



Government of Nepal



District Communications Strategy

Rural Access Programme
(RAP) Phase 3



Draft Final

October 2014

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DOCUMENT CONTROL

Document revisions and authorisation	Details	Signature and Date
Version	22 October 2014	
Summary of revisions made	Revisions of Draft Final	
Revisions prepared by	Michael Green	
Revisions checked by	Kirsteen Merrilees	
Version authorised by	Michael Green	

ACRONYMS

DDC	District development committee
DFID	Department for International Development (UK)
DTA	District Technical Assistance
DTO	District Technical Office
DTL	District Team Leader
GoN	Government of Nepal
INGO	International non-governmental organisation
MEL	Monitoring, evaluation and learning
NGO	Non-governmental organisation
RAP	Rural Access Programme
RBG	Road building group
RMG	Road maintenance group
SED	Socio-economic development
VDC	Village development committee

1. INTRODUCTION

This strategy document sets out our approach to improving both internal and external communications at district level. Effective district level communications activities will work to build awareness of RAP 3's identity, values, activities and progress. This will boost public and government support for and trust in RAP 3's operations and enhance its impact.

The most powerful tool in communications, particularly in isolated rural RAP 3 communities, is word of mouth. All RAP 3 staff – including the private consultants and international and local NGO partners – should see themselves as ambassadors of the programme with the aim that, in time, RAP 3 communities and local government will become ambassadors of the programme too.

Our three strategic goals are based around improving the consistency, transparency, openness and clarity of message sharing between the team itself and the communities we work with.

In this strategy we set out our most important key messages – The 10 RAP Principles – that guide all of our activities and communications. A fuller list of messages relating to the programme's identity, values, activities and progress is included as an annex.

The strategy outlines the range of communications activities that we are encouraging district staff to engage in. Where these kinds of communications activities are absent or poorly planned, inconsistent interpretations of RAP 3 can quickly form leading to uncertainty among communities and even negatively influencing RAP 3's relationship with partners, DFID and Government of Nepal. By contrast, well-planned, proactive communications activities will have a direct impact on building a positive image of RAP 3.

We have broken down our audience into target groups, paying particular attention to ensuring messages reach women and marginalised groups, and provide a list of indicators for monitoring the progress of communications in each district.

It should be noted that we have developed a communications toolkit for distribution to all district teams that gives clear guidance on why and how we need to improve our communications. The toolkit includes fuller explanations of communications activities as well as templates and materials to help district teams plan and implement these activities. These include a full set of programme messages, a list of frequently asked questions, a poster of The 10 RAP 3 Principles to be put up in DDC courtyards etc., a press release template and a matrix for planning communications on a trimesterly basis.

2. COMMUNICATIONS GOALS

Goal 1: Build a shared awareness of every aspect of the RAP 3 programme among all staff and encourage ambassadorship of the programme.

- Improve communications between RAP partners, district teams and central programme management team.
- Encourage an information sharing culture.
- Ensure team-wide awareness of key RAP values.

Goal 2: Build support for RAP 3 among RAP communities, non-RAP communities, local government, and political groups and encourage ambassadorship of the programme among RAP communities and local government.

- Share information on what RAP is, its principles and how it expects to achieve impact.
- Encourage dialogue about what we're doing in each VDC/DDC– what's been promised and what's been spent.

Goal 3: Build trust in programme among communities and local government.

- Promote transparency of programme.
- Encourage ownership of programme principles among RAP communities and local government.
- Build awareness of forums for open discussion of programme and complaints mechanisms.

3. KEY MESSAGES

Achieving our communications goals depends on all RAP 3 team members sharing consistent and clear messages about the programme's identity, values, activities and progress – with each other and with the public, government and press.

Annex 1 contains a list of frequently asked questions and answers about the RAP 3 process – learning these will help team members minimise incidences of confusion and spread of misinformation in communities. A full list of RAP 3 messages is contained in annex 2. It is important that each team member takes the time to familiarise themselves with the internal and external messages across ALL components.

