from October 2010. Under UGIAP-phase 2, Pourashavas have to carry out series of reform activities in six key areas defined in the UGIAP: (I) Citizen Awareness and Participation, (II) Urban Planning, (III) Women participation, (IV) Integration of the Urban Poor, (V) Financial Accountability and Sustainability, and (VI) Administrative Transparency. To achieve UGIAP phase 2 targets, the whole process has been divided into 25 activities and 116 tasks.

The scope of works of the Consultants which has 12 areas cover phase 1 and phase 2 of UGIAP implementation. The task like formation of TLCC, WLCC, CBO, GC, establishment of Town Planning Unit and preparation of PDP fall in phase1. Other activities directly fall in phase 2. So by implementing the UGIAP phase-2 the GICD team is covering the responsibilities to fulfill its TOR.

This progress report reflects the activities of GICD Consultants team as per Scope of Works to implement UGIAP Phase 2 activities under UGIIP-2 and related issues of the assignment for the period April- June 2011.

Sl. No	Activities/Tasks	Target	Completed	Status of progress
1.0	**CITIZEN AWARENESS AND PARTICIPATION** Requirement: Within three months of starting of project. /Continuous			
1.1	Citizen Charter (CC) approved by TLCC and displayed at the Pourashava Office			All Pourashavas have achieved this target which was duly approved by TLCC in their December 2010 meetings.
1.1.1	Prepare a citizen charter	35	35	
1.1.2	Approve Citizen Charter in TLCC meeting	35	35	

Sl. No	Activities/Tasks	Target	Completed	Status of progress
1.1.3	Display the CC in a suitable place at Pourashava premises	35	35	All Pourashavas have displayed their CC in a suitable place at Pourashava premises.

GICD team assisted PMO in developing a standard Citizen Charter (CC) after reviewing all 35 Pourashava's proposed CC. Two types of CC were developed. Of them the main one which is larger in size, are displayed in the Pourashavas premises. The second one which is smaller in size is displayed in different suitable public locations of the Pourashavas areas for wider circulations.

Sl. No	Activities/Tasks	Target	Completed	Status of progress
1.1.4	Distribute CC in the form of booklet	35	35	Until 30th June 2011, all Pourashavas have printed and distributed their CC booklet to the citizens.

GICD team also assisted PMO in developing a standard booklet after reviewing each of 35 proposed booklets for CC about their services which will be available at Pourashava premises for the general public. There was a provision to make it relevant for each of the Pourashava with the information, presentation and colour to reflect their identities.

Sl. No	Activities/Tasks	Target	Completed	Status of progress
	Publish in the local newspaper	35	35	All Pourashavas have published their CC in the local newspapers.
1.2	CITIZENS REPORT CARDS APPROVED BY TLCC AND IMPLEMENTED Requirement: Complete whole exercise within one year from starting of the project and at least twice within phase-2			
1.2.1	Review Draft CRC and approve in the TLCC.	35	35	All Pourashava have reviewed the draft CRC and approved in TLCC March meetings. Only Mymensingh Pourashava approved their CRC in TLCC meeting held in May. Pilot survey has been carried out during March-April in 35 Pourashavas, taking 10 questionnaires as sample survey to assess the acceptability of the format.
1.2.2	Conduct public awareness campaign			N/A now
1.3	Grievance Redress Cell Established With Clear TOR and Functional			
1.3.1	Establish Grievance Redress Cell (GRC) at Pourashava office	35	35	Grievance Redress Cell (GRC) has been established in all 35 Pourashavas with an achievement of 100%
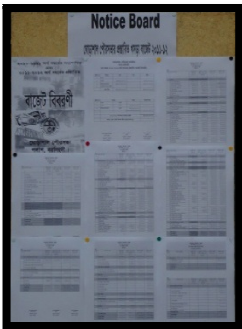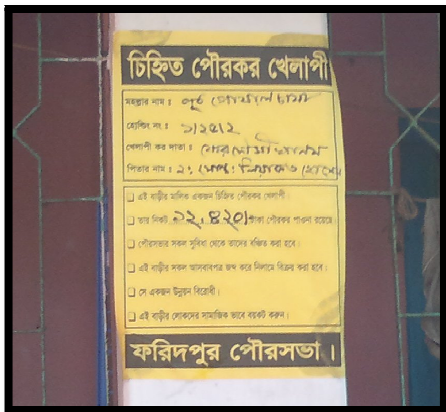
Sl. No	Activities/Tasks	Target	Completed	Status of progress
	Open a Complain Desk / fix a Complaint Box at convenient place of Pourashava office	35	35	The target of fixing a Complain Box at a convenient place of Pourashava office has been achieved in all 35 Pourashavas within April 2011.

