**Progress Report Social Safety Nets Project-Ministry of finance**

| Program | Activity | Target Date | Responsibility | Progress as at 5th May 2021 | Progress as at 21st May 2021 |
| --- | --- | --- | --- | --- | --- |
| Data Verification in 332 DS Divisions | Installation Current Mobile Application for 332 DS Divisions | 8th April 2021 | ITO | Completed. Developed online version of mobile application and handed over for training |  |
| Identify and train 25 District Champions for operational and implementation support | 30th April 2021 | ITM & SRU | Letter to be sent to DSD’s to appoint a Suitable and Competent officer as district coordinator/champion |  |
| Identify current vacancies and appoint all 664 WBIU officers to the DSD | 30th April 2021 | ITM & SRU | Waiting for the completion of the development of the summary report of WBIU officers |  |
| Sending Letter to DS to fill the vacancies | 30th May 2021 | ITM |  |  |
| Start Collection of all Samurdhi and other three major program data to upload mobile application | 30th April 2021 | ITM | Meeting to be arranged with DG Samurdhui week starting from 10th May 2021 |  |
| Getting Approval for the Data collection | 20th April | ITM |  |  |
| Sending Letter to DS to get the Lates Samurdhi List | 15th May | ITM |  |  |
| Prepare database for all datasets to support to verification module | 30th June | ITM |  |  |
| Training All WBIU Officers (TOT) | 30th April 2021  Revised to 30th May | ITM&SRU | Training arranged for 114 WBIU officers in 104 DSD’s |  |
|  | Prepare training plan for 332 DS Divisions with timeline | 30th April | ITM |  |  |
|  | Organize the training sessions and assigned the resource persons to sessions | 30th April | ITM |  |  |
|  | Complete Session 01 for all DSDs | 30th June | ITM |  |  |
|  | Conduct Session 02 for all DSDs | 30th July | ITM |  |  |
|  | Training of all GND/EDO/SDO through WBIU officers | 30th June 2021 | ITM&SRU | Not yet commenced. |  |
| Data update & field data collection capacity | Roll out data collection capacity at all 331 DS offices | 7th August |  |  |  |
|  | Commence data validation in all DS offices Design & implement communication strategy on the new initiatives | 8th August |  |  |  |
|  | Security Audit of SRIS completed |  |  |  |  |
| Capacity building of DS Level officers to improve the efficiency and effectiveness of IWMS usage and enhance their career development | 1. Design Training Plan 2. Identify the Training needs 3. Design Training Material 4. Identify the Resource Persons 5. Start Online Training Sessions | 30th June 2021 | SPCDO |  |  |
| 1. Purchase at least two tablets with internet access per DS Division and train at least two staff to field validate and confirm beneficiary data in SRIS; 2. Tablet/computer with internet access and at least one staff member from each of the Divisional Secretariats trained to update beneficiary data in SRIS | Complete Procurement process to purchase Mobile Equipment | 30th May Complete the procurement Process  30th June Deliver Equipment to DS officers start verification | Manager Procurement/ITO | File sent to DST for the approval. Letter sent to the DG-Corporate Affairs to get consent of ICTA as per circular issued by the HE |  |
|  | Obtain Approval for the Procurement Process | 30th April 2021 | ITO | Letter sent to the DG-Corporate Affairs to get consent of ICTA as per circular issued by the HE. |  |
| Design and implement a communications campaign targeting various stakeholders in rolling out validation and confirmation of SRIS data; | Complete Nanaupa Data Collection and prepare good analysis and visualization interface for all stakeholders | 20th April 2021 | ITM | 2026 have been completed and temporary stopped data collection due to corona spread. |  |
| Prepare Communication plan- Bottom-up Approach | 10th April | COMM |  |  |
| Prepare Audio Video Communication materials to share on SSNP web | 20th April | COMM/COMO |  |  |
| launch SSNP/WBB web site and share all documents | 20th April | COMM/COMO |  |  |
| District GA Forum Presentation | 20th April | COMM/COMO |  |  |
| **Documentation and material development**   * User manual * System Manual * Administrator Manual * Equipment use policy * Data security policy awareness document * Program awareness * Process documentation * Image capturing and documentation | 10th December 2020  30th December 2020 | COMM/COMO |  |  |
| **MOU between Key Stakeholders** | Prepare MOU   * Sharing Draft document with all stakeholders * Get the final version for signatories | 10th April | ITM/COMM | Received the WBB consent. MOU will be sent to Samurdhi department and Ministry of Home affairs for their consent. |  |
| Provide Server space to store Verification Data | **Provide IT Infrastructure**   * Identify require H/S Capacity of the Staging Server * Identify the best solution to store verified data * Identify the issues in Current Server facilities fix them * Get the developer requirement to store data in staging server * Find the alternative and more flexible workable solution for Pilot run without any issues while program implementing at the filed level | 10th April 2021 | SRU |  |  |
| Sample Validation of verified Data | **Evaluation of Verified Data**   * Prepare analysis report * Run existing criteria * Test the result * Sample verification | 23rd June 2021 | ITM/SRU/WBB | Not yet commenced |  |
|  | **Complete All selected five DS Divisions**   * Planning * Implementation Monitoring | 30th May 2021 | ITM/WBB | In-Progress |  |
|  | **Assessment of Eligibility Criteria Results**   * Sharing results data with DCS * Getting DCS feedbacks * Presentation of final results to PSC | 27th June 2021 | WBB/DCS |  |  |
| Approve and finance a pilot and evaluation of the Samurdhi graduation program in five locations; | * Develop clear plan for improved Samurdhi graduation program and pilot in 5 communities * Plan and commence an impact evaluation of the pilot | Sep 1, 2021 | SPCDO/Manager Com |  |  |
