



## IPIAF PROGRESS REPORT

<b>Partnership Agreement Number:</b>	2101
<b>Project Title:</b>	Environment Conservation through Indigenous Community Empowerment (ECo-ICE)
<b>Implementing Organization:</b>	EcoHimal Nepal  Maharajgunj-3, Kathmandu Province no. 3 General Post Box (GPO) number: 21966,
<b>Period Covered:</b>	June 1, 2020 – August 31, 2020



**PART 1: PROJECT STATUS**

Activities based on the work plan	Period covered (Month)												What has been achieved to date? (How far have you achieved your indicators?)	Constraints experienced and actions taken to address constraints	Identify & explain factors contributing to the non-implementation or delay of project activities	
	1	2	3	4	5	6	7	8	9	10	11	12				
Grant agreement														Agreement between Tebtebba Foundation and EcoHimal Nepal signed on 1 <sup>st</sup> September 2019.	N/A	N/A
Coordination with local, provincial and central level government and other organizations														<ol style="list-style-type: none"> <li>Project approved by the Social Welfare Council <ul style="list-style-type: none"> <li>project approved from Social Welfare Council (SWC).</li> </ul> </li> <li>An agreement is signed with the local government by the beginning of October, 2019 <ul style="list-style-type: none"> <li>an agreement signed.</li> </ul> </li> <li>At least 3 meetings each year with the local government is conducted. <ul style="list-style-type: none"> <li>carried out 4 meetings with the chairperson of Bhotkhola Rural Municipality -one in Kathmandu and 3 in the office of the rural municipal, Bhotkhola Rural Municipality);</li> <li>3 meetings carried out by project management with the chairperson of ward no 2 of Bhotkhola Rural Municipality;</li> <li>A communal meeting held under the Chairpersonship of the ward chairperson with</li> </ul> </li> </ol>	N/A	N/A
																N/A



		<p>Chepuwa village;</p> <ul style="list-style-type: none"><li>• A communal meeting under the chairpersonship of a member of the District Coordination Committee;</li><li>• 8 meeting with Nepal Lhomi Society (NELHOS) carried out</li><li>• meeting with officials of the Regional Office Makalu Barun National Park (Chief Warden and other officials);</li><li>• coordination meeting with the office of the Makalu Barun National Park for their cooperation and facilitation in project implementation;</li><li>• Meeting with the committee of the Makalu Barun National Park Buffer Zone Conservation;</li><li>• 12 meetings with 3 local women groups for project implementation</li><li>• Meeting with ward office of ward no 2 to prepare plan of ICS distribution</li><li>• Meeting with office of executive municipality of Bhotkhola Rural Municipality to finalize the ICS distribution date, venue and agendas.</li><li>• Meeting with In-charge of Regional Office Makalu Barun National Park in Gola</li><li>• Meeting with the chairperson and vice-chairperson of Bhotkhola Rural Municipality, ward chairperson, District Coordination Committee member and line agencies on the day of ICSs distribution prior of ICSs distribution</li></ul>		
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														<ul style="list-style-type: none"> <li>• Presented the project progress of fiscal year 2019/20 in rural municipality council on 31<sup>st</sup> July, 2020</li> <li>• Presented the project annual plan for fiscal year 2020/021 with proposed project activities in rural municipality council on 31<sup>st</sup> July, 2020</li> <li>• Coordination with the chairperson of Ward no 4, Bhotkhola Rural Municipality. 2 meetings with chairperson have been held by the field coordinator. The chairperson has requested to replicate the technology in his ward. He is ready to subsidize 50% of the total project budget.</li> <li>• Meeting with the chairperson of Ward no 1. He was impressed with ICS technology when the project progress was presented in RM council. He requested to replicate the technology in ward no 1, Kimathanka. According to him, the ICS technology designed by the project would be model for Tibetans because the ward is adjoined with Tibet. It could be replicated in Tibet as well.</li> <li>• Meeting with ward chairperson of Ward no 2, Chyamtang. The chairperson presented local community demand and request of ICS. The ward is ready for cooperation and matching fund if the project is extended there.</li> </ul>		
Baseline Survey and action plan														<ol style="list-style-type: none"> <li>1. Baseline survey on cooking stove and environment, indoor hygiene prior to start of implementation.             <ul style="list-style-type: none"> <li>• a baseline survey accomplished.</li> </ul> </li> </ol>	N/A	N/A



