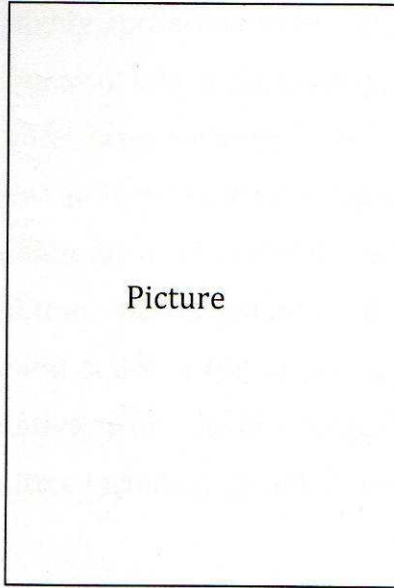


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Date : 03/12/2012

**Monitoring and Evaluation Report of Project namely Public Health Mission conducted by Kusudebu Public Health Mission,**

**Kathmandu,**

**June 2012**

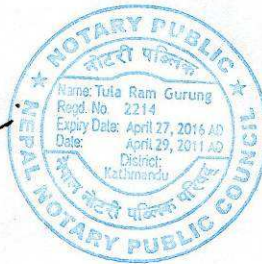


**Presenter**

**Kishor Yadav (Assistant Director)...Team Leader**

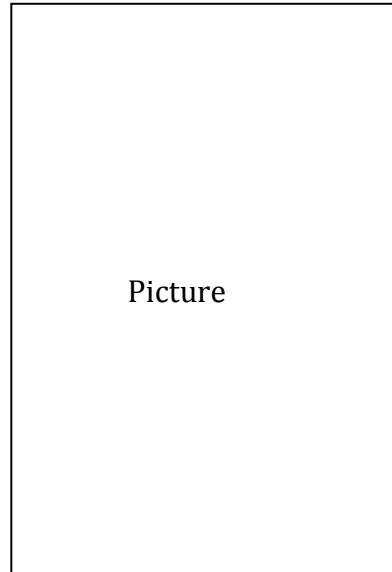
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Date: **03/12/2012**  
Certificate Number of the Notary Public : 2214  
Date of Expiry of Certificate : April. 27, 2016  
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**Monitoring and Evaluation Report of Project namely Public  
Health Mission conducted by Kusudebu Public Health  
Mission, Kathmandu,**

**June 2012**



**Presenter**

**Kishor Yadav (Assistant Director)...Team Leader**

**Sushil Chaudhary (First Assistant).....Team Member**

## **Gratitude**

We gratefully thanks to Mr. Rabindra Kumar, Secretary member of the council and Mr. Madan Prasad Rimal, Director of Monitoring/Evaluation Department including Monitoring/Evaluation Section for granting us the authority for monitoring/evaluating the program “Public Health Mission” conducted by the organization namely Kusudebu Public Health Mission, Kathmandu, which is funded by the different donor agencies.

Likewise, we would like to highly appreciate to Mr. Ang Tsering Sherpa, incumbent Chairperson of the organization for making available of documents, important information, records including field supervision, relating to the program within the time schedule of the monitoring activities; moreover, in helping provide the important information about the health camp, situated in the Junbesi of Beni V.D.C of Solukhumbu district and the program “Public Health Mission” conducted by the organization. In addition, we on behalf of the monitoring team would like to thank gratefully to other officials and staffs of the organization, headmaster and teachers of Junbesi secondary school, representatives from the local organizations and institutions, members of the hospital management committee including beneficiary community of the focused area.

Monitoring/Evaluation Team

## Executive Summary

The organization namely Kusudebu Public Health Mission Nepal, Kathmandu was established with the purpose of providing standard and necessary health facilities to the persons living in the rural and remote area with pure aim of providing relief to human difficulties which is escalating day by day because of hunger, diseases, illiteracy and low economic situation in the rural and remote area, by protecting the natural resources and increasing the level of rural and remote area by educating about environmental health and promoting the awareness upon development of positive thinking to the public that the healthy life and healthy environment is the fundamental basis of making successful life. The organization is conducting its function according to the objectives of the organization by associating with the Social Welfare Council after being registered in the Kathmandu District Administration Office dated October 25, 2006 A.D with intention of orienting awareness program relating to health, providing the reasonable and accessible health technology facilities to the persons who are residing in the Himalayan region and who happen to be victims of ordinary diseases to serious diseases and who are not able to do health treatment except the witchcrafts (*dhami, jhakri and jharfukk*). The central office of the organization is based at Chetrapati, Kathmandu metropolis (KMC). The organization is making payment of Rs 12,000/- for the central (registered) office. This organization has been providing necessary health services to the Sherpa community in the district of Solukhumbu including the local residents of the district as well as the tourists expediting Sagarmatha through the route of Lukla to the Beni V.D.C and to the Tibetan refugees camp established by the Nepal Government in the Solukumbu District namely as Thupting Tcheling Refugees Camp. The organization has time and again conducted Eye Treatment Campaign, Dental Campaign, Orthopedic Campaign; Gynecologist Campaign and free ordinary health treatments campaign by taking support from the Australian Medical Practitioner, Nepali Nurses and Solukhumbu's District Hospital. The organization has given scholarship from its own financial support to 3 persons in the areas of Staff Nurse, Lab Technician and Radiologist. There are seven (7) numbers of executive committee in the organization for conducting its functions and seventeen (17) ordinary members. Moreover, the organization has appointed seven (7) numbers of staffs by fulfill the procedures for conducting the project of the organization. It is observed that the election of the executive committee (Board of Executive) of the organization is being held timely.

