

Communication mechanism

The necessity of the communication mechanism in Adaptations for Smallholders in Hilly Areas (ASHA) project is realized during the team building workshop held for its staff from 13 to 14 May 2018. This mechanism is the mutual product of the ASHA team members as the action against the action plan prepared at the end of the team building event. The ASHA project intends to ensure the rights to information. We genuinely believe on transparency because hiding public information is misconduct (Nepal Constitution, 2072). Success of the project depends on effective communication among its stakeholders. The communication mode needs to be effective on its clarity, timeliness, and delivery means and mechanism. We have equally given importance to meeting and discussion, individual verbal feedback, letter correspondence, email and publications in communicating the project knowledge and information as the means of communication.

Any legal and administrative documents can be communicated through letterhead, office stamp and signature. Exchanging program related matters, plans, individual feedbacks and periodic and occasional reports with in project team can be shared through email. Any official communication through email to be Copied at least to immediate reporting officer of the communicator. Everyone in the team can communicate with all team members on program matters and to use reporting officer channel for communicating administrative matters.

Every email communication needs to be acknowledged at least within 48 hours and make response within given timeframe. No response will be treated as communication misconduct.

We do follow clear, complete and timely communication with the possible answer of five WH (what, when, where, why and how) questions.

Now onwards, our proactive communication lead us to improve communication among team members there by avoid information gaps.

Effectiveness of this communication mechanism will be measured on the basis of increased sharing and relation building among project staff, increase deliverables and expenditures at field, decrease misunderstandings and complaints among the team members, increase project's ownership at local level, increase leverage and quality of activities, and increase quality of reports and its timely completion.

Supposed Confilmator



Following some important communication mechanisms and actions have been identified and agreed for an immediate effect;

A. Communication Tree

Project Steering Committee (PSC)

- Policies and strategic guidance
- · The major steering body to decide any changes

Project Coordinator with support of other staff ensures all the preparations for PSC meeting, agenda, decisions and proper communication for implementation of the decisions.



Project Coordination Unit (PCU)

Manage project, administration, procurement and finance Mostly communicating directly to TSU, DPCUs and SMSPs



Technical Support Unit (TSU)

Technical backstopping, use different means of communication to increase quality performances



District Project Coordination Unit (DPCU)

Support activities planning and implementation, local coordination and leveraging; HR and financial management



Service Providers (SPs)

SM: Organize vulnerable community groups, inclusive participation, advocacy, institutional strengthening and resilience building.

LAPA: Identify vulnerabilities and vulnerable, explore existing CC adaptation practices, smart CC adaptation plans.

Permaculture: Establish permaculture farms, extension of relevant permaculture technologies, serve as the resource center.

Others: As per the ToR and the contract agreements

Project Coordinator or assigned staff takes lead on administration, finance, procurement and program. Any violation of communication will be monitored and administered by PC. PC or assigned staff follow ups to all the action plans, missions' recommendations and ensure executing proper actions within the timeline.

All the administration including leave, TO approval of TSU staff/consultants will be administered by MO where as TTL coordinate and communicate with technical specialists, PCU and DPCUs on technical matters.

DPC takes lead in administration, district finance, local procurement, activities planning, implementation and monitoring with support from district assigned staff /consultants. Assure prompt and quality communication with PCU.TSU and district staffs.

SM: DPC or assigned staff takes lead to administer SM where as GESIS ensure program quality technically. SMSP report to PCU through DPCU with copy to GESIS.

LAPA: LAPA preparation in close coordination with DPCU and concerned local government. CCS at PCU with support from DCCS-DPCU and thematic specialists are responsible to ensure the quality of LAPA. Technical briefing and status of LAPA preparation should provide to CCS copy to PCU/TSU/DPCU by SP. Prepared draft and final LAPA should be submitted to PCU for approval copy to DPCU/TSU Permaculture: Planning and implementation in close coordination with DPC with technical verification by AS and LS. PSP report to PCU through DPCUs with a copy to AS, LS and FS.

Others: As per ToR and contract agreement.



B Roles of different structural units in promoting communication

B.1 District project Coordination Unit (DPCU)

Monthly meeting (sharing and exchanging progress, learning, success stories, next month's plan). DPC to identify any thematic issue/s to be communicated to TSU/PCU and send request for support along with meeting minutes within three days of the meeting.