We also ask that the DTL develops an up-to-date set of messages about RAP 3 LRN progress in their district each trimester. And that the INGO district officer develops an up-to-date set of messages about RAP 3 SED progress in their district each trimester.

Our most important programme messages are known as The 10 RAP 3 Principles. These are:

- 1) *We are working in this district to improve the quality of life of local people.*
- 2) *Our aim is to develop this district's economy by strengthening government's capacity and empowering local people to manage their community's development.*
- 3) *We increase the economic opportunities of the poorest and most marginalised households in this district by generating employment, improving connectivity and providing training in income generation activities.*
- 4) *We respect the dignity of people, their culture, religion and customs.*
- 5) *We are accountable at all levels, but particularly to the local communities we seek to assist.*
- 6) *We listen and learn from the communities we work with and actively encourage people to ask us questions and raise issues about the programme.*
- 7) *We ensure that our assistance is transparent and we involve poor people and their communities in the planning of our activities.*
- 8) *We have a zero tolerance policy on any form of corruption and bribery. We do not make contributions to political parties and do not make any forced contributions in cash or kind.*

9) *We work to ensure equal opportunity to everyone, irrespective of gender, age, caste, ethnicity or religion.*

10) *We actively promote the safety and wellbeing of all RAP 3 employees and the communities we work with.*

4. CORE AUDIENCE TYPES

Before implementing any communications activity district teams will need to think about how each of these important audience types is best reached and whether messages need to be specifically tailored. In particular, women and marginalised groups can often miss messages if thought is not given to targeting communication activities.

- **RAP 3 team**
 - District technical assistance team
 - SED Officer
 - International and local NGO partners
 - Private consultants
- **RAP communities**
 - RBG members and families – men, women, children and different social groups
 - RMG members and families – men, women, children and different social groups
- **Non-RAP communities**
- **Local government**
 - District Development Committee (DDC)
 - District Technical Office (DTO) staff
- **Political parties**
 - Plus sister groups including students, trade unions etc.
- **Press**
 - Editors of local papers
 - Local reporters of national papers
 - RAP 3 radio show producers
 - RAP3 TV show producers
 - Foreign Press Reporters

5. COMMUNICATIONS ACTIVITIES

INFORMAL AND UNPLANNED COMMUNICATIONS

Word of mouth is the most widespread and powerful form of communication in the isolated rural districts RAP 3 works in. We are encouraging local communities to ask the RAP 3 team questions about what is going on with the programme in their district and how it will impact their lives and livelihoods. This means all team members must be aware of RAP 3's key messages and evolving district-specific messages – to minimise the chance of the wrong information being shared.

PUBLIC NOTICE BOARDS, HOARDINGS

Public notice boards and hoardings are a highly visible way of sharing key RAP 3 messages. For example, we are asking all DTLs to ensure The 10 RAP 3 Principles – is put up in the DDC courtyard and other strategic sites in their districts. Public notice boards are also effective spaces

for showcasing progress against plans in the districts. And mobile signs designating roadworks are good spaces to publicise RAP 3's key messages and district updates.

WEEKLY RAP 3 RADIO SHOW

A RAP 3 radio show – provisionally entitled *Path to Development* - will be produced each week in Kathmandu and aired on local FM radio stations in each of our districts. The show will be produced by the Antenna Foundation – a Nepali NGO with significant experience working with donors and aid programmes on public service broadcasting for development issues. The magazine-style show will be driven by local people and the development issues that most affect them. Public service announcements will go out in all of the districts encouraging people to call a toll-free number and leave a voice message with their thoughts and experiences on what's working and what's not with the RAP 3 programme. These will then be collated centrally and fed into the show, which will also contain content on broader development issues affecting communities in our districts.