The operating major functions of the project of the organizations are as follows:

- 1) Health Campaign and Door-to-Door Health Program: The organization has conducted the health campaign with the intention of providing health services to the large numbers of patients at once, inviting the foreign and local Doctors, Nurses and Health Practitioners in the related field, by broadcasting the health related information through the local media about the conduct of health campaign and door to door program. The organization is providing door-to-door health service to the elderly, handicapped, incapable persons, expectant women and special kind of patients because of inconvenience and lack of transportation facilities.
- 2) Free Health Service and Distribution of Medicine by the Organization: The organization has been providing free health services to the different communities of rural and remote area of Himalayan regions including Tibetan refugees.
- 3) Health Services Provided by Experts: According to the objectives of the organization, it has provided appropriate health treatment services/facilities, through proficient experts, identifying the diseases of the disadvantaged group or community residing in the Himalayan sector.
- 4) Produce of Capable Health Practitioners by the Organization: The organization has provided scholarship in health related subjects like lab technology, radiology and nursing, to the poor and capable (intelligent) students inhabiting in that area.
- 5) Tourism promotion and cleaning environment: It is observed that the organization has been conducting the Environment-Cleaning Program, with a view to support financially to the locals cleaning and protecting the natural in heritages property and beauty of the Himalayas and helping in promoting the tourism in that areas.

#### Positive Aspects of the Organization

- To meet the target of the project the organization, has conducted different kind of free Health Campaign Program by bringing the necessary Medical Health Practitioners from outside and free medicine was distributed for such purpose.
- For making the project more effective and well equipped, birthing center with three beds was established for providing services to the expectant women.

- It is observed that the program was conducted only after taking the approval from the Social Welfare Council.
- The organization has recruited necessary technical human resources and purchased the necessary equipment for the project and has been providing the health services thereupon.

#### Aspects to be Reformed by the Organization

- It is necessary to maintain the records of the physical goods or materials, according to its durability.
- In the context of increasing in finance and administrative activities, it is necessary to initiate the internal financial audit for internal control, effective management and structural reform of the organization.
- It is also necessary to encourage the activities of production and management of herbal medicine for uplifting the rural and remote economic development by protecting the natural inheritance & resources as prescribed in the regulation of the organization.
- It is necessary to initiate the practice of social auditing in presence of the concerned entities.

Among the allocated budget by the organization in the FY 20611/2012 financial year for the different programs, allocated amount in the programs NPR 1,940,153/-, and administrative expenses is NPR 512,431.89 -21% in the administrative expenses and 79% in the different programs. Thus, it is observed to be satisfactory and appropriate out of the total budget.

