

## Pre-application Requirements

Please be advised that this application form must be completed in one session. You will **NOT** be able to save your progress and return at a later date. If your screen remains idle for too long the page will timeout and you will have to start the application from the beginning. We therefore strongly advise that you read through the [Small Grant Guidance document](#) and ensure that you have all the required information ready prior to commencing the application.

The following supplementary documents must also be included with your application. Please ensure these are completed **prior to completing** the online application form. You will be asked to **attach these documents at the end of the application**. You can find a template for each document at the below links:

[Project Delivery Plan](#)

[Project Budget](#)

[Risk Assessment](#)

[Communications Plan](#)

[Safeguarding Plan](#)

If your charity's application is successful and you plan to carry out your project in a high risk jurisdiction, please be aware that in accordance with Anti-Money Laundering Compliance, the details of your charity and proposed project will be provided to the Isle of Man's Financial Intelligence Unit (FIU) for their information. Please be advised that the FIU is able to provide advice and guidance on money laundering risks or terrorist financing risks in that jurisdiction if required.

The **deadline for submission** of Small Grant funding is **5pm Friday 8 February 2019**. Funding decisions will be made by the Cabinet Office Political Group at its meeting in **February** and applicants will be notified shortly afterwards.

If you have any queries regarding this application please contact [internationaldevelopment@gov.im](mailto:internationaldevelopment@gov.im) or phone (01624) 687168.

## Charity Information

Are you applying as a single charity or making a joint application by multiple charities?\*

Single Charity

### Single Charity Application

Name of Organisation\*

Pahar Trust Nepal

Name of Main Contact\*

[REDACTED]

Position in organisation\*

Executive Director

Telephone Number\*

[REDACTED]

Email address\*

[REDACTED]

Isle of Man Charity Registration Number(s)\*

987

Isle of Man Registered Address

Address line 1\*

[REDACTED]

Address line 2\*

Address line 3

Postcode\*

[REDACTED]

Is your Charity registered as a Specified Non-Profit Organisation (SNPO) with the Isle of Man's Financial Services Authority\*

Yes

Please state and provide details of how the Charity has a physical presence on the Isle of Man\*

- The headquarters and registered address of Pahar Trust Nepal (PTN) is on the Isle of Man
- The Chairman and one other Trustee both reside on the Isle of Man
- PTN has strong links to Island schools. Five IOM schools have long standing links with PTN built schools in Nepal with many others being aware of our work through our IOM Trustees engagement work on the island. Another link with Ashley Hill School is currently under discussion
- Almost all IOM schools have supported PTN through

fundraising at some point and are aware of PTNs work in Nepal

- PTN raises significant funds on Island. To date over 33 new school building construction projects have been completed exclusively due to Island support

## Organisation Background

Please outline your organisational structure, governance and administrative framework. In the interests of accountability the names of the Chairman, Board of Directors and Trustees must be provided. Please also include a brief description of how your organisation is run.\*

The Charity is governed by 6 Trustees and the Patron led by the Chairman, [REDACTED] who is a former member of the Isle of Man Government International Development Committee. Other Trustees are: [REDACTED]

[REDACTED] and the Patron is [REDACTED]. All PTN Trustees are active in their support and visit Nepal at least once a year to visit projects and support the NGO in Pokhara. PTN has one paid employee based in the UK, the Executive Director who is responsible for the day-to-day operations of the charity and reports directly to the board of trustees.

Pahar Trust Nepal helps to improve education, health and sanitation facilities for remote communities in Nepal. We aim to provide some of the world's poorest children with a high standard of education and to support them to realise their potential while building skills and resilience within the community.

Charity Vision & Mission\*

Has your organisation(s) completed projects on this scale Yes previously

Details of past and current projects

The organisation has previously completed projects on this scale.

Details of past and current projects which have been successfully implemented:

PTN has 25 years' experience in delivering projects of this size and in the last year completed 4 projects of a similar scale or larger.

Overall PTN has built or refurbished more than 152 schools and completed more than 240 projects in total. These completed schools have directly benefitted over 40,000 students. Other construction projects include health posts, libraries and hostels. It is testament to the quality of the construction of PTN schools that after the 2015 earthquake very few suffered

As an example of our work, please refer to the project of Shree Himalaya, Mauja that was funded by the Isle of Man Government International Development Committee's small grant scheme (Ref SG007.17). The overall budget was £50,335 of which £41,272.50 was contributed to through the grant scheme and £9,062 was fundraised by members of the beneficiary community now living in the UK and corporate support from Santander Bank led by Charity Challenge. This project has delivered additional benefits to the local community through the engagement of Santander and Charity Challenge who have provided additional funding for school uniform, warm winter clothing and new science lab equipment.

The school construction project at Mauja had a start date of June 2017 and was due to complete in March 2018. Despite challenges faced due to heavy monsoon rains washing out the access road the project was delivered with only minor delays. The school was officially opened by [REDACTED] in November 2018.

The current IOM funded project underway is located in Ramkot, Kaski. This project began in September 2018 and is progressing well with an expected completion date



on May 2019. This building will replace one that was destroyed in the 2015 earthquake and will provide a safe, secure learning environment for the children that attend the school. This will be a 6-room, 2-storey building for use as classrooms.

All PTN delivered projects follow a project deliver plan and the key activities undertaken are:

1. Project request received from community
2. PTN conducts a 'needs assessment' of community and school
3. Design and costing of appropriate school for community and site
4. Submission of relevant documents to district and national government departments for approval
5. Funding identified and secured
6. Project agreement (MOU) drawn up between community and PTN
7. Setting out of the construction site
8. Build process undertaken by contractors chosen through tender process
9. Regular oversight of the construction process by qualified engineer
10. Monitoring of budget by Finance Officer and review of bills and invoices before arranging payment
11. Stage payments made to Nepal when evidence of milestones has been shown
12. Regular update photos and finance reports sent to PTN and then on to donors and shared on social media
13. On completion, final accounts are prepared
14. Trustees and Executive Director visit ongoing construction projects whenever they are in Nepal
15. School officially opened by PTN Trustee and handed over to community
16. Ongoing support for education improvement and sustainability provided through PTN to support the school

The key outputs from PTN led construction projects are well-built, safe and spacious school buildings which encourage attendance and improved learning.

## Safeguarding Vulnerable Persons

Please describe how your organisation demonstrates the above four points

Both IOM/UK and Nepali NGO have Safeguarding Policies and all PTN staff are required to have read and agreed to these before visiting any PTN projects. See attached Safeguarding risk assessment and policies.

All PTN staff in Nepal attend an annual development meeting which includes training in safeguarding to all office based and field staff.

Providing a safe and trusted environment that safeguards anyone PTN comes into contact with has been a core guiding principle of the Trust since its inception 25 years ago. All PTN employees and Trustees operate in an open and transparent way with safeguarding as a core priority. Any incident or allegation will be taken seriously and be fully investigated and reported to the relevant offices in Nepal, UK and IOM.

The proposed project will not work directly with children under 18 years or vulnerable adults. However, because the proposal is to build schools the project will be carried out within existing school grounds where children will be

attending lessons, extra care is required to ensure the safety of the children.

The building sites will be separated off from the students who will not be able to access the site for safety reasons.

A health and safety briefing including safeguarding is given to all site workers at the start of the project.