<p>preparation workshop with beneficiaries in the village.</p>														<p>2. Action plan preparation workshop together with village beneficiaries.</p> <ul style="list-style-type: none"> <li>• Last year, a communal annual action plan preparation workshop held and an action plan formulated</li> <li>• Meeting held with Improved Cooking Stoves Distribution Committee for internal plan</li> <li>• Formulation of annual action plan for fiscal year 2020/21 on the basis of the annual project plan developed by the project management is delayed. It was planned in 1<sup>st</sup> week of August, 2020 but has been delayed due to government restrictions to organize meeting and trainings (people gathering). It will be formulated when the situation gets normalized.</li> </ul>	<p>N/A</p>	<p>N/A</p>
<p>Coordinate with fabrication companies and fabrication of ICS</p>														<p><b>Accomplished</b></p> <ol style="list-style-type: none"> <li>1. Obtain at least 3 quotations from ICS fabrication companies. <ul style="list-style-type: none"> <li>• 3 quotations from ICS fabrication companies obtained – from National Structures Pvt. Ltd, Nepal Yantrasala Energy, and Chaitya Metal Workshop.</li> </ul> </li> <li>2. Analyzed quotations <ul style="list-style-type: none"> <li>• Nepal Yantrasala Energy (NYSE) selected on the basis of cost-effectiveness, quality and reliability.</li> </ul> </li> <li>3. Prepare/sign an agreement with selected company and place order for fabrication. <ul style="list-style-type: none"> <li>• bi-partite agreement with NYSE signed for</li> </ul> </li> </ol>	<p>N/A</p>	<p>N/A</p>





														<ul style="list-style-type: none"> <li>• More 35 people on top of previously reported 132 local people (in total 167- 123 females; 44 male) educated on ICS installation and use, benefits and its relation to climate change. The field coordinator has been conducting households wise training and orientations on proper installation and use of ICSs carrying out home visits.</li> </ul> <p>3. All planned 10 trainings (on ICS, environment, hygiene improvement) conducted within 1½ years of project inception</p> <ul style="list-style-type: none"> <li>• 1 training on ICS, indoor hygiene and climate change conducted for young people</li> <li>• 1 training on COVID-19 preventive and protective measures to 3 women groups (in the training, they were informed about the reason behind delay in ICSs transportation)</li> </ul>		<p>restrictions halted the trainings and orientations</p>
<p>Awareness-raising of local people on effect of indoor air pollution, indoor hygiene and its effect in livelihood.</p>														<p>1. At least 3 orientations and 3 trainings to raise awareness of target groups (262 individuals) on effects of indoor air pollution and indoor hygiene practices from February 2020 to January 2021.</p> <ul style="list-style-type: none"> <li>• 1 training on Indoor Air Pollution and Kitchen Hygiene and its importance conducted; 55 participants, 58% woman.</li> <li>• In post-ICS installation phase, sample monitoring and measurement of CO levels in the 9 kitchens carried out with the help of a particulate measuring (PM) device. The situation of indoor smoke emissions has been remarkably improved and</li> </ul>	<p>COVID-19, lockdown and travel restrictions is delaying in conduction of trainings.</p>	<p>National government's plea and protocols on probation of people gathering and lockdown and travel restrictions imposed by local government is hampering the</p>



											status of carbon monoxide level in tested kitchens is reduced. The quantitative analysis will be presented in forthcoming reporting.		project.
Monitoring and Follow Ups of installed ICSs											<ul style="list-style-type: none"> <li>• A week long monitoring visit by the project management carried out to orient the local community about ICS installation and educate them on IAP and its effects on health.</li> <li>• Our field coordinator is regularly carrying out household wise training and orientation on installation, monitoring storage of ICSs in the households waiting to install and also supervising the use of ICSs in installed households.</li> </ul>		

Color guidelines:

Green	Completed
Blue	Ongoing
Yellow	Off track/ delayed, there are problems that require change in plans.
Red	Not implemented, there are serious problems that need to be addressed.





