

**Rural Water Supply and Sanitation Fund Development Board**

**Rehabilitation and Reconstruction (R&R) Guideline,  
Earthquake Affected Districts**

**April, 2016**

## Abbreviations

AC	Accountant
DDC	District Development Committee
EAD	Earthquake Affected Districts
FB	Fun Board
GoN	Government of Nepal
GRR	Green Recovery and Reconstruction
IDA	International Development Association
NRA	National Reconstruction Authority
N-WASH-CC	National Water, Sanitation and Hygiene Coordination Committee
ODF	Open Defecation Free
PC	Program Coordinator
PDNA	Post Disaster Needs Assessment
PDRF	Post Disaster Reconstruction Framework
PPA	Project Preparation Advance
R&R	Rehabilitation and Reconstruction
RWSSIP	Rural Water Supply and Sanitation Improvement Project
SA	Service Agency
SO	Support Organization
TL	Team Leader
TO	Technical Officer
VDCs	Village Development Committees
VHP	Village Health Promoter
VMW	Village Maintenance Worker
V-WASH-CC	Village Water, Sanitation and Hygiene Coordination Committee
WASH	Water, Sanitation and Hygiene
WASH T	WASH Technician
WASH Trg.	WASH Triggerr
WSE	Water Supply Engineer
WSSDO	Water Supply and Sewerage District Office
WSUCs	Water and Sanitation User's Committees
WSUG	Water and Sanitation User's Group

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# **Rural Water Supply and Sanitation Fund Development Board Rehabilitation and Reconstruction (R&R) Guideline, Earthquake Affected Districts**

## **1. Introduction**

Nepal is suffering from the devastating earthquake of April 25, 2015 and subsequent aftershocks. Government of Nepal (GoN) has declared 31 districts as earthquake affected districts (EAD). The list of earthquake affected districts is provided in **Annex-1**. According to PDNA report, 43.9% water supply schemes have been affected in 14 districts of Nepal. In these districts, the Rural Water Supply and Sanitation Fund Development Board (Fund Board) has been providing safe water supply and sanitation facilities for last 20 years. In this regard, the Fund Board has constructed 921 schemes as of April 25, 2015, benefitting 545,957 populations in the 14 EAD. After this natural calamity, high demand for early recovery/rehabilitation of damaged WASH facilities has emerged from the concerned communities. Based on the PDNA report, people are not getting safe drinking water and are being compelled to drink polluted water that may cause diarrhea, dysentery, jaundice, cholera and other waterborne epidemics. Therefore, there is an immediate need to provide safe drinking water and prevent from waterborne epidemics. The solution in this abnormal situation is to launch the Rehabilitation and Reconstruction (R&R) program and make those defunct schemes functional. In view of this background, the Fund Board has decided to initiate rehabilitation and reconstruction work by reallocating the unutilized PPA fund to a subcategory of early rehabilitation and reconstruction of WASH schemes constructed by Fund Board over the years. For this purpose, the Board has developed R&R Guideline for damaged Water Supply and Sanitation Schemes of EAD.

## **2. Objective**

- Rehabilitation of damaged schemes to make them functional again, and
- Promote better hygiene and sanitation behavior in order to revive ODF status by restoring sanitation facilities in EAD

## **3. Approach/Modality**

R&R program of the Fund Board will align Post Disaster Recovery framework of NRA and the policy of the Government of Nepal (GoN). The approach and modality of R&R program will be as followings:

- (a) Community participatory approach with zero community contribution
- (b) Community Procurement
- (c) Technical support by SO to community
- (d) Third party monitoring and evaluation
- (e) Transparency
- (f) Co-ordination and linkage with NRA, D-WASH-CC, V-WASH-CC and other line agencies as well as other concerned stakeholders.

## 4. Program Components

### 4.1 Water Supply

The main objective of the water supply component is to make earthquake damaged schemes fully functional through disaster resilience R&R work. To meet the above objective, damaged schemes shall be rehabilitated with **Build Back Better** approach incorporating water quality improvement, Green Recovery and Reconstruction (GRR) initiatives like source protection and conservation.

