

Government of Nepal

Ministry of Finance

National and International Non-Governmental Assistance Mobilization Manual, 2072

There is an immediate need of rehabilitation and reconstruction in the affected sector of education service, health service, shelter and so on before the rainy season within a short period and in a big quantity where the devastating earthquake of Baishakh 12, 2072 (April 25, 2015) and its aftershocks made damages in Nepal.

This manual is prepared with the compulsory action points to be included in the agreement with those national and international non-governmental organizations, philanthropic institutions, company and individuals (herein after called "Donors") who are interested to assist the Govt. of Nepal in this work as there is a need to mobilize them in a coordinated and managed way. Donors will be inspired as much as possible to assist in cash through the Prime Minister Disaster Rescue and Relief Fund. The following facts should be written in such an agreement with the interested donors who want to assist by constructing themselves and handover to the Government (Turn Key modality) and with those who want to provide commodity Aid:

- 1. Donors should respect the prevailing Nepal Laws, National Policies and Priorities including Development Assistance Policy, 2071.**
- 2. Within the periphery of damage estimation and Post Disaster Need Assessment-PDNA, donors should mobilize the assistance according to the procedure, style, norms, standard and design prepared by the relevant line ministry in the specified geographical area and place avoiding duplication and also considering international principles of humanitarian assistance.**
- 3. Donors should have managed the necessary fund through ones' Core Funding. Self-declaration based on the model of annex 2, mentioning 'no fund will be collected at local level and funding will not be sought after the agreement', should be made and attached as an integral part of the agreement. If verified that fund is collected with contrary to this, the agreement shall be taken as violated and automatically dismissed.**
- 4. The action should be compulsorily begun within a week of agreement signed and the work should be compulsorily completed and handed over to the Govt. of Nepal within the timeframe of the project specified in the agreement.**

5. Accounting of all the expenses occurred while mobilizing assistance should be transparently kept according to the principles of accounting and the audit should be accomplished compulsorily.
6. No activities can be handled if directly or indirectly harmful to national integrity, sovereignty, religious, racial or social harmony of the country or affecting against national security policy while mobilizing the assistance. In the same way, unnecessary comments and criticism, photography as well as dissemination is not allowed that may negatively affect the disaster management good efforts.
7. Religious, cultural and communal indicator or symbol cannot be used while constructive any kind of physical structure including school, hospital, health post, residence and infra-structure of local unit.
8. Assistance cannot be utilized for other purposes except specified purpose, place or group.
9. For transparency and accountability, information of such assistance including Place, type and donor should be disseminated through radio, FM and local media.
10. Donor should properly coordinate with relevant Government organization, beneficiary group, local organization, community and local disaster relief committee.
11. All other human resources and materials should be mobilized as soon as possible from within Nepal except the expert human resource and materials not available in the country. And in case of the need of foreign expert mobilization, it can be done only with the recommendation / approval of concerned ministry.
12. Donors' commitment and expenditure should be made entry regularly into the Aid Management Platform-AMP stationed in the Ministry of Finance.
13. Concerned organization of the Government of Nepal shall monitor this action. The monitoring organization should be written in the agreement paper. To support in such monitoring shall be the duty of donor.
14. Donor can do no advertisement, dissemination etc. that indicates one's commercial identity.
15. This manual shall be valid up to the end of Mangsir, 2072 (15th of December 2015).
16. Relevant ministry can sign agreement based on the model of annex 1 and also including the matters mentioned above. Information of such agreement should be sent with a copy of agreement compulsorily to the international financial assistance coordination division under the Ministry of Finance.

Annex 1

(Related with para 16 of the National and International assistance mobilization Manual, 2072)

Format for the agreement to be made by the Government of Nepal with the interested national and international donors to assist the Govt. of Nepal in the rehabilitation and reconstruction after the devastating earthquake of 12 Baishakh, 2072:

1	Name of the Project/Program:
2	Name and Address of Donor:
3	Background:
4	Concept Approval Date:
5	Objectives:
6	Project Location:
7	Project Activities:
8	Expected Outcome/Result:
9	Project Period:
10	Project Cost:
11	Source of Funding:
12	Fund Flow Mechanism:
13	Types of Assistance:
14	Relevant Line Ministry:
15	Reporting Mechanism:
16	Project Implementation Details: (Under this, responsibility of the parties to the agreement and important matters mentioned in the directives that need to be considered while implementing should be written)
17	Exit Policy

Signature:

On behalf of Govt of Nepal

On behalf of Donor

Name, Designation, Address, Office, Stamp, Date

Name, Designation, Address, Office, Stamp, Date

Annex: 2

(Related with para 3 of the National and International assistance mobilization Manual, 2072)

Self-Declaration on the resources and availability by the interested national and international donors to assist the rehabilitation and reconstruction after the devastating earthquake of 12 Baishakh, 2072:

As an integral part of the agreement and on behalf of donor
..... I hereby self-declare that the following matters on the resources and availability with the interest to assist the Government of Nepal for the rehabilitation and reconstruction after the devastating earthquake of 12 Baishakh, 2072:

1. I shall mobilize the Fund needed for this assistance through my source of Core Funding. 'No fund will be collected at local level.
2. Donation amount is received through legal source of prevailing laws. No donation has been mobilized against the law of money laundering.
3. The funding is available to perform the work as per the agreement. There is no need to seek the separate source for it after the agreement.
4. I am ready to be punished as per the prevailing laws if verified that have been or done contrary to this the declaration.

Donors Name, Address:

Declaring Representative of the donor:

Contact Telephone/Mobile No:

Email:

Signature:

Date:

Stamp (if the donor is institution)

