

Adaptations for Smallholders in Hilly Areas



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.

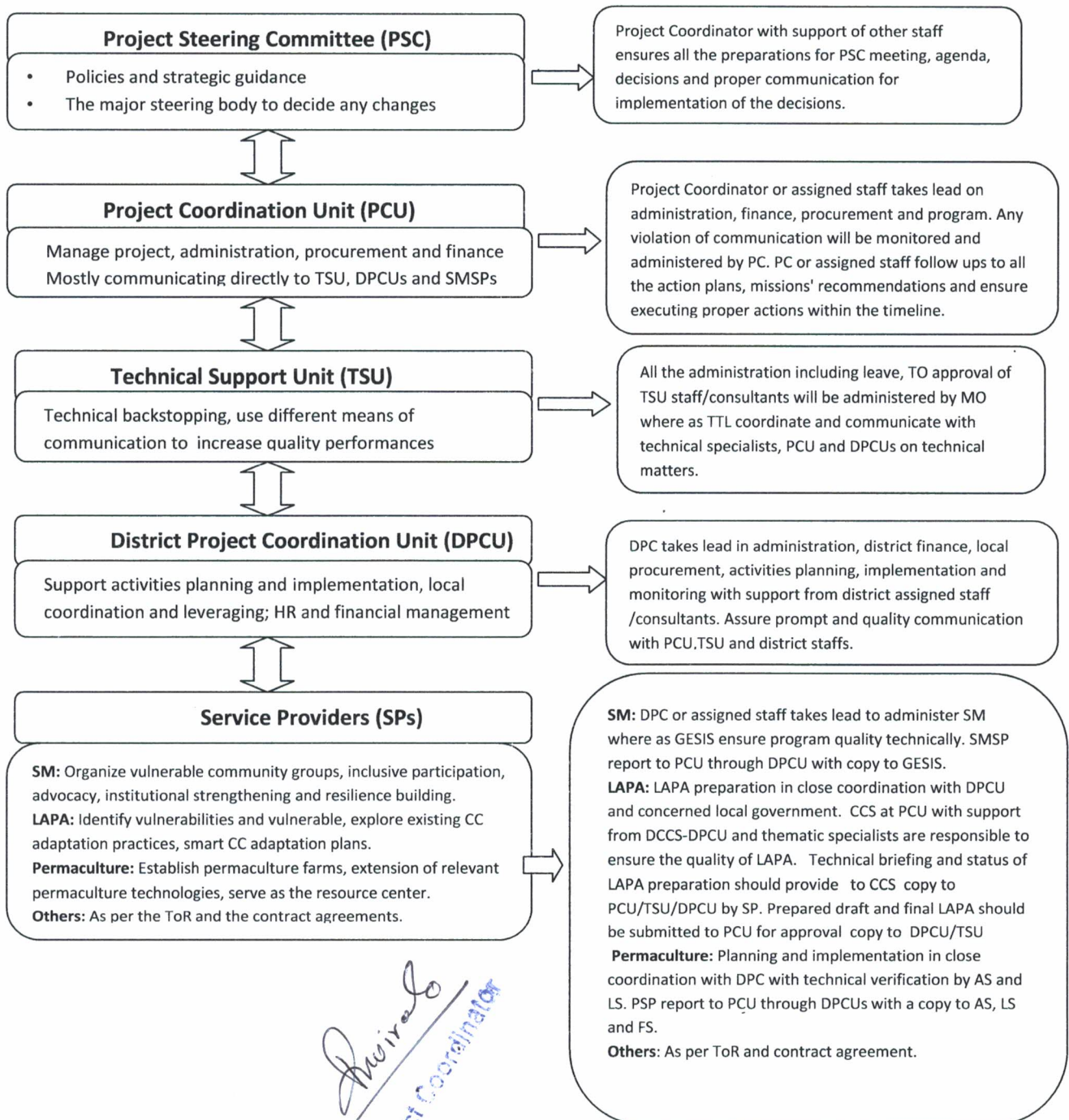
Effectiveness of this communication mechanism will be measured on the basis of increased sharing and relation building among project staff, increase deliverables and expenditures at field, decrease misunderstandings and complaints among the team members, increase project's ownership at local level, increase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

Ruth
Ruth May 2018
Project Coordinator



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

A. Communication Tree



Divya
Project Coordinator

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

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.

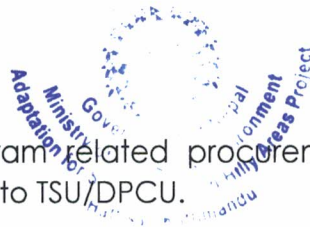
B.3 Project Coordination Unit (PCU)

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.



Communicate program related procurement information, related TOR and action 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

Shiraz
Project Coordinator