TV SERIES ON RAP3 ISSUES

Watchdog Media presents 10 minute pieces on development issues and has proposed produce 10 episodes, each examining different RAP3 thematic areas such as DTMP and DRCN, ARAMPs, RAP's new road construction approach and related SED, road improvements, market based SED initiatives, capacity building of public and private RTI sectors, capacity building engineering profession, GON SWAp Programme, Transparency and Anti-Corruption Strategy, RAP Communication Strategy, PMV

PRESS RELEASE

Before major events, particularly if press are invited, the DTL should draft and issue a press release to local editors and district reporters from the nationals. These should capture major facts, figures and quotes to minimise the chance of events being misreported. We have included a sample press release to use as a template in annex 5. You should also issue press releases around the time of big programme milestones or interesting updates after clearing them with your District Coordinator.

STRUCTURED AND OPEN COMMUNICATION AT PUBLIC AUDITS

Public audits – at which RAP 3's district-level activities and expenditures are discussed - are more than just a tool for ensuring the programme's transparency. Done well and often (at least every six months), they should help develop a sense of ownership over the programme among stakeholders and provide a forum for local people, government, political parties, press and the RAP 3 team to discuss progress. While presentations at the audit are formal and structured, DTLs should communicate the message to all attendees that the RAP 3 team want to listen and learn from all stakeholders.

TARGETING RBG/RMG SAHASKARTAS AS CHAMPIONS

Sahaskartas are the RBG/RMG members who represent their group at public meetings and oversee group payment etc. Social mobilisers, supervision engineers and other members of the RAP 3 team should see them as champions with whom to share important messages and task them with disseminating messages within their group and more widely their community.

WELL-PLANNED COMMUNICATIONS AT SITE VISITS

Site visits by local government representatives and political parties offer a chance to communicate what RAP 3 is achieving and help them develop a sense of ownership for the programme. It is important that those RAP 3 staff accompanying stakeholders on site visits be up to date on all core and district-specific programme messages. They are acting as an ambassador of the programme. It is also a good idea to invite local press along to cover these site visits. A press release should be issued to all journalists attending to make sure they report facts accurately.

6. INDICATORS OF SUCCESSFUL COMMUNICATIONS

- Regular public hearings held with increasing number of participants. (Data collected by DTL or appointed team member, checked by auditor)
- Feelings of confidence in sharing concern in public forum (data collected by MEL)
- Number of positive mentions in local press. (Press cuttings collected by DTL or appointed team member)
- MEL reporting less confusion over programme messages.
- Increasing numbers of participants and listeners to weekly RAP radio show. (Data collected by Antenna Foundation)
- Listeners to RAP radio show reporting increased awareness of RAP, increased support for RAP and increased trust in RAP. (Surveys to be conducted by Antenna Foundation)
- Local people reporting increased awareness of RAP, increased support for RAP and increased trust in RAP (Data collected in annual perceptions survey by MEL)

ANNEX 1. FREQUENTLY ASKED QUESTIONS

How are RMG wages calculated?

Basic wage rates are set by your district government. RMGs are paid a fixed monthly sum each month following inspection of works.

How are RBG wages calculated?

RBGs are paid a variable lump sum, on average once a month, according to the volume of work carried out by the group as a whole since the last payment. From this total, a daily wage rate is calculated by the supervising consultant for each RBG, and members are then paid according to how many days they have worked in the period since last payment.

Are men and women paid the same?

Men and women are paid the same wage for equal work. This means that if a woman has worked more days in a month than a man, she will receive more money and vice versa - the rate is the same.

Why are RMG members only employed half time?

Employing RMG members half time helps create more jobs for communities. It also gives members time to concentrate on other income generating activities and family commitments such as child care. We actively target women's participation in RMGs, so the work's part time nature is a practical incentive.

Is child care available for RBG members?

Yes. Day care centres are available for the children of female RBG members only. RAP 3 recognises that it is important to have day care centres in order to increase participation of women in road construction. It is the responsibility of your social mobiliser/ local NGO representative to assess the need for child care in your RBG so speak to him or her for details.

What are the rules for pregnant women in RBGs or RMGs?

We discourage pregnant women from continuing work in RBGs or RMGs but family members are able to take their place provided they meet the basic age and fitness requirements.

What are the rules for lactating mothers in RBGs?

Space should be set aside in the child care centres for lactating mothers to feed their babies.

What are the requirements for membership of RBGs?

