

Government of Nepal
Ministry of Agriculture Development
Kisankalagi Unnat Biubijan Karyakram
KUBK-ISFP
(Loan No : I-881-NP/Grant No :I-DSF-8106-NP)

Field Verification Guideline

Kisankalagi Unnat Biubijan Karyakram
KUBK-ISFP
Programme Management Office
Tilottama-3 ,Janaki Nagar, Rupandehi
2072

Section 1 : Introduction

1.1. Objectives of the Guideline

Kisanka lagi Unnat Biubijan Karyakram- Improved seed for farmers' programme(KUBK-ISFP) is an International Fund for Agriculture Development (IFAD) funded operation for accelerating the agricultural growth through production and commercialization of improved truthful labeled seeds, improvement of small holder livestock's especially goat and dairy breeds with the aim of making self sustained in seed ,meat and milk. For this propose the project was signed between Government of Nepal and IFAD in December 2,2012. The Program is designed to support two key aspects of agriculture sector hampering productivity: the improvement of formal seed (cereals and vegetables) and improvement of smallholder livestock (goats and dairy) in order to increase income of the poor rural households (HHs). This will be achieved by developing the partnership between farmer organizations and the private sector. To achieve these objectives KUBK announced matching grants and competitive grant award notice to all farmers' groups, cooperatives, seed and dairy entrepreneurs and private entrepreneurs from the fiscal year 2071/72.To achieve the matching and competitive grant the grantees have to pass three stages of verification process ie Project Concept note(PCN),Field verification (FV) and full project proposal (FPP).This guideline describe the process for evaluation of indicators set for field verification. This guideline is prepared to serve as a reference book for those who are engaged in field verification process in KUBK matching and competitive grant award for seed ,goat and dairy entrepreneurs .

1.2. Investment Windows, Eligible Applicants and Grant Amount

| Investment Windows | Grant Type and share | Grant Amount | Eligible Applicants | Remarks |
|--------------------|-------------------------|---|---|--|
| Window -1 | Matching (50%) | US \$ 15,000/NRs. 14,25, 000 | Farmers' Group, Cooperatives, Local Institutions (VDC/Municipalities | Directly through Full Project Proposal |
| Window - 2 | Matching (50%) | Below US \$ 3,000/NRs. 285,000 | Agro-vets, Para-vets, Small Entrepreneurs such as butcheries, Milk processors, and Dairy entrepreneurs' | Directly through Full Project Proposal & disburse from DADO/DLSO |
| | Matching (50%) | US \$ 10,000 or NRs. 950,000 | Agrovets and Medium Entrepreneurs (Seed collectors, Private Seed Producers, Private Goat & Dairy Entrepreneurs, and Milk and Meat Entrepreneurs | Directly through Full Project Proposal |
| Window -3 | Competitive Grant (50%) | US \$ 20,000-200,000 /NRs. 1,900,000-19,000,000 | Large Seed Company, Agribusiness Entrepreneurs and Meat and Dairy Cooperatives and Entrepreneurs | Both Project Concept note and Full Project Proposal required |

1.3. Applicant types and eligibility

| Applicant Type | Eligibility |
|----------------|-------------|
|----------------|-------------|

