

**National Action Plan  
on Implementation of the  
United Nations Security Council  
Resolutions 1325 & 1820  
(2011/12 – 2015/16)**

# Localization Guideline 2013



Government of Nepal  
**Ministry of Peace and Reconstruction**  
February 20, 2013

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**(Unofficial Translation)**



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## Message!

Since the establishment of the United Nations, Nepal has been expressing its solidarity and commitment to UN conventions, treaties and policies in line with its national needs and obligations. As a member state, it is also the duty and responsibility of Nepal to implement each resolution adopted by the Security Council. In this regard and in the context of post conflict transitional period of Nepal, I am happy that Nepal was able to adopt the National Action Plan (NAP) on implementation of the United Nations Security Council Resolutions 1325 and 1820 two years back. The plan is now in its rigorous implementation phase.

As a result of the contribution made by the United Nations in Nepal's peace process, the essence of the resolutions on Women, Peace and Security is reflected in the Comprehensive Peace Accord (CPA). The development of the National Action Plan on implementation of the UNSCRs 1325 & 1820 is also a result of this commitment. Several national and international development partners have been providing financial and technical support since the CPA was signed as well as from the very initial stage of developing the NAP. I would also like to acknowledge the contribution made by civil society organizations working on women's issues while developing the NAP as well as in taking the implementation forward.

I would like to express my happiness at the implementation of the NAP taking place with the effort from all the concerned stakeholders at the central as well as district level including relevant ministries and their line agencies and local district agencies. But it is essential to localize the NAP by integrating it into the very process of developing local district and village development plans. Against this backdrop, this Localization Guideline prepared by Saathi, an organization working on women's rights, with support from Global Network of Women Peacebuilders in close collaboration and consultation with the Ministry of Peace and Reconstruction holds great significance. I strongly believe that this will greatly help in localization of the NAP.

This Guideline is envisaged to be an important complementary document for the implementation of the NAP. It will help District Coordination Committee in bringing uniformity in program implementation. I also anticipate that the civil society will make necessary initiative to take this Guideline to all the concerned stakeholders and contribute in making optimum use of it.

Finally, I would like to request all government, nongovernment and civil society organizations to extend necessary support to ensure the success of the Guideline in localizing the NAP by integrating it into district and village development plans.

**Mr. Top Bahadur Rayamajhi**  
Minister  
Ministry of Peace and Reconstruction



## Message!

The Government of Nepal adopted the National Action Plan on Implementation of the UNSCRs 1325 and 1820 on 1st February 2011. In these two years' period, necessary infrastructures for the implementation of the NAP have been established and as a result the implementation work has accelerated. At the central level, there have been several programs implemented separately as well as in partnership with government and non-government organizations. In addition to this through the Nepal Peace Trust Fund additional fund specifically for the implementation of the NAP apart from regular budget has been allocated and made available to concerned ministries such as Home, Defense, Women Children and Social Welfare, Federal Affairs and Local development, Law and Justice and Peace and Reconstruction. Consequently, several programs are being implemented by these ministries at the central and district level.

At present the majority of the ongoing programs are being implemented at the central level with comparatively fewer at the district level. Therefore, critical and additional effort is required to maximize programs at the district as well as to take it further to the village level. Until and unless the NAP is localized i.e. integrated into local planning process and local resources are mobilized, the target community will not be able to benefit and the goal of the NAP cannot be achieved. In this context, to achieve the effective implementation of the NAP by integrating it into district and village development planning process, this "National Action Plan on Implementation of United Nations Security Council Resolutions 1325 & 1820 Localization Guideline, 2013" has been developed. I am confident that this will prove useful in integrating the NAP into local plan formulation process. Further in order to address the urgent concerns of conflict affected women and girls it is necessary to simultaneously work with both the bottom up and top down approach. This Guideline, I hope, will be helpful in this regard.

