



Technical Assistance Consultant's Report

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Gender-Responsive Decentralized Governance in Asia

(Cofinanced by the Australia-ADB South Asia Development Partnership Facility: RETA 6337 – Development Partnership Program for South Asia)

Administrative Report

(January 2011– July 2011)

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Asian Development Bank

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For Asian Development Bank

RETA: 6337/6493

**Gender-Responsive
Decentralized Governance
in Asia**

Administrative Report:

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Abbreviations and Acronyms

Acronym	Definition
ADB	Asian Development Bank
APM	All Party Mechanism
AusAID	Australian Agency for International Development
BAPPEDA	Board for Planning and Development at District-level (Indonesia)
BAPPENAS	Badan Perencanaan Pembangunan Nasional (National Development Planning Agency) (Indonesia)
BIGS	Bandung Institute for Governance Studies (National Research Institute – Indonesia)
Bupati	Head of District-level government (Indonesia)
CBO	Community Based Organization
CC	Commune Council
CCWC	Commune Committee for Women and Children
CDRI	Cambodian Development Research Institute
CIDA	Canadian International Development Agency
DDC	District Development Committees (Nepal)
DFID	Department for International Development (UK)
DIPA	Daftar Isian Pelaksanaan Anggaran / List of Requirements for Budget Implementation (Indonesia)
DMC	Developing Member Country
EEQP	Enhancing Education Quality Project (ADB funded activity in Cambodia)
EIC	Economic Institute of Cambodia (National Research Institute – Cambodia)
FACD	Foreign Aid Coordination Division, Ministry of Finance (Nepal)
GRB	Gender-responsive budgeting
IIDS	Institute for Integrated Development Studies (National Research Institute –Nepal)
IPC	Integrated Planning Committee
ITL	International Team Leader
M&E	Monitoring and Evaluation

Acronym	Definition
MAFF	Ministry of Agriculture, Forestry and Fisheries (Cambodia)
MCPM	Minimum Conditions and Performance Measures (Nepal)
MEF	Ministry of Economy and Finance (Cambodia)
MLD	Ministry of Local Development (Nepal)
MOEF	Ministry of Economy and Finance (Cambodia)
MOEYS	Ministry of Education, Youth and Sport (Cambodia)
MOF	Ministry of Finance (Nepal & Indonesia)
MOI	Ministry of Interior (Cambodia)
MONE	Ministry of National Education (Indonesia)
MOWA	Ministry of Women's Affairs (Cambodia)
MOWE & CP	Ministry of Women's Empowerment and Child Protection (Indonesia)
MTEF	Medium Term Expenditure Framework
MOWCSW	Ministry of Women, Children and Social Welfare (Nepal)
NCDD	National Committee for Sub-national Democratic Development (Cambodia)
NSDP	National Strategic Development Plan (Cambodia)
NRI	National Research Institute
NWO	National women's organization
PEACH	Public Expenditure Analysis World Bank (Indonesia)
RENJA-KL	Rencana Kerja Kementrian dan Lembaga (Ministries and Agencies Work Plan) (Indonesia)
RENSTRA	Rencana Strategis (Strategic Plan) (Indonesia)
RETA	Regional Technical Assistance
RJPM	Rencana Pembangunan Jangka Menengah (Medium-Term Development Plan) (Indonesia)
RKA-KL	Rencana Kerja Anggaran- Kementrian dan Lembaga (Budget Work Plan –Ministries and Agencies) (Indonesia)
RKP	Rencana Kerja Pemerintah (Government Work Plan) (Indonesia)

Acronym	Definition
RRSDP	Rural Reconstruction Rehabilitation Sector Development Program (ADB funded activity in Nepal)
SAHAVAGI	Women's non-government organization (Nepal)
SCBD	Sustainable Capacity Building for Decentralization
SIDA	Swedish International Development Agency
SNEC	Supreme National Economic Council (Cambodia)
TA	Technical Assistance
TAF	The Asia Foundation
TAG	Technical Advisory Group
TLO	Tole Lane Organizations
UEIP	Urban Environment Implementation Program (Nepal)
VDC	Village Development Committees (Nepal)
WCCC	Women's and Children's Consultative Committees
WCF	Ward Citizen Forum
WDO	Women's Development Officers (Nepal)
WfP	Women for Prosperity (National Women's Organization - Cambodia)

Project Details

Project Title	Gender Responsive Decentralized Governance in Asia
Project Period	June 2009-February 2012
Managing Contractor	ANU Enterprise
ADB Project Manager	Samantha Hung
Project Team Leader	Dr Jan Edwards (ANU Enterprise)
Project Budget	USD 1million
Developing Member Countries	Cambodia, Indonesia, Nepal

1 Introduction

This report is the second administrative report for Asian Development Bank (ADB) Regional Technical Assistance (RETA) 6337/ 6493. The report describes and discusses progress in the tasks achieved from January 2011 to July 2011 based on the project design and monitoring framework (DMF) and work plan. The report also covers forward planning for activities for the next reporting phase commencing in August 2011 – December 2011. It notes the problems encountered and possible actions to be undertaken to remedy obstacles and achieve the specified tasks.

Overall, the RETA experienced significant delays in its first period of implementation however, following resolution of the issues as described in the previous Administrative Report, progress is on track for on-time completion of field-work and associated reporting.

Contract Variation No 4 was submitted in June 2011. The Contract Variation addressed emerging needs that have become evident during program implementation consistent with the DMF. These include increasing the inputs of the International Team to ensure a high-quality final output and increasing budget amounts for Non-Government Organizations (NGOs)/National Research Institutes (NRIs) to participate in National Dissemination Workshops.

Previous contract variations have similarly concerned the inputs of the International Team. Variations 1-3 addressed the issues of replacing International Team members (Team Leader and Gender Budget Specialist) and extending the RETA completion date to account for the change in Team Leader. Inputs of the International Research Coordinator and International Gender Budget Expert have also been increased and there have been increases in budget amounts for NGOs/NRIs to allow for translation costs and personnel to attend regional consultations.

At present, project activities are progressing according to timelines. In general, the RETA has experienced good support and participation from the three participating countries especially in the field. However, ongoing engagement of the Technical Advisory Groups (TAGs) has proved challenging for a number of reasons:

1. Government staff moving to other positions has meant that replacement members have needed to be nominated.
2. The RETA is a small activity in comparison with many donor-funded activities. As a result, some government officials appear to not make the RETA an ongoing priority for their attention.
3. ADB's policy of not paying any incentives to members means that government officials may prefer to participate in activities with monetary rewards.

Support from ADB officials from Manila has been very positive and there has been close coordination and collaboration between the project team and the relevant ADB officials. Support from Gender Specialists and Gender Consultants in ADB Resident Missions has been hampered this period by staff changes and competing demands from other activities. The Cambodian Resident Mission (CARM) has been especially helpful in providing support for the Mid-term Workshop (MTW).

1.1 Project Background

The RETA 6337/6349 Gender Responsive Decentralized Governance in Asia aims to promote good governance in the context of decentralization through increasing women's participation in policy, planning, budgeting and implementation, and equipping local government agencies with the skills, awareness, and knowledge to discharge their new duties at the levels of professional competence expected of them.

1.2 Project Objective

The RETA's overall objective is to:

1. Support increased representation and participation by women in decentralized governance.
2. Implement the four outputs listed below:
 - Output 1:** Inconsistencies and gaps in policy, legal and intergovernmental frameworks identified and recommendations made to relevant government authorities.
 - Output 2:** Gender-Responsive Budgeting (GRB) initiatives in Decentralized Governance piloted.
 - Output 3:** Capacity of selected women representatives and groups to effectively participate in local government enhanced.
 - Output 4:** Approved RETA products disseminated to local and national government authorities and other key stakeholders, and ADB's project portfolio reviewed and recommendations identified.

It is anticipated that achieving these outputs will:

- Increase women's participation in the development of budgets, the design of programs and service delivery mechanisms and impact monitoring in order to ensure that women's needs are met and women's conditions of access are understood and appropriately taken into account in local governance.
- Promote a better understanding of the needs and conditions of access for women among government budget and program staff and women and men in the pilot communities.

1.3 Project Impact

The expected outcome of the Technical Assistance (TA) is access for Developing Member Country (DMC) officials and ADB staff to lessons and good practices in order to improve the gender responsiveness of policy, planning, budgeting, and project design. The TA will help disseminate practical lessons for use by ADB staff, governments, civil society organizations, and funding agencies.

