Project Description

Date: **17. July 2010**

HP project no.: **22**

Submitted for:

Padborg-Kruså Rotary Klub, Club No. 10184, District 1460, Denmark
and **Rotary Club of Kathmandu, District 3290, Nepal**

Project: **Furnishing of 6 classrooms and toilet at Shree Sagarmatha Primary School**

Location: **Sagardanda, Bakanje ward 6, Solu-Khumbu District, Nepal**

by Kurt Lomborg, Skivehus Rotary Klub and Himalayan Project

The village of Sagardanda has a population of 275 in 46 households predominantly inhabited by Chhetris and some Sherpas. Shree Sagarmatha Primary School in Sagardanda Village was built in 1992 on the Parents Committee initiative and financed by the local community, because they felt that the distance to Sagar-Bankanje School was too far for their youngest children. It is a ½ to 1½ hour walk each way. In 1995 the District Education Office (DEO) financed the shifting of the wooden shingle roof with tin roof, and in 2005 they replaced some of the old furniture. But the finances were scarce so the quality of construction was very poor. Already 15 years later the whole school building was almost useless, with small rooms with small or no windows, mud floor, rough stone walls and no insulation under the roof.

In winter 2008 DEO Officer visited the school and he realized how bad the condition of the school was and agreed to renew the school building. DEO provided 629.000 NRS and the villagers produced two buildings with two well proportioned classrooms in each and in an outstanding quality. The

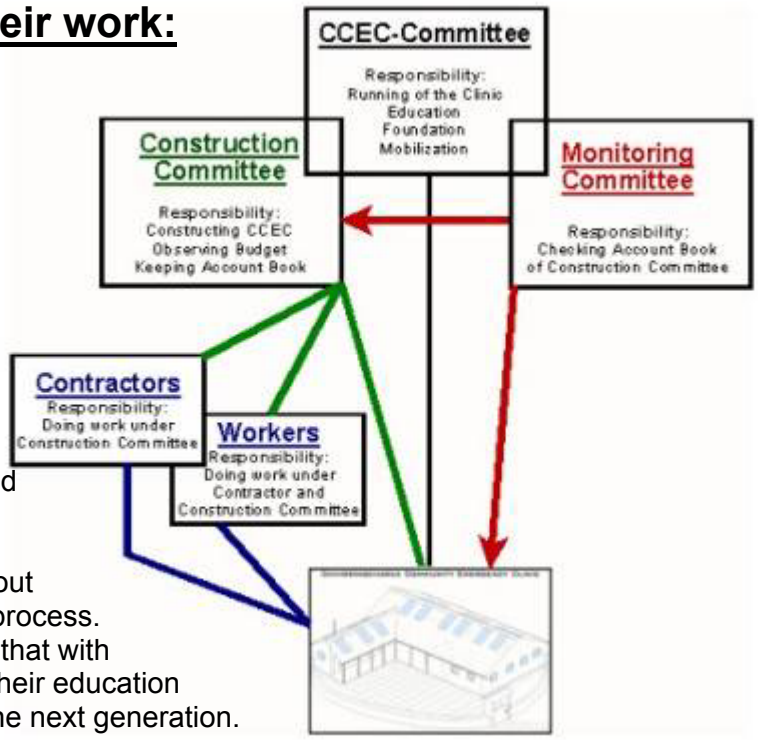
fundament is deep and strong with iron enforced concrete on top, and stones are very well cut. Windows and doors are massive and strong. The roof construction could be better, but still it is strong enough. These buildings will stand unchanged for many decades ahead. DEO Officer visited the site during winter 2009 and he became so enthusiastic by seeing the work done, so he immediately provided 550.000 NRS more to complete the two buildings, and to construct one more building for office and one more classroom.

The school is educating 60-70 students from class 1 to 5, and soon they will also open a Nursery Class. They are educated by 3 teachers with Headmaster Hom Bahadur Pradhan in lead and parents are generally very satisfied with the teachers and their education of their children. The parents are quite active in the school committee and quite interested in the functions of the school. A good percentage of the parents participate when the school is arranging regular meetings and school activities.