## Project Information

Project Name\*

Project Manager Name\*

Anticipated Project Start Date\*

Anticipated Completion Date for the activities for which funding is requested\*

Which Sustainable Development Goal or Goals are being targeted by the project?\*

Construction of 2 school buildings and education improvement in rural Nepali communities

01 Jun 2019

31 Jul 2021



SDG1 No poverty



SDG2 Zero hunger



SDG3 Good health and well-being



SDG4 Quality education



SDG5 Gender equality



SDG6 Clean water and sanitation



SDG7 Affordable and clean energy



SDG8 Decent work and economic growth



SDG9 Industry, innovation and infrastructure



SDG10 Reduced inequalities



SDG11 Sustainable cities and communities



SDG12 Responsible consumption and production



SDG13 Climate action



SDG14 Life below water



SDG15 Life on land



SDG16 Peace, justice and strong institutions



SDG17 Partnership for the goals

Will a partner organisation be used in the beneficiary country

Details of the partner organisation(s) used in the beneficiary country where the project is run

Yes

The Pahar Trust is a registered NGO in Nepal (SWC # 37327) and is a separate organisation from the charity on the Isle of Man. The NGO Committee which comprises of 10 Nepalese members chaired by PTN co-founder

There are currently 12 full-time staff employed by PTN in Nepal, including: CEO, Finance Officer, Sr. PR Engineer, Civil Engineer, Project Supervisors, Education Improvement Officer, Admin Assistant, Finance Assistant, 2 Assistant Project Supervisors, Office helper

The full-time staff manage the projects and report to the NGO Committee who meet every 2 weeks.

The NGO in Nepal is audited annually and a copy of the accounts and audit report are reviewed.

The NGO in Nepal is reviewed periodically by the Social Welfare Council of the Nepalese Government and donors/partner organisations.

The Trustees and Executive Director make regular visits to Nepal to meet with the NGO Board and office staff to review and monitor the organisation and current projects.

Quarterly cash-statements and bank balances are provided by the NGO as well as financial reports on all

Details of due diligence checks your organisation has carried out on the partner organisation



projects.

## Project Objectives

### Project Objectives/key outcomes of the project:

What the project aims to achieve\*

The aims of the project are:

- Provide safe and secure school buildings to communities in need, specifically; Shree Himalaya Secondary School, Gorje and Satyasheela Secondary School, Pidhikhola in Nepal
- Beneficiary communities are fully engaged with the project and education improvement
- Delivery of supported education improvement through school engagement, monitoring and teacher training sessions delivered by the Education Improvement Officer
- The school buildings are earthquake resistant and compliant with all building regulations and best practice in Nepal
- Costing of the building to ensure it provides value for money and makes the best use of locally available resources while ensuring the best possible quality
- Building project progresses in a timely manner
- Schools are constructed in line with the plans and to a high standard
- Project is completed within budget
- Construction workers and supervisors are safe on site
- School and community keep the school well maintained and tidy
- Provision of employment for construction workers and labourers in Nepal

### Overview of project activities:

What the planned activities will be to ensure the objectives are met. More detail on the project activities should be provided in the Project Delivery Plan\*

The project activities will follow the structure below:

- PTN receives request for support directly from community
- Initial survey form completed for community and site measurements taken
- Advice and support for new school is sought from District Education Office and Rural Municipality Chair
- Design and costing of appropriate school building
- Community contribution agreed and MOU signed with community
- Documents sent to relevant government bodies for planning approval
- Tender process for all larger items and contractors
- Time and Finance plan produced
- Building work commences
- Monitoring and supervision of construction and budget
- Final completion checks and accounts produced
- School opened and handed over to community
- Maintenance plan and regular visits by PTN
- Education Improvement Officer will visit school before, during and after construction to monitor school performance, review the School Improvement Plan (SIP) and deliver teacher training sessions

Please provide details of how project activities will be monitored

The project will be carefully monitored as outline below:

- School designs are reviewed and approved by and external, senior engineer/ architect
- Contractors and large ticket raw materials are chosen through a quote and tender process. Overseen by NGO Committee and beneficiary community
- Setting out of the site is done by a qualified engineer
- Supervisor on site in person every 2-3 weeks. Always in contact by phone during intervening period
- Review of Time and Finance plan by Finance Officer

(Nepal) and Executive Director (UK)

- Monitoring of budget by Finance Officer (Nepal) and Executive Director (UK)
- Stage payments only released once milestones reached
- Bills and invoices reviewed by Finance Officer (Nepal) before payments are made
- Final checks and financial accounts prepared
- Trustees and Executive Director (UK) visit ongoing construction projects during visits to Nepal
- Education improvement will be monitored through school attendance rates (for both students and teachers), examination results at SLC, qualitative feedback from students and teachers and attendance at training sessions

927

Please indicate the approximate number of beneficiaries relating to the requested donation only.\*

Description of beneficiaries (please differentiate direct and indirect)\*

The direct beneficiaries of the new school buildings will be the students and teachers in the 2 schools along with the workers who are involved in the construction who will receive employment during the project duration. This equates to approximately 527 students and teachers and approximately 400 workers, across both projects, totalling 927 beneficiaries.

Indirect beneficiaries include the wider community served by the schools numbering a total of 6000 people who will benefit from their children attending a quality school and hopefully these children will go on to have a great positive impact in their communities and throughout Nepal.

Indirect beneficiaries, who will become direct beneficiaries include future generations of children who will attend school in a safe and high-quality building.

#### **It is essential that the project is sustainable after funding has been utilised.**

Please describe the planned continuity of the project in the beneficiary country once funding ceases, including details of any continued operation and maintenance of project facilities.\*

The School Management Committee and the community are required to deposit funds equating to 1.5% of the construction cost into an account for maintenance into the future.

PTN seeks to maintain long-term relationships with the communities supported. The school will be invited to become a life member of PTN to create a buy-in to the future relationship. We will also work with the school to identify a link school in IOM/UK to foster a cultural exchange and friendship.

In 2018, PTN recruited our first Education Improvement Officer with a remit to work with all PTN schools to provide support, monitoring and training to teachers to improve the quality of education. The EIO will visit the schools during and after construction to review the current performance and School Improvement Plan (SIP) and provide advice and guidance to achieve the plan.

PTN is currently in discussion with the Nepal Youth Foundation based at Kathmandu University to develop vocational training scholarships for PTN school students with a view to increase the resilience and skills within communities.

PTN will also support initiatives to develop sustainability in future funding for schools and have funded a Black Cardamom plantation at a previous project which should produce income to fund additional teachers. If this, and a number of other initiatives, are successful it is intended to extend this approach to other schools.

## **The Country and Region of Project**

Country and Region of the Project \*

Nepal



<p>A description of the current situation in the region being targeted is required. This should detail why the location is requiring international development work and the importance of the work for the region.</p>	<p>Nepal has seen an improvement in development over recent years, including an increase in aid coming into the country following the earthquake in 2015. However, due to the geography of the country there are significant disparities between the rural and urban communities. Both construction projects identified for international development funding are in remote rural areas where access to quality education is vital to support the development of these communities.</p> <p>A key challenge within the rural communities of Nepal is urban migration to provide children with a quality education. The construction of new school facilities and education improvement support/training to deliver an improved quality of education in the community can reduce this migration and in some cases reverse it.</p> <p>Following the elections in 2017, held at a federal level there is an opportunity for political stability and growth within the country but there is still uncertainty of some of the roles and responsibilities between the federal and national government bodies. PTN will continue to support those rural communities to ensure that they are able to continue to develop and grow.</p>
<p>Please explain what risks are associated with working in this country and how these have been addressed*</p>	<p>1. The main risks of working in Nepal are:</p> <ul style="list-style-type: none"> <li>(i) Natural disasters</li> <li>(ii) Political instability</li> </ul> <p>(i) To address the risk of earthquakes we make sure our schools meet all regulations, guidelines and best practice for building standards. PTN roofs are made of light sheet metal to minimise the risk of a heavy roof falling. The other natural disaster risk is the monsoon season which can cause flooding and landslides. For this reason, all building work is halted during monsoon season June-September. It is dangerous for workers on site and also for supervisors travelling to and from sites.</p> <p>PTN have built over 150 schools and only one was damaged to any extent during the 2015 earthquake even when the communities around them were badly affected. Many PTN schools provided much needed accommodation and shelter in the aftermath of the earthquake.</p> <p>(ii) Political instability in Nepal leads to frequent government changes. Our knowledgeable staff in Nepal keep up to date with the latest events. Political protests can lead to frequent strikes and blockades which can cause fuel shortages. PTN tries to factor these into their Time and Finance plan for the project.</p>
<p>Is the country ranked as 'Low Development' by the United Nations? *</p> <p>Describe why this country has exceptional reasons for support*</p>	<p>Nepal has an estimated population of 29,500,000 people with over 80%, (or 23,600,000) living in rural or non-urban communities. The remoteness of the county presents significant challenges to education which is reflected in the literacy rates for people aged 15 and over which are estimated as 71.7% and 48.8% for males and females respectively. Although literacy rates are improving year on year and the country has seen additional aid support following the major earthquake in 2015 there is still significant disparity in the literacy rates between rural and urban communities. This inequality is demonstrated in a 2018 UN Human Development report. The Human Development Index (HDI) for Nepal (2018) ranks the country as 149 out of 189 measured countries, however when adjusted for inequalities the HDI value is reduced by 25.6% placing the rural community of Nepal in the lowest band for Human Development. The Trust is working to provide improved educational facilities as well and innovative</p>

approaches to learning to ensure that even children in remote communities have access to quality education.