I take this opportunity to thank Saathi, especially its Executive Chair, Ms. Bandana Rana, for undertaking the necessary collaboration with the Ministry of Peace and Reconstruction and providing essential technical support and coordination throughout the process of developing this Guideline. My special thanks to - Joint Secretary Sadhuram Sapkota of the Ministry of Peace and Reconstruction for his active contribution in this effort and Resource Team Members Mr. Ganga Dutta Awasthi, Mr. Ramesh Adhikari and Mr. Kiran Prasad Dhungel. My thanks also go to all District Coordination Committee members, local officials and community people who participated actively in DCC and VDC level workshops and provided invaluable comments and feedback. It is only with those inputs that the Guideline was able to come out in its present form. Last but not the least, on behalf of MoPR I would like to express my heartiest gratitude to Global Network of Women Peacebuilders and its international coordinator Mavic Carbrera Balleza for the technical and financial support.

Finally, the success of this Guideline lies in its due application; therefore, I urge all the concerned stakeholders, especially, District Coordination Committee and Municipality and Village Development Committee (VDC), to make the maximum use of this Guideline for successful localization of the NAP in order to ensure that the dividends of the implemented programs reaches the most needy women and girls.

Thank you.

**Mr. Dharanidhar Khatiwada**

Secretary

Ministry of Peace and Reconstruction

## Preamble

Adopted unanimously on 31 October 2000, United Nations Security Council Resolution 1325 recognized the role and contribution of women in peace process and called for the increased participation of women in decision making with regard to conflict prevention, resolution and management and for the adoption of a gender sensitive policy that included the special needs of women and girls and their rights and protection, Adopted unanimously on 19 June 2008, United Nations Security Council Resolution 1820, noting that different forms of violence, particularly, sexual violence are committed against women and girls during armed conflict and transitional period, urged all the member states to immediately put an end to all forms of violence against women and girls, On 1 February, 2011 the Government of Nepal adopted National Action Plan (NAP) on Implementation of the UNSCRs 1325 and 1820. The main objective of the NAP is to ensure proportional and meaningful participation of women at all levels of conflict transformation and peace building processes and protection of women and girls. In order to support the effective implementation, the Government of Nepal has brought this Guideline in effect remaining within the mandate of NAP.

### 1. Short Title and Commencement:

- 1.1 The name of this Guideline shall be ‘National Action Plan on Implementation of United Nations Security Council Resolutions 1325 & 1820 Localization Guideline, 2013.’
- 1.2 This guideline shall come in to effect immediately.

### 2. Definition:

The following terms and terminologies defined by the NAP has remained the same and form an essential part in this Guideline as well:

- a. “Armed Conflict” shall mean the armed conflict between the State side and the then Communist Party of Nepal (Maoist) that took place from 13 February 1996 to 21 November 2006 and this also includes the armed activities carried out by various groups in different parts of the country after the signing of the Comprehensive Peace Accord.
- b. “Former Women Combatants” shall mean the women verified by the UN Mission in Nepal and currently living in the cantonments and it also means the women discharged after they were disqualified by the UN verification process.
- c. “Girl Child” shall mean a girl who has not attained 18 years of age.
- d. “Conflict-affected Women and Children” means women and children who due to the impact of armed conflict or as a result of that are suffering from the following conditions notwithstanding their present status:
  1. Women or girls displaced from their habitual place of living.