Fund Board will provide the necessary fund to community through Support organization and community will procure all necessary construction materials including arrangement and mobilization of skilled and unskilled labor for construction work. Technical support during R&R period will be provided by Support Organization selected by the Fund Board.

The PDRF submitted by the Ministry of Water Supply and Sanitation to National Reconstruction Authority (NRA), has given the total investment requirement for post earthquake recovery of WASH sector and gaps; for short and long term. The FB has played important role in developing the program and strategy as member of the task force and is an important implementing agency of R&R work. The PDRF estimated a total of revised budget of USD 202 millions for total recovery activities of WASH sector. The activities include water supply, sanitation and hygiene, WASH facilities in institutions and capacity building. The FB has already initiated R&R work with NRs 350 million support of IDA and in future shall involve in reconstruction within PDRF framework in the following water supply related activities:

- Provision of Basic Water supply through minor repair and basic rehabilitation of water supply schemes and alternate water sources with inclusion of resilience and software components;
- Provision of Basic Water supply in the newly/ to be resettled area;
- Major redesign and rehabilitation of water supply scheme; and
- Improvement of service level from basic to medium (water quality, quantity, accessibility and duration).

### 4.2 Sanitation

The main objective of the sanitation component is to facilitate declaration and revival of ODF in the scheme located VDCs. For this purpose, activities like promotion of personal, domestic and environmental sanitation, health education and awareness campaigning will be also undertaken. Similarly, it will facilitate repair of household and institutional toilet damaged by earthquakes in coordination with V-WASHCC. The sanitation activities will be undertaken in close coordination with the regular sanitation activities under RWSSIP.

In alignment to PDRF strategy and program the FB in future shall involve in the following sanitation activities:

- Support for revival of Open Defecation Free (ODF) status of VDCs;
- Promotion of resilient sanitation technologies;
- Promotion of basic hygiene behaviors such as hand washing, menstrual hygiene management and environmental sanitation;
- Ensure WASH facilities in institutions such schools and health facilities in coordination with education and health sector; and
- Ensure WASH facilities in public places in coordination with local authorities (Municipalities, urban centers).

### **4.3 Capacity Building**

The Fund Board will also play the role in capacity building of SO staffs and they will support the communities for rebuilding the damaged schemes in sustainable way. The following training/orientation will be conducted for the SO staff and other partners:

- a. Orientation on WASH activities for Team Leader (TL)/Program Coordinator and WASH Triggerrer
- b. Training/Orientation to Water and Sanitation User's Committees (WSUCs) for disaster resilient reconstruction under R&R work for functionality and sustainability.
- c. Orientation on ODF/ODF revival and sanitation campaign to school teachers, students, local leaders and social workers.
- d. Orientation to Firm/Individual consultants for monitoring and evaluation of R&R work.

## **5. Implementation Arrangement**

The overall implementation process will align with PDRF of the National Reconstruction Authority (NRA) in general and the Fund Board will set up a separate desk in order to perform R&R work under fast track. Selected SOs will carry out detail survey, design and cost estimate of the damaged schemes and submit to the Fund Board. The Fund Board will categorize the damaged schemes in two categories namely minor and major based on cost estimates. If cost of scheme repair is less than NRs 500,000 it is minor and above this it will be treated as major damage. The Fund Board will provide the fund for R&R work to SOs for the major and minor damaged schemes. The SO will ensure that design and R&R work is acceptable to the community and technically sustainable. SO will provide the technical support to the communities and the community will be responsible for the entire implementation of R&R work including procurement of materials. In addition the third party will be responsible for the monitoring and evaluation of R&R work.

For the purpose of R&R work, it will carry out rehabilitation of all damaged schemes built by the Fund Board irrespective of its current location that is municipality or VDC.