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## Chapter-1

### **1.1. Background**

The organization namely Kusudebu Public Health Mission Nepal, Kathmandu was established with the purpose of providing standard and necessary health facilities to the persons living in the rural and remote area with pure aim of providing relief to human difficulties which is escalating day by day because of hunger, diseases, illiteracy and low economic situation in the rural and remote area, by protecting the natural resources and increasing the level of rural and remote area by educating about environmental health and promoting the awareness upon development of positive thinking to the public that the healthy life and healthy environment is the fundamental basis of making successful life. The organization is conducting its function according to the objectives of the organization by associating with the Social Welfare Council after being registered in the Kathmandu District Administration Office dated October 25, 2006 A.D with intention of orienting awareness program relating to health, providing the reasonable and accessible health technology facilities to the persons who are residing in the Himalayan region and who happen to be victims of ordinary diseases to serious diseases and who are not able to do health treatment except the witchcrafts (*dhami, jhakri and jharfukk*). The central office of the organization is based at Chetrapati, Kathmandu metropolis (KMC). The organization is making payment of Rs 12,000/- for the central (registered) office. This organization has been providing necessary health services to the Sherpa community in the district of Solukhumbu including the local residents of the district as well as the tourists expediting Sagarmatha through the route of Lukla to the Beni V.D.C and to the Tibetan refugees camp established by the Nepal Government in the Solukumbu District namely as Thupting Tcheling Refugees Camp. The organization has time and again conducted Eye Treatment Campaign, Dental Campaign, Orthopedic Campaign; Gynecologist Campaign and free ordinary health treatments campaign by taking support from the Australian Medical Practitioner, Nepali Nurses and Solukhumbu's District Hospital. The organization has given scholarship from its own financial support to 3 persons in the areas of Staff Nurse, Lab Technician and Radiologist. There are seven (7) numbers of executive committee in the organization for conducting its functions and seventeen (17) ordinary members. Moreover, the organization has appointed seven (7) numbers of staffs by fulfill the procedures for conducting the project of the organization.



It is observed that the election of the executive committee (Board of Executive) of the organization is being held timely. Name list of existing executive committee and Approval letter, which is obtained for conducting the health related program are recorded in the annexes of the report.

### Major Objectives of the Organization

- To conduct the program like making the health services accessible, through the qualified health experts, to the ordinary citizens residing in the rural and remote area, who are deprived even from the general health services too;
- To aware of the fundamental health education to the different classes and communities of the society;
- To coordinate in the health campaign conducted by the experienced and proficient health practitioners;
- To find out different types of diseases and assist in eradicating them;
- To play supportive role for enquiry, investigation and research works relating to health;
- To encourage teaching health related education in the teaching institutions from the primary level;
- To encourage the activities producing health service providers;
- To conduct the public awareness program directly connected with environment health.
- To try to do research works and investigation for enhancement of environmental tourism.
- To do different research and investigation for modernization of the traditional method of treatment.
- To encourage production and management of the herbal medicine for uplifting rural and remote economic development by protecting the natural in heritages and resources.
- To promote awareness and public consciousness relating to health.

## **1.2. Objectives of Monitoring/Evaluation:-**

- To evaluate the progress of the program;
- To study and analyze the effectiveness and achievement of the program;
- To study and analyze whether the achievement of the program has aided to succeed pursuant to the objective or not;
- To evaluate the implementation by field observance/inspection of the program and to study and analyze the process and planning for implementation;
- To identify the sustainability, economic and social continuation of the program;
- To analyze the problem observed while conducting the program and evaluate how the problem is solved;
- To analyze the aspect of coordination and partnership between the program, organization and local entities;
- To evaluate the economic aspects, evaluation of program and administrative expenses and cost, and to study the economic regularity and transparency;
- To observe the situation of used and records of the durable and non-durable physical goods or materials of the organization;
- To submit the fact by discussing the regular renewal, appointment of the auditor according to the regulation of the organization, and furnish annual report in the Social Welfare Council (SWC).

## **1.3. Methodology of Monitoring/Evaluation: -**

The team has used following methodology for monitoring/evaluating the program.

- Study of annual progress report, audit report, financial statements and including physical property and necessary documents of the organization;
- Meeting and discussion with every official of the executive committee;

- Field observation in the area of project;
- Interaction with concerned Nepal government's line agencies and local organizations including with officials of the board on the subject matters of the program.
- Interaction, discussion, direct meeting with the staffs of the program conducted by organization and beneficiary community, among others.

#### **1.4. Team Formation: -**

The SWC constituted following team, by preparing the TOR for monitoring/evaluation of program of organization.

1. Mr. Kishor Yadav (assistant director)-Team leader
2. Mr. Sushil Chaudhary (First assistant)-Team member

#### **1.5. Limitation of the Study: -**

The team has prepared this report by field observation/investigation in the area where program is conducted and discussion with beneficiaries persons from the project, representatives of the local entities, Solukhumbu District Hospital and local organization except District Administration Office (DAO) and District Development Committee (DDC), while fulfilling the responsibility within 5 days period prescribed by SWC according to the TOR for doing monitoring/ evaluating the project name Public Health Mission, which is conducted in Solukhumbu District, receiving foreign aid from different donor agencies of different countries through the organization namely Kusudebu Health Mission Nepal .