When I visited the site on 1. November 2009, the three buildings were almost complete, and I was very satisfied with what I saw. The construction committee and the villagers as a whole had done a very nice job. I had some small comments on the roof support, but besides of that I had no comments against their work. It was very easy for me to see what is now remaining to do. I didn't check the account, but according to the committee most of the funds are spend. Enough remain to build a good and strong stone wall between the two terraces, and then there is no more money.

To complete the excellent work done up to now, this new project shall concentrate on making the rooms suitable and comfortable for students and teachers. And to construct a proper toilet with urinal, two toilets and shower room with hot water.

Forming Committee's and their work:



School Managing Committee

is responsible for the function of the school. For the construction they shall do following:
1) SMC shall **elect** the Construction Committee and the Monitoring Committee, among themselves and among the villagers. But no member of those two committees can take seat in both committees.
2) SMC shall approach the **DEO** to inform about this project.
3) SMC shall **mobilize** the population of Sagardanda to secure that they understand the future of the school and their personal involvement to make this school sustainable. But also to involve them and inform them about the work and monitoring of the construction process.
4) SMC shall make the teachers understand that with this upgraded school they shall be active in their education as this school is the temple of education of the next generation.

Construction Committee shall consist of **3 members** and they shall be responsible for constructing process in a durable and quality way by following this Construction Description. Construction Committee shall exist until the construction is approved by the Donor and they can hand over the result to SMC. The work of this committee shall be:
1) Construction Committee shall read and understand all details of the **"Project Proposal"**. The Budget Details shall be checked and scrutinized very carefully and in case of disagreement or suggestion in any point it shall be commented, and amendments shall be proposed to Himalayan Project. The details shall be discussed with possible future **Contractors**. And finally the committee shall approve the Project Proposal with the signature of all members of the committee.
2) When final **"Project Description** is forwarded from Himalayan Project, it is the final working paper, and the committee shall follow the description carefully and seriously. If the committee later finds changes in the description necessary, it shall seek approval for their suggestion by Himalayan Project.
3) The Construction Committee shall keep account in the **"Project Account Book"** which is delivered by Himalayan Project at start-up of the project. The responsible **Accountant** shall follow the appended **"Rules of Accounting"** very strictly. The Account shall be open for checking at any time on the request of Monitoring Committee and any other villager. In case of disapproval, of any detail, by those who are monitoring, the Construction Committee shall hold a meeting to make decision on the issue and do Report on it.
4) The Construction Committee shall observe the **Budget** carefully and no budget excess will be approved later on by the Donor, but has to be bared solely by the committee and the village. If unforeseen budget excess seems to come up, the committee can try to approach the Donor for approval.
5) The committee shall take quotations by **Contractors** and employ the one who can offer the best work for the best price. Or the committee can employ **Workers** to do specified work on man-day basis if it is in clear advantage for the quality of the project, and the Budget will not be exceeded.
6) The committee shall **overview** the Contractors and Workers that they are doing the demanded quality of work within the agreed timeframe and that they are observing the demands on dimensions. The committee shall also see to that materials are used conscientious without careless and purposely waste or concealing.
7) The committee shall check all purchased **materials**, from the jungle, stone quarry and shops, that they are meeting the number, standard and price which are necessary to do a quality and long lasting construction without making unnecessary expenses on transportation.

Monitoring Committee shall consist of **3 members** and they shall be responsible for monitoring and checking the **"Project Account Book"** which shall be managed by Construction

Committee on daily basis and with the demanded details and demanded receipts. No member of Monitoring Committee can also be member of Construction Committee or in other ways be tightly related to any member of Construction Committee.
1) In periods with a high level of activities on project site this **monitoring** shall happen on **weekly basis**.
2) Monitoring Committee shall **check** that the purchased materials are delivered on project site in the right numbers and quantities according to the bills. The committee shall also **control** that the performed man-day labour is according to reality.
3) Monitoring Committee shall give date, comment, approval/non-approval and signature on **"Monitoring Record Page"** in the Account Book. In case of non-approval the committee shall **demand** Construction Committee to hold a meeting to take decision and write Record on the issue.

BUDGET details:

It shall be emphasized to Construction Committee and all Contractors, that the Budget details in this proposal are produced by calculations and estimates in Denmark, and if there are disagreements in details it shall be amended, suggested and commented to Himalayan Project before the Budget shall be approved by the **signature** of all Construction Committee Members.

