

Child Friendly Local Governance (CFLG):

Operational Guideline

Unofficial English translation



Government of Nepal

Ministry of Local Development

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Acronyms

ADDCN	Association of District Development Committees, Nepal
CCWB	Central Child Welfare Board
CFLG	Child Friendly Local Governance
CG	Community Group
CO	Community Organisation
CRC	Convention on Child Rights 1989
DCWB	District Child Welfare Board
DDC	District Development Committee
DPMAS	District Poverty Monitoring and Analysis System
FY	Fiscal Year
GoN	Government of Nepal
INGO	International Non-governmental Organisation
LGCDP	Local Governance and Community Development Programme
LSGA	Local Self Governance Act 1999
MLD	Ministry of Local Development
MoWCSW	Ministry of Women, Children and Social Welfare
MuAN	Municipal Association of Nepal
NAViN	National Association of Village Development Committees, Nepal
NGO	Non-governmental Organisation
NPC	National Planning Commission
PMAS	Poverty Monitoring and Analysis
ToT	Training of Trainers
UNICEF	United Nations Children's Fund
VDC	Village Development Committee

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Chapter 1

Preliminary

1.1 Background

The Child Friendly Local Governance Operational Guideline 2067 (2010) has been brought into force for the purpose of implementing the Child Friendly Local Governance National Framework 2067 (2010). This Framework has been developed with due consideration to the policy and legal provisions made for children in the following:- the Interim Constitution of Nepal 2063 (2007); the Three Year Interim Plan of Nepal; the Local Self Governance Act 2055 (1999); the Children's Act 2048 (1992) and its Regulation 2051 (1994), and the Child Labour (Prohibition and Regulation) Act 2056 (2000).

1.2 Title and Commencement Date

The Operational Guideline, "Child Friendly Local Governance Operational (CFLG) Guideline" 2067 (2010) shall commence on the date of its approval by the Government of Nepal¹.

Based on the local context, local government councils may amend or upgrade the Operational Guideline as long as this amendment or upgrading does not contradict or go against the main theme of the Guideline.

1.3 Definitions

Unless the subject or context suggests otherwise, in this operational guideline:-

- a) "Act" refers to the Local Self Governance Act 2055 (1999);
- b) "Regulation" refers to the Local Self Governance Regulation 2056 (1999);
- c) "Financial Regulation" refers to the Local Body Financial Administration Regulation 2064 (2007);
- d) "Committee" refers to the committees formed as described in Chapter 3 of this Operational Guideline;
- e) "Fund" refers to the fund operated to promote CFLG, and mobilized by the women and children's special fund, established under the District Development Fund, as per the Rule 54 (g) of the Financial Regulation, and in which CFLG funds are deposited;
- f) "Child Friendly Local Governance" is as defined in Clause 2.1 of this Operational Guideline;
- g) "Minimum Indicator" refers to the minimum indicators set for the CFLG implementation provided in Annex 1 of this Operational Guideline;
- h) "Local Body" refers to the District Development Committee, Municipality and Village Development Committee;

¹ This Operational Guideline came into force with the GoN's approval on

- i) "Municipality" refers to Metropolitan Cities, Sub-Metropolitan Cities and the Municipalities of Nepal, and
- j) "Strategic Framework" refers to the Child Friendly Local Governance National Framework 2067 (2010).

1.4 Objectives of the Guideline

The objectives of this Operational Guideline are as follows:-

- (1) To guide Local Bodies towards introducing the concept of Child Friendly Local Governance (CFLG);
- (2) To support local level service providers, both government and non-government institutions, in their coordinated functioning in line with the concept of CFLG;
- (3) To support localization and implementation of the clauses related to a commitment on child rights as mentioned in international conventions;
- (4) To support Local Bodies in achieving the minimum service indicators (see Annex 1) on child rights;
- (5) To support Local Bodies moving towards good governance by integrating the issues of children in the overall governance process, and
- (6) To call on responsible agencies to be attentive when delivering services at the local level by integrating CFLG practices, as specified by the prevailing laws and policies.

1.5 Guideline Users

This Operational Guideline is for use by Local Bodies (DDC, Municipality and VDC); sectoral offices; local NGOs; organisations working in the field of social mobilization and social development, and service delivery related ministries and departments of the Government of Nepal which are active at the local level. The Guideline provides support to these bodies and organisations in the process of CFLG implementation. Additionally, this Guideline shall also be useful to other central level concerned institutions such as the National Planning Commission (NPC) and the External Development Partners (EDPs) of Nepal.

Chapter 2

Child Friendly Local Governance Provisions

2.1 Definition of CFLG

Child Friendly Local Governance or CFLG is a system of governance that provides overall guidance to Local Bodies for the institutionalization of child right issues such as survival, protection, development and meaningful child participation in the policy, structure, system and working procedure of Local Bodies. It helps Local Bodies put the best interests of children first in plan formulation, resource allocation, implementation, monitoring and evaluation.

2.2 CFLG Initiatives in Nepal

Despite past constitutional, legal and institutional arrangements regarding child friendly local governance, CFLG is a new vision and concept in the context of Nepal.

With much scope for improvement, and following the promotional initiative of the Ministry of Local Development (MoLD); the Ministry of Women, Children and Social Welfare (MoWCSW); UNICEF Nepal; the Central Child Welfare Board (CCWB), and some international NGOs, the concept of Child Friendly Local Governance has come under the spotlight. Within the Interim Constitution of Nepal 2007, basic human rights have been assured. The Constitution also spells out very clearly that there should not be any discrimination. However, for the better promotion of CFLG and child right issues such as protection, empowerment and development, special provisions have been included in Article 13 of the Interim Constitution of Nepal 2007, and will appear in future laws formulated for the protection of child rights. The Local Self Governance Act (LSGA) 1999 has a mandatory provision (Clauses 43, 111, 201) to prioritize plans and projects that directly benefit children. Similarly, the Three Year Interim Plan of Nepal provisioned piloting CFLG in some districts. It also ensures child participation in the planning process thought its clear framework and indicators for child friendly campaigns, and the rewarding of Local Bodies who successfully implement CFLG initiatives. In the same way, the concept of CFLG has been promoted by the Local Governance and Community Development Programme (LGCDP), UNICEF and the government's National Plan of Action.

2.3 Importance of CFLG

Amidst the current political changes in Nepal, and with 48 percent of the population being below 18 years of age, it is realized that child issues have to be addressed through policy, institutional and procedural efforts. To this end, the nation has made commitments at international and national level for the development of children. The issue of inclusion has been at the top of the agenda as has the belief that child issues need to be addressed through an integrated approach, particularly as the role of Local Bodies in community service delivery is vital. The CFLG system may primarily support

them and other stakeholders to implement child friendly best practises in community development activities.

2.4 Components of CFLG

The concept of Child Friendly Local Governance is based on the fundamental principles of child rights. Among them, non-discrimination, best interest of the child, child protection, promotion of child development and ensuring child participation in the overall governance system, are pillars. This guideline has been developed based on those basic principles; in which the GoN has expressed its commitment. The components of CFLG are detailed in sections 2.4.1 to 2.4.3 below.

2.4.1 Protection and Promotion of Child Rights

The child rights incorporated under this component include:-

(a) Right to Survival

The right to survival includes rights to food; shelter; clothing; medicine; immunization; breast feeding; freedom to speak; right to nationality; rights against discrimination; right to care and upbringing; right to health; the right to take rest; right to sports; right to entertainment, and cultural rights.

(b) Right to Protection

The right to protection covers the right to have a name; to be registered at birth; the right to protection against any sort of violence, misbehaviour, and trafficking; rights to protection against exploitation and negligence. In addition, there is special protection provided at the local level to ensure a better future for children with disabilities; child victims of conflict; displaced children; children at risk, and street children. A provision for protection against any type of physical or mental torture and in-human behaviour from parents, guardians, teachers or any other person, is also covered by this sub-component.

(c) Right to Development

Rights to education, guardianship and personality development fall under this sub-component. This area also covers the rights of children to use subject wise services such as physical facilities, public buildings, schools, hospitals, parks, entertainment places, foot paths, road crossings, etc.

(d) Right to Participation

Rights to child participation, based on age and capacity, in the process of plan formulation, implementation and monitoring and the incorporation of ideas expressed by children are the major subjects of this sub-component. Accordingly, rights to information and to interact, meet and engage in dialogue are also covered by this sub-component.

2.4.2 Institutional Development

Aspects such as organisational; policy; programme; budget and its management; human resource development; working procedures and systems, and networks among stakeholders and capacity enhancement required to implement CFLG, are the major areas to be covered by institutional development.

2.4.3 Integration to the Governance System

For the effective implementation of CFLG, there is a need to adopt and integrate into the overall system of governance rights related to the protection and promotion of child rights.

In order to integrate the issues, needs and feelings of children into the working procedures of Local Bodies, central, regional and local government institutions, the issues related to children should be integrated in an aggregated manner. Policy formulation, implementation, monitoring and evaluation are areas where these issues can be addressed. This component should also strengthen the system of ensuring transparency and accountability in respect of different child-related activities carried out at different levels.

