

Project Orientation, M&E Training Workshop Adaptation at Scale Prize Project

परियोजना अभिमुखिकरण, अनुगमन र मूल्याङ्कन तालिम कार्यशाला
अनुकूलन व्यापक्ता प्रवर्द्धन पुरस्कार परियोजना

Kathmandu, Hetauda and Nepalgunj



ideas to impact.



June 2017

Table of Contents

Acknowledgements	2
List of Abbreviations/Acronyms	3
1.0 Introduction	4
1.1 Objectives	5
1.2 Workshop Structure, Methods and Process	5
2.0 Expectations of the Participants	7
3.0 Delivery of Technical and Thematic Contents	8
4.0 Training Needs Assessment	9
5.0 Feedback on the Workshop	10
5.1 Workshop content, design and results	10
5.2 Areas to improve	11
6.0 Issues and Challenges for A@S Prize	12
7.0 Outcomes	13
8.0 Recommendations	13
9.0 Next steps and Way Forward	13
10.0 Conclusion	14
Annexes	15
Annex 1: Photographs	15
Annex 2: Need Assessment Template	18
Annex 3: Feedback and/or Evaluation Form	19
Annex 4: List of Participants and Resource Persons	21
Annex 5: Program Schedules	24

Acknowledgements

First and foremost, we wish to acknowledge the generous contribution and support from DFID, IMC Worldwide consortium to IDS-Nepal/CGED-Nepal/ SIAS consortium to organize this workshop. Likewise, we would like to express our sincere gratitude and deep appreciation for all participants for their active participation and meaningful contribution in making the three orientations cum training workshop successful.

Our special thanks to Dr. Ram Prasad Lamsal, PAC Chairperson of A@SPP, Joint Secretary and Head, Climate Change Division, Ministry of Environment and Population (MOPE), for Chairing the Opening Session of the workshop in Kathmandu and delivering informative and inspiring remark by highlighting the growing needs of climate change adaptation in Nepal, and wishing for the success of the workshops, in particular, and the A@S project, in general. Similarly, Mr. Naresh Sharma, Under Secretary & Manager of the NCCSP and the PAC member in the MoPE deserves our special thanks for sharing the ongoing climate change adaptation (CCA) activities, especially the NAP process under the guidance of the MOPE. Mr. Yub Raj Maskey, Acting Regional Director, Regional Forestry Directorate, Central Development Region, MoFSC and Mr. Krishna Dahal, Campus Chief, IoF, TU, Hetauda are also thankfully acknowledged for their participation and providing of valuable and encouraging remarks during the opening session of the workshop at Hetauda.

Thanks are due to Dr. Dinesh C Devkota (former VC, NPC, Nepal), Dr. MadanKoirala (Member, PAC), Ms. Kanchan Lama (Member, PAC), and Mr. Bholu Khatiwada (FECOFUN representative), who provided encouraging and insightful remarks at the Kathmandu workshop.

Special thanks are due to the representatives of the 47 organizations who participated in the three workshops enthusiastically and contributed meaningfully. Without their patient hearing, productive interaction and critical feedback, these workshops would not have met its objectives.

I would like to thank my team members including Dr. Dinesh Chandra Devkota (Climate Change Policy); Dr. Lokendra Poudyal (M&E Expert), Ms. Prabha Pokhrel (GESI Expert), Dr. Ngamindra Dahal (DRR and Water Management Expert) and Mr. Prakash Koirala (Media and Communication Expert), for preparing and delivering informative, educative and learning training materials to the participants. The team leader Dr. Madhav Bahadur Karki (Climate Change and Natural Resources Management expert) together with the Project Manager Dr. Sarba Raj Khadka – with inputs from other team members - designed delivered and managed the whole process. The entire A@S Prize project Nepal team deserves sincere thanks and deep appreciation without whose expert deliberations the workshops would have not been so successful.

Mr. Pawan Paudel, Research Associate provided logistic and technical support and his efforts are well appreciated. Mr. Umakant Sapkota, Mr. Jagannath Bhurtel, Mr. Bhupal Khadka and other colleagues of C-GED Nepal and IDS Nepal provided necessary logistic support and they are thanked for their efforts.

Dr. Madhav B. Karki
Team Leader

List of Abbreviations/Acronyms

A@SPP	Adaptation at Scale Prize Project
CBO	Community Based Organization
CCA	Climate Change Adaptation
CGED Nepal	Center for Green Economy Development- Nepal
CUG	Community Users Group
DfID	Department for International Development
FECOFUN	Federation of Community Forestry Users, Nepal
GESI	Gender Equality and Social Inclusion
IDS – Nepal	Integrated Development Society – Nepal
INGOs	International Non-Government Organizations
IoF	Institute of Forestry, Nepal
M & E	Monitoring and Evaluation
MoFSC	Ministry of Forests and Soil Conservation, Nepal
MoPE	Ministry of Population and Environment, Nepal
NGOs	Non-Government Organizations
NPC	National Planning Commission of Nepal
PAC	Project Advisory Committee
SIAS	South Asian Institute for Advanced Studies
TU	Tribhuvan University, Nepal
VC	Vice Chairman

1.0 Introduction

Adaptation at Scale Prize Project invites, involves and encourages selected international, national, community-based and private organizations working in the areas of climate change adaptation (CCA) in Nepal to develop new and innovative ways to scale-up and scale-out community driven CCA initiatives and actions focusing on the vulnerable, marginalized and poor communities. It had offered financial rewards to competent organizations as *Protsahan* (Encouragement) Prize in Stage 1 that concluded in Dec 2016. It is believed that the Protsahan prize winners are already developing innovative plans to scale up/scale out their existing successful adaptation projects. Stage 2 is planned to implement and provide *Karyanwayan* (Implementation) Prize, which is commenced in March, 2017. It is designed to prepare, involve and select the most successful organizations registered for competition that will demonstrate successful up scaling and out scaling of their CCA initiatives through evidence creation in terms of outcomes and impacts.

The *Protsahan* Prize was awarded in December 2016 to community driven projects with positive results and authentic evidence of potential to scale-up and scale out by covering larger areas and benefitting added number of people. The winners had clear objectives and innovative implementation plans for expansion and outreach. The *Karyanwayan* Prize was launched in March, 2017 and will be awarded to organizations that exhibit positive outcomes for poor and vulnerable communities using new and innovative approaches, tools and practices.

If not addressed properly, climate change impacts individuals, households and communities, especially poor and marginalized groups. Adaptation at Scale Prize Project (A@SPP) aims to identify and reward organizations promoting new and innovative ways to scale up and scale out community driven climate change adaptation initiatives, through cash awards.