#### **1.6. Concept of Monitoring and Evaluation:-**

Social Welfare Council (SWC) is one of the independent organizations. This is a supreme entity established by the Act. The main functions of the SWC are to promote and coordinate national and international non-government organizations (NGOs & INGOs) and to monitor/evaluate the activities conducted by the organizations. The Social Welfare Act-2049 has granted power and responsibility to SWC for regulating the activities conducted by the national and international non-government organizations. Likewise, the Act has provision of granting approval on the proposed program by the organization and concluding agreement thereupon. Moreover, it is clearly stated that the

Social Welfare Council (SWC) shall have the powers to monitor and evaluate program, proposed program, program modalities and agreement. Meanwhile the Kusudebu Public Health Mission, Nepal has obtained approval regularly since fiscal year 2006/07 A.D., from the Council (SWC), therefore the monitoring/evaluation of the program is taken place accordingly as stated above.

## Chapter-2

### **2.1. Programs/project conducted by organization:-**

Name of the project: "Public Health Mission (PHM)"

Period of the project: September 2011 to August 2013 (Since 2006 A.D. it has been conducting)

Area of the project: Solukhumbu District

#### **Major objectives of the project:**

- To provide free health services and distribute medicine
- To provide health services from proficient health experts
- To do Scientific health examination through modern health equipment/tools
- To operate the door-to-door health program
- To conduct various health campaigns
- To take initiative for reforming and developing health related courses scientifically
- To produce proficient health workers and practitioner
- To conduct program relating to environment cleaning
- To assist promotion of tourism
- To participate in process of social responsibilities.

#### **Major acts previously done from the project**

- The organization has conducted dental campaign with the assistance of Australian medical practitioner Dr. John Niwingram in May 17-31, 2012 by doing registration in Nepal Dental Council (NDC). Wherein 168 persons directly received services.

Picture



- In March 2005 A.D., including national and foreign medical practitioners and representatives of donor agency has conducted extensive health campaign. In which, child disease (balroog), nerve and orthopedic, female and maternal health services were provided.

Picture

- Environment Cleaning: Toilets in the two schools were constructed in Solukumbu V.D.C 4 and 5 with so as to control the open defection and for developing the infrastructure in the project area and making the healthy environment. Similarly, for managing the wastages coming out from the household of local level, waste disposal (incinerator) was extended in the close places where it is easy to access. Despite this, incinerator was extended close to Chuyong Community Monastery, Taksing V.D.C, Fungmuche Secondary School and Selo Monastery. The objective of constructing the toilets and incinerator is to protect the environment and preserve beauty of this area.

Picture

- In August 24-29, 2010 A.D., the Kusudebu Public Health Mission, Nepal, conducted training to 24 male & female in relation to primary health for 5 days on including 14 subjects matters.

Picture

- **Activities conducted by the project: -**

### **1. Free health services and medical distribution:**

According to the objectives of moving hand-to-hand in the development activities of prosperous nation by generating healthy and capable human resources and providing reasonable health facilities to the habitants of local community of rural and remote area in the disitric of the Solukhumbu; so far approximately 22,000 patients have received free health treatment and medicine from the initial phase of the organization, out of which 12 patients were given health services per day, which is equivalent to 360 per months and annually amounting to 4,320 patients. According to the treatment and

investigation of the patients of the said area, so far different persons having different diseases were served. For instances, Trauma, Anthelia, Asidpedic, Air, Esperetary, Infection, Diaorriha, Tonsil, Nimonia and coughs.

## **2. Facility of Medical Lab:**

According to necessity, blood test facility was provided to the patient coming in the hospital. For this, 60% discount was given to the patient. Likewise, free blood test facility was given to those patient, who is below 16 years old and patient who is more than 60 years old, according to recommendation from the hospital administration. So far 653 patients were benefited by such services.

Picture

## **3. X-ray and ECG facility**

According to necessity, X-ray and ECG facilities are given to the patient coming in this hospital. It has given 60% discount in amount, to the patient taking service of X-ray and ECG, according to their necessity. Likewise, according to recommendation of the hospital administration, free X-ray and ECG facilities are given to those patients who are less than 16 years or more than 60 years. So far 621 and 325 have, accordingly received the X-ray and ECG facilities.

Picture

## **4. Construction of Toilet and Bathroom:**

Construction of toilet and bathroom is taking place in ladies hostel of Shree Junbesi Higher Secondary School situated at Beni V.D.C. Ward No 4, in the district of Solukhumbu.

Picture

## **5. Construction of Incinerator is taking place within the area of the hospital**

## **6. Facility of Birthing Center:**

Picture

The organization in its new program has initiated to construct separate three beds in hospital for those expectancy women who come for seeking maternity facilities and a space for the person who is looking after such woman. ANM who is working on behalf of the project, in the hospital, is provided two month long maternity training from the Eastern Regional Office in Dhankuta, from recommendation of District Hospital of Solukhumbu, for providing the maternity facilities to the expectancy women.

