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HIMALAYAN PROJECT NEPAL (HIPRON)

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August 30, 2010

To
The Chairman
Himalayan Project Denmark
Kjeldbjergvej 34, 7800 Skive, Denmark

Dear Sir,

Himalayan Project Nepal (HIPRON) would like to apply to the Himalayan Project Denmark for the fund of Rs.342, 500 for 2 months Bakanje Women Empowerment Pilot Project (Pilot-WEP) 2010.

HIPRON has been, in collaboration with Himalayan Project Denmark (HP-DK), working on community based project in Bakanje VDC, Upper Solu, Solukhumbu since 2001. Until now we have focused equally on physical and practical projects. Assuming that we have established a lot of infrastructure in the area for education and health with highest degree of standard, the local people haven't been able to utilize them completely due to lack of knowledge and self-confidence. Therefore, we want to implement such a project with the active and equal participation of Bakanje women in that particular area through knowledge that enable to strengthen the capacity of Local women as well as built a capacity of HIPRON STAFF so that we can ensure the Embassy that HIPRON will run its WEP effectively and successfully.

It is very important as well as a great opportunity for both HIPRON and Local women to build and strengthen the capacity and expand more knowledge. The Project focuses women advocacy, strengthen civil society, and improve the health and living condition.

Until now, we have mainly been working with the men with whom we have built up strong and efficient working group but now we wish to give similar opportunity to the women to influence the society equally

At HIPRON, we are very much eager to run this Women Empowerment Pilot Project in Bakanje VDC. Therefore, we hope that HP will take the decision in the favor of this application.

Your kind cooperation in this regard will be highly appreciated.

Sincerely

Namgyal Jangbu Sherpa
Managing Officer

HIMALAYAN PROJECT NEPAL

PROJECT PROPOSAL

BAKANJE WOMEN EMPOWERMENT PILOT PROJECT

Kathmandu 30 August 2010

INTRODUCTION

With this proposal Himalayan Project Nepal (HIPRON) applies for the 2 months **Bakanje Women Empowerment Pilot Project (Pilot-WEP)** in Bakanje VDC, SoluKhumbu District. The Pilot-WEP focuses on Women Group (**WG**) Empowerment increasing the level of knowledge and building the capacity of both Women Group and HIPRON for the Women Empowerment Project to be implemented in 2011 by HIPRON on Danish Embassy funding. Its main focus is to improve the living standard, livelihood, and health and hygiene of Bakanje Women. HIPRON applies for 382.000NPR for the implementation of the project that is expected to begin in Autumn of 2010. Budget, staffing schedule are attached to this proposal.

1. ORGANISATIONAL PROFILE OF NGO

Himalayan Project Nepal (HIPRON) will implement the project. HIPRON was officially registered as an independent NGO in March 2007 with the District Administration Office, Kathmandu, under the ministry of Home Affairs and affiliated to the Social Welfare Council, Lainchaur, under the ministry of Women, Child and Social Welfare. HIPRON has an office in Lazimpat, Kathmandu with 3 office staff. Its annually elected board has 7 members. The office has since the beginning been managed by Mr. Namgyal Sherpa who is also responsible for monitoring HIPRON's projects in the field. Mr. Namgyal Sherpa has worked together with Himalayan Project Denmark (HP-DK) since 2001.

HIPRON's main objective is to contribute to improved livelihoods, health and education in Upper Solu. HIPRON works closely together with the organization HP-DK and is the implementing partner of HP-DK that has implemented more than 100 smaller and larger projects in Upper Solu, among these 21 in Bakanje VDC, mainly focusing on education and benefits to the children. The organization is, among others, providing scholarships for 174 students with a difficult family background (poverty, single parent households etc). Other projects have dealt with health, infrastructure, job creation/income generation and various practical issues.

Until now HIPRON has only superficially worked with empowerment and civil society groups. We are, however, confident that our local network, the local confidence in HIPRON and our accumulated knowledge of the local context have reached a level where issues concerning empowerment, advocacy and civil society need to be addressed.

2. Project Area

The proposed Pilot-WEP will be located in Bakanje VDC in Upper-Solu, Solukhumbu eastern part of Nepal. Bakanje is a remote and sparsely populated VDC that is well known to HIPRON through a number of projects. Very few other donors work in this area though there are great needs for assistance. There are 5 main villages and 11 sub villages:

1. **Kenja**
2. **Chhimbu:** Sepant and Sete
3. **Sagarbakanje:** Dakchu, Goyim, Kande and Lamjura
4. **Sagardanda:** Orale and Thamchangma
5. **Chhiringkharka:** Marbu, Lole and Patale

Kenja is a small valley known as center point of Bakanje VDC. Main inhabitants are Chhetri but a few Sherpa's and other ethnic community also live there. Agriculture is the major income source and some few people have involved in tourism based business - tea shop and lodge. There are one primary school, a health post, small hydro power station and a police station in the name of facility.

Chhimbu village is dominant by Thami, the nature people. But a few other ethnic groups like Sherpa and Tamang also live there. The major income source of the people are agriculture and labor, a very few people have involved in teashop and lodge business. There is a Primary School built by Himalayan Project (HP) and around 50 children of Thami people are receiving primary education from this school.