After the successful completion of Stage 1 (*Protsahan* Prize), the Stage 2 (*Karyanwayan* Prize) of A@SPP is planned to run from March, 2017 till December 2018. Stage 2 is managed by a consortium of three organizations working in the CCA and related areas comprising of IDS-Nepal, CGED-Nepal and SIAS henceforward to be called the Nepal team. This is a sub-contract arrangement with the main contractor-IMC Worldwide led consortium based in United Kingdom, financed by Department for International Development (DFID) of the UK Government.

As a part of the implementation process of the Stage 2 of the A@S Project, the Nepal team first analyzed and prepared list of 39 shortlisted organizations from Stage 1 (15 winners of the

protsahan prize and 24 registered applicants for Prothasan Prize in Stage 1). In order to give opportunities to underrepresented Mid- and Far- Western Development Regions of the country, the Nepal team invited additional participants to make the total list of participating organizations to 48 (see Annex 1). These are CCA relevant organizations selected through criteria based process ensuring that all the provinces and ecological zones of Nepal were represented. The selected organizations comprises of INGO, NGOs (Both national and district levels), CBOs and private sector entities from all parts of Nepal. Upon completion of the selection of the partners showing their interest to participate in the competition, the Nepal team conceptualized, designed and organized the Project Orientation and M&E Training Workshops for selected participants from different parts of Nepal at three different locations: Kathmandu, Hetauda and Nepalgunj) ensuring easy accessibility with the following objectives:

1.1 Objectives

- ✓ To introduce A@S Stage 2 project and process to the participating organizations, and
- ✓ To orient conceptual issues and practical implementation approaches methods and monitoring processes.

The workshop also aimed at contributing to capacity gap analysis and knowledge building of the participants especially in monitoring of the Scaling-up and Scaling-out adaptation activities.

1.2 Workshop Structure, Methods and Process

The A@S Stage 2 Project Orientation and Monitoring & Evaluation (M&E) Training Workshops were conducted in three different locations of Kathmandu (Kathmandu valley), Makawanpur (Hetauda) and Banke (Nepalgunj). This two-day workshop covered the entire gamut of conceptual, , practical and cross sectoral aspects of climate change vulnerability, impacts and adaptation needs as well as approaches. The training materials prepared and delivered were based on the needs of the Stage 2 project wherein existing CCA work of the collaborating partners are to scale up and out. Altogether 6 experts led by the Team Leader delivered carefully prepared lectures and interactive discussions expecting to meet the needs of heterogeneous groups of participants. It was observed that the participants took keen interest in sharing their expectations, knowledge and experiences on the adaptation work they have been undertaking in the areas of climate change adaptation. Each delivery of the expert presentation, interactive discussions took place during all the three the workshops.

The expert teams comprising of Dr. Madhav B. Karki, Dr. Dinesh C. Devkota, Dr. Lokendra Poudyal, Mrs. Prabha Pokhrel, Mr. Prakash Koirala, Dr. Sarba Raj Khadka and Mr. Ngamindra Dahal prepared and delivered lectures covering topics from the evolution of project Idea to Impact (I2I); CCA focus of the I2I project in Nepal; objective of the project, climate change relevant components and sectors – both thematic and cross sectoral - coverage of the project as well as intention to generate policy relevant evidence. These experts worked both as the facilitators and resource persons for the workshops. Special efforts were made to familiarize the participants with the innovative and upscaling related topics such as CCA scaling up and scaling out, monitoring and evaluation, gender equality and social inclusion, climate change policy and too 'much too little' water management, and information and communication strategy in the context of adapting to climate change derived changes and challenges .

The workshops were initiated through a brief opening and introductory sessions attended by guests and PAC members. These opening sessions helped to set tones for the following sessions. In Kathmandu, PAC Chairperson Dr. Ram Prasad Lamsal, PAC members Ms. Naresh Sharma, Kanchan Lama and Dr. Madan Koirala and the former Vice Chairman of National Planning Commission of Nepal Dr. Dinesh Chandra Devkota and the team leader Dr. Madhav Karki had covered different aspects of the project and shed light on the relevance and importance of the project and orientation cum training workshop. They also highlighted among other things, the national relevance of the project and the roles of different partners to inform and influence policies and programmes at different levels. In Makawanpur workshop, invited guests from Ministry of Forests and Soil Conservation and Institute of Forestry highlighted the significance of climate change management related programmes and projects for their own organizations and the need for multi-stakeholder approaches to address the causes and consequences as a result of climate change. In Banke, during the opening session, the former Vice Chairman of National Planning Commission of Nepal shared global and national scenarios of climate change and how they are impacting the lives and livelihoods of Nepalese people. They also highlighted the significance of climate change adaptation activities that are homegrown and encouraged the participants to work with their limited resources but unlimited knowledge for upscaling and replicating best practices to reduce the impacts of climate change in both short and long run.

Dr. Madhav Karki, Team Leader of A@SPP and Executive Director of CGED Nepal had a privilege to welcoming all the guests and participants of the workshop, introducing the objectives of the workshop and presenting the overview and the implementation process of the project. Mr.

Prakash Koirala, Communication and Media Expert and Executive Director of IDS Nepal had facilitated the opening sessions.

2.0 Expectations of the Participants

After the opening session, the participants were required to share their expectations. In the meantime, each of them (except in Kathmandu workshop) was also given short time for sharing their experiences, ongoing activities and future plans in relation to climate change adaptation. Each participant attending the workshop had individual expectations from the workshop. Some common one are listed below,

- ✓ To gain knowledge on climate change indicators/tools and vulnerability analysis tools
- ✓ To know local activities and influencers at rural municipality level to follow up on their implementation and sustainability
- ✓ To know evidence based impacts of climate change at local levels
- ✓ To learn on climate change issues in Nepal from different experts' experiences
- ✓ To know how climate change programme and funds can be channelized at local/provincial levels
- ✓ To learn about the major indicators and importance of M& E
- ✓ To get ample information (Basic to effect on human life) and ways to cope with and mitigate it
- ✓ To know the root causes of climate change and its solution (short term and long term)
- ✓ To learn about training and orientation of new and innovative ideas around the world and its replication in their projects
- ✓ To be acquainted with the concept of budget, plans and other supporting policies
- ✓ To know the various platforms to transfer information regarding disaster and climate risks
- ✓ To know the trend of climate change in Nepal (quantitative database)
- ✓ To be acquainted with indigenous technologies to adapt climate change capacity development
- ✓ To gather knowledge on how to identify and document relevant knowledge
- ✓ To know the difference between climate change adaptation and resilience
- ✓ To know proper documentation techniques of their work
- ✓ To know about platform and way forward for networking with NGOs and Government
- ✓ To be a part of adaptation network enabling the learning and sharing of experiences

- ✓ To gain knowledge of sustainable environment, Gender Equality and Social Inclusion (GESI) and finance related issues

3.0 Delivery of Technical and Thematic Contents

Sharing of expectations and presentations on their activities was followed by thematic sessions relevant to the project. The thematic experts delivered on different thematic issues in each workshop.