2. Single women
  3. Women or girls or their husbands or parents who are themselves physically disabled or have lost their limbs or are maimed due to the explosion of landmine or Improvised Explosive Devices, due to the use of weapons or any other reason.
  4. Women or girls who have been separated from their husbands or parent or from their families.
  5. Former women and girl combatants who are pregnant or nursing mothers or have infants with them or who are either living in the cantonments or outside.
  6. Mentally-affected women and girls.
  7. Women or girls who could not continue their studies because the school they were studying in was seized or because of fear and insecurity or because of the displacement of teachers.
  8. Women or girls who suffered from sexual exploitation or rape.
  9. Women or girls who because of sexual exploitation or rape became pregnant and were compelled to give birth or to undergo abortion
  10. Women or girls against whom action has been taken in suspicion of being affiliated to the security forces or armed groups or helping such forces or groups.
  11. Women or girls who are in detention or in prison or who have undergone imprisonment.
  12. Women or girls living in protection homes or child rehabilitation homes.
  13. Girls against whom cases have been registered in courts for any charges.
  14. Women or girls who have been abducted or subjected to involuntary disappearance or the women and girls from families whose members have been abducted or subjected to involuntary disappearance.
- e. "Rehabilitation and Reintegration" shall mean the works of rehabilitating women and girls affected by the armed conflict in their family or society and enabling them to utilize the available opportunities to play a meaningful role for the protection of their rights.
- f. "Counseling Service Centre" shall mean the counseling service centers established by the government and the non-government organizations for providing services like advice, counseling, information and recommendation necessary for women or girls victimized by sexual and gender-based violence or who are at risk or likely to be at risk from such violence.
- g. "Special Needs of Women or Girls" shall be understood as the special needs of women and girls in special biological or reproductive conditions such as menstruation, pregnancy and nursing, and the food, care, proper accommodation, toilet and medical treatment required for addressing these conditions.
- h. "Women-friendly" shall be understood as the suitable environment equipped with all public facilities established in service providing centers by taking into account the special needs of women so that they can express their sentiments without any inhibition and can easily acquire information, services and facilities.

- i. “Sexual Violence” shall be understood as any type of sexually explicit behavior or conduct carried out against the will of women or girls, any attempts to forcibly have sex, the use of indecent words or vulgar behavior against their will, attempt made to sell women or girls for the purpose of sex or any activity done against the sexuality of any person

### **3. Objective and Jurisdiction/Scope of the Guideline**

Objective: The main objective of this Guideline is to support the implementation of the National Action Plan (NAP) on UNSCRs 1325 and 1820 as approved by the Government of Nepal. This support will materialize by integrating activities in NAP on UNSCR 1325 and 1820 into local planning process.

Jurisdiction/Scope: The scope of work of this Guideline shall be based on the programs and activities identified by the NAP on UNSCRs 1325 and 1820 as approved by the Government of Nepal.

## Institutional Arrangement

### 4. Central Level

#### 4.1 Formation, Functions, Duties and Responsibilities of the Implementation Committee

##### 4.1.1 Formation of the Implementation Committee

Implementation Committee formed as follows as per the article 9.3 of the NAP, shall bear coordination role at central level for the implementation of this Guideline:

- |   |                      |
|---|----------------------|
| a. Joint-Secretary; Law and Communication Division,<br>Ministry of Peace and Reconstruction | - Convenor           |
| b. Representative, Ministry of Women, Children and<br>Social Welfare                        | - Member             |
| c. Representative, Ministry of Home Affairs   | -Member              |
| d. Representative, Ministry of Defense  | -Member              |
| e. Representative, Ministry of Education  | -Member              |
| f. Representative, UN Women, Nepal  | -Member              |
| g. Representative, the National Women’s Commission  | -Member              |
| h. Under Secretary; Law and Human Rights Section<br>Ministry of Peace and Reconstruction    | -Member<br>Secretary |

The Implementation Committee shall call representative of the Ministry of Foreign Affairs as invitee in its meeting. The representatives of the donor agencies as determined by the Steering Committee shall be observers in the Implementation Committee.

##### 4.1.2 Functions, Duties and Responsibilities of the Implementation Committee

The Implementation committee shall undertake necessary coordination for the implementation of the Guideline remaining within the following functions, duties and responsibilities determined as per the article 9.4 of the NAP:

- a. To carry out the decisions taken by the High Level Steering Committee
- b. To provide support and coordination for developing sectoral action plans and its implementation.
- c. To adopt necessary measures for promoting gender awareness
- d. To pay special attention to the special needs and the vulnerable situation of conflict-affected women
- e. To mobilize necessary resources for implementation of the National Action Plan
- f. To monitor the status of the implementation and report to the Steering Committee
- g. To prepare the annual progress report and submit it to the Steering Committee