The Construction Committee can give **Contract** to Contractors according to their quotation on the particular work in the **Subprojects** as mentioned below. This Contract cannot exceed the described Budget on the Subproject. If the Contract is lower than the Budget the surplus amount cannot be transferred to other Subprojects without the consent and approval by Himalayan Project.

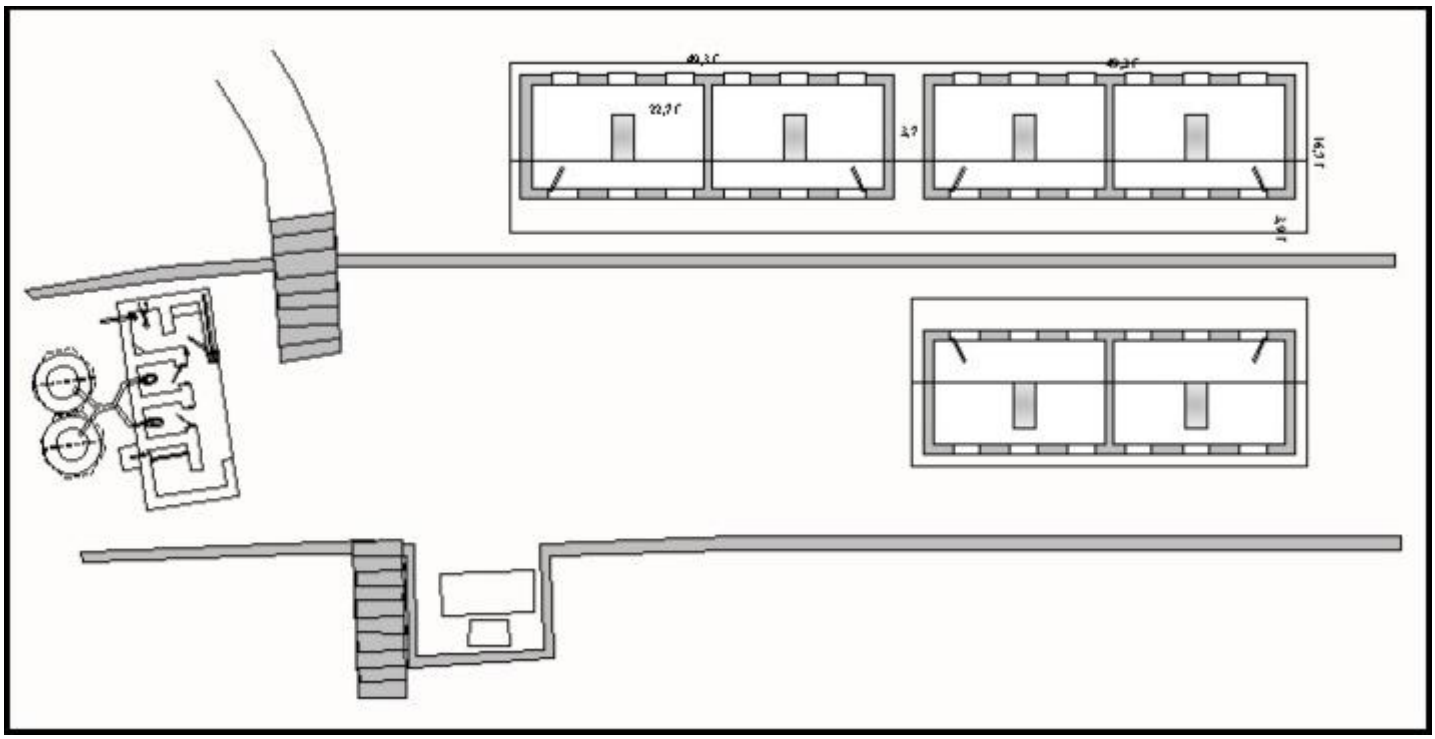
No Subproject is allowed **exceeding** the Budget. In case it shows necessary of well-founded and unforeseen reasons it shall be approved by Himalayan Project before the work can continue.

Surplus of Budget on each Subproject belongs to the Donor. The Donor is the only one to decide for which purpose this surplus can be utilized. But if all the construction process is performed in an honest and sufficient way, the Donor shall from Himalayan Project's side be recommended to utilize the surplus for the purpose of the Clinic, for extra investments or for the "Foundation".

