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Draft updated version of the

Results Based Management and Monitoring, Evaluation and Learning Plan of the Sustainable WASH for All Project



Version 2 February 2025
Prepared by the PSU

NIRAS

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Abbreviations

Department of Water Supply and Sewerage Management	DWSSM
European Union	EU
Government of Finland	GoF
Government of Nepal	GoN
Monitoring and Evaluation	M&E
Monitoring, Evaluation and Learning	MEL
Management Information System	MIS
Ministry of Finance	MoF
Ministry of Water Resources and Energy Development	MoWRED
Ministry of Water Supply	MoWS
Mid-term evaluation	MTE
National WASH Information Management System	N-WASH
Participatory Annual Performance Assessment	PAPA
Project Coordination Office	PCO
Project Support Unit	PSuSU
Results Based Management	RBM
Service Support Centre	SSC
Supervisory Board	SvB
Sustainable WASH for All	SUSWA
WASH Management Committee	WASH MC

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Section A - Background, Objectives and Guiding Principles

1. Background

Sustainable WASH for All (SUSWA) is a bi-lateral human rights progressive Water, Sanitation and Hygiene (WASH) project funded by the Government of Nepal (GoN) and Government of Finland (GoF) jointly with the European Union (EU), including co-funding from project municipalities and rural municipalities. The project is a continuation of financial and technical support that the GoF has been providing to the development of the WASH sector in Nepal since 1989. The project duration is 5.5 years and the implementation started in mid-November 2021. The total budget is 31.1 MEUR, comprising 5 MEUR from GoN, 9 MEUR from GoF, 10.1 MEUR from the EU, 5 MEUR from Municipalities and estimated 2 MEUR from users' contribution.

The competent authorities of the project are the Ministry of Finance (MoF) of Nepal and the Ministry for Foreign Affairs (MFA) of Finland. The Department of Water Supply and Sewerage Management (DWSSM) under the Ministry of Water Supply (MoWS) is the main agency supporting the implementation of the project and acts as the Project Coordination Office (PCO). The project municipalities, including Rural Municipalities and Municipalities, are the main implementing agencies of the project and responsible for planning, implementation, and monitoring of WASH activities in their areas. The Project Support Unit (PSU), managed by NIRAS Finland, provides technical assistance and works closely with the PCO and municipalities. The Supervisory Board (SvB) is the main decision-making body of SUSWA.

The project developed a monitoring, evaluation and learning (MEL) plan during the inception phase to guide the development of the MEL tools. Since then, the MEL system has developed significantly to respond to the needs of the project and support the objectives of results based management. In addition, the mid-term evaluation of the project was conducted in 2024 and it provided recommendations to strengthen the MEL system and update the result framework.

This updated plan provides an overview of the planning, monitoring, reporting, and evaluation cycle and tools of the project and the key guiding principles and tools. The updated version of the result framework is attached to this plan.

2. Objectives

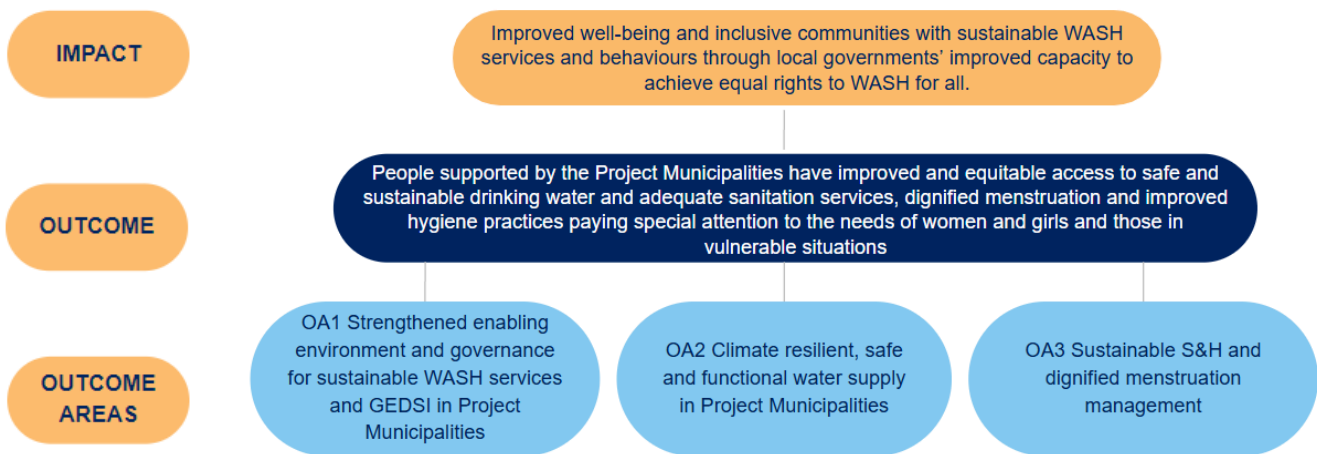
The objective of this MEL plan is to describe how the project collects, verifies, and uses information to manage progress towards the results. The project's MEL system has been designed to support the following activities and objectives:

- Measure progress towards expected results
- Quality assurance, learning, and compliance monitoring
- Support decision making and learning by providing information on successes, challenges, and lessons learnt
- Support accountability to beneficiaries and competent authorities

- Build capacities and strengthen ownership at different levels, particularly in the project municipalities/rural municipalities
- Encourage investment and stakeholders’ willingness to contribute

The plan is anchored to the theory of change and result framework of the SUSWA project. The full theory of change, including assumptions, activities, and context description, is available in the project document¹. Figure 1 below presents the project’s expected impact and outcomes.

Figure 1 Impact and Outcomes of SUSWA



3. Guiding principles and ethical considerations

Aligning with Finland’s approach to results based management in the development policy (2023)², which follows the OECD/DAC Guiding Principles on Managing for Sustainable Development Results (2019)³ the MEL plan of SUSWA aims to support the project in fulfilling the principles described below.

1) Support sustainable development results and desired change

The methodologies and approaches described in this plan aim to help the SUSWA project implement activities that contribute to the Sustainable Development Goals and sustainable results as per the project’s theory of change. The project contributes to the Government of

¹ Project Document. Sustainable WASH for All. <https://suswa.org/download/suswa-project-document/>

² Results Based Management (RBM) in Finland’s Development Policy Managing for Sustainable Development Results - Guiding Document. Ministry for Foreign Affairs of Finland. (2023). <http://urn.fi/URN:ISBN:978-952-281-392-3>

³ Managing for Sustainable Development Results: Guiding Principles, Best Practices in Development Co-operation. OECD (2019). OECD Publishing, Paris. <https://doi.org/10.1787/44a288bc-en>.

Nepal's Sustainable Development Goal commitments⁴, especially those related to water supply, sanitation, and hygiene:

6.1 Achieve universal and equitable access to safe and affordable drinking water for all

6.2 Achieve access to adequate and equitable sanitation and hygiene for all and end open defecation, paying special attention to the needs of women and girls and those in vulnerable situations

2) Adapt to context

The project strategy is aligned with the constitution of Nepal and the relevant laws, regulations, and policies at the federal, provincial, and local levels. The SUSWA project strategy builds on a long term collaboration of Finland and Nepal in the WASH sector. The strategy has been adjusted to reflect the major changes in the national context, including the institutional changes implemented since the 2015 constitutional reform, taking critical contextual priority areas, such as disaster risk reduction and climate change adaptation into consideration. In the MEL plan, the contextual factors are reflected in the allocation of roles and responsibilities between the Project Support Unit and the Project Municipalities/Rural Municipalities, selected tools, and the indicators that have been developed and reviewed based on a context-specific theory of change.

3) Enhance country ownership, mutual accountability and transparency

The monitoring and reporting mechanisms described in this document support transparency and mutual accountability between the implementing partners as well as SUSWA's accountability to the right holders and donors. The local governments are the main executing agencies of the SUSWA project and the project's MEL approach is guided by the project's objective to enhance the ownership and capacities of the local governments in WASH sector management and service delivery. The municipal level WASH Management Committees and WASH Units are guided and supported to meet their documentation and reporting requirements and promote transparency at the local level.

4) Maximise the use of results information for learning and decision making

The project has developed its MEL tools with an objective of actively using information for learning and decision making. Specific quality monitoring, oversight, and coordination tools have been developed to support this objective (see Chapters 4 and 5 for additional information). Progress and process monitoring tools are used to measure progress against the outcome and output indicators and identify challenges to take timely action as needed. The project organises annual planning and review and reflection workshops with the staff of local governments and regular learning sessions within the PSU. In addition, external mid-term evaluation, audits, and high level monitoring visits guide the project

⁴ *Nepal's Sustainable Development Goals Status and Roadmap: 2016-2030*. Government of Nepal. National Planning Commission (2017).
<https://www.undp.org/nepal/publications/sustainable-development-goals-status-and-roadmap-2016-2030>

implementation. The result, progress updates, and stories are regularly communicated through various channels, including the projects' social media, website, and progress reports to make information available to key stakeholders and wider public.

5) Foster a culture of results and learning

The project utilises result driven planning and reporting tools within the PSU and has introduced tools that support the municipalities/rural municipalities in setting targets and activity milestones and monitoring progress as described in the sections below. The project uses data and evidence to guide bi-monthly activity planning at the PSU level and provide targeted support to the municipalities/rural municipalities.