Sagarbakanje is solely a Sherpa village. A very few Biswakarmas (blacksmith) live in this village but their number is very rare. Majority of population are depend on agriculture but few are involved in obverses job in golf country. There is a secondary school built by government and supported by HP-DK and a sub health post funded by government.

Sagardanda is Chhetri dominated village but sub villages are dominated by Sherpa and other community. Their major income source is agriculture and labor. There is a government built primary school.

Chhiringkharka village is, being very isolated place, resided by Sherpa. A few Thami and Tamang also reside in this village. Major income source are agriculture and cattle farming. People of this village are relatively active and economically more independent. There are government built primary school and PONA -Foundation supported Community Clinic.

As a whole, the majority of the population of Bakanje VDC consists of Sherpa but a number of other ethnic groups and castes such as Chhetri, Tamang, Thami, Brahmin, Dalits and others also live in Bakanje VDC. Most of the population bases its livelihood on subsistence farming with little other sources of income. The infrastructure is weak and the population has very little access to health, and education services. Most of Bakanje lies outside the main tourist track to Khumbu and there are generally few opportunities for the people in the area to improve their livelihoods unless they choose to migrate. The level of education is low and people have few opportunities to improve this situation. There is also very limited access to the mass media, newspapers etc

The VDC has two Health Stations but they are not well functioning, primarily because of lack or absence of staff. The local villagers have to travel quite far to receive basic health services. The general knowledge on nutrition and hygiene is low. Likewise most villages have primary schools but the level of education is generally low and the teachers often absent. Most children have to move away from home if they want to visit secondary school. This is not a satisfactory situation. HIPRON has therefore together with local communities identified a need for the local population to take more active part in the improvement of their living conditions, including health, nutrition, hygiene and education. Unlike many other HIPRON interventions this project will not primarily provide services but will focus on the participation and empowerment of women through capacity building and the strengthening of civil society through the establishment of WG. The project focuses on women because they are most directly involved with the upbringing of children, nutrition, health and hygiene and because they are generally marginalized in terms of rights, influence and possibilities. The whole community is, however, expected to benefit and the project fully recognizes that women and men have to work together if real changes towards better living conditions and a strong civil society are to be achieved.

Bakanje Health Station has created a mother group, consisting local women in each sub-village, in the view to spreading the health related knowledge. However, they are not functioning due to lack of program and initiator. Pilot-WEP will identify and establish Local Women Group in each Villages and a VDC-WG in Kenja. It might activate the same Mother Group changing the name from Mother Group to WG, it depends on while identifying and establishing WG VDC-WG, representing from each WG, will be formed in Kenja under the leadership of most active women of the whole VDC.

3. PROJECT JUSTIFICATION

HIPRON, by qualified health personnel, 3 staff nurses, conducted health survey in 2008, to get revealed the health problem being faced by Bakanje People, for creating the health facilities in Chhiringkharka. After the survey, all the reflected health problems were documented in survey report and presented to the PONA-Foundation, the donor agency of Chhiringkharka Community Clinic (CCC) which is under construction. Another survey was conducted in the autumn, 2009 in order to establish the needs and background for the proposed project. The survey team consisting of HIPRON staff and the chairman of HP- DK held meetings in all of the five villages of the project – but women from the villages of Sete, Patale, Lole, Orale, and Marbu were also invited. The meetings were announced two days in advance by invitation letters to the women. The women were asked to reflect upon a number of questions that would be discussed in the meetings. The number of participants was much higher than expected and the women were very eager to discuss their ideas and tell about their most urgent concerns, many of them focusing on health. It was; however, clear that there is little understanding of the meaning of empowerment but the cooperative attitude of most women is a good starting point. It was also obvious that the women generally have a very low level of education and do not know how they can change their living situation. They recognized that their lack of knowledge on health, hygiene, nutrition, lack of education and training etc is a serious obstacle to improving their situation. The male dominance in almost all fields of community life is another stumbling stone to the realization of their rights and potentials.

The survey also documented that many of the women suffer from a number of health problems, some of them directly linked to poor infrastructure such as lack of access to clean drinking water, bathing facilities and proper sanitation, low hygiene and nutrition standards and knowledge. There is also an urgent need for properly trained mid wives and knowledge on reproductive health in Bakanje. The few health workers in the VDC do not teach the women about these issues and there is nowhere else for them to go to get information.

Though the women in the survey seemed to support each other some women, especially Dalit women, were not fully involved in the discussions and are generally looked down upon. There is clearly a need to find ways to involve women of all castes and socio-economic statuses in improving the situation of women through cooperation and new opportunities, including concrete skills.

The women who participated in the survey were very eager to engage in the Women Empowerment Project. The concept of civil society or community based organization (CBO) is new to them. Apart from traditional associations there are no CBOs in Bakanje. The project is therefore taking an innovative approach in the concrete context of Bakanje VDC towards laying the grounds for civil society organizations that can advocate for improved health, livelihoods and empowerment of women, while at the same time being *the* empowering mechanism.