Overview on the Project:

A) Establish a floor in the 6 new rooms:

Three different kinds of floor were discussed with the school committee. Wooden floor is cheapest and most warm, but will not be long lasting and it isn't prepared for in the construction of the building. Cement floor is the most expensive solution if it is thick and with iron enforcement and it will be long lasting and the coldest solution, but if it is not produced in the



right way and in right thickness, it will not be strong enough and not possible to repair. Stoneslates laid in sand will have a medium price, will look attractive, will not be too cold, and it can be repaired if the tiles start to tilt. To make the laying down of the slates more long lasting, the mud floor shall first be rammed and made completely even. And then a 2-4 cm layer of coarse sand shall support the uneven underneath of the slates.

B) Wooden ceiling in 6 Classrooms:

All the classrooms are exactly same size and same structure with one door, 5 windows, one skylight and very soon same stone slate floor. All rooms shall have wooden ceiling on all walls. It shall not touch the floor but be raised 1-2 inch above for ventilation. All rooms shall have wooden roof ceiling with funnel-shaped opening to the skylight plates. It can be decided by the school committee how far the roof ceiling shall be flat under the beams, or it shall be rounded under the tin roof.

C) Establish a "Stage/Scene" in Nursery Classroom:

In the end of the Nursery Class Room a raised platform shall be build. It shall have two purposes. One is to give a comfortable environment for the Nursery Students, who can play and tumble there. And the other is to have a stage, where students can perform drama and other performances, and meetings can be held. The length of the platform from the back wall to the front, shall be the same as the length of a premade thick foam mattress, which shall support the playing of the nursery students, and can be taken off during other activities. The front side of the stage can be supplied with a door on hinges, so the mattresses can be stored there under the stage. The floor and the wall ceiling of the room shall be completed before the platform is prepared.

D) Furniture for all Rooms:

Completely new furniture shall be produced for all four main classrooms, for nursery classroom and for teacher room. For class 1-2-3 the desk and benches shall be produced for 2 or 3 students and in the size appropriate for this age group. For class 4-5 it shall be produced for 2 students at each desk-bench in the right size. In total there shall be produced desk and bench for 80 students.

In one classroom there shall be built a big cupboard for science equipment and a heavy table to perform science experiments on.

For Nursery Classroom the furniture should consist of a long table and two benches.

In all classrooms there shall be an armchair and a small table with a drawer for the teacher.

In all classrooms there shall be a big plywood plate for blackboard, to be painted with special blackboard paint.

In teachers room there shall be produced a headmaster chair and headmaster desk with several drawers. A big table with 6 armchairs. 2 benches. 2 cupboards among which one shall have at least one door with glass. Several shelves all over the room for storing books and copies.

The furniture shall be of highest, strong and long lasting quality, so an experienced carpenter shall be employed for the job. If the result of the production cannot be approved by HP, the budget will be withdrawn from the project and the school will have to cover the non approved part of the production by its own account.

E) Educational materials:

Some basic Science Equipment for primary level shall be delivered together with books, copies, sports and musical equipment. It will be bought by HIPRON in Kathmandu and delivered in Bhandar, where the school can pick it up on their own behalf.

F) Sanitary Complex:

A toilet building with bath room, urinal and two toilet rooms shall be build. It shall be exactly the same construction as in Sagar-Bakanje School and it shall be the same quality in the construction details. The "HP Concept Paper: Construction of Sanitary Complex, 11. February 2007" is enclosed to this Project Proposal/Description. In 2007 the total account on this construction was 280.900 NRS at Sagar-Bakanje. The details in the description will not be recalculated, but 30% will be added for cost-of-living adjustments and local adjustments. All mentioned preparations to set up solar hot water panel shall be done during the construction.

G) Hot Shower:

As soon as the experimental system at Sagar-Bakanje Shower Room is approved, the same system will be set up at Sagardanda School. Therefore the Sanitary Complex shall be prepared for this set up already when it is constructed. Necessary precautions shall be made to prevent accidental or deliberate damage to happen on the system, by building proper protective fences at the neighbouring land.