The implementation steps for R&R work will be as follows:

### **5.1 Identification of Damaged schemes**

Damaged schemes will be identified by Support Organization through collection of secondary data in co-ordination with D-WASH-CC, DDC, WSSDO and VDC. The concerned VDCs have to endorse and certify the damaged schemes within their VDCs in coordination with DWASHCC. The list of damaged schemes will be prepared by SO based on prescribed format (**Annex -2**) and submit to the Fund Board. The Fund Board will compile and prepare a final list of schemes as partially damaged, fully damaged and not damaged. Based on the above scales of the damages, the Fund Board will provide the list of damaged schemes to the SOs for field survey, design and cost estimate.

### **5.2 Field Survey, Design and Cost Estimate of Damaged Schemes & Implementation Proposal**

Survey, design and cost estimate of damaged schemes will be carried out through the mobilization of SO in co-ordination with V-WASH-CC, WSUC/WSUG and VMW of damaged schemes based on prescribed format.

Rehabilitation of damaged schemes to make them functional will be the main focus of the program. However, water quality improvements structures like sedimentation tank, treatment plant etc should be designed and included in the cost, wherever necessary and possible. Similarly, measures for source protection and conservation should be incorporated while rehabilitating the damaged schemes.

**Implementation Proposal** including duration of R&R work, required manpower and proposed cost will be developed by the SO and submitted to the FB.

### **5.3 Desk Analysis and Contract with SO**

Implementation proposal submitted by SOs will be analyzed and assessed by the Fund Board under two categories minor and major damage. Based on the aforesaid criteria, contract will be made with SO and community for the implementation of R&R work of the damaged schemes.

The duration of contract work will be about 3 to 6 months for minor damage and 6 to 9 months for major damage. SO should open and operate a separate account for this purpose. For the purpose of hardware cost (non-local material cost, local material cost, transportation cost, skilled and unskilled cost) the SO will make a subsidiary agreement with concerned WSUC and open a separate joint account with each WSUC. The joint account (SO and WSUC's joint account) should be opened within 15 days of the contract. After opening the account, the SO shall immediately transfer the hardware cost to this joint account.

## **5.4 Role of different Actors in Rehabilitation and Reconstruction Program**

### **5.4.1 Role of WSUC**

- a) Opening of Joint Account with SO.
- b) Procure all required materials from market with technical support of SO.
- c) Transport and manage store of non-local materials within scheme area.
- d) Collect and transport of local materials to scheme site.
- e) Keep record of non-local materials.
- f) Account keeping of all expenditure for rehabilitation/reconstruction work.
- g) Arrange and mobilize unskilled labor as required.
- h) Mobilize and supervise skilled labor.
- i) Mobilize Village *Maintenance Worker* (VMW) during work.
- j) Support SO staffs during work.
- k) Monitoring and supervision of work.

### **5.4.2 Role of SO**

- a) Subsidiary Agreement with SO for the R&R work.**
- b) Opening of Joint Account with WSUC.
- c) Co-ordination and linkage with D-WASH-CC, DWSSDO, DDC, VDC.
- d) Collect secondary data from D-WASH-CC, DWSSDO, DDC, VDC secretary.
- e) Collect primary data from community through observation of scheme area.
- f) Provide and mobilize manpower as per contract.
- g) Technical supports to community for implementing the work.
- h) Support to community for record keeping and book keeping.
- i) Regular monitoring and supervision of the work.
- j) Ensure the quality and quantity of Rehab/Reconstruction works as per contract
- k) Reporting to the Fund Board about work progress, based on prescribed reporting format.

### **5.4.3 Role of Fund Board**

- a) Data analysis and categorization of scheme under minor and major damage.
- b) Finalize cost estimate for R&R work.
- c) Prepare and make contract with SO/Community.
- d) Selection of SO, SA and approval of schemes from the Board.
- e) Provide necessary fund to the SO and the WSUCs.
- f) Payment to SO, SA and community for R&R work as per contract.
- g) Regular monitoring and evaluation of progress of R&R work
- h) Dissemination of work progress among different stakeholders.
- i) Co-ordination and linkage with national and district level R&R authorities, agencies and other stakeholders.
- j) Fund Board to share SOs reporting with all concerned stakeholders.



