Local Development Training Academy
(Established by Local Development Training Act, 2049)

Local Level Planning Process

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CIRDAP-33rd TC Meeting
18-20 04 2018, Nadi, Fiji

"An Autonomous, Professional, Client Centered, Gender Responsive National Institute of Excellence in the area of Local-Self Governance."
Nepal Profile

- Federal Democratic Republic of Nepal
- Province – 7 and Local Level - 753
## Elected Representatives in Local Levels

<table>
<thead>
<tr>
<th>Province</th>
<th>Districts</th>
<th>Local Levels (M &amp; RM)</th>
<th>Total Wards</th>
<th>Representatives</th>
<th>Ward Members</th>
<th>Directly elected Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mayor / Chair</td>
<td>Deputy Mayor / Vice Chair</td>
<td>Ward Chair</td>
<td>Disadvantage / Minority in each LL</td>
</tr>
<tr>
<td>1</td>
<td>14</td>
<td>137</td>
<td>1157</td>
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<tr>
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<td>88</td>
<td>734</td>
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<tr>
<td>Total</td>
<td>77</td>
<td>753</td>
<td>6743</td>
<td>753</td>
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<td>6743</td>
</tr>
</tbody>
</table>

| Rural Muni. | 460 | 2 | 920 |
| Muni.      | 293 | 3 | 879 |
| DCC        | 77  | 7 | 693 |
| Grand Total| 77  | 77| 37713|
Local Level Planning Process

- Local Government has to prepare and implement its **annual plan** within its jurisdiction for local development in addition to periodic, mid-term expenditure framework and sectoral strategies.
Basis for Local Level Planning Process

- Nepal Constitution
- **Local Government Operation Act, 2074**
- **National Natural Resource and Fiscal Commission Act, 2074**
- **Inter-governmental Fiscal Management Act, 2074**
- Policy, act and standards issued by Federal and Provincial Governments
- **Federal and Provincial Periodic Plans**
- **Federal and Provincial Economic Policy**
- **International commitment and convention**
Factors to be considered while doing LLPP

- Ensure consistency with the Federal and Provincial – Policy, Goal, Objectives, time frame and process
- Make prioritization as per periodic plan and mid-term expenditure framework
- Give attention on environment conservation, climate change adaptation and disaster risk management
- Include GESI component
- Ensure participation of target groups, stakeholders etc.
7-Step Local Level Planning Process

Federal Level:
1. Receiving Ceiling and Directives from Federal/Province

Local Level:
2. Resource Assumption and Fix Ceiling on Sectoral Areas

3. Project Identification at Settlement Level

4. Project selection and prioritization at Ward Level

5. Integrated Budget and Program at Local Level

6. Approval of Budget and Program by Local Executive

7. Approval of Budget and Program by Local Assembly

Settlement Level:
Bhal Bhela (Children Meeting)
## Local Level Planning Process

<table>
<thead>
<tr>
<th>Steps</th>
<th>Particular</th>
<th>Time Frame</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Receiving Ceiling and Directives from Federal / province</td>
<td>Chaitra End (14 April)</td>
<td></td>
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<td>2</td>
<td>Resource Assumption and fix ceiling on Sectoral Areas</td>
<td>Baishkha 15 (30 April)</td>
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<td>3</td>
<td>Project Identification at settlement level</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Project selection and prioritization at ward level</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Integrated budget and program at Local level</td>
<td>Asar 5 (20 June)</td>
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<tr>
<td>6</td>
<td>Approval of budget and program by local executive</td>
<td>Asar 10 (25 June)</td>
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</tr>
<tr>
<td>7</td>
<td>Approval of budget and program by local Assembly</td>
<td>Asar 30 (15 July)</td>
<td></td>
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</tbody>
</table>
Criteria for Project Prioritization at Ward Level

1. Making support in poverty reduction
2. Getting quick result and high productivity
3. Creating more job and increasing income
4. Receiving high public participation in cost sharing
5. Maximum use of local resources and skills
6. Helping in inclusive development
7. Ensuring sustainable development and environment conservation
8. Promoting local language and culture
Resource Assumption and Fix Budget Ceiling Committee

1. Mayor / Chairperson – Coordinator - 1
2. Deputy Mayor / Vice Chairperson – Member - 1
3. 4- Executive Members including women, Dalit or Minority nominated by Coordinator – Member - 4
4. Chief Executive Officer – Member Secretary - 1
Budget and Program Preparation Committee

1. Deputy Mayor / Vice Chairperson – Coordinator - 1
2. Executive Members Chairing Sectoral Committees – Member - 5
3. Chief Executive Officer – Member - 1
4. Chief Planning Section – Member Secretary - 1
Project Implementation

- **Within 7-day** after approval of Budget and Program by Local Assembly, the **Mayor/ Chairperson** has to give authorization to **Chief Executive Officer** (CEO) to spend funds in order to implement the approved Budget and Program effectively and efficiently.

- Similarly, **within 15-day** of getting authorization from Mayor/Chairperson, the CEO has to give **written letter with responsibilities** to concerned department / division /Section / Unit Chief and Ward Secretary to implement the budget and program.
Project Implementation

- After receiving letter from CEO, they have to prepare and submit the **implementation action plan** to CEO within **7-day**

- CEO can make suggestion on the submitted implementation action plan if necessary and they have to incorporate the suggestions in their final implementation action plan within **5-day**

- CEO integrates all **implementation action plan** to Local Executive for approval
Monitoring and Evaluation of project at Local Level

Monitoring and supervision committee

- Deputy Mayor / Vice Chairperson - Coordinator – 1
- Two executive members nominated by Chief/chairperson including at least one women – Members – 2
- Chief Executive Officer – Member – 1
- Chief, Planning division/ section – Member
- Secretary -1
- Other can be invited as and when necessary
Monitoring and Supervision Methods

- The committee has to prepare **annual monitoring plan** within 15 days after approval of implementation plan by Local Executive.

- The **report** of the results of monitoring and supervision should be submitted and **Local Executive Meeting** once in **every 2 months**.

- Local Executive can provide **necessary instruction** to all concerned agencies to improve weaknesses for effective and efficient implementation of program.

- All **concerned agencies** are responsible to follow the instructions given by Local Executive.
Monitoring and Evaluation of project at Ward Level

Ward Level Monitoring Committee

- Ward Chairperson - Coordinator – 1
- Ward Members – Members – 4
- Ward Secretary – Member Secretary -1
- Other can be invited as and when necessary
Payment of project

- All projects should do **public audit** before final payment
Impact Evaluation

- 2 years after completion of project, the local level has to conduct the **impact evaluation**
- Rural Municipality – **above NRs. 50 millions (USD 500,000)**
- Municipality – **above NRs. 100 millions (USD 1,000,000)**
- Sub-Metropolitan City and Metropolitan City – **above NRs. 250 millions (USD 2,500,000)**
CIRDAP and CLIs

- CIRDAP can **disseminate** this practice of Local Level Planning Process to its CMCs/CLIs
- CIRDAP can organize the **training program** for CMCs/CLIs
- CIRDAP also uses it as **resource materials**
- CLIs can **use** with some adjustment in their own context
Thank you ! Vinaka !