A. What do you think were the **most significant changes** brought about by the implementation of the project?

Significant Changes Observed in the following areas	Description of change that occurred. Please describe the earlier situation (preferably with data) and the specific change that occurred with the project intervention.
<p><b>Environment</b></p>	<p><b>Earlier Situation:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of local population on the impacts of Deforestation (tree cutting) in environment and bio-diversity was 45.59%. A big portion of about 54.41% lacking knowledge.</li> <li>• Awareness level of local population on climate change was 16.91%. Here 83.09% people are uninformed of it.</li> <li>• Knowledge on correlation in-between forest and climate change was only 19.85 %. A huge portion of 80.15% lacking knowledge in it.</li> </ul> <p><b>Specific Change:</b></p> <ul style="list-style-type: none"> <li>• Numbers of trainings and orientations have been conducted to improve awareness level of local people on environment and climate change. End line data and information on improved knowledge and awareness will be taken to measure the change in future in line with baseline data.</li> </ul> <p><b>(Till the date, 175 local people have been educated on importance of forest conservation for climate change adaptation and Its effects on human lives.</b></p>
<p><b>Social and Cultural (including traditional knowledge)</b></p>	<p><b>Earlier Situation:</b></p> <ul style="list-style-type: none"> <li>• 83.10% of households depended on women for food preparation</li> <li>• 88.97 households using traditional open-hearth cooking stoves</li> <li>• Only 2.94% households were trained on installation, use and maintenance of ICSs.</li> <li>• Deforestation for firewood collection by 100% households</li> <li>• Use of long firewood sticks/chips</li> <li>• More than 65% households used more than 15 sticks in a day</li> <li>• IAP existing in 87.5% of HHs</li> <li>• Brew of local wine in an open-hearth cooking stove</li> </ul> <p><b>Specific Change:</b></p>



	<ul style="list-style-type: none"> <li>• 132 local people have been trained in proper installation and use of ICSs. They have acquired technical knowledge on installation and use of ICSs.</li> <li>• 15 HHs have installed ICSs and reduced IAP</li> <li>• 55 local people are well informed on IAP, its effects on human health and importance of kitchen hygiene</li> <li>• IAP measured in 9 households and community people are well aware about improvements after installation of ICSs.</li> </ul>
<p><b>Political including Indigenous Peoples' Traditional Systems of governance</b></p>	<p><b>Earlier Situation:</b></p> <ul style="list-style-type: none"> <li>• Local women were responsible for firewood collection in 87.5 % (119) HHs</li> <li>• Rights of the women on clean kitchen and kitchen hygiene</li> <li>• CFUGs were not aware on effects of deforestation</li> <li>• Support from the local government on clean cook stove.</li> </ul> <p><b>Specific Change:</b></p> <ul style="list-style-type: none"> <li>• After the project intervention, elected local government is positive on right of women and clean kitchen</li> <li>• Local government is becoming more accountable and liable for development. Till the reporting period, 3 ward chairpersons have organized meetings with us with the request to replicate the technology in their respective wards.</li> <li>• All 3 local women groups have been aware on their rights on clean kitchen and hygiene</li> </ul>
<p><b>Advancement of indigenous peoples' rights</b></p>	<p><b>Earlier Situation:</b></p> <ul style="list-style-type: none"> <li>• No awareness among IPs about conservation of forest and natural resources is their rights</li> <li>• Local women were not aware that cooking in clean environment is their rights</li> <li>• Local women were not aware about their engagement in productive works and its benefits and income generation</li> </ul> <p><b>Specific Change:</b></p> <ul style="list-style-type: none"> <li>• Local people are sensitized about their rights on forest conservation and natural resources</li> <li>• Local women have been empowered for engagement in productive works reducing</li> </ul>