4. PROJECT OBJECTIVES

The long term development objective of the project is:

Strengthened local women in Bakanje VDC that enables them to be actively involved in local project and other development activities carry out in future

Specific objectives are:

- To establish Well functioning WG in all 5 villages in Bakanje VDC that enable to identify problems, propose solutions to problems, carry out advocacy activities, address important stakeholders and be partners in a network of VDC-WG.
- To establish network between WGs and VDC-WG
- To strengthen the Local WG that enable them to be actively involved as partner to implement WEP supported by Danish Embassy.
- To strengthen the institutional capacity of HIPRON and staff implement WEP supported by Danish Embassy.
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5. Expected Result

Well functioning WG in 5 villages in Bakanje VDC that are able to identify problems, propose solutions to the problems, to carry out advocacy activities and address important stakeholders and to be partners in a network of VDC WG.

Outputs:

- 1.1 5 WGs will be established with a name, identity and activity in their community

- 1.2 WGs will have an understanding to carry out problem analysis related to project objectives, identified concrete issues, carry out meetings and mobilize their members for advocacy and other activities
- 1.3 WGs and VDC-WG will have an opportunity to dialogue with stakeholders
- 1.4 Network of local WGs and VDC-WG established and start functioning
- 1.5 WGs will gain understanding to identify the problems and propose the way of solution.
- 1.6 WGs will have an understanding to describe and justify the Project Components.
- 1.7 WG will have a knowledge of conducting meeting, keeping minute book and ledger Book updated.
- 1.8 WGs will have general knowledge on Basic health.

6. ACTIVITIES

Activities will include but not necessarily be limited to the activities listed below. The project may choose to further develop some activities and down tune others if this proves to support the project as it moves along.

It will be crucial important, that all the activities in the project related processes shall be performed in and by the WG. The HIPRON staff shall act only as organizers, teachers and facilitators.

In chronological order:

- Hire staff
- Hire health trainers and identify a training program
- Give needed training to staff
- Develop itinerary and program schedule.
- Identify facilitators/motivators
- Identification and Establish of WG
- Identification and establishing of VDC-WG
- Set up of project office in Kenja (if possible)
- Carry out WG meeting
- Carry out training on basic health and hygiene
- Facilitate WG meetings
- Facilitate networking among WG in VDC-WG
- Monitor project
- Evaluate project (end)

7. Staffing

Coordinator

The HIPRON officer Ambika Maharjan will be Coordinator and implement the Pilot-WEP. Ambika is the student of Sociology and Rural Development in bachelor level. She will have Presentation skill training before she implements Pilot-WEP. She will identify the local active village Women and VDC women and will facilitate in establishing active VDC-WG in Kenja and also one Local WG in all 5 villages. She will facilitate the WG of each village to hold the meeting, identify the problem and finding the way of solution as well as teach them about meeting procedure, minute keeping and ledger book keeping.

Health Trainer

A staff nurse, educated in 3 years nursing course, will be hired, who will deal with the WG on the basic health and Mummy Anne-Marie will give lecture about health. The health training will be coordinated and scheduled by Ambika.

Rewati Thapa, Health Assistant (HA) of Bakanje Health Station, who has been working in the area for long time, will assist the Health Trainer during the health training. He is employed only for particular day of training, not fully, rest of the time he will assist voluntarily.

Project Assistant

A Project Assistant who has acquired the minimum qualification of 10+2 in any faculty will be hired to assist the Project coordinator. Candidate can be s/he and it is more preferable to have candidate from the project area.

Project Helper

Tika Ram Rai, staff of HIPRON, will be employed as a project Helper during the Pilot-WEP. Project Helper has to help the whole staff with any kind of help asked by other staffs: arranging lodging, cooking, serving etc.

8. Monitoring

Papa Kurt, the Chairman of HP-DK and Mr. Namgyal J. Sherpa, the Managing Officer of HIPRON, will monitor the Project, activities and presentation of the WG, Project implementer and facilitators during the Project as well as at the conclusion of the project.

9. Input

The project will be 100% financed by the HP-DK.

HIPRON will provide office space, administration, technical assistance and human resources to the project.

Himalayan Project, Denmark will provide technical assistance throughout the project. This includes monitoring visit and Mummy's held lecture on health issue for WG. And hopefully provide funding for implementation of well described projects during the process.

ANNEX 1

Budget on Bakamje WEPP 2010 -2011

No.	Subject			12,2 NRS/DKR	
		NRS	DKR		
A. Salaries					
1	Project Coordinator Extra	2 months	20.000 NRS	40.000	3.279
2	Project Assistant	2 months	20.000 NRS	40.000	3.279
3	Project Helper extra	2 months	11.000 NRS	22.000	1.803
4	Project Trainer I (Nurse)	2 months	30.000 NRS	60.000	4.918
7	Local porters for extras	1 porters	7.000 NRS	7.000	574
				169.000	13.852
B. Compensation for food and lodge					
1	Project Coordinator	8 weeks	2.500 NRS	20.000	1.639
2	Project Assistant	8 weeks	2.500 NRS	20.000	1.639
3	Project Helper	8 weeks	2.500 NRS	20.000	1.639
4	Project Trainer I (Nurse)	8 weeks	2.500 NRS	20.000	1.639
				80.000	6.557
C. Transportation					
2	Bus KTM-Bhandar (4 persons)	2 trips	700 NRS	5.600	459
				5.600	459
D. Training					
1	Presentation Skill at British Council	1 person	6.000 NRS	6.000	492
				6.000	492
E. INSURANCE					
1	Nurse and Project Assistant for 2 month	2 person	5.000 NRS	10.000	820
				10.000	820
F Women Group Committee, Project Meeting Allowance					
1	20committee meetings locally with 3 women	120 women	100 NRS	12.000	984
2	5 meetings in Kenja with 15 women	75 women	150 NRS	11.250	922
3	Health Assistant, Rewati Thapa	15 days	500 NRS	7.500	615
				30.750	2.520
G Refreshment for Project meeting					
1	Tea and biscuits for 120 women	5 Meeting	5.000 NRS	25.000	2.049
				25.000	2.049
H INFORMATION MATERIALS					
1	Reference books related to health and stationery for training		10.000 NRS	10.000	820
2	Copy for Trainee (Around 150)		4.000 NRS	4.000	328
3	Pens for Trainee (Around 150)		2.000 NRS	2.000	164
				16.000	1.311
Total Proposed Budget				342.350	28.061