6) Develop result systems that are manageable and reliable

The tools in this plan aim to ensure that the information the project collects and uses for monitoring, learning, and reporting is reliable and timely, and that the system is manageable at the PSU level and in municipalities/rural municipalities, taking the available resources and contextual factors, such as connectivity, into consideration. The project's management information system allows to remotely monitor implementation and enables step-by-step verification and validation of results by the project team. The PSU has constantly developed the MEL tools to make the most of information they provide and improve user-friendliness and manageability. The mid-term evaluation of the project provided recommendations to further strengthen the MEL system and the project is implementing the recommended adjustments in the third financial year. This includes reviewing and updating the project's result framework. The updated version and description of proposed changes are attached to this MEL plan.

7) Set clear result targets at all levels

The targets of the project have been included in the project result framework and are monitored and evaluated according to this MEL plan. The targets were reviewed during the mid-term review in 2024 and updated targets are presented in this MEL plan (see the Result Framework in Annex 1 for details). Additionally, the project sets municipal level targets and milestones annually and the implementation status and progress are reviewed on a monthly basis.

Other principles

Additionally, as per the key elements of Finland's approach to results-based management, the MEL plan supports the following principles:

Quality Assurance

The MEL Plan outlines several quality assurance mechanisms and tools that help the project take timely action to address any quality concerns related to progress and processes as needed. Please see Chapter 5 for more details.

Risk management

The project maintains a risk log which is reviewed and updated as needed during every semi-annual progress reporting. The risk log covers contextual, programmatic, and institutional risks and assessments of respective likelihoods and impacts as well as response and mitigation measures. The project uses designated tools to monitor, report, and manage security and emergency related risks and financial and integrity risks.

Accountability

The central objectives of the MEL plan are to support SUSWA's accountability to the donors and beneficiaries and to foster the accountability of the municipalities and rural municipalities as duty bearers.

Human rights based approach to development

In line with SUSWA's project strategy, the MEL plan is guided by the human rights based approach, which is reflected in the project's theory of change and result framework as well as in data processing and reporting practices. The full Human Rights and Gender Equality, Disability and Social Inclusion Strategy and Action Plan of the project is available on the project website⁵. The following principles of the 'human rights based approach to data' aim to guide the planning, monitoring, and evaluation activities, with the *Do No Harm* principle as an overarching priority⁶.

Participation: MEL activities aim to promote active participation of Water User and Sanitation Committees (WUSCs) at the community level and local WASH Units at the municipal level in monitoring activities. The project also monitors the composition of WUSCs and WASH Units to understand to what extent different demographic groups are represented in these entities. In addition, the project has adopted various tools to help ensure that the voices of communities are heard in the implementation processes. These include, e.g., satisfaction survey, scheme level community monitoring, and a secret voting method.

Disaggregation: The project measures beneficiary targets by gender, disability, and ethnic groups. The main categories in the SUSWA's context are: Ethnic groups (Dalit, Janajati, Other groups); Sex (male, female, other); Dis/ability (requirements related to seeing, hearing, walking, cognition, self care, communication⁷).

⁵ *Human Rights and Gender Equality, Disability and Social Inclusion Strategy and Action Plan*. Sustainable WASH for All (2023).

<https://suswa.org/download/human-rights-and-gender-equality-disability-and-social-inclusion-strategy-and-action-plan/>

⁶ The principles of the 'human rights based approach to data' have been adopted and adjusted to the project's context based on the guidance note *Leaving No One Behind in the 2030 Agenda for Sustainable Development. A Human Rights Based Approach to Data*. Office of the High Commissioner for Human Rights (2018).

<https://www.ohchr.org/en/documents/tools-and-resources/human-rights-based-approach-data-leaving-no-one-behind-2030-agenda>

⁷ Washington Group on Disability Statistics. *Conceptual Framework*.

<https://www.washingtongroup-disability.com/about/conceptual-framework/> Accessed on 26 September 2024.

Self-identification: Data collection tools allow beneficiaries to define and disclose themselves their personal characteristics.

Transparency: The project communicates about the purpose of data collection through WASH Units and by PSU staff. Key documents including but not limited to the Project Document, Project Implementation Manual, the Human Rights and Gender Equality, Disability and Inclusion Strategy and Action Plan as well as progress reports are publicly available on SUSWA's website. These documents outline the legal basis, strategies, and objectives of the SUSWA project and the MEL requirements.

Privacy and confidentiality: SUSWA processes personally identifiable information to comply with contractual and legal obligations and based on legitimate interest, such as to prevent corruption and fraud, and/or based on voluntary consent of the partners, participants, and beneficiaries. The PSU data policy guides the implementation of the activities and processing of personally identifiable data. In addition, the project has developed an IT policy and guideline to complement the project's data protection policy which is based on the General Data Protection Regulation of the European Union. Data on ethnicity, disability, and sex has been collected through anonymous forms since August 2024 to protect the privacy of beneficiaries. Similarly, data on sensitive topics such as the use of toilets during menstruation is collected through anonymous methods. The project has different levels of access rights in the data management systems for the PSU staff and key stakeholders to manage confidential information.

4. Roles and Responsibilities

Data collection and reporting roles and responsibilities

The MEL activities of SUSWA are carried out in consultation and coordination with the PSU Specialists, Advisors, and Municipal WASH Units and WASH Management Committees and the system reflects the roles and responsibilities of the municipalities/rural municipalities and the PSU. Municipal WASH Coordinators are responsible for providing accurate and timely data from project municipalities through activity and indicator specific forms in the project's management information system and coordinating with other municipal staff members to update the management information system of the local government. Data submissions are validated by municipal WASH Advisors and respective sector Specialists at the PSU. Management Information System Advisor is responsible for facilitating the overall process and compiling data for reporting under the overall supervision of the Coordination and M&E Specialist. Overall, the MEL system aims to build the capacities of local governments and communities and strengthen their ownership of the processes and progress.

Table 1 Levels of monitoring and roles in SUSWA's MEL

Level of monitoring and project unit / stakeholder	Frequency	Role
<p>Central level: Officials from the MoWS/DWSSM, the Embassy of Finland, the Ministry for Foreign Affairs of Finland, and the EU</p>	<p>Two visits per year or as decided by the competent authorities</p>	<p>Independent monitoring visits Progress review meetings with the MoWS Commissioning evaluations and audits SUSWA contributes to the central level MIS, N-WASH</p>
<p>Project level: Project Support Unit</p>	<p>At least twice a year coordination and monitoring visits in municipalities/rural municipalities Bi-annual progress reporting Support to monthly reporting to the GoN</p>	<p>Monitor activities, delivery, and results of rural municipalities / municipalities Monitor quality and compliance Facilitate learning and sharing Report to the donors Support audits and evaluations</p>
<p>Rural Municipality / Municipality</p>	<p>Monthly and bi-annually, depending on monitoring task</p>	<p>Plan, monitor, and report the activities and results of the Rural Municipality/Municipality Coordinate and support community monitoring Monthly WASH MC meetings and reports N-WASH MIS updates and Municipality/Rural Municipality MIS System updates</p>
<p>Scheme level monitoring: At least 3 visits in water supply and MUS schemes during scheme cycle</p>	<p>As per the Step-by-Step guidelines</p>	<p>Scheme monitoring according to the step by step process (please see more details in Section B)</p>

Section B - Planning, monitoring, reporting, and evaluation cycle and tools of SUSWA

This section describes the tools and procedures adopted by the project for planning, monitoring, reporting, and evaluation as well as for quality assurance and learning.

1. Planning

Project Level Annual Work Plan

The project prepares an Annual Work Plan (AWP) for each implementation year by using the template provided by the Ministry for Foreign Affairs of Finland. The AWP contains at least the sections presented in the table below.

Table 2 Structure of the AWP according to the MFA guideline

Cover page	<ul style="list-style-type: none">• Name and duration of the project• Date and location• Who has prepared the plan• Distribution of the plan
Table of contents	
List of abbreviations	
Summary	<ul style="list-style-type: none">• Short overview of the project status and the planning period in concern• What has been learned and what needs to be adjusted• Key issues regarding the annual plan
1. Background and situation	<ul style="list-style-type: none">• Short background and description of the project and its institutional framework and key assumptions (focus on status, not repeating full text from PD)• Overview of the work carried out and results (outcome and outputs) achieved during the preceding implementation period

2. Outputs and indicators	<ul style="list-style-type: none"> Planned annual targets and results with related indicators for the period covered, based on the result chain and the results framework (narrative only, details to be provided in the Annex that includes the respective matrix) Milestones for the planning period
3. Work plan	<ul style="list-style-type: none"> Short overview of the planned activities, implementation strategies and methods (with reference to detailed action plans presented in annexes)
4. Resource allocation and budget	<ul style="list-style-type: none"> Plan for human resources (TA and partner inputs), Other resources, including procurement plan for foreseen subcontracts Partnerships Budget (detailed budget breakdown in annex) Foreseen budget modifications, if any
5. Monitoring and reporting	<ul style="list-style-type: none"> Planned monitoring and evaluation arrangements (data collection, reviews, evaluations) Reporting schedule, including specific thematic reports when applicable
6. Assumptions and Risk response measures	<ul style="list-style-type: none"> Key assumptions and risks for the planning period (new and previously identified; with reference to findings of the preceding report when applicable) Risk response measures for the planning period
7. Other considerations	<ul style="list-style-type: none"> E.g. ways to improve local ownership and the sustainability of results
Annexes	<ul style="list-style-type: none"> Detailed work plan matrix with baseline data and clear breakdowns by result (output level), activities and indicators Resource allocations and budget breakdown Procurement plan Terms of reference and job descriptions for new initiatives / sub-contracts / service providers and/or TA personnel

Workplans of Municipalities / Rural Municipalities

The project level AWP is prepared based on the Municipality/Rural Municipality level workplans. Every year, each project Municipality/Rural Municipality prepares their AWP, including the planned activities, targets, and budget. The process is facilitated by the PSU.