## Total Project Budget

Total Project Budget\* £129600.00

Requested Donation (£10,000 minimum request, £100,000 Maximum request) (maximum of 90% of total project budget)\* £95029.00

Please set out how you aim to raise the remainder of the project budget (minimum 10%) providing details of any donors, partners or fund raising activities that will be involved or have already taken place.\*

The remainder of the funding will come from various sources:

- Each community will support the project costs through a 'community contribution' which may be in cash or in-kind through support in construction or provision of materials.

- We will liaise with Nepali people from these communities who now live abroad with a view to reaching out to their networks to help support their home communities.

- Fundraising from events on the Isle of Man. Important groups who have been and continue to be generous in their support for PTN include IOM schools and Rotary groups as well as individuals.

- Fundraising events from supporters in UK and Internationally including funding campaigns for the specific projects.

Please describe the method used to transfer the funds from the charity's bank account to the beneficiary country or any partner organisation(s), when transfers will take place and how these will be safeguarded from loss.\*

The project funds will be held in Isle of Man Bank until they are required. A bank transfer is completed by the Isle of Man Bank to the PTN NGO bank account in Nepal held with Standard Chartered, an internationally recognised bank.

Transfers will be made in line with the Time and Finance plan as required and only when evidence (in the form of photos and a report is produced) that a milestone has been reached.

Project finance budgets are requested from the Finance Officer in Nepal at regular intervals throughout the projects.

## Supporting Documents

### Project Budget

Your Project Budget\*

PTN - Budget Summary.pdf

### Project Delivery Plan

Your Project Delivery Plan\*

PTN Project Delivery Plan.pdf

### Project Risk Assessment

Your Project Risk Assessment\*

PTN Risk Assessment.pdf

### Project Communications Plan

Your Project Communications Plan\*

PTN Communications Plan.pdf

### Project Safeguarding Plan

Your Project Safeguarding Plan\*

PTN Safe Guarding.pdf

## Additional Information



## Additional Information

Additional information includes:

- Project descriptions and images of the current schools
- Case study of IOM funded project, Shree Himalaya, Mauja
- PTN Project brief.pdf
- PTN Mauja case study.pdf

## Data Protection

Your data will be processed in accordance with the Data Protection Act 2018 and the GDPR and LED Implementing Regulations 2018.

The [International Development Privacy Notice](#) can be viewed here.

For data queries, please contact the CO Data Protection Officer: [DPO-CabOff@gov.im](mailto:DPO-CabOff@gov.im) Tel: 01624 686779

## Declaration

I declare that the information provided in this application is, to the best of my knowledge and belief, the most accurate and up-to-date information available.

I agree with the above statement\*



I confirm that this organisation has a legal authority to operate in the country concerned and understand that proof of this may be requested. \*



I declare that the administration costs will be contained within reasonable limits at no more than 10% of the total funding and as much of the requested funding as possible will go directly to meeting the project objectives. \*



I confirm that the charity or charities applying are registered as Specified Non-Profit Organisations with the Isle of Man Financial Services Authority.



I understand that the project is required to produce a 12 month report before release of Year 2 funding and that a final report MUST be submitted no later than 24 months after the agreed project start date and that this will be published in full on the Isle of Man Government website\*



I understand that the Isle of Man Government may request financial information or an interim report at any stage of the project. \*



## **BUDGET SUMMARY**

**Title: Construction of 2 school buildings and education improvement in rural Nepali communities**

**Applicant charity: Pahar Trust Nepal**

Project Elements	Total project budget	Budget requested from Isle of Man Government	Budget contribution provided by the community	Budget contribution from other sources	Notes
	GBP	GBP	GBP	GBP	
Himalaya, Gorje	59,472	42,820	11,894	4,758	For full breakdown see BoQ - Himalaya, Gorje
Satya Sheela	60,588	43,623	12,118	4,847	For full breakdown see BoQ - Satya Sheela
Education Improvement Officer					2 years full funding of EIO role - see EIO tab for detail
<b>TOTAL</b>	129,600	95,029	24,012	10,5	

## **BUDGET MONITORING PROCESSES**

Time and Finance plan will be drawn up which sets out stage payments to be made to Nepal on receipt of evidence of certain milestones, such as foundations, first floor complete, roof finished etc.

No money is transferred until evidence is provided that permission has been granted and that work has started

Finance Officer in Nepal manages the stage payments once they are received. She reviews all bill and invoices before payment is authorised by 2 signatories

Finance Officer regularly updates the project accounts to monitor that the project is on budget

Project Supervisor will monitor the budget compared to construction progress each time he visits the site



## Pahar Trust Nepal

Pokhara, Kaski

### Bill of Quantities (BoQ)

Project : School Building Construction of Shree Himalaya Secondary School.

Location : Madi Rural Municipality-9, Gorje, Kaski District.

S. No.	Description of Items	Quantity	Unit	Unit Rate (NRs)		Amount (NRs)	Remarks
				In Figure			
<b>A</b>	<b>General Items</b>						
A1	Insurance of Works, construction equipments and against accidents to workmen including third party insurance	1.00	LS	20000.00		20000.00	
A2	Additional testing of materials as instructed by site engineer if required	1.00	PS	15000.00		15000.00	
A3	Providing and Installation of Signboard as instructed by site engineer	1.00	LS	10000.00		10000.00	
<b>B</b>	<b>Structural Works</b>						
1	Site Clearance Work including collection of all debris, water, removal of bushes, tree and disposal to the designated place before and after construction as directed by site engineer.	2000.00	Sqft.	15.96		31917.66	
2	Earthwork in excavation for foundation in hard soil upto the required depth and disposal of excavated materials upto 50m lead and 1.50m lift including dressing of sides, ramming the bottom as per drawing, specification and approval of site engineer	2631.60	Cuft.	36.83		96924.54	
3	Backfilling in foundation trenches with excavated materials including compaction in layers of 150mm with sprinkling water as per drawing, specification and approval of engineer	2107.87	Cuft.	18.56		39128.01	
4	Providing and setting stone in foundation in true line and level including filling of voids by local sand all complete as per drawing, specification and approval of engineer	196.25	Cuft.	122.13		23967.68	
5	Supplying, mixing, placing, compact and cure concrete in foundation base of footing as per drawings, specification and approval of engineer. Concrete mix - 1:3:6	98.13	Cuft.	498.16		48881.50	
6	Providing and laying Random rubble stone masonry with cement mortar 1:4 all complete including all materials, labour, lead and lift as per drawing, specification and approval of engineer	767.55	Cuft.	447.66		343597.33	
7	Providing and laying brick masonry with cement mortar 1:6 all complete including all materials, labour, lead and lift as per drawing, specification and approval of engineer	1012.10	Cuft.	637.75		645469.79	
8	Supplying, mixing, placing, compact and cure concrete in foundation footings, tie-beams, columns, beams, lintels, slabs as per drawings, specification and approval of engineer. Concrete mix - 1:2:4 for RCC work	2120.83	Cuft.	634.86		1346439.45	
9	Supply, fabricate, place and fix wooden formworks of any shape for RCC works including nails, staging/supports, labor, lead & lift at any height, removal and disposal as per specification and approval of engineer.	5210.33	Sqft	86.83		452390.58	