| Applicant Type | Eligibility |
|--|--|
| Farmer Group | <ul style="list-style-type: none"> • Registered in respective District Agriculture Development Office/District Livestock Services Office at least 1 year before the grant application • Maintained sound financial and group saving records • Submission of evidence on capability to provide its financial contribution required for matching funds • Previous experiences in implementing similar sub projects applied for. |
| Agriculture Cooperatives | <ul style="list-style-type: none"> • Established and Registered as per Cooperative Act 2048 at least 1 year before the grant application • Multipurpose cooperatives having agriculture as one of the major objectives in their bylaws can also apply for grant • Submitted Annual Audit Report of the previous year • Recently registered cooperatives formed and strengthened either by NACCFL/Heifer International can apply for the grant with the recommendation of the respective institutions • Registered at Inland Revenue Office • Submission of evidence on capability to provide its financial contribution required for matching funds • Previous experiences in implementing similar sub projects applied for |
| Producers' Association | <ul style="list-style-type: none"> • Registered at District Administration Office pursuant to Society Registration Act at least 1 year before the grant application • Active (regularly meeting and carrying out financial transaction through any financial institutions approved by Nepal Rastra Bank) • Submission of evidence on capability to provide its financial contribution required for matching funds • Previous experiences in implementing similar sub projects applied for |
| Private Entrepreneurs (Agrovets, Paravets, Butcheries, Private Milk collector and processors, Seed Collectors and Traders etc) | <ul style="list-style-type: none"> • Registered at competent Government Authority (Company Registrar Office, Department of Cottage and Small Industry, Departments of Ministry of Agricultural Development and Department of Commerce) at least 1 year before the grant application • Registered at Inland Revenue Office • Received Tax Clearance Certificate from the Inland Revenue Office as per prevailing legislation of the country • Submission of evidence on capability to provide its financial contribution required for matching funds • Previous experiences in implementing similar sub projects applied for |
| Local Institutions (VDCs/Municipalities) | <ul style="list-style-type: none"> • Documented Work Plan with clearly defined targets in their Annual Work Plan and Budget • Submission of evidence on capability to provide its financial contribution required for matching funds |

| Applicant Type | Eligibility |
|---|---|
| Large Seed Company, Agribusiness Entrepreneurs, Meat and Dairy Cooperatives and Entrepreneurs | <ul style="list-style-type: none"> • Registered at competent Government Authority (Company Registrar Office, Department of Cooperatives and its Institutions, Department of Cottage and Small Industry, Departments of Ministry of Agricultural Development and Department of Commerce) at least 2 years before the grant application • Registered at Inland Revenue Office • Received Tax Clearance Certificate from the Inland Revenue Office as per prevailing legislation of the country • Submission of evidence on capability to provide its financial contribution required for matching funds for example a loan sanctioned letter issued by any Nepal Rastra Bank approved financial institutions • Submission of business code of conduct for operating the enterprise • Submission of code of conduct for environmental and social safe guard measures or IEE/EIA report, if necessary as per the prevailing Environment Protection Act and Regulation. The IEE/EIA report depends on the size, nature and scope of the subprojects. • Submission of Environment protection and waste disposal plan • Previous experiences in implementing similar sub projects applied for and sound backward and forward linkages for their business |

1.4. Objectives of Field Verification

(a) Assessment of Institutional, financial and technical capacity of proposed cereals , vegetable seed production farmer groups ,cooperatives, seed and dairy entrepreneurs and private entrepreneurs selected for field verification.

(b)

1.5. Scope of Field Verification team

Section-2 :Formation of Field Verification team

2.1. Formation of field verification team

2.1.1.All the successful applications (PCN/FPP) for W1 and W2 will be sanctioned through field verification team after the completion of assessment process by in-house evaluation committee formed under the chairmanship of Deputy Programme Manager while an Independent Assessment Panel(IAP) consisting three peer reviewers from the Specialist Roster will be established for the assessment of the applications (PCN/FPP) under window three (W3). The IAP should comprise technical experts in the concerned field and an Agriculture Economist/Economist/Financial expert on Agriculture. The KUBK Programme Manager will have authority to form one or more field verification teams led by designated Officer working at PMO/KUBK for the purpose of field verification

The Field Verification Team for W1 and W2 consists of

Designated Officer from PMO- Coordinator,
Representative officer from DADO/DLSO (based on the value chain)- member
District Seed Coordinator from PIU/KUBK- member
Agriculture Business Development Advisor from Investment Window- member

Representative from District Chamber of Commerce and Industry – member, and
An External Expert- Member

Explanation: Absence of one or more members in the above team will not bar the program to carry out field verification in any district.