As per TOR of the GRC, all Pourashavas have fixed their Complaint Boxes in Pourashava offices for receiving grievances/complaints of the citizens or any visitors. For this no standard design was provided to Pourashavas by GICD or PMO All Pourashavas were allowed to build boxes with their own style, material and design.

Sl. No	Activities/Tasks	Target	Completed	Status of progress
1.4	TLCC AND WLCC MEETINGS HELD ON A REGULAR BASIS Requirement: Hold TLCC meeting quarterly			
1.4.1	Hold TLCC and WLCC meeting at least once in each quarter.	35	35	Following TLCC meetings were held in the April-June quarter2011. **a. On occasion of Review Mission visit** 1.ChandpuPourashava: 03.05.2011 2.Comilla Pourashava: 03.05.2011 3.Chawmohani Pourashava: 04.05.2011 4.Noakhali Pourashava: 04.05.2011 5.Parshuram Pourashava: 05.05.2011

Sl. No	Activities/Tasks	Target	Completed	Status of progress
1.4.2	Record the decisions / suggestion in the minutes of the meeting	35	35	**b. On occasion of Chief Engineer, LGED / Secretary LGD's visit** 1.Comilla Pourashava: 06.05.2011 **c. On occasion of Secretary LGD's visit** 1.Sunamgonj Pourashava 13.05.2011 **d. Pre Budget TLCC meetings** All 35 Pourashavas successfully organised special pre Budget TLCC meetings within 3rd to 4th week of May 2011. Regional Coordinators and in some cases Team leader, Deputy Team Leader and PMO officials attended those TLCC meetings and advised to follow new criteria and procedure in preparation of budget for the Pourashavas like a. Allocation for O and M b. Allocation for GAP c. Allocation for PRAP d. Allocation for arrear payment for electricity and telephone bill if any e. Allocation for CBOs f. Allocation for MCC **d. Quarterly TLCC meetings** All Pourashavas also successfully organised their quarterly TLCC meetings in the month of June 2011.

Sl. No	Activities/Tasks	Target	Completed	Status of progress

Special TLCC meeting on Mission visit   Chandpur Pourashava on 03.05.2011 and Noakhali Pourashava on 04.05.2011

Special TLCC Meetings

Special TLCC meeting on occasion of Chief Engineer, LGED / Secretary LGD's visit to Comilla Pourashava on 06.05.2011

Special pre Budget TLCC meetings at Ghorasal(26.05.2011) and Kalapara (25.05.2011)

Sl. No	Activities/Tasks	Target	Completed	Status of progress

Kurigram Pourashava TLCC (20.06.2011)   *Jamalpur Pourashava 22.06.2011)*

TLCC Quarterly Meetings: *In most of the Pourashavas almost all the members (both male and female) attended the TLCC quarterly meeting. By considering the attendance, it can be assumed that, people are becoming interested to participate at the TLCC meeting and encouraged to discuss relevant issues and problems. With UGIAP implementation activities and close monitoring by PMO and GICD, TLCC is becoming focal point of Pourashava development activities. All the Pourashavas are sending the minutes/resolutions of TLCC to PMO which are being monitored by PMO and GICD team in order to understand the effectiveness of TLCC meetings and other relevant information.*

Sl. No	Activities/Tasks	Target	Completed	Status of progress
1.5	Budget proposal, compared with the budget and actual outlays in the previous year, is disclosed and displayed at Pourashava office and discussed at TLCC			
1.5.1	Pourashava will prepare a budget proposal before starting of the financial year	35 *Budget display at Ghorasal Pourashava*	35	All Pourashavas have prepared the budget proposal in the month of May 2011.Those were disclosed and displayed in Pourashava premises for citizen comments and suggestions. The proposed budgets were thoroughly discussed in special TLCC meetings in each Pourashava. After the opinion of citizen and discussion in TLCC, budgets were finalized by Poura Parishad.
1.5.2	The proposed budget will be disclosed and displayed for citizens' comments/suggestions	35	35	

Sl. No	Activities/Tasks	Target	Completed	Status of progress
1.5.3	Pourashava will finalize and approve the budget	35	35	
1.6	Mass-Communication Cell established and campaign plan developed and implemented as planned Requirement: Establish within three months and perform activities twice in a year			
1.6.1	Establish a Mass Communication Cell (MCC) with specific TOR	35	35	MCC has been established in 35 Pourashavas comprising of 5 members from Pourashava officials chaired by Chief Executive Officer or Secretary following the implementation modality UGIAP-II.
	1.MCC disseminates messages/materials/updated information to the public through different media	35	35	In this quarter, the MCC of different Pourashavas has done the following activities: • distributed leaflet for payment of holding tax • conducted courtyard meeting, • Miking by rickshaw for payment of Pourashava taxes • Campaign in the Mosque to motivate people on tax payment (Noakhali, Parshuram) • distributed leaflet on solid waste management

Tax Campaign at Parshuram and Faridpur Pourashavas Pourashava

	2. Hold meeting on MCC at least once in each quarter or as when required.	35	35	All MCC meeting of last quarter (January to March 2011) held successfully.