RBG members must be between 16 and 60 years old, and physically and mentally fit.

What are the requirements for membership of RMGs?

RMG members must be between 16 and 60 years old, and physically and mentally fit.

Are RBG and RMG members insured in case of accident at work?

RBG and RMG members are insured for accidents at work under our accident incident policy. They are covered for all medical treatment and in the case of severe injury such as loss of a body part they will receive financial compensation. In the event of death their family will receive compensation

What are the treatment facilities for accidents at work?

RBG and RMG members are trained in first aid and there is a minor injuries first aid kit at all sites for carrying out primary level treatment. We will recommend local nearby health care if needed and should a member be hospitalised we will cover the costs of an attendant.

What are the rules around safety gear?

All RMG and RBG members are provided with boots and a hard hat which they are required to wear. Those carrying out specific tasks such as rock breaking will be provided with gloves, goggles and masks.

Can someone else in my household take my place at work?

Yes another member of your household can take your place in an RBG or RMG provided they meet the age and fitness requirements. But it is very important that they sign in as themselves and do not use your name. This is so that in case of accident we have the right information about who is working on that day.

What is the relationship between RAP 3 and local government?

RAP 3 works very closely with local government and our programme offices are located within the DDC and DTO. Road maintenance is carried out through local Government systems. This is important because it means the maintenance procedures we are putting in place will carry on after the RAP programme ends. However, in the short term it can mean delays because government procurement processes are slow.

Why have I not been selected for the SED programme?

In the long-term, the SED programme will benefit everybody by improving market systems in the districts we work in. Better links between producers, processors, transporters and traders will help you sell your produce more easily. However, we are targeting our income generation training at the poorest and most marginalised households in the districts we're working in. If these people are not targeted they will have less chance of benefitting from the new roads. The community itself is responsible for identifying the poorest and most marginalised households.

ANNEX 2. KEY MESSAGES

INTERNAL MESSAGES

These messages are intended to be shared with all RAP team members including district technical assistance teams, RAP social development officers, private consultants, and international and local NGO partners. Every RAP team member should follow the directives and adopt the principles contained in these messages, and use them to guide their interactions with each other and with the communities they work with.

1. RAP 3 is a partnership. Over and above whoever our contract is with, we work for RAP 3 and we are one team.
2. RAP 3 is a big programme with many components, so it is easy for information to get lost. It is the whole team's responsibility to share their own knowledge and keep themselves informed and updated on what's happening in their district in every component. We can only give a consistent message to the public if we all have the same information.
3. Communications is the responsibility of the whole RAP 3 team. Often it is the local NGO partners and private consultants who spend most time engaging with local people so it is very important that these groups have accurate and up-to-date information about the programme.
4. The whole RAP 3 team should be willing to learn with and from poor and marginalised people, our partners and others so that better decisions about our actions are made and good practices can be shared.
5. Part of our commitment to transparency is the proactive sharing of information in relevant formats with all our stakeholders, including the poor and marginalised communities we work with.
6. RAP 3 encourages open information sharing through posters on public noticeboards and hoardings which are easily accessible to communities with details of our own plans and budgets.
7. RAP 3 requires all team members including implementing partners to act in a way that fits with our shared objectives, approach and values. (See The 10 RAP 3 Principles)
8. As RAP 3 team members, we should all be comfortable receiving complaints or grievances and see them as an opportunity to grow and learn.

EXTERNAL MESSAGES

All team members should familiarise themselves with the messages below so they are ready to engage with communities, press and government. Where indicated, team members should also develop and regularly update their own district specific messages.