The AWP is approved by the Municipality/Rural Municipality Councils and entered into the Central Governments's Line Ministry Budgeting Information System (LMBIS).

Any suggested revisions to the AWP shall be provided by the municipal WASH Units every year by the end of December and the requests are discussed in early January. If approved, the changes are then approved by the municipal councils and updated in the accounting system. In early January, the PSU staff will also gather for a review of plans against indicators and targets and adjust the plans as needed.

Prioritisation of water supply schemes selected for the project's implementation follows the guidelines outlined in the Project Implementation Manual⁸ and takes into account poverty rates, remoteness, concentration of excluded groups, domestic water and sanitation coverage, prevalence of gender and other vulnerable groups in community organisations/committees regulations, and support received from other development organisations.

All municipalities/rural municipalities should have a Palika level WASH Plan, which is developed according to the WASH Plan Preparation Guidelines, 2076 of DWSSM/MoWS. The WASH Plan is a resource planning tool for sustainable WASH sector development at the Palika level which helps Palikas to allocate budgets for short, medium, and long-term WASH sector development and implementation so as to meet the WASH targets as per the Sector Development Plan and Nepal's Sustainable Development Goals commitments. The WASH Plan is uploaded to the National WASH Management Information System (N-WASH) and the status of the plans should be updated annually. The Project Implementation Manual provides more information on this process.

2. Project Management Information Systems

2.1 SmartME Monitoring and Evaluation Platform

The SUSWA uses distance and remote monitoring systems and the responsibility for local activity level data collection and reporting lies in the municipalities/rural municipalities that use the project funds. The PSU coordinates these processes and is responsible for data verification and monitoring and reporting at the project level. The project uses a digital monitoring and reporting system, the SmartME Monitoring and Evaluation Platform. SmartME has been created by Adalia Ltd, a privately owned Finnish technology company specialised in mission-critical information systems. The platform is a comprehensive online system for international development programmes and it is used by NIRAS as a tool for data collection, monitoring, and reporting.

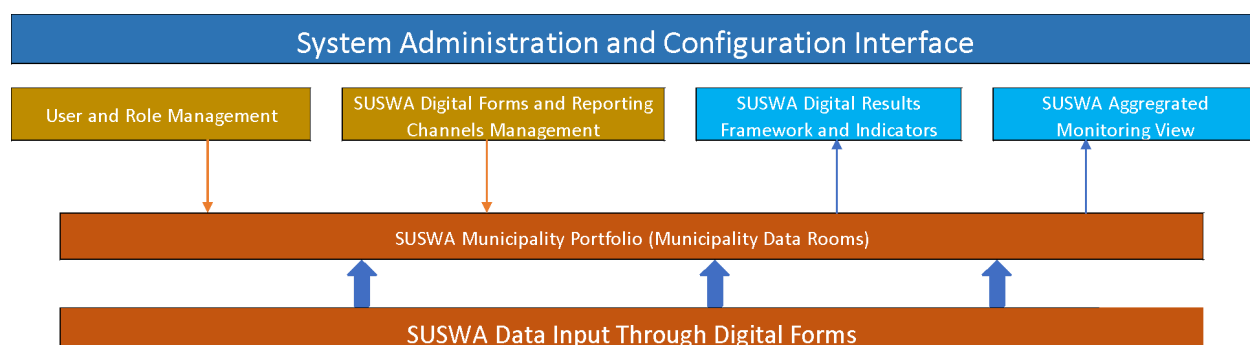
The system provides the team with access to all progress reports and data. It uses the latest developments from cloud computing and the implementation of the software is delivered as a service package. The technology behind SmartME is robust, built from the

⁸ *Project Implementation Manual*. Sustainable WASH for All. 2022 (updated 2023)
<https://suswa.org/download/project-implementation-manual/>

ground up to the required security standards. The system is designed to be responsive also in a challenging work environment with low bandwidth.

SUSWA’s SmartME configuration is done based on the data collection needs identified from the result framework for the project. The image below visualises the main components of the SmartME monitoring and reporting system.

Figure 2 Main components of the SmartME system



Information Sharing to Stakeholders on SmartME

The following key stakeholders and users have access to SmartME.

Table 3 User groups and access in SmartME

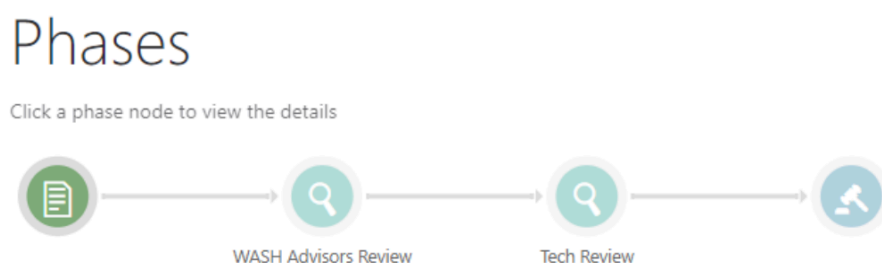
User Group	Access level / permission	Positions	Condition Apply
SUSWA Core Team	All data	All TA team members	Needs prior user access ID and password
Project municipalities	Municipality related project data room	WASH Unit Chief, WASH Focal Person, IT Officer	Needs prior user access ID and password
Donors	SUSWA Public Dashboard Specialist Dashboards	GoN (MoWS, DWSSM/FWSSMP, N-WASH), GoF, EU	Needs prior user access ID and password
Provincial Government	SUSWA Public Dashboard Specialist Dashboards	MWRED, Karnali Province	Needs prior user access ID and password
NIRAS Home Office Team	SUSWA Public Dashboard Specialist Dashboards	Admin	Needs prior user access ID and password
Evaluators/Auditors	SUSWA Public Dashboard Progress Data	Admin	Needs prior user access ID and password

Process for Data collection, verification and quality checks in SmartME

Data on SmartME is collected through thematic forms. The project Result Framework in Annex 1 connects indicators to a relevant SmartME form.

The SmartME system includes a built-in verification and quality control tool as follows: 1) the Municipal WASH Coordinator inserts data through a specified form; 2) the WASH Advisor verifies the information; and 3) the relevant sector Specialist at PSU reviews the submission and either approves it or rejects if there are errors or additional verification is needed.

Figure 3 Report Approval process on SmartME



2.2 Other Management Information Systems for Monitoring and Evaluation

In addition to SmartME, SUSWA utilises selected other data collection and information management tools for monitoring, evaluation, and learning:

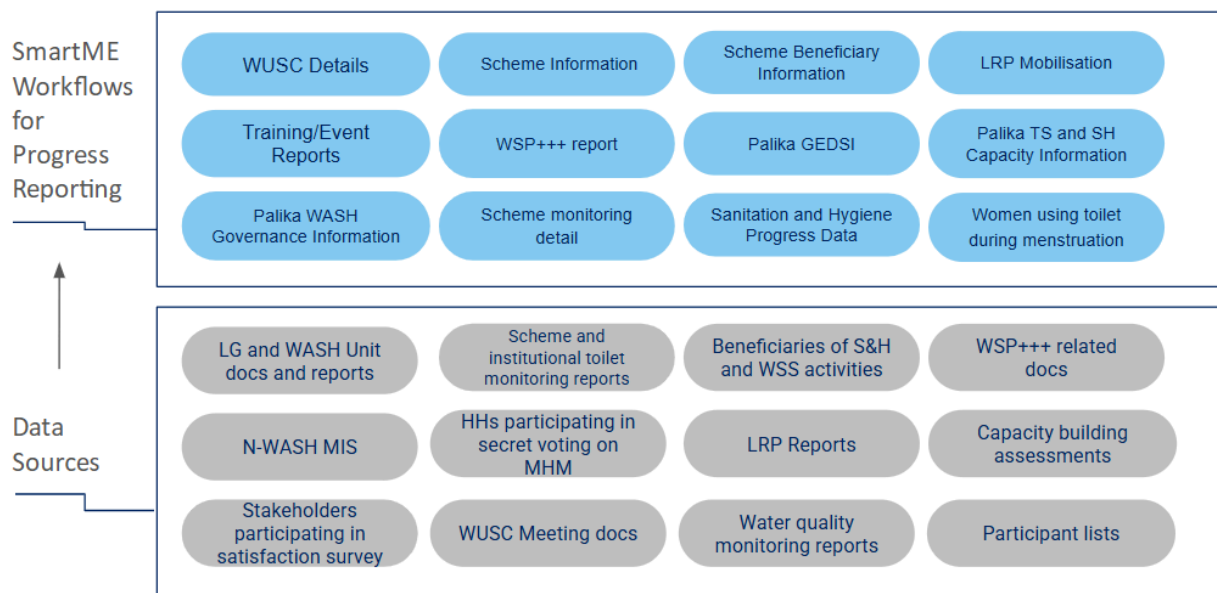
- a) **Google Workspace** for internal coordination, monitoring, and learning documents and tools; Palika folders for monitoring and verification;
- b) **mWater and KoboToolbox** for household surveys and baseline studies; SmartME application will replace these tools from 2025 onwards;
- c) **Technical planning and monitoring applications** (see section 3 below for details);
- d) **Hardcopies** of documents, such as monitoring files and scheme monitoring books at the Palika and community levels, managed by the LGs;
- e) **Financial monitoring tools;**
- f) **Media monitoring:** Social media analytics by Meta, X and LinkedIn and Google website monitoring tools.