Chapter 3

Institutional Arrangements for CFLG

3.1 CFLG National Committee

In order to promote CFLG at the national and local level in a coordinated and integrated manner, a CFLG National Committee shall be formed as follows:-

1. Secretary, Ministry of Local Development	Chairperson
2. Joint Secretary, NPC	Member
3. Joint Secretary, MoF	Member
4. Joint Secretary, Local Governance Coordination Division, MoLD	Member
5. Joint Secretary, Ministry of Home Affairs	Member
6. Joint Secretary, Ministry of Education	Member
7. Joint Secretary, MoWCSW	Member
8. Joint Secretary, Ministry of Health and Population	Member
9. Joint Secretary, Ministry of Labour and Transport Management	Member
10. Executive Director, CCWB	Member
11. Deputy Inspector General of Police, Police Headquarters, Women and Children Directorate	Member
12. Chairperson, Association of District Development Committees of Nepal	Member Member
13. Chairperson, Municipal Association of Nepal	Member
14. Chairperson, National Association of Village Development Committees, Nepal	Member
15. Representative, UNICEF, Nepal	Member
16. Representative (1) INGO, as prescribed by MoLD	Member
17. Under Secretary, Local Body Support Section, MoLD	Member Secretary

The Committee may invite any expert(s) from the relevant field or representative(s) of concerned institutions as and when needed.

3.2 CFLG District Committee

In order to promote CFLG at the district level in a coordinated and integrated approach a CFLG District Committee shall be formed as follows:-

1. Chairperson, District Development Committee (DDC)	Chairperson
2. Vice-Chairperson, DDC	Vice-Chairperson
3. Officer level Representative, District Administration Office	Member
4. District Education Officer	Member
5. Chief, District (Public) Health Office	Member
6. Women and Children Officer	Member
7. Officer level representative, District Police Office, Women & Environment Unit	Member
8. Representative (1) as nominated by DDC from among development partners working in the sector of women and children	Member
9. Representative (1) from the NGO Federation, District Committee (NGOs working in the sectors of women and children) as nominated by the Committee	Member
10. Representatives (2) from among the Chairpersons of VDCs and Mayors of Municipalities selected for CFLG, as prescribed by the DDC	Member
11. Representative (1) District Child Welfare Board	Member
12. Representative (1) District Chamber of Commerce	Member
13. Representative (1) National Association of Village Development Committees, Nepal	Member
14. Representatives (2) District Child Network (at least one girl)	Member
15. Representative (1) from among the Community Organisations/ Groups working in the sector of women and children, as prescribed by the DDC ²	Member
16. CFLG Focal Person, DDC Office:	Member
17. Local Development Officer, DDC Office:	Member-Secretary

The Committee may invite any expert(s) from the relevant field or representative(s) of the concerned institutions as and when needed.

3.3 CFLG Municipal Committee

In order to implement CFLG at municipal level a CFLG Municipal Committee shall be formed as follows:-

1. Mayor, Municipality	Chairperson
2. Deputy Mayor, Municipality	Vice-Chairperson

² DDC shall prescribe from among the Paralegal Committees and similar committees, if they exist.

3. Representative (1) Health Institution, as nominated by the Municipality	Member
4. Representative (1) District Education Office, as nominated by the Municipality	Member
5. Chief/ representative (1) Women and Children's Office; as nominated by the Municipality	Member
6. Representative (1) from the NGO Federation District Committee (NGO working in the sectors of women and children) as nominated by the Committee	Member
7. Representative (1) as nominated by Municipality, From among the local School Management Committees or Health Management Committees	Member
8. Representative (1) as nominated by the Municipality, from among the female teachers or Female Health Volunteers working in the municipal area	Member
9. Representatives (2) Municipal level Child Network (at least one girl)	Member
10. Representative (1) from among the Community Organisations/ Groups working in the sector of women and children, as prescribed by the municipality ³	Member
11. Focal person/ staff assigned to look after the CFLG system, Municipality	Member
12. Executive Officer, Office of the Municipality	Member-Secretary

The Committee may invite any expert(s) of the relevant field or representative(s) of the concerned institutions as and when needed.

3.4 CFLG Village Committee

In order to implement CFLG at VDC level, a CFLG Village Committee shall be formed as follows:-

(1) VDC Chairperson	Chairperson
(2) VDC Vice-Chairperson	Vice-Chairperson
(3) Chief/ representative (1) Local Health Institution	Member
(4) Representative (1) as nominated by the VDC from representatives of local NGOs or Community Organisations working in the sector of women and children	Member
(5) Representative (1) as nominated by the VDC from among the School Management Committees or Health Management Committees	Member

³ Municipality shall prescribe from among paralegal committees and/ or similar committees, if they exist.

(6)	Representative (1) as nominated by the VDC from among female teachers or Female Health Volunteers working in the VDC area	Member
(7)	Chairperson of the VDC level Child Network	Member
(8)	Representative (1) from among the Community Organisations or groups working in the sector of women and children, as prescribed by the VDC ⁴	Member
(9)	Representative (1) Child Protection Committee ⁵	Member
(10)	CFLG Focal Person of the VDC	Member
(11)	VDC Secretary	Member Secretary

The Committee may invite any expert(s) in the relevant field or representative(s) of the concerned institutions as and when needed.

3.5 Community Level CFLG Committee

In order to implement CFLG at the community level, a CFLG Community level committee shall be formed as follows:-

(1)	Representative as prescribed by the VDC, from among the Chairpersons of Communal Organisations/ Community Groups (CO/ CG)	Chairperson
(2)	Representative (1) from among the local school head teachers, as selected by CO/ CGs	Member
(3)	Child representatives (2) including one girl, as selected by COs/ CGs, from among the community level Child Clubs	Member
(4)	Representative (1) as prescribed by the VDC from among COs/ CGs working in the sector of women and children ⁶ :	Member
(5)	Representative (1) from among the managers/ secretaries of COs/ CGs, as selected by COs/ CGs	Member
(6)	VDC Secretary	Member-Secretary

The Committee may invite any expert(s) of the relevant field or representative(s) of the concerned institutions as and when needed.

⁴ The VDC shall prescribe from among the paralegal committees and/ or similar committees, if they exist.

⁵ For this purpose the representative shall be selected from the committee formed under CCWB, if it exists.

⁶ The member shall be selected from the paralegal committee or similar groups, if available.

The Committees mentioned above shall work in coordination with central and local government institutions, NGOs and private sector organisations in order to support the institutional development process and promote the CFLG system.

Chapter 4

Role and Responsibility of the Stakeholders

In the process of promoting child friendly local governance system, a number of agencies will play significant roles, as follows:-

4.1 Central Level Stakeholders

A. National Planning Commission

- (a) To coordinate policies and strategies regarding Child Friendly Local Governance (CFLG);
- (b) To provide policy directives for mainstreaming the CFLG system in all governmental and non-governmental sectors;
- (c) To support and coordinate in formulating long term and periodic plans for CFLG;
- (d) To coordinate and harmonize the effective implementation of child friendly plans and programmes, with due prioritization, in government policies and programmes;
- (e) To establish a monitoring system for child right related indicators, linking them with Poverty Monitoring and Analysis and District Poverty Monitoring and Analysis System, and
- (f) To carry out and cause to be carried out monitoring and evaluation of the CFLG system and related activities.

B. Ministry of Finance

- (a) To allocate the budget required for the purpose of institutional development and promotion of the CFLG system;
- (b) To cooperate and coordinate in order to mobilize external resources for the implementation of the Child Friendly Local Governance system;
- (c) To make the Government of Nepal's programmes and budget child friendly;
- (d) To facilitate Local Bodies in implementing CFLG, and
- (e) To carry out and cause to be carried out monitoring and evaluation of the CFLG system and related activities.

C. Ministry of Local Development

- (a) To function as focal ministry in formulating policy, plan, programme and strategies;
- (b) To support and coordinate in order to implement the concept of child friendly governance at local level;
- (c) To function as focal ministry for the Local Bodies in implementing the CFLG system, mobilizing internal and external resources;
- (d) To encourage Local Bodies to include CFLG in the planning process and prioritize it;
- (e) To incorporate child issues in the local level planning process, and to make monitoring indicators child friendly;

- (f) To carry out and cause to be carried out monitoring and evaluation of CFLG related activities;
- (g) To organise and cause to be organised training and workshops on CFLG, and
- (h) Support facilitation and feedback to Local Bodies as and when needed.

D. Ministry of Women, Children and Social Welfare

- (a) To support and cooperate with the Ministry of Local Development (MoLD) for the promotion of the CFLG system;
- (b) To identify and mobilize resources for child development;
- (c) To assist in the implementation of the Convention on the Rights of the Child and other treaties and agreements at local level;
- (d) To support Local Bodies develop a Child Friendly Local Governance system;
- (e) To assess whether the local plan, budget and programmes are child friendly or not; in order to promote CFLG;
- (f) To provide suggestions and technical guidance regarding the rights of children, and
- (g) To carry out and cause to be carried out monitoring and evaluation of CFLG related activities implemented in the women and children sector.

E. Ministry of Health and Population

- (a) To make health and population policies, plans and programmes child friendly;
- (b) To make maternal and child health services child friendly;
- (c) To make plans and programmes implemented for the promotion of basic child health services child friendly;
- (d) To allocate and mobilize sufficient resources for the CFLG system;
- (e) To carry out and cause to be carried out the health related provisions mentioned in the CRC;
- (f) To support Local Bodies to develop a CFLG system, and
- (g) To carry out and cause to be carried out monitoring and evaluation of CFLG related activities in the health and population sector.
- (h)

F. Ministry of Education

- (a) To make child friendly plans and programmes that are implemented for educational development of children;
- (b) To implement and cause to be implemented educational plans developed for drop-out and out-of-school children through the CFLG system by the allocation and mobilizations of resources;
- (c) To manage materials that are useful for the physical development of children;
- (d) To implement and cause to be implemented provisions made by the CRC for the educational sector;
- (e) To support Local Bodies to promote the CFLG system, and
- (f) To carry out and cause to be carried out monitoring and evaluation of CFLG related activities in the education sector.