| Commence work on drafting the National Social Protection Strategy, which is overdue and needs to be completed by November 2021. | * Extension of the MultiTech * Time Plan for the Strategy Development * Appoint Competent Authority for the Payment for the Approved Plan * Meeting with DST to review the progress * NPD plan for reviewing this activity and progress review mechanism * Proposed Mechanism of the Strategy Development (With Consultant or Without) * Time plan for the Strategy Development activities with deliverables. * Prepare summary of the Assessment report with support of the World Bank Consultant * Awareness this finding to the other stakeholders (National Poverty Taskforce, Presidential Secretariat, ST and Ministers) * Development of final strategy for Government and officially endorse * NPD to nominate a team to work on preparation of the SP strategy and agree on the timeline and modalities * Draft SP strategy Complete consultations with all stakeholders * Finalize SP strategy & submit to Cabinet | 30th August 2021 | SPCDO |  |  |
| **Further Enhancement of SRIS into IWMS** | 1. Identify the all parties who are going to collect data form GN level HH 2. Organize forum to discuss and agree on one mechanism 3. Take policy Decision to implement data collection form HH level 4. Sing MOU with all parties to collect, maintain UpToDate and share data | 30th May 2021 | COMM |  |  |
|  | **Identify the best strategies to implement new BPR**   * Review Implementation Strategy * Develop the plan * Assign the resources * Start implementation | 31st April 2021 | All managers and Officers | In-Progress |  |
| Recruitment of Development Team   * Identify the internal capacity * Identify the external team /members to be recruited * Establish development cell | 31st April 2021 | ProM/ITM | Development Team structure identified. |  |
| **Prepare new team budget and get the DST Approval** | 20th April 2021 | ITM/ITO | File sent for DST’s approval. |  |
| **Recruitment of Interns to support new development** | 31st April 2021 | ITM | Will commence immediately. |  |
| **Start Development**   * Identify system development methodologies * Project initiation (planning) * Requirement’s definition (analysis) * System design * System development * Testing * Implementation and support | 15th May 2020 | ITM/ITO/SRU/  Dr Harin | Not yet commenced. Initial meeting will be held on 10th May 2021 |  |
| **Testing**   * Testing in Pilot DS * Modification | 30th June 2021 | ITM/ITO/SRU/  Dr Harin | Not yet commenced |  |
| **Implementation of Model 25 DSDs to represent all Districts**   * Implementation of PILOT System * Monitoring and Reviewing the results | 30th August 2021 | ITM/ITO/SRU/  Dr Harin | Not yet commenced |  |
|  | **Strengthening WBB**   * Evaluate Carder Position * Recruit staff * Provide necessary Infrastructure | 30th August 2021 | Chairman WBB |  |  |
| **Provide Solution to Graduation Cell on payment process** | **Identify and confirm the best legal payment process for graduation cell and consultant** | 6th April 2021 | Accountant/ACCO |  |  |
|  | **Provide require training and equipment for the Cell Team to collect baseline data** | 10th April 2021 | ITM/ITO | Training given for Cell team members on mobile application. |  |
| **National Social Protection Strategy** | * Finalize the methodology to be adopted for development of strategy * Include Decisions to PSC minute before sign | 6th April 2021 | COMM |  |  |
| **Filling Vacancies** | * Expedite the recruitment process * Complete the new recruitment for SPCD officer | 6th April 2021 | SDO |  |  |
| **HH Awareness Video** | Design and develop HH awareness creation video on | 30th April 2021 | COMM/COMOFF |  |  |
| **Awareness DS to purchase two tablets using their own budget** | Make them aware  Give Specification  Support them for purchasing | 30th May 2021 | ITM/COMM | In-progress |  |
| **Start Verification of pending list** | Collect the all-pending list  Start Verification and update records | 30th October 2021 | ITM | Not yet Commenced |  |
| **Sign off UAT** | Sign off UAT of the SRIS  Sing Maintenance Agreement | 20th April 2021 | SRU |  |  |
| Financial management | Submit Annual Financial Statements and related Audit Reports for Component 1 &2 and for the Component 3 for FY20 to WB | Jun 30, 2021 | Accountant |  |  |
|  | Submit Internal audit reports for quarters ended June 30, September 30 and December 31, 2020 | Apr 30, 2021 | Accountant |  |  |
|  | Submit IUFRs for the Component 1& 2 and the Component 3 for the quarter ending March 31, 2021 | May 15, 202 | Accountant |  |  |
| Social Safeguards | 1. Draft of revised communication strategy to be submitted for World Bank review | Apr 10, 2021 | Communication Manager |  |  |
|  | 1. Video to introduce data validation exercise to beneficiaries developed. | Apr 15, 2021 | Communication Manager |  |  |
|  | 1. Recruitment of Social Safeguards officer | Apr 30, 2021 | DPD |  |  |
|  | 1. Establishing a GRM system at Divisional Secretariat level which is phone based to be accessible to community. | May 7, 2021 | Communication Manager/SPSCDO |  |  |
|  | 1. Develop a Stakeholder Engagement Plan | May 31, 2021 | Communication Manager |  |  |
|  | 1. Share gender disaggregated data of field validation exercise. | June 2021 | Communication Manager/SPCDO |  |  |
| Monitoring and Evaluation | The Deputy Director of the PMU has been given the responsibility of performing the tasks of monitoring and evaluation activities to monitor progress of all activities and track project’s results indicators. | continuously | DPD/DO |  |  |
|  | Conduct weekly progress review meetings to track progress of the project. | continuously | DPD/DO |  |  |
|  | Continue to submit monthly progress review reports with the WB | continuously | DPD/DO |  |  |
|  | Conduct PTC Meeting | Quarterly | DPD/DO |  |  |
|  | Conduct PSC Meeting | Quarterly | DPD/DO |  |  |