3. Data sources and collection and verification methods for result monitoring and reporting

The graph below shows the key data sources and collection methods for the three outcome areas and the SmartME Workflows. The section below provides more details of the methods

and tools. The project Result Framework in Annex 1 connects the data collection methods to specific indicators.

Figure 4 SmartME Workflows and Data Sources



Outcome area 1: Strengthened enabling environment and governance for sustainable WASH services and GEDSI in Project Municipalities

Municipal WASH Management Committee and WASH Unit Reports

The meeting minutes, reports, and other documentation by the local institutions, including the WASH Management Committee Meetings (M-WASH MC) and WASH Units are sources of information on the decisions concerning local WASH governance and service delivery. These include but are not limited to decisions on WASH acts and policies, GEDSI policies and other instruments of the local government, project updates and progress, and so on.

The PSU has provided guidelines for the monthly WASH MC meetings and documentation to strengthen the capacities of the local institutions and help ensure that the meeting agendas cover items that are necessary for project monitoring and reporting. After the monthly meetings, the WASH Unit submits a monthly report to the PSU including progress updates and a financial report.

In addition, SUSWA hired a Reporting Officer in early 2025 to produce monthly reports to the Government of Nepal according to their reporting requirements.

WUSC Meetings and Community Monitoring

SUSWA has adopted the Step-by-Step approach⁹ developed by the previous WASH sector projects funded by the Government of Nepal and the Government of Finland. The documentation at the community level aims to follow the instructions of the Step-by-Step process and Water User and Sanitation Committee and meeting records and community monitoring reports are important parts of this community based approach.

According to the Step-by-Step process, the scheme level monitoring visits will be conducted three times in each scheme as outlined in the table below.

Table 4 Community monitoring visits as per the SbS process

Visit	Description	Desired time for Monitoring
First	Preparatory Phase of individual scheme	During Community Action Plan (CAP) Approval: On the same day of mass meeting when the layout of the scheme, training, design, cost estimation, and community action plan will be discussed and approved.
Second	Implementation Phase of individual scheme	After the collection of local materials and procurement of non-local materials: Visit should be made after the procurement/collection of construction materials by the WUSC, which takes place after releasing the first installment payment for construction of the scheme from the municipality/rural municipality.
Third	Implementation Phase of individual scheme	During post construction event (after completion of the scheme): This visit is to ensure the completion of all proposed activities of the implementation phase as per the scheme agreement (including quality of construction works, book keeping system, store management, support organisation performance (as needed), quality of training, transparency/public audit and Step-by-Step follow up). In the future, this monitoring and follow up support may be replaced with Service Support Centre activities.

The scheme level monitoring is the responsibility of a Monitoring Task Force, which is formed at the rural municipality / municipal level. The recommended composition of the monitoring team is the following:

- Rural municipality / municipality: At least one WASH MC member and at least one technical staff member
- Ward: Ward Chairperson and members of the ward
- WASH Unit: All members as observers
- SUSWA: WASH Advisor or technical staff and a Specialist as needed

All field monitoring reports should be prepared at the spot during the visit and signed by all the visiting members. The monitoring findings will be presented to the beneficiaries and the

⁹ For the detailed process, please see the *Step by Step Procedure for Drinking Water Supply in Multiple Uses Water Services*. SUSWA. 2024.

<https://suswa.org/download/field-guideline-1-step-by-step-procedure-for-drinking-water-supply-multiple-uses-water-services/>

key recommendations will be written in the scheme monitoring book. The monitoring teams are requested to check the recommendations by the previous team before proceeding further in their tasks. All reports will be submitted to the WASH MC of the rural municipality / municipality. After the monitoring visit, the findings and action plan need to be discussed with WASH MC. A summary of the monitoring visit will be submitted to the PSU on SmartME.

Municipal WASH Plan and N-WASH

The development of the municipality/rural municipality level WASH Plan is one of the mandatory activities as envisioned by the Government of Nepal. It addresses the basic index as mentioned in the Sector Development Plan and the indicators and targets of the SDG 6. This helps to obtain information on the existing WASH situation of the municipalities/rural municipalities and to identify the unreached or unserved population for basic as well as safely managed WASH services, including the functionality status of existing WASH facilities.

Municipal WASH Plans are uploaded in the WASH sector management information system of the Government of Nepal, the National WASH (N-WASH). The system is designed to help monitor the key indicators related to WASH service delivery, such as water quality. SUSWA strengthens the capacities of municipalities/rural municipalities and WASH Units in utilising the N-WASH MIS system. This aims to enable them to effectively plan WASH activities, update progress within the system, and revise plans in N-WASH based on the current WASH status. The municipal annual plans must align with the WASH plan, which is informed by data from the N-WASH MIS. SUSWA ensures that all infrastructure projects planned by municipalities are consistent with the WASH plan. To achieve this, SUSWA regularly reviews the plans submitted by local governments in the N-WASH system and verifies their alignment with the municipal WASH plan.

Additionally, SUSWA supports local governments in updating WASH interventions in the NWASH system, including beneficiary data and water quality information, to ensure accurate and up-to-date records.

Satisfaction Survey

The satisfaction survey is conducted every year to assess the level of satisfaction of the key stakeholders, primarily the water and sanitation service users, on the water supply and sanitation services and infrastructure. It aims to assess satisfaction from the perspectives of accessibility, availability, acceptability, affordability, and quality. The results intend to support learning and planning and are used for reporting on indicator 4 of the Result Framework.

Outcome area 2: Climate resilient, safe and functional water supply in Project Municipalities

Scheme and institutional toilet monitoring

The water supply schemes and institutional toilets repaired or constructed according to the Step-by-Step process will follow the community monitoring process described in the Step by Step Procedure for Drinking Water Supply and Multiple Uses Water Services guidelines¹⁰, as outlined above under the *WUSC Meetings and Community Monitoring* section above.

In addition to community monitoring, the Technical Team of SUSWA has adopted a set of tools to plan and monitor the implementation of water supply schemes. The main tools are available in SUSWA's website¹¹. In brief, the process and tools of scheme planning and monitoring are the following:

Planning and design stage

- 1) A feasibility study is conducted to assess whether the schemes proposed by the Municipality/Rural Municipality are feasible to implement.
- 2) Detail Engineering Water Survey Apps application is used for collecting geo-referenced data on household and infrastructure locations for planning purposes.
- 3) Scheme design is done with the Water Supply Scheme Design Package. There is also a design package for Multiple Uses Water Services.
- 4) Cost estimation for each scheme is done using Water Supply and MUS Cost Estimation Package.
- 5) Design Review Platform for Water Supply and MUS Schemes is used for review and quality assurance.

Monitoring implementation and progress:

- 1) Scheme Implementation Plan (SIP) including the details of action plan for water structure construction as per the Step-by-Step procedure is prepared for each scheme. The SIP should be updated on a regular basis in alignment with the Community Action Plan. The update of SIP should be done by a WASH Coordinator regularly and need to be checked by WASH Advisors. The PSU technical team checks the SIPs regularly to monitor the scheme status and progress and discuss with the WASH Units as needed.
- 2) Scheme Construction Progress Monitoring Package is used by scheme construction site visitors, such as the PSU technical team, WASH Advisors, and WASH Unit staff to collect updates from the repair and construction processes.
- 3) Step-by-Step event monitoring and scheme monitoring forms on SmartME are used to collect information on the key steps and three rounds of monitoring as per the Step-by-Step process.
- 4) The scheme tracker of the Technical Specialist is used to monitor progress against key milestones.
- 5) Scheme Completion Monitoring is done by the Technical Team of SUSWA PSU using a checklist that covers all the key technical aspects of the scheme. The team proposes

¹⁰ *Step by Step Procedure for Drinking Water Supply in Multiple Uses Water Services*. SUSWA. 2024. <https://suswa.org/download/field-guideline-1-step-by-step-procedure-for-drinking-water-supply-multiple-uses-water-services/>

¹¹ <https://suswa.org/water-supply/>

recommendations based on the findings and these are followed up by the WASH Unit with the support of the WASH Advisor.

- 6) Household survey is carried out to measure the actual number of beneficiaries of new schemes and schemes repaired by SUSWA.

