

Upper Solu Higher Secondary Technical School with Student Hostel at Chheding
SUGGESTION ON PHASE DESCRIPTION

PHASE	BASIS	ACTION	WHEN	WHO
PHASE 1: PREPARATION				
PHASE 1 PREPARATION	Political situation	There should be no political issues preventing or hampering the project		People of Nepal
	Preserving the natural beauty at Chheding	STOP CUTTING OF TREES Any size of trees, for any purpose, also for firewood	IMMEDIATELY and for many years ahead	School, caretaker, hostel-teachers, hostel-students, workers, anyone
		Planting new trees to fill in all the empty spaces	Monsoon 2007	Junbesi School
	Finalizing the playground	Completing the playground will be part of the whole construction planning and be done simultaneously with Phase 3: Piloting	Decision taken on 3/11-06	Environment and Health Organization with Mr. Christopher
	Upper Solu Survey 2005	Doing a survey in Thamakhani, Bakanje, Beni and part of Trakshindu VDC	Was done in autumn 2005	Himalayan Project
		Entering data in database	Was done marts-august 2006	SeaGate Computer Institute, Koupondole
		Analyzing the datas in database and reporting datas	Started September 2006	Himalayan Project
		Making a report on Survey 2005, including relevant informations on schools, construction, infrastructure etc.	Expected ready autumn 2007	Himalayan Project
		Printing report	Autumn 2007	Joyti Press, Lazimpat, KTM
		Distributing report for villagers in Upper Solu, for schools, for District Offices, for NGOs', for all with interest in Upper Solu	Autumn 2007	Himalayan Project
	Forming Upper Solu Higher Secondary Technical School Managing Committee and starting work	For a start teachers from Junbesi School and Parents from Junbesi, and a representative who have good knowledge about educational system in Nepal		USHSTS Managing Committee
		Before starting Phase 2, re-electing the Committee with representatives from Beni, Trakshindu (Ringmu), Bakanje, Thamakhani		
		Give suggestion on the running of the school		
		Making budget on running costs of the school		
		Approaching DEO for approval of the school		

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	Forming Chheding Hostel Managing Committee	Teachers and villagers of Beni VDC		Chheding Hostel Managing Committee
		Give suggestion on the running of the hostel		
		Making budget on running costs of the hostel		
	Ownership	Is Junbesi School ready to give the land at Chheding for USHSTS?		Junbesi School
	Strengthening HCDO	Giving emphasis to more activity from HCDO side to have a central role in the development of the project – if they want to take part		HCDO
	Rough Project Description	Overview and rough project description on the major premises and vision	3- November 2006	Himalayan Project
		More detailed but still Rough Project Description will come when more input are received from the stakeholders of the project.		Himalayan Project
		Estimation on number of students in each level		USHSTS Committee and Chheding Hostel Committee
		Estimation on needs and facilities		
		Estimation on number of students in hostel		
		Estimation on running costs and students payments		
	Approaching Officials	Discussing with Royal Danish Embassy, Danida, Mellempfolkelig Samvirke	Autumn 2006	Himalayan Project
		Discussing with Ministry of Education		
		Discussing with Central Education Office		
		Discussing with District Education Office		
		Discussing with CTEVT		

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PHASE	BASIS	ACTION	WHEN	WHO
	Networking Cooperating NGOs' giving information and taking suggestion	Himalayan Project		
		Himalayan Conservation Foundation		
		Himalayan Community Development Organization		
		Himalayan Yeti Club		
		Mr. Christopher		
		Meditibet		
		Village Organizations		
		Village Development Committees (VDC)		
	Evaluating possible constructing knowledge	Young Stars Club		
		Architect / Engineer from Kathmandu		
	Evaluating possible contractors and constructors	Jangbu Sherpa, Mathok, Thamakhani – carpenter		
	Making preliminary lump sum budget	Young Stars Club Engineer	5. November 2006	Himalayan Project
	Junbesi Communication Center	Establishing of efficient Internet communication in Junbesi	Marts 2007	Tashi Take Committee
	Beni Electricity Company	Can they provide sufficient and functional electricity for the school (kitchen, light in rooms and streets, technical laboratories, etc)		Beni Electricity Company
		Should supplementary hydropower be established to supplu the schools needs		
	Workshops and public meetings	Sustainability of the Project after construction		
Will the population of Upper Solu be ready to utilize this facility and pay hostel fees and educational fees				

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		Which technical subjects should be educated		
	Approaching collaborating NGO's	Sending advertising to all possible collaborators to have their suggestions, and wish to collaborate and to which level		
	Preliminary Project Proposal	Coordinating all reports from above actions writing a Preliminary Project Proposal		Himalayan Project
	Approaching Donors	OPEC-Developmen Fund (Oil Producing xxx Countries)	Autumn 2005	Himalayan Project
		Danida (for running of school)	Autumn 2006	Himalayan Project