2 RETA Implementation

ADB has contracted ANU Enterprise (ANUE) to manage the implementation of RETA activities. The RETA was approved and became effective in June 2009 with a target completion date of 2 Dec 2010. Completion was extended to February 2012 following implementation delays. The RETA is supported

by national partners in each implementing country; NRIs in Indonesia, Cambodia and Nepal; and, National Women’s Organizations (NWOs) in Nepal and Cambodia

The national partners assist the international team with specific aspects of the project outputs and activities within each country and are critical to the success of the RETA. The national partners have been very receptive and enthusiastic with the capacity-building activities as well as all other research and country-specific activities. Progress on implementation is shown in Annex 1.

3 Project Approach and Methodology

The methodology used in this project is a combination of research, analysis and structured capacity building for selected stakeholders in the three target countries. The planned activities are closely aligned with the original TA, however each country has taken an individual approach to activities and these have been developed to support each countries progress in implementing decentralized governance, gender equality and gender responsive budgeting. The following summary table illustrates each country’s approach.

Table 1: Summary of Participating Countries’ Approaches to the RETA

Summary of Participating Countries’ Approaches to the RETA			
	Cambodia	Indonesia	Nepal
SECTOR	Education	Public Works	Local Development
PROGRAM	Basic Education	Housing Renovation	Public Roads
Output 1 Activities	Desk review (national level policies)	N/A	Desk review (national level policies)
Output 2 Activities	Fieldwork – local level policies GRB Initiatives with local Government Officials	Fieldwork – local level policies GRB Initiatives with local Government Officials	Fieldwork – local level policies GRB Initiatives with local Government Officials
Output 3 Activities	Capacity Development of elected women representatives and others	N/A	Capacity Development of elected women representatives and others
Output 4 Activities.	In country review – mid 2011 Other activities (TAGS etc.) ongoing over 2010-2012	In-country review – late 2010 Other activities (TAGS etc.) ongoing over 2010-2012	In-country review – late 2011 Other activities (TAGS etc.) ongoing over 2010-2012

More detailed information about the above activities can be found in previous reports, including the ADB approved work plan.

The RETA is led by an International Team Leader (ITL) from Australia, and supported by a GRB expert and an International Research Coordinator (IRC). In each country, the Team Leader (TL) is well

supported by the national team made of a Team Leader, GRB expert, Research Coordinator and an administrative team. The international team is engaged on a part-time basis and provides intermittent input in each country for the duration of the project. Similarly national partners are also engaged on a part-time basis aligned with specific outputs. The work of the international team and the national partners is strictly confined to the scheduled time periods for inputs dependent on the work plan and in with the Annual Budgeting Cycles in each country. There has been good synergy and cooperation between the Team Leader and the team of national consultants.

Overall project administration, financial and logistical support is provided by the ANU E Program Manager.

4 Project Budget

The total cost of the RETA is USD1Million.

RETA 6337/Nepal receives a total amount of USD 500,000.

RETA 6349/ Indonesia and Cambodia receives a total amount of USD 500,000.

A number of issues and concerns have arisen in regards to the RETA budget. These are summarized below:

- National partners have raised several concerns about the scale of the RETA, in particular the amount of funds allocated for program implementation.
- Economic Institute of Cambodia (EIC) and Institute for Integrated Development Studies Nepal (IIDS) have both exhausted their staff allocations for Outputs 1 and Output 2 activities before the completion of reporting on Output 2. This is because the task required much more sophisticated research and analysis than anticipated.
- Women for Prosperity Cambodia (WFP) has had to use its own funds to increase the training numbers to meet the requirements of the DMF. WfP have no funds for administrative costs or contingencies.
- The fact that the two RETAs have different funding recourses adds to the complexity for ANU E to manage the RETA budget.
- ADB contractual requirements do not allow for flexibility in the movement of funds amongst the different line items. Any changes require a contract variation which takes up to six weeks to process and can cause delays implementing the workplan.

Capacity in financial management and reporting varies significantly among national partners. Considerable time has been spent by ANU E working with some national partners to resolve issues around receipts for expenditures and acquittal of project funds. The International Team Leader also spent considerable time with partners in Nepal on accounting and invoicing issues. Delay in funds acquittal is likely to have a negative impact on project implementation.

5 Progress Reports and Achievements to date

This progress report presents the progress and achievements under the RETA 6349/6337 from January 2011 to July 2011. The overall progress of the RETA since its commencement in June 2009 is assessed in reference to the activities as well as the milestones as outlined in the DMF. The progress report is presented according to the main outputs approved under the project. These are presented below in Table 2.

Table 2: Current Status of RETA Outputs

Output	Status
Output 1: Inconsistencies and gaps in policy, legal and intergovernmental frameworks identified and recommendations made to relevant government authorities.	<i>Achieved</i>
Output 2: Gender-Responsive Budgeting (GRB) initiatives in Decentralized Governance piloted	<i>Almost completed and on track</i>
Output 3: Capacity of selected women representatives and groups to effectively participate in local government enhanced.	<i>Initiated and on track</i>
Output 4: Approved RETA products disseminated to local and national government authorities and other key stakeholders, and ADB's project portfolio reviewed and recommendations identified.	<i>Initiated and on track</i>

Apart from the above project outputs, this Administrative report includes country updates and strategies and outlook for the upcoming period August 2011 – February 2012.

5.1 RETA missions undertaken to-date

There have been six international Missions undertaken to date. The following table summarises the Missions, dates, countries and staff involved since RETA inception in 2009.

Table 3: RETA Missions undertaken to date

Mission	Staff	Dates	Countries
1	Dr Lorraine Corner Dr Sanjugta Vas Dev, Ms Sofi Ospina	27 th July to 4 th September 2009	Indonesia, Cambodia and Nepal
1/2 (re-inception mission)	Dr Jan Edwards, Dr Sanjugta Vas Dev	11 th May to 13 th June 2010	Indonesia, Cambodia and Nepal
3	Dr Jan Edwards, Dr Kate Frieson, Ms Sofi Ospina	31 October to 26 th November 2011	Indonesia, Cambodia and Nepal and Inception Workshop
4	Dr Jan Edwards, Dr Kate Frieson	10 th March to 16 th April 2011	Cambodia, Indonesia and Nepal
5	Dr Jan Edwards	24 th April to 3 rd June 2011	Nepal
6	Dr Jan Edwards, Dr Kate Frieson	17 th June to 31 st July 2011	Indonesia, Cambodia and Mid-term Workshop

The First Administrative Report (January 2011) provides summary information about Missions to the end of 2010. This present report summarises the key information from Missions, 3, 4, 5 and 6 culminating in the Mid-term Workshop.

5.1.2 Mission Four 2011

Mission Four took place between 10th March and 16th April 2011. The GRB expert, Dr Kate Frieson who is based in Cambodia provided inputs-focussed on supporting partners to develop the workshop programs and materials for Output 2. The Team Leader worked with partners in all countries to address issues that arose in the implementation of Outputs 2 and 3 and supported the refinement of the methodology based on the findings from Output 1, the baseline data collection and other completed and in-progress activities.

A key outcome of the mission was the re-orientation of activities by SAHAVAGI (NWO in Nepal). Feedback provided to SAHAVAGI at the Inception Workshop and subsequent discussions in country resulted in some activities that were too ambitious for the allocated budget and timeline were dropped. These activities were non-contracted activities such as the development of a set of reference materials. The critical nature of the advocacy training component was stressed as necessary to successful implementation of the RETA. ANUE formally wrote to SAHAVAGI summarizing the agreements reached.

TAG membership in Indonesia was reviewed following the reallocation of staff within Bappenas and other agencies. Bapak Dr Sanjoyo replaced Dr Subandi as Chair of the TAG. Discussions in Cambodia focused on planning for the Mid-term workshop and ensuring that the TAG Chair was up to date on progress to date and plans for the Mid-term Workshop.

5.1.3 Mission Five 2011

The purpose of Mission Five was to work with partners in Nepal to support successful implementation of Outputs Two and Three and to ensure that teams are on track for completion of the second Country Technical Report, Mid-term Workshop and progress reporting to the TAG. The Team Leader monitored progress of the field-work and provided oversight to national partners to ensure quality of methodological approaches during implementation. Partners were supported in their ongoing relationships with TAGs to improve the possibility of RETA outcomes being taken up at national and sub-national levels. Participation in the TAG meeting was low as a result of a number of government officials being reassigned to other roles as well as national strike action for most of the month of May. Some meetings such as the TAG meeting and meetings with partners needed to be deferred to dates unaffected by strikes.