10	Providing, making and fixing 75mm x 100mm seasoned hard hardwood door and window frames including necessary m.s. holdfast with PCC(1:2:4) block all complete as per drawing specification and approval of engineer.	57.83	Cuft	8087.03		467693.12	
11	Providing, making and fixing 38mm thick seasoned salwood panel door and window shutter including approved aluminium tower bolts 6" on top & bottom, 6" long aluminium handle, 4" long iron hinges, 10" long aldrop & door stopper of approved made all complete as per drawing, specification and approval of engineer.	120.25	Sqft	1446.60		173954.25	
12	38mmx75mm Sal wood frame & 4mm glazed Shutter work in Door & Window	98.04	Sqft	1006.65		98692.33	
13	4mm glass fixing work with list.	298.29	Sqft	40.66		12127.07	
14	12.5 mm thick cement sand plaster work (1:4) including supply of materials, labor, mixing, levelling, curing & scaffolding etc. all complete as per drawing, specification and approval of engineer.	5164.84	Sqft	48.80		252038.59	
15	<b>Flooring Works</b>						
15.1	Earthfill and Compaction	806.55	Cuft	18.56		14971.87	
15.2	Stone Soling and Levelling 6" thick	537.70	Cuft	318.78		171408.38	
15.3	4" thick cement concrete flooring work - 1:2:4	379.50	Cuft	557.15		211438.26	
15.4	20 mm thick cement sand plastering work 1:4	2431.63	Sqft	97.05		235998.65	
16	Supply and applying one coat primer and two coats of distemper paint in internal and external wall surfaces and ceilings at any level, finished smooth including supply of materials, labour, watering, preparation of base, painting, curing etc., all complete as per drawing specification & approval of engineer.	5164.84	Sqft	29.69		153339.17	
17	Supply and applying one coat of primer and two coats of enamel paint over wood and or plastered surface, staircase railings including supply of materials, labour, cleaning of surface, preparation of base, painting and curing etc., all complete as per drawing, specification & approval of engineer	1461.02	Sqft	33.71		49247.44	
18	Supply, cut, fabricate, place and tie, Ribbed High Tensile Reinforcement steel bars including cost of 8 gauge black annealed binding wire, welding steel and concrete chair and supports complete as per drawings and approval of engineer	7560.38	Kg	141.69		1071233.66	
19	Supply, laying & fixing 12.5mm thick cement sand (1:4) skirting 6" high with neat cement punning including materials, labor, mixing, levelling, curing all complete as per drawing, specification and approval of engineer	159.96	Sqft	82.04		13123.89	
20	Steel truss in roof	1947.10	kg	233.10		453868.50	
21	26 Gauge CGI Sheet Roofing works with supply of materials using J and L hooks all complete	1738.79	Sqft	146.59		254882.13	
22	False Ceiling work with gypsum board including all materials and labours.	1063.49	Sqft	160.00		170158.34	
23	CGI plain sheet on ridge cover.	71.00	Rft	464.95		33011.28	
24	Local hard wood work in 25mm thick Eaves Board.	110.05	Sqft	564.45		62118.17	
25	Metal Railing.	94.41	Rft	685.06		64676.61	
26	<b>Electrification work</b>						



26.1	Electrification work with supply and fixing of 3/22 copper wire for light point wiring and 7/22 copper wire for power point wiring in PVC conduit; 5/15 AMP power socket with light indicator, switch socket in rooms and corridors, 40 watt tube light with chain holding & filament lamp in each rooms and corridor with assessories, 10mm <sup>2</sup> 4 core copper cable from main DB to sub DB, Sub DB with MCB of 6-32 AMP; Pannel board with assessories, PVC junction box, grips, screws, chains, tapes & other necessary fixing assessories all complete.	1.00	Job	100000.00		100000.00	
27	Desk Bench	48.00	no.	10000.00		480000.00	
28	White Board - Size (3'x5').	6.00	no.	7000.00		42000.00	
29	Notice Board- Size (4'x3').	6.00	no.	6000.00		36000.00	
Civil cost					NRs.	7,695,698.23	
Initial survey/Detail survey/Design/Drawing/Estimate/SWC Evaluation/Monitoring/Reporting/Technical supervision @ 5% of civil cost					NRs.	384,784.91	
Project supervision, monitoring, audit, financial planning and review @ 5% of civil cost					NRs.	384,784.91	
Grand Total cost.					NRs.	8,465,268.06	
Community contribution @20% of Grand total cost					NRs.	(1,693,053.61)	
Total cost (from PTN).					NRs.	6,772,214.44	

£59,471.75

£11,894.35

£47,577.40

Translation to GBP			GBP	
30-day low rate on 5th February 2019	GBP:NPR	142.34	£47,577.40	
	Requested from IOM		90%	£42,819.66

# Pahar Trust Nepal

Pokhara, Kaski

## Bill of Quantities (BoQ)

Project : School Building Construction of Shree Satya Sheela Secondary School.

Location : Pidhikhola-9, Syangja district.

S. No.	Description of Items	Quantity	Unit	Unit Rate (NRs)		Amount (NRs)	Remarks
				In Figure			
<b><u>A General Items</u></b>							
A1	Insurance of Works, construction equipments and against accidents to workmen including third party insurance	1.00	LS	20000.00		20000.00	
A2	Additional testing of materials as instructed by site engineer if required	1.00	PS	15000.00		15000.00	
A3	Providing and Installation of Signboard as instructed by site engineer	1.00	LS	10000.00		10000.00	
<b><u>B Structural Works</u></b>							
1	Site Clearence Work including collection of all debris, water, removal of bushes, tree and disposal to the designated place before and after constructionas directed by site engineer.	2000.00	Sqft.	17.70		35395.86	
2	Earthwork in excavation for foundation in hard soil upto the required depth and disposal of excavated materials upto 50m lead and 1.50m lift including dressinf of sides, ramming the bottom as per drawing, specification and approval of site engineer	2631.60	Cuft.	40.84		107486.83	
3	Backfilling in foundation trenches with excavated materials including compaction in layers of 150mm with sprinkling water as per drawing, specification and approval of engineer	2107.87	Cuft.	20.59		43391.96	
4	Providing and soling stone in foundation in true line and level including filling filling of voids by local sand all complete as per drawing, specification and approval of engineer	196.25	Cuft.	103.04		20221.38	
5	Supplying, mixing, placing, compact and cure concrete in foundation base of footing as per drawings, specification and approval of engineer. Concrete mix - 1:3:6	98.13	Cuft.	487.56		47841.43	
6	Providing and laying Random rubble stone masonry with cement mortar 1:4 all complete including all materials, labour, lead and lift as per drawing, specification and approval of engineer	767.55	Cuft.	434.28		333328.70	
7	Providing and laying brick masonry with cement mortar 1:6 all complete including all materials, labour, lead and lift as per drawing, specification and approval of engineer	1012.10	Cuft.	733.62		742492.38	
8	Supplying, mixing, placing, compact and cure concrete in foundation footings, tie-beams, columns, beams, lintels, slabs as per drawings, specification and approval of engineer. Concrete mix - 1:2:4 for RCC work	2120.83	Cuft	641.11		1359696.58	