Water Safety Plan+++ monitoring

SUSWA capacitates municipalities/rural municipalities to organise water safety plan training in communities and help them prepare extended Water Safety Plans (WSP+++), that address climate change adaptation and disaster risk reduction (+), O&M and water fee collection (++) and inclusion (+++). PSU monitors the training results and quality of the WSP+++ documents.

The WASH Units should have a mini-lab for water quality testing with potable water quality test kits. The WUSCs use field test kits to monitor the quality of water as well as the functionality of the inline chlorination system. The test results should be updated in the N-WASH information system.

Service Support Centre

The Service Support Centre (SSC) is a concept of the Government of Nepal under the Rural Drinking Water Service Support Center Operation Guideline, 2080, aligned with the WASH Policy 2080. At the end of 2023, an SSC pilot started in Karnali under the Ministry of Water Resources and Energy Development (MoWRED) with the technical and financial support of SUSWA.

The SSC in Karnali aims to break the complexity of the sustainability of the water service into one clear indicator: the functionality rate, which can be expressed as the percentage of time that the service is delivered over the total time. For this, monthly functionality data is collected from reservoir tanks to monitor the availability of water. The information is collected by the ward and LG-level SSC focal persons using mWater. Similarly, a post-mortem analysis of the schemes is carried out to understand reasons behind the non-functionality of the water supply systems. Municipal WASH Units report the findings of the post-mortem analysis using the mWater mobile app and implement capacity-building activities based on the findings.

Outcome area 3: Sustainable sanitation and hygiene and dignified menstruation management

Total Sanitation Survey and monitoring protocol

The WASH Units have been provided with tools and training on community based monitoring of total sanitation, which is part of the community level behavioural change and capacity building efforts. The total sanitation monitoring protocol is available in the SUSWA website¹². In addition, data on household level total sanitation status is collected at the

¹² *Total Sanitation Monitoring Protocol*. SUSWA. 2024.

<https://suswa.org/download/total-sanitation-monitoring-protocol-suswa/>

project level on a real time basis through a survey tool. These data collection methods cover all indicators related to household level sanitation and hygiene.

Secret voting

The secret voting method has been developed to measure the progress in women's access to toilets during menstruation. The method allows the collection of information in an anonymous and secret manner. The process is facilitated by the local WASH Units.

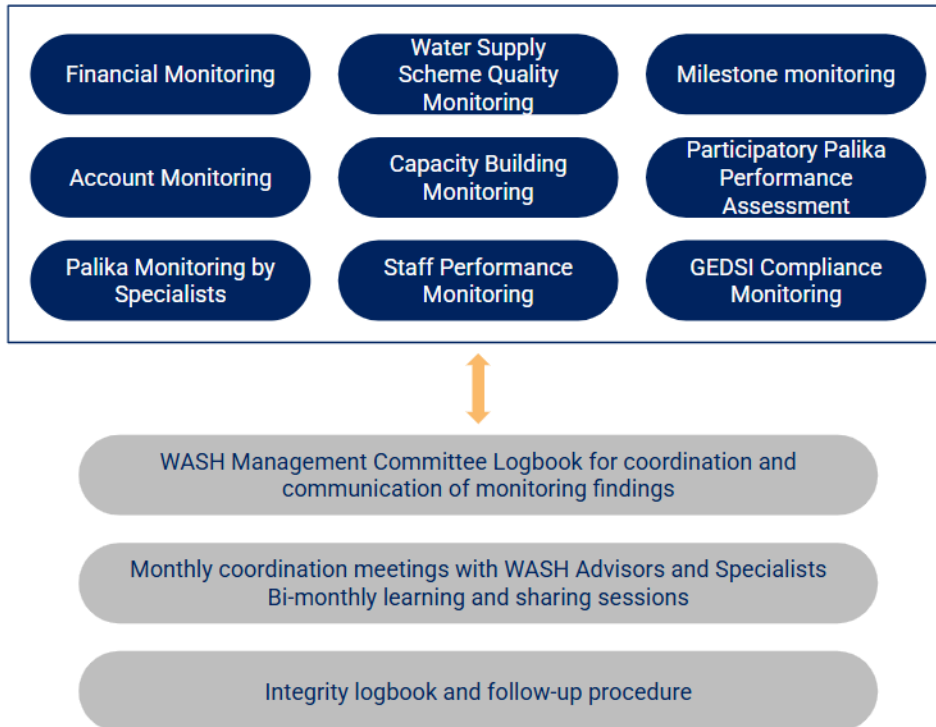
Local Resource Person monitoring

SUSWA trains and mobilises Local Resource Persons (LRPs) to support behavioural change activities related to sanitation and hygiene at the community level. The contracts of LRPs are result-based and outputs are reported in SmartME.

4. Oversight and quality monitoring mechanisms of PSU

In addition to the result monitoring, the PSU has developed tools to monitor the implementation of activities and quality of the project results. These tools are critical for learning and they support planning and adaptive management. The following section describes briefly the main purpose and objectives of these monitoring tools.

Figure 5 Quality monitoring and oversight and communication and coordination mechanisms



Financial monitoring of Municipal WASH Fund

The project municipalities/rural municipalities manage the project funds according to the Municipal WASH Fund guidelines and prepare their budgets during the annual work plan preparation process. The expenditures are reported monthly to the PSU and to the Government of Nepal. The table below provides the level of detail reported by the municipalities/rural municipalities to the PSU monthly together with the SUTRA Monthly Expenditure report of the Municipal WASH Fund.

	<i>GoF/EU</i>	<i>GoN</i>	<i>LG</i>	<i>User Contribution</i>
<i>OA1 Recurrent</i>				
<i>OA2 Recurrent</i>				
<i>OA2 Investment Water supply schemes</i>				
<i>OA3 Recurrent</i>				
<i>OA3 Investment Institutional toilets</i>				

Account Monitoring

The Account Monitoring Officers of the PSU conduct regular visits to the project municipalities/rural municipalities to monitor the use of the Municipal WASH Fund budget and compliance with the relevant rules and regulations and the project guidelines. The findings are communicated to the municipalities and project management in the PSU. Any concerns, challenges, or limitations are addressed by requesting the municipality/rural municipality to follow up on the matter and in addition, through SUSWA's integrity monitoring and reporting system as needed.

Objectives of the account monitoring visits are to:

- monitor the last/current year municipal contribution/matching fund
- monitor the municipal WASH Fund and budget entry in the SUTRA system
- observe the municipal WASH Fund Expenditure status of major schemes
- cross-verify scheme payment and documentation
- verify and track the budget vs expenditure status, processing, procurement management, etc.

Methodology:

- Meeting with Municipal WASH unit staff
- Meeting with accountants
- Meeting with relevant other officials
- Scheme visit and discussion with water users and user committee members
- Supplier verification through phone communication
- Other related cross-verification
- Recording findings into a check list and providing recommendations and suggested follow up actions to the municipality/rural municipality
- Documenting findings in the AMO tracking system to monitor follow-up actions

Local government and community monitoring

The PSU Specialists conduct regular monitoring visits in the municipalities/rural municipalities and communities. The project aims to conduct at least two total monitoring visits per year in each water supply scheme supported by the project. These visits are conducted by the Specialists. The objective of the monitoring visits is to gather lessons learnt and good practices, support the assessment of the capacities of the municipalities/rural municipalities in WASH governance and service delivery, and collect observation data, feedback, and other evidence to support learning, reporting, and follow-up actions.

The team has developed a monitoring form which each Specialist will use to record findings. The form includes specific questionnaires on the two cross-cutting priorities of the project: gender equality, disability, and social inclusion, and climate change adaptation and disaster risk reduction. The findings and recommendations are discussed in the PSU's bi-monthly planning meeting. PSU has developed tools to coordinate and monitor the implementation of

the recommendations and follow-up actions. Please see the section below for additional details on communication and coordination tools.

Municipal milestone calendars

SUSWA uses the Municipal Annual Milestones Calendar as a tool to help project municipalities/rural municipalities to plan and keep track of the implementation status of the SUSWA activities. The tool helps PSU to monitor and support the implementation of the activities and identify any potential delays in the planned milestones. The status of activities is updated monthly by using a traffic light system that helps flag delays and plan follow-up action as needed. The status is also discussed in the monthly meeting of WASH Advisors and Specialists.

GEDSI compliance monitoring

The PSU hired a GEDSI Compliance Monitoring Officer in 2024 to help monitor the implementation of the Human Rights and GEDSI Strategy and Action Plan. The GEDSI Monitoring Officer conducts regular visits to the project municipalities and assesses the progress and compliance of the results and processes against the project's GEDSI guidelines and targets. The main aim of the GEDSI compliance monitoring is to contribute to quality assurance of GEDSI activities and approaches and build local capacities in GEDSI.

Water Supply Scheme quality monitoring

The PSU has Quality Control and Monitoring Officers and Technical Quality Facilitators who visit every completed scheme and institutional toilet before the third community monitoring and final payments. The officers use a checklist to assess the quality of the repaired/constructed infrastructure and provide feedback to the municipal WASH Unit. The Municipal WASH MC is responsible for following up on the pending work to make sure that feedback provided by the PSU Officers is addressed.

Event and capacity building monitoring and assessments

The PSU has defined capacity building objectives in a separate capacity building MEL plan. The plan has been developed to help ensure that: 1) SUSWA training participants have the skills and capacities that are prerequisite for the successful completion of the training, 2) the training activities are targeted at relevant people / staff, and 3) to help monitor immediate learning results (training deliverables, such as a workplan, or pre-/post-test results). The training results also guide follow up actions as needed.