	<p>firewood collection and cooking time.  <b>(End line data and information on their sensitization will be taken to measure the change)</b></p>
<p><b>Advocacy</b></p>	<ul style="list-style-type: none"> <li>• Local government was less sensitized on:             <ul style="list-style-type: none"> <li>– benefits of ICSs on human health and environment</li> <li>– welfare of IPs due to geographical distance and isolation</li> <li>– direct connection of rights of IPs with forest conservation</li> <li>– rights to use efficient and clean cooking stove</li> </ul> </li> </ul> <p><b>Specific Change:</b></p> <ul style="list-style-type: none"> <li>• Local government committed for matching fund for ICSs installation and promotion to make rural municipality “Smoke Free Rural Municipality”. All wards are ready to subsidize certain portion of fund to cooperate with EcoHimal.</li> <li>• Other wards of Bhotkhola Rural Municipality have submitted request and demand letters for ICSs.</li> <li>• The chairperson of Rural Municipality is fully convinced to make whole rural municipality smoke free and accepted that living in clean kitchen is right of IPs.</li> </ul>

**B. What strategies/approaches, whether old, new or innovated, have you used that you think have contributed to these significant changes identified above?**

- Formed and established a local committee – Environment conservation and Stoves Distribution committee to implement the project at local level. The committee is fully functional and mobilizing the project activities – it managed the distribution of ICSs at local level without any complication. Even in COVID-19 worldwide outburst and lockdown situation, the committee organized meeting, planned well and successfully handled the distribution of ICSs under field coordinator’s supervision.
- Orientations and trainings have been carried out at individual household level due to government restrictions and our accountability towards compliance with preventive and protective measures.
- Project implementation by the beneficiaries for themselves: the local communities are self-mobilized. They have taken over the responsibilities among themselves. Minutes of the beneficiaries meeting regarding making decisions on ICS distribution and installation have been documented.
- Carried out fund-raising campaign in leadership of The Glacier Trust (TGT), UK to support local communities of Bhotkhola Rural Municipality during COVID-19 critical situation. TGT became successful to raise fund and provide NPR 0.4 million rupees for food items transportation and distribution. The fund supported the local government to provide food packages to affected families in this critical situation. It has contributed a lot to bring significant changes in the lives of mountain indigenous people in this crucial situation.
- Close cooperation with local government, Makalu Barun National Park, Makalu Barun National Park Buffer Zone Committee, and NELHOS in carrying out all activities.



**C. How did the project activities contribute to advancing the status of indigenous youth, women and persons with disabilities in the community?**

The project implementing community comprises indigenous Tibeto-Burmese Janajatis (Lhomi/Shingsaba) people. The project is focused on empowering indigenous people to adapt and mitigate climate change by promoting environmental awareness and providing full metallic improved cooking stoves to all households.

More importantly, the implementation of project activities has been led by women groups. They are organizing the training and orientation workshops. They have been empowered by the project in terms of leadership development as well as community mobilization.

Capacity building on installation and use of ICS, education and awareness-raising on forest conservation, indoor air pollution (IAP), indoor hygiene and its impact on health and the environment supports to improve the status of indigenous youth and women. Young men and women of indigenous community have also been educated on forest conservation, indoor air pollution, kitchen hygiene and climate change adaptation. They are empowered to change their practice of over-using the natural resources. Eventually, this will all assist in adapting to climate change and improving the livelihoods of local people.

To the date, 102 youths, 234 women and a person with disabilities have been educated during the period is provided in the table below.

Due to the COVID-19 outbreaks and nationwide lockdown since March 24, 2020, the planned trainings and orientations have been halted. Orientation on ICS installation with practical approach to individual households has been conducted by carrying out home visits. When the situation will be easier after lockdown release, the trainings and orientations will be carried out maintaining social distancing and preventive and protective measures.