G. Ministry of Labour and Transport Management

- (a) To formulate necessary policies, programmes and standards that promote CFLG in the sectors of labour and transport management;
- (b) To coordinate and facilitate CFLG related activities and stakeholders in the sector of labour and transport management;
- (c) To implement and cause to be implemented the Convention on Child Labour and other treaties and conventions;
- (d) To carry out and cause to be carried out monitoring and evaluation of CFLG related activities in the labour and transport management sector, and
- (e) To support Local Bodies to promote the CFLG system.

H. Ministry of Law and Justice

- (a) To consider the issues of child rights, while formulating new laws or making revisions and amendments to the existing laws for the promotion of CFLG;
- (b) To develop an implementation framework for the CRC including treaties and conventions, and monitor it, and
- (c) To support Local Bodies for the implementation of CFLG related laws.

I. Central Child Welfare Board

- (a) To function as a central level technical agency for the promotion of CFLG;
- (b) To make programmes implemented by Child Welfare Committees child friendly;
- (c) To provide direction to subordinate bodies and organisations for promoting child friendly local governance;
- (d) To allocate and utilize resources for CFLG, and
- (e) To carry out and cause to be carried out monitoring and evaluation of CFLG related activities.

J. CFLG National Committee

- (a) To develop CFLG policies, directives and guidelines and provide policy feedback to the Government of Nepal for promoting CFLG;
- (b) To play a coordinative role at central level for promoting CFLG;
- (c) To coordinate and cause coordination among international and national as well as governmental and non-governmental organisations and bodies,
- (d) To support line ministries and Local Bodies to promote the CFLG system;
- (e) To mobilize and caused to be mobilized resources for promotion of CFLG;
- (f) To provide policy directions on CFLG to the stakeholders concerned with children, and
- (g) To carry out and cause to be carried out monitoring and evaluation of CFLG related activities.

K. Social Welfare Council

- (a) To coordinate and cause coordination between non-governmental organisations working in the children's' sector for the promotion of CFLG, and
- (b) To allocate and mobilise resources for promoting the CFLG system.

L. Development Partners and Non-Governmental Organisations Working in the Child Sector

- (a) To support the GoN and Local Bodies for the promotion of the CFLG system and coordinate with Local Bodies in planning and programme implementation as per the LSGA 1999;
- (b) Support in developing institutional capacity for the promotion, development and replication of the CFLG system;
- (c) To support Local Bodies for the implementation of CFLG, and
- (d) Resource identification and mobilization for CFLG.

M. ADDCN/ MuAN/ NAViN

- (a) To manage the sharing of experiences and lessons learned on CFLG,
- (b) To coordinate among Local Body Associations and support in resource mobilization for the promotion of CFLG, and
- (c) To monitor and evaluate and cause the monitoring and evaluation of CFLG related initiatives.

4.2 District Level Stakeholders

A. District Development Committee

- (a) To implement and cause to be implemented in the context of the concerned districts, frameworks, policies, roadmaps, priority programmes and directives as received from the central government;
- (b) To formulate district level CFLG policies and directives;
- (c) To develop/ assign a CFLG focal desk;
- (d) To take leadership in coordination, cooperation, contact and collaboration with different stakeholders;
- (e) To lead the process of plan and programme execution, following the principles and process of CFLG, and allocate resources with geographical and sectoral priority;
- (f) To formulate long term policies and programmes on CFLG and incorporate them in the district periodic plan;
- (g) To approve annual programmes and budget for CFLG;
- (h) To implement and cause to be implemented the CFLG related programmes through a coordinated and integrated approach;
- (i) Implement and caused to be implemented the CFLG related activities through the concerned sectoral line agencies and NGOs, and take a promotional, supportive and coordinative role;
- (j) To supervise, monitor and evaluate the CFLG related programmes implemented by the different agencies;

- (k) To review the periodic progress of CFLG and mitigate/ resolve the issues observed during programme implementation, and
- (l) To make development projects and service delivery system child friendly.

B. CFLG District Committee

- (a) To formulate local level policy, directives and manuals on CFLG and support policy feed back to the District Development Committee for the promotion of this system;
- (b) To play a coordinated role from the district level for the promotion of the CFLG system;
- (c) To coordinate and cause coordination among national and international NGOs and agencies working in the sector of children, and
- (d) To monitor and evaluate and cause to be monitored and evaluated CFLG related programmes.

C. Women and Children's Office

- (a) To support Local Bodies for the promotion of CFLG;
- (b) To make women and children related policy and programmes child friendly and ensure child participation in such programmes;
- (c) To formulate a child friendly plan and implement it to achieve the CFLG indicators;
- (d) To implement programmes in coordination with stakeholders working for the promotion of CFLG;
- (e) To assign a CFLG focal unit/ person to update progress and information and disseminate it;
- (f) To monitor and evaluate activities implemented by the Office and subordinate units, and
- (g) Make the service delivery system child friendly.

D. Sectoral Line Agencies (District Public/ Health Office, District Education Office, Water Supply and Sanitary Division Office, District Technical Office, District Agriculture Development Office, Cottage and Small Industry Office/ Committee, District Forest Office, etc).

- (a) To assist Local Bodies for promoting CFLG;
- (b) To make policies and programmes child friendly in their respective sector and to ensure child participation;
- (c) To formulate and implement child friendly plans to ensure the CFLG indicators in the respective sectors;
- (d) To implement programmes in coordination with the CFLG implementation agencies;
- (e) To update and disseminate information on the progress of CFLG;
- (f) To monitor and evaluate CFLG related activities in the respective sectors;
- (g) To assign focal person/ desk/ unit as per need, and
- (h) To make the development projects and service delivery system child friendly.

E. District Child Welfare Board

- (a) To support Local Bodies for the promotion of child friendly local governance;
- (b) To support the concerned agencies to formulate and implement child friendly plans and programmes;
- (c) To coordinate among organisations implementing child friendly local governance, and
- (d) To update and disseminate information on programme implementation and progress reports on CFLG.

F. Child Network / Women Network / NGOs

- (a) To mobilize members for implementing CFLG related programmes;
- (b) To support Local Bodies and sector-wise offices to implement CFLG related programmes;
- (c) To coordinate with Local Bodies and follow a “one door system,” which will not duplicate efforts and will follow an process of integration, while implementing the plan and programmes related to children, and
- (d) To make the development project and service delivery system child friendly.

4.3 VDC/ Municipal Level Stakeholders

A. VDC/ Municipality

- (a) To implement policies, programmes and directives received from the central government and DDC, with necessary modification if needed;
- (b) To formulate policies related to CFLG within their jurisdiction;
- (c) To assign a focal person for the promotion of CFLG;
- (d) To play a leadership role while implementing CFLG related plans and programmes at the local level;;
- (e) To allocate budget for promoting child friendly local governance;
- (f) To make long term policy on CFLG and integrate it in the periodic plan;
- (g) To monitor and evaluate the CFLG related plan and programmes;
- (h) To implement and cause to be implemented, the CFLG related plan and programmes in a coordinated and integrated approach;
- (i) To support the development of Child Clubs/ Groups;
- (j) To review periodically the progress of CFLG, and
- (k) To make service delivery child friendly.

B. CFLG VDC/ Municipal Committee

- (a) To formulate VDC/ municipal level policy, directives and manuals on CFLG and support policy feed back to VDC/ municipality for the promotion of this system;
- (b) To play a coordinated role at VDC/ municipal level for the promotion of the CFLG system;
- (c) To coordinate and cause to be coordinated the national and international NGOs and the agencies working in the child sector, and
- (d) To monitor and evaluate and cause to be monitored and evaluate CFLG related programmes.

C. Community Organisations / Service Centres / Schools / Health Facilities / NGOs and Other Organisations

- (a) To support in service delivery by implementing plans and programmes related to CFLG;
- (b) To play a promotional role to deliver the concept of CFLG up to community level;
- (c) To support for the development and promotion of child clubs;
- (d) To self-monitor, periodically review and evaluate the programme;
- (e) To mobilize local resources to the children's' sector;
- (f) To contact, coordinate and collaborate with concerned stakeholders;
- (g) To implement programmes and activities following the approved policy and directives;
- (h) To take ownership of the plan, programme and activities implemented in their locality, and
- (i) To make the service delivery system child friendly.

Chapter 5

Plan Formulation, Implementation, Monitoring, Review and Evaluation

5.1 Plan Formulation at Community, VDC and Municipality Level

The CFLG planning process starts at Child Club, settlement and community level. Members of Child Clubs and Child Networks should identify their own needs and priorities at every stage in plan formulation, along with the NGO's providing them programme and technical support.