9	Supply, fabricate, place and fix wooden formworks of any shape for RCC works including nails, staging/supports, labor, lead & lift at any height, removal and disposal as per specification and approval of engineer.	5210.33	Sqft	93.83		488882.65	
10	Providing, making and fixing 75mm x 100mm seasoned hard hardwood door and window frames including necessary m.s. holdfast with PCC(1:2:4) block all complete as per drawing, specification and approval of engineer.	57.83	Cuft	7466.15		431785.90	
11	Providing, making and fixing 38mm thick seasoned salwood panel door and window shutter including approved aluminium tower bolts 6" on top & bottom, 6" long aluminium handle, 4" long iron hinges, 10" long aldrop & door stopper of approved made all complete as per drawing, specification and approval of engineer.	120.25	Sqft	1355.80		163035.24	
12	38mmx75mm Sal wood frame & 4mm glazed Shutter work in Door & Window	98.04	Sqft	949.19		93058.40	
13	4mm glass fixing work with listi.	298.29	Sqft	40.40		12049.88	
14	12.5 mm thick cement sand plaster work (1:4) including supply of materials, labor, mixing, levelling, curing & scaffolding etc. all complete as per drawing, specification and approval of engineer.	5164.84	Sqft	49.28		254533.84	
15	<b>Flooring Works</b>						
15.1	Earthfill and Compaction	806.55	Cuft	20.59		16603.42	
15.2	Stone Soling and Levelling 6" thick	537.70	Cuft	285.24		153374.21	
15.3	4" thick cement concrete flooring work - 1:2:4	379.50	Cuft	553.53		210066.48	
15.4	20 mm thick cement sand plastering work 1:4	2431.63	Sqft	98.89		240458.82	
16	Supply and applying one coat primer and two coats of distemper paint in internal and external wall surfaces and ceilings at any level, finished smooth including supply of materials, labour, watering, preparation of base, painting, curing etc., all complete as per drawing specification & approval of engineer.	5164.84	Sqft	30.05		155220.92	
17	Supply and applying one coat of primer and two coats of enamel paint over wood and or plastered surface, staircase railings including supply of materials, labour, cleaning of surface, preparation of base, painting and curing etc., all complete as per drawing, specification & approval of engineer	1461.02	Sqft	35.82		52335.36	
18	Supply, cut, fabricate, place and tie, Ribbed High Tensile Reinforcement steel bars including cost of 8 gauge black annealed binding wire, welding steel and concrete chair and supports complete as per drawings and approval of engineer	7560.38	Kg	148.55		1123073.14	
19	Supply, laying & fixing 12.5mm thick cement sand (1:4) skirting 6" high with neat cement punning including materials, labor, mixing, levelling, curing all complete as per drawing, specification and approval of engineer	159.96	Sqft	83.91		13422.65	
20	Steel truss in roof	1947.10	kg	233.10		453868.50	
21	26 Gauge CGI Sheet Roofing works with supply of materials using J and L hooks all complete	1738.79	Sqft	152.05		264374.84	
22	False Ceiling work with gypsum board including all materials and labours.	1063.49	Sqft	160.00		170158.34	
23	CGI plain sheet on ridge cover.	71.00	Rft	413.51		29358.86	
24	Local hard wood work in 25mm thick Eaves Board.	110.05	Sqft	517.15		56912.98	
25	Metal Railing.	94.41	Rft	685.06		64676.61	
26	<b>Electrification work</b>						

26.1	Electrification work with supply and fixing of 3/22 copper wire for light point wiring and 7/22 copper wire for power point wiring in PVC conduit; 5/15 AMP power socket with light indicator, switch socket in rooms and corridors, 40 watt tube light with chain holding & filament lamp in each rooms and corridor with assessories, 10mm <sup>2</sup> 4 core copper cable from main DB to sub DB, Sub DB with MCB of 6-32 AMP; Pannel board with assessories, PVC junction box, grips, screws, chains, tapes & other necessary fixing assessories all complete.	1.00	Job	100000.00		100000.00	
27	Desk Bench	48.00	no.	10000.00		480000.00	
28	White Board - Size (3'x5').	6.00	no.	7000.00		42000.00	
29	Notice Board- Size (4'x3').	6.00	no.	6000.00		36000.00	
Civil cost					NRs.	7,840,106.18	
Initial survey/Detail survey/Design/Drawing/Estimate/SWC Evaluation/Monitoring/Reporting/Technical supervision @ 5% of civil cost					NRs.	392,005.31	
Project supervision, monitoring, audit, financial planning and review @ 5% of civil cost					NRs.	392,005.31	
Grand Total cost.					NRs.	8,624,116.80	
Community contribution @20% of Grand total cost					NRs.	(1,724,823.36)	
Total cost (from donor).					NRs.	6,899,293.44	

£60,587.72

£12,117.54

£48,470.18

Translation to GBP				GBP
30-day low rate on 5th February 2019	GBP:NPR	142.34		£48,470.18
	Requested from IOM	90%		£43,623.16



## Education Improvement Officer cost calculation

Description	Monthly salary (NRs)	Yearly Cost (NRs)
Education Improvement Officer		
Provident fund (pension)		
Travel and accommodation allowance		
<b>TOTAL YEARLY COST</b>		

Translation to GBP	GBP:NPR		GBP
30-day low rate on 5th February 2019	142.34	Total for two years funding	£9,540.28
		Requested from IOM 90%	£8,586.25

# INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

## Project Delivery Plan Template

Project title	Construction of 2 school buildings and education improvement rural Nepali communities
Project Reference No	
Applicant organisation(s)	Pahar Trust Nepal

Project Objective	Description of activities to achieve objective	Timeframe for activities	Monitoring mechanisms	Person/Area Responsible(s) (Nepal team unless indicated)
Deliver two new school buildings to communities in need in Nepal	<ul style="list-style-type: none"> <li>Liaison with local leaders, District Education Office and communities to identify and prioritise projects</li> <li>Completion of 'Initial Survey' to record need and identify requirements</li> <li>Site visit undertaken by Chief Executive Officer (CEO) of PTN and Structural Engineer to assess site and design agree requirements</li> </ul>	Already completed	Review of approval process and evidence of need by NGO committee	CEO, Project Supervisor and NGO Board
Beneficiary communities are fully engaged with the project	<ul style="list-style-type: none"> <li>Communities are required to contribute towards the project cost in region of 20% of the construction cost. Contribution can be in labour, materials or cash as agreed with CEO</li> <li>MOU signed between community and NGO to agree terms of project</li> </ul>	<p>Already completed</p> <p>June 2019 for 1<sup>st</sup> project</p>	NGO Committee will meet with representatives from the schools and communities and sign the MOU together	CEO, NGO Board
The school buildings are well built to current earthquake resistance requirements and compliant with all building regulations	<ul style="list-style-type: none"> <li>Project Supervisor (qualified Engineer) will design the building in line with current requirements</li> <li>All project supervisors receive annual refresher training in line with latest techniques and requirements</li> </ul>	Already completed	Architect review of plans	Project Supervisor



and best practice in Nepal.	<ul style="list-style-type: none"> <li>All drawings are reviewed and approved by a qualified Architect</li> <li>Approval sought from Government departments including; Social Welfare Council (SWC), District Education Office and Rural Municipality Officers</li> </ul>		Government approval of project	Administration Officer
Cost estimates for building to ensure value for money and provide the best use of locally available resources while being of the best possible quality	<ul style="list-style-type: none"> <li>A detailed Bill of Quantities (BOQ) is provided by the Project Supervisor with cost breakdown considering factors such as inflation, labour costs, geographical location and site access considerations</li> <li>Tender process in place for all high cost items such as; contractor, materials (bricks, concrete etc). Three quotes are required</li> </ul>	<p>Already completed</p> <p>June 2019 for 1<sup>st</sup> project</p>	<p>Reviewed by NGO Committee, Executive Director (UK)</p> <p>NGO Committee and beneficiary community work together to select the best value for money tender</p>	<p>Project Supervisor</p> <p>Project Supervisor</p>
Building project progresses in a timely manner	<ul style="list-style-type: none"> <li>Time and finance plan produced setting out key milestones in the project and target dates.</li> <li>Project Supervisor will visit the site every 2-3 weeks.</li> <li>Key construction workers, community and school management have contact numbers for PTN office and staff to be able to contact at any time when the Project Supervisor is not on site.</li> </ul>	<p>Oct 19 – June 20 (Gorje)</p> <p>Oct 20 – June 21 (Satyasheela)</p>	Monitored by Executive Director (UK). Milestone report with images required to release staged payments	Project Supervisor
Schools are constructed in line with the plans and to a high quality	<ul style="list-style-type: none"> <li>Project Supervisor and assistant attend site to set-out the building as per the exact measurement of the plans</li> <li>Plans and details discussed in detail and copies kept by the construction workers</li> <li>Project Supervisor visits the sites every 2-3 weeks throughout the build</li> <li>Final review of the project once building is</li> </ul>	As above	<p>Project Supervisor monitors the build and the contractors</p> <p>Ad-hoc site visits by Nepalese NGO Board frequently</p>	Project Supervisor