H) Pavilion:

When the old toilet is taken down, and the septic tank is filled with soil, and the stones from the toilet is reused for a wall around the old toilet compound, a pavilion with a table and benches shall be build on the spot, with a roof made of some of the tin sheets from the old roof of the school.

I) Administration and Monitoring by Himalayan Project.

There will be expenses for administration, distribution of construction funds and also for a survey team visiting the project site to monitor and to report the project. Himalayan Project, Nepal (HIPRON) has a Regular Runner Service visiting Sagardanda every 3 months, which will provide the cheapest and a sufficiently professional work. There will be charged 15% of the total project budget for those expenses.

All construction work shall be done in a proper and complete way. Any improper or insufficient work will be demanded to be redone on the Budget of the School and the Village. It is the duty of the Construction Committee to control the Constructers and demand them to work in a proper way.

Abbreviations and explanations for Budget Details:

Linear Measures:

feet = f inch = "
length = L: height = H: width = W: thick = T:
1 foot = 12" = 30,48 cm 1 inch = 2,54 cm
1 meter = 3,28 feet = 39,4"
1 hat = 45,7 cm

Square Measures:

1 foot^2 = 144 inch^2 = 929,03 cm^2 = 0,0929 m^2 1 m^2 = 10,76 ft^2

Cubic Measures:

cubic feet = f^3 1 pile = 5 f * 5 f * 5 f = 125 f^3 = 3,54 m^3
1 m^3 = 35,32 feet^3 = 55 tin 1 tin = 18 litre

Calculations:

addition = + subtraction = ÷ multiplication = * division = /
percent of utilization = ut: %

Abbreviations:

IT = Inclusive Transportation IWS = Including Wood and Salary
MD = Man Day Labour incl. Ration
SMD = Skilled Man Day Labour (300 NRS/day incl. ration)
SCMD = Skilled Carpenter Man Day (350 NRS/day incl. ration)
UMD = Unskilled Man Day Labour (200 NRS/day incl. ration)

BUDGET Details on Subprojects:

					Currency Rate:	12,30	NRS/1 DKR
No	Subject	Details	Unit		Price/unit	NRS	DKR
A) Establish a floor in the 6 new rooms.							
1.	The floor size of each room / all 6 rooms:	22,7 f *13,8 f = 315 f^2 = 29 m^2 / *6 = 1.890 f^2 = 175 m^2					
	Sand for levelling the floors - IT:	175 m^2 * 2-4 cm thick = 5,2 m^3 * 62,5 tin/m^3 =	325	tin	50	16.250	1.321
	Stone slates 40 mm thick including transportation:	120 Rs/f^2 plus 10% for cutting:	1890	f^2	132	249.480	20.283
2.	Preparing the mud floor and putting on sand:	1 SMD + 1 UMD	15	MD	300	4.500	366
	Cutting and laying stone slates:	1 SMD + 1 UMD	40	MD	300	12.000	976
		TOTAL for A):				**282.230**	**22.946**
B) Wooden ceiling in 6 Classrooms:							
3.	The wall size of each classroom / all 6 rooms: 22,7f*7,5f*2 + 13,8f*7,5f*2 ÷ d&w75f^2 = 475f^2= 44m^2 / *6 = 2.850f^2 = 265 m^2						
	Roof size incl. funnel for skylight of each/all 6 rooms: same as floor plus 25% extra: 400f^2 = 36m^2 / *6 = 2.400f^2 = 220m^2						
	Wood for ceiling - IT: 5 hat (8"*7,5f*1") = 5 f^2:	5.250f^2 / 5 =	1.050	hat	75	78.750	6.402
	Wood for ceiling - royalty:	5.250 f^2 * 1/12 f =	440	f^3	10	4.400	358
	Other wood for battens and lathes, nails and others:	IT:				4.000	325
4.	Carpenter and helper (1 SCMD + 1 UMD):	1 MD/1,5 m^2 = 485 m^2 / 1,5 m^2 =	325	MD	300	97.500	7.927
		TOTAL for B):				**184.650**	**15.012**
C) Establish a "Stage/Scene" in Nursery Classroom:							
5.	Approximate size of platform:	13,5 f * 6 f = 81 f^2 + 13,5 f * 1,5 f high = 20 f^2 = #10 m^2					
	Wood for platform - IT & incl royalty: 5 hat (8"*7,5f*1") = 5 f^2:		24	hat	80	1.920	156
	Other wood, nails and others:					600	49
	Thick foam mattresses with strong clothes cover - IT:	(approximately 3 x 6 feet) 13,5f : 3f =	5	mattr	800	4.000	325
6.	Carpenter and helper (1 SCMD + 1 UMD):	1 MD/1,5 m^2 = 10 m^2 / 1,5 m^2 =	6	MD	275	1.650	134
		TOTAL for C):				**8.170**	**664**
D) Furniture for all rooms:							
7.	Desk and Bench for 80 students - IWS:	80 students / 2,5 students per set =	32	set	1.200	38.400	3.122
	Big cupboard for science equipment and heavy table - IWS:		1	set	3.500	3.500	285
	Nursery class table and 2 benches - IWS:		1	set	2.000	2.000	163
	Teacher table with drawer and armchair - IWS:		5	set	1.800	9.000	732
	Plywood blackboard with frame:		5	set	1.000	5.000	407
	Headmaster chair & Headmaster table with many drawers - IWS:		1	set	3.500	3.500	285
	Teacher table, 6 armchairs, 2 benches - IWS:		1	set	8.000	8.000	650
	2 cupboards for Office - IWS:		2	set	2.000	4.000	325
	Many shelves in Office - IWS:		10	shelf	250	2.500	203
		TOTAL for D):				**75.900**	**6.171**
					Total for this page:	**550.950**	**44.793**