The partners were able to more fully report on the progress of the field-work and findings and these were reported to the TAG meeting. The Team Leader supported partners in Nepal to plan reports and timelines for the approval of the reports by the TAG and for presentation at the Mid-term workshop. As well, the Team Leader conceptualised the Advocacy Approach and this is used as the basis of the presentation by SAHAVAGI. The Team Leader also spent considerable time in country working with partners on financial reporting matters.

5.1.4 Mission Six 2011

The purpose of Mission Six was to work with partners in preparation for the Mid-term Workshop including presentations to TAG's in each country and the development of the second Country Technical Report.

The sub-sections below summarize key activity progress at the country level to the end of June 2011. The focus in the sections below is on activities. Analysis and findings to date are presented and described in following sections.

5.1.5 Implementation Progress

5.1.5.1 Cambodia

Cambodia implementation is proceeding well. Key points include:

- Key national level government officials have provided good support.
- Technical Advisory Group members are positively engaged.
- There is positive collaboration between local partners.
- There is positive engagement with Ministry of Education, Youth and Sport (MOEYS) officials at local level.
- There is positive and enthusiastic engagement by participants.
- Evidence of successful implementation of advocacy approach including the development and implementation of Action Plans by participants.
- Output 2 is well in progress with a good draft of the 2nd Country Technical Report.

The above are discussed in greater detail under Mid-term Workshop, section 5.2 below.

5.1.5.2 Indonesia

Indonesia implementation is proceeding well. Key points include:

- There is strong support for the RETA at local government level.
- There is good support from key Bappenas staff.
- There has been mixed levels of engagement with other national government officials.
- There have been time delays in RETA implementation (this is in part because of bureaucratic delays but also the desire on the part of local government to be fully informed and fully engaged).
- TAG members have not participated well, however, this improved with the sending of the invitations by Bappenas for the June 2011 meeting.
- The TAG Chair allocated international trips and failed to include local government officials engaged with RETA implementation.

- Output 2 is in almost complete leading to the 1st draft of the 2nd Country Technical Report (note that there is no other report required from Indonesia).

Challenges remain and these include the engagement and ownership of the RETA of TAG members. Lack of engagement of key government officials has implications for ownership of the RETA findings and outcomes.

The above are discussed in greater detail under Mid-term Workshop, section 5.2 below.

5.1.5.3 Nepal

Implementation in Nepal is proceeding well. Key points include:

- Successful completion of Output 2 activities leading to the development of 2nd County Technical Report
- Output 3 activities are almost completed and are on track.
- The TAG Chair allocated international trips and failed to include local government officials engaged with RETA implementation.
- The engagement of TAG members at the meeting in May 2011 was disappointing and this was as a result of strike action and the need to change the date at short notice because of the strike action.

Challenges remain in Nepal and these include; (a) the ongoing volatility of the political situation; (b) sustainability of project approaches; (c) engagement with stakeholders and ongoing influence of the project on the national budgetary system.

The above are discussed in greater detail under Mid-term Workshop, section 5.2 below.

5.2 Mid-term workshop

The Mid-term Workshop (MTW) was the RETA's second regional workshop. It was held in Phnom Penh on the 26th & 27th July 2011 at the Sunway Hotel. A half day workshop with selected participants was held on 28th July 2011 to discuss Output 4.

Welcome remarks were given by the head of the ADB Resident Mission in Cambodia, Mr Putu M Kamayana, HE Dr Naron, TAG Chair and Secretary of State, Ministry of Economy and Finance (MOEF); HE Tom Sa Im, Under-Secretary of State, MOEYS; HE Khem Chamroeun, Secretary of State, Ministry of Women's Affairs (MOWA); Ms Samantha Hung (Social Development Specialist; Gender & Development); Dr Jan Edwards, (RETA Team Leader). Detailed minutes of the MTW in English are included as an Annex 15 to this Administrative Report.

5.2.1 Workshop Objectives

The MTW provided an opportunity for the three countries to discuss models and practices and for the teams in each country to report on progress. The MTW provided a new platform to dialogue on the common threads in GRB experienced in the three countries; as well as to exchange knowledge

and experiences amongst relevant stakeholders. The workshop provided space for verifying and seeking feedback on findings and collating key lessons learned. Moreover, the workshop provided ample opportunity for establishing/strengthening collaboration amongst stakeholders and partners.

5.2.2 Expected Outputs

The Mid-term Workshop aimed to achieve the following outputs:

- Administrative report (describing the progress of implementation of the RETA as a whole including and overview (findings to date), presentations and agreed steps forward in project implementation).
- Country technical reports for each country that reflect the learning from the pilot budget initiatives and describe how this learning might inform budget and other relevant documents.

The Terms of Reference for the MTW are included as Annex 2.

5.2.3 Participants

The MTW was attended by 43 participants including; TAG members and representatives from the Royal Government of Cambodia; ADB staff from Cambodia and Nepal Resident Missions; Staff from ADB Manila; NRI and NWO representatives from each of the three countries; and, the International Team. The two days of the workshop were characterized by very proactive, professional and engaged contributions by participants. Simultaneous translators and interpreters were available and provided services when needed. The detailed list of participants is included in Annex 3 of this report.

5.2.4 Agenda

The following is a brief summary of the key sessions. Slide presentations and a full transcript of the proceedings from Inception Workshop are included at Annexes 4 to 16.

5.2.4.1 Output 2 activity reports from partners

Dr Kate Frieson, Gender Budgets Expert provided an over view of Output 2 (Annex 4). All three countries presented information about the implementation of Output 2 and Nepal and Cambodia presented information about the progress towards Output 3.

Cambodia, Indonesia and Nepal provided information on the implementation of Output 2. Each country is adopted a different approach suited to their local contexts.

Cambodia

Economic Institute of Cambodia (EIC) reported on the implementation of Output 2 (Annex 5). EIC have conducted two workshops with local government officials and decision makers to address the gaps in capacity at sub-national level that were identified through Output 1. The overall aim of the workshops was to train participating government officials, commune officials, school principals, teachers and community members about the possibilities offered by GRB in the education sector. The participants in the workshops were those who were interviewed for Output 1 of the study.

Workshop 1

Workshop 1 aimed to:

- Understand the local context of pilot area (Moung Reussey District) such as gender commitments, gender issues, knowledge about gender responsive budgeting in the education sector.
- Improve participant's understanding about gender related concepts, policies, procedures and coordinating processes to promote gender equality through local development planning and budgeting processes.

The topics aimed to build participants' knowledge base and lay a foundation for the second training workshop on local gender responsive budgeting.

The specific objectives of Workshop 1 were:

- To improve participants' knowledge about gender related concepts such as Gender and Poverty, Gender Analysis, and Gender Mainstreaming.
- To help participants understand gender mainstreaming approaches in local development planning.
- To help participants understand government's national commitments to gender equality through highlighting relevant laws, regulations and national and sub-national implementation mechanisms of those laws and regulations and resources allocated for implantation.

Outcomes of Workshop 1

Feedback provided by participants showed that training was successful in achieving higher level of understanding of gender concepts amongst attendees. Improvement was also seen in the understanding of connection between gender and poverty, development, planning and budgeting, and government's commitments. On average the level of understanding of participants of respective gender terms and training contents were ranked as more than fair. This result was made possible by the adoption of a combination of lecturing, group discussion and presentation, reviewing and reflection.

This workshop was a necessary activity that contributed to the building the foundation for the practical implementation in respective unit on education sector. Challenges remain in the process of gender analysis and mainstreaming throughout the planning and budgeting process and development work. In response to the matters identified, additional explanation and clarification on the limited understanding raised were provided in Workshop 2.

Workshop 2

The second workshop aimed to:

- Train participants on local gender responsive budgets in education focusing on school and commune development planning and budgets

- Encourage participants especially those from communes and schools to pilot local gender responsive budgeting initiatives when they start preparing their development plans and budget plans in July and August 2011.

Specific objectives were as follows:

- To introduce GRB and approaches to GRB.
- To ensure that participants gained preliminary knowledge about various GRB tools necessary for developing and implementing GRB.
- To introduce a simple guidelines to GRB consistent with their local development planning and budgeting procedures.
- To seek participants' commitments to developing their own GRB and piloting it to address education related issues in their communes and schools.

Given the participants' levels of understanding on GRB, and their commitments to preparing and piloting GRB, it can be said that the objectives of the two workshops were achieved. To make sure that participant carry out their tasks, EIC will need to keep in contact with participants and provide technical assistance if necessary.