Participate monthly meeting of social mobilization service provider (with at least LAPA coordinator/DCCS and MLTs) review and planning for activities complementation. DPC and SMDC use this meeting to develop better common understanding and finding ways getting better results jointly.

DPCs are key person to participate district level coordination forums and appropriately share project knowledge, plan and progress. As this is the important forum, DPC make proactive communication as they are the focal person to share strategic act of project advocacy to increase project's image. DPCs need to ensure all working municipality and district coordination committee are informed on basic project information¹.

Participate bimonthly meeting organized by TSU(sharing progress, next month priorities, learning and issue, if exist)

Prepare and send regular reports(quantitative and qualitative with disaggregated beneficiary data) as per agreed formats to concerned monitoring officers of TSU and PCU within the deadline.

Timely communicating concerned municipalities for LAPA making process, schedule and get timely endorsement.

Communicate the approved plan and budget to the concerned municipalities, consult appropriately during AWPB preparation (pre-planning phase) and get commitment for leverage.

Make transparent the important information of implemented activities, work schedule to DPCU team members, the participating people/group (budget plan and expenditure, beneficiaries, people's contribution etc).

Ensure that circulars from PCU and TSU are well communicated to the concerned district staff on time

Profest Sistematical

¹ Basic project information consists of the plan, budget, working approaches, and information on the roles and contribution of all the stakeholders, target groups and the information related to particular municipality.



Available DPC team members reflect each other's weekly progresses and next week priorities in a weekly reflection meeting held for around an hour.

Ensure to carry out public audit of each and every event activities.

DPC Assign focal persons to communicate the various tasks and inform to PCU, TSUs and SPs.

B.2 Technical Support Unit (TSU)

Monthly meeting (sharing/exchanging of progresses, monthly achievements, learning and next month priorities)

Bimonthly meeting (invite DPCs, PCU, province level representatives as per requirements and sharing of district progresses, thematic updates, learning, issue, next month priorities)

Concerned TSU staff to participate and support on the issue of district demand.

Represent the project in province and district level forums and share project knowledge as and when necessary.

Reporting (compile periodic and occasional reports received from districts and send to PCU within the deadline).

Prepare field visit report capturing major observations, strengths, learning, follow-up plan and recommendations and share with concerned district within a week of the visit.

Prepare and share process, guidelines and thematic papers, receive feedbacks and get approval from PC before sending them to the districts for implementation.

Communicate and technical backstopping in LAPA implementation process.

B.3 Project Coordination Unit (PCU)

Make regular communication with TSU/DPCU for any decisions and updates through telephone, email and official letters as appropriate and periodically improve the mechanisms based on lesson learnt from field situations.

Regularize trimester progress meeting/workshop with TSU and DPCU and sharing progress, issues and learning including priorities of next trimester.

Represent PCU in bimonthly meeting at TSU and update progresses.

Timely plan, prepare and share periodic reports, AWPB and other as per requirements and send to Ministry of Forest and Environment including respective Divisions, Departments and IFAD and a copy to TSU team for record

A

Communicate program related program elated program plans/work schedule to TSU/DPCU.

Ensure monitoring formats are developed and used properly at the field.

Timely (at least one week ago) communicate the information (date and venue) of any training/workshop/meeting to concerned staff for participation

Represent project to present progress updates to the ministry regularly and others as per need.

Updating official website regularly.

Ensure communication and coordination through regular contacts with Provincial level ministries, respective offices including other horizontal stakeholders.

C. Overall responsibility of monitoring and evaluation

Aforementioned communication mechanism implementation, follow up, monitoring and evaluation shall be done regularly by PCU, as required by Ministry of Forests and Environment including respective Divisions.

Abbreviations

AWPB: Annual Work Plan of Book CCS: Climate Change Specialists

DCCS: District Climate Change Specialists

DPC: District Project Coordinator

DPCU: District Project Coordination Unit GESI: Gender and Social Inclusion

IFAD: International Fund for Agriculture Development

LAPA: Local Adaptation plan of action

MLTs: Mid-Level Technicians
PC: Project Coordinator
PCU: Project Coordination Unit

SM: Social Mobilization SP: Service Providers

SMSP: Social Mobilization Service Providers
SMDC: Social Mobilization District Coordinator

TSU: Technical Support Unit TTL: Technical Team Leader