					Currency Rate:	12,30	NRS/1 DKR
No	Subject	Details	Unit		Price/unit	NRS	DKR
		Transport from previous page:				550.950	44.793
E) Educational materials:							
8.	Copies, pens, books and other stationaries:					20.000	1.626
	CD-player with english language training CD's and books					7.000	569
	Charts biology, geography, history etc & 2 globes					3.000	244
	Sports materials					15.000	1.220
9.	Science equipment: 2 microscopes		2	pcs	7.000	14.000	1.138
	Other science equipment and chemichals		1	set	15.000	15.000	1.220
		TOTAL for E):				**74.000**	**6.016**
F) Sanitary Complex:							
10.	According to HP Concept Paper on Construction of Sanitary Complex per 29. December 2008:					280.900	22.837
		Adding for raise of prices since old budget calculation:		30%		84.270	6.851
		TOTAL for F):				**365.170**	**29.689**
G) Hot Shower:							
11.	According to project set-up at Sagar-Bakanje School by Nuru Tundu Sherpa					120.000	9.756
		TOTAL for G):				**120.000**	**9.756**
H) Pavilion:							
12.	This is only a minor project, which actually could be done by volunteer labor - but let us leave some lump sum for it:					20.000	1.626
		TOTAL for H):				**20.000**	**1.626**
		TOTAL PROJECT BUDGET:				**1.130.120**	**91.880**
I) Administration and Monitoring by Himalayan Project:							
13.	15% of the total project amount to be paid for Himalayan Project Denmark with the first installment:		15	% of	1.130.120	169.518	13.782
		TOTAL for I):				**169.518**	**13.782**
		TOTAL BUDGET:				**1.299.638**	**105.662**

From Himalayan Project side it shall be suggested, that the support for this reconstruction project shall be transferred in 3 instalments. The work included in each instalment shall be completed and approved in quality and quantity, as well as the account shall be completed and clear for approval by HIPRON Runner Service by Namgyal Jangbu Sherpa. Only with full approval the following transfer can happen.

Installment 1 (for A,B,C and I):	for School Account:	**38.622 DKR**	for Himalayan Project:	**13.782 DKR** (Administration)
Installment 2 (for D,E,F):	for School Account	**22.187 DKR**		
Installment 3 (for F,G,H):	for School Account	**21.315 DKR**	for Himalayan Project:	**9.756 DKR** (G: Hot Shower)

The project will be funded by:
Padborg-Krusaa Rotary Klub (and Helene and Bonnik Hansens Fundation)
Att.: Hans Magnus Winther Juhl
Skovbakken 18, Kollund, DK-6340 Krusaa, Denmark
Email: juhl@juhl-kollund.dk
Tel.: 0045-74 67 85 86