Youth	Women	Persons with disabilities (PWDs)
102 youths have been educated on proper installation and use of ICS, and – 23 young school going children have been educated on ICS, indoor hygiene and climate change.	234 local women have been educated on proper installation and use of ICS. They have been educated on; <ul style="list-style-type: none"> <li>• ICS, indoor hygiene and climate change;</li> <li>• forest conservation, climate change and its effects on human life and forest;</li> <li>• on indoor air pollution (IAP) and kitchen hygiene</li> </ul>	1 person with disabilities- a person lacking verbal capacity has been educated on proper installation and use of improved cooking stoves.

## PART 2: FUTURE PROGRAM OF WORK

### A. Using your approved Detailed Work Plan, identify the activities for the next reporting period.

S.N.	Planned Activities for the Next Reporting Period	Timeline by Month (2020)		
		Month 13 (Sept)	Month 14 (Oct)	Month 15 (Nov)
1	Coordination with local, provincial and central level government and other organizations			
2	Installation of ICSs phase wise in all HHs			
3	Trainings on ICS, environment, hygiene improvement			
4	Preparation of IEC materials on ICS use and benefits and distribution to the target groups			
5	Conduction of orientations and trainings to raise awareness of target groups on effect of indoor air pollution and indoor hygiene practices			
6	Education on forest conservation, degradation of high pasture forest, climate change and its relation to both the forest and people's daily lives, and the longer-term effects to the coming generation			
7	1 <sup>st</sup> phase and 2 <sup>nd</sup> phase of training on natural resource management and climate change mitigation and adaptation for 3 CFUGs			
8	Provide set of copies of park rules and regulation to all 3 CFUGs			
9	Internal monitoring and review			

### B. Are there changes you want to propose in the approved Work Plan and Budget? Please justify the change/s you want to make.

S.N.	Proposed Change (please identify specific item in Work plan and Budget and the proposed change/s)	Justification
1	Capacity building training on installation and use of ICS	This was planned once the ICS have been transported to the project area considering practical demonstration on installation will be considerably more effective than prior delivery of theoretical technical skills. The training and orientations were planned but due to COVID-19 and lock down situation, project management could not carry it. It will be carried out after normalization from COVID-19. This change does not incur any budgetary changes. However; local staff is providing household level training to community and installation is in progress.
2	Awareness-raising of local people on effect of indoor air pollution, indoor hygiene and its effect in livelihood.	The planned orientations and trainings have been halted due to COVID-19 outburst. In this reporting period, there was planned to conduct several orientations and trainings on effect of indoor air pollution and indoor hygiene practices. This change does not incur any budgetary changes.
2	Sensitization and empowerment of CFUGs on natural resources management and climate change	<ul style="list-style-type: none"> <li>The campaign of sensitization and empowerment of CFUGs is postponed. But due to COVID-19 crucial situation, the campaign could not be implemented. It will be conducted when</li> </ul>



	mitigation and adaptation.	the situation gets normalized. <ul style="list-style-type: none"><li>• Trainings on natural resource management and climate change mitigation and adaptation (4 initial trainings) for 3 CFUGs have been postponed due to COVID-19 and nationwide lockdown. This change does not incur any budgetary changes.</li></ul>
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### Part 3: Documentation of Activities and Processes of the Project

#### A. Executive Summaries of Activities

Title of Activity	Dates held	Venue	Indigenous Peoples						Others*		Objective of the Activity	Summary of the activity and discussion	Issues Raised/Emerged	Recommendations	Support document
			Male	Female	Elder	Youth		M	F						
						M	F								
Meeting with local community representatives	2076.04.15 (2019.07.31 AD)	EcoHimal Office	6	0	0	2	0	2	1	To carry out IPSSDD survey	Sharing and discussion on IPSSDD survey requirements	N/A	N/A	Minute of meeting Photos	
Meeting with NELHOS	2076.05.26 (2019.09.12 AD)	NELHOS office	1	0	0	0	0	2	1	To make mutual understanding about project implementation jointly.	Meeting held and decisions are made for joint project implementation	N/A	N/A	Minute of meeting	
Meeting with Nepal Yantrasala Energy	2076.07.15 (2019.11.01 AD)	Factory office	0	0	0	0	0	2	1	Discussion on ICS fabrication and model design	Meeting carried out and discuss about cost, quality and ICS technical requirements	N/A	N/A	Photos	
Meeting with National Structures Pvt. Ltd	2076.07.15 (2019.11.01 AD)	Factory office	0	0	0	0	0	2	1	Discussion on ICS fabrication and model design	Meeting carried out and discuss about cost, quality and ICS technical requirements	N/A	N/A	Photos	