## 5. District Level

### 5.1 Formation of District Coordination Committee

District Coordination Committee formed as follows as per the article 9.6 of the NAP shall bear the responsibility of implementing the Guideline:

- |   |                    |
|---|--------------------|
| a. The Chief District Officer   | - Convenor         |
| b. Local Development Officer  | -Co-Convenor       |
| c. Chairperson/Representative, Local Peace Committee  | - Member           |
| d. Chief, the District Public Health Office   | - Member           |
| e. District Education Officer   | - Member           |
| f. Chief, the Small and Cottage Industries Development Office/Board   | - Member           |
| g. Chief, the District Police Office  | - Member           |
| h. Representative, the Technical School based in the district   | - Member           |
| i. Chief, the District Child Welfare Board  | - Member           |
| j. Two conflict-affected women designation by the Local Peace Committee   | - Member           |
| k. Two representatives from among the non-government organizations working in the women's rights sector assigned by the committee | - Member           |
| l. Women and Children Officer   | - Member-Secretary |

Representatives of donor agencies based in the district supporting the implementation of the NAP may remain observers in District Coordination Committee. The committee shall invite representatives of other offices/NGOs in the district as seen necessary.

## **5.2 Functions, Duties and Responsibilities of District Coordination Committee**

District Coordination Committee shall carry out necessary coordination, facilitation, and collaboration for effective implementation of the Guideline remaining within the following functions, duties and responsibilities determined as per article 9.7 of the NAP.

- a. Carry out the decisions of the Steering committee and the Implementation Committee.
- b. Ensure the programs proposed in the National Action Plan are included in the programs of the concerned district level offices.
- c. Maintain coordination among different programs related to the National Action Plan implemented in the district.
- d. Carry out constant monitoring and evaluation of the implementation of programs related to the National Action Plan conducted in the district.
- e. Provide the progress report on the National Action Plan to the Implementation Committee.

## **6. Municipality and Village Development Committee (VDC) Level**

6.1 Municipality/VDC Level Plan Implementation: For municipality and VDC level plan identification, formulation, implementation and monitoring, municipality and VDC shall incorporate in its local planning programs for conflict affected women and girls and implement in consultation with municipality/VDC level peace committee and integrated plan formulation committee. In order to implement hence identified projects, District Coordination Committee, Sectoral Bodies, or NGOs shall make available necessary financial and technical support to respective municipality and VDC.

### 7. Plan Formulation Process

- 7.1 Data Collection:** District Coordination Committee shall maintain a district level data comprising VDC, ward and settlement/village-wise number of conflict affected women and girls and the type of impact by receiving the data collected by District Administration Office, District Police Office, Local Peace Committee, District Women and Children Office and different government and non-government organizations working in the area of women and children.
- 7.2 Updating Data:** Considering the possibility of change in the number of conflict affected women and girls due to migration and death, District Coordination Committee shall update the data every fiscal year. The task of updating data shall be completed by mid-October. In order to manage the record of conflict affected women and girls, enumerators shall be deployed at the household level to update the information if resource is available with the District Coordination Committee or if possible in partnership with any other agency.
- 7.3 Data Disaggregation:** The data of conflict affected women and girls collected/updated shall be disaggregated in terms of type of impact. Such disaggregated data will help formulate program targeted at conflict affected women and girls. Such disaggregation shall be carried out in line with the strategic objectives and activities of the NAP.
- 7.4 Information Collection:** District Coordination Committee shall collect information about the agencies implementing different activities targeting the conflict affected people, the VDC/Wards of the municipality and settlements covered by such bodies, activities being carried out and investment on the activities.
- 7.5 Methods of data collection/update:** District Coordination Committee shall make arrangements for preparing the list of government and non-government organizations, local bodies, local communities and international organizations implementing programs targeted at conflict-affected people. Arrangement shall also be made to hold meeting with aforesaid organizations quarterly and share and exchange information. Based on the information shared at the meeting District Coordination Committee shall prepare disintegrated information about the activities and investment and covered area and population.
- 7.6 Data Analysis and Utilization:** The collected data/information shall be analyzed and utilized for justifiable distribution of resources to avoid exclusion, overlapping