The quality of events, workshops, and training organised by SUSWA is assessed with a feedback and event evaluation form.

Staff performance monitoring tools

SUSWA conducts annual performance reviews for the PSU staff and coordinates performance evaluation of the municipal WASH Unit members as well. The performance

monitoring aims to foster a culture of results and contribute to the ownership of staff members in their area of work.

The performance of the WASH Unit staff is assessed according to the municipal annual work plans and progress in the municipality/rural municipality. The final evaluation of WASH Unit staff is conducted annually by an evaluation team assigned by the WASH-MC, which must include a SUSWA project representative. The PSU monitors the performance of the Local Government and WASH Unit staff also during monitoring visits and based on their results.

Participatory Annual Performance Assessment

The Participatory Annual Performance Assessment (PAPA) is part of SUSWA's demand-driven approach to design and implement capacity development activities. The objectives of the assessment are to: 1) Provide opportunities to the municipalities/rural municipalities to improve key performance areas and adhere to national standards and good practices to strengthen WASH interventions; 2) Provide basic safeguarding measures against fund misuse and reduce fiduciary risks to an acceptable level; 3) Attract additional funding to the LGs from global funds and other bilateral or multilateral partners for needed investments in climate-resilient activities by documenting that they can effectively and efficiently manage targeted funding.

The indicators of the PAPA measure WASH MC and WASH Unit performance in terms of physical progress and financial contribution, regularity of WASH MC meetings, utilisation and transparency of municipal WASH Fund, collaboration of the project with other agencies, responsiveness to the communication and requests from the PSU, and community participation. There is a separate set of indicators to assess the performance of the WASH Unit staff, which include capacity building evaluation results, number of days spent in the field and in the municipality/rural municipality, and the results of the stakeholder satisfaction survey. Any identified integrity issues at the community or municipal level decrease the total scores.

The dissemination of PAPA results is a key step aimed at sharing the findings, insights, and recommendations with the municipalities/rural municipalities and other relevant stakeholders and planning follow-up actions. The dissemination events include discussions on topics such as policy improvements, best practices, and capacity building measures for enhanced WASH governance and service delivery. The assessment is conducted annually between August and December.

5. Coordination and Communication

WASH Management Committee Logbook

SUSWA has developed systems that support communication between the PSU and the municipal WASH Units and WASH Management Committees. One of the tools to facilitate the communication of monitoring findings and recommendations / support requests is called WASH MC Logbook. The main purpose of the tool is to enhance collaboration and coordination between the PSU and municipalities. It also helps the project management to

have an understanding of the volume and types of requests and recommended actions by centralising them in one place and allows management to monitor the status of the actions. The status of the logbook is discussed in monthly meetings with the PSU Specialists and WASH Advisors.

PSU Recommendations Logbook

The PSU Recommendations Logbook is a tool used to keep track of the status of recommendations of the PSU Specialists and the competent authorities of the project.

6. Reporting

As described in the above sections, the project municipalities/rural municipalities report the results of their activities to the PSU on an ongoing or bi-annual basis in SmartME. The reporting frequency is specified in the Result Framework in Annex 1.

The PSU produces annual and semi-annual progress reports including progress against targets across the three outcome areas, financial progress, updates on cross-cutting priorities on gender equality, disability, and social inclusion, and climate change adaptation and disaster risk reduction, updated risk log, lessons learnt, and recommendations. The reports are available on SUSWA's website¹³. In addition, SUSWA's results are reported annually to the EU through their reporting portal.

Finally, SUSWA produces monthly reports to the Government of Nepal. The Reporting Officer hired by the PSU in 2025 is responsible for collecting and verifying information and compiling reports.

7. Evaluations and Audits

Project evaluations

SUSWA will have at least two external project evaluations: a mid-term evaluation in 2024 and a final project evaluation. These evaluations are commissioned by the Ministry for Foreign Affairs of Finland.

The Mid-Term Evaluation for the project was conducted at the end of the second year of implementation. The recommendations of the evaluation have been taken into account in this updated MEL plan.

Audits

The project will carry out formal annual auditing to strengthen internal controls. Technical assistance funds will be audited in the consultant's headquarters as part of their annual audit. Investment funds channeled through the MWFs will be audited as per the prevailing financial rules and regulations of GoN. Local governments must get their MWFs audited by

¹³ SUSWA Website. Resources. <https://suswa.org/resources-2/>

the Office of the Auditor General. Public audits of the funds released to WUSC are mandatory before releasing the final installment from MWF, as are provisioned in the Project's Step-By-Step Manual. Three public audits and public hearings are recommended during a scheme's course.

8. Updated Result Framework

The result framework of SUSWA provides the basis for planning, monitoring and reporting of the project activities and results. The framework is based on the Project Document¹⁴ and it was updated during the inception phase¹⁵ of the project, when the project also conducted a baseline assessment¹⁶.

The framework, including the indicators and their definitions and targets were reviewed by the PSU and the Mid-Term Evaluation team in 2024. Based on the review, some adjustments and corrections were made to the existing framework. These adjustments are primarily related to the following:

- Updated and specified definitions of indicators
- Updated and specified means of verification and data sources
- Most of the baseline values of output indicators changed to 0 as recommended by the MTE and /or based on PSU's verification
- Revised targets based on the budget changes and the changed scope of the project
- Two indicators removed from the framework to avoid double counting

The updated version of the framework, including the indicators and their baselines, total project targets, definitions, means of verification and required evidence for reporting, reporting and data collection frequencies, data collection methods, and roles and responsibilities are presented in the Result Framework in Annex 1 below. Annex 2 describes the changes made to the framework after the mid-term review.

¹⁴ *Project Document. Sustainable WASH for All in Nepal. 2022.*
<https://suswa.org/download/suswa-project-document/>

¹⁵ *Inception Report. SUSWA. 2022.* <https://suswa.org/download/suswa-inception-report/>

¹⁶ *Baseline Survey Report. DMI, Development Management Institute. 2022.*
<https://suswa.org/download/baseline-survey-report/>

Annex 1 Result Framework for SUSWA, 2025 version

Code	Indicator	Baseline	Total Project Target	Definition of the indicator 2024	Means of verification / required evidence for reporting	Reporting frequency	Data and collection methods	Reporting roles and responsibility
IMPACT STATEMENT: Improved well-being and inclusive communities with sustainable WASH services and behaviors through local governments' improved capacity to achieve equal rights to WASH for all								
1	Local Governance Performance index	67.7%	75%	Local Government Institutional Capacity Self-Assessment score	Local Government Institutional Capacity Self-Assessment Report	Annually	Desk review	PSU collects and reports
2	Incident of diarrhoea in under 5 children reduced	595/0999	357/1000	Ministry of Health and Population. Annual Health Report, Department of Health Services (DOHS)	Report of DOHS	Annually	Desk review	PSU collects and reports
3	Neonatal mortality rate	29/1000 (deaths/live birth)	19/1000	Deaths per 1,000 live births	Report of DOHS	Annually	Desk review	PSU collects and reports
4	Gender Inequality Index of the HDI	0.558	0.516	Gender Inequality Index score of the Human Development Report: "GII is a composite metric of gender inequality using three dimensions: reproductive health, empowerment and the labour market."	Human Development Report, GI Index https://hdr.undp.org/	Annually	Desk review	PSU collects and reports
5	Verified change of living conditions among the population of the rural project municipalities regarding the implemented human rights and inclusion to the development of all community members and women, girls and disadvantaged groups in particular	62.1%	70%	Local Government Institutional Capacity Self-Assessment score	Local Government Institutional Capacity Self-Assessment Report	Annually	Desk review	PSU collects and reports

OUTCOME STATEMENT: People supported by the project municipalities have improved and equitable access to safe and sustainable drinking water and adequate sanitation services, dignified menstruation and improved hygiene practices paying special attention to the needs of women and girls and those in vulnerable situations.