ANEX 2

Implementation Schedule of HIPRON Pilot-WEP (Women Empowerment Project) in Bakanje VDC, Solukhumbu

Abbreviations: KTM=Kathmandu / SB=Sagar-Bakanje / SD=Sagardanda / CK=Chhiringkharka / CCC=Chhiringkharka Community Clinic / WG=Women Group / VDC-WG=Bakanje VDC Women Group / PST=Presentation Skill Training / PH= Project Helper / HW=Homework

Date	Location	Action	Equipment/Comment	
Pilot-WEP preparation Period				
week 31	Aug			
week 32	Aug	Office	Project proposal and Implementation Schedule preparation.	
week 33	Aug	Office	Project Application and Implementation Schedule Preparation and submission	
week 34	Aug		Presentation Skill Training 5PM to 7:30PM (Monday & Friday) at British Council Ambika is trainee	
week 35	Sep			
week 36	Sep			
week 37	Sep			
week 38	Sep	Office	Selection of the staff (Staff Nurse, Project Assistant)	Namgyal & Ambika
week 39	Sep			
1.	Oct	Office	Employ staff (Staff Nurse, Project Assistant and Project Helper) – Set-up Health Training Program	Namgyal
2.	Oct		Saturday	Holiday
3.	Oct	Office	Introduce Pilot-WEP	Ambika
4.	Oct	Office	Going through the Itinerary of Pilot-WEP	Ambika and new staff
5.	Oct	Office	Preparation (last thing, Shopping, packing and so on)	
6.	Oct	Office		
7.	Oct	Office		
8.	Oct		First Day of Dashain	Public Holiday
9.	Oct		Saturday	Mummy & Papa Kurt arrival 09.10
10.	Oct	Office	New staff Introduction & Orientation	Papa Kurt
Itinerary of Pilot-WEP Phase I				
1	11.	Oct	KTM-Bhandar	Travel by bus
2	12.	Oct	Bhandar-Kenja	3 hours walk (invite Kenja women for meeting, Prepare for meeting, check Office facility and discussing Cyber)

Date		Location	Action	Equipment/Comment
3	13. Oct	Kenja	<p>WEP-Phase I meeting: 10- 10:30AM: Serve Tea & biscuit</p> <p>10:30 AM- 12:30PM: Identification WG</p> <ul style="list-style-type: none"> • Member of WG, Activities, Objectives, responsibilities & challenges • form WG committee • Handover the Minute and Ledger Book and teach them to use it <p>12:30PM- 1PM: Break</p> <p>1PM- 3PM: Identification of future activities WG interested in:</p> <ul style="list-style-type: none"> • Acting as supervisor of projects? Implementing long /short term projects, local project and/or general project or? Project training by professionals? Coordination and promotion of local project? Cooperation with Local stakeholders & partner? • Give HW for WG for Phase II meeting: Propose define and discuss a village project, which can be used for project training, detailing all the components: background, need, activities, beneficiaries, target group, input, local contribution, output <p>3PM- 4PM: Identify VDC-WG representatives</p> <p>4PM- 5PM: Health Lecture by Mummy & Nurse</p> <p>Afterwards: Trying to establish WEP Office in Kenja</p>	
4	14. Oct	Kenja-Chhimbu	Walking up to Chhimbu enjoying with everyone on the way & invite Chhimbu Women for meeting	(Fhulpati)
5	15. Oct	Chhimbu	<p>WEP-Phase I meeting: 10- 10:30AM: Serve Tea & biscuit</p> <p>10:30 AM- 12:30PM: Identification WG</p> <ul style="list-style-type: none"> • Member of WG, Activities, Objectives, responsibilities & challenges • form WG committee • Handover the Minute and Ledger Book and teach them to use it <p>12:30PM- 1PM: Break</p> <p>1PM- 3PM: Identification of future activities WG interested in:</p> <ul style="list-style-type: none"> • Acting as supervisor of projects? Implementing long /short term projects, local project and/or general project or? Project training by professionals? Coordination and promotion of local project? Cooperation with Local stakeholders & partner? • Give HW for WG for Phase II meeting: Propose define and discuss a village project, which can be used for project training, detailing all the components: background, need, activities, beneficiaries, target group, input, local contribution, output (<i>homework could be: Chhimbu School Uniform Factory if WG wish to work for it</i>) <p>3PM- 4PM: Identify VDC-WG representatives</p> <p>4PM- 5PM: Health Lecture by Mummy & Nurse</p>	Dashain
6	16. Oct	Chhimbu-SB	1 ½ hour walk from Chhimbu to SB, invite SD Women for meeting, prepare for SD & SB meeting	