The participatory planning process at the local level has the following phases:-

- a) **Budget Forecasting and Guidelines:** Every VDC/municipality shall start to formulate a plan at ward/ tole/ settlement level by allocating a compulsory budget for CFLG plans and analyzing the local profile. This budget will be based upon the budget forecast and guideline provided by the district and central government and take into consideration the VDC/municipality own resources.
- b) **Needs Identification:** The local needs are to be identified through participation of representatives from Child Clubs. Initially a profile of children at village and municipal level will be prepared. A survey questionnaire is given in Annex 2; and profile format in Annex 3. Based on this, Child Club members will meet separately to identify their needs and priorities and formulate a plan that will then be submitted to the village/ municipal level Citizen Forum and the Integrated Planning Committee. This Committee will prioritize the plan and send it, along with recommendations, to the VDC/ municipality for approval.
- c) **Selection of Plan:** The VDC/ municipality shall select plans, taking available resources into consideration, from the list of proposals submitted by the Integrated Planning Committee. The concerned Local Body Council is authorized to approve the Local Development Plan for Children. A common structure of the Plan is given in Annex 4.
- d) **Recommendation to DDC:** In case the capacity and resources available at VDC/ municipality cannot cover the prioritized plans and programmes, then the plans should be presented at the Ilaka level planning workshop/ meetings organised by the concerned DDC. In this way, the community's priorities can be included in the district development plan.

5.2 Plan Formulation at Ilaka Level

Prioritization of projects proposed by the VDC/ municipality and the district level CFLG plan should be discussed by the DDC in the Ilaka level planning workshops.

At the Ilaka meetings, the VDC shall be informed of the proposed budget ceiling and guidelines. As all partners at district level will participate in this workshop/ meeting, the mainstreaming of local development plans for children is possible. In this workshop/

meeting, participation of child network representatives needs to be ensured. Plans and programmes prioritized at the Ilaka level planning workshop/ meeting shall then be sent to the subject-wise plan formulation committee at district level.

5.3 Plan Formulation at District Level

CFLG related plans and programmes that have been prioritized and proposed by the Ilaka level planning workshop/ meeting have to be streamlined according to the following procedures at district level:-

- a) **Subject-wise Plan Formulation Committee:** CFLG related plans and programmes basically fall under the Social Development Committee, hence plans referred by the Ilaka level workshop shall be presented to this committee. Additionally, multisectoral plans need to be submitted to the respective committees. Such committees shall prioritize the plan and programmes and then submit them to the Integrated Plan Formulation Committee.
- b) **Integrated Plan Formulation Committee:** Plans and programmes that have been recommended by the concerned subject-wise committees shall be discussed in the Integrated Plan Formulation Committee. The Committee will review the plans and programmes as provisioned in the concerned acts, rules, by-laws, directives and Operational Guidelines as follows:-
 1. The Committee will decide whether it is technically feasible or not and if the budget source is identified or not. source defined for investment or not;
 2. The Committee will decide whether or not the plans are technically feasible and financial resources are ensured within the budget ceiling and guidelines;
 3. The Committee will decide whether or not the proposed plan truly benefits children;
 4. The Committee will decide whether or not the programmes are specifically prioritized; and if so, will submit them, with recommendations, to the DDC, and
 5. The Committee will decide whether there are duplications in the plan and programme or not.

The Committee will then submit those plans it feels have priority to the DDC for incorporation in the annual District Development Plan.

- c) **District Development Committee:** Plans and programmes recommended by the Integrated Plan Formulation Committee shall include the plan and programmes of the concerned subject-wise offices and partner organisations. The DDC shall review and prioritize the plans on the basis of technical and economic feasibility and submit them to the District Council for final approval.
- d) **District Council:** The District Council has the authority to approve plans, programmes and budgets submitted by the DDC. The Council shall approve the District Development Plan, with revisions if necessary, including plans and programmes related to CFLG. Accordingly, the VDC and municipal council shall approve the VDC and Municipal level plan and programmes. NGO plans and programmes shall also be included into the DDC/ municipality/ VDC's plan to give

it an integrated shape. Thus, the plan approved by the District Council shall become the District CFLG Annual Plan. The Local Investment Plan for Children shall be according to Annex 5

5.4 Central Level Plans

In the case of plans that have to be approved and implemented at the central level, the MoLD, in co-operation with the CFLG National Committee, shall provide its consent on the CFLG related annual programmes and budget as approved by the concerned District Council.

5.5 Implementation Process

Implementation of the CFLG plan and programmes should only be done within the limits of the approved Annual District Development Plan. If possible, the plans directly concerning children should be implemented through child clubs. If the plans and programmes demand more technical assistance and managerial procedures, outwith the capacity of child clubs, the Community Organisations, User Committees and local NGOs shall implement such plans and programmes. However, the concerned subject-wise offices and NGOs shall provide technical assistance in implementing the CFLG plans and programmes. In the case of a municipality, urban poverty reduction programmes may support this process.

The following process may be followed while implementing the CFLG plans and programmes:-

1. There should be group management and decisions on the programme implementation.
2. There should be a situation analysis and setting of standards and indicators.
3. There should be the formulation of a work plan, with resource management.

5.6 Monitoring and Evaluation

The monitoring of CFLG related programmes shall be based on the Local Self Governance Act 1999, and its Regulation 1999. In the absence of an elected representatives at the local level, the DDC may make alternative arrangements in order to ensure monitoring. Local Bodies, the CFLG District Committee, district level supervision and monitoring sub-committee and subject-wise offices will regularly monitor programmes and submit a report to the concerned Local Body. A sample format for programme monitoring is given in Annex 6. The Local Body may provide necessary advice, suggestions and direction in accordance to the monitoring report. A quarterly, six monthly and annual review of CFLG related programmes shall be done at district level.

The Ministry of Local Development and the funding agencies may monitor and evaluate CFLG related activities. The concerned stakeholders hold responsibility to take immediate action on issues raised by the monitoring, review and evaluation reports. Additionally, the local level CFLG related programme implemented at different levels will undergo at least one annual social audit or public hearing. A sample format of a social

audit is given in Annex 7. The District Child Network, with the help of the Local Body, may operate such programmes. Likewise, based on the details obtained from the programme implemented districts, the Ministry of Local Development will prepare an integrated progress report at central level and submit it to the review meeting organised at ministry level in order to make it public.

5.7 Reporting and Documentation

A progress report on the annual programmes shall be prepared and documented properly. The report will highlight the success of the CFLG implementation. The annual report shall be documented and available at the Local Body's information centre and submitted to the concerned agencies. The State of the Children Report will be prepared incorporating the annual achievements of CFLG and the situation of children. The State of the Children Report format is given in Annex 8 and the CFLG progress report format in Annex 9. These reports will be prepared by a three member team that includes the District Child Welfare Board (DCWB), District Child Network, and the Programme Officer of the DDC Office who looks after the social development sector. The DDC's Programme Officer shall lead this team.

Print and electronic media operated at local level could be mobilized for the inclusive dissemination of CFLG activities. It is expected that the process shall motivate stakeholders for the implementation of CFLG.

5.8 Mechanisms, Instruments and Tools for CFLG Implementation

Different tools and procedures are needed to support and ensure the systematic, scientific, result oriented and successful implementation of CFLG related plan and programmes. Such tools and procedures remain an integral part of the Guideline. Among them the followings could be useful for CFLG:-

1. Participatory planning;
2. Social audit;
3. Public hearing;
4. Action research;
5. Effective survey;
6. Grievance handling;
7. Performance auditing;
8. Mainstreaming;
9. Media monitoring, and
10. Child information system.

Chapter 6

Fund Management and Flow

6.1 Accounts of CFLG Fund

In order to promote CFLG, a “Women and Children Special Fund” shall be established to coordinate and operate VDC programmes in every district and municipality. The concerned Local Bodies will make a separate account under this fund for CFLG related programmes.

The following funds shall be deposited in this account:-

1. Government of Nepal grant;
2. Earmarked budget allocated by the DDC;
3. A fixed share of the municipality and VDC budget and grant;
4. The fund provided by development partners for CFLG;
5. Other sources of income, and
6. Best performance awards from central government level and other agencies and top-up grants.

6.2 Utilization of Fund and Operation of Account

The fund will be utilized for the implementation of the Child Friendly Plan approved by the Council of Local Bodies. Systems for bank account operation shall be made as per the provisions of the Local Body Financial Administration Regulation 2064.

6.3 Fund Flow

- 1) The flow of funds available for the promotion of CFLG may be channelled through any of the followings:-
 - a) Direct flow from the central government to DDC, municipality and VDC, and
 - b) Direct flow to the Local Bodies by the Development Partners with notification to the central government. Or flow to the concerned Local Bodies through its extended wings and by notifying the CFLG National Committee.
- 2) Concerned Local Bodies will make arrangements for the implementation of the approved plans and programmes through Child Networks, Local Management Committees, User Groups, Community Organisations and subject-wise (sectoral) offices.
- 3) Allocation and distribution of the grant from the central government will be based on the minimum service indicators of CFLG and the Minimum Conditions and Performance Measures Guidelines amended and enforced by the MoLD.

Chapter 7

Capacity Development

7.1 Capacity Development

Capacity development activities to move ahead child friendly services shall be as follows:-

- 1) Organise Training of Trainer (ToT) at different levels;
- 2) Carry out a minimum capacity gap analysis of Local Bodies to promote CFLG.
- 3) A capacity Development Plan shall be developed and provide technical assistance and ToT as required;
- 4) The ToT trainees will facilitate the CFLG trainings at district, municipal, village and community level. Central level resource persons can be mobilized as and when needed;
- 5) The School Management Committees and Health Management Committees, local social mobilizers/ village facilitators, Female Community Health Volunteers, Local Body officials and primary level school teachers will be provided training on CFLG, and
- 6) Local Bodies will develop their own norms and standards of expenditure associated with organising capacity development trainings and workshops. Local Bodies may refer to their prevailing norms and standards.