and duplication while formulating, investing and implementing programs targeted at conflict-affected people. The integrated and disintegrated analysis of the data/information will help select program for the target community based on their demands. Basically, the data/information on women and girls should be analyzed in terms of geography, caste, ethnicity, age and ability. The mapping of the results of analysis should be done in such a way that both demand and supply aspects are clearly visible. The information and data prepared should be made available to all development service providers and other organizations of district, municipality and VDC.

**7.7 Guideline and Budget Ceiling:** The Ministry of Peace and Reconstruction (MoPR) should initiate to include the provision for implementation and localization of “National Action Plan (NAP) on Implementation of the UNSCRs 1325 and 1820” with regards to conflict affected women and girls in the guideline sent every fiscal year to the district by the National Planning Commission. The ministry should send the guideline on additional provision and budget ceiling for the district for that fiscal year to District Coordination Committee. This task should be completed by mid-December.

**7.8 Resource Projection:** District Coordination Committee shall project the available resources for the upcoming fiscal year after it receives guideline and budget ceiling from the center. Following can be the possible source of receiving resources/funding:

- a. Different Bodies of Government of Nepal
- b. Local Bodies
- c. Non-Government Organizations
- d. International Organizations
- e. Local Community Organizations
- f. Others

District Coordination Committee shall call a joint meeting of the aforesaid organizations and project the resources.

**7.9 Provision for Support Staff:** The Ministry of Peace and Reconstruction shall make arrangement for support staff for District Coordination Committee as per the provision of the NAP.

**7.10 Need Identification:** Based on the analysis of the information and data about conflict affected women and girls the needs shall be identified in participation of target communities. Need identification shall be started from community/tole/settlement level and shall be discussed in detail at ward citizen forum. The activities/needs identified by the ward level citizen forum shall be

discussed at the VDC/Municipality level and then forwarded to District Coordination Committee. The task of institutionalizing the need identification of the program targeted at conflict affected women and girls shall be carried out by following participatory planning process being adopted by the local bodies.

- 7.12 Activities Selection and Approval:** Respective District Coordination Committee shall approve and implement activities that can be implemented by concerned Municipality/VDC mobilizing its own budget and internal resources. Whereas, for the activities demanded other than the above, the activities recommended to District Coordination Committee shall be approved by calling coordination meeting with potential funding agencies/organizations depending upon the availability of resources.
- 7.13 Responsibility of Implementation:** While selecting activities based on demands, potential agencies projected to fund shall be made accountable for the implementation of the program and that the activities shall be selected accordingly. For the purpose, District Coordination Committee shall call a meeting of all development partners and INGOs.

## 8. Resource Mobilization

- 8.1 Central Level:** As designated by the NAP, the ministries, commission, department, committee, board, institution/foundation etc shall allocate resources to implement the targeted programs for conflict-affected women and girls. The Ministry of Peace and Reconstruction shall coordinate with the National Planning Commission and other line ministries to ensure that the information about such allocation reaches District Coordination Committees.
- 8.2 Local Level:**
- 8.2.1 Local Bodies:** District Development Committee, Municipality and VDC shall provide information to District Coordination Committee about the budget allocated through their internal resources for the implementation of activities for targeted communities including conflict affected women and girls.
- 8.2.2 Sectoral Bodies:** The sectoral bodies such as Women and Children Office, District Education Office, District Public Health Office, Small and Cottage Industry Development Office, District Agriculture Office, District Livestock Office and other district level sectoral offices shall share information with District Coordination Committee about number of conflict-affected women and girls benefitted in each ward of each VDC through the program targeted at conflict affected women and girls and budget allocated from the central level through the sectoral bodies for the program.