Date	Location	Action	Equipment/Comment
7	17. Oct SB-SD-SB	<p>WEP-Phase I meeting: 10- 10:30AM: Serve Tea & biscuit</p> <p>10:30 AM- 12:30PM: Identification WG</p> <ul style="list-style-type: none"> • Member of WG, Activities, Objectives, responsibilities & challenges • form WG committee • Handover the Minute and Ledger Book and teach them to use it <p>12:30PM- 1PM: Break</p> <p>1PM- 3PM: Identification of future activities WG interested in:</p> <ul style="list-style-type: none"> • Acting as supervisor of projects? Implementing long /short term projects, local project and/or general project or? Project training by professionals? Coordination and promotion of local project? Cooperation with Local stakeholders & partner? • Give HW for WG for Phase II meeting: Propose define and discuss a village project, which can be used for project training, detailing all the components: background, need, activities, beneficiaries, target group, input, local contribution, output <p>3PM- 4PM: Identify VDC-WG representatives</p> <p>4PM- 5PM: Health Lecture by Mummy & Nurse</p>	Market day
8	18. Oct SB	<p>WEP-Phase I meeting: 10- 10:30AM: Serve Tea & biscuit</p> <p>10:30 AM- 12:30PM: Identification WG</p> <ul style="list-style-type: none"> • Member of WG, Activities, Objectives, responsibilities & challenges • form WG committee • Handover the Minute and Ledger Book and teach them to use it <p>12:30PM- 1PM: Break</p> <p>1PM- 3PM: Identification of future activities WG interested in:</p> <ul style="list-style-type: none"> • Acting as supervisor of projects? Implementing long /short term projects, local project and/or general project or? Project training by professionals? Coordination and promotion of local project? Cooperation with Local stakeholders & partner? • Give HW for WG for Phase II meeting: Propose define and discuss a village project, which can be used for project training, detailing all the components: background, need, activities, beneficiaries, target group, input, local contribution, output <p>3PM- 4PM: Identify VDC-WG representatives</p> <p>4PM- 5PM: Health Lecture by Mummy & Nurse</p>	Dashain <i>Send PH to CK with invitation for Women for Meeting</i>

Date		Location	Action	Equipment/Comment
9	19. Oct	SB-CK (06-10AM)	<p>WEP-Phase I meeting: 10- 10:30AM: Serve Tea & biscuit</p> <p>10:30 AM- 12:30PM: Identification WG</p> <ul style="list-style-type: none"> • Member of WG, Activities, Objectives, responsibilities & challenges • form WG committee • Handover the Minute and Ledger Book and teach them to use it <p>12:30PM- 1PM: Break</p> <p>1PM- 3PM: Identification of future activities WG interested in:</p> <ul style="list-style-type: none"> • Acting as supervisor of projects? Implementing long /short term projects, local project and/or general project or? Project training by professionals? Coordination and promotion of local project? Cooperation with Local stakeholders & partner? • Give HW for WG for Phase II meeting: Propose define and discuss a village project, which can be used for project training, detailing all the components: background, need, activities, beneficiaries, target group, input, local contribution, output <p>3PM- 4PM: Identify VDC-WG representatives</p> <p>4PM- 5PM: Health Lecture by Mummy & Nurse</p> <p>Meeting with FAT Trainee about their Achievements & Experience during Training, as well as Meeting on CCC Committee</p>	Dashain
10	20. Oct	CK-Thuche	Women arrange a tent trek to Thuche (women guide, cook and porters)	
Itinerary of Pilot-WEP Phase II				
11	21. Oct	Thuche	WEP-Phase I conclusion and discussion in coordinator group Mummy & Papa Kurt go for Beni , Ambika & Nurse continue to Bakanje	
12	22. Oct	Thuche-CK	Back to CK, invite WG for Phase II meeting and prepare for the meeting.	
13	23. Oct	CK	<p>WEP phase II: 10 -10:30AM: Serve tea & biscuit</p> <p>10:30AM- 1PM: Assess the output of the Phase I meeting</p> <ul style="list-style-type: none"> • Presentation of their ideas of a local project from the Phase I meeting • Facilitate WG reminding and describing ALL project components completely and sufficiently • Identify the challenges: disagreement & obstruction encounter during the process, & help them in finding the way of solution <p>1PM- 2PM: break time</p> <p>2PM - 4PM: Writing Project Proposal</p> <ul style="list-style-type: none"> • Support WG in writing all Project components in the paper and clarify the WG on Project components sufficiently if lack of knowledge, unpreparedness and disagreement occurred in writing proposal • Give WG Homework for Phase III Meeting: Complete a project proposal in writing form, Complete and describe well the unclear components, Project proposal shall be very convincing, focusing to the donor and Project <p>4PM-5PM: Basic Health Knowledge to WG by Nurse</p>	