Outcomes of Workshop 2

According to participants' feedback, the workshop added value in terms of increased knowledge on gender concepts, analysis, gender mainstreaming and development planning at local level. In spite of time constraints, participants showed strong interest in the second training through active discussion and comments from all the trainees.

Future activity

The third workshop is scheduled to take place between July and September 2011 after participants prepare their development plans. The workshop will gather participants' experiences in implementing local GRB initiatives, challenges, successes, opinion on how to improve future local GRB initiatives and other relevant lessons learnt.

The draft of the 2nd Country Technical Report is attached to this Administrative Report.

Indonesia

Bandung Institute for Governance Studies (BIGS) have implemented two of the three planned workshops with local government officials. The implementation of the second workshop was delayed to late June at the request of the local government. In Indonesia, gender is still a concept that is contested. BIGS have adopted the terminology, 'budgeting for fairness' and 'budgeting for equality' in preference to GRB.

BIGS have a strong relationship with local government and they have been required to do considerable number of activities and meetings in preparation for the implementation of capacity development activities.

Workshop 1

The objectives of the workshop included:

- Description of fair budgeting implementation in some ministries.
- Gaining inputs on problems with the housing renovation program in the budgeting cycle.
- Inputs about the beneficiaries of the program.
- Discussion and identification of women' and men's needs (from the targeted groups).
- Developing an action plan to implement fair budgeting in the housing program.

The key outcomes of the workshop included the development of action plans by participants. Actions included dissemination of workshop content amongst colleagues, and commitments to more intense coordination with relevant agencies in the housing program implementation. BIGs and the West Bandung Regency have agreed to jointly review the implementation guidelines for the housing renovation program. The review will identify how the program guidelines can be made more gender responsive.

Workshop 2

Workshop 2 has just been completed and report is not yet available.

The presentation by BIGs to the MTW is included as Annex 6. The draft of the 2nd Country Technical Report is attached to this Administrative Report.

Nepal

SAHAVAGI and IIDS have worked together on the implementation of Output 2 with IIDS taking responsibility for the more formal parts of the study, while SAHAVAGI have been implementing a program of activities that include strengthening the capacity of the Village Development Committees to implement service delivery consistent with government policies, provisions and guidelines. In particular, the focus is on the implementation of government-mandated quotas for women's participation in decision making (Annex 7). There are gaps in policy implementation and the aim is to attempt to improve policy implementation. Strengthening the capacity of Ward Citizen Forums (WCFs) to contribute to local level planning and budgeting is a focus of activities. Local Resource People have been employed by SAHAVAGI to work at local government level to monitor the performance of local government performance in certain sectors. SAHAVAGI works with local government officials at village and district levels, including working with all stakeholders including NGO's to identify gender issues and to strengthen their capacity to engage with local decision makers on planning and budgeting issues.

The main activities of IIDS as National Research Institute in Output 2 are:

- To assess the extent to which planning, budget formulation and execution (within a specified sector at decentralized district level) for the previous year have;

- a) Incorporated national gender budgeting policies and guidelines and
 - b) Addressed local gender issues and priorities.
- IIDS in collaboration with SAHAVAGI, Government of Nepal and Civil Society Organisations will develop a methodology to establish a pilot gender budgeting process at the decentralized level.

Several central level meetings and discussions have been held with with the Deputy Director General, DoLIDAR and Project Chief at the Ministry of Local Development, Gender Unit in Ministry of Education (MoE), Women’s Commission, National Planning Commission, Gender Unit in Ministry of Finance (MOF), Gender Focal Unit in Ministry of Agriculture and Cooperatives, Gender Unit in Ministry of Women, Children and Social Welfare. The purpose of the meetings was to further clarify the ways in that national level government policies for gender equality and social inclusion are being taken up across the sectors at national level and their intended transmission to local levels of government. The meetings supported the development of the case studies of the Agricultural Rural Roads Program the development of the 2nd Country Technical Report.

Field Visits were conducted in two districts, Chitwan and Okhaldhunga. Chitwan is a district from the central development region and easily accessible to Kathmandu. Okhaldhunga is a hill district from the eastern development region, and not as easily accessible. During the field visits to the two districts, interactions with the district level officials involved in the planning and management of district level programmes from the perspectives of gender budgeting were held. In each district level workshop the study team made a presentation on the RETA and discussed district level planning from the point of view of gender budgeting with the participants. The purpose was to find out the actual planning and management of the projects and the participation of women in the rural infrastructure program of rural roads being implemented in both districts. Four agricultural road sites projects - two from each district were studied for the case study.

Participants in the above workshops included District All Party Mechanism members, Women’s Development Officers, Non-Government Organizations and other government departments.

Workshops were aimed at:

- Finding out how gender issues were addressed locally.
- Assessing the knowledge and opinions of the participants (particularly at the district level) about the recent decentralization and GRB policy and methodology.
- Increasing their awareness about the national and international commitments of the Government of Nepal on gender equality and women's empowerment.
- Appraising progress achieved so far on Gender Equality and Women’s Rights.
- Building the capacity of the participants to understand the GRB process and methodology.

Methodology of workshops at the district level included interactions and lectures. The GRB exercise was not addressed at this level because indicators for measuring gender sensitiveness of the expenditure as per the MOF criteria are yet to be finalized. Table 4 below shows the key activities completed by IIDS during this reporting period and key participant data.

Table 4: IIDS activity data to May 31 2011

Output 2	Progress as of May 31st 2011
Assess the extent to which planning, budget formulation and execution (within a specified sector at decentralized district level) for the previous year <ul style="list-style-type: none"> • Incorporated national gender budgeting policies and guidelines and • Addressed local gender issues and priorities. 	Field Visits to Chitwan and Okhaldhunga - <i>Completed</i> Analysis and reporting Workshops for local government officials - <i>Completed</i> Findings incorporated into training program (Output 3) - <i>Completed</i>

Major findings from the Output 2 activities are included in the Nepal 2nd Country Technical Report, the IIDS presentation to the Mid-term workshop and summarised under key points from the Mid-term workshop (below).

Table 5 below shows the key Output 2 activities by SAHAVAGI. The Major achievements of SAHAVAGI have been:

- formation and strengthening of all inclusive WCF including women.
- reformation and strengthening of Integrated Planning Committee (IPC) to include representation from women and other excluded groups.
- reformulation of Tole Lane Organization (TLO) in the Municipality.
- strengthening of All Party Mechanism (APM).

Table 5: SAHAVAGI progress on Output 2 to May 2011

Output 2	Progress as of May 31st 2011
Capacity of Integrated Planning Committee (IPC) enhanced at Village Development Committees (VDC) level	Training and orientation to the IPC members of six VDCs (<i>completed</i>) Women– 37 (27%) , - Men – 102 (73%)
Capacity of All Party Mechanism (APM) and Women’s Networks enhanced at district level	Training and orientation (<i>completed</i>) Women– 11 (38%), Men – 18 (62%)

Preparation of micro-case study of drinking water users' group of Ratnanagar Municipality	Case study report (in progress)
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5.2.4.2 Output 3 reports from partners

Cambodia and Nepal presented information on their progress towards completion of Output 3. An introduction to Output 3 was presented by Dr Jan Edwards (Annex 8).

Cambodia

Women for Prosperity, together with *Economic Institute of Cambodia* conducted a baseline survey that included elected local leaders, local bodies and education committees. The findings from the baseline survey were able to be addressed at three workshops conducted by WfP. Participants conducted a homework exercise and worked with their communities to identify some of the reasons why children in their communities do not go to school. Anecdotal evidence suggested that financial concerns were a key reason for this. Participants were challenged to identify ways in which the local education budgets and commune grants could be reallocated to ensure that girls are not disadvantaged by current planning and budgeting in education. As a final activity, workshop participants will develop an advocacy strategy and they will engage with government officials and implement the advocacy strategy.

The Advocacy approach adopted by WfP is particularly strong and has been developed over a number of years focussing on women's political participation. WfP were able to reorient their workshop activities to focus on gender responsive government at local level. The approach developed by WfP included participants conducting a small research activity in their own communities focussing on the education sector. Participants worked together at the second workshop to develop action plans. Between the second and third workshops, participants implemented their action plans and reported their progress at the third workshop. A key part of the WfP approach is the homework assignments given to participants requiring them to take action to implement the workshop learning. The outcome of the advocacy approach is to support women to develop the skills to enable them to participate in commune planning. During the field visit (Mission Six) interviews were conducted with:

- Commune council members at three communes.
- District education staff.
- Buddhism for Development (NGO).