2.2. Matters to be examined by Field Verification Team

- Technical suitability of the proposed sub project
- Impact on environment after implementation of sub project
- Experience of organization about the proposed sub project
- Impact on the community after implementation of the sub project
- Present status of the proponent (Area of seed production, productivity, number of goat ,dairy cattle, milk production and Processed food production, productivity and sell)
- Production, productivity and sales of seed , meat and milk by the seed and dairy entrepreneurs in past years.
- Directly involved households, of farmer groups(FGs) and cooperatives(COPs) in the implementation of proposed sub project.
- Status of participation of direct beneficiaries households and assurance of matching grant to be borne by the FGs/COPs
- Assess grant applicants' technical, institutional and financial capabilities and commitments for implementing the sub project.
- Financial status of Farmer groups/Cooperatives and entrepreneurs who have submitted the proposal.
- Ensure transparency and good governance within the grant applicant organizations
- Assistance received from any other Institutions, nature of assistance and amount received for this proposed Sub-project?
- Activeness of the Farmer groups, Cooperatives and entrepreneurs

The field verification team will examine the validity of all the documents submitted with the PCN/FPP and ensure the following

1. Organization registration certificate (Yes/NO).
2. The facts written in PCN/FPP are correct (Yes/NO)
3. Submission of evidence on capability to provide its financial contribution required for matching funds (Yes/No)
4. Submission of code of conduct for environmental and social safe guard measures or IEE/EIA report, if necessary as per the prevailing Environment Protection Act and Regulation.
(Required/Not required)

2.3.Basis for field verification evaluation

The field verification team will verify the proposed sub project on the basis of above mentioned indicator and evaluation criteria set for field verification. The proposed sub projects(PCN/FPP) scoring less than 50 % will be automatically consider cancelled.

| S.No. | Indicators | Maximum Marks | Evaluation Rating | Marks obtained | Evaluator Remarks |
|-------|--------------------------|---------------|-------------------|----------------|-------------------|
| 1 | Grant recipients related | 50 | | | |

| | | | | | |
|-----|--|-----|--|--|--|
| 1.1 | Experience in the value chain applied | 10 | | | |
| 1.2 | Activeness of the FGS/COPs/Entrepreneurs | 10 | | | |
| 1.3 | Financial status of the grant recipients | 10 | | | |
| 1.4 | Present physical facilities status(Land, Buildings) | 10 | | | |
| 1.5 | Status of machinery, equipments and vehicle(Except small equipments and machinery eg.sprayer, Spade,axe,crate,knife etc) | 10 | | | |
| 2. | PCN/FPP related | 50 | | | |
| 2.1 | Participation of beneficiaries (direct beneficiaries | 10 | | | |
| 2.2 | Production, productivity and sales target | 10 | | | |
| 2.3 | Participation in the value chain function applied Eg.seed , meat and milk | 10 | | | |
| 2.4 | Attachment of the grant recipient organization to other organization working for similar value chain | 10 | | | |
| 2.5 | Innovativeness Sustainability of the proposed sub project | 10 | | | |
| | Total (1+2) | 100 | | | |

Evaluation Rating:

(1).Very good : 8-10 (2) good : 5-7 (3) fair : 2-4 (4) Poor : 0-1

2.4. Basis of selection after field verification

Applicants acquiring more than 50 % marks in field verification evaluation under W1 & W2 will be invited for agreement while applicants applying through W3 will be notified for FPP submission. The field verification team will collect the basic information in a given format (Annex-1 and Annex-2) ,and if all the team members have agreed with common consensus the applicants under W3 will then be notified to submit FPP(Annex-3). Applicants failed in the field verification will be given one chance to submit proposal with appropriate corrections.

However, the field verification team will not issue a letter to grant applicant inviting for agreement or to submit a full project proposal when any one or more of the following situations are found during the field verification

1. If the grant applicants do not fulfil the eligibility requirements as mentioned in eligibility criteria.
2. Proposed location by GA is geographically unsuitable for commercial production and marketing of the commodities of proposed sub project.
3. Implementation of the proposed sub-project is likely to cause irreparable damages to the environment

2.5. Code of Conduct for the Verification Team

The team will follow the following code of conduct during the field verification

1. Reach to proposed sub-project site on time. If it will be delayed due to unavoidable reasons such as traffic jam, strikes, road closures, landslides, flood etc. ,it will keep on updating the situation to the concerned organizations and inform the new time or date.
2. Maintain objectivity, reliability and transparency during the field verification
3. Carry out field verification in a very friendly and non-threatening manner
4. Provide adequate justifications with convincing reasons to the Grant Applicant when the PCN/FPP is being rejected following field verification
5. Inform the Grant Applicants that, if it is not still convinced with the decision of the field verification team it will need to appeal to the Project Director within 15 days from the date of the field verification.