Dr. Madhav Karki's (Team Leader & Climate Change Adaptation Expert) presentation was focused on general introduction of the project, consistent with the understanding of climate change adaptation, scaling up and scaling out among project partners, understanding adaptation at scale prize project and methodology for implementing stage 2 of the programme.

Dr. Lokendra Poudyal (Monitoring & Evaluation Expert) focused on M&E concepts and indicators in relation to Climate change A@S prize project. He also highlighted the outcome of the project, areas of intervention and monitoring indicators.

Mr. Ngamindra Dahal (Climate Change & Water Expert) focused on local level adaptation for 'Too Much or Too Little Water Management'. His concern was what community or organizations are doing towards drinking and irrigation water and the causes of 'too much and too little water', and the issues of its management in both the scenarios.

Ms. Prabha Pokhrel (Gender Equality & Social Inclusion Expert) focused on GESI policies and practices in the context of Climate Change Adaptation.

Mr. Prakash Koirala (Media Expert) focused on Communication strategy and role of media in climate change adaptation scaling up and scaling out initiatives in Nepal. He concentrated on the role of knowledge management and media in sharing information about good practices.

Dr. Dinesh Chandra Devkota (Climate Change and Policy Expert) focused on challenges posed by global climate change and need for adaptation, scope for reforming and restructuring National and sub-national climate change policies through innovative local adaptation practices. He also touched upon the importance of adaptation at scale prize programme.

Dr. Sarba Raj Khadka (Project Manager) covered the overall organization and management aspects of A@SPP under Stage 2, including workshops, and discussed the important sections of the Stage 2 registration form.

4.0 Training Needs Assessment

Training need assessment helps to identify performance necessities of the program as well as the knowledge, skills and abilities needed by participants. Efficient training need assessment also facilitates mobilization of resources in the project area. Training needs assessment sessions followed the thematic sessions and preceded the feedback sessions. Training needs assessment sessions were facilitated by supplying a list of the possible need areas, with options to add any other particular needs.

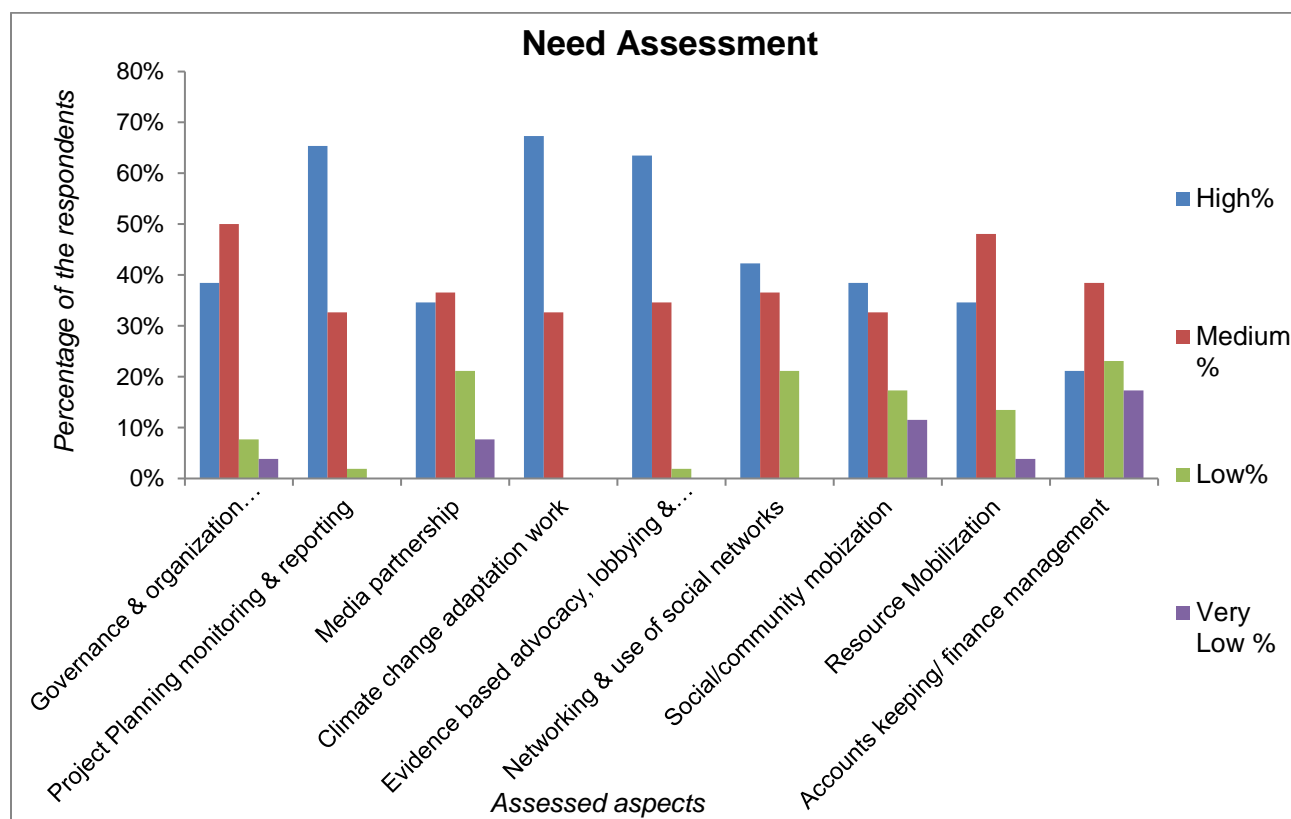


Figure 1: Diagram demonstrating the training needs of the participants

A total of 52 participants had submitted the needs list for the analysis. As presented as Figure 1, four indicators have been used for the needs assessment. Indicator 'High' denotes that

participants considered the topic to be utterly important in their project implementation. Likewise, 'Medium' denoted its usefulness in the project and 'Low' meant that the topic is not required in their project, whereas, 'Very low' signified their prior-possession of the topic's knowledge.

The highest need felt by the participants was on climate change adaptation followed by project planning, monitoring and reporting, and then evidence based advocacy, lobbying and campaigning and training. Medium need was felt on governance and organization development. Participants kept accounts keeping and finance management in very low priority.

5.0 Feedback on the Workshop

Around the end of the workshop, a feedback and evaluation session was put in place for encouraging the participants to rate different dimensions of the workshop – content, design, duration, results, logistics, etc.

5.1 Workshop content, design and results

As per evaluation form, almost all participants agreed and/or strongly agreed that the content presented in the workshop fulfilled the stated objectives and achieved the learning outcomes. More than 90% respondents thought that the content was up to the mark, objectives were clear, instructors were well prepared and they could use learned knowledge at workplace. 19% participant believed venue of the workshop didn't matter and 13% felt that difficulty level in actuality does not matter in the workshop.