7.2 Human Resource Management

For the promotion of CFLG the existing human resources shall be mobilized with necessary capacity development measures. Local Bodies may use the expertise of sectoral offices, NGOs, external resource persons and partner organisations as and when required. To this end, a budget provision will be made in the annual action plan. The human resource management activities shall be carried out by the human resource development centres at DDC and municipality level

7.3 Organisational Development

The inclusive package for organisational capacity development shall be made in the annual plan of action, including the budget within a margin of 20 percentage of the amount allocated for CFLG.

Chapter 8

Miscellaneous

8.1 Amendment of Operational Guideline

The concerned Local Body Council may perform any required changes on points and sub-points and the Annexes of this Operational Guideline without distorting its basic concept. The Ministry of Local Development must be duly informed of any changes made in the Operational Guidelines.

8.2 Assets and Liabilities Related Transfer

In case the plans and programmes related to CFLG, based on this Operational Guideline, fail to be executed, all assets and liabilities of the CFLG account shall be transferred to the concerned Local Body.

8.3 Repeal and Protect

1. The work done and actions taken before the enforcement of this Operational Guideline shall be deemed to have been done or taken under this Operational Guideline.
2. The MoLD holds the authority to resolve difficulties arising while executing this Operational Guideline.

ANNEXES

Annex 1

Minimum Indicators of CFLG

(Related to Clause 1.4)

1.1 Service Delivery Indicators

Minimum Service Indicators	Major Responsible Implementing Agencies	Major Supporting Agencies
A Child Survival		
<ul style="list-style-type: none"> All infants are exclusively breastfed up to 6 months 	<ul style="list-style-type: none"> Mother Groups Community Organisations VDC/ Municipality Health Facilities 	<ul style="list-style-type: none"> DDC Line Agencies I/NGOs Paralegal Committees Local level CFLG Committees
<ul style="list-style-type: none"> All children within the age of one year are fully immunized (BCG, DPT, Hepatitis B, Hib 3, Polio and Measles) 	<ul style="list-style-type: none"> Family/ parents Community Organisations Female Community Health Volunteers VDC/ Municipality/ DDC Health Facilities 	<ul style="list-style-type: none"> DDC Line Agencies I/NGOs Paralegal Committees Local level CFLG committees Local political parties Private sector
<ul style="list-style-type: none"> All children above six months and below 5 years are given Vitamin A capsules twice a year and de-worming tablets up to the age 5 years 	<ul style="list-style-type: none"> Family/ parents Community Organisations Female Community Health Volunteers VDC/ Municipality/ DDC Health Facilities 	<ul style="list-style-type: none"> DDC Line Agencies I/NGOs Paralegal Committees Local level CFLG Committees Local political parties Private sector
<ul style="list-style-type: none"> Births are attended by skilled health personnel 	<ul style="list-style-type: none"> Family Female Community Health Volunteers Health Facilities 	<ul style="list-style-type: none"> Line Agencies I/NGOs Private sector Community Organisations VDC/ Municipality/ DDC
<ul style="list-style-type: none"> Pregnant women get a least four complete pre-natal checkups and three post-natal health checks, including the child 	<ul style="list-style-type: none"> Pregnant women and husbands Female Community Health Volunteers Local health facilities 	<ul style="list-style-type: none"> Line Agencies I/NGOs Private sector DPs Community Organisations LBs
<ul style="list-style-type: none"> Mothers are fully immunized (2 times) against tetanus 	<ul style="list-style-type: none"> Pregnant women, husbands and family Female Community Health Volunteers 	<ul style="list-style-type: none"> DDC I/NGOs Local political parties

Minimum Service Indicators	Major Responsible Implementing Agencies	Major Supporting Agencies
	<ul style="list-style-type: none"> • VDC/ Municipality • Local health facilities 	<ul style="list-style-type: none"> • Private sector
<ul style="list-style-type: none"> • Pregnant or lactating mothers get iron supplements (225 capsules) 	<ul style="list-style-type: none"> • Pregnant women, her husband and her family • Community Organisation • Female Community Health Volunteers • VDC/ Municipality • Local health facilities 	<ul style="list-style-type: none"> • Line agencies • I/NGOs • Private sector • DPs • Community Organisations • LBs
<ul style="list-style-type: none"> • Provide ARV Prophylaxis to each birth child of an HIV infected mother 	<ul style="list-style-type: none"> • Family • Guardians • MoHP • Local health facilities 	<ul style="list-style-type: none"> • Line agencies • I/NGOs • Private sector • DPs • Community Organisations • LBs
<ul style="list-style-type: none"> • Families have safe drinking water 	<ul style="list-style-type: none"> • Water supply and sanitation division office • Ministry of Physical Planning and Works • LBs • Users 	<ul style="list-style-type: none"> • Line agencies • I/NGOs • Private sector • DPs • Community Organisations
<ul style="list-style-type: none"> • Families have sufficient knowledge regarding washing hands with soap before and after meals and after using the toilet and assisting a child to the toilet; and are implementing the knowledge. 	<ul style="list-style-type: none"> • Family • Female Community Health Volunteers • Local health facilities 	<ul style="list-style-type: none"> • Line agencies • I/NGOs • Private sector • DPs • Community Organisations • LB
B Child Protection		
<ul style="list-style-type: none"> • All children below age 5 years are registered at birth. 	<ul style="list-style-type: none"> • VDC • Municipality • DDC • MoLD 	<ul style="list-style-type: none"> • Line Agencies • I/NGOs
<ul style="list-style-type: none"> • Decrease cases of child marriage 	<ul style="list-style-type: none"> • Family • Parents • Guardians • Patrons • LBs 	<ul style="list-style-type: none"> • Community Organisations • Child Clubs • I/NGOs • Development Partners
<ul style="list-style-type: none"> • Decrease the rate of absolute child labour 	<ul style="list-style-type: none"> • Family • Parents • Guardians • Patrons • Industry/ enterprises/ production companies 	<ul style="list-style-type: none"> • Community Organisations • Child Club • I/NGOs • Development Partners • Line agencies

Minimum Service Indicators	Major Responsible Implementing Agencies	Major Supporting Agencies
	<ul style="list-style-type: none"> • Civil Society • LBs 	
<ul style="list-style-type: none"> • Develop action plan and its implementation to minimize violence against children, child trafficking, exploitation and misbehaviour 	<ul style="list-style-type: none"> • Family • Parents • Guardians • Patrons • LBs • Civil Society/ Citizen • Line agency • Local NGO • LBs 	<ul style="list-style-type: none"> • Community Organisations • Child Clubs • I/NGOs • Development Partners • Line Ministries
<ul style="list-style-type: none"> • Community based child protection system developed and its execution 	<ul style="list-style-type: none"> • LBs • Line Agencies • Local NGOs 	<ul style="list-style-type: none"> • Community Organisations • Child Club • I/NGOs • Development partners • Line Ministries
C. Child Development		
<ul style="list-style-type: none"> • Children below the age of 4 years attend early child development centres 	<ul style="list-style-type: none"> • Ministry of Education • Department of Education • District Education Office • School • Family 	<ul style="list-style-type: none"> • Line Agencies • I/NGOs • Private sector • Development Partners • Community Organisations • LBs
<ul style="list-style-type: none"> • All children within the age group for Grade 1 are enrolled in school 	<ul style="list-style-type: none"> • Ministry of Education • Department of Education • District Education Office • School • Family 	<ul style="list-style-type: none"> • Line Agencies • I/NGOs • Private sector • Development Partners • Community Organisations • LBs
<ul style="list-style-type: none"> • All children of 6-12 should receive basic education (Grade 1 to 8). 	<ul style="list-style-type: none"> • Ministry of Education • Department of Education • District Education Office • School • Family 	<ul style="list-style-type: none"> • Line Agencies • I/NGOs • Private sector • Development Partners • Community Organisations • LBs
<ul style="list-style-type: none"> • All out of school children are given informal education 	<ul style="list-style-type: none"> • Ministry of Education • Department of Education • District Education Office • School • Family 	<ul style="list-style-type: none"> • Line Agencies • I/NGOs • Private sector • Development Partners • Community Organisations • Local Body
<ul style="list-style-type: none"> • Separate toilet facility for boys and girls in each of schools 	<ul style="list-style-type: none"> • District Education Office • School • School Management Committee 	<ul style="list-style-type: none"> • Line Agencies • I/NGOs • Private sector • Development Partners • Community Organisations • Water supply and sanitation