## 6. Program Implementation

R&R work of minor and major damaged schemes will be done by the community with technical support and supervision from SO. **The program will cover both water supply component and sanitation component which are damaged by the earthquake.** The community is responsible for the procurement of all construction materials. The community should ensure quality in the construction of the schemes.

### 6.1 Work Completion Report

For each of the contracted scheme within one week of the end of contract duration, a scheme wise **Work Completion Report** formally endorsed by the relevant WSUC shall be submitted by the SO to the Fund Board. Based on the Work Completion Report, a Firm/Individual Consultant assigned by the Fund Board will appraise the milestones and progress of the particular scheme and accordingly recommend to the Fund Board for final payment of the scheme.

### 6.2 Mode of Payment

Fund Board will make payment of the staff cost, training and other cost, overhead cost, cost for identification of damaged schemes, cost for survey, design and cost estimate of damaged schemes, hardware cost in two installments in SO account. The first installment will be released to the SO upon submission of the following documents;

- Subsidiary Agreement with WSUC;
- Account Numbers and Name of the Bank of SO Account and Joint Account with WSUC; and
- Appointment Letter of the proposed staff.

The second installment will be released to the SO upon submission of scheme Work Completion Report subject to satisfactory verification of work completion report by assigned Firm/Individual Consultant.

The proportion of various costs that will be included in the installment will be as follows:

SN	Description	First Installment	Second Installment
1	Staff cost	60%	40%
2	Training and other cost	100%	
3	Overhead cost	40%	60%
4	Cost for identification of damaged schemes	100%	
5	Cost for survey, design and cost estimate & Implementation Proposal	100%	
6	Hardware cost	100%	

Fund Board will transfer all construction related amount like non-local material cost, local material cost, transportation cost, skilled and unskilled cost to joint account (SO and Community) in advance through onetime payment.

## 7. Human Resources

### 7.1 FB Unit for R&R Work

The Fund Board will constitute a three member committee under the **coordination of Deputy Executive Director**, which will comply with policy guidelines and oversee implementation of the R&R program. For the implementation of the R&R work a desk will be created composing of the following external experts specially hired for this work:

- **Senior Water Supply and Sanitation Engineer** – The Fund Board will hire one Senior Water Supply and Sanitation Engineer, who will be responsible for preparation of policy consistent with the guideline of Government of Nepal, NRA guideline, develop design criteria, design software, computer software for data storage along with the overall co-ordination and linkage with WASH Cluster, D-WASH-CC, DDC, DWSSDO, V-WASH-CC, SO, SA and other stakeholders.
- **WASH Engineers (Civil Engineering Background)** – Fund Board will hire minimum eight WASH Engineers for overall monitoring and supervision of contract to be developed between Fund Board and SO/Community. These officers will also be responsible for day to day activities of rehabilitation and reconstruction work.

### 7.2 SO Staff

#### District Level

TL/PC and accountant will be deployed one each for a package of 24 schemes and WSE/TO will be deployed one each for 12 schemes.

- **Team Leader/Program Coordinator (TL/PC)** – TL/PC will be responsible for mobilizing, organizing and overall implementation of the contract. S/he will also be responsible to carry out sanitation activities of the contract including co-ordination with District WASH Cluster, D-WASH-CC, DWSSDO, DDC and VDC. The **TL/PC** will also be responsible for reporting to the Fund Board.
- **Water Supply Engineer/Technical Officer (WSE/TO)** - WSE/TO will be overall responsible for providing technical inputs to WASH T for successful implementation of the R&R work under contract in each scheme. S/he is also responsible for supervision of construction works as per contract.
- **Accountant (AC)**– Accountant will be responsible for book keeping of SO accounts and support community treasurer for record keeping and book keeping of joint account.

### 7.3 Cluster Level (Cluster depends upon numbers of schemes in a VDC)

WASH T will be deployed one each for a package of 6 schemes and WASH Trg. will be deployed one each for 5 VDCs.