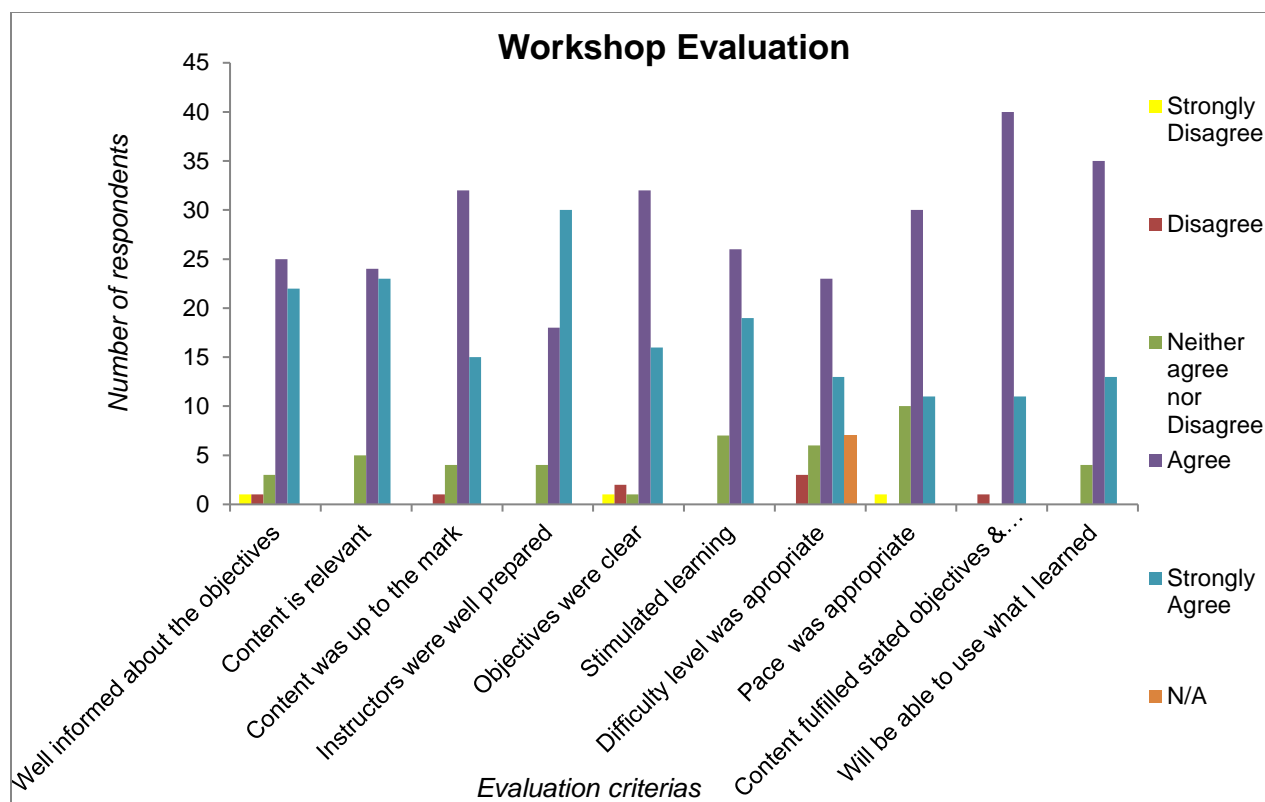


Figure 2: Diagram demonstrating the evaluation criteria and participants' responses

5.2 Areas to improve

Overall the participants found the workshops to be very appropriate, interesting and knowledgeable. There were few feedbacks from participants in order to further improve it. For example, suggestions are to increase time for interactive discussions. Out of 37 suggestions, twenty one emphasized in making the workshop more relevant. Similarly, 18 suggestions were for enhanced content coverage, whereas, few were just the opposite. 17 comments regarding updating the content was also obtained as well as to make the workshop easier along with increased time. Few proposition were to slow the pace of presentations and on workshop organization.

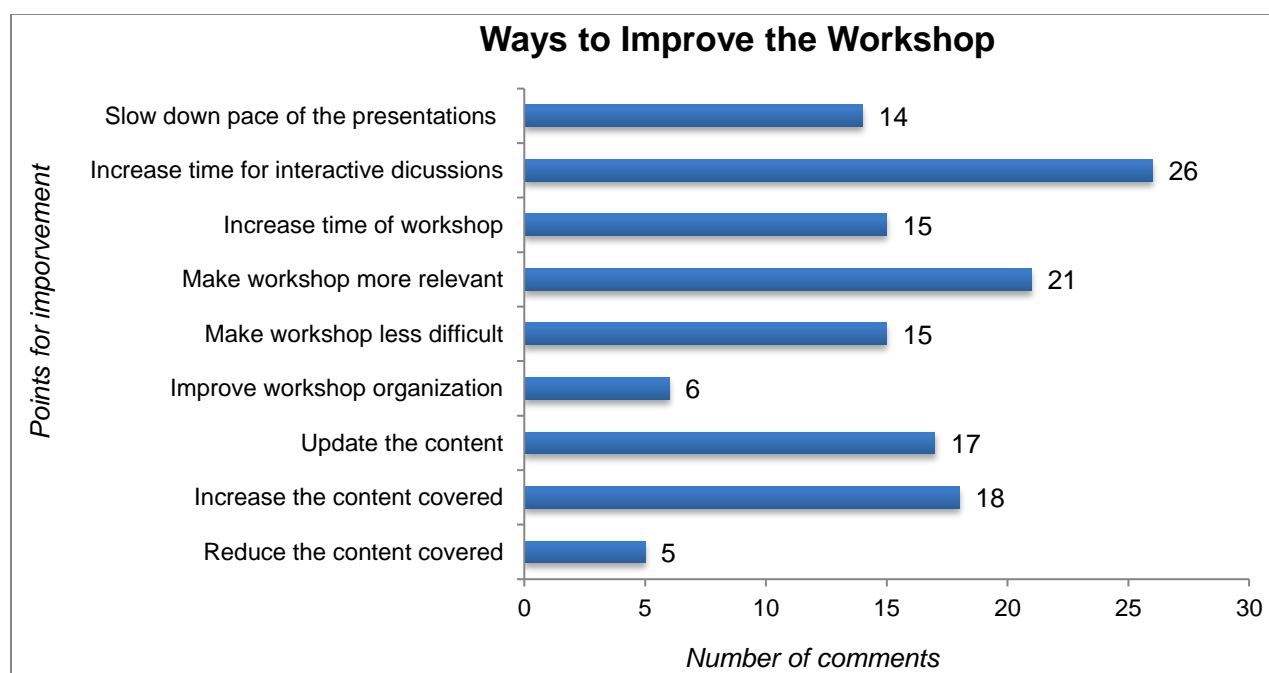


Figure 3: Diagram showing comments regarding the ways to improve the workshop

In addition to written suggestions, a select numbers of participants were given the floor to express their overall observation about the workshop. And almost all observed that the workshops were very much relevant and useful to conceptually guide their planned undertakings in climate change adaptation.