Meeting with ward chairperson of ward no 2 of Bhotkhola RM	2076.06.16 (2019.10.03 AD)	EcoHimal Office	2	0	0	1	0	2	1	Cooperation with local government	Discuss on declaration 2 villages "Smoke Free"  ICS transportation and installation strategy	Financial cooperation if the fund became shortfall	N/A	Minute of meeting
Meeting with Chairperson of Bhotkhola RM	2019.11.26	EcoHimal Office	2	0	0	1	0	1	1	Cooperation and coordination with local government	Extension of the project and covering all wards of Bhotkhola Rural Municipality to make "smoke free rural municipality" Cooperation with local government in project implementation	N/A	N/A	Photos
ICS Fabrication Company selection meeting in leadership of secretary and executive member of EcoHimal Nepal	2076.07.24 (2019.11.10 AD)	EcoHimal office	1	0	0	0	0	3	2	Selection of company for ICS fabrication	Selected Nepal Yantrasala Energy Company on the basis of cost effectiveness, reliability and efficiency	N/A	N/A	Minute of meeting
Visit of factory and office	2019.1	Nepal	1	0	0	1	0	2	1	Finalization of ICS model	Visiting the	N/A	N/A	Photos



of Nepal Yantrasala Energy	1.12	Yantrasala Energy								and conduct agreement	factory, testing and checking quality and efficiency (whether it's as per our requirements)			
Communal meeting in Chepuwa	2076.08.07 (2019.11.23 AD)	Chepuwa	28	6	2	1	1	0	0	To form ICS and Environment conservation committee formation and action plan formulation	A nine members committee formed Action plan focusing training formulated	Late arrival of participants	N/A	Minute of meeting Photos
Communal meeting in Rukuma	2076.08.06 (2019.11.22 AD)	Rukuma	14	11	1	3	2	0	0	To form ICS and Environment conservation committee formation and action plan formulation	A nine members committee formed Action plan focusing training formulated	N/A	N/A	Minute of meeting Photos
Training on ICS installation and its benefits	2076.08.13 (2019.11.29 AD)	Rukuma	8	15	0	2	4	0	0	To aware and educate local households about ICS, its benefits and correlation with environment conservation	One day training carried out	N/A	N/A	Minute with attendance Photos
Training on ICS installation and its benefits	2076.08.11 (2019.11.27 AD)	Chepuwa Laliguras WG	4	31	0	0	7	0	0	To aware and educate local households about ICS, its benefits and correlation with environment conservation	One day training carried out	N/A	N/A	Minute with attendance Photos



Training on ICS installation and its benefits	2076.0 8.10 (2019.11.26 AD)	Chepuwa - Cyathanga WG	1	29	0	0	5	0	0	To aware and educate local households about ICS, its benefits and correlation with environment conservation	One day training carried out	N/A	N/A	Minute with attendance Photos
Training on ICS installation and its benefits	2076.0 8.09 (2019.11.24 AD)	Chepuwa - Samjana WG	2	19	0	0	4	0	0	To aware and educate local households about ICS, its benefits and correlation with environment conservation	One day training carried out	N/A	N/A	Minute with attendance Photos
Training on ICS, Indoor Hygiene and Climate Change	2076.0 8.30 (2019.12.16 AD)	Chepuwa village	12	11	0	1	11	0	0	Education on ICS, Indoor Hygiene and Climate Change	One day training carried out	N/A	N/A	Minute with attendance Photos
Training on Forest Conservation, Climate Change, Its effects on human life and forest in Chepuwa village	2076.0 9.19 (2020.01.04 AD)	Chepuwa village	10	18	0	3	4	0	0	To educate them on forest Conservation, Climate Change, Its effects on human life and forest	One day orientation carried out.	N/A	N/A	Minute with attendance Photos
Training on Forest Conservation, Climate Change and its effects on human life and forest Cyathanga Women Group, Chepuwa	2076.0 9.20 (2020.01.05 AD)	Chepuwa - Cyathanga WG	5	25	0	1	3	0	0	To educate them on forest Conservation, Climate Change, Its effects on human life and forest	One day orientation carried out.	N/A	N/A	Minute with attendance Photos
Training on Forest Conservation, Climate	2076.0 9.21	Chepuwa -	9	21	0	2	6	0	0	To educate them on forest Conservation,	One day orientation	N/A	N/A	Minute with attendance