Sl. No	Activities/Tasks	Target	Completed	Status of progress
2.	**URBAN PLANNING** Requirement: Within a year of UGIAP-II Implementation			
2.1	Base map verified and updated land use plan prepared	35	0	Two consulting companies are assigned from MDS to prepare base map, drainage master plan & topography and contour survey of project Pourashavas. They have started their work from January 2011. The process is ongoing.
2.1.1	Town Planning Unit verifies Pourashava base map and prepares draft updated land use plan.	35	0	
2.1.2	Mayor places the plan for discussion in the TLCC.	35	0	
2.1.3	Updated Land Use Plan is finalized with inputs of TLCC.	35	0	
2.1.4	Plan is approved at the meeting of the Poura Parishad.	35	0	
2.2	Annual O&M Plan, Including Budget Requirement; Prepared And Approved As A Part Of PDP.	35	35	Annual O & M work plan including Budget requirement have been done in May 2011 for the financial year 2011-2012 in all 35 Pourashavas with an achievement of 100%.
2.3	A Full time Pourashava Urban Planner recruited.	35	18	There are 27 A categories Pourashavas which has Town Planner's Post. Until May, only 18 Town Planners (TP) have joined and performing duty at Pourashava level. In **Takurgaon, Bhola, Sirajgonj, Dinajpur, Sunamgonj, Narail, Bagerhat, Noakhali and Chowmohoni Pourashava** the post is still vacant.
3.	**WOMAN'S PARTICIPATION**			
3.1	Gender Action Plan (GAP) prepared and included in the PDP	35	35	GAP has been prepared by all Pourashavas and included in the PDP as required by the project.

Sl. No	Activities/Tasks	Target	Completed	Status of progress
3.1.1	Monthly Gender Committee Meeting/and send minutes to PMO	35	35	*GC May2011 meeting at Jhalkathi Pourashava* Pourashavas have carried out their monthly GAP meeting successfully and sent meeting minutes to PMO in this quarter.
3.1.2	Gender Committee will support and ensure full implementation of GAP activities	35	35	On going
3.2	Budget to implement GAP identified and approved.	35	35	Budget have been allocated to implement GAP in all Pourashavas in the month of May for FY-2011-12
4.	**INTEGRATION OF URBAN POOR**			

Sl. No	Activities/Tasks	Target	Completed	Status of progress
4.1.	Slum Improvement Committees (SICS) established In targeted slums.	35	35	GICD team assisted Pourashavas in their Slum selection process to identify slums as per UGIAP criteria. In the month of April, PMO has approved the selected slums of 21 Pourashavas out of 35 as per guidelines. Nine Pourashavas (Chandpur, Comilla, Mymensingh, Faridpur, Sathkhira, Jhenaidah, Rangpur, Dinajpur and Sirajgonj.) where UPPRP is implementing similar activities, selection of slums and clusters are excluded to avoid duplications. In two Pourashavas (Gaibandha and Munshigonj) where all slums were selected under the STIFPP-2 are also omitted from UGIIP-2.Rest of the two Pourashavas, Parshuram and Golapgonj have no slums in their localities as per UGIAP criteria. Establishment of SICs has been achieved in all slums in the month of June 2011.

SIC Formation meeting at Sikder Colony slum, Ward no 05 of Bhola Pourashava

SIC Formation meeting at Sunamgonj Pourashava

Table 01: Status of Slums/ SIC formation			
Region	**Pourashava**	**No of slums**	**SIC formed**
Dhaka	Sreepur	5	done
	Ghorasal	7	done
	Mirzapur	3	done
	Jamalpur	10	done
Barisal	Jhalokathi	8	done
	Barguna	3	done
	Bhola	12	done
	Kalapara	9	done
Comilla	Cox's Bazar	10	done
	BrahmanBaria	10	done
	Noakhali	13	done
	Chowmohoni	1	done
Rangpur	Kurigram	12	done
	Takurgaon	12	done
	Natore	10	done
	Nachol	9	done
Jessore	Narail	3	done
	Bagerhat	6	done
	Benapole	4	done
Sylhet	Sunamgonj	10	done
	Sreemongal	10	done
	TOTAL	**167**	