- **WASH Technician (WASH T)**—WASH T will be overall responsible for the construction of rehabilitation and reconstruction work ensuring quality of construction work. S/he will also support community in the procurement of non-local materials.
- **WASH Triggerer (WASH Trg.)**- WASH Trg. shall assist TL/PC and V-WASH-CC in declaration and revival of ODF at VDC level as well as actively engage in the promotion of personal, domestic and environmental sanitation, health education and awareness campaigning. S/he should assist TL/PC in training/orientation, awareness programs etc. focused to teachers, students, local leaders and social workers

Details of required qualifications, experiences and skills of staff will be as per SO Staff Price Norms of the FB.

### 7.4 Community Staff (Scheme Level)

- **Village Maintenance Worker (VMW)** – VMW will be involved in construction and supervision of rehabilitation and reconstruction work.
- **Village Health Promoter (VHP)** – VHP will be involved in promotion of personal, domestic and environmental sanitation, health education and awareness campaign and other sanitation activities in the scheme located VDC. Need to work closely/jointly with WASH Triggers.

## 8. Monitoring and Evaluation Mechanism (Firm/Individual Consultant)

The Firm/Individual Consultant will carry out scheme-wise one time monitoring and evaluation of schemes based on the scheme Work Completion Report submitted by WSUC/SO.

## 9. Co-ordination and Linkage

For the effective implementation and to avoid duplication, a coordination mechanism will be established with concerned national and district level WASH stakeholders like NRA, N-WASH-CC, D-WASH-CC, V-WASH-CC, DDRC and other concerned WASH service provider agencies as and when required.

## 10. Price Norms for R&R Work

### Cost Estimate for Identification of Damaged Schemes from VDC and District Level

SN	Description	Unit	Cost (NRs)	Remarks
1	Field Expenses (Lodging, Fooding and Travel)	LS	3000	Cost Per VDC
2	Identification of Damaged Schemes from District Level Stakeholders including Reporting	LS	2000	Cost Per SO per District
Total			5000	

**Note: If there are more than one SO visiting in same VDC, field expense of VDC will be divided among SO.**

**SO's Working days Inputs for Field Survey, Design, Cost Estimate and Implementation Proposal for Partially Damaged Schemes  
(Assuming Twelve Schemes Per Package)**

SN	Description	No. of Scheme	Working days	Total Working days
<b>1</b>	<b>Field Activities</b>			
1.1	District Office to Scheme		1	1
1.2	Field Survey	12	1	12
1.3	Field Travelling (Scheme to Scheme and Back)	12	0.5	6
	<b>Total Field Days</b>			<b>19</b>
<b>2</b>	<b>Desk Work</b>			
2.1	Report Preparation including Cost Estimate	12	1	12
2.2	Preparation of Implementation Proposal			1
2.3	Report Submission			2
	<b>Total Days for Desk Work</b>			<b>15</b>
	<b>Total Working days Required</b>			<b>34</b>

**Cost Breakdown per Package of Twelve Partially Damaged Schemes**

1	Remuneration (a)		Working Days	Unit	Daily Rate (Rs.)	Total Cost (Rs.)
	Civil Engineer		34	Day	2500	85,000
<b>Sub-Total Remuneration of Staff (a)</b>						<b>85,000</b>
2	Out of Pocket Expenses (b)		Quantity	Unit	Rate (Rs.)	Total Cost (Rs.)
2.1	Per Diem		19	Day	1000	19,000
2.2	Travel Allowances					
2.2.1	District Office to Scheme	1	1	Day	500	500
2.2.2	Scheme to Scheme Travel and Back	1	12	Scheme	300	3,600
2.2.3	Travel to FB (Report Submission)	1	2	Day	1000	2,000
<b>Sub-Total Out of Pocket Expenses (b)</b>						<b>25,100</b>
3	Miscellaneous Expenses (c)	No	Quantity	Unit	Rate (Rs.)	Total Cost (Rs.)
3.1	Photographs	12	10	Scheme	10	1,200
3.2	Hiring of Equipment (altimeter, key level, measuring tape, etc.)			LS	500	500
3.3	Stationary and Communication	1	12	Scheme	300	3,600
<b>Sub-Total Miscellaneous Expenses (c)</b>						<b>5,300</b>
<b>VAT 13% of Remuneration(d)</b>						<b>11,050</b>
<b>Total cost (a+b+c+d) per package</b>						<b>126,450</b>
<b>Cost Per Scheme</b>						<b>10,538</b>