Change and its effects on human life and forest_Samjana Women Group	(2020.01.06 AD)	Samjana WG								Climate Change, Its effects on human life and forest	carried out.			Photos
Training on Forest Conservation, Climate Change and its effects on human life and forest _ Laliguras Women Group	2076.09.22 (2020.01.07 AD)	Chepuwa Laliguras WG	9	21	0	8	7	0	0	To educate them on forest Conservation, Climate Change, Its effects on human life and forest	One day orientation carried out.	N/A	N/A	Minute with attendance Photos
Training on Forest Conservation, Climate Change and its effects on human life and forest in Chepuwa village	2076.09.23 (2020.01.08 AD)	Chepuwa village	22	12	0	7	6	0	0	To educate them on forest Conservation, Climate Change, Its effects on human life and forest	One day orientation carried out.	N/A	N/A	Minute with attendance Photos
Training on Indoor Air Pollution (IAP) and Kitchen Hygiene and its importance	2076.10.06 (2020.01.20 AD)	Chepuwa village	23	32	0	5	6	0	0	To educate them on IAP, indoor hygiene and its importance	One day orientation carried out.	N/A	N/A	Minute with attendance Photos
Meeting organized by Environment Conservation and Stoves Distribution committee	2077.02.01 (2020.05.14 AD)	Chepuwa village	9	5	0	6	1	0	0	To prepare ICSs distribution plan and schedule	Decisions on 5 agendas made regarding ICSs distribution	N/A	N/A	Minute of meeting
Meeting organized on the day of ICS distribution in chairmanship of chairperson of Bhotkhola Rural Municipality	2077.02.05 (2020.05.18 AD)	Chepuwa village	13	5	0	3	1	0	0	To initiate ICSs distribution before formal session	Declaration of ICS distribution with formal session	N/A	N/A	Minute of meeting
ICS distribution	2077.0	Chepuwa	58	66	5	3	2	0	0	Distribution of ICSs to	Distribute the	N/A	N/A	recompense



community program organized	2.05 (2020.05.18 AD)	a village				2	9			124 households	improved cooking stoves to the target groups			sheet
Meeting organized by Environment Conservation and Stoves Distribution committee	2077.02.07 (2020.05.20 AD)	Chepuw a village	5	3	0	2	0	0	0	To have decision on ICS installation	Decisions on 4 agendas made regarding ICSs distribution	N/A	N/A	Minute of meeting
Project progress presented in RM council	2077.04.16 (2020.07.31)	Hatiya	24	13	3	9	4	0	1	To present project progress in annual RM council	Presented project progress	N/A	N/A	Photos
Project annual plan for fiscal year 2077/78 (2020/21) presented and approved from RM council	2077.04.16 (2020.07.31)	Hatiya	24	13	3	9	4	0	1	To present annual plan for fiscal year 2077/78 (2020/21) and get approval from RM council	Approved annual plan	N/A	N/A	Photos



## B. Process Documentation

- Minutes of all meetings have been documented.
- Attendances of local people in trainings, orientations and meetings have been recorded.
- Photos of each activity have been archived.
- Training manual has been prepared.
- Video clips have been archived.
- IPSSDD baseline report has been prepared,
- A project specific baseline study has been carried out and a report prepared.
- Target group stories have been prepared