The project will be managed in Sagardanda under the responsibility of
Headmaster Hom Bahadur Pradhan
Shree Sagarmatha Primary School
Bakanje ward 6, Solukhumbu, Nepal

Bank Account details of the School:
Rastriya Banijya Bank, Branch Office Salleri, Solukhumbu, Nepal
Bank A/c no: 494
A/c type: current account
A/c name: Shree Sagaramatha Pravi, Bakanje-6, Sagardanda

The project will be monitored and reported by
Runner Service of Himalayan Project, Nepal (HIPRON)
By Namgyal Jangbu Sherpa
G.P.O.Box 8974 E.P.C. 168, Kathmandu, Nepal
Email: hipron@wlink.com.np
Tel.: 00977-1-69 141 63

The project will be supervised by:
rtn. Kurt Lomborg, Skivehus Rotary Klub, District 1440, Denmark
chairman of Himalayan Project, Denmark (www.nepalhelp.dk)
Kjeldbjergvej 34
DK-7800 Skive
email: klomborg@post11.tele.dk
Tel.: 0045-97 54 53 08

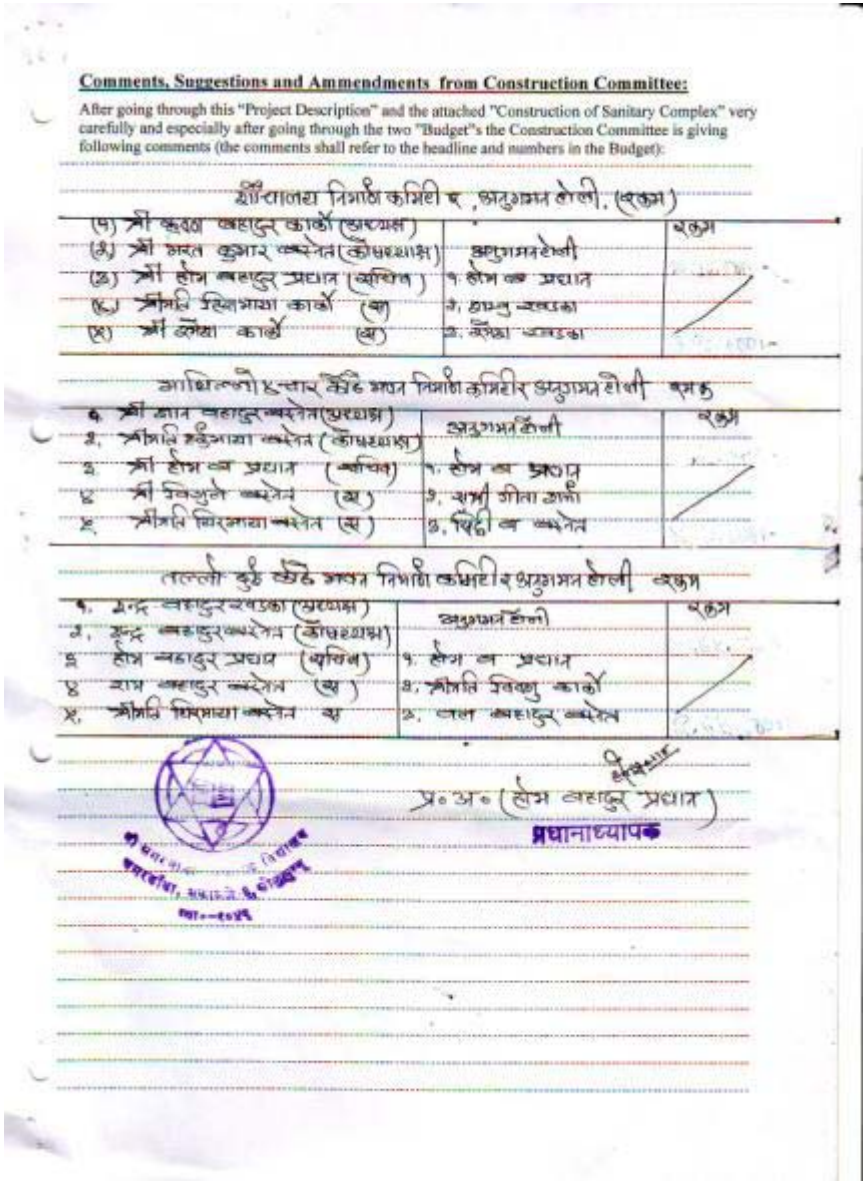
and:
Rtn. Bishnu Subedi, Rotary Club of Kathmandu, District 3290, Nepal
Rotary Hall of Kathmandu
Kathmandu, Nepal
Tel.: 0977-1-4245783
Email: subedisanepa@gmail.com
Tel.: 00977- 9810 24 103