RAP 3 IDENTITY

1. RAP stands for Rural Access Programme.
2. RAP has been running since 2001 and is now in its third phase, RAP 3.
3. RAP was designed and continues to be managed by UK consultancy IMC Worldwide.
4. The RAP 3 implementation team is a partnership comprising IMC Worldwide; international NGOs Helvetas, Practical Action and Winrock; and local NGOs.
5. RAP 3 is working to develop the economy of rural Nepal by providing jobs, improving connectivity through building and maintaining roads, and training poor and marginalised communities in income generation activities.
6. We are keeping roads open so that development can take place.
7. RAP 3 is supported by an independent monitoring, evaluation and learning unit (MEL), managed by UK-based consultancy ITAD. MEL is supporting RAP 3's continual improvement by measuring, evaluating and reporting back on progress against agreed indicators.
8. During the first two phases of RAP, 1,000km of road were built; 2,000km of road were maintained; 14 million days of employment were generated; and 29,000 households were involved in income generating activities supported by the programme.
9. RAP 3 is working in eight core districts. New construction is taking place in the districts of Humla, Mugu, Bajura and Kalikot. Maintenance is taking place in the districts of Jumla, Doti, Achham and Dailekh.
10. RAP 3 provides jobs and maintains roads in six non-core districts: Dadeldhura, Jhapa, Morang, Parbat, Sankhuwasabha and Sindhupalchowk. RAP 3 does not engage in income generation training in these districts.
11. RAP 3 promotes labour-based approaches wherever possible to maximise employment days and increase incomes in roadside communities.
12. RAP 3 employs men and women from the poorest communities and most marginalised groups.
13. RAP 3 supports capacity building of government and the private sector so that, in time, road construction and maintenance can be implemented without donor funding.

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14. RAP 3 works with local people and local government, and through local government systems to maintain roads.
 15. RAP 3 works with local people, local government, local NGOs and private consultants to build new roads.
 16. RAP 3 works with international and local NGOs to train communities in income generation activities.
 17. Income generation activities include vegetable production, goat husbandry and collection of non-timber forest products. We focus on pro-poor activities that require little or no land.
 18. The private consultants and NGO partners we work with are all part of our RAP 3 team.

VALUES

1. RAP 3 is always seeking to strengthen its accountability to poor and marginalised people and to strengthen its commitment to women's rights.
2. RAP 3 promotes transparency at every level of the programme.
3. RAP 3 believes that no person should be worse off after the project.
4. RAP 3 believes that poor and excluded people should take part in all decisions that affect them.
5. RAP 3 holds public hearings every six months – representatives from RAP communities and non-RAP communities are encouraged to attend to let the team know what's working well and raise any issues.
6. RAP 3 produces weekly FM radio shows to talk about issues affecting the project and local people.
7. The RAP 3 team will do its best to answer any question and address any issue. We actively encourage local people to come forward with questions about how we are working in their district. We want the communities we work with to be in charge of their own development.
8. RAP 3 targets the poorest groups for employment. Quotas have been introduced to make sure women do not lose out.
9. RAP 3 believes that the only way that you can increase people's incomes and food security in a sustainable way is by production for the market.
10. We have produced a document called The 10 RAP Principles that guide all of our operations. These are pinned up on public noticeboards and in DDC courtyards. If you see any member of the RAP 3 team behaving in a way that doesn't follow these

principles we want to know about it. Please tell your social mobiliser, supervising consultant or any member of the RAP 3 team. If you want to remain anonymous please call the toll-free number.

11. We have a zero tolerance approach to bribery and corruption in any form. If you suspect any type of corruption is happening in the programme in your district please report it or call the anonymous toll free number.

LOCAL ROAD NETWORK (LRN) COMPONENT MESSAGES

MAINTENANCE

1. RAP 3 is working closely with Government to foster a culture of maintenance and strengthen its capacity to deliver emergency and routine maintenance.
2. For carrying out maintenance works, RAP 3 works through the Government system of District Development Funds in each district.
3. Private consultants – under the direction of RAP 3 – are used to support Government to carry out all the planning, management and supervision of works.
4. The RAP 3 implementation team itself focuses on supporting Government to develop its procurement and management roles.
5. RAP 3's first priority is emergency maintenance, then routine and recurrent maintenance. Upgrade and improvement works are only considered when all maintenance and conservation of the existing district road core network (DRCN) is complete.
6. Most recurrent and routine maintenance is undertaken by local people, through a system of Road Maintenance Groups (RMGs).
7. The RMG system is supported by the International Labour Organisation.
8. RMGs usually contain five to 10 people who live near the road.
9. RMGs are responsible for routine maintenance activities such as clearing side drains and culverts, removing small landslides, vegetation cutting, cleaning traffic signs and road furniture, preserving slope protection measures and repairing minor damage.
10. RMG activities can easily be carried out by local people with minimal training and using basic hand tools. Basic experience in agriculture is generally sufficient.
11. RMG members are employed on a half-time basis. This allows more people to benefit from jobs and enables group members to combine maintenance work with other responsibilities such as crop cultivation, animal husbandry and care for children. This is especially important to ensure that women can participate.
12. All RMG members must be between 16 and 60 years old, physically and mentally fit, and come from the poorest communities living along the road.