Date		Location	Action	Equipment/Comment
14	24. Oct	CK-SD	Walk down to SD, invite WG for Phase II meeting & prepare for the meeting	Market day
15	25. Oct	SD	<p>WEP phase II: 10 -10:30AM: Serve tea & biscuit</p> <p>10:30AM -1PM: Assess the output from the Phase I meeting</p> <ul style="list-style-type: none"> • Presentation of their ideas of a local project from the Phase I meeting • Facilitate WG reminding and describing ALL project components completely and sufficiently • Identify the challenges: disagreement & obstruction encounter during the process, & help them in finding the way of solution <p>1PM-2PM: break time</p> <p>2PM - 4PM: Writing Project Proposal</p> <ul style="list-style-type: none"> • Support WG in writing all the project components in the paper, and clarify the WG on Project components sufficiently if lack of knowledge, unpreparedness and disagreement occurred in writing proposal • Give WG Homework for Phase III Meeting: Complete the project proposal in writing form, Complete and describe well the unclear components, Project proposal shall be very convincing, focusing to the donor and Project <p>4PM- 5PM: Basic Health Knowledge to WG by Nurse</p>	
16	26. Oct	SD-SB	Walk up to SB, Invite WG for Phase II meeting & prepare for the meeting	
17	27. Oct	SB	<p>WEP phase II: 10 -10:30AM: Serve tea & biscuit</p> <p>10:30AM- 1PM: Assess the output from the Phase I meeting</p> <ul style="list-style-type: none"> • Presentation of their ideas of a local project from the Phase I meeting • Facilitate WG reminding and describing ALL project components completely and sufficiently • Identify the challenges: disagreement & obstruction encounter during the process, & help them in finding the way of solution <p>1PM- 2PM: Break time</p> <p>2PM - 4PM: Writing Project Proposal</p> <ul style="list-style-type: none"> • Support WG in writing all the project components in the paper, and clarify the WG on Project components sufficiently if lack of knowledge, unpreparedness and disagreement occurred • Give WG Homework for Phase III Meeting: Complete the project proposal in writing form, Complete and describe well the unclear components, Project proposal shall be very convincing, focusing to the donor and Project <p>4PM- 6PM: Basic Health Knowledge to WG by Nurse & Meeting with Susma, Rewati, on general health issue</p>	
18	28. Oct	SB-Chhimbu	Walk down to Chhimbu, invite WG for Phase II meeting and prepare for the meeting	

Date		Location	Action	Equipment/Comment
19	29. Oct	Chhimbu	<p>WEP phase II: 10- 10:30AM: Serve tea & biscuit</p> <p>10:30AM- 1PM: Assess the output from the Phase I meeting</p> <ul style="list-style-type: none"> • Presentation of their ideas of a local project from the Phase I meeting • Facilitate WG reminding and describing ALL project components completely and sufficiently • Identify the challenges: disagreement & obstruction encounter during the process, & help them in finding the way of solution <p>1PM- 2PM: break time</p> <p>2PM - 4PM: Writing Project Proposal</p> <ul style="list-style-type: none"> • Support WG in writing all the project components in the paper, and clarify the WG on Project components sufficiently if lack of knowledge, unpreparedness and disagreement occurred • Give WG Homework for Phase III Meeting: Complete the project proposal in writing form, Complete and describe well the unclear components, Project proposal shall be very convincing, focusing to the donor and Project <p>4PM- 5PM: Basic Health Knowledge to WG by Nurse</p>	Mummy back to DK
20	30. Oct	Chhimbu-Kinja	Walk down to Kenja, invite WG for meeting & prepare for meeting.	
21	31. Oct	Kenja	<p>WEP phase II: 10- 10:30AM: Serve tea & biscuit</p> <p>10:30AM- 1PM: Assess the output from the Phase I meeting</p> <ul style="list-style-type: none"> • Presentation of their ideas of a local project from the Phase I meeting • Facilitate WG reminding and describing ALL project components completely and sufficiently • Identify the challenges: disagreement & obstruction encounter during the process, & help them in finding the way of solution <p>1PM- 2PM: break time</p> <p>2PM- 4PM: Writing Project Proposal</p> <ul style="list-style-type: none"> • Support WG in writing all the project components in the paper, and clarify the WG on Project components sufficiently if lack of knowledge, unpreparedness and disagreement occurred • Give WG Homework for Phase III Meeting: Complete the project proposal in writing form, Complete and describe well the unclear components, Project proposal shall be very convincing, focusing to the donor and Project <p>4PM- 5PM: Basic Health Knowledge to WG by Nurse</p> <p>Invitation for Phase III meeting</p>	Market day
Itinerary of Pilot-WEP Phase III				
23	1. Nov	Kenja	Send PH to Chhimbu with invitation for WG for Phase III meeting of 03 Nov, Prepare for Phase III meeting	