7. Emergency Services facility:

The organization is providing 24 hours emergency, free health services and found to be providing 60% discount in the amount of the medicine supplied.

8. The cement and lime is applied on the floor, which is outside the laboratory of the hospital, with so as to putting tiles in the floor of the laboratory.

**2.2. Target and Achievements: -**

It is observed that, the organization in its health mission program, had targeted 3,921 local in habitants for providing health services in the fiscal year i.e., 2010/11, amongst which 3,371 in habitants were from Beni Village Development

Committee and 750 patients from the neighboring Village, who takes health services from Health post of Beni Village Development Committee- 5 of the Solukhumbu District.

S.N	Name of the Project	Targeted	Progress/ Achievement	Comments
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Out of the target, the organization has provided health services to the 4,000 patients according to the objectives of the program.



	Public Health Mission	3921	4000	Tourists were also benefited, so, the number is executed the target.
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<u>S.N</u>	<u>Concerned entities</u>	<u>Coordination</u>	<u>No coordination</u>	<u>Comments</u>
1.	District Health Office	Good		Medicines were received regularly from it.
2.	District Development Committer	Normal		Coordination should be good; moreover project should be included in the planning book of the District Development Committee.
3.	District Administration office	Normal		Only information is given
4.	Local Secondary school	Good		Coordination was done including hospital

### **2.3. Coordination with concerned Agencies:**

It is observed that, the organization has conducted project namely “Public Health Mission” in the District of Solukhumbu, by regularly coordinating with District Health Office, Development Committee, District Administration Office, Local Higher Secondary School, Monastery and other organizations.

	and Gumba (Temple)			management and other matters.
5.	Local organizations	Good		Regular coordination is being continued

### **Chapter-3**

#### **3.1. Financial Details: -**

According to the TOR of the Monitoring/Evaluation Team, the Central office of the organization is situated at Chetrapati, Ward No 16 in the district of Kathmandu. Following facts are provided on the basis of evaluation and inquiry of the financial record, accounts description, audit report and other related documents of the organizations as well as officials of the organization and staffs, including hospital management and descriptions of Kusudebu Public Health center situated Beni Village Development Committee, in the district of Solukhumbu , the working area of the project.

Audit system/ Accounts record

The accounting system of the organization is maintained in double entry system and the transaction is done pursuant to prevailing finance Act and Regulation. Accounts description of such record is maintained in the computer. Moreover, it is observed that Tax-Exempt Certificate and PAN (Permanent Account Number) are registered by the organization.

#### Tax Reduction

The organization while doing its financial transaction according to existing law have deducted tax from the source while paying audit report fee, in making the payment of remuneration to the staffs and other taxes like, rent tax was deducted before paying the rent and the tax amount is deposited to the concerned tax office.

#### Small Cash Fund

The organizations have established a small cash fund of Rs 5,000/- for small amount expenses. The responsible of the fund is given to the staffs appointed by the organization. Other payments are made through cheque.

#### Use of Bank Account

It is observed that, the organization has opened the bank account in the Himalayan Bank Ltd, Thamel Branch, Saving A/Cs No. 00101417120018 and the project's financial expenses is being made through the bank account. In the regulation of the organization, there is provision of necessary signatures by the chairperson and treasurer in the cheque and it is observed that the organization is fulfilling this obligation per se.

#### Auditing

It is observed that, auditing of the organization is taken place every fiscal year (i.e., August to July) and auditing was done through the registered auditor, who obtained auditing license from the concerned authority.

#### Internal Control System

The organization time and again has done appropriate management and regulated of the staffs, provided services perks and maintained the financial transaction well, according

to the regulation of the organization by adopting financial and administrative regulation enforcing thereupon.

<b><u>Particulars</u></b>	<b><u>Amount (NPR)</u></b>	<b><u>Percentage</u></b>
Program Cost	1,940,153.00	79%
Administrative Cost	512,431.89	21%
<b>Total Cost</b>	<b>2,452,884.89</b>	

**List of income and expenditure**

During the fiscal year of 2010/11, it is observed that, the organization had received total amount of NPR 2,402,609.89 from the different donor agencies for conducting the project namely “ Public Health Mission Nepal”. Out of the collected amount NPR 1,940,153.00 is being used for the expenses of the project and NPR 512,431.89 was used in the administrative expenditure amounting to NPR 2,452,884.89 in total expenditure of the project.