As well, a commune level meeting that involved community members was observed. The issues that were researched by WfP and workshop participants (selling of exam papers and other fees charged by teachers) were discussed at length in all of the meetings. The topic of school drop-outs and other social issues dominated the agendas at all of the meetings. Some key points are included here and others are included in the findings from the MTW.

- The community are working together to take action of school drop-outs. Community members are visiting the young people and encouraging them to go back to school.

- Improved accuracy in data collection on school drop-outs was reported.
- The accountability box at the Commune Council office was used to identify teachers charging fees to students and actions have been taken.
- The workshops have opened lines of communication between local government and NGO's who report meeting regularly and working collaboratively to solve problems, pool resources and share responsibility.
- Community members have more confidence that they are able to raise concerns with the school and district education office.

The response to the WfP workshops was overwhelmingly positive as reported by participants and observed in the field visit. The presentation from Mr Nou Vinney and WfP is in Annexes 9 and 10.

Nepal

SAHAVAGI agreed to scale down the number of case studies following feedback at the Inception Workshop. These were considered to be too ambitious within the allocated time and budget. SAHAVAGI aims to improve women's participation in planning and budgeting in an effort to improve the participation of women and marginalized groups in local governance at sub-national level. In preparation for the implementation of Output 3, a baseline study was conducted. The baseline study included questions on citizen's awareness of planning, budgeting and program implementation. Informants were asked about their familiarity with national guidelines and policies and how they were being implemented at local level. The baseline study set the context for the capacity development activities.

A full list of activities conducted by SAHAVAGI for Output 3 for the period October 2010 to May 2011 is included below.

Table 6 : SAHAVAGI activities to May 2011 for Output 3

Output 3	Progress as of May 31 st 2011
Capacity building training of project staff on advocacy, Gender and Social Inclusion, planning, programming, budgeting, implementation, social accountability tools	Advocacy and other training to staff completed Total Project staff – 18 Women 9 (50%), Men 9 (50%) Training on social accountability tools <i>(in progress)</i>
Advocacy training to project staff, Community Based Organizations (CBOs), local NGOs, women's networks	Total participants 150 (60% women, 40% men) Women's networks – 50% WCF - 25% Others - 25% <i>(in progress)</i>
Publishing citizens charter of VDC	Completed in six VDCs

Output 3 activities are still in progress, and it is not possible to provide a complete report here. The publication of citizens charters is a strong accountability tool and these have been published in six

VDC offices. The charters include a list of services provided by the VDC and how much each service costs. This is important for transparency. The advocacy approach is being implemented at present and the presentation by SAHAVAGI (Annex 11) includes the detail of the approach adopted in Nepal.

5.2.4.3 Output 4 workshop

Progress towards the completion of Output 4 was discussed at a separate half-day workshop on 28th July at ADB office in Phnom Penh. The Terms of Reference (TOR) for the workshop and list of invitees appears as Annex 12, and presentations by Dr Jan Edwards and Dr Kate Frieson are included as Annexes 13 & 14.

The presentations detailed the approach taken to scoping the study and the outcomes of that scoping study. The presentations made links between the MTW and the direction for Output 4.

The aim of the workshop to discuss Output 4 was to present progress to date and to discuss how the findings from the RETA might contribute to improved gender equality results in ADB programming. A summary of the agreements and directions are included here as Annex 15.

Key discussion points included **(Needs to be completed after the workshop)**.

5.3 Summary of key points and findings from the Mid-term Workshop

The following sections summarize the key points to emerge from the round table discussions in country groups as well as the closing remarks by Ms Shireen Lateef

5.3.1 ADB closing comments

In her closing remarks, Ms Shireen Lateef made the following comments:

- The challenge is not a lack of policy for gender equality.
- The main challenge is the disconnect between policy and implementation (resources and capacity).
- The aspirations of decentralized governance are compatible with gender equality.
- Need to think about how government budgets often unintentionally perpetuate gender bias (claiming to be gender neutral).
- Not one size fits all – need to think about what works well and in what contexts.
- Identify strategic entry points to strengthen governance
- Focus on effective documentation and Monitoring & Evaluation (M&E).

In consideration of the above and the identified themes, the following are the key points from the MTW.

5.3.2 Thematic framework

A thematic framework for the RETA findings and lessons was presented at the MTW, and whilst there was general agreement about the main themes, there was a need for greater clarity. As a result, the following three main thematic areas were identified as well as methodological as the fourth theme.

- Commitment to action
- Resources
- Capacity
- Methodological

The above themes need more clarification and definition before they can be used as an organizing framework for the RETA findings.

5.3.3 Round table discussions

On day 2, participants were divided into country groups and the following summarises the key discussion points from each.

5.3.3.1 Cambodia

Output 2: Enabling factors

- Government policies (National Strategic Development Plan, Cambodia Constitution, Cambodian Millennium Development Goals, Rectangular Strategy).
- Existing structures: Women's and Children's Consultative Committees (WCCC), Commune Committee for Women and Children (CCWC), Community Councils (CCs).
- Education guideline, education law, education program intervention.
- TAG for supporting the implementation of the GRB.
- Strong commitment from local authorities.
- Clear understanding from the all relevant stakeholders of the benefit from the program (ensuring everyone gets a share).
- Conceptual clarity and simplify the terminology according to the target groups.

Blocks

- Limited budget for implementation.
- New concept for the stakeholders

Lessons learned

- Use existing mechanisms and structures and support the implementation of the government policies for GRB program (commune and school planning process for mainstreaming this new initiative GRB).
- Participatory approach involving all stakeholders.

- Family budgeting and analysis to provide the context.
- Good networking and coordination with relevant stakeholders and local authority.
- Stakeholders and community understood the important of Education for All.

Output 3: Enabling factors

- Planning and Investment division at provincial and district levels facilitate and coordinate meeting, venue, invitation etc.
- Commune chief take the lead in calling meetings and attending meetings at schools

Blocks

- GRB is also new to us (the partners).
- Not all participants in the training are decision makers. Only the commune chiefs are.
- Most of decision makers are men.

Lessons learned

- Mapping exercise and baseline study help to identify key actors and information gathering for training and advocacy.
- Bringing decision makers and advocacy groups together creates dialogue where issues are identified and solutions are agreed.
- Build self-analytical skills by doing homework.

NGO, government, and community (self help group, grass root networks) complement each others work

5.3.3.2 Indonesia

Output 2: Enabling factors

- Political will from head of district.
- Support from executive budget committee which consist of regional secretary, local development planning agency, dan local budget agency.

Blocks

- GRB is a relatively new concept.
- Generally both government and community assume that GRB means budget for women.

Lessons learned

- Involving local government from the beginning of program implementation.

- Strategy to introduce GRB work to local government (GRB is a good budgetting). it is to avoid resistency from local government and others stakeholders.
- GRB can support performance based budgetting.

5.3.3.3 Nepal

Output 2: Enabling factors

- Political will and commitment to gender equality
- Relevant policy guidelines
- Effective coordination
- Pressure groups

Output 2: Blocks

- Unstable political situation, including absence of locally elected officials.
- Dissemination of information to all level and local bodies and orientation of policies and guidelines to relevant officials and stakeholders.
- Weak demand from women's community groups

Lessons learned

- Gender equality and social inclusion cell/desk/section in Ministries and District Development Committees to have more authority and effective capacity.
- Adequate resources (in terms of funds, human resources, technology is vital for the effective implementation of programs and projects.

Output 3: Enabling factors

- Active media
- Adequate resources (time, fund human resources)
- Networking and partnerships.

Output 3: Blocks

- Inadequate materials for advocacy and inadequate capacity of people.
- Generalization of advocacy (not issue based)
- Poor response and accountability of local bodies to local demands and needs.

Lessons learned

- Issues based training – sector related issues analysis.
- Be sensitive to women's constraints in their participation in development planning, decision making and monitoring.
- Institutional strengthening of Village Development Committees.

Other comments from the Nepal group:

- Need to improve whole public financial management reform.
- Need devolution of power to local bodies.
- Incentives and capacity building program for women's participation in planning process.
- Awareness and orientation program is necessary to the women at grassroots level.
- Elected political body should be in place.
- There should be effective monitoring and evaluation mechanism in both central and local level government.

Detailed notes from the MTW are included at Annex 16.