- 8.2.3 Security Bodies:** The district level reporting shall include awareness, rescue and rehabilitation programs implemented by District Administration Office and District Police Officer targeting conflict-affected women and girls.
- 8.2.4 Development Partners:** Given the context that bilateral and multilateral development partners are directly implementing programs for conflict affected women and girls, District Coordination Committee shall collect information about such programs and update it continuously. The Ministry of Peace and Reconstruction shall request all the donor agencies to provide such information to District Coordination Committee.
- 8.2.5 Cooperatives, Non-Government Organizations and Private Sector:** Given the context that Cooperatives, International and National NGOs and private sectors are also allocating budget targeting conflict affected women and girls and implementing programs mobilizing such budget in target communities, District Coordination Committee shall collect information on such programs and budget and include in development information. In order to assist in such effort, the Ministry of Peace and Reconstruction shall do necessary coordination with Social Welfare Council. In the context of even private sector implementing certain programs, District Coordination Committee shall work with local Association of Chambers of Commerce and Industries to include in its development information the contribution made by private sectors.

### 9. Financial Administration

**9.1 Authority Delegation and Budget Disbursement Process:** The authority shall be delegated and budgets shall be authorized in the following manner for the programs/activities to be implemented at the local (district/municipality/VDC) level under the NAP:

- a. The Ministry of Peace and Reconstruction shall delegate authority to the convenor of the District Coordination Committee to spend the amount as program budget or grant.
- b. The line ministries shall delegate the authority and budget along with program to their respective offices.
- c. The District Coordination Committee shall manage the expenditures by delegating authority and making available the advance for the coordination committee or concerned line offices or NGOs as per the demand for the program to be implemented by the municipality/VDC or coordination committees.
- d. The international/national NGOs shall send the fund through the Coordination Committee/line agencies or NGOs and the information about such funding shall be provided to the Coordination Committee.
- e. Development partners or INGOs shall provide funding directly to the Coordination Committee/line agencies through the NGOs or through the Ministry of Peace and Reconstruction.
- f. With regards to the activities to be implemented through the authority delegated to the District Coordination Committee, it shall coordinate with the concerned VDC/municipality and delegate authority either to the VDC/municipality itself or line agencies or NGOs.
- g. Regardless of the source of delegated authority and fund, the District Coordination Committee shall be informed about it. If the budget has been provided by the central level, the Ministry of Peace and Reconstruction shall be informed about it.
- h. The budget shall be channeled through the concerned office of treasury for the programs to be implemented by the government agencies.
- i. The petty cash to be provided by the central bodies shall be issued to the convenor of the Coordination Committee.

## 9.2 Methods of fund management and expenditure, account keeping and audit:

- a. A separate bank account shall be maintained at the district in the name of District Coordination Committee to deposit money.
- b. The account shall be jointly operated by either convenor or member-secretary of the coordination committee and designated account officer/accountant of district account office.
- c. The account of the programs to be conducted under the coordination committee shall be maintained as follows:
  1. The account of program expenditures to be carried out under the coordination committee and government line agencies shall be maintained as per the procedures under the prevailing law of government of Nepal and as per the prevailing format.
  2. Program expenditures and account should be maintained as per Local Bodies Financial Administration Regulations 2064 for the programs to be operated under the local bodies.
  3. With regard to funding from development partners, national/international non-government organizations, the amount shall be issued and account shall be maintained as per the agreement/understanding reached with the concerned organizations. If the budget has been released through the Government of Nepal, the expenditures shall be issued and account shall be maintained as per the prevailing law of Nepal.
  4. If the budget has been sent by the development partners/international NGOs directly to the NGOs, the expenditures and account shall be maintained as per the agreement/understanding reached between the organizations. But it is mandatory to provide information about such budget to the Coordination Committee.
- d. Auditing :
  1. As per the provision in the delegation of authority, the internal audit of the expenditures made through the Coordination Committee and government offices shall be carried out by the concerned treasury office and the final audit shall be carried out by the Office of Auditor General at the site or central office.
  2. The internal and final audit of the expenditures/funding issued by the local bodies shall be carried out as per the Local Bodies Fiscal Administration Regulation 2064.