Code	Indicator	Baseline	Total Project Target	Definition of the indicator 2024	Data source	Reporting frequency	Data collection and reporting methods	Reporting roles and responsibility
1	Proportion of population using safely managed drinking water services	2.9% 15,598	65% 349,605	Beneficiaries of schemes repaired/constructed following the step-by-step process and those repaired as part of the WSP+++ process. Sum of results of indicators 15 and 16 / total population Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Sex (male, female, other); Disability (requirements related to seeing, hearing, mobility, remembering/concentrating, self care, communication)	Households	Semi-annual	Household survey	LG collects municipal data PSU validates and reports at project level
2	Percentage of households with access to piped water supply	73.5% 85,267	76.5% 88,747	Households with access to water from a new schemes constructed following the step-by-step process / total number of HHs Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Female led (Y/N)	Households	Semi-annual	Household survey	LG Collects and municipal data PSU validates and reports at project level
3	Percentage of households with basic water supply coverage	77.7% 90,139	95% 110,209	Number of households within the basic water supply coverage / total number of HHs Basic water supply: quantity 45-65 litres per user per day; supply at least 8 hours per day; water quality within national drinking water quality standards; breakdown not more than a day per month; in case of breakdown, it is fixed within 2 days Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Female led (Y/N)	Households	Semi-annual	Household survey	LG collects municipal data PSU validates and reports at project level

4	Percentage of households supplied with E-coli-free water	54% 62,645	27.4% 31,786	<p>As per the definition in article 2 (na) of the NDWQS-2079/NDWQS Implementation and Monitoring guideline 2079, SUSWA considers water to be safe at source when turbidity and arsenic are within the limits of the NDWQS standards and the water is free of E-coli.</p> <p>Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Female led (Y/N)</p>	Water quality testing result	Semi-annual	SmartME	<p>LG Collects and Reports municipal data</p> <p>PSU validates and reports at project level</p>
5	Percentage of households covered with water from source that is compliant with the national drinking water quality standards	47% 54,524	23.7% 31,786	<p>Percentage of households covered with water from source that is compliant with the national drinking water quality standards</p> <p>As per article 2 (na) of the NDWQS, SUSWA considers water to be safe at source when the water is free of E-coli and turbidity and arsenic are below the limits of the NDWQS standards</p> <p>Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Female led (Y/N)</p>	Water quality testing result	Semi-annual	SmartME	<p>LG Collects and Reports municipal data; PSU validates and reports at project level</p>
6	Percentage of households using improved sanitation facilities which are not shared	73% 84,687	85.7% 99,420	<p>Number of HHs with access to improved sanitation facilities / total number of HHs</p> <p>Improved sanitation facility: toilets that are with impermeable slab with water seal pan or commode and is not shared with other households where excreta is safely disposed in situ or removed and treated offsite</p> <p>Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Female led (Y/N)</p>	Households	Semi-annual	Household Survey	<p>LG collects municipal data</p> <p>PSU validates and reports at project level</p>
7	Proportion of population using toilets (%)	89% 478,690	92% 494,826	<p>Number of people using toilet / total population</p> <p>Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Sex (male, female, other); Disability (requirements related to seeing, hearing, mobility, remembering/concentrating, self care, communication)</p>	Households	Semi-annual	Household survey	<p>WASH Units collect data</p> <p>Validation and Reporting at the project level by the PSU</p>
8	Proportion of households with sanitation coverage	92% 106,728	95% 110,209	<p>Number of HHs using toilet / total number of HHs</p> <p>Disaggregation: Ethnic group (Dalit, Janajati, Other</p>	Households	Semi-annual	Household survey	<p>WASH Units collect data</p>

				groups); Female led (Y/N)				Validation and Reporting at the project level by the PSU
9	Proportion of households with toilets not causing faecal sludge management problem or provided with support to proper FSM	6% 6,961	74% 85,847	Household with toilets not causing faecal sludge management problem: Pit of the toilet can be safely emptied or toilet has a double-pit. Or the municipality / rural municipality has the capacities to provide support to the households on FSM (has received training and has a FSM plan of action)	Households and Local Governments	Semi-annual	Household survey	WASH Units collect data Validation and Reporting at the project level by the PSU
10	Proportion of population using hand washing facility with soap and water	46% 247,413	66% 354,984	Number of people using hand washing facility with soap and water / total population Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Sex (male, female, other); Disability (requirements related to seeing, hearing, mobility, remembering/concentrating, self care, communication)	Bi-Annual Monitoring Survey in the targeted households; SmartME	Semi-annual	Household survey	WASH Units collect data Validation and Reporting at the project level by the PSU
11	Proportion of municipalities with increased capacity level for achieving the WASH SDG targets	0% 0	100% 28	All LGs supported by SUSWA	Project municipalities	Semi-annual	Project progress report	PSU collects, verifies and reports

Outcome Area 1: Strengthened enabling environment and governance for sustainable WASH services and GESI in Project Municipalities
 Output 1.1 The project Municipalities are able to mobilize and direct human and financial resources to support WUSCs in provision of equitable, safe and affordable drinking water and able to facilitate access to adequate and equitable sanitation and hygiene

1	Number of WASH Unit staff of local governments capacitated and mobilised by the project	0	168	<p>Number of people capacitated and mobilised by the project with the project funds</p> <p>The expected staff to be capacitated and mobilised in the LG WASH Units are: WASH Coordinator, Management Information System Officer, Technical Facilitator, WASH Technician, WASH Facilitator, and Social Mobiliser. The project is not counting the WASH Focal Person and WASH Engineer, because they are not hired through Municipal WASH Fund. In some cases, the WASH Unit may hire more than one person for the positions (e.g., two social mobilisers)</p> <p><i>Target: 6x28=168</i></p> <p>Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Sex (male, female, other); Disability (requirements related to seeing, hearing, mobility, remembering/concentrating, self care, communication)</p>	WASH MC Meeting Minutes	Semi-annual	WASH MC SmartME: Palika WASH Governance Information form	WASH Units collect data and report Validation and Reporting at the project level by the PSU
2	Percentage of implemented schemes versus WASH implementation plans	0%	90%	<p>No of completed schemes as per SbS process / schemes in the annual implementation plan</p> <p>The cumulative progress used to be reported based on the total estimated number of schemes completed by the end of the project. From FY2 APR onwards, the cumulative progress has been reported based on the actual number of schemes completed/planned so far.</p>	Municipal WASH Plan, and scheme completion reports from the WASH Units	Monthly	WASH Unit SmartME: Scheme monitoring reports	WASH Units collect data and report Validation and Reporting at the project level by the PSU
3	Percentage of requests/queries of WUSCs/WUAs responded to	0%	90%	Number of queries responded to / number of queries received	WASH MC Meeting minutes with the records of received queries and queries responded The grievance register book in the LG	Semi-annual	WASH MC SmartME: Palika WASH Governance Information form	WASH Units collect data and report Validation and Reporting at the project level by the PSU
4	Stakeholder Satisfaction	0%	70%	% of stakeholders who are satisfied with water supply system	Households	Annual	Household survey	WASH Units collect data and report Validation and

								Reporting at the project level by the PSU
5	Number of Municipalities having incorporated M-WASH-Units into permanent organizations	0	28	Number of municipalities where WASH Unit is included in Municipal WASH Act and have WASH Focal Person and SSC-WUSC Facilitator/Water Supply and Sanitation Technician capacitated by the project and contracted by the municipality/rural municipality with the LG's own and/or GoN budget	LG Executive Committee and WASH MC meeting minutes	Semi-annual	SmartME: Palika WASH Governance Information form	WASH Units collect data and report Validation and Reporting at the project level by the PSU

Outcome Area 1: Strengthened enabling environment and governance for sustainable WASH services and GESI in Project Municipalities
 Output 1.2 Municipal Councils, Water Boards/ MWRCs and WUAs /WUSCs in the Project Municipalities able to manage the WASH sector providing safe and inclusive services in a sustainable manner

6	Number of Municipalities being able to perform basic water quality tests	4	28	Number of municipalities with testing equipment available, staff trained to conduct basic water quality test kit available, supply of reagents available	WASH Unit's report with the picture of the testing lab and WSP+++ training report	Semi-annual	SmartME: Palika WASH Governance Information form	WASH Units collect data and report Validation and Reporting at the project level by the PSU
7	Number of LGs having up-to-date strategic and inclusive Municipal WASH Plans approved by relevant authorities	0	28	Number of municipalities with an up-to-date WASH Plan endorsed by the LG Executive committee in the NWASH system with the support of SUSWA	An up-to-date WASH Plan endorsed by the LG Executive Committee NWASH MIS	Semi-annual	SmartME: Palika WASH Governance Information form	WASH Units collect data and report Validation and Reporting at the project level by the PSU

8	Key positions (Chair, Vice Chair, Secretary, Joint Secretary and Treasurer) in UCs of improved water supply schemes in the project Municipalities are held by women, Dalit, Janajati, person with disability and by minority populations	NA	50% women and proportional participation of Dalits, Janjati, and PwD in key positions (target set per scheme based on Baseline)	Number of women, people with disability, Dalit and Janajati in the key positions of WUSCs	WUSC meeting minutes	Semi-annual	SmartME: WUSC Details Form In addition: * HH survey to assess the proportionality of representation	WASH Units collect data and report Validation and Reporting at the project level by the PSU
Outcome Area 1: Strengthened enabling environment and governance for sustainable WASH services and GESI in Project Municipalities Output 1.3 Up-to-date financial and management and MIS tools in active use in the Project Municipalities								
9	Number of Municipalities systematically using MIS for WASH information	5	28	Number of municipalities using N-WASH system and keeping it up-to-date	Training evaluation results (coordinated by PSU Specialists) NWASH status up to date, yearly activities planned based on WASH Plan	Semi-annual	SmartME: Palika WASH Governance information form	Validation by the PSU
Outcome Area 1: Strengthened enabling environment and governance for sustainable WASH services and GESI in Project Municipalities 1.4 Project municipalities develop and implement evidence-based gender and disability-responsive laws, plans and budgets								
10	Number of Municipalities with gender responsive budgets	0	28	Number of municipalities with gender-responsive budgeting coding done in SUTRA. GRB coding should be completed annually, so the project's cumulative progress is the same as the annual result.	WASH Units' SUTRA reports (Annex 13) In addition: Training evaluation test results (coordinated by PSU Specialists) *Gender-inclusive and disability inclusive 5-year plan (coordinated by PSU Specialists)	Semi-annual	SmartME: Palika GEDSI form	WASH Units collect data and report Validation and Reporting at the project level by the PSU