PHASE 2: DEVELOPMENT and PLANNING

PHASE 2 DEVELOPMENT PLANNING	Assignment of Construction Committee	Construction Committee Manager	(To be decided by main responsible NGO in cooperation with cooperating NGOs')	
		Construction Committee Vice Manager		
		Construction Committee Secretary		
		Construction Committee Treasurer		
		Construction Committee Treasurer Assistant		
		Construction Committee Monitoring Chairman		
		Construction Committee Monitoring Assistant		
		Construction Committee Member		
		Construction Committee Member		
	Preparatory work of Construction Committee	Construction Committee shall make a plan on how their work shall be done, presence on construction site, authority, salaries and compensations, etc.		
Making a contingency plan in case work is not done according to Construction Plan				

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PHASE	BASIS	ACTION	WHEN	WHO
		Describe the consequences in case of neglects and improper work from committee side		
		Describe action plan in case irregularities happens on construction site		
		Describe how salaries shall be paid		
	Preparatory work by Treasurer	Deciding Accounting System in coordination with involved NGO's		Construction Committee Treasurer
		Taking training in Accounting		
		Opening Bankaccount		
		Deciding monetary transactions		
	Preparatory work of Monitoring Unit	Deciding the method of monitoring		Construction Committee Monitoring Chairman
		Purchasing necessary tools		
	Preparatory work of Secretary	Deciding reporting system and transactions		Construction Committee Secretary
		Purchasing necessary papers and tools		
	Collecting suggestions on details in construction	Sanitation system		Mingma Gyalzen Sherpa
		Kitchen equipments		
		Communication / PC networking		
		Clocktower		
		Outlook and appearance of the buildings		
	Mapping	Exact measurement of the land (AutoCad)		Landmeassurer and SeaGate Computer Institute
	Models	Producing various Models on the Project (AutoCad)		Architect
		Deciding Model on Project (consulting involved NGOs', other involved Committees', Junbesi School, other Schools, Villagers of Upper Solu, DEO, others interested)		Construction Committee
	Detailed Model	Project Description on the chosen Model of Project in details in various qualities		Architect / Engineer
		Deciding the quality of the Model (consulting involved NGO's and other involved Committees')		Construction Committee

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PHASE	BASIS	ACTION	WHEN	WHO	
	Detailed Construction Description	Producing a detailed Description on all details in the Construction for the use of Constructors and Monitoring Unit		Architect / Engineer	
		Accepting the Project Description (consulting involved NGO's and other involved Committees')		Construction Committee	
	Detailed Budget	Producing a detailed Budget on the Project Description		Architect / Engineer	
		Accepting the Budget (consulting involved NGO's and other involved Committees')		Construction Committee	
	Final Project Description	Summarizing all available informations		Himalayan Project	
	Application to Donor	OPEC			Himalayan Project
		Danida			Himalayan Project
Timeframe	After having consent from Donor a timeframe on remaining construction phases shall be made			Himalayan Project	
PHASE 3: PILOTING (preparing land)					
PHASE 3 PILOTING	Appointment of staff and workers	Overseer to assign the detailed procedures according to Construction Description			
		Workers Foreman			
		Workers for digging soil			
		Bricklayers			
	Preparation of land	Digging and transporting soil			
		Drain and pipe wetlands			
		Constructing and improve access ways (building bridge)			

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PHASE	BASIS	ACTION	WHEN	WHO
	Building Compound Walls	Building walls for terraces		
		Building stairs		
	Constructing subterranean structures	Part wise constructing rainwater draining system		
		Part wise constructing subterranean channels for electric cables and waterpipes		
		Constructing drainage systems for toilet sewage – for septiktanks or composting according to plan		
		Constructing drainage systems for washing water		
	Payment of Salaries	C.C. Treasurer shall pay salaries according to plan of payments		
	Monitoring	Monitoring personnel shall pay daily visits on construction site, store rooms and places and sites where raw materials are produced in the period where work is ongoing		C.C. Monitoring Personel
		In periods with no ongoing work they shall pay regular visits in storerooms and storing places		
		Doing measures on the ongoing work to see that it fulfil the Construction Plan details		
		Counting raw materials brought into the construction site and when used		
		Reporting all counting's to C.C.Secretary		
		Reporting any irregularities to C.C. Manager		
	Approval	Next Phase can't be initiated before the performed tasks in Phase 3 has been approved and found satisfactory executed		Himalayan Project

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PHASE	BASIS	ACTION	WHEN	WHO
PHASE 6: ESTABLISHING OF TECHNICAL SCHOOL				
<u>PHASE 6</u> ESTABLISHING OF TECHNICAL SCHOOL				
PHASE 7: CAPACITY BUILDING				
<u>PHASE 7</u> CAPACITY- BUILDING				