3. The audit of the programs implemented by NGOs shall be carried out on the basis of agreement/understanding between the NGOs and Funding Agencies as per their rule.
- e. Budget Freeze:
1. The remaining amount after the expenditures shall be declared unspent (frozen) as per the prevailing law in stipulated time.
  2. The amount received from development partners and NGOs shall be adjusted for the coming fiscal year for activities determined.
  3. The amount received from local bodies shall be decided as per for Local Bodies Fiscal Administration Regulation 2064.
  4. The amount received from other sources shall be decided as per agreement/understanding.
- f. Account Management and Fiscal Report
1. The account shall be verified by the concerned officer and accountant at the end of every month.
  2. Within seven days of the end of every month, the monthly progress shall be compared with the existing deposit at the bank and sent to the concerned office that delegated the authority.
  3. The line agencies shall send the fiscal report to the secretariat of the Coordination Committee.
  4. NGOs shall also send the expenditure report to District Coordination Committee.
  5. The Coordination Committee shall prepare a comparative report of the approved annual program and expenditures. The Coordination Committee shall send the technical and fiscal progress report to the ministry.
  6. The expenditures shall be made remaining within the ceiling provided by the power of authority.
  7. If the official designated as the signatory to the account has to remain on leave for more than 15 days or remain absent or goes on another duty, arrangement shall be made to designate alternative signatory or authority shall be designated to another person to operate the account.
  8. The detailed fiscal report shall be sent to the Ministry of Peace and Reconstruction and concerned office within 35 days of the end of fiscal year.
  9. The details of released budget and expenditure shall be made public quarterly and annually

### 10. Capacity Development

- 10.1 Arrangements shall be made for the orientation on the NAP on UNSCRs 1325 and 1820 for the officials of District Coordination Committee. Such orientation program shall be organized either by the Ministry of Peace and Reconstruction itself or through NGOs.  
Different aspects of the NAP on UNSCRs 1325 and 1820 and the main aspect of this guideline to be implemented at the local level shall be included in the orientation program.
- 10.2 A detailed training manual shall be developed to conduct the training/orientation at the local level.
- 10.3 At least two resource persons shall be trained from each district on NAP Localization and training contents and procedure. The trained resource persons shall transfer the knowledge and skills remaining in close contact with the District Coordination Committee.
- 10.4 District Coordination Committee shall use local resource person or NGO or skilled persons for capacity development programs for implementation to be carried out through its own resources. While selecting the trainees, it should be ensured that conflict affected and district are represented.
- 10.5 The concerned trainer shall submit the report to District Coordination Committee in the designated format upon completion of training/orientation.
- 10.6 District Coordination Committee shall designate human resource development sub-committee under it or any government/non-government organizations in order to make the training/orientation effective.
- 10.7 Arrangement shall be made to make available loan/equipment or other grant assistance to implement self-employment program or replication to utilize the skills learnt during the training. Regular supervision and monitoring shall be carried out to measure its effectiveness.
- 10.8 The result of the success from skill development shall be disseminated through Video/FM/TV.
- 10.9 The approved standard format of concerned agency shall be followed while carrying out training/orientation.

- 10.10 District Coordination Committee shall organize exposure visits for the members of the committee and beneficiaries or other concerned stakeholders.
- 10.11 Duplication shall be avoided while carrying out training/orientation at the local level. For this purpose, concerned sectoral office, local bodies and NGOs should inform the District Coordination Committee about their programs.
- 10.12 The NGOs/Sectoral bodies should submit the progress report of training/orientation/exposure visits to the secretary of District Coordination Committee and the District Coordination Committee shall submit the report to the Ministry of Peace and Reconstruction quarterly.