6.0 Issues and Challenges for A@S Prize

Some issues and challenges as, mentioned below came across in the planning and operation of the project,

1. Implementation Fund: Generally, there is no issue for INGOs and National NGOs to implement their plan as they have adequate fund but Local NGOs and Community User groups (CUG) have to face such challenges. Due to which, a number of participants could give up the competition.
2. Documentation: Local NGOs and Community user groups could not properly deliver their ideas and its implementation due to the lack of knowledge of documentation
3. INGOs and national level NGOs have higher knowledge compared to CUGs, therefore there might be biasness in selection process.

4. As various organizations are located in different geographical area, it could be difficult to monitor all of them in the limited time period.
5. Appropriate use of the prize money for innovative climate change adaptation cannot be guaranteed

7.0 Outcomes

The workshop contributed in familiarization of the project and capacity building of the participants on monitoring of scaling-up and scaling-out activities. It also helped participants to develop M&E indicators of CCA plans with the assistance of project's expert.

8.0 Recommendations

The following points have been recommended for consideration in future project interventions:

1. Sharing of all case studies through visual presentations and increase group work as well as cross learning interactions
2. The workshop could be of 3-5 days in length
3. Evaluation criteria for A@SPP should be clearer and more specific
4. More content about adaptation definition and adaptation measures, and other such topics
5. Presentation can be clearer and concise as well as delivery in Nepali language is desirable.

9.0 Next Steps and Way Forward

The following points briefly presents the next steps and way forward of this project,

1. Learning and sharing papers (policy briefs, newsletters on innovation, up scaling, out scaling and innovative topics of interest with all stakeholders

2. Collect all registration forms on or before 07 July 2017
3. Develop training modules, training curricula, materials and partner monitoring criteria and tools as well as organize training and capacity development sessions before 15 September 2017
4. Swift field implementation after September 2017
5. Six monthly monitoring report collection from partners
6. Consistent six-month monitoring

10.0 Conclusion

The critical importance of developing and expanding adaptation to climate change in Nepal can be overemphasized. Currently, Nepal is facing a serious deficit of the adaptation projects, programmes and practices. The A@SPP aims to fill in this deficit by encouraging, incentivizing and technically supporting innovative indigenous, autonomous and planned adaptation initiatives. The 45 partners who have shown interest to join this mission have undergone basin orientation and learning training. The Nepal team experts have found tremendous amount of innovative ideas, enthusiasm and interest among them to scale up and scale out their CCA practices. This orientation cum training workshop is the foundation for subsequent capacity building of these partners to prepare all of them to be competent to do successful work and be competent not only to win the prize but more importantly become an important contributing member of the innovative adaptation community of practice in Nepal.

Annexes

Annex 1: Photographs



Figure 4: Photos from Kathmandu Workshop

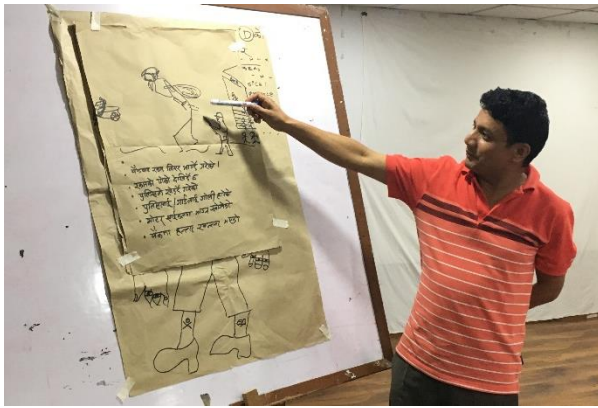


Figure 5: Photos from Makawanpur (Hetauda) Workshop



Figure 5: Photos from Banke (Nepalgunj) Workshop

Annex 2: Need Assessment Template

A@SPP

Training/Capacity Building Needs Assessment

29-31 May 2017

Areas	Need category (Place X in appropriate box)			
	High	Medium	Low	Very low
1. Governance and organization development				
2. Project Planning, monitoring and reporting				
3. Media partnership,(how, where and when)				
4. Climate Change adaptation work				
5. Evidence based advocacy, lobbying and campaigning(for policy, regulations and public service access)				
6. Networking and use of social networks				
7. Social/ Community mobilization				
8. Resource (financial, human and institutional) mobilization				
9. Accounts keeping/finance management				
10. Others (Please specify)				

Annex 3: Feedback and/or Evaluation Form

Project Orientation and M&E Training Workshop Workshop Evaluation Form

Date: 07-09 June 2017

Please complete this feedback form to help us know your experience. Your feedback is critical to improve our inputs for future workshops.

1=Strongly disagree; 2=Disagree; 3= Neither agree nor disagree; 4=Agree; 5=Strongly agree; N/A=Not applicable

WORKSHOP CONTENT

1. I was well informed about the objectives of this workshop. ()
2. The content is relevant to my work/interest. ()
3. The workshop content was up to the mark. ()
4. The instructors were well-prepared. ()

WORKSHOP DESIGN

1. The workshop objectives were clear to me. ()
2. The workshop activities stimulated my learning. ()
3. The difficulty level of this workshop was appropriate. ()
4. The pace of this workshop was appropriate. ()

WORKSHOP RESULTS

1. The workshop and training content fulfilled its stated aims, objectives and learning outcomes. ()
2. I will be able to use what I learned in this workshop. ()

HOW COULD THIS WORKSHOP BE IMPROVED? (MARK ALL THAT APPLY)

1. Reduce the content covered in the workshop.
2. Increase the content covered in the workshop.
3. Update the content of the workshop.
4. Improve workshop organization.
5. Make the workshop less difficult.
6. Make the workshop more relevant to the project.
7. Increase the time of the workshop.
8. Increase the time for interactive discussions.

9. Slow down the pace of the presentations.
10. Include additional sectors such as in the workshop.

Any other improvement that you would like recommend?

What did you most appreciate/enjoy/think was best about the workshop?