More information/analysis is needed

The MTW highlighted gaps in the gender analysis in each of the countries as well as issues with the strength of reporting and identification of major themes and lessons learned. This is particularly true of the GRB pilot activities as follows:

- Gender analysis in some countries was superficial and did not examine in any detail the bigger issues such as land ownership and title to housing (Indonesia).
- Gender Budgets Initiatives have not generated much new information. The 2nd country technical reports need significant work and input from the Gender Budgets expert to draw out the key themes and findings.
- The advocacy approaches were generally well accepted, however concerns remain about the reaching the target for numbers of women trained under Output 3.

5.4 Challenges with organizing Mid-term Workshop

A key challenge implementing the MTW is the process of getting nominations from government. Several nominations were changed even after written confirmation of participants by the relevant government department. Despite clear guidance about who should be selected (such as existing members of the TAG or local government representatives), these suggestions were often ignored by the government officials. This was common across Indonesia and Nepal.

5.5 Mid-term Workshop Outcomes

The key outcomes of the Mid-term Workshop from a technical perspective include the following:

- Increased awareness and understanding of all participants about the progress that is being made by each other country.
- Partners received feedback on the methodological approaches and their progress.

- Gaps in gender analysis were identified.

These points are covered in greater detail in the Annexes to this Administrative Report.

6 TAG Meetings

Technical Assessment Groups (TAGs) were established in each country. The TAGs are comprised of Government Officials and members of the civil society. In each country three TAG meetings have been held in line with the contractual requirements of the work plan. Details of the TAG members and outcomes of the meetings are found in each Mission report.

The TAG's have required significant input from the ITL in terms of planning, organization and management and follow up. There are a number of issues:

- Government officials transferring roles and new members having to be invited to join the TAG to replace them.
- Administration and management of the TAG has been intensive and has required substantial input by the ITL.
- Non-payment of incentives has a negative impact on attendance with some TAG members being quite vocal about this matter.
- Competition for input from government officials in a crowded donor environment.
- Because of cultural and hierarchical structures, few NGO's are willing to take on the task of managing the TAGS.
- The Output 4 workshop resulted discussion and feedback that will improve the quality and usefulness of the report.

The management of each of the TAGS has meant a significant administrative load.

6.1 A review and realignment of the work plans to ensure a focus on results

A detailed work plan and Gantt chart was developed to assist with monitoring of activities. National partners in each country were responsible for developing their own work plans that were in line with the country annual budget cycle. The need to hold activities in alignment with the national budget cycle means that the Final versions of the 2nd Country Technical Reports cannot be completed until following the final workshops (Cambodia and Indonesia). The process involved participation from various stakeholders including government agencies, civil society and community groups. An overall work plan was developed by the Team Leader and the ANUE Program Manager, which incorporated activities in the three countries involved and provides an overview of the different activities being implemented simultaneously in each country.

The original work-program was revised in consultation with the relevant national partners. The work plan has been reviewed for assessment of progress to date by each of the outlined activities. Explanation of delays in meeting the envisaged targets is provided below. (The revised work plan has been provided separately with this report.)

The dates and schedule for final reporting remain unchanged.

Table 7: Proposed changed dates for Workplan

Activity	Previous dates	Proposed dates
Final 2 nd Country Technical Reports to ADB (Indonesia and Cambodia)	July 2011	September 30 th 2011
Final report of Mid-term workshop to ADB	July 10 th 2011	August 15 th , 2011

6.2 Project activities for the period August 2011 – February 2012

The project activities planned for the period August 2011- February 2012 according to the approved Outputs are as shown in the table below. This period will see a series of actions and activities under each Output as this is a crucial period.

Table 8: Indicative Project Activities for Project Outputs

Indicative Project Activities for Project Outputs				
Output	Implementing partner	Output details	Dates	Activity
Output 1	EIC & IIDS	Output 1 report	EIC Jan 31, 2011	Completed
Output 2	EIC, IIDS, SAHAVAGI and BIGS	Output 2 report	By July 10 th 2011	Nepal – editing in progress Indonesia and Cambodia (30 th September 2011)
Output 3	WfP, SAHAVAGI and BIGS	Final report	November 2011	Final report drafted (Oct 2011) Final Report to TAG (Oct 2011) Final Report to ADB (Dec 2011)
Output 4	ITL with Assistance from National Partners and Gender Focal Points	Knowledge products	November-December 2011	Final TAG meeting (Oct 2011) Final Workshop (Nov 2011) Report - Review of ADB portfolio (Dec 2011) Tools and Workshop materials (Dec 2011) Final Report (Feb 2012)

Overall, the project has been on track since the engagement of a new Team Leader in May 2010 with the planned outputs and activities progressing well. All planned activities under each output have been initiated in line with the work plan, though some of the activities were slower in progress than expected.

Generally, the activities performance under Outputs 1 and 2 have been satisfactory with all activities on track as far as can e expected in relation to the national and local governments budget cycles.

Output 3 activities have commenced in Nepal and have been completed in Cambodia. All field activities will be completed prior to the final workshop in November 2011.

7 Problems encountered during implementation and suggested Actions

7.1 Problems encountered

The main problems encountered during the reporting period (January to July 2011) were:

- The lack of engagement of TAG members is a cause for concern. In Indonesia, when letters were sent by Bappenas there was improved attendance and participation. Support from government in sending the invitations has also been important in improving attendance in Cambodia and Nepal.
- Reluctance of local partners to take responsibility for their respective TAG's is an ongoing concern. Given the amount of work involved in the organization of the TAGs this is not surprising.
- Capacity of partners to produce reports appears to have improved but further work is needed. The requirements and intricacies of the activity are clearer and this has helped. The international team were still required to work intensively with most national partners to ensure that products were to ADB standards.
- Lack of sufficient funds in the budget for some of the national partners is causing problems for RETA implementation. A lack of understanding of the RETA methodology in the early stages is seen as the cause.
- Maintaining communication between the national partners, international team, TAG members and ADB Project staff is a challenge.
- Invoicing and acquittal documents from one NWO cause ongoing problems.

7.2 Recommendations for Review Actions

The following actions are suggested in order to review the efficiency and effectiveness of the activities carried out under this RETA.

- The Team Leader will continue to work with local partners to stress the importance of the TAG in the RETA process and continue to encourage them to take greater ownership of the TAG process.
- The Team Leader and ANUE Program Manager should continue to encourage the use of the RETA blog as a communication tool.
- ANUE will continue to provide clear instructions and oversight of the expenditures and acquittals of national partners.

- The Gender Budgets Expert will work with the partners in each country to revise the 2nd Country Technical Reports and to identify the learning from the GRB initiatives.
- The focus in the next period is on monitoring and evaluation of activities and RETA outcomes.

Annex 1 - Progress Assessment in Accordance with Work Plan

Output 1 – Policy Gaps identified and recommendations made to relevant government authorities

ORGANISATION AND COUNTRY	TASK	DELIVERABLE(S)	TARGET DATE	PROGRESS STATUS (as of Dec 15 2010)
ECONOMIC INSTITUTE OF CAMBODIA (EIC) CAMBODIA	Activity 1 - Desk Review	Report to TAG; Regional consultation complete		Completed
	Activity 2 - Design Study Tools/Fieldwork	Report amendments reflecting consultation		Completed
	Activity 3 - Data Management and Report Writing	Report submitted to ANU E	Draft report due 31 st Jan 2011	Completed
INSTITUTE FOR INTEGRATED DEVELOPMENT STUDIES (IIDS) NEPAL	Activity 1 - Desk Review	Report to TAG; Regional consultation complete		Completed
	Activity 2 - Design Study Tools/Fieldwork	Report amendments reflecting consultation		Completed
	Activity 3 - Data Management and Report Writing	Report submitted to ANUE		Completed
WOMEN FOR PROSPERITY (WfP) CAMBODIA	Activity 1 - Assist with and Participate in EIC Workshops	n/a		Completed
ANUE		Report submitted to ADB		Draft report submitted to ADB Dec 15 th 2011

Output 2 - Gender-Responsive Budgeting (GRB) initiatives in Decentralized Governance piloted.