	<p>completed to ensure all areas are completed to a high standard.</p> <ul style="list-style-type: none"> <li>Project Supervisor will request improvements to be made if necessary and will not sign off the building until completely satisfied</li> </ul>		and Executive Director (UK) and Trustees will visit construction projects when in Nepal	
Project is completed within budget	<ul style="list-style-type: none"> <li>Project Supervisor will review budget and expenditure during site visits every 2-3 weeks.</li> <li>Budget is held with PTN Nepal who only pay bills on receipt of invoice and in accordance with the approved quotes received.</li> <li>Funding released in stages from the IOM in line with the Time and Finance (T+F) plan when photo evidence of a milestone is presented.</li> <li>Finance Officer prepares a statement of final account at the end of the project</li> </ul>	As above	Review by Project Supervisor, Finance Officer (Nepal) and Project Manager (IOM) Staged funding released in accordance with T+F plan	Project Supervisor, Finance Officer, Project Manager
Construction workers/contractors are safe on site	<ul style="list-style-type: none"> <li>Safety equipment provided.</li> <li>Site workers insurance in place</li> <li>Construction work stops during the monsoon</li> </ul>	Monsoon between July-Sept	Project Supervisor and community will monitor the site to make sure the conditions are safe, especially when it is close to monsoon weather	Project Supervisor, Construction workers
School and community keep the school well maintained and tidy	<ul style="list-style-type: none"> <li>Formal opening and hand-over ceremony</li> <li>Maintenance fund established</li> <li>School will become life-member of PTN to maintain the relationship</li> <li>Education Improvement Officer will visit school to undertake monitoring assessment and review Scholl Improvement Plan</li> <li>School will be encouraged to set up a link with an IOM or UK school to share cultural</li> </ul>	Ongoing from completion	<p>IOM/UK Trustees and donors will attend opening ceremony</p> <p>Maintenance fund reviewed by Finance Officer</p>	School and beneficiary community



	<p>experiences and professional support to teachers</p> <ul style="list-style-type: none"><li>• Ad-hoc visits by Nepalese staff</li></ul>			
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# INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

## Risk Assessment Template

Project title	Construction of 2 school buildings and education improvement in rural Nepali communities
Project Reference No	
Applicant organisation(s)	Pahar Trust Nepal

Identified Risks	Potential impact on project	Severity	Probability	Steps Taken	Risk Owner
<b><u>Operational Risks</u></b>					
Loss of key staff	<ul style="list-style-type: none"> <li>Not enough supervision and management leading to poor quality build and overrun on budget</li> </ul>	Medium	Medium	<ul style="list-style-type: none"> <li>Employee contracts with notice periods and holiday allowance stipulated</li> <li>Appraisals and training opportunities given</li> <li>Pay and bonuses linked to government workers rate</li> </ul>	NGO Committee (Nepal)  Trustees (IOM/UK)
Unsafe working conditions on site	<ul style="list-style-type: none"> <li>Injury to construction workers</li> <li>Construction workers could take legal action</li> </ul>	High	Low	<ul style="list-style-type: none"> <li>Site insurance and workers insurance held by NGO</li> <li>Site is supervised by qualified PTN engineer with first aid training</li> </ul>	Project Supervisor (Nepal)
Inaccurate / poorly planned designs	<ul style="list-style-type: none"> <li>Finished building is unsafe and unsuitable for students</li> <li>School building is structurally unsound and does not remain standing</li> </ul>	High	Low	<ul style="list-style-type: none"> <li>Site measured accurately by 2 PTN staff</li> <li>Designs are reviewed by architect/ building engineer</li> <li>Designs are approved by 2 Nepal government</li> </ul>	Project Supervisor (Nepal)

				departments	
Poor construction leading to unsafe or low-quality building	<ul style="list-style-type: none"> <li>• Unsafe or unsuitable building</li> <li>• Reputational damage to PTN and donor</li> </ul>			<ul style="list-style-type: none"> <li>• PTN engineers receive annual update training on latest building methodologies</li> <li>• Regular monitoring undertaken by Project Supervisor (Nepal)</li> <li>• NGO Board undertake Ad-hoc visits to monitor works</li> </ul>	Project Supervisor (Nepal)
Poor community support	<ul style="list-style-type: none"> <li>• Community don't provide any contribution to the project</li> <li>• Community don't use and maintain the building in the future</li> </ul>	Medium	Low	<ul style="list-style-type: none"> <li>• PTN work with the District Education office to identify those communities most in need to receive schools.</li> <li>• Initial survey form completed and the CEO and Project Supervisor visits school to assess need</li> <li>• MOU signed with community which sets out their contribution</li> <li>• Community and School Management Committee have a say in the tender process for the contractor and raw materials</li> </ul>	CEO and Project Supervisor (Nepal)
<b><u>Financial Risks</u></b>					
Misappropriation of funding/assets	<ul style="list-style-type: none"> <li>• Loss of donor money</li> <li>• Project unable to complete</li> </ul>	Medium	Low	<ul style="list-style-type: none"> <li>• Finance plan agreed and stage payments only made</li> </ul>	Executive Director



	because of lack of funds. <ul style="list-style-type: none"> <li>• Reputational damage</li> </ul>			when evidence of milestones reached is provided <ul style="list-style-type: none"> <li>• Stage payments are held by PTN Office in Nepal and only paid when bills are presented on the project</li> <li>• Supervisors also monitor the budget while attending site visits</li> <li>• Finance Officer maintains an account statement for the project and it is reviewed regularly to identify if the project is still on budget</li> <li>• Full transparency with the donor if any issues arise on the project which will mean that the budget will be exceeded</li> <li>• PTN NGO in Nepal and PTN (UK/IOM) are both audited</li> </ul>	(UK)  Finance Officer (Nepal)
Adverse movement in GBP:NPR exchange rate	<ul style="list-style-type: none"> <li>• Project runs over-budget.</li> <li>• Project unable to complete due to lack of funds</li> </ul>	Low/ medium	High	<ul style="list-style-type: none"> <li>• Exchange rate and key levers reviewed frequently</li> <li>• Project costed at the '30-day low' exchange rate ruling on the day of translation</li> <li>• PTN reserves policy considers exchange rate</li> </ul>	Executive Director (UK)

				movement on projects to look to ensure that there are sufficient unrestricted funds to cover this if the donor is unable	
Inaccurate costing and budgets prepared	<ul style="list-style-type: none"> <li>• Project runs over-budget</li> <li>• Project unable to complete due to lack of funds</li> </ul>	Medium	Low	<ul style="list-style-type: none"> <li>• Budgets are prepared by the Project Supervisor who is technically knowledgeable about the component costs such as different raw materials and labour.</li> <li>• Costings and budgets reviewed by NGO Committee, Project Manager and Finance Officer.</li> <li>• Tender process/ quotes obtained for the procurement all bigger items.</li> <li>• Bills have to be provided before payments made. PTN Nepal control the stage payments rather than handing it to the community/school.</li> </ul>	Project Supervisor (Nepal)  Executive Director (UK)  Finance Officer (Nepal)
<u>External Risks</u>					
Natural disasters – earthquake/ landslide	<ul style="list-style-type: none"> <li>• Loss of life if building collapses with students in it</li> <li>• Loss of life, building and raw materials in landslide</li> </ul>	High	Low in the time frame of the project. However very high	<ul style="list-style-type: none"> <li>• Site is reviewed to find the safest location</li> <li>• School buildings designed and built to be EQ resistant and approved by</li> </ul>	Project Supervisor (Nepal)