11	Number of Municipalities having a plan for eradication of harmful Chhaupadi practice	0	28	Number of municipalities with a plan prepared through a consultative process and approved by the municipal executive committee.	Plan approved by the municipal executive committee (signed cover page) In addition: Workshop results (coordinated by the PSU Specialists)	Semi-annual	SmartME: Palika GEDSI form	WASH Units collect data and report Validation and Reporting at the project level by the PSU
12	Number of Municipalities that involve disability organisations in the WASH planning and monitoring	13	28	Number of municipalities where disability organisations participate in WASH Planning and implementation	Planning workshop report and participant lists Meeting minutes of ward level data validation workshop and Palika level WASH Plan visioning workshop and data validation and prioritization workshops	Semi-annual	SmartME: Palika GEDSI form	WASH Units collect data and report Validation and Reporting at the project level by the PSU
Outcome Area 1: Strengthened enabling environment and governance for sustainable WASH services and GESI in Project Municipalities Output 1.5 Efficient knowledge sharing and linkage building with relevant actors for strengthened enabling environment for sustainable WASH services								
13	Municipalities in Karnali Province well informed about WASH sector developments and capacitated to adopt changes	0	28	Number of municipalities exposed to WASH information in the following areas: N-WASH of the GoN, gender responsive budgeting, WASH planning, WASH Act, Water Safety Plan+++, dignified menstruation management, and total sanitation, CCA/DRR, recent GoN policies/norms on implementing WASH activities	Capacity building results	Semi-annual	Capacity building and training evaluation; methods vary depending on the training	PSU collects and reports
14	Number and types of strategic partnerships and initiatives between the SUSWA-supported WASH programme and other actors related to gender, disability, dignified menstruation, CCA and DRR	-	4	Number of partners with whom SUSWA has signed a Memorandum of understanding	MoUs between the partners	Semi-annual	N/A	PSU collects and reports

Outcome Area 2: Climate resilient, safe and functional water supply in Project Municipalities								
Output 2.1 Functionality and safety of drinking water supply improved								
15	Number of people served by non-functional schemes made functional and safe (disaggregated by service level, gender, caste and disability)	0	160,000	Beneficiaries of non-functional and partially functional schemes made functional, where SUSWA has supported any type of repair work, including repair done according to the Step-by-Step guideline and other repair work done during the WSP+++ process or repair work done with the support of SSC Disaggregation: Service level (Basic, Medium & high), Ethnic group (Dalit, Janajati, Other groups); Sex (male, female, other); Disability (difficulties/requirements related to seeing, hearing, mobility, remembering/concentrating, self care, communication)	Households	Semi-annual	Household survey SmartME scheme forms	WASH Units collect data and report Validation and Reporting at the project level by the PSU
Output 2.2 Functional and safe drinking water supply extended to unreached people								
16	Number of people served by new water supply schemes (disaggregated by service level, gender, caste and disability)	0	16,000	Beneficiaries of new schemes constructed by the project according to the Step-by-Step guideline Disaggregation: Service level (Basic, Medium & high), Ethnic group (Dalit, Janajati, Other groups); Sex (male, female, other); Disability (difficulties/requirements related to seeing, hearing, mobility, remembering/concentrating, self care, communication)	Households	Semi-annual	Household survey SmartME scheme forms	WASH Units collect data and report Validation and Reporting at the project level by the PSU
Output 2.3 Extended Water Safety Plans (WSP+++) introduced, prepared and implemented								
18	Number of schemes monitoring water safety and taking measures if necessary	0	433	Number of schemes with up to date WSP+++ action plan	WUSCs and WASH Units; WSP+++ documents	Monthly	SmartME: Training and events report and WSP+++ reports	WASH Units collect data and report Validation and reporting at the project level by the PSU

19	Number of WUSCs operational and maintaining scheme functionality	0	1,400	Number of WUSCs that have signed an MoU with SSC	WASH Units; signed MoUs	Semi-annual	SmartME: Governance Training/Event Forms	WASH Units collect data and report Validation and reporting at the project level by the PSU
20	Number of people trained on disaster risk reduction and climate change adaptation (data to be disaggregated by sex, ethnicity and PWD)	0	At least 3 people in each municipality and partner WUSCs	No of people trained on CCA/DRR Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Sex (male, female, other); Disability (difficulties/requirements related to seeing, hearing, mobility, remembering/concentrating, self care, communication)	Training results and reports from the WASH Units and PSU Specialist	Monthly	SmartME: Training and events reports	WASH Unit collect and report the LG level training data; PSU reports and validates at the project level
Outcome Area 3: Sustainable S&H and dignified menstruation management Output 3.1 Personal and household sanitation and hygienic behaviors improved								
21	Number of people having permanent access to improved sanitation facilities and using them (data to be disaggregated by sex, ethnicity and PWD).	0	90,000	Improved sanitation facility as per the training manual Improved sanitation status: toilets that are with impermeable slab with water seal pan or commode and is not shared with other households where excreta is safely disposed in situ or removed and treated offsite Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Sex (male, female, other); Disability (difficulties/requirements related to seeing, hearing, mobility, remembering/concentrating, self care, communication)	Households	Semi-annual	Household survey	WASH Units collect data and report Validation and reporting at the project level by the PSU
22	Number of additional people with access to basic toilets (data to be disaggregated by sex, ethnicity and PWD).	0	21,000	Definition of a basic toilet according to the training manual Basic toilet: This refers to the toilets that are with impermeable slab with water seal pan or commode and is not shared with other households Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Sex (male, female, other); Disability (difficulties/requirements related to seeing, hearing, mobility, remembering/concentrating, self care,	Households	Semi-annual	Household survey	WASH Units collect data and report Validation and reporting at the project level by the PSU

				communication)				
23	Number of Municipalities with action plans developed and implemented for achieving safely managed sanitation and total sanitation	0	28	Number of municipalities with action plan developed and approved by the municipal Executive committee and implemented	WASH MCs	Semi-annual	SmartME: Palika TS and SH form	WASH Units collect data and report Validation and project level reporting by the PSU
24	Number of households with hand washing facilities on premises with availability of soap and water	0	29,000	Number of HHs with handwashing facility with availability of soap and water Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Female led (Y/N)	Households	Semi-annual	Household survey	WASH Units collect data and report Validation and project level reporting by the PSU
25	Number of households fulfilling total sanitation criteria	0	15,000	Number of HHs fulfilling Total Sanitation Criteria as per the Total Sanitation monitoring protocol (scores 80% against the TS scoring criteria, minimum 44 points) Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Female led (Y/N)	Households	Semi-annual	Household survey	WASH Units collect data and report Validation and project level reporting by the PSU
Output 3.2 Institutional such as school, health station, public sanitation facilities and their maintenance improved in the Project Municipalities								
26	Number of improved institutional toilets with water supply and functional hand washing facility with water and soap (disaggregated by type of institution, CGD friendliness of facilities, and for schools the 3-star approach	0	210	Number of institutional toilet facilities improved (by the type of institution, CGD friendliness of facilities, and for schools the 3-star approach categories) and number new CGD friendly institutional toilets	WASH Units and WSH MCs	Semi-annual	Institutional toilet monitoring reports and final technical quality monitoring reports (SmartME)	WASH Units collect data and report Validation and project level reporting by the PSU

	categories)							
Output 3.3 Dignified menstruation promoted								
28	Number of religious and community leaders, youth networks and teachers mobilized against harmful Chhaupadi practice	0	750	Number of LRPs including religious and community leaders, youth networks and teachers mobilized	WASH MCs	Monthly	SmartME: Training and events reports, including approved plan attached SmartME: LRP Mobilisation Progress	WASH Units collect data and report Validation and project level reporting by the PSU
29	Proportion of women using toilets during menstruation (data disaggregated by ethnicity and PWD)	78%	90%	Number of women using toilet during menstruation, according to the survey conducted through secret voting and the total sanitation survey The progress is measured annually so the cumulative progress is the same as the annual result Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Disability (difficulties/requirements related to seeing, hearing, mobility, remembering/concentrating, self care, communication)	WASH Units and households	Semi-annual	Secret voting method SmartME: (nepali) women using toilet during menstruation	WASH Units collect data and report Validation and project level reporting by the PSU
30	Number of people trained on MHM including sanitary pad making (data disaggregated by sex, ethnicity and PWD)	0	3,000	Number of people trained Disaggregation: Ethnic group (Dalit, Janajati, Other groups); Sex (male, female, other); Disability (difficulties/requirements related to seeing, hearing, mobility, remembering/concentrating, self care, communication)	WASH Units	Monthly	SmartME: Training and events reports	WASH Units collect data and report Validation and project level reporting by the PSU
Output 3.4 Faecal sludge management promoted								
31	On-site faecal sludge management options reviewed, assessed, piloted and introduced to	NA	2-5	Reports on on-site faecal sludge management options and field assessment and introduction	Report	Semi-annual	SmartME	PSU reports

	Project Municipalities							
32	Faecal sludge issues incorporated into toilet design and O&M manuals	NA	100% (relevant manuals)	The FSM issues incorporated in the household toilet construction manual and Total Sanitation Training Manual	Manuals	Semi-annual	SmartME	PSU reports