Minimum Service Indicators	Major Responsible Implementing Agencies	Major Supporting Agencies
		<ul style="list-style-type: none"> • Division Office • LBs
<ul style="list-style-type: none"> • Each school shall organise extra curriculum activities. 	<ul style="list-style-type: none"> • School • Parents • Students 	<ul style="list-style-type: none"> • District Education Office • LB • Community Organisations • Child Clubs
D Child Participation		
<ul style="list-style-type: none"> • Children aged between 12 to 18 years participation in the decision making process of LB by developing a mechanism of institutional participation 	<ul style="list-style-type: none"> • VDC/ Municipality/ DDC • Community Organisations • Users' Committees 	<ul style="list-style-type: none"> • Line Agencies • I/NGOs • Ministry of Local Development • Child Clubs • CFLG Local Committees • Political parties
<ul style="list-style-type: none"> • The plan and programmes related to children are incorporated in the plan of Local Bodies 	<ul style="list-style-type: none"> • VDC/ Municipality/ DDC • Community Organisations • Users' Committees 	<ul style="list-style-type: none"> • Line Agencies • I/NGOs • Ministry of Local Development • Child Clubs • CFLG Local Committees • Political parties
<ul style="list-style-type: none"> • Mechanism for the institutional participation of children in the local school management committee shall be developed 	<ul style="list-style-type: none"> • Ministry of Education • Department of Education • District Education Office • School Management Committee 	<ul style="list-style-type: none"> • I/NGOs • CFLG Local Committees • Political parties • Community Organisations • Guardians
<ul style="list-style-type: none"> • Child club representation in the local health management committee 	<ul style="list-style-type: none"> • Ministry of Health and Population • Department of Health Services • District Public/ Health Office • Local Health Management Committees 	<ul style="list-style-type: none"> • I/NGOs • CFLG Local Committees • Political Parties • Community Organisations • LBs
<ul style="list-style-type: none"> • Existence of active child club network in each of the VDCs and municipal wards 	<ul style="list-style-type: none"> • VDC/ Municipality/ DDC • Community Organisations • Child Networks 	<ul style="list-style-type: none"> • Line Agencies • I/NGOs • Development Partners • CFLG Local Committees • Political Parties
<ul style="list-style-type: none"> • Formation of district and municipal level child networks 	<ul style="list-style-type: none"> • VDC/ Municipality/ DDC • Community Organisations • Child Network 	<ul style="list-style-type: none"> • Line Agencies • I/NGOs • Development Partners • CFLG Local Committees • Political Parties

1.2 Institutional Development Indicators

Minimum Indicators	Major Responsible Implementing Agency	Major Supporting Agencies
<ul style="list-style-type: none"> Local Body's Council meetings organised regularly. 	<ul style="list-style-type: none"> VDC/ Municipality/ DDC 	<ul style="list-style-type: none"> Local level political parties and their mechanism Community Organisations Ministry of Local Development
<ul style="list-style-type: none"> Child friendly behaviour, code of conduct, by laws, directives and operational guidelines for the Local Bodies developed and implemented. 	<ul style="list-style-type: none"> VDC/ Municipality/ DDC 	<ul style="list-style-type: none"> Line Agencies Local level political parties and their mechanism Ministry of Local Development Development partners I/NGOs
<ul style="list-style-type: none"> Local level (district, municipal, and village) CFLG committee formed 	<ul style="list-style-type: none"> VDC/ Municipality/ DDC 	<ul style="list-style-type: none"> Line Agencies Local level political parties and their mechanism Ministry of Local Development Development Partners I/NGOs District Child Welfare Board
<ul style="list-style-type: none"> Active functioning of local level school management committees 	<ul style="list-style-type: none"> VDC/ Municipality/ DDC School Management Committees District Education Office 	<ul style="list-style-type: none"> Parents Community Organisations Local level political parties and their mechanism Ministry of Education Development Partners I/NGOs
<ul style="list-style-type: none"> Active functioning of the local health management committees 	<ul style="list-style-type: none"> DDC/ Municipality/ VDC Health management committees Local health institutions 	<ul style="list-style-type: none"> Line Agencies Community Organisations Local level political parties and their mechanism Ministry of Health and Population Development Partners I/NGOs
<ul style="list-style-type: none"> Establishment and operation of the early child development centres, child classes and pre-primary school classes at the local level. 	<ul style="list-style-type: none"> DDC/ Municipality/ VDC District Education Office 	<ul style="list-style-type: none"> Parents Community Organisation Local level political parties and their mechanism Development Partners I/NGOs District Child Welfare Board
<ul style="list-style-type: none"> Child clubs will be active at local level 	<ul style="list-style-type: none"> DDC/ Municipality/ VDC Child Clubs Child network 	<ul style="list-style-type: none"> Schools District Education Office Ministry of Education Development Partners

Minimum Indicators	Major Responsible Implementing Agency	Major Supporting Agencies
	<ul style="list-style-type: none"> • Community Organisations 	<ul style="list-style-type: none"> • I/NGOs • District Child Welfare Board
<ul style="list-style-type: none"> • Active existence of women groups such as Para-legal Committees; and remains active in promoting child rights issues. 	<ul style="list-style-type: none"> • DDC/ Municipality/ VDC • Paralegal Committees • Child Clubs • Child networks • Community Organisations 	<ul style="list-style-type: none"> • Schools • District Education Office • Ministry of Education • Development Partners • I/NGOs • District Child Welfare Board • CFLG Local Committees
<ul style="list-style-type: none"> • Formation of a child network at the local level and ensure their representation up to district level. 	<ul style="list-style-type: none"> • DDC/ Municipality/ VDC • Child Clubs • Child network • Community Organisations 	<ul style="list-style-type: none"> • Line Agencies • Development Partners • I/NGOs • District Child Welfare Board • CFLG Local Committees
<ul style="list-style-type: none"> • Preparation, publication and updating the State of the Children Report 	<ul style="list-style-type: none"> • DDC/ Municipality/ VDC 	<ul style="list-style-type: none"> • Line Agencies • Local level political parties and their mechanism • MoLD • Development Partners • I/NGOs • District Child Welfare Board
<ul style="list-style-type: none"> • Formulation and implementation of child focused plan, policy and programme integrating it in the district, municipal and village level development plans 	<ul style="list-style-type: none"> • DDC/ Municipality/ VDC 	<ul style="list-style-type: none"> • Line Agencies • Local level political parties and their mechanism • MoLD • Development Partners • I/NGOs • District Child Welfare Board
<ul style="list-style-type: none"> • Formulation of the local plan of action and the investment plan for children and its implementation 	<ul style="list-style-type: none"> • DDC/ Municipality/ VDC • District Child Welfare Board 	<ul style="list-style-type: none"> • Line Agencies • Local level political parties and their mechanism • Development Partners • I/NGOs

6. Main occupation/ income source of the family:

- a) Agriculture/ husbandry/ horticulture b) Business c) Service/ job
 d) Daily wage/ labour e) Remittance (from abroad) f) Others

7. Where was your family's settlement five years ago?

- a) Other Place b) This Place \Rightarrow 8

If you have come from another location, why have you come here?

- a) For urban facilities b) Because of conflict c) For farming d) For business
 e) Through marriage f) for employment g) Others

8) If you have members with different abilities (mental or physical) below 18 years in your family, please provide following information:-

Description of different ability	Female	Male	Total
Physically disabled or maimed			
Sightless or short-sighted			
Speech impaired			
Partially or totally deaf			
Mentally disabled			
Sightless and deaf (both)			
Others			
Total			

9. Where do you first go for treatment if your family members get sick?

- a) Faith healer (monk, wizard, Jhakri) b) Traditional physician c) Health Post
 d) Hospital (private, government) e) Others (if any)

10. Time to reach nearest health institution.

a) Sub-Health Post/health Post/Primary Health Care Centre: Place.....distance.....and time it takes to reach (.....hour/ days)

b) Location of the Hospital distance..... and time to reach (hour/days).....

11. Have your family members below 18 suffered from any disease given below?

- a) Yes b) No \Rightarrow 12

If yes, please mention the following information.

Name of disease	Female	Male	Total
HIV/AIDS			
Malaria			

Name of disease	Female	Male	Total
Tuberculosis			
Cancer			
Diabetes			
Others			

12. Have your family member (s) below 18 died from any of the following disease?

a) Yes b) No \implies 13

If yes, please provide the following information:-

Name of fatal disease	Female	Male	Total
HIV/AIDS			
Malaria			
Tuberculosis			
Cancer			
Diabetes			
Others			

13. Educational status (family members)

Age group	Illiterate		Literate		Completed S.L.C or equivalent		Completed Intermediate +2 or equivalent		Completed Bachelor's degree or equivalent		Completed Master's degree or equivalent		Completed PhD	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M
6-14 years														
15-45 years														
46-60 years														
60 above														
Total														

F= Female, M = Male

14. Children studying at school level

Study Level	Number of students studying at schools inside VDC			Number of students studying at school outside VDC			Total		
	Female	Male	Total	Female	Male	Total	Female	Male	Total

15. Time to reach school from home (Please tick the appropriate column)

School	Less than 15 minutes	15-30 minutes	30 minutes – 1 hour	More than one hour
Primary				
Lower Secondary				
Secondary				
Higher Secondary				

16. Number of children out-of-school

Description	Primary age group (6-9 years)			Lower Secondary age group (10-14 years)			Secondary age group (15 years and above)		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
Normal abilities									
Different abilities									

17. Number of students between 6-15 years having dropped out of school, and why.

Boys	Girls	Total	Reasons for dropout

18. Number of children between 3-5 years going to Early Child Development Centre or pre-primary school

Boys	Girls	Total

19. Description of family members who have received public awareness related training (health, HIV/AIDS, safe motherhood, family planning, empowerment, gender development, child development, institutional leadership, water supply and sanitation, user's groups, etc).