Date		Location	Action	Equipment/Comment
24	2. Nov	Kenja	<p>WEP phase III: 10AM- 10:30AM: Serve tea & biscuit 10:30AM- 1PM: Meeting with WG on following issue</p> <ul style="list-style-type: none"> • Presentation of completed proposal by WG and Review it (Criticize detail propose alternative way of describing final adjustment of the proposal) • Define long / short term project Identifying the potential project the WG can engage with • Discuss responsibilities, activities, actor and cooperation <p>1PM- 2PM: Break time 2- 3PM: Review and oral test of basic health By Nurse 3PM: Meeting with representative of VDC-WG</p> <ul style="list-style-type: none"> • Teach the Meeting procedure, minute and ledger book update • Revision of discussion from Phase I & II about representation of VDC-WG • Discuss about presentation at VDC-WG meeting • Discuss what and how to purpose for coming VDC-WG activities • Give WG Homework for Concluding Meeting: Prepare the presentation for Papa Kurt and Namgyal 	
25	3. Nov	Kenja- Chhimbu	<p>WEP phase III: 10AM- 10:30AM: Serve tea & biscuit 10:30AM- 1PM: Meeting with WG on following issue</p> <ul style="list-style-type: none"> • Presentation of completed proposal by WG and Review it (Criticize detail propose alternative way of describing final adjustment of the proposal) • Define long and short term project Identifying the potential project the WG can engage with • Discuss responsibilities, activities, actor and cooperation <p>1PM- 2PM: Break time 2- 3PM: Review and oral test of basic health By Nurse 3PM: Meeting with representative of VDC-WG</p> <ul style="list-style-type: none"> • Teach the Meeting procedure, minute and ledger book update • Revision of discussion from Phase I & II about representation of VDC-WG and Discuss what and how to purpose for coming VDC-WG activities • Discuss about presentation at VDC-WG meeting • Give WG Homework for Concluding Meeting: Prepare the presentation for Papa Kurt and Namgyal 	
26	4. Nov	Chhimbu-SB	Walk to SB, invite WG for Phase III meeting &prepare for it	(Tihar) Laxmi Pooja

Date		Location	Action	Equipment/Comment
27	5. Nov	SB	<p>WEP phase III: 10AM-10:30AM: Serve tea & biscuit</p> <p>10:30AM- 1PM: Meeting with WG on following issue</p> <ul style="list-style-type: none"> • Presentation of completed proposal by WG and Review it (Criticize detail propose alternative way of describing final adjustment of the proposal) • Define long and short term project Identifying the potential project the WG can engage with • Discuss responsibilities, activities, actor and cooperation <p>1PM- 2PM: Break time</p> <p>2- 3PM: Review and oral test of basic health By Nurse</p> <p>3PM: Meeting with representative of VDC-WG</p> <ul style="list-style-type: none"> • Teach the Meeting procedure, minute and ledger book update • Revision of discussion from Phase I & II about representation of VDC-WG and Discuss what and how to purpose for coming VDC-WG activities • Discuss about presentation at VDC-WG meeting • Give WG Homework for Concluding Meeting: Prepare the presentation for Papa Kurt and Namgyal 	
28	6. Nov	SB-SD	Walk to SD, invite WG for Phase-III meeting & prepare for it.	
29	7. Nov	SD	<p>WEP phase III: 10AM- 10:30AM: Serve tea & biscuit</p> <p>10:30AM- 1PM: Meeting with WG on following issue</p> <ul style="list-style-type: none"> • Presentation of completed proposal by WG and Review it (Criticize detail propose alternative way of describing final adjustment of the proposal) • Define long and short term project Identifying the potential project the WG can engage with • Discuss responsibilities, activities, actor and cooperation <p>1PM- 2PM: Break time</p> <p>2- 3PM: Review and oral test of basic health By Nurse</p> <p>3PM: Meeting with representative of VDC-WG</p> <ul style="list-style-type: none"> • Teach the Meeting procedure, minute and ledger book update • Revision of discussion from Phase I & II about representation of VDC-WG and Discuss what and how to purpose for coming VDC-WG activities • Discuss about presentation at VDC-WG meeting • Give WG Homework for Concluding Meeting: Prepare the presentation for Papa Kurt and Namgyal 	Market Day
30	8. Nov	SD-Orale-CK	Walk from SD to CK, invite WG for Phase III meeting & prepare for it.	

Date		Location	Action	Equipment/Comment
31	9. Nov	CK	<p>WEP phase III: 10AM-10:30AM: Serve tea & biscuit</p> <p>10:30AM- 1PM: Meeting with WG on following issue</p> <ul style="list-style-type: none"> • Presentation of completed proposal by WG and Review it (Criticize detail propose alternative way of describing final adjustment of the proposal) • Define long and short term project Identifying the potential project the WG can engage with • Discuss responsibilities, activities, actor and cooperation <p>1PM- 2PM: Break time</p> <p>2- 3PM: Review and oral test of basic health By Nurse</p> <p>3PM: Meeting with representative of VDC-WG</p> <ul style="list-style-type: none"> • Teach the Meeting procedure, minute and ledger book update • Revision of discussion from Phase I & II about representation of VDC-WG and Discuss what and how to purpose for coming VDC-WG activities • Discuss about presentation at VDC-WG meeting • Give WG Homework for Concluding Meeting: Prepare the presentation for Papa Kurt and Namgyal 	
32	10. Nov	CK-Thuche	Meet Papa Kurt in Thuche.	
33	11. Nov	Thuche-CK	Enjoy in Thuche with HIPRON family: Discuss about previous WG activities and their active involvement.	
34	12. Nov	CK	Meeting with First aid trainees, their engagement and benefits in the village and WG. (Papa Kurt & Namgyal) Meeting invitation for Conclusion Phase meeting	
Itinerary of Pilot-WEP Concluding Phase				
35	13. Nov	CK	<p>WEP Conl. Phase: 10AM- 11AM: Serve tea & biscuit</p> <p>11- 5PM: Meeting with WG, Papa Kurt & Namgyal (1PM-2PM break time)</p> <ul style="list-style-type: none"> • Presentation of WG's ideas about future activities and interest in the village. • Presentation of project proposal prepared in phase I, II and III by WG. • Review of Health issue by Nurse. • Meeting with VDC-WG representative, Presentation of WG committee, members and their Procedure <p>Invite VDC-WG representatives for VDC-WG meeting in Kenja on 21st Nov. 2010.</p>	
36	14. Nov	CK-SD	Down to SD, invite for Concluding Phase Meeting and prepare for the meeting	Market Day
37	15. Nov	SD	<p>WEP Conl. Phase: 10AM- 11AM: Serve tea & biscuit</p> <p>11- 5PM: Meeting with WG, Papa Kurt & Namgyal (1PM-2PM break time)</p> <ul style="list-style-type: none"> • Presentation of WG's ideas about future activities and interest in the village. • Presentation of project proposal prepared in phase I, II and III by WG. • Review of Health issue by Nurse. • Meeting with VDC-WG representative, Presentation of WG committee, members and their Procedure <p>Invite VDC-WG representatives for VDC-WG meeting in Kenja on 21st Nov. 2010.</p>	
38	16. Nov	SD-SB	Invite WG for Concluding Phase Meeting, prepare for meeting	