Sl. No	Activities/Tasks	Target	Completed	Status of progress
	Family survey in slum areas	21	21	Family survey in all slums were carried out in the month of May-June
4.2	Poverty Reduction Action Plan (PRAP) prepared and included in the PDP.	35	35	All the 35 Pourashavas under UGIIP-2 have been finalized the Poverty Reduction Action Plan and included in the PDP
4.3	Budget allocation for PRAP	35	35	Budget have been kept to implement PRAP in all Pourashavas in the month of May for FY-2011-12
5.0	**FINANCE ACCOUNTABILITY & SUSTAINABILITY**			

Sl. No	Activities/Tasks	Target	Completed	Status of progress
5.1	Computerized Accounting System introduced and report produced.	35	10	Seven Pourashavas (**Benapole, Bhanga, Sreepur, Mirzapur, Golapgonj, Parshuram and Nachol**) were identified without any Computerized Accounting system and Computerized Tax Record System. In the month of May and June 2011, GICD team has installed software on Municipal Accounting System(MAS), Tax Collection System(TCS) and Trade License Management System (TLMS) to those Pourashavas. The activities to produce computerized reporting system are going on. So far final print of accounting records of 10 Pourashavas has been produced.

Table02: Progress on Computerized Accounting Report production (Up to 30th JUNE 2011)

Region	Produced	Not produced
Comilla	Chandpur, Noakhali, Chawmohani,	Comilla, Cox'sBazar, Parshuram, BrahmanBaria,
Dhaka		Faridpur, Bhanga, Munshigonj, Ghorasal, Sreepur, Jamalpur, Mirzapur, Mymensingh
Rangpur	Takurgaon, Sirajgonj, Kurigram,	Nachol, Rangpur, Dinajpur, Natore, Gaibandah
Jessore	Narail, Sathkhira,	Jhenaidah, Bagerhat Benapole,
Sylhet	Sunamgonj,	Golapgonj ,Sreemongal,
Barisal	Bhola,,	Barguna,, Kalapara Jhalkathi,
TOTAL	10	25

Sl. No	Activities/Tasks	Target	Completed	Status of progress
5.2	Computerized Tax Record System introduced and computer-generated bills produced.	35	26	The situations of Computerized Tax Record Systems with computer-generated bill production are improving in project Pourashavas. Reports received from different Pourashavas show that during the current financial year (2010-2011) computerized tax bills have been prepared and delivered by 26 Pourashavas. With achievement of installation of computers and software in all Pourashavas in this quarter, a positive impact is expected from next quarter.

Table03: Progress on Computerized Generated Bills Production (Up to 30th JUNE 2011)

Region	Produced	Not produced
Comilla	Chandpur, Noakhali, Chawmohani, Comilla, BrahmanBaria,	Cox'sBazar, Parshuram,
Dhaka	Faridpur, Munshigonj, Ghorasal, Jamalpur, Mymensingh	Bhanga, Mirzapur, Sreepur,
Rangpur	Takurgaon, Sirajgonj, Kurigram, Rangpur, Natore, Gaibandah	Dinajpur, Nachol,
Jessore	Narail, Sathkhira, Jhenaidah, Bagerhat	Benapole,
Sylhet	Sunamgonj, ,Sreemongal,	Golapgonj
Barisal	Bhola,, Barguna,, Kalapara Jhalkathi,	
TOTAL	26	9

Sl. No	Activities/Tasks	Target	Completed	Status of progress
5.3	Interim tax assessment carried out annually and collection increased.	35	24	Regular

Sl. No	Activities/Tasks	Target	Completed	Status of progress
5.3.1	Carry out interim assessment of holding tax annually in addition to regular reassessment to be done after every 5 years.	35	35	Regular
5.3.2	Re-assessment after every five years :	35	24	Re-assessments have completely done in 24 Pourashavas and 11 Pourashavas under processing up to June 2011 which shown below:

Table04: Progress on Reassessment (Up to 30th JUNE 2011)

Region	Completed	Under process
Comilla	Chandpur, Noakhali, Chawmohani, Cox'sBazar,	Parshuram, BrahmanBaria, Comilla,
Dhaka	Faridpur, Munshigonj, Ghorasal, Jamalpur, , Bhanga, Mirzapur, Sreepur, Mymensingh	
Rangpur	Takurgaon, Rangpur, Gaibandah Dinajpur, Nachol,	Kurigram, Natore, Sirajgonj,
Jessore	Narail, Sathkhira, Jhenaidah, Bagerhat	Benapole,
Sylhet	Sunamgonj, ,	Golapgonj, Sreemongal,
Barisal	Barguna,, Jhalkathi,	Bhola, Kalapara,
TOTAL	24	11