**Summary of the Expenditure**

<b>Name of the Project</b>	<b>Donor Agencies</b>		<b>Amount (NPR)</b>
Public Health Mission	1.	Friends of Junbesi, New Zealand	2,344,825.39
	2.	Membership fee	2,500.00
	3.	Income over than expenses	250,042.52
	<b>Total</b>		<b>2,597,376.39</b>

**Record of Commodity/goods**

It is observed that, the organization has purchased the Land & House costing of NPR 300,000.00, close to the Junbesi Public Health Center, which is situated at Beni Village Development Committee, in the district of Solukumbu, where the organization has been operating its project. The organization has maintained different books for recording the durable and non-durable goods, which are necessary for the purpose of conducting the activities, with well management. The X-ray machine, Lab and other furniture and physical assets, which are purchased for medical facility, are prescribed in the annex of the report.

#### Chapter-4

##### 4.1. Findings: -

In the process of monitoring and evaluation of the project namely Public Health Mission, which is conducted by the organization, following feedbacks were received from the people residing at Beni Village Development Committee, in the district of Solukhumbu and neighboring places and villages, especially from the people, who are residing in the Himalayan region.

1. It is observed that, the location of health post is the major center from where tourist and human transporter travel through and they are provided the health services incase of illness.

2. While taking feedback from Mr. Dorje Sherpa, who has received health facility of leg operation from the health post, said that the doctor, nurses and health workers of the health post has provided good health services to him.
3. In the process of taking feedback about the project conducted by the organization, the teachers namely Mr. Rameswor Ranamagar, Mr. Kumar Raute, Mr. Bishnu Kafle and other teachers of the local Junbesi Higher Secondary also observed that, the activities of the health post is highly appreciable because the health post is providing the health services by using the advance equipment by proficient doctors, nurses and health worker and the facilities of the health post is as equivalent or tools to that of the facility provided by the hospitals in the urban area.
4. According to the statements of Mr. Karma Lama, secretary of Himalayan Yeti Club, situated at Junbesi and Mr. Narayan Tamang, vaccine official of District Public Health Office, the projection of health related different programs by the organization has provided great contribution to the improvement of health of lower class people, indigent and vulnerable community of the Himalayan areas and have contributed to awareness concerning cleanliness and environment protection.
5. It is observed that, the health post is located at rural and remote area in the district of Solukhumbu, moreover in the health post the facilities of X-ray and Medical Lab are found to be equivalent to that of District Health Hospital.
6. Even though there is government's Area Health Office in this V.D.C, but there is no any technical health provider except government staff (peon) who is appointed through contract, thus it is observed that people of this area are deprived of receiving the health services. However, the Public Health Project conducted by organization namely Kusudebu Public Health Mission Nepal has provided HA, ANM, Lab Assistant and Office Assistant from its own expenses. Moreover it is observed that the project from its own expenses had purchased the Land in NPR 300,000/- and built the house and provided residential facility to both the project and government's staffs together.
7. It is also observed that, from the health service provided by the organization, the Tibetan refugees are also benefited, who are staying in the Thupting Chelung refugee camp which is located in boarder area between the Solokhumbu District and Tibet.

8. In the process of taking information about the project of the organization with District Development Committee, District Hospital including local stakeholder entities have provided information that there is good coordination between the project and district hospital, and time and again the hospital has been providing some medicine as well as technical trainings to the staffs of the project. Moreover, while taking information about the project, the District Development Committee said that they are acquainted about the project, however, the provided information not included the name of the project in the annual planning Booklet .

#### 4.2. **Sustainability of the Project:**

According to the information obtained by the team, the organization is depended only upon the donor agencies and the donor agencies are providing its support continuously from the previous years on the basis of faith in regular monitoring and executive body of the organization. Now, the organization for its sustainability and continuity, it is necessary to make sustainable plan and act accordingly in upcoming days.

#### 4.3. **Social Audit: -**

If the organization does social audit in the presence of the local representative, social worker and other concerned persons of all the programs conducted by organization within every fiscal year, according to objective of the program, their effectiveness, and clear assessment of income and expenditure, by preparing the description list then only transparency will be realized and delivers positive message to the local peoples/ community. Thus, it is necessary to initiate this act formally.

## **Chapter-5**

### **SWOT Analysis**

#### **5.1. Program Strength: -**

- The program was conducted only after obtaining prior approval from the Social Welfare Council (SWC).
- Donor agencies were providing support continuously and agreement was done regularly with these donor agencies, which providing financial support.
- Financial and Administrative Regulation was enacted and enforced thereupon.



- Necessary technical experts were appointed and technical equipment were purchased for providing health services, according to the necessity.
- According to necessity, different types of free health camp were launched time and again by inviting proficient health practitioners from abroad and free medicines were distributed.
- The organization has constructed three-bed birthing center for the expectant woman.