Annex 4: List of Participants and Resource Persons

Table 1: List of KathmanduWorkshop Participants

S. N.	Name	Organization	Email	Phone
1	Jelina Shrestha	YONSED	jelina@yonsed.org.np	9843329674
2	Madhu S Gautam	NDRRC Nepal	gautammadhusudan@hotmail.com	9851182962
3	Mohan Prakash Shrestha	GREP Nepal	mohanprakashshrestha@gmail.com	9847269982
4	Krity Shrestha	Practical Action	Krity.shrestha@practicalaction.org.np	9851196745
5	SushilaPandit	Care Nepal	Sushila.pandit@care.org Popular.gentle@care.org	9851134993 9851020291
6	UditKafle	Shikhar Ins.Co.	udit@shikharinsurance.com	9801185925
7	Chet BdrSapkota	IRMC	Irmcsb.shikhar@gmail.com dhruvakumar81@gmail.com	9851197001 9818455086
8	PratimaMudbhary& Iain Krisch	WWF	wfwforum@hotmail.com & k.rschil@mail.uc.edu	9851105839
9	ShovanaMaharjan&Santosh Mandal	CRT/N	shovana@crtnepal.org / shovanamaharjan23@gmail.com & Santosh.mandal25@yahoo.com	9841458322& 9847026900
10	SudarshanKhanal	ANSAB	sudarshankhanal@ansab.org	9851115673
11	NirmalPurkuti	DWO	Tanka_4u@hotmail.com nirmala_purkuti@yahoo.com	9847823691 9843402674
12	RoshanSubedi	CEAPRED	csv.kavre@ceapred.org.np	9851167697
13	SristiMaharjan	Chay Ya Nepal	Sristi.silwal@chay-ya.com Shristi.silwal@gmail.com	9841226905
14	Nanu Ghatani	Community environment protection and climate adaptation group	nanu.ghatane@gmail.com	9849591596
15	Ashesh Karki	AEC/ FNCCI (participated just for learning and networking)	akrocknrolla76@gmail.com	9843041500

Table 2: List of Makawanpur (Hetauda) Workshop Participants

S.N.	Name	Name of Organization	Contact Information
1.	KhadkaGiri	Machhapuchhre Development Organization (MDO) Kaski	9846178851 khadka.giri@gmail.com
2.	NagdevYadav& Santosh Rasaily	Community Development and Advocacy Forum Nepal (CDAFN), Mahottari	9854022997, nagdevyadav@gmail.com/cd afnmahottari@gmail.com 9845370090, rasailysantosh@gmail.com
3.	SulavGautam	Environmental Preservation services of Development (ENPRED)	9843501073 sulav1989@gmail.com
4.	Sagar Shrestha	MDI Nepal (Manahari Development Institute -Nepal)	9845149231 shrestha.sagar6@gmail.com
5.	J. P. Bhujel	Society of Local Volunteers Efforts (SOLVE-Nepal)	9842060490 jpkujs@gmail.com
6.	Yam BahadurMedhasi &SushantAchrya	Human Development and Environment Concern Society Nepal (HuDECS)	9857630209/067-421247 hdecs_nepal@yahoo.comym edhasi@gmail.com 9851139611 sushant11bgl@gmail.com
7.	AnandPokhrel	Ithaka Institute for climate Farming (IICF)	9860831694 anandpokhrel2001@gmail.com
8.	PritamWangdi Lama	Namsaling Community Development Center (NCDC)	9852051501 pritam12@gmail.com
9.	Hari Prasad Dhakal	Mutual Support center (AapasiSahayog Kendra)	9856050507 hariask.dhakal@yahoo.com
10.	TulasiSangroula	TinjureRarapokhari Community Forest Users Group (FECOFUN Terahathum)	9852050291/026-6460291 fecofuntm@ntc.net.np/tulasisangroulas1@gmail.com
11	CheenaBaniya& TejKumariBaniya	Himawanti Nepal District,Myagdi Nepal	9847633557 chinabaniya21@gmail.com 9857627090 Ganga_baniya@yahoo.com
12	Rup Narayan Dhakal	FECOFUN Okhaldunga	9851046054 dhakal.ramesh15@gmail.com
13.	Lila Raj Paudel	Parivartan Nepal	9857620207 lilapaudyal@gmail.com
14.	YubarajSubedi	Bagedanda Community Forest Users Group	9846333277

15.	Nagendra Shah	Save Historical Janakpur	9854027158 nagmendra19099@gmail.com
16.	Arjun Pande	GrihaLaxmi Rice Mill	9813009953 arjun@glrmnepal.com xmiricemill@gmail.com
17.	Pratima Sharma	New Nepal Environment Protection forum (NEFUM)	9851177025 pdfnepal@gmail.com
18.	YoudhithiraBhusal	National Educational and social Development Organization (NESDO)	9846059987 youthithira.nesdo@gmail.com
19.	KarunaSagarSubedi	SAHAMATI (partner of Practical Action)	9855063090 kssubedi@sahamati.org

Table 3: List of Banke (Nepalganj) Workshop Participants

S.N.	Name	Name of Organization	Contact Information
1.	Dabal Bam	Youth Acting for change Nepal (YAC-Nepal) Rukum	dabal_bam@yahoo.com 9848041530
2.	BikashGyawali	Concern Center for Rural Youth, Rukum	9841474011 bgnawali100@gmail.com
3.	KalpanaThapa	Social Service Centre (SOSEC) Dailekh	thapakalpana100@gmail.com
4.	Ashok Nath Yogi	Social Awareness and Development Academy (SAADA-Nepal)	saanepal@gmail.com / yogiashoksaanepal@yahoo.com
5.	Chandra BahadurKhadka	Everest Club, Dailekh	cb.khadka2009@gmail.com / everestclubdailekh@gmail.com
6.	ShovakarSapkota	Federation of community forestry Users Nepal-Dang	sapkotashovakar@yahoo.com
7.	Mr. KishorNeupane	Partnership Aid Center (PACE-Nepal)	kishor.jumla@gmail.com
8.	Mr. Ajay Chhetri	Community Rural Development Society(CRDS), Nepal-Darchula	9849423928 ajaychhetri54@gmail.com
9.	Mr. Bhoj Sing Khadka	Multipurpose Development Society (MPDS), Dadeldhura	bhojkhadka65@gmail.com 9858751628
10.	Mr. SumanBalayar	Rural Development Service Centre (RDSC)	sumannita7@gmail.com
11.	Mr. Bhupendra Prasad Kandel	Sundar Nepal Sanstha, Surkhet	bkandel@sundarnepal.org.np 9848041530

12.	Mr. GaganAgri	Group for social and Technical Development Service (GSTDS) Bajhang	aagrijee@gmail.com 9848589524
13.	Mr. ReshamKunwar	National Rural and Community Development Center (NARCEC), Gulmi	kunwarresham@gmail.com