			compared to other regions of the world	<p>the relevant Nepal government departments</p> <ul style="list-style-type: none"> <li>• All buildings are strengthened using reinforced steel rods and have a light metal sheet roof</li> <li>• Construction work is stopped during monsoon when landslides are most likely</li> <li>• Of over 80 schools built before the earthquake in 2015 only 1 suffered significant damage</li> </ul>	
Political instability	<ul style="list-style-type: none"> <li>• Change of government leads to change in regulations and strategy of Department of Education</li> <li>• Strikes in protest against government leads to project work stopping</li> <li>• Blockades at borders causes raw material and fuel shortages and increased prices</li> </ul>	Medium	Medium	<ul style="list-style-type: none"> <li>• NGO Committee and Nepal staff keep informed and meet with relevant politicians regularly.</li> <li>• Budgets try to consider possible price fluctuations of transport and raw material costs.</li> <li>• Acceptance that timelines may need to lengthen if strikes last for a long period of time.</li> <li>• PTN has worked in Nepal for nearly 25 years, through a Maoist insurgency, assassination of the Royal family and</li> </ul>	NGO Committee (Nepal)



				none of these turbulent events have meant that projects have not been completed.	
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**Isle of Man**  
Government

*Reilrys Ellan Vannin*

# INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

## Communications Plan Template

Project title	Construction of 2 school buildings and education improvement in rural Nepali communities
Project Reference No	
Applicant organisation(s)	Pahar Trust Nepal

Communications Activity	Reach	Objective	Timeframe
<b>Communications activities in the Isle of Man</b>			
<ul style="list-style-type: none"> <li>Press release to announce the funding of both projects and a celebration of the continued support from IOM Government over the last 25 years</li> </ul>	IOM population	To raise awareness of the continued support for Nepal by IOM Government	At start of project and completion
<ul style="list-style-type: none"> <li>Other press activities will be sought such as Radio and TV pieces where possible</li> </ul>	IOM population	To raise awareness of the continued support for Nepal by IOM Government	At start of project and completion
<ul style="list-style-type: none"> <li>On 8<sup>th</sup> March, PTN Chairman, [REDACTED] will be honoured at the Ramsey Rotary, Charter Dinner in recognition of his support to PTN over the last 25 years.</li> </ul>	Ramsey Rotary and global Rotarians	To recognise the dedication of the Chairman and to thank IOM Government for their continued support to Nepal	8 <sup>th</sup> March 2019
<ul style="list-style-type: none"> <li>IOM Trustees regularly attend events and give presentations about the work of the Trust and recently supported the One World Centre – Charity Challenge programme</li> </ul>	Over 500 people per year	To raise the profile of PTN on IOM and celebrate the achievements to date	At all stages of the project
<ul style="list-style-type: none"> <li>PTN has been selected as the overseas charity of the year by the World Bonnag Championship. This is the third occasion that PTN has been recognised at this event.</li> </ul>	Attendees to championships and associated press coverage	To raise the profile of the work that PTN delivers in Nepal on behalf of the people of IOM and the IOM Government  To promote and foster the ongoing friendship and cultural exchange between the IOM and	23 <sup>rd</sup> February 2019  At all stages of the

<ul style="list-style-type: none"> <li>The Trust has very strong links with many of the schools on IOM and will continue to promote the work of PTN and support the friendship links between the IOM and Nepali schools</li> <li>PTN has welcomed many Nepali guests including a representative from Nepal Youth Foundation, based at Kathmandu University in 2018 to develop opportunities to provide vocational training to Nepali children from PTN schools</li> </ul>	<p>Around 2 visitors per year</p>	<p>Nepali children</p> <p>To develop new opportunities for PTN students</p>	<p>project</p> <p>At all stages of the project</p>
<b>Communications activities in the project region</b>			
<ul style="list-style-type: none"> <li>The Nepali team will be aware that IOM Government are the main funder of the projects and will publicise this to the beneficiary community, school, local authorities, government departments and within the PTN network in Nepal</li> <li>Once the schools are completed there will be a large marble plaque dedicated to the funder(s) installed on the outside. Funders are very welcome to attend the opening ceremony of the school or visit the school anytime in the future. You will receive a very warm welcome!</li> <li>The schools in this project will benefit from ongoing training provided by teachers and education professionals from the Isle of Man both in person and remotely</li> <li>Schools will also be given IOM flags which are always flown with great delight and respect</li> </ul>	<p>Within the local communities c2000 people will be reached</p> <p>All visitors to the school including new potential donors</p> <p>c50 teachers trained per year</p> <p>Local community</p>	<p>To raise awareness of IOM Government support of the school and community</p> <p>To raise awareness of IOM Government support of the school and community</p> <p>To develop links between IOM and Nepal through delivering practical support to improve education</p> <p>To raise awareness of IOM Government support of the school and community</p>	<p>At all stages of the project</p> <p>After completion</p> <p>After completion</p> <p>After completion</p>



Other communications activities			
<ul style="list-style-type: none"> <li>PTN has a website (<a href="http://www.pahar-trust.org">www.pahar-trust.org</a>) on this we post regular updates of all the activities of the Trust. Specifically, construction updates for this project will be posted and will highlight the Isle of Man Government as the primary funder of the project. The recently completed IOM funded project in Mauja, Kaski has been included as a case study of our work and these will be updated to include future projects - <a href="https://www.pahar-trust.org/case-studies/mauja">https://www.pahar-trust.org/case-studies/mauja</a></li> </ul>	Global reach of all supporters	To promote PTN and its varied supporters and programmes.	At all stages of the project
<ul style="list-style-type: none"> <li>PTN have an active Facebook and Twitter presence which are used to share regular updates with supporters including construction progress images</li> </ul>	Each post reaches c600 people	Promotion of the work that PTN does and the funders that enable the work to take place	At all stages of the project
<ul style="list-style-type: none"> <li>We also have a newsletter which is sent to our global network of supporters including Australia, Canada and Denmark every quarter highlighting our key activities to all our supporters</li> </ul>	Globally c200 people on mailing list and growing.	Promotion of the work that PTN does and the funders that enable the work to take place	At all stages of the project
<ul style="list-style-type: none"> <li>Our UK based Trustees and Executive Director attend many networking meetings and provide talks to varied groups on a regular basis to highlight the work that PTN delivers and our generous supporters</li> </ul>	UK – c500 people a year minimum	Promotion of the work that PTN does and the funders that enable the work to take place	At all stages of the project

# INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

## Safeguarding Template

Project title	Construction of 2 school buildings and education improvement in rural Nepali communities
Project Reference No	
Applicant organisation(s)	Pahar Trust Nepal

Identified Persons at Risks	Steps Taken	Risk Owner	Procedure for Reporting/ Dealing with Misconduct
Children under 18 years of age	<ul style="list-style-type: none"> <li>Nepali NGO and IOM/UK charity have Safe Guarding Policies in place.</li> <li>All employers, visitors, donors or volunteers (PTN staff and representatives) are required to read and sign their agreement to abide according to the policy</li> <li>No students will be allowed to access the construction site</li> <li>PTN staff and representatives must never be left alone with students at anytime</li> <li>All Trustees and UK/IOM staff are required to have a DBS check</li> <li>Annual refresher training is undertaken by all NGO staff</li> </ul>	NGO Committee - Nepal Chief Executive Officer (CEO) - Nepal	<ul style="list-style-type: none"> <li>In the case of any concerns contact must be made to the Safe Guarding Lead in the PTN team</li> <li>All concerns will be investigated by the Safe Guarding Lead and reported to the NGO Committee and UK/IOM Trustees</li> </ul>