### **5.2. Program to be reformed: -**

- It is necessary to maintain the record of durable and non-durable goods according to their nature.
- Financial and administrative activities are increasing day by day; therefore, it is necessary to take initiation for internal control through appropriate management and institutional regularities for internal financial auditing.
- It is necessary to encourage herbs production and management for rural and remote economic development by protecting the natural resources and property according to the provisions of the regulation of the organization.
- It is necessary to initiate establishing the system of social audit in presence of the stakeholder entities.

### **5.3. Opportunities: -**

It is observed that, the organization is found to be providing 24 hours health services in the Himalayan areas and prioritized promotion of tourism and granted scholarships to the poor and intelligent students.

### **5.4. Challenges:**

- The program is very difficult to run without financial support from the donor agencies.
- It is a challenge to conduct the program regularly staying at the rural and remote area.

### **5.5. Suggestions/Recommendation: -**

- Financial and administrative activities are increasing day by day; therefore, it is necessary to take initiatives for internal control through appropriate management and institutional regularities for internal financial auditing.
- It is necessary to initiate establishing the system of social audit in presence of the stakeholder entities.
- It is necessary to formulate prior Logical framework approach to conduct a project.
- It is necessary to frame a charter by including the time period and expenses required for receiving the services from the hospital and keep such charter in the hospital so that service seeker can see the charter.
- The organization should make sustainability plan for the continuity of the program.
- Including existing programs, it is much more better to conduct self-oriented income generating, skilled and professional training programs, among others.
- It is necessary to take step for internal income and self-dependency of the organization. This is because, incase if there is any delay of receiving support from the donor agencies, it could cease continuity of the project.
- It is necessary to include the program of the organization in the annual planning booklet (pustika) by coordinating with District Development Committee (DDC).
- Recently, the Social Welfare Council (SWC) has maintained the NGO Database Program in the website of Council i.e., [www.swc.org.np](http://www.swc.org.np) so as to of collecting information of the programs annually, which is conducted by the different national and international organization. It is also mandatory to the organizations to maintain the record of their annual program description in the NGO Database Program.

<u>Serial no.</u>	<u>Name and Sure Name</u>	<u>Designation</u>
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**Annex-1**

Following are the existing executive committee of the organization.



Photograph  
Sd.....

Thumb Impression	
Right	Left

Signature of Photographer Verifier

Name, Surname of Land Owner: Kusudebu Public Health, Nepal

Address: Bagamati Zone, Kathmandu district, .....Area, Pichalbare Marg  
Municipality/Village Development Committee ward No.....

Name, & Surname of Land Owner's Father's/Husband's: N/A

Name, & Surname of Grand Father's/Father in Laws: N/A

Citizenship Number and Date: N/A

Citizenship Providing Office: 20689/2010/04/26

Signature of Land Owner:.....Written.....

Land Ownership Certificate Providing Office: Bhajoka, Solukhumbu

(Seal of Office)

**Annex-4**

**Government of Nepal**

**Ministry of Home Affairs**

**District Administration Office**

**Sallery, Solukhumbu**

**(Seal of Office)**

**Application No: 2006/07**

**Sagarmatha Zone**

**Dispatch No. 840**

**Date: 2006/12/28**

**Subject: Permission Granted**

To,

Kusudebu Public Health Mission, Nepal

Kathmandu Metropolitan, Ward No -16, Chetrapati,

Upon the application given by the organization at this Beni V.D.C, in the district of Solukhumbu, for extension of working area including necessary documents and based upon the documents, it is informed that the permission is granted to initiate its work according to the section 1(b) of the regulation of the organization, under the *Organization Registration Act, 1977*.

**Acknowledged :**

District Health Office, Solukhumbu

Chief District Official

Sd.....

Ph No. 038-520189

**Government of Nepal**  
**Ministry of Health and Population**  
**Health Service Commission**  
(Eastern Regional Health Services Directorate)  
**District Health Office**  
**Falpu, Solukhumbu**  
(Seal of Office)

**Application No: 2008/09**

**Sagarmatha Zone**

**Dispatch No. 840**

**Receiver Application no and date**

**Date: 2009/02/12**

**Subject: Permission Granted**

To,

Kusudebu Public Health Mission, Nepal

Beni, Solukhumbu

In connection with the subject mentioned above, while taking procedural action upon the letter submitted by the organization dated **2008/12/25**, dispatch No. 44, hence, it is to be informed that permission was given to the organization by the District Administrative Office, Solukhumbu on the basis of application dated **2008/12/28**, dispatch No. 840 for providing health services reasonably to the public, under the rule & regulation of the Nepal government, permission is granted for the operation of functions relating to health, which is conducted by the organization in the District Health Office without imposing financial burden thereupon and be furnished the progress report thereof to this office.