Table 4: List of Resource Persons

S.N.	Name	Designation
1	Dr. Madhav B. Karki	Team Leader(A@SPP), Climate Change Adaptation Expert
2	Dr. Dinesh C. Devkota	Climate Change Policy Expert
3	Dr. Sarba Raj Khadka	Programme Manager (A@SPP)
4	Dr. LokendraPoudyal	Monitoring & Evaluation Expert
5	Dr. NgamindraDahal	Climate Change & Water Expert
6	Ms. PrabhaPokhrel	Gender Empowerment & Social Inclusion (GESI) Expert
7	Mr. Prakash Koirala	Media and communication Expert
8	Mr.PawanPaudyal	Programme Associate
9	Mr. UmakantSapkota	Admin/Finance Officer

Annex 5: Program Schedules

A@SPP

Project Orientation and M&E Training Workshop

Tentative Schedule and Agenda

Date: 08-09 Jestha 2074 (22-23 May, 2017)

Venue: Hotel Greenwich Village, Kupandol Height, Kathmandu, Tel: 01- 5521780/5522399

Time	Programmes /Activities	Facilitator(s)
Day 1		
08:30-9:30	Breakfast and registration	IDS/CGED Nepal Project Team
Opening Session		M C: Mr. Prakash Koirala
09:30-9:45	<p>Chair: Dr. Ram Prasad Lamsal, Joint Secretary Chief, Climate Change Management Division/ Chair, PAC</p> <p>Dignitaries on Dias</p> <p>Dr. Dinesh C. Devkota, Former VC, NPC Prof. Dr. MadanKoirala, Member, PAC Ms. Kanchan Lama, Member PAC Dr. MadhavBahadurKarki, Project TeamLeader Mr. Naresh Sharma, Under Secretary , MoPE Mr. Bhola Khatiwada, FECOFUN. Representative FNCCI</p>	
9:45- 10:30	Welcome and sharing of objectives	Dr. MadhavKarki, Team Leader, A@SPP
10:30 – 11:00	<p>Brief Remarks</p> <p>Mr. Bhola Khatiwada, FECOFUN Ms. Kanchan Lama, Member PAC Prof. Dr. MadanKoirala, Member, PAC Mr. Naresh Sharma, Under Secretary , MoPE Dr. Dinesh C. Devkota, Former VC, NPC, Nepal</p>	
11:00 – 11:10	Vote of Thanks	Dr. Sarba Raj Khadka, PM
11:10 – 11:30	Closing remarks by the Chair	Dr. RP Lamsal
11:30-11:45	Coffee/ Tea Break	
11:45-12:00	Introduction of participants and expectation collection	Dr. Sarba Raj Khadka&Mr. Prakash Koirala
12:00-12:30	Introducing the Adaptation at Scale (A@S) Scaling Out and Scaling Up concepts and objectives (Stages 1&2)	Dr. MadhavKarki

12:30-13:00	Challenges posed by global climate change and need for adaptation; Scope for reforming and restructuring National and Sub-national Climate Change policies by I) through innovative local adaptation practices	Dr. Dinesh Devkota
13:00-13:15	Q&A	
13:15-14:00	Lunch	All
14:00-14:30	Harmonizing the understanding on CC adaptation, scaling up and scaling out among project partners	Dr. MadhavKarki
14:30-15:00	Significance of gender empowerment and social inclusion practices in A@S Project	Ms. PrabhaPokhrel
15:00-15:30	Q&A and Interactive Discussions	
15:30-16:00	Coffee/Tea Break	
16:00-16:30	Steps and processes planned for participating in the Stage 2: Implementation of the A@S Project	Dr. MadhavKarki&Dr. Sarba Raj Khadka
16:30-17:00	Local level adaptation for 'Too Much or Too Little Water' Management	Mr. NgamindraDahal
17:00-17:30	Open floor for queries and comments	All
17: 30	Adjournment	Organizers
Day 2		
08:00-09:00	Breakfast	
09:00 – 09:15	Reflection of previous day	Participants
09:15-09:45	Strategizing communication and media partnership for scaling CC adaptation	Mr. Prakash Koirala
09:45-13:20	Importance of participatory monitoring and evaluation (M&E) in the A@S Project context: <ul style="list-style-type: none"> • Introduction (who, what, why?) • Participatory development of criteria and structuring of M&E participants (• Developing monitoring indicators for different groups of partners/level of expectations in CCA scaling up and out exercise • Frequency of monitoring and updating information • Q&A and interactive discussions 	Dr. LokendraPoudyal andDr. MadhavKarki, Group leaders, rapporteurs
	Coffee/ Tea Break	
	Group work on identifying and selecting M&E indicators in 2 groups	
13:20-14:00	Lunch	
14:00-15:30	Plenary presentation and discussion of the group work on M&E indicators	Dr. LokendraPoudyal
15:30-16:00	Introduction of Stage 2 Entry or Application Forms	Dr. MadhavKarki and Dr. Sarba Raj Khadka

16:00-17:30	Reflections and Next steps in A@SPP	Dr. MadhavKarki, Dr. Dinesh Devkota, Dr. Sarba Raj Khadka and Mr. Prakash Koirala
17:30	End of Workshop	
Day 3	Optional: Only for partners who need further coaching and training	<u>Venue:</u> IDS, Nepal Conference Room, Tudaldevi, Baluwatar, Kathmandu

A@SPP
Project Orientation and M&E Training Workshop
Tentative Schedule and Agenda

Workshop 2, Makawanpur (Hetauda)
Date: 15-17 Jestha 2074 (29 - 31 May, 2017)
Venue: Hotel Avocado, Hetauda, Makawanpur, Tel: 01- 57520429

Time	Programme/Activities	Moderator/ Facilitator(s)
Day 1		
08:30 – 09:30	Breakfast and registration	IDS/CGED Nepal Project Team
09:30-10:30	Master of Ceremony: Mr. Prakash Koirala, Communication & Media Expert, A@SPP Opening, welcome, sharing of objectives and remarks <ul style="list-style-type: none"> • Chief Guest: Mr. Yub Raj Maskey, Acting Regional Director, Regional Directorate, CDR, MoFSC • Special Guest: Mr. Krishna Dahal, Campus Chief, IoF, TU, Hetauda • Welcome and sharing of background, objectives and results of the Workshop: Dr.MadhavKarki, Team Leader, A@SPP • Remark by Special Guest • Remark by Chief Guest • Closing remarks by the Chair 	Chaired by: Dr. Dinesh Devkota, Former Vice Chairman of National Planning Commission of Nepal
10:30-11:35	Introduction of participating organizations' climate change adaptation activities and expectation from the Workshop	Dr. Sarba Raj Khadka&Mr. Prakash Koirala
11:35-11:50	Coffee/ Tea Break	