**SO's Working days Inputs for Field Survey, Design, Cost Estimate and Implementation  
Proposal for Fully Damaged Schemes  
(Assuming Six Schemes Per Package)**

SN	Description	No. of Scheme	Working days	Total Working days
<b>1</b>	<b>Field Activities</b>			
1.1	District Office to Scheme		1	1
1.2	Field Survey	6	2	12
1.3	Field Travelling (Scheme to Scheme and Back)	6	0.5	3
	<b>Total Field Days</b>			<b>16</b>
<b>2</b>	<b>Desk Work</b>			
2.1	Report Preparation including Cost Estimate	6	2	12
2.2	Preparation of Implementation Proposal			1
2.3	Report Submission			2
	<b>Total Days for Desk Work</b>			<b>15</b>
<b>Total Working days Required</b>				<b>31</b>

**Cost Breakdown per Package of Six Fully Damaged Schemes**

1	Remuneration (a)		Working Days	Unit	Daily Rate (Rs.)	Total Cost (Rs.)
	Civil Engineer		31	Day	2500	77,500
<b>Sub-Total Remuneration of Staff (a)</b>						<b>77,500</b>
2	Out of Pocket Expenses (b)		Quantity	Unit	Rate (Rs.)	Total Cost (Rs.)
2.1	Per Diem		16	Day	1000	16,000
2.2	Travel Allowances					
2.2.1	District Office to Scheme	1	1	Day	500	500
2.2.2	Scheme to Scheme Travel and Back	1	6	Scheme	300	1,800
2.2.3	Travel to FB (Report Submission)	1	2	Day	1000	2,000
<b>Sub-Total Out of Pocket Expenses (b)</b>						<b>20,300</b>
3	Miscellaneous Expenses (c)	No	Quantity	Unit	Rate (Rs.)	Total Cost (Rs.)
3.1	Photographs	6	10	Scheme	10	600
3.2	Hiring of Equipment (altimeter, key level, measuring tape, etc.)			LS	500	500
3.3	Stationary and Communication	1	6	Scheme	300	1,800
<b>Sub-Total Miscellaneous Expenses (c)</b>						<b>2,900</b>
<b>VAT 13% of Remuneration(d)</b>						<b>10,075</b>
<b>Total cost (a+b+c+d) per package</b>						<b>110,775</b>
<b>Cost Per Scheme</b>						<b>18,463</b>

## Annex 1: List of Earthquake Affected Districts

S.No.	District	S.No	District
1	Sindhuli	17	Myagdi
2	Okhaldhunga	18	Tanahu
3	Makawanpur	19	Shyanja
4	Ramechhap	20	Arghakhanchi
5	Dolakha	21	Khotang
6	Lalitpur	22	Shankhuwasabha
7	Kavrepalanchowk	23	Dhankuta
8	Bhaktapur	24	Gulmi
9	Gorkha	25	Palpa
10	RASUWA	26	Nawalparasi
11	Dhading	27	Kaski
12	Nuwakot	28	Bhojpur
13	Kathmandu	29	Lamjung
14	Sindhupalchowk	30	Chitawan
15	Parbat	31	Solukhumbu
16	Baglung		
<b>Note:</b> First fourteen districts are severely affected districts.			

**Annex 2: Present status of schemes affected by Earthquake April 2015**

S.N	Batch	Code	Name of SO	Scheme Name	Region	District	VDC	Ward	HH	Pop	Type	Present Status (Yes/No)			Remarks
												Fully Damaged	Partial Damaged	Not Damaged	
<b>Total</b>															

Name of SO: .....

Name of Data Collector: .....

Signature:  
.....

Submitted Date:.....