13. Priority is given to women, to marginalised groups such as Janajati and Dalits, and to unemployed youths.
14. RMG members are given one day of practical and one day of theoretical training, so they can carry out maintenance activities properly and safely.
15. RMGs are paid monthly in equal lump sums following inspections of their work.
16. RMG wages are determined by district wage rates. Men and women are paid an equal wage for equal work.

CONSTRUCTION

1. RAP 3 roads are constructed using labour-intensive techniques to maximise employment opportunities for local people.
2. Routine road construction work is carried out by Road Building Groups (RBGs).
3. All RBG members must be between 16 and 60 years old, physically and mentally fit, and come from the poorest households.
4. Priority is given to women, to marginalised groups such as Janajati and Dalits, and to unemployed youths.
5. RBGs contain up to 20 men and women who live no more than two hours' walk from the road.
6. RBGs are paid monthly.
7. RBGs are paid for the volume of work they have carried out each month. A daily rate is calculated from this and distributed among members according to how many days each has worked. This daily rate is the same for men and women.
8. RBG members are empowered to manage their groups themselves through training. This training includes group management and leadership development, work measurement and safety, first aid, group conflict management and formation of savings and credit groups.
9. RBG members are required to save 10% of their wages in their RBG saving group.
10. Special Building Groups (SBGs) are male only groups that camp close to construction sites. They are used in areas where there aren't enough RBGs or where there is more difficult work.

SAFETY

1. RMG, RBG and SBG members are provided with safety equipment and trained in first aid and safety at work.

2. All accidents are reported and investigated. RAP 3 works to continually improve its safety standards.
3. RAP 3 roads are designed and maintained in a way that helps ensure all road users' safety.

RESILIENCE

1. Making RAP 3 roads 100% resilient to earthquakes or landslides would be extremely expensive and environmentally damaging. Instead, RAP 3 roads are designed with an appropriate level of resilience backed up by measures to protect road users and repair damage quickly.
2. RAP 3 road design takes into account the potential effects of climate change in rural Nepal including rising temperatures, increased rainfall variability and increased flood risk.

LAND

1. New RAP 3 roads are partly built on private land donated by local people.
2. The benefits of improved access to markets and financial services, education and healthcare provided by the road should, to some degree, counteract any loss in livelihood brought about by loss of land.
3. The RAP 3 team believes that no person should be left worse off than before road construction, so we offer those households affected by loss of land preferential inclusion in RBGs and income generation activities. This kind of compensation helps these households maximise the benefits that the new roads offer.
4. Any financial compensation and land reallocation is at the discretion of Government.

District specific LRN messages

<<It is the responsibility of the district team leader in each district – in consultation with all members of the technical assistance team (including private consultants) to develop and maintain a list of messages relating to LRN progress against plans in their district. This should be updated and shared at monthly sharing meetings with all RAP district staff so that every district team member is able to address questions and concerns raised by local people, press and government.