Date		Location	Action	Equipment/Comment
39	17. Nov	SB	<p>WEP Conl. Phase: 10AM- 11AM: Serve tea & biscuit</p> <p>11- 5PM: Meeting with WG, Papa Kurt & Namgyal (1PM-2PM break time)</p> <ul style="list-style-type: none"> • Presentation of WG's ideas about future activities and interest in the village. • Presentation of project proposal prepared in phase I, II and III by WG. • Review of Health issue by Nurse. • Meeting with VDC-WG representative, Presentation of WG committee, members and their Procedure <p>Invite VDC-WG representatives for VDC-WG meeting in Kenja on 21st Nov. 2010.</p>	<i>Send PH to Chhimbu with the Invitation of concluding Phase meeting</i>
40	18. Nov	SB-Chhimbu	<p>WEP Conl. Phase: 10AM- 11AM: Serve tea & biscuit</p> <p>11- 5PM: Meeting with WG, Papa Kurt & Namgyal (1PM-2PM break time)</p> <ul style="list-style-type: none"> • Presentation of WG's ideas about future activities and interest in the village. • Presentation of project proposal prepared in phase I, II and III by WG. • Review of Health issue by Nurse. • Meeting with VDC-WG representative, Presentation of WG committee, members and their Procedure <p>Invite VDC-WG representatives for VDC-WG meeting in Kenja on 21st Nov. 2010.</p>	<i>Send PH to Kenja with the Invitation of concluding Phase meeting</i>
41	19. Nov	Chhimbu-Kenja	<p>WEP Conl. Phase: 10AM- 11AM: Serve tea & biscuit</p> <p>11- 5PM: Meeting with WG, Papa Kurt & Namgyal (1PM-2PM break time)</p> <ul style="list-style-type: none"> • Presentation of WG's ideas about future activities and interest in the village. • Presentation of project proposal prepared in phase I, II and III by WG. • Review of Health issue by Nurse. • Meeting with VDC-WG representative, Presentation of WG committee, members and their Procedure <p>Invite VDC-WG representatives for VDC-WG meeting in Kenja on 21st Nov. 2010.</p>	
42	20. Nov	Kenja	Preparation for VDC-WG Meeting	
43	21. Nov	Kenja	<p>VDC-WG meeting opening:</p> <ul style="list-style-type: none"> • Identify VDC-WG • introduction by VDC-WG representative • Election the VDC-WG Committee <p>VDC-WG meeting:</p> <ul style="list-style-type: none"> • Meeting holds under the chairmanship of Elected Chairwoman of VDC-WG • Elected Secretary of VDC-WG write minute • Elected Treasurer of VDC-WG will open the account in Ledger Book • Presentation of their own village project • Propose presentation of their proposal for coming VDC-WG activities • VDC-WG decides about the activities responsibilities, duties to be given to individual member of WG or to Village Women Group • VDC-WG decides about the date of next meeting 	Market Day
44	22. Nov	Kenja		

Date	Location	Action	Equipment/Comment
23.	Kenja		
24. Nov	Kinja-Bhandar		
25. Nov	Bhandar-KTM		
26. Nov	HOME	Day OFF	
Pilot-WEP REPORTING Phase & WEP Application Phase			
27. Nov	Office		
28. Nov	Office		
29. Nov	Office		
30. Nov	Office	Papa Kurt back to Denmark 16.15	
1. Dec	Office		
2. Dec	Office		
3. Dec	Office		
4. Dec	Office		
5. Dec	Office		
6. Dec	Office		
7. Dec	Office		
8. Dec	Office		
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17. Dec	Office		
18. Dec	Office		
19. Dec	Office		
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22. Dec	Office		
23. Dec	Office		
24. Dec	Office		
25. Dec	Office		
26. Dec	Office		
27. Dec	Office		

Date		Location	Action	Equipment/Comment
	28. Dec	Office		
	29. Dec	Office		
	30. Dec	Office		
	31. Dec	Office		
	1. Jan	Office		
	2. Jan	Office		
week	1			
week	2			
week	3			
week	4			
week	5			
week	6			
week	7			
week	8			
week	9			
week	10			