6. The Field Verification Team Will keep the project director updated on the field verification results daily as far as possible.

2.6. Roles and responsibilities of the Project Director

- a. Dispatch the second field verification team to a site of a particular sub-project proposed by any grant applicant within fifteen working days from the date of complaint/appeal lodged by a grant applicant organization.
(Project will take no action when the project does not receive any petition against the decision of the field verification team within fifteen days from the date of field verification. The decision of the second field verification team will be final)
- b. Closely monitor the activities and performance of the field verification team and may cause the field verification team to return from the field when serious concerns and issues have been lodged or informed.

SECTION 3: Field verification Process

The field verification monitoring will be carried out by field verification team in sequential manner following five stages listed as under.

1. First Stage : Introduction
2. Second stage :Basic information collection
3. Third stage :Evaluation on technical suitability of proposed site
4. Fourth stage :Assess the environmental impact in the surroundings from the proposed sub project
5. Fifth stage: Evaluation of the proposed sub project based on the existing resources, Institutional, technical and financial capacity to attain proposed output and outcome. The sub project both PCN/FPP obtaining minimum score of 50% or more will be considered successful.

Code of Conduct for Field Verification Team

- The Verification team will publically inform the tentative timetable of field verification in order that grant applicant and respective organizations could prepare themselves effectively and present proposals convincingly to the team.
- Before the start of field verification, the team will ensure that the concerned persons together with the one who applied on behalf of the organization (contact person specified in the PCN) and chief executive or chair person of the organization are present during the field verification.
- Absence of authorized person of the grant recipients organization will not bar the program to carry out field verification, however the field verification team will take note of it
- The field verification team will examine the present status of the grant recipients organization and ensure the business handled by direct beneficiaries (seed , meat and milk production and marketing strategies) and evaluate the anticipated achievement based on the business plan
- The field verification team will fill in the format presented in Annex 1 and make the decision on site itself after completion of the field verification of the specific PCN /FPP whether to issue invitation letter for agreement for applicants applying through W1

and W2 and invite to submit the FPP to the programme for applicants applying through W3 .

Annex 1: Data gathering for Field Verification

| S.No. | Questions | Response |
|-------|--|--|
| 1 | About Applicants | |
| 1.1 | Date and time of field verification | |
| 1.2 | Sub project field verification code | |
| 1.3 | Type of grant applicant (Single choice) | (1)Farmer Group (2) Cooperative (3) Seed producer company (4) Agro vet (5) Meat entrepreneurs (6)Milk entrepreneurs |
| 1.4 | Value chain applied | (1)Cereals seed production (2)Vegetable seed production (3) Seed company (4)Dairy industry (5)Agro vet (6)Paravet |
| 1.5 | key functions in the value chain applied | (1)Production (2)Processing (3)Marketing (4)Construction (5)Machinery equipment (6)Other (Specify) |
| 1.6 | Applicants address | |
| | District | |
| | VDC/Municipality | |
| | Ward No. | |
| 1.7 | Chairperson | Name Telephone/Mobile |
| 1.8 | Contact person | Name Telephone/Mobile |
| 1.9 | Experience in the value chain applied | Yes/No |

| | | |
|------|---|---|
| 1.10 | If yes number of years | |
| 1.11 | Date of registration | year/month/day |
| 1.12 | Type of FGS/COPS | Male/Female/Mixed |
| 1.13 | Only women organization | Yes/No |
| 1.14 | Number of direct beneficiaries at present | Male Female |
| 1.15 | Number of beneficiaries after KUBK intervention | Male Female |
| 2 | Field verification | |
| 2.1 | Farmer group/Cooperative members present in field verification are same as proposed in the proposal | Yes/No |
| 2.2 | Approximate number of persons (participants) present in the FV | Male Female |
| 2.3 | Has any representatives of the local government (VDC/Municipality) participated in the field verification | Yes/No |
| 2.4 | Approximate number of FGs/COPs members present in the FV | All present Not present(N0) |
| 2.5 | Technically feasible/appropriateness of sub project | Yes/No |
| 2.6 | Environmental soundness | Yes/No |
| 2.7 | Has your organization received assistance (technical and financial) from any organization at present | Yes/No |
| 2.8 | If yes, or in process, name of the organization | |
| 2.9 | Type of the organization | <ol style="list-style-type: none"> 1. GoN 2. NGO 3. GoN Project 4. INGO 5. Private firm 6. Donor Agency 7. DDC 8. VDC 9. Other (Specify) |
| 2.10 | Nature of assistance | <ol style="list-style-type: none"> 1. Technical Assistance 2. Financial Assistance 3. Technical and Financial assistance both |