These messages should cover what interventions are planned in any given district and how implementation is progressing against plans.>>

INCOME GENERATION COMPONENT MESSAGES

1. RAP 3 uses a participatory market systems approach and works with marginal groups.
2. RAP 3 trains poor and marginalised people in income generation activities such as vegetable production, goat husbandry and collection of non-timber forest products. These activities can be carried out by the poorest people as they require little or no land.
3. RAP 3 does not believe in supporting production without a functioning market system. People trained in these activities must be linked to a market system of processors, transporters and traders to get a sustainable benefit from their new skills.
4. RAP 3 provides enabling infrastructure such as trail bridges and irrigation systems to facilitate income generation activities.
5. RAP 3 does not believe in providing infrastructure without a functioning post construction services system. For example, if we introduce an irrigation scheme, there must be a system in place for governance and maintenance of the system. Users must be linked to skilled masons, plumbers, and people who sell pumps etc.
6. RAP 3 believes that a community's economic development depends on the active participation of and benefit for marginalised groups.
7. RAP 3 works by bringing the private sector to the target road corridor. We stimulate private sector interaction with marginalised groups because if it were left to market forces, only those better off would see benefits.
8. We believe in more training and more exposure to infrastructure for marginalised groups, not just extra subsidies.
9. In most areas we work in, there is no functioning market system yet and there is no functioning post construction services system yet. RAP 3 works to identify bottlenecks and stimulate market linkages.
10. The project gives priority to poor and disadvantaged households but can include the less poor if this is needed to make market systems work.
11. The project recognises that specific groups and individuals within groups may require more or less than the average support.
12. About 50% of income generation activity participants are women.
13. RAP 3 income generation activities are delivered through the RBG system.
14. RAP 3 focuses income generation activities in areas with ongoing road construction or in the areas with road sections most recently constructed under RAP 2. In most cases, this concerns two or three VDCs where RBGs or former RBGs exist.

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15. RBG members are empowered to manage their own group during and after construction.
 16. RAP 3 supports RBGs in the formation of group saving and credit schemes and mobilisation of income generation activities.
 17. The people responsible for this support are called social mobilisers, they work for local NGOs and they are part of our RAP 3 team.
 18. RBG members are required to save 10% of their wages each month in their group saving and credit scheme. This money can be used to seed income generation activities or to provide resilience in hard times.
 19. RBG and former RBG saving and credit schemes agree internal loans and set their own interest rates which are usually around 12-24%. This is much less than the rates charged by loan sharks which can range from 34 to 60%.

District specific SED messages

<<It is the responsibility of the INGO district officer in each district – in consultation with all members of the INGO-led team (including local NGO delivery partners) to develop and maintain a list of messages relating to progress against plans in their district. This should be updated and shared at monthly sharing meetings with all RAP district staff so that every district team member is able to address questions and concerns raised by local people, press and government.

These messages should cover what interventions are planned in any given road corridor and how progress is progressing against plans.>>

ANNEX 3 TRACKING CONTRACT PROGRESS

Messages for LRN, SED and Capacity Building should cover what interventions are planned in any given district and how implementation is progressing against plans. Below is an example of what has been developed for LRN contract progress tracking. It is intended that these spreadsheet will be available in the districts section of the website

RAP 3									
SUMMARY SHEET OF ALL CONTRACTS									
Ref	Brief Description	Type	Location	Start date	End date	Total Value (NRs.)	Paid to date (NRs.)	On target? (Y/N)	Key issues or actions required
Contract 1		Works		0	0	0	100	Y	
Contract 2		Service		0	0	0	100	Y	
Contract 3		Goods		0	0	0	100	Y	

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RAP 3

CONTRACT SUMMARY SHEET

Contract Name/No.: Contract 1/..					RAP Manager:		>15%
Contractor's Name/Tel./Email:					Last Updated:		10-15%
Contract price:					Revised Price:		0-10%
Start Date:					End Date:		(+/-)
Revised End Date:							
Procurement Method:			Direct	Open Quote	Sealed Quote	ICB	NCB
Procurement		Planned Date			Actual Date		Status (+/-)
Tender Notice/Request							
Submission/Quote							
Evaluation Report							
Contract Signing							
Implementation		Planned			Actual		
Milestones (Input/Output)	Date	NRS	% Complete	Date	NRS	% Complete	Status (+/-)
		NRs	100		NRs	100	
Variation Order					Date	Value(+/-)	Time (+/-)
Issues/Nonconformances/Actions							

