

8. Coordination with Other Agencies

8.1 Introduction

Co-ordination with other government agencies and project stakeholders is a prerequisite for the success of a project. It is needed not only to secure team work and cooperation, but also to prevent conflicts that may arise due to the ignorance of other agencies to the needs of the project. Coordination is of two types: (1) internal within the project office and (2) external, with different government agencies and stakeholders. Both types of coordination are essential but the focus in this section is external coordination.

8.2 Other Sector Agencies

During project preparation and implementation stages the cooperation of several line agencies working at the project level is needed. The attached Table 8.1 lists the principal HMG/N agencies and the subject areas where coordination will be needed.

8.2.1 District Forest Office

The forest area are protected by the Forest Act, 2049 and Forest Regulation 2051. The District Forest Office has responsibility to:

- Ensure clearance of forest areas on time as required for project.
- Ensure conservation of the forest, wildlife and natural environment.
- Ensure availability of natural endowments such as stone, gravel, lime and timber required from forest areas.
- Ensure availability of land for the resettlement of persons displaced by the project.
- Ensure availability of seeds, seedlings and plants for the right-of-way of the project and in some specific environmentally sensitive areas.
- Ensure access through forest areas for the transportation of goods, commodities and other requirements for the project.

8.2.2 District Land and Revenue Office

The role of the Land and Revenue Office and District Administration Office on land acquisition aspects is regulated by the Land Acquisition Act, 2034 and corresponding regulations. They have responsibility to:

- Ensure cooperation for land acquisition, compensation, land registration, land measurement and mapping.
- Ensure revenue settlement and resolution of landlessness and squatting problems caused by the project.
- Locate government fallow land for resettlement of persons displaced by the project.

8.3 District Administration Office

There are several activities where the project needs the help of the District Administration office:

- Maintenance of law and order in the project area.
- Clearance of villagers or any establishments which may hinder the project's activities or prevent access to the project site.
- Protection of the local population from potentially hazardous project activities.
- Protection of the project site and heavy equipments from unwanted elements.
- Purchase of blasting material required for project, its transportation to the project site, and

its use.

- Obtaining the co-operation of the police and other security agencies needed for project activities.
- Property acquisition for the project or leasing of areas for the contractor's worksite or haul routes.
- Ensuring easy availability of goods such as petroleum products and other commodities needed for the project.
- Fixation of wage rates of labourers, skilled and semi skilled workers and house rent through rates fixation committees.

8.4 District Treasury Comptroller Office (DTCO)

The DTCO in the district plays a vital role in project financial administration and without his cooperation the project cannot get the disbursement amounts in time for its programmes. Co-ordination with DTCO's office is needed for the following activities:

- Ensures trimester release of budget as appropriated.
- Ensures release of budget quickly from MOF or the concerned department.
- Ensures the deposit of the unspent amount in the consolidated fund at the close of the fiscal year.
- Conducts an internal audit of the accounts of appropriation, revenue and deposits of the project office.
- Deposits the balance of amounts received that exceed the limit fixed by FCGO.
- Maintains and clears the record of audit discrepancies indicated by auditors.
- Repayment of deposits to the depositors.
- Training to the accountants working in project office.
- Releases imprest amount before receiving the project budget to run daily office operation and makes reimbursement expenditure of the month.
- Resolves problems concerning financial administration in the office.

8.5 Local Bodies

A project can only be successful if it responds to the people's needs and interests and involves them actively in project identification through implementation. People's interests are reflected by their representatives in local bodies such as VDCs/DDCs and municipalities. The co-operation of such local bodies in the following areas is essential:

- Collect information for the identification of the project.
- Obtain DDC approval of projects to be executed in the coming years.
- Access to the database of the District Development Information Centre established by DDC.
- Mobilise people needed for project implementation.
- Obtain accurate information on the implementation of the project and identify the reason for any resistance from the people.
- Measure the change resulting from activities or inputs of the project in a particular area.
- Ensure cooperation of the people to obtain land, site clearance and other logistics such as houses or shelter required for the project.
- Obtain natural endowments such as lime, sand, gravel and timber needed for project and its easy transport to project site.

- Obtain cooperation for the safety of project employees, contractors and the tools and machines to be used for projects.
- Obtain cooperation for the availability of food stuffs required for project employees and workers working in the area.
- Mobilise users' committees, supervision of their work and to get work done through them.
- Ensure registration of competent D class contractors, users' committees and other community-based organisations.
- Ensure the taking over of the completed project by local bodies, users' committees or community-based organisations and its operation and maintenance by them through user charges or other fees.

The activities of local bodies are governed by Local Self Governance Act, 2055, Local Self Governance Regulation 2056 and Local Body Financial Administration Regulation, 2056

8.6 Coordination Committees

The project has to ensure cooperation and coordination from different agencies for different activities. It would be advisable if at the district level a "Co-ordination Committee" comprising the institutional head of different agencies who are related to project works is constituted as an inbuilt system for the project. This will facilitate the project work as well as will ensure the co-operation and co-ordination for the project. Normally such co-ordination Committee should be chaired by DDC Chairman and CDO should be the Vice Chairman and the project in-charge should be the secretary cum member of the committee. One co-ordination committee is sufficient in the district. Simply the secretary should be the concerned project in-charge who needs to have such co-ordination mechanism.

Table 8.1 Principal Agencies where Project Coordination is Required

Government Agencies	Responsibilities
1. National Planning Commission	Formulation of national policies Preparation of 5 Year Plan
2. Ministry of Physical Planning and Works	National roads and bridges Waters supply and sanitation Urban development
3. Ministry of Land Reform and Management	Land acquisition, compensation Land registration Land measurement and mapping Resolution of landlessness and squatting
4. Ministry of Home Affairs	Conflict resolution and social security
5. Ministry of Law, Justice and Parliamentary Affairs	Legal consultation and conflict resolution
6. Ministry of Population and Environment	Environmental policy Pollution control Migration policy Review of NGO & INGO activities regarding any development activities
7. Ministry of Women, Children and Social Welfare	Social welfare activities related to women, children, disabled and other vulnerable groups
8. Ministry of Finance	Budget approval Financial administration

Government Agencies	Responsibilities
9. Ministry of Water Resources	Hydropower policy Irrigation management Flood control and river training
10. Ministry of Forest and Soil Conservation	Watershed management Forest and wildlife conservation Natural environment conservation National parks and royal herbariums
11. Ministry of Culture, Tourism and Civil Aviation	Conservation of cultural heritage Archaeological sites Protection and conservation of various ethnic groups' culture and literature Management of air transport and airports
12. Ministry of Labour and Transport Management	Information on labour force and market Policy on employment and trade unions Social security
13. Ministry of Local Development	Rural and remote area development Local water supply, sewerage and sanitation Local roads including agriculture roads, mule tracks and suspension bridges.
14. Ministry of Industries, Commerce and Supplies	Geological and mining information
15. Ministry of Science and Technology	Meteorology

Note

The responsibilities of the Ministries shown above are subject to change by HMG/N, in which case the new responsibilities will be applicable accordingly.