Name of Training	Training up to 3 days			Training 3-7 days			Training 1-4 weeks			Training more than 4 weeks		
	F	M	Total	F	M	Total	F	M	Total	F	M	Total

20. Type of house (if more than one house, tick based on the type of main house)

- a) House with thatched roof
- b) House with tiles or slate roof
- c) House with tin roof
- d) RCC or RBC house

21. What is the main source of drinking water of your family?

- a) Using water from pipeline
- b) Using water from tube-well
- c) Using water from well, *kuwa* and spring
- d) Using water from river, *Kulo*, canal, pond
- d) Using rainwater harvesting
- e) Other sources (please mention)

22. Status of Toilet

- a) Mud-built
- b) Permanent structure
- i) Bio-gas
- ii) Toilet with facility of sewerage
- c) No toilet

23. What fuel do you use mainly in your house for cooking?

- a) Firewood
- b) Dried cow-dung
- c) Bio-gas
- d) Kerosene
- e) LP Gas
- f) Electricity
- g) Others

24. What type of cooking stoves do you use in your house?

- a) Open fireplace (*Agena*) or mud-stove
- b) Smokeless stove
- c) Husk-stove
- d) Kerosene stove
- f) Gas stove
- g) Electric stove (Heater)
- f) Others

25. What types of communication means do you have in your house? (Multiple answer)

- a) Radio
- b) Television
- c) Telephone
- d) Mobile
- e) Email/ internet
- f) Newspapers (regularly)
- g) Others

26. What types of professions are your family members involved in?

Agriculture (farming and animal husbandry)			Business			Service			Daily wage/ labour			Industry		
F	M	Total	Fe	M	Total	Fe	M	Total	Fe	M	Total	F	M	Total

27. How many members between 16-24 years of age have been employed?

Number of household members between age 16-14 who have been employed														
Agriculture (Farming and Husbandry)			Business			Service			Daily wage/ labour			Industry		
F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total

28. Please describe below if your family members have gone overseas for employment?

Numbers			Country		Duration (years)	
Female	Male	Total	India	Others (mention name)	Less than five years	More than five years

29. Do you have children in your family below 18 years of age who have been working in other homes?

a) Yes b) No → 31

If yes, a) Number of boys b) Number of girls

30. If children working outside the home, what types of difficulties are they facing?

a) Scolding b) Beating c) Discrimination in food d) Others

31. What do you do if your children do something wrong?

a) Scolding b) Beating c) Deprivation from food d) Imprisonment in room
e) Persuasion f) Others -----

32. Do you treat your son and daughter differently?

- a) In education b) In food c) In domestic work d) In dress

33. Have your children received the following punishments if they make a mistake in school?

- a) Up and down and holding ears b) Beating c) Sent out of the class d) Standing on a bench
e) Others

34. Please provide your family's annual household income and expenditure.

S. No.	Source of Income	Amount in Nrs.	S. No.	Expenditure	Amount in Nrs.
1	Agriculture and husbandry		1	Food expenditure	
2	Business and industry		2	Clothing	
3	Service and pension		3	Education	
4	Foreign employment		4	Health treatment	
5	Daily wage and labour		5	Festivals, weddings and entertainment	
6	Others		6	Others	
	Total			Total	

35. How many month in a year can you manage food for your family from your own production?

- a) Less than three month b) Between three to six month
c) Between six to nine month d) Between nine to 12 month
e) Its possible to save food production

36. Have any of your family members taken loans?

- a) Yes b) No →37

If yes, from where did you get loan?

- a) Bank and financial institution b) Cooperative c) Group or Community Organisation
d) Money Lender e) Others

37. If a loan was taken, for what purpose?

- a) Household expenditure b) Agriculture and husbandry
c) Industry and business d) Foreign employment
e) Social and religious function f) Education
g) Health treatment h) Wedding/ sacred thread ceremony or similar
i) Installation of bio-Gas, solar, electricity, etc j) Others

38. Have your family members associated with any of the following institutions, organisations or groups?

- a) Village Development Programme b) Agriculture Group
c) Community Forest User's Group d) Cooperatives

- e) Non-governmental Organisation
- f) Traditional Group
- g) Others.....
- h) Not involved in any above

39. Do your children below five years get nutritive food three times in a day?

- a) Do get
- b) Don't get

40. How many sets of clothes do you give to your children on average in a year?

- a) One set
- b) Two sets
- c) Three sets
- d) Four sets or more

41. Do you have separate reading and sitting room for children?

- a) Yes
- b) No

42. Do you have separate house (main house) for people and cowshed for cattle?

- a) Yes
- b) No
- c) Use cattle shed for sleeping

43. Do you have enough money for treatment if your children get sick?

- a) Yes
- b) No

44. Has the weight of your children below three years been monitored on a regular basis?

- a) Yes
- b) No →44

Weight of children below three years

S.N.	Age (in month)	Weight	Malnourished	Well nourished

45. Has there been any incident of sexual exploitation with the children of your family?

- a) Yes
- b) No

46. Are you aware about the rights of the children?

- a) Yes
- b) No
- c) Have heard something

47. Have you been involving your children in decision making within the family when the issues are related to them?

- a) Yes doing
- b) No

48. Have any of your children lived in children's home or any institution?

- a) Yes
- b) No

49. Are any of your children living on the street?

a) Yes b) No

50. Are any of your children involvement in narcotic addiction?

Sex	Number of children who smoke	Number of children having narcotic addiction	Number of children having no addictions	Total number
Boy				
Girl				

51. Are your children involved in child-clubs/ organisations, etc?

(Ask concerned children, if possible)

Sex	School based	Community based	Labour child club	Not involved
Boy				
Girl				

52. Are you aware about child-diseases and immunization?

a) Yes b) No

53. Have women in your family been practicing exclusive breastfeeding up to at least six months?

a) Yes b) No

54. Are there facilities for special education for disabled students in the school where your children study?

a) Yes b) No c) Don't know

55. Who usually does the following work in your family?

Work	Female	Male
Takes decisions regarding household chores		
Involvement in household chores		
Operation of bank account		
Involvement in users' committee		
Involvement in school management committee		
Involvement in industry and business		

56. Have you suffered from a natural disaster like flood, landslide, and hail in the last year?

a) Yes b) No →57

If yes, from which disaster, and how much did you lose?

Name of Disaster	Amount of loss

57. If your family's children work as domestic workers or child labour, is there any case of sexual exploitation?

- a) Yes b) No

58. Have any of the women in your family been subjected to any of the following within the past year?

- a) Dowry b) Polygamy c) Domestic violence d) Child marriage
e) Rape f) Women/ children's trafficking g) None

59. Description of birth registration of children below five years and from 6 up to 18 years.

Children below five years				Children from 6 to 18 years		
Sex	Total Number	Number registered	Number of Non-registered	Total Number	Number of registered	Number of Non-registered
Boys						
Girls						
Total						

60. Has there been deaths of any children below five years of age in your family within last one year?

- a) Yes b) No

If yes, how many children had died and what was the reason?

Sex	Number of deaths	Causes of death
Boys		
Girls		
Total		

61. Description of immunization of infants under one year

Sex	Total number of children	BCG	DPT1	DPT2	DPT3	Measles	Hepatitis B
Boys							
Girls							
Total							

62. Description of children under five who have taken Vitamin A and Polio drops.

Sex	Total Number of Children	Number of children who took vitamin A	Number of children who took Polio drops
Number of boys			
Number of girls			

Total			
-------	--	--	--

63. Have you used iodine salt (which has a logo depicting two children)?

a) Yes b) No

64. Health status of pregnant women within last one year

Description of pregnant women	No. of check-ups	Use of iron pills	T.T Vaccination	Live or still births	Place of delivery (please mention the number below) 1. In Health Institution 2. In house with the help of health worker 3. In house without the help of health workers
Pregnant 1					
Pregnant 2					
Pregnant 3					

65. Participation of children in Out-of-School Children Programme

Children involved in out-of-school programmes	Number
Boys	
Girls	
Total	

66. Has anyone in your family been married within the past three years?

Sex	Number	Age at time of marriage
Male		
Female		
Total		

67. Please give the number of your children below 18 years who are members in the following institutions

Description	LB	Local planning committee or users' committee	Local health management committee	Local school management committee	Child club/ CFLG local committees
Male					
Female					
Total					

Thank you for giving so much information

Name of informants Name of Enumerator Name of Certifying Person

Signature Signature Signature

Date of Information taken

Annex 3

Table of Contents for a CFLG Village/ Municipal Situation Analysis (Outline of Profile)

(Related to Clause 5.1)

Cover page

Map of VDC/ Municipality

Foreword (if necessary)

1. Introduction to the VDC/ Municipality

- 1.1. Geographical location of the VDC/ Municipality
- 1.2. Climate, land use
- 1.3. Historical background and features
- 1.4. Economic condition of the VDC/ Municipality
- 1.5. Major occupations and the employment situation among local people
- 1.6. Development potentials, opportunities, challenges and problems

2. Concept and Scope of CFLG

- 2.1. Definition of children and their needs in relation to the CFLG arrangement
- 2.2. Child provisions in the existing laws
- 2.3. Child provisions in the district, municipal and village level plans
- 2.4. Child Groups or Child Clubs
- 2.5. Concept of a Child Friendly VDC
- 2.6. Scope of CFLG
- 2.7. Child Rights (Child Survival, Child Protection, Child Development and Child Participation)
- 2.8. Partners and support organisations in CFLG related programmes
- 2.9. Opportunities and potential to develop the VDC as Child Friendly, with good governance

3. Population

- 3.1. Population based on age group and ethnicity
- 3.2. Population based on mother tongue
- 3.3. Population based on growth rate
- 3.4. Description of birth registration
- 3.5. Situation of child marriage
- 3.6. Average family size and number of children per family

4. Child and Maternal Health

- 4.1. Safe motherhood programme
- 4.2. Description of the immunization of children
- 4.3. Nutritional status of children
- 4.4. Major diseases of children and their treatment
- 4.5. Description of contraceptive users
- 4.6. Information on pregnant women - do they receive four pre-natal check-ups and do both mother and children get at least two post-natal check-ups
- 4.7. Description of pregnant women giving birth with skilled health personnel
- 4.8. Are children regularly weighed?
- 4.9. Children receiving Vitamin A capsules and deforming tablets
- 4.10. Households using iodinated salt