| | | |
|------|-------------------------------------|---|
| 2.11 | Decision of field verification team | 1.Invited for agreement 2. FPP submission 3.Rejection 4.submission again with correction |
|------|-------------------------------------|---|

Annex 2: Capital assets of FGs/COPs/Private entrepreneurs (Obligatory to collect this information by field verification team)

| S.No. | Capital assets | Number | Capacity/ condition | Present |
|-----------|---|--------|------------------------|---------|
| 1. | Physical Infrastructures | | | |
| 1.1 | Mention the type and condition of the storage house, Threshing floor etc | | | |
| | | | | |
| | | | | |
| | | | | |
| 1.2 | Cattle shed, Goat shed | | | |
| | | | | |
| | | | | |
| | | | | |
| 1.3 | Type and condition of irrigation structures | | | |
| | | | | |
| | | | | |
| | | | | |
| 1.4 | FGs/COPs managed Collection centre, market structures | | | |
| | | | | |
| | | | | |
| 1.5 | Condition of butchery | | | |
| 1.6 | Other(specify) | | | |
| 2. | Machinery equipments | | | |
| 2.1 | Tractor/power tiller | | | |
| 2.2 | Sprayer/Duster | | | |
| 2.3 | Thresher, Metal bin, Improved seed storage ,seed drill, chaffcutter ,bag sewing machine etc | | | |

| | | | |
|-----|---|--|--|
| | | | |
| | | | |
| | | | |
| 1.4 | Milk can, Milk analyser, Chilling vat ,Milk processing equipments | | |
| | | | |
| | | | |
| | | | |
| 1.5 | Dipping tank, Castrator, Tagging machine etc | | |
| | | | |
| | | | |
| 1.6 | weighing balance with its capacity, Plastic crate, including other marketing equipments | | |
| | | | |
| | | | |
| 1.7 | Butchery equipments, Refrigerator | | |
| | | | |
| | | | |

The above descriptions are correct to the best of my knowledge.

Name :

Signature :

Annex 3: Field Verification Report

FPP/PCN code number :.....

Date of field verification:.....District:.....

Name and address of the applicants:.....

1. Composition of Field Verification Team

| Name | Designation | Office/Institution |
|------|-------------|--------------------|
| | | |
| | | |
| | | |

| | | |
|--|--|--|
| | | |
| | | |

Coordinator of Field Verification Team:.....

2. Prior to the start of the field verification, please check the following and get the evidence

| SN | Document | TICK(√) If available and (×) if not available | Evidence |
|----|---|---|--|
| 1. | Registration at competent authority | | Certificate |
| 2. | Does this applicant has an original copy of the PCN/FPP submitted by it | | verify |
| 3. | Does the grant applicant has submitted commitment letter | | verify the commitment letter and ask for it's copy |
| 4. | Commitment letter from the Bank or financial institutions to provide credit to the grant applicant subject to the approval of the matching grant by the KUBK, if applicable | | Copy/original letter from the concerned organizations |
| 5. | Commitment letter from the collaborating agency to shoulder part of their finance/project cost, if the Grant Applicant expects to receive such assistance from other organization | | Verify the letter with the GA and also with the collaborator, if present during field verification |

3. About Grant Applicant Organization

Name of the Organization:

Year of Establishment :

Date of registration :

3.1. Membership Composition

| Body | Dalit | | Janajati | | Others | | Total | |
|---------------------|-------|--------|----------|--------|--------|--------|-------|--------|
| | Male | Female | Male | Female | Male | Female | Male | Female |
| General body | | | | | | | | |
| Executive Committee | | | | | | | | |

3.2. Major activities implemented by applicant at present-(Maximum 5)

- 1.
- 2.
- 3.
- 4.