Funds to be transferred to:
Rotary Club of Kathmandu - Current Account # 85
Rastriya Banijya Bank - Branch: Thapathali, Kathmandu
C/O Rastriya Banijya Bank - Main Branch Office
Super Market Building, New Road, Kathmandu, Nepal
Tel.No. 00977-4230590 - Fax No. 00977-4228337
Telex no.: 2247NP / 2354NP - SWIFT: no code
Via: Citibank NA., New York
Chips No. CP 0008 - SWIFT No. CITIUS33 - FED ABA No. 021000089

Comments, Suggestions and Ammendments from Construction Committee:

After going through this "Project Description" and the attached "Construction of Sanitary Complex" very carefully and especially after going through the two "Budget"s the Construction Committee is giving following comments (the comments shall refer to the headline and numbers in the Budget):

COMMENTS GIVEN BY: 21. JUNE 2010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प्र.अ. (होम बहादुर प्रधान)

प्रधानाध्यापक

Construction Committee of Sanitary Complex			
S.No.	**Construction Committee**	**Post**	**Monitoring**
1	Krishna Bdr. Karki	Chair man	Hom bdr. Pradhan
2	Bharat K. Basnet	Treasurer	Shanbhu Khadka
3	Hom Bdr. Pradhan	Secretary	Ramesh Khadka
4	Hira Maya Karki	Member	
5	Ramesh Karki	Member	

Construction Committee of interior decoration including ceiling, furniture and floor in 4 rooms of Upper building			
S.No.	**Construction Committee**	**Post**	**Monitoring**
1	Gyan Bdr. Basnet	Chair man	Hom bdr. Pradhan
2	Harkha Maya Basnet	Treasurer	Gita Sharma
3	Hom Bdr. Pradhan	Secretary	Siddhi Bdr. Basnet
4	Bijula Basnet	Member	
5	Thir Maya Basnet	Member	

Construction Committee of interior decoration including ceiling, furniture and floor in 2 rooms of lower building			
S.No.	**Construction Committee**	**Post**	**Monitoring**
1	Indra Bdr. Khadka	Chair man	Hom bdr. Pradhan
2	Indra Bdr. Basnet	Treasurer	Bishnu Karki
3	Hom Bdr. Pradhan	Secretary	Bal Bdr. Basnet
4	Ram Bdr. Basnet	Member	
5	Thir maya Basnet	Member	

This "Construction Proposal" has been examined and discussed scropulously in the Construction Committee and with future Contractors, and with the above Comments, Suggestions and Amendments it is approved by all Construction Committee 3 Members and all Monitoring Committee 3 Members

in Sagardanda on Date : 21. June 2010

Indra
Chairman of Construction Committee

Hom Bahadur Pradhan (Principal)
Accountant of Construction Committee

Indra
Member of Construction Committee

Hom Bahadur Pradhan (Principal)
Chairman of Monitoring Committee

Hom Bahadur Pradhan (Principal)
Member of Monitoring Committee

Hom Bahadur Pradhan (Principal)
Member of Monitoring Committee

Final Conclusion from Kurt Lomborg, Himalayan Project, Denmark on 17. July 2010:

It is obvious that the committees of Sagardanda didn't understand fully about the sep-up of committees, as the same people is taking several seats, and taking seats in several committees. But according to my knowledge the villagers are very sincere and honest, and their aim is really to build a school with which they can be proud for many years ahead. The principal Hom Bhd Pradhan is the only one who really can read and write and use a calculator, and I really trust that he will work sincerely with the construction. The currency rate between Danish Kroner (and Euro) and Nepaleese Rupees has decrease from 14 to 12 NRS/DKR with lowest setting in May and June 2010. Now it shows a tendency to go up again. The fluctuations will be regulated with the last transfer.