- 4.11. Description of private and public toilets and sanitation
- 4.12. Description of sources of drinking water and its availability

5. Educational Situation

- 5.1. Literacy rate of men and women
- 5.2. Description of educational institutions
- 5.3. Description of girls and boys
- 5.4. School enrolment rate
- 5.5. Description of students who repeat classes
- 5.6. Description of students receiving scholarships
- 5.7. Number of teachers, genderwise, and details of the grades they teach
- 5.8. Description of teachers' training
- 5.9. Student-teacher ratio at VDC level
- 5.10. Drinking water facility at school
- 5.11. Separate toilet facility for girls and boys
- 5.12. Description of classroom, furniture and playground
- 5.13. Travelling time to school
- 5.14. Description of school drop-outs
- 5.15. Description of Early Childhood Development Centres and Pre-Primary Schools

6. Child Protection

- 6.1. Description of child conflict victims and children at risk
- 6.2. Description of displaced children
- 6.3. Information on child labour
- 6.4. Description of sexual exploitation of children and their trafficking
- 6.5. Description of street children
- 6.6. Description of children taking narcotics etc
- 6.7. Description of child mortality on the basis of age
- 6.8. Description of children with insufficient food
- 6.9. Description of pregnant women and children who die of cold and heat

7. Economic Development

- 7.1. Description of occupation and employment situation
- 7.2. Description of youth employment
- 7.3. Description of people migrating to foreign countries for employment
- 7.4. Daily working hours (for women and men)

8. Disaster, Peace and Security

- 8.1. Description of disaster
- 8.2. Description of loss due to disaster
- 8.3. Description of child crime

Annex 4

Major Contents in the Local Development Planning Framework for Children

(Related to Clause 5.1)

1. Context

- Current situation on child rights
- Major aspects of local self-governance
- Local governments' agenda on child rights
- Source of investment
- Public service capacity of staff
- Participation by civil society

2. Process

- Participatory planning process as prescribed by the Local Self Governance Act and its Regulation
- Relevant sections of the Child Rights Act
- Relevant provisions made in different child rights related Acts
- Policy and working policies of the Interim Plan
- Functions and investment provisions made in the VDC and DDC block grant operational guidelines
- Major achievements made so far in CFLG (explain in boxes)

3. Subject matter

- Situation analysis and problem based
- Clauses to support quantitative (child rights related) targets of the Millennium Development Goals
- Information on inclusive and participatory processes
- Support to achieve goal, outputs and results
- Major achievements and accountable results of Child Clubs, Child Development Centres and community organisations
- Achievements of investment promotion for the best interest of children and mothers

4. Budgets

- Required budget
- Availability of budget
- Sources of budget
- Possibility of deficit budget and possible sources to bridge the gap

5. Achievements

- Outputs/ results
- Impact
- Mechanism for social audit and public hearing

6. Plan implementation

- Activity plan
- Responsibility matrix
- Review

- Reporting
- Monitoring and evaluation
- Feedback

7. Logical Framework (Model)

A Logical Framework Approach is an analytical tool that supports to identify the linkages between goal, objectives and outputs and the cause and effect relationship in the results. This can be made in 4*4 matrix. A simple model frame is presented below:-

Narrative summary	Objectively verifiable indicators (OVIs)	Means of verification (MoV)	Assumptions/ risks
Goal			
Objectives/ purposes			
Outputs/ results			
Activities			
Inputs			

Annex 5

Framework of Local Investment Plan for Children

(Related to clause 5.3)

Period: from..... to.....

District:..... VDC:.....Municipality: Ward No:..... Settlement/tole:

S. No.	Area of investment/ activities programme	Annual target	Total budget needed for prog.	Sources of budget and amount to be received (Nrs)								Budget gap (Nrs)	Remarks
				DDC	Municipality	VDC	Central government	Development partners	Local participation	Reward and additional grant	Total		
	Total												

Annex 6

Programme Monitoring Forms

(Related to Clause 5.6)

1. Format of Monitoring Form to be used by Central Government

S. No.	District	VDCs Covered by programme	Approved budget (Nrs.)	Contribution of Local Bodies in approved budget	Expenditure till date (Nrs.)	Number of children benefitted			Outputs (qualitative and quantitative)	Remarks
						Boys	Girls	Total		

What is the status of child participation?

Recommendations of Monitor:

Monitor's Name:

Date of Monitoring:

Monitor's Signature:

Institution:

Monitoring report presentation date:

Position:

Office/agency where report has been presented:

2. Format of Monitoring Form to be used by District

S. No.	VDC/ municipality	Description of programme	Approved budget (Nrs.)	Contribution of VDC / municipality in approved budget	Expenditure till date (Nrs.)	Number of children benefitted			Output (qualitative and quantitative)	Remarks
						Boys	Girls	Total		

What is the status of child participation?

Recommendation of Monitor:

Monitor's Name:
Date of Monitoring:
Monitor's Signature:

Institution:
Monitoring report presentation date:

Position:
Office/ agency where report has been presented:

3. Format of Monitoring Form to be used by Municipality/VDC

S. No.	Ward number and community	Description of Programme	Approved budget (Nrs.)	Expenditure till Date (Nrs.)	Investment of local groups and Child Club	Number of children benefitted			Output (qualitative and quantitative)	Remarks
						Boys	Girls	Total		

What is the status of child participation?

Recommendation of Monitor:

Monitor's Name:
Date of Monitoring:
Monitor's Signature:

Institution:
Monitoring report presentation date:

Position:
Office/ agency where report has been presented:

Annex 7

Format for Social Audit

(Related to Clause 5.6)

1. Name of the programme/ project

- a. Name
- b. Location
- c. Estimated cost
- d. Starting date of the project
- e. Completion date of the project

2. Implementing agency/ community organisation:

- a. Name
- b. Name of chairperson
- c. Number of members Boys: Girls:

3. Description of income and expenditure

a. Income

Source of income (note down details about cash and materials received; how much and from where)	Amount or Quantity	Remarks

b. Expenditure

Description of Expenditure	Rate	Quantity	Total
1. Materials			
2. Wages (how much paid, for which activities?)			
3. Local investment (who contributed and how much?)			
4. Other expenses (for which purpose?)			

c. Stock

Description	Amount or Quantity	Remarks
1. Cash		
Bank		
Cash with Group or Person		
2. Materials		

d. Due for Payment

Description	Amount or Quantity

4. Description of target and progress of completed project

Description of work	Target	Progress

5. Status of child participation in the following activities

Description	No participation	Nominal participation	Meaningful participation
Demand and prioritization of project			
Approval of project			
Project implementation			
Project monitoring and evaluation			
Distribution of benefit of the project			

6. How the project directly benefited children?

7. How has responsibility been distribution of responsibility while implementing the project (who took responsibility for which type of work)?

Annex 8

Template of State of the Children Report

(Related to Clause 5.7)

Cover page of the report
Map of District/ VDC/ Municipality
Remarks (if needed)

Section 1: Introduction

- 1.1 Introduction of DDC/ VDC/ Municipality
- 1.2 Concept of Child Friendly Local Governance
- 1.3 Definition of children and need of Child Friendly Local Governance
- 1.4 Existing laws relating to children
- 1.5 Opportunities, challenges and problems of Child Friendly Local Governance

Section 2: Present situation of children

- 2.1 Population of children in different age groups
- 2.2 Situation of child labour
- 2.3 Street children
- 2.4 Situation of sexual exploitation and harassment of children
- 2.5 Disabled children
- 2.6 Incidents about children
- 2.7 Situation of child marriage
- 2.8 Children and HIV/ Aids

Section 3: Child rights and situation of children

- 3.1 Rights to survive
- 3.2 Protection rights
- 3.3 Child development rights
- 3.4 Child participation rights

Section 4: Situation of planning and implementation for children

- 4.1 Local development plan for children
- 4.2 Investment plan for children
- 4.3 Monitoring and evaluation of project
- 4.4 Role of partners and supporting organisation

Section 5: Output of children related activities

- 5.1 Millennium Development Goals and children
- 5.2 Child education
- 5.3 Child health
- 5.4 Sanitation and drinking water
- 5.5 Child crime and child justice

Annex 9

Format of Progress Report

(Related to Clause 5.7)

1. Physical and Financial Progress Report of Programme/ Project (Trimester/ half yearly/ yearly)

Fiscal Year:

District:

Name of Village Development Committee / Municipality:

Progress Report:

Trimester (first/second/third), half-yearly and yearly

Name of project	Ward no. location	Total Cost of the Project (Nrs.)				Grants borne by Local Body (Nrs.)	Start date	Completion date	Type (on-going/new)	Project's		Project's		No of beneficiaries			
		Grant	Internal resource	People's participation	Total					Physical target	Physical progress	Financial target	Financial progress	B	G	Total	

Problems seen during implementation:

Possible recommendation for solution:

Prepared by

Approved by.....

2. Aggregated Progress Report

District:

VDC/ Municipality:

Fiscal year:

S.No.	Activities	Unit	Physical		Financial		Output
			Target	Progress	Target	Progress	
	Grand Total						

.....
Prepared by

.....
Approved by

3. Descriptions of Project and Programme

S.No.	Name of project	Ward No.	Settlement/ village	Date of approval	Funding Agency				Starting date	Completion date
					External resource	Internal resource	Others (also include local participation if any)	Total		
1										
2										
3										
4										
===										

Prepared by:

Approved by:.....

Date

Date