5.

3.3. Employees Remuneration

| Type of employment | No | Female | Male | Dalit | | Janajati | | Others | |
|--------------------|----|--------|------|-------|---|----------|---|--------|---|
| | | | | F | M | F | M | F | M |
| Permanent | | | | | | | | | |
| Temporary | | | | | | | | | |

3.4. Financial status

| Description | Approx (Rs) | Remarks |
|---|-------------|--|
| Bank deposit | | Name of the Bank |
| Pay able to other including loan | | Name of the Bank, if loan is taken from the Bank |
| Receivable from others including Bank , donors and service recipients | | Name of major institutions/organizations |
| Cash with GA, if any | | |
| Equity | | |

3.5. Institutional linkages and affiliations of grant applicant

| Name of Organization | Purpose of Affiliation |
|----------------------|------------------------|
| | |
| | |
| | |
| | |

3.6. Is this Grant Applicant doing any of the following activities?

| Questions | Mark (✓), if the response is Yes and (X) if the response is No and Z if response is some times | Reasons, if response is X and Z |
|---|--|---------------------------------|
| Organization of General Assembly Regularly | | |
| Organization of executive committee meeting | | |
| Annual audit | | |

3.7. Key problems and challenges of this organization (Maximum 5)

- 1.
- 2.
- 3
- 4
- 5

4. About the proposed sub project

Name of the proposed sub project :.....

4.1.Type of Grant (Matching/Competitive):.....

Classification of Grant:

- | | |
|----------------------------|-----------------------------|
| 1. Cereals seed production | 2.Vegetable seed production |
| 3. Seed producers company | 4. Dairy Industry |
| 5. Agrovet | 6. Meat entrepreneurs |
| 7.Paravet | 8.Other(specify) |
| 7.Paravet | |

4.2.Experience of the grant applicant organization

| S.N. | Name of the projects/ activities/programs carried out in the past and that are currently underway | Period (From To) | Target group (beneficiaries) | Client, if any | Current status (Completed, dropped, on-going) | Key activities |
|------|---|-------------------|------------------------------|----------------|--|----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

4.3. Objectives of the PCN/FPP of proposed sub project (Maximum 3)

- 1.
- 2

3

4.4. Key activities mentioned in PCN/FPP (Maximum 7)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

4.5.Target group/beneficiaries of the proposed sub project

| Dalit | | Janajati | | Others | | Total | |
|--------|------|----------|------|--------|------|--------|------|
| Female | Male | Female | Male | Female | Male | Female | Male |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

4.6. Outputs from the proposed project

4.6.1..Present situation (Base line situation)

| Crops/Commodities | Area/No | Production(MT) | Sales(MT) | Sales price(Rs/Kg) |
|-------------------|---------|----------------|-----------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

4.6.2. Following the completion of the project, if approved (Maximum 3 years period)

| Crop/Commodity | Area/No | Production(MT) | Productivity | Sales(Rs/Kg) | Total sales value |
|----------------|---------|----------------|--------------|--------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

5.Estimated Project Cost

| S.N. | Funding source | NRs | As % of Total |
|------|-------------------------------------|-----|---------------|
| 1 | Applicant's contribution (Proposed) | | |
| 2 | Grant requested from KUBK | | |
| | Total budget of the sub project | | 100 |

6. Expected date of the commencement if the sub project
(Days from signing the contract : days)

7. Social /Environmental assessments Issues

7.1. Information about the sub project implementation Site

Project District :

VDC:

| Particular | Yes | No | If yes remarks |
|-------------------------------------|-----|----|----------------|
| Forest/wildlife/other resources | | | |
| Water bodies (River, pond, lakes) | | | |
| National Park/Protected Areas | | | |
| Drinking water source | | | |
| Heritage site/temple/religious site | | | |
| Grave yard | | | |