11:50-12:20	Introducing the Adaptation at Scale (A@S) Scaling Out and Scaling Up concepts and objectives (Stages 1&2)	Dr. MadhavKarki
12:20-12:50	Challenges and opportunities posed by regional and national climate change and need for adaptation; Scope for evidence based policy influencing and impacting by the A@S prize project activities	Dr. Dinesh Devkota
12:50-13:15	Q&A	
13:15-14:00	Lunch	All
14:00-14:30	Significance of gender empowerment and social inclusion practices in A@S Project	Ms. PrabhaPokhrel
14:30-15:00	Adapting to “Too Much Too Little Water” through innovative local water and disaster management practices	Mr. NgamindraDahal and Dr. MadhavKarki
15:00-15:30	Q&A and Interactive Discussions	
15:30-16:00	Coffee/ Tea Break	
16:00-16:30	Role of information and knowledge sharing, publication and communication, networking and peer learning through community of practice	Mr. Prakash Koirala
16:30-17:00	Harmonizing the understanding on CC adaptation, scaling up and scaling out among project partners	Dr. MadhavKarki
17:00-17:30	Open floor for queries and comments	All
1730	Adjournment	Organizers
Day 2		
08:00-09:00	Breakfast	
09:00-09:15	Reflections of Day 1	Dr. Sarba Raj Khadka&Dr. MadhavKarki
09:15-11:15	Importance of participatory monitoring and evaluation (M&E) in the A@S Project context: <ul style="list-style-type: none"> • Introduction (who, what, why?) • Participatory development of criteria and structuring of M&E participants • Developing monitoring indicators for different groups of partners/level of expectations in CCA scaling up and out exercise • Frequency of monitoring and updating information • Q&A and interactive discussions 	Dr. LokendraPoudyal and Dr. MadhavKarki
11:15-11:30	Coffee/ Tea Break	
11:30-13:30	Group work on identifying and selecting M&E indicators in 2 groups	Group leaders, rapporteurs
13:30-14:15	Lunch	

14:15-15:15	Plenary presentation and discussion of the group work on M&E indicators	Dr. Lokendra Poudyal
15:15-16:15	1. Steps and processes planned for participating in the Stage 2: Implementation of the A@S 2. Project Introduction of Stage 2 Entry or Application Forms	Dr. Madhav Karki and Dr. Sarba Raj Khadka
16:15-17:15	Reflections and Next steps in A@SPP	Dr. Madhav Karki, Dr. Dinesh Devkota, Dr. Sarba Raj Khadka and Mr. Prakash Koirala
1700	End of Workshop	
Day 3	Optional for partners who need further coaching and training	08-10 am of 31 st May at the hotel

A@S Prize Project
Project Orientation and M&E Training Workshop
Tentative Schedule and Agenda

Workshop 3, Banke (Nepalganj)

Date: 24-25 Jestha 2074 (07-08 May, 2017)

Venue: Hotel New Indreni, New Road, Nepalganj (Tel. 9858033171)

Time	Programme/Activities	Moderator/facilitator(s)
Day 1		
08:00-09:00	Breakfast and registration	IDS Nepal/CGED Nepal/SIAS Project Team
09:00-09:30	Opening Session <ul style="list-style-type: none"> • Introduction of the Participants: Mr. Prakash Koirala, Communication & Media Expert, A@SPP • Welcome and Brief Introduction of A@S Prize: Dr. Madhav Karki, Team Leader, A@SPP (Stage 1 and Stage 2) • Closing remarks by the Chair 	Chair: Dr. Dinesh Devkota, Former Vice Chairman of National Planning Commission of Nepal
09:30-10:00	Coffee/ Tea Break	All
10:00-11:30	Introduction of participating organizations' climate change adaptation activities and expectations from the workshop	Dr. Sarba Raj Khadka & Mr. Prakash Koirala
11:30-12:00	Introducing the Adaptation at Scale (A@S) Scaling Out and Scaling Up project concepts, objectives and methods (Stages 2)	Dr. Madhav Karki
12:00-13:00	1. Steps and processes planned for participating in the Stage 2: Implementation of the A@S	Dr. Madhav Karki and Dr. Sarba Raj Khadka

	2. Project Introduction of Stage 2 Entry or Application Forms	
13:00-13:15	Q&A	All partners
13:15-14:00	Lunch	All
14:00-14:45	Challenges, problems and opportunities posed by climate change in Nepal and need for adaptation; Scope and approaches for evidence based policy influencing and impacting by the A@S prize project activities (followed by card based feedbacks/ interactions)	Dr. Dinesh Devkota
14:45-15:30	Harmonizing the understanding and action on climate change adaptation (CCA); Examples of scaling up and scaling out activities in different sectors by local and national stakeholders	Dr. MadhavKarki
15:30-16:00	Q&A and Interactive Discussions	All interested participants
16:00-16:15	Coffee/ Tea Break	All
16:15-16:45	Role of information and knowledge sharing; publication and communication strategies, networking and peer learning through community of practice or knowledge sharing and learning	Mr. Prakash Koirala
16:45-17:15	Open floor for queries and comments	All
17:15	Adjournment	Organizers
Day 2		
08:00-09:00	Breakfast	All
09:00-09:15	Reflections of Day 1	Dr. Sarba Raj Khadka&Dr. MadhavKarki
09:15-11:15	Importance of CC Adaptation planning, monitoring and reporting in the context of the A@S Prize Project: <ul style="list-style-type: none"> • Introduction (who, what, why?) of project planning • Logical Framework Analysis approach • Development of monitoring criteria and approaches by participants and project facilitators • Developing monitoring indicators for different groups of partners/level of expectations in CCA scaling up and scaling out exercise • Implementation of monitoring plan and reporting of collected information to the A@SP project • Q&A and interactive discussions 	Dr. LokendraPoudyal and Dr. MadhavKarki
11:15-11:30	Coffee/ Tea Break	All
11:30-13:15	Group work on identifying and selecting monitoring indicators in 2-3 groups	Group leaders, rapporteurs
13:15-14:00	Lunch	All
14:00-15:30	Plenary presentation and discussion of the group work on Monitoring indicators	Moderator: Dr. LokendraPoudyal
15:30-16:30	Understanding the role and application of the concepts and tools of gender equity, empowerment	Ms. PrabhaPokhrel

	and social inclusion practices in A@S Project (followed by small group interaction on GESI based planning)	
16:30-17:30	Exercise on Training Needs Assessment, Workshop Evaluation, Reflections and Next steps in A@SPP	Dr. MadhavKarki, Dr. Dinesh Devkota, Dr. Sarba Raj Khadka, Mr. Prakash Koirala, etc.
17:30	End of Workshop	
18:00-19:00	Optional for partners who need further coaching and training	



ideas to impact.

परियोजना अभिमुखिकरण, अनुगमन र मूल्याङ्कन तालिम कार्यशाला
अनुकूलन व्यापक्ता प्रवर्द्धन पुरस्कार परियोजना

Project Orientation, M&E Training Workshop

Adaptation at Scale Prize Project