ORGANISATION AND COUNTRY	TASK	DELIVERABLE(S)	TARGET DATE	PROGRESS STATUS (as of Dec 15 2010)
ECONOMIC INSTITUTE OF CAMBODIA (EIC) CAMBODIA	Activity 1 - Review/learning Output 1			Completed
	Activity 2 - Workshop 1 (Planning, Design, Implementation)		January 2011	Completed
	Activity 3 - Workshop 2 (Planning, Design, Implementation)	Report to TAG		To be initiated
	Activity 4 - Workshop 3 (Planning, Design, Implementation)	Regional consultation complete; report amendments		To be initiated
	Activity 5 - Post Workshop Evaluation and Report Writing	Report submitted to ANUE		To be initiated
WOMEN'S NON-GOVERNMENT ORGANISATION (SAHAVAGI) NEPAL	Study service/funds flow selected sectors DDC-VDC			Completed
	Gender analysis of VDC budgeting			Completed
	Service/budget flow analysis drinking water			To be initiated
	Training to VDC and Municipal officials			Completed
	Process support, IPCs at VDCs & water users group			To be initiated
	Support formation of the ward citizen forum (WCF)			In progress
	Orientation to IPC and WCF members			Completed
	Process support for strengthening of WCF			In progress
	Training/workshop to party mechanisms, DDC officials			To be initiated
	Orientation UC & back stopping support VDC & UC			To be initiated
Backstopping support to water			To be initiated	

ORGANISATION AND COUNTRY	TASK	DELIVERABLE(S)	TARGET DATE	PROGRESS STATUS (as of Dec 15 2010)
	users group			
	DCC formation, orientation and VDCs and Municipality			Completed
	Preparation of inception report			Completed
	DCC meeting			Completed
	TOR of the project staff and LRP, selection process and criteria			Completed
	Gender/governance training materials staff/LRP			Completed
	Office set up			To be initiated
	Recruitment and selection of project staff			Completed
	Recruitment and selection of LRPs			Completed
	Training to project staff and LRPs on planning process, gender, social inclusion and governance			Completed
	One day orientation to the VDC and Municipal officials on the concept and approach of the project			Completed
	Selection of resource organizations			To be initiated
	Capacity building support to resource orgs			To be initiated
	Training to rep org members & women org reps			To be initiated
	LRP and project staff refresher training			To be initiated
	Development of reference handbook			Cancelled
	Translation of reference handbook			Cancelled
	Monthly meeting of LRP and project staff			In progress

ORGANISATION AND COUNTRY	TASK	DELIVERABLE(S)	TARGET DATE	PROGRESS STATUS (as of Dec 15 2010)
	Monthly meeting with VDC secretaries			In progress
	Program reporting May 2011, November 2011 (progress - mid-term and final report)	Report to TAG		TAG 3 completed (May 2011) TAG 4 – to be initiated (Nov 2011)
	Process documentation	Regional consultation complete; report amendments		Inception Workshop – Completed MTW – Completed Final – to be initiated
	Quarterly internal review meeting	Report submitted to ANUE		
BANDUNG INSTITUTE OF GOVERNMENT STUDIES (BIGS) INDONESIA	Activity 1: GRB Analysis			Completed
	Activity 2: Workshop 1			Completed
	Activity 3: Workshop 2			Completed
	Activity 5: Workshop 3: Progress, Problem, Results, and Lessons			To be initiated
	Activity 6: Preparing and Formulating Progress Report			Completed
	Activity 7: Preparing and Formulating Final Report	Report submitted to ANUE		In progress
ANUE		Report submitted to ADB		Not commenced

Output 3 - Capacity of selected women representatives and groups to effectively participate in local government enhanced.

ORGANISATION AND COUNTRY	TASK	DELIVERABLE(S)	TARGET DATE	PROGRESS STATUS (as of Dec 15 2010)
ECONOMIC INSTITUTE OF CAMBODIA (EIC), CAMBODIA	Activity 1 - ASSISTANCE/ CONSULTATION TO WFP (BASELINE SURVEY, WORKSHOPS, ETC.)		Nov 2010	Completed
WOMEN'S NON-GOVERNMENT ORGANISATION (SAHAVAGI) NEPAL	Mapping of the local community groups/organisations in the selected VDCs (one professional)			Completed
	Development of micro-case studies of community organisations on gender and governance			In progress
	Collection of basic gender and governance information at the VDC			Completed
	DCC formation, orientation and VDCs and Municipality			Completed
	Preparation of inception report			Completed
	DCC meeting			Completed
	TOR of the project staff and LRP, selection process and criteria			Completed
	Gender/governance training materials staff/LRP			Completed
	Office set up			Completed
	Recruitment and selection of project staff			Completed
	Recruitment and selection of LRPs			Completed
	Training to project staff and LRPs on planning process, gender, social inclusion and governance			Completed
	One day orientation to the VDC and Municipal officials on the concept and approach of the project			Completed

ORGANISATION AND COUNTRY	TASK	DELIVERABLE(S)	TARGET DATE	PROGRESS STATUS (as of Dec 15 2010)
	Selection of resource organizations			To be initiated
	Capacity building support v to resource orgs			To be initiated
	Training to rep org members & women org reps			To be initiated
	LRP and project staff refresher training			In progress
	Development of reference handbook			Cancelled
	Translation of reference handbook			Cancelled
	Monthly meeting of LRP and project staff			In progress
	Monthly meeting with VDC secretaries			In progress
	Program reporting May 2011, November 2011 (progress - mid-term and final report)	Report to TAG		Progress report completed Mid-term workshop reports completed
	Process documentation	Regional consultation complete; report amendments		Not due
	Quarterly internal review meeting	Report submitted to ANUE		Not due
WOMEN FOR PROSPERITY (WfP) CAMBODIA	Activity 2: Develop questionnaire for baseline survey & cavity needs			Completed
	Activity 3: Workshop 1 & 2 Gender and Education	Report submitted to ANUE		Completed
	Activity 4: Workshop in Phnom Penh with EIC			Not due
ANUE		Report submitted to ADB		

Output 4 - Approved RETA products disseminated to local and national government authorities and other key stakeholders, and ADB's project portfolio reviewed and recommendations identified

ORGANISATION AND COUNTRY	TASK	DELIVERABLE(S) Indicated by Δ in Timeline	TARGET DATE	PROGRESS STATUS (as of Dec 15 2010)
ECONOMIC INSTITUTE OF CAMBODIA (EIC) CAMBODIA	Activity 1 - ALL ASSOCIATED ACTIVITIES (E.G. MEETINGS, ASSISTANCE TO INTERNATIONAL EXPERTS, ETC.)	Completion of TAG meetings	October 2010	Completed
		Completion of Regional Meetings	Nov 23-24 2010	Completed
INSTITUTE FOR INTEGRATED DEVELOPMENT STUDIES (IIDS) NEPAL	Activity 1 - ALL ASSOCIATED ACTIVITIES (E.G. MEETINGS, ASSISTANCE TO INTERNATIONAL EXPERTS, ETC.)	Completion of TAG meetings	October 2010	Completed
		Completion of Regional Meetings	Nov 23-24 2010	Completed
WOMEN'S NON-GOVERNMENT ORGANISATION (SAHAVAGI) NEPAL	Participation regional workshop (Jakarta, Phnpen, Nepal)	Completion of TAG meetings	October 2010	Completed
	Local workshop to review ADB portfolio	Completion of Regional Meetings	Nov 23-24 2010	Completed
WOMEN FOR PROSPERITY (WfP) CAMBODIA	Associated Activities	Completion of TAG meetings	October 2010	Completed
		Completion of Regional Meetings	Nov 23-24 2010	Completed
BANDUNG INSTITUTE OF GOVERNMENT STUDIES (BIGS) INDONESIA	Activity 1: Presentation to TAG	Completion of TAG meetings	October 2010	Completed
	Activity 2: Participating in Regional Consultation	Completion of Regional Meetings	Nov 23-24 2010	Completed
	Activity 3: 1 day workshop to discuss ADB Portfolio		Nov 2010	Completed
ANUE		Portfolio Review Complete		Not due yet

Annex 2 – TOR – Mid-term Workshop

RETA 6337/6493: Gender Responsive Decentralized Governance in Asia

Mid-Term Workshop

1. Background

Regional consultations provide an opportunity for the three countries to discuss models and practices and for the teams in each country to report on progress. The second of the three scheduled regional consultations is the Mid-term workshop to be held in Cambodia in July 2011. The workshop (draft program attached) will involve TAG members, National Research Institute and National Women's Organization representatives from each of the three countries and members of the International Team as well as gender specialist staff from the ADB involved with management of this RETA.

2. Objectives

Progress from each of the member countries will be reported with a focus on the knowledge learning from pilot budget initiatives. Cambodia, Nepal and Indonesia will report on progress towards completion of Output 2, and Cambodia and Nepal will report on progress towards achieving Output 3. Prior to the regional workshop, technical country reports from each implementing partner to be presented at the regional consultation will be submitted to the TAG for approval. The International Team will work with partners during Missions prior to the mid-term workshop to prepare presentations and materials for presentation to the Workshop.