7.2. Information for Environmental and Social Screening (Applicant has to reconfirm responses to each of the queries sought by the project. None response to any of the questions may lead to disqualification)

| S.N. | Statement | Yes | No |
|------|--|-----|----|
| 1. | Does the proposed project intend to use or depend on any resources of national parks and protected areas or any critical aquatic and terrestrial habitat area? | | |
| 2. | Is the proposed project area located in high risk zone such as landslide prone area, steep slopes, highly degraded land in hills, riverside area susceptible to flooding, and in areas causing large-scale soil erosion? | | |
| 3. | Will this project involve land clearance on slopes greater than 45 degree? 4 | | |
| 4. | Will the proposed project affect the heritage site? | | |
| 5. | Will the proposed project involve in logging or causing any major environmental harm? | | |
| 6. | Is the proposed project likely to eliminate indigenous plant species of ecological significance? | | |
| 7. | Does the proposed project involve any activities which are likely to make irreversible adverse impact on indigenous communities, women and vulnerable groups? | | |
| 8. | Does the proposed project include any activities that promote or involve incidence of child labor? | | |
| 9. | Does the proposed project require some families losing their prime farm land and assets on the land and displacement of families due to cons | | |
| 10. | Will the proposed likely to use pesticides? | | |
| 11. | If pesticide use is likely, what are potential pesticides (is the pesticide listed in the negative list of Pesticides, is not permissible) | | |

7.3. Is it necessary for the applicant to prepare environmental code of practice?(Yes/No)

If yes, suggest to include environment code of conduct in the full proposal.

7.4. Is it necessary for Grant Applicant to prepare environmental management plan? (Yes/No)

If yes, suggest to include environment management plan along with resources to implement it .

8. Key problems and constraints

Key problems and constraints of the commodities/value chain for which this grant applicant has applied for commercial production and marketing.

8.1

- 8.2
- 8.3
- 8.4

9. Opinion of the grant applicant whether it will be able to achieve afore mentioned objectives and outputs within stipulated time frame? Give reasons.

- 9.1
- 9.2
- 9.3
- 9.4

Decision of Field Verification Team

District :.....Name of the Applicant
:.....

PCN /FPP code
No:.....

Type of proposed sub
project:.....

Date:.....

Evaluation

| S.No. | Indicators | Maximum Marks | Evaluation Rating | Marks obtained | Evaluator Remarks |
|-------|---|---------------|-------------------|----------------|-------------------|
| 1 | Grant recipients related | 50 | | | |
| 1.1 | Experience in the value chain applied | 10 | | | |
| 1.2 | Activeness of the FGS/COPs/Entrepreneurs | 10 | | | |
| 1.3 | Financial status of the grant receiptants | 10 | | | |
| 1.4 | Present physical facilities status(Land, Buildings) | 10 | | | |
| 1.5 | Status of machinery, equipments and vehicle(Except small equipments and machinery eg.sprayer,Spade,axe,crate,knife etc) | 10 | | | |
| 2. | PCN/FPP related | 50 | | | |
| 2.1 | Participation of beneficiaries (direct beneficiaries | 10 | | | |
| 2.2 | Production, productivity and sales target | 10 | | | |
| 2.3 | Participation in the value chain function applied Eg.seed , meat and milk | 10 | | | |
| 2.4 | Attachment of the grant recipient organization to other organization working for similar value chain | 10 | | | |
| 2.5 | Innovativeness Sustainability of the proposed sub project | 10 | | | |
| | Total (1+2) | 100 | | | |

Evaluation Rating:

- (1).Very good : 8-10 (2) good : 5-7 (3) fair : 2-4 (4) Poor : 0-1

Field Verification Team Decision

We the Field Verification Team decided to issue an invitation letter to the grant applicant to contact KUBK Office for agreement within 15 working days from the day of issuing this letter. (√)Mark tick

OR

We the Field Verification Team decided to inform the grant applicant to submit Full Project Proposal within 30 working days from the day of issuing this letter to KUBK Office. (√)Mark tick

OR

We the Field Verification Team decided to revoke the grant applicant proposal and requested to submit next time with correction. (√)Mark tick.

| Team Composition | Name | Designation | Signature |
|-------------------------|-------------|--------------------|------------------|
| Coordinator | | | |
| Member | | | |
| Member | | | |
| Member | | | |
| Member | | | |
| Member | | | |

Date :