<p>Vulnerable adults due to financial circumstances</p>	<ul style="list-style-type: none"> <li>• NGO has Safe Guarding Policy in place – see below</li> <li>• All employers, visitors, donors or volunteers (PTN staff and representatives) are required to read and sign their agreement to abide according to the policy</li> <li>• No individual gifts are to be given by PTN staff or representatives</li> <li>• PTN staff and representatives must never receive</li> <li>• All Trustees and UK/IOM staff are required to have a DBS check</li> </ul>	<p>NGO Committee - Nepal Chief Executive Officer (CEO) - Nepal</p>	<ul style="list-style-type: none"> <li>• In the case of any concerns contact must be made to the Safe Guarding Lead in the PTN team</li> <li>• All concerns will be investigated by the Safe Guarding Lead and reported to the NGO Committee and UK/IOM Trustees</li> </ul>
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## **ANNEX A – PTN IOM/UK Safeguarding Policy**

Policy and Procedures



### **Vulnerable persons safeguarding**

#### **Document control:**

<b>Date</b>	<b>Action</b>	<b>Officer</b>
20th February 2018	Policy approved	

#### **BACKGROUND AND CONTEXT**

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and vulnerable adults and protect them from harm. Safeguarding is defined in UK Charity Commission guidance, "Working together to safeguard children 2013", as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- acting to enable all children to have the best outcomes

In the context of this note, for the wording above, children is also taken to refer to all vulnerable persons, including those over 18.

No vulnerable persons must be treated any less favorably than others in being able to access services which meet their particular needs and without exception must have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.

Safeguarding is everyone's responsibility. Safeguarding and welfare of vulnerable persons is of paramount importance to the Pahar Trust Nepal.

This policy applies to all Trustees, staff and volunteers (collectively called representatives of the Trust in this policy).

The Trust places the same importance on safeguarding whether in the UK or in Nepal where vulnerable persons may face different or additional risks of abuse or exploitation

There are considered to be two main areas in which representatives of the Trust could be in contact with vulnerable persons:

- When Trustees, staff or volunteers represent the PTN at another organization such as fundraiser, school or family home when working on behalf of the Trust, for example, a presentation at a school assembly
- When Trustees, staff or volunteers enter a school environment in Nepal, either for a visit or as a longer-term placement

## **ACTIONS AND POLICY**

All representatives of the Trust who work with vulnerable groups must always act in their best interests and ensure they take all reasonable steps to prevent harm to them.

Contact with vulnerable persons also includes online/social media as well as in person.

Permission must always be sought, from a responsible adult, before photographing or videoing vulnerable persons and their permission must be obtained before any images or footage are made public. Informed consent should be received, but this does not need to be in written form if not appropriate in the situation.

No children under the age of 18 are to volunteer with the Pahar Trust in Nepal unless accompanied by their parents/guardians, teachers or True Adventure, or other such travel organisations.

The Pahar Trust will obtain all relevant safeguarding documents from the responsible party in the case of an organization such as True Adventure to ensure they are taking full and appropriate responsibility for their group.

The procedure to ensure the safe recruitment, selection and vetting of volunteers is set out in the managing volunteers' policy, this includes receiving a DBS check for volunteers.

All Trustees and UK staff are required to have a DBS check.

Wherever possible PTN representatives should never be alone with vulnerable persons. This could include:

- ensuring that a teacher is always present when meeting in a school environment.
- at least 2 independent PTN representatives being present if meeting with a vulnerable person in a home environment.

All representatives of the PTN who visit Nepal and are expected to visit schools are to sign the PTN Nepal safeguarding policy before they commence any placement. This can either be carried out before travelling or in country with PTN Nepal staff.

All concerns and allegations of abuse will be taken seriously by Trustees and staff and responded to appropriately - this may require a referral to appropriate authorities (UK Charity Commission or Isle of Man Government), and in emergencies, the police.

Any concerns and allegations should in the first instance be directed to the Project Manager, unless the concern is directed against them, in which case the concern should immediately be raised with the Trustees.

All concerns and allegations will be investigated and findings reported to the Trustees along with recommendations for action if required. All reports of concerns and allegations will be retained.

This procedure is a public document and available on the website.

The policy is reviewed, approved and endorsed by the Board of Trustees annually or when legislation changes.

Review date – February 2019

## **ANNEX 2 – Pahar Trust Nepal – NGO. Safeguarding Policy**



**Pahar Trust Nepal**

### **Child Safeguarding Policy**

**Approved date: 20 July 2017**

**Review date: 06 March 2018**

#### **INTRODUCTION**

This document outlines the policies and procedures established to ensure that Pahar Trust Nepal (PTN) is recognized as a child safe organization. The application of this policy is the means by which PTN ensures that it is in compliance with the Child Safeguarding Protocol of the UN Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse 2003.

In the context of this policy, for the wording above, 'child' is also taken to refer to all vulnerable persons, including those over 18.

**APPLICABLE TO:** All regular and temporary employees, project or program partners, consultants, contractors, agents, advisors, volunteers, interns and donors who have contact with children through the programs of PTN.

#### ***PTN staff and other representatives must never:***

1. Hit or otherwise physically assault or physically abuse children
2. Engage in sexual activity or have a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
3. Develop relationships with children which could in any way be deemed exploitative or abusive
4. Act in ways that may be abusive in any way or may place a child at risk of abuse.
5. Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
6. Behave physically in a manner which is inappropriate or sexually provocative
7. Have child/children with whom they are working to stay overnight at their home unsupervised unless exceptional circumstances apply and previous permission has been obtained from their line manager
8. Sleep in the same bed as a child with whom they are working
9. Sleep in the same room as a child with whom they are working unless exceptional circumstances apply and previous permission has been obtained from their line manager
10. Do things for children of a personal nature that they can do themselves
11. Condone, or participate in, behaviour of children which is illegal, unsafe or abusive
12. Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
13. Discriminate against, show unfair differential treatment or favour to particular children to the exclusion of others.
14. Wherever possible PTN staff should never spend time alone with children
15. Expose a child to inappropriate images, films and websites including pornography and extreme violence
16. Place themselves in a position where they are made vulnerable to allegations of misconduct

This is not an exhaustive or exclusive list. Staff, partners and other representatives should at all times avoid actions or behaviour which may allow behaviour to be misrepresented, constitute poor practice or potentially abusive behaviour.

***It is important for all representatives in contact with children to:***

- a. Be aware of situations which may present risks and manage them
- b. Plan and organize the work and the workplace so as to minimize risks
- c. As far as possible, be visible in working with children
- d. Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
- e. Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- f. Talk to children about their contact with staff or others and encourage them to raise any concerns
- g. Empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.
- h. Maintain high personal and professional standards
- i. Respect the rights of children and treat them fairly, honestly and with dignity and respect
- j. Encourage participatory practice with children which develops their own safeguarding capacity

Child Safeguarding concerns should be reported within 24 hours to the PTN Chief Executive Officer, (or designated safeguarding lead) unless it is impossible or impracticable to do so or other exceptional circumstances exist. All concerns and allegations of abuse will be taken seriously by PTN and will be investigated and where required may be referred to appropriate authorities.

The above principles shall be observed at all times, i.e. at work and while not at work. PTN partners, Parent Teachers Association (PTA), School Management Committee (SMCs), Construction subcommittee, Teachers and other representative/s who comes to know about the violation of child safeguarding policy must inform to PTN's staff as mentioned above.

PTN practices a "zero tolerance" policy regarding the above principles. Any partner or other representative, violating any of the above principles can expect immediate reaction from the organization, in the form of censure, discipline, suspension and/or termination.

***Acceptance***

I/we confirm that I have read, understood and shall abide by the above principles for the entire period I am associated with, and/or represent the PTN. I understand that violation of any of the above principles can, depending on degree of severity, result in immediate discipline, suspension or termination.

**If it is required to report, I will use any of the following:**

***Pahar Trust Nepal***

[Redacted signature]

***Child Safeguarding Focal Person***

***Name:*** [Redacted] ***Designation: Assistant Accountant***

***Pahar Trust Nepal***

[Redacted signature]