Implementing partners will have an opportunity to discuss the findings from the field work phase of Output 2 and Cambodia and Nepal will be able to discuss how the including the findings from Output 1 about policy implementation at the national level are translated into practice at local level. The focus is on how this learning might inform budget and other relevant documents in each country. Work plans for the remainder of the RETA will be re-confirmed.

The key products of the Mid-term Workshop will be:

- Administrative report (describing the progress of implementation of the RETA as a whole including and overview (findings to date), presentations and agreed steps forward in project implementation).
- Country technical reports for each country that reflect the learning from the pilot budget initiatives and describe how this learning might inform budget and other relevant documents.

3. Organization

It is proposed to employ a professional facilitator to manage the workshop as well as Khymer/English simultaneous interpreters and hire the appropriate equipment. It is proposed to hold an informal dinner after Day 1 depending on budget availability.

RETA: Gender Responsive Decentralized Governance in Asia

MID-TERM WORKSHOP

Tuesday 26th and Wednesday 27th July, 2011

Sunway Hotel, Phnom Penh

Cambodia

Day 1 – Tuesday, 26th July 2011

Session	Resource Person	Time
Welcome	ADB Cambodia Resident Mission Head – Mr Putu M Kamayana	8.30 -9.30 am
Dr Graeme Storer	HE Ms Khim Chamroen (Secretary of State, MOWA) HE Ms Ton Sa Im (Under-secretary, MOEYS) H.E.Dr. Hang Chuon Naron, Secretary of State of the Ministry of Economy and Finance, Vice-Permanent Chairman of the Supreme National Economic Council (official opening)	
Morning Tea		9.30 – 10.00 am
Introductions – Dr Graeme Storer	Ms Samantha Hung, ADB Manila	10.00 – 10.05 am
Purpose of the Mid-term Workshop and Design Monitoring Framework	Dr Jan Edwards, International Team Leader	10.05 – 10.15 am 10.15 – 10.35 am
Output 2	Output 2 - Methodology, common framework and high level difference in approaches	10.35 – 11.00 am
Session Chair - Mr Ratanak Hav, Deputy Director, Budget Department, MOEF	Dr Kate Frieson - RETA GRB Expert	
	Economic Institute of Cambodia - Ms Sokros Chhan (Researcher) and Mr Paul Chann (Senior researcher)	11.00 – 11.30 am
	Questions and Discussion	11.30 – 12.00 pm
Lunch		12.00 to 1.15 pm
Reporting on Output 2 – Indonesia and Nepal	Bandung Institute of Governance Studies – Ms Siti Fatimah (Executive Director)	1.15 – 1.45 pm

Session	Resource Person	Time
Session Chair – Bapak Sanjoyo, Bappenas and TAG Chair	SAHAVAGI – Institute of Integrated Development Studies - Dr Meena Acharya (RETA Team Leader, Nepal)	1.45 – 2.15 pm
	Questions and Discussion	2.15 –2.30 pm
Afternoon Tea		2.30-3.00 pm
Documenting the Knowledge from Output 2	Group Work and discussion Dr Jan Edwards & Dr Graeme Storer	3.00 – 4.30pm
Close		4.30 – 5.00 pm

-----INFORMAL DINNER – SUNWAY HOTEL-----

Day 2 – Wednesday, 27th July 2011

Session	Resource Person	Time
Welcome to Day 2 and recap Day 1	Dr Graeme Storer, (Facilitator)	8.30 – 8.45 am
	Mr Nou Vinney, District Education Officer Experience from the field	8.45-9.15 am
	Questions and discussion	9.15 – 9.30 am
Output 3	Methodology for Output 3 Dr Jan Edwards, RETA Team Leader	9.30 – 10.00 am
Morning Tea		10.00 am - 10.30 am
Reporting on Output 3 Ms Mary Sok, Gender Policy Adviser, Ministry of Interior, Cambodia	Women for Prosperity – Mrs Nanda Pok (Executive Director, Women for Prosperity)	11.00 – 11.30 am
	SAHAVAGI – Mr Shaligarm Sharma, (Executive Director, SAHAVAGI, Nepal)	11.30 – 12.00 am
	Questions, discussion and Implications	12.00 – 12.15 pm
Lunch		12.15- 1.15 pm
Documenting the Knowledge from Output 3	Group work and discussion	1.30 – 3.30 pm

Session	Resource Person	Time
Dr Jan Edwards & Dr Graeme Storer	Questions, discussion and Implications Dr Jan Edwards & Dr Graeme Storer	3.30 – 4.00 pm
Afternoon Tea		4.00 – 4.30 pm
Closing	Ms Shireen Lateef, Senior Gender Adviser, ADB, Manila H.E.Dr. Hang Chuon Naron, Secretary of State of the Ministry of Economy and Finance, Vice- Permanent Chairman of the Supreme National Economic Council (official closing)	4.30 – 5.00

Annex 3 – Mid-term Workshop participants

TO BE FINISHED AFTER THE WORKSHOP

	NAME	POSITION	ORGANISATION
1	HE Hang Chuon Naron	Secretary General and TAG Chair	Supreme National Economic Council, Ministry of Economy and Finance, Cambodia
2	HE Khim ChChamroen	Secretary of State	Ministry of Women's Affairs, Cambodia
3	HE Samvada Kheng	Secretary of State	ADB Gender Expert Panelist and Ministry of Women's Affairs, Cambodia
4	Ms Meach Theary		Ministry of Women's Affairs, Cambodia
5	Ms Marte Vindspoll		UNESCO, Cambodia
6	HE Tom Sa Im	Joint Secretary	Ministry of Education, Youth and Sport, Cambodia
7	Mr Nou Vinney	District Education Officer, Moug Ruessey	Ministry of Education, Youth and Sport, Cambodia
8	Ms Sok Mary		Ministry of Interior, Cambodia
9	Mr Korl Yuthly	Deputy Director of Department of Local Administration and TAG member	Ministry of Interior, Cambodia
10	Mr The Chun Hak	Deputy Director and TAG member	Ministry of Women's Affairs, Cambodia
11	Mr Ratanak Hav	Deputy Director, Budget Department and TAG member	Ministry of Economy and Finance, Cambodia
12	HE Nhean Sochetra	Director and TAG member	MOWA, Cambodia
13	Dr Sanjoyo	Directorate for Population, Women's Empowerment and Child Protection, Bappenas and Chair of the Indonesia TAG	BAPPENAS, Indonesia
14	Mr Herman Siregar	Director and TAG member	Ministry of Women's Empowerment and Child Protection, Indonesia
15	Ms Siti Fatimah	Director	Bandung Institute of Governance Studies, Indonesia
16	Bapak Dadang	Planning Officer and TAG member	Local Government Planning, Indonesia
17	Dr Meena Acharya	GRB Expert, Team Leader Nepal	Institute for Integrated Development Studies, Nepal
18	Mr Shaligram Sharma	Program Manager, SAHAVAGI, Nepal	SAHAVAGI, Nepal
19	Mr Ram Sharan Pudasaini	Joint Secretary and TAG member	Ministry of Finance, Nepal
20	Ms Sudha Neupane	Under secretary and TAG member	Ministry of Local Development
21	Ms Chandy Chea	Cambodia Resident Mission	ADB Cambodia

22	Mr Giovanni Dazzo	Research Coordinator, Economic Institute of Cambodia	Economic Institute of Cambodia, Cambodia
23	Mrs Nanda Pok	Director, Women for Prosperity	Women for Prosperity, Cambodia
24	Ms Rachana Shrestha	Public Management Officer	ADB, Nepal
25	Ms Somaly Chan	Program Manager	Women for Prosperity
26	Ms Sokros Chan	Researcher	Economic Institute of Cambodia
27	Mr Paul Chhan	Senior Researcher	Economic Institute of Cambodia
28	Mr Sam Sideth Dy	Education Specialist and TAG member	ADB, Cambodia
29	Mr Putu M Kamayana	Country Director	ADB, Cambodia
30	Ms Samantha Hung	Social Development Specialist (Gender and Development)	ADB, Manila
31	Ms Irish-Fe N. Aguilar	Social Development Officer	ADB Manila
32	Ms Shireen Lateif		ADB Manila
33	Sopheha Seng	Translator/Interpreter	
34	Dr Graeme Storer	Facilitator	VBK, Cambodia
35	Ms Juan Zhang	Program Manager	ANU E
36		Note taker	Economic Institute of Cambodia