## **11. Provision for good governance, accountability, transparency and grievances hearing**

- 11.1 District Coordination Committee shall clearly define the responsibilities of the coordinator and member-secretary while implementing programs.
- 11.2 Sub-committee can be formed if deemed necessary for program implementation/management. The roles and responsibilities of such sub-committee shall be clearly defined.
- 11.3 One-window system shall be adopted by making arrangements for mutual coordination and communication in order to avoid duplication of the programs of NAP at the local level.
- 11.4 Arrangements shall be made to localize and effectively implement the programs under the goals, objectives and the five pillars of the NAP on UNSCR 1325 and 1820.
- 11.5 In order to ensure transparency the programs/activities and budget shall be made public and all stakeholders shall be informed.
- 11.6 Annual public hearing shall be carried out involving the stakeholders, representatives of the civil society, social workers and media person to collect feedback about the program and the suggestions received at the public hearing should be perceived as the future guideline.
- 11.7 District Coordination Committee shall make arrangements for hearing grievances about the programs or other aspects and form a mechanism to sensitively address and manage the grievances and take immediate action.
- 11.8 The Coordination Committee shall be responsible for implementing the programs under the pillars of the NAP on UNSCRs 1325 and 1820 with special sensitivity towards conflict affected women and girls.

- 11.9 The Coordination Committee shall be responsible for making the best use of orientation to maintain harmony, behave politely and deal sensitively towards conflict affected women and girls without hurting their sentiments.
- 11.10 It shall be the responsibility of one and all to create an atmosphere for mutual coordination and collaboration and build working relationship with all concerned stakeholders including service providers, government and non-government organizations, and civil society directly working with conflict affected women and girls at the local level.

### 12. Monitoring and Reporting:

The following provisions shall be followed for monitoring:

- a. Following the approval of program activities by District Coordination Committee, the implementing agencies should develop indicators for their program activities and make arrangements for regular monitoring. The monitoring report should be sent to District Coordination Committee.
- b. The timeframe for the monitoring should be finalized after discussing at the coordination committee as per nature of the tasks of the sectoral bodies.
- c. The monitoring system should be made credible by ensuring that the monitoring of local level programs is output based whereas the skill development programs are result-based.
- d. District Coordination Committee should constitute a monitoring sub-committee and determine the timeframe, process, indicators and achievements sector-wise for the monitoring at the local level and get it approved from the Coordination Committee.
- e. District Coordination Committee can also make arrangement for joint monitoring. Such monitoring can be carried out prior to quarterly/annual review.
- f. The joint monitoring can collect feedbacks from the beneficiaries both individually or collectively.
- g. It is mandatory that the monitoring report be documented at the coordination committee following the monitoring.

### 13. Review:

- a. The review of the program shall be carried out on quarterly/annual basis within 15 days and 1 month respectively after the completion of the period.
- b. A brief report comprising of the issues raised during the review and measures taken to resolve the problem shall be sent to the Ministry of Peace and Reconstruction and concerned agency.
- c. All stakeholders and political parties, concerned local government/nongovernment organizations, Local Peace Committee, cooperative and media persons shall be invited at the review meeting.

### 14. Reporting:

- a. Financial and narrative report shall be submitted to the Ministry of Peace and Reconstruction quarterly/annually in the prevailing format. The ministry can make necessary comments and suggestions upon reading the report.
- b. The expenditure and audit report shall be made public. The action against the arrears shall be notified.



### 15. Miscellaneous:

- 15.1 District Coordination Committee shall prepare a responsibility matrix with time frame determining responsible agencies/supporting agencies implementing the program.
- 15.2 District Coordination Committee shall carry out performance evaluation on the basis of the tasks assigned and recommend to concerned agency for award/punishment.
- 15.3 Ministry of Peace and Construction shall award the outstanding individual/agency/coordination committee for the excellent work.

### 16. Amendment:

- 16.1 The addition/deletion/amendment to the provisions mentioned in this Guideline shall be done by the Ministry of Peace and Reconstruction at the recommendation of the Implementation Committee and the Steering Committee shall be notified of such change.