Sd.....

Senior Public Health Officer

Picture 1

(Internal Evaluation (IE) Team doing enquiry of Hospital's Medicine)

Picture 2

(IE Team discussing with hospital Management Committee)

Picture 3

(Monitoring and Evaluation Team doing interaction with local organizations)

Picture 4

(Monitoring and Evaluation Team doing interaction with representatives of local entity)



Kusudebu Public Health

Mission Nepal

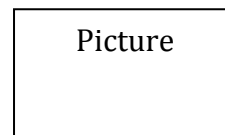
Annual Progress Report

2012/13

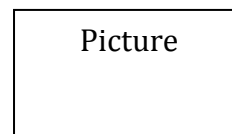
(2068/69)

(Picture)

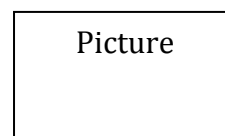
In the Health Center, private level doctor, Nurse, Lab Assistant, Radiologist, Administrative and Peon facility/management is provided regularly, for the safe health of the local resident.



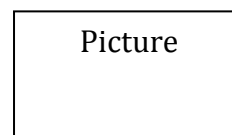
In the Health Center, Pathology Lab, X-ray, ECG, Video X-ray including Oxygen services was conducted.



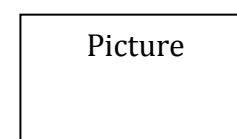
Seven-member local's committee was organized for regulating the health center regularly and for managing the daily activities.



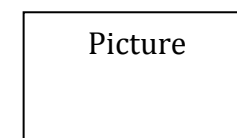
24 hours emergency health service was provided.



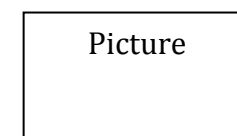
Social Welfare Council (SWC) inspected the functions of the Health Center.



A training relating to "Skilled Birth Attendant (SBA)" was arranged for Ms. Tashi Sherpa.



Health Campaign relating to dental medical was conducted.



In this campaign total 167 victims were treated, out of which 136 persons' teeth were taken out, 53 persons' teeth were filled and 22 persons were given other treatment.

Picture

Vaccine program was conducted with the assistance of District Public Health.

Picture

Health Campaign was conducted in Dhepchuling Gumba with the assistance of District Public Health Office.

Picture

New toilet was constructed in the staff quarter.  
Maternity room was constructed and completed.

Picture

The organization has been providing scholarship to the poor and competent female students through the selection process in the courses like Lab technician, staff nurse and 3 years course of radiologist and it is also observed that the organization is going to continue this facility in upcoming days.

Picture

According to the record of this year, this health center has provided health services to 2,880 patients. The 10 major patients were, HTN, Eczema/dermatitis, Fall injury, Abdomen pain, Pneumonia, Presumed non infection diarrhea, COPD, Acute Tonsillitis, APD and Conjunctivitis.

## Check List

### 1. Related with organization

- Establishment of the organization (regualtion), affiliation to District Social Welfare Council (SWC), Permanent Account Number, among others.
- Objectives
- Member of the executive committee.
- Election
- Office
- Staffs (Salaried and Unsalariad)
- Major functions of the organization so far
- Description of assets of the organization
- Minutes of the organization

### 2. Related with Projected

- Name of the Project
- Working area of the Project
- Objectives
- Challenges in the Project area
- Focused group
- Project Activities, Implementing, Methodology/Process, Achievement
- Effect of the Project
- Project Sustainability
- Project Outputs
- Case Study (Direct dialogue with beneficiary group of the project)

### 3. Related with Financial Administration

- Income and Expenditure Budget and record processes
- Physical assets record
- Audit Report
- PAN
- About VAT and Tax (TDS)

- Goods procured for the purpose of the Project
- Voucher, Bill, Receipt and among others
- Account System
- About Petty Cash
- About Bank and Account Book
- About future of the organization
- Organization's relation/coordination with agencies and including other line agencies like District Development Committee and Village Development Committee.
- About Progress Report, Audit Report
- Annual Budget and program
- Organization's financial and program related policies
- List of Clinical Equipment
- Name list of participants of the training
- Major functions of the organization done so far
- Donor agencies and amount received so far
- Whether executive committee's election was taken or not so far?
- Name list of executive committee
- How many are there in ordinary members?
- So far how much amount received from the donor agencies? And how and where those amounts were used?
- Description of the expenses- Program expenses and administrative expenses with percent shown clearly
- Description of assets of the organization
- Latest Audit Report
- Organizational Structure
- Name and designation of the staffs
- Name list of Community Health Worker, whom training was given including description of where, when and what type of training were given.