

## “नगर विकास कोषको कार्य सञ्चालन निर्देशिका (TDF Standard Operating Procedures - SOP), २०६९”

Phase	Step	Time (WD)	Internal Steps and Procedures	Time (WD)	External Steps and Procedures	BPPD	PMSM	TACS	PF	RM	HRFM	PME/IMS	ED	Board	F.A.	Client	Con-sultant	Con-tractor	Relevant Document	Status	
IDENTIFICATION	a				Client decided to seek support by TDF for financing and contacted TDF Representatives	S2										S1			Municipal Council Decision/Board Decision/Periodic Plan Priority		
	b		Consultation with Clients on proposed project and Provide TDF Financing Policy & standard set of documents to Client to receive L/G Support from TDF			S1										S2			Checklist	Completed	
	c		Formal Request with Application Form (including FOP of Municipality) for Financing of Study (Project Design) Received and Assessed		Client submitted Filled up Application Form with a formal request for financing of Study including audited Financial Statements and FOP (if possible)	S2			S3			S5	S4			S1			Application Form/FOP	Completed	
	0.0	0	<b>Milestone 0: Candidate Project Registered</b>	0																	
	0.1	4	TDF Team Field Visits to define scope of project (as required)		Municipal Team Field Visit with TDF Team to define scope of project under study	S1			S2	S3			S4				S5			Field Visit Checklist	Completed
	0.2	3	Pre-Appraisal Report Prepared (Including Study Cost/Construction Cost Confirmation )			S1			S2	S3										PAR-TOC	Completed
	0.3	1	Communication/Advice to client on conditions of financing of study			S1											S2			Tel. or E-mail	
0.4	1	Pre-Appraisal with positive result (initiation) or negative result (rejection) and Approval of Study Project (Financing Agency No Objection if needed)			S1			S2	S3			S6	S4		S5				MEMO		
1.0	9	<b>Milestone 1: Project Initiation Decided</b>	0																		
DEFINITION	1.1	1	Send Approval Letter to Mun. for Grant Financing for Study of the Proposed Project (PFS if Required; FS/DPR if PFS is not needed)	2	Approval Letter for Grant Financing Agreement for Study Received	S1						S3				S2			LEGAL/Grant Financing Manual	In Process	
	1.2	3	No objection by TDF on TOR/RFP (including technical/financial env./social/inst/legal aspects) & Evaluation Criteria submitted by the Client	1	Send TOR/Evaluation Criteria/RFP for Study to TDF (upt to PFS/DPR) for No Objection	S2						S4	S3			S1			Standard TOR/RFP/Evaluation Format/letter	Completed (sector wise to be prepared)	
	1.3			30	Invite Study Consultants with Request for Proposal (RFP) [ Finalize Short listing of Consultants through EOI publication as per PPA/PPR before RFP issue)											S1	S2			Completed	
	1.6			0	Technical and Financial Proposal for Study											S2	S1				
	1.7			0	Form an Evaluation Committee for Study Proposals Evaluation (as per PPA/PPR)											S1					

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DEFINITION	1.8			7	Technical Proposals for Study Opened											S1	S2				
	1.9		No Objection by TDF/donor on Technical Proposal (if needed)	1	Technical Proposals for Study Approved and sent to TDF for No Objection	S2						S4	S3			S1				to be prepared	
	1.10			7	Financial Proposal for Study Opened											S1	S2				
	1.11			1	Financial Proposals for Study Approved											S1					
	1.12	3	No Objection by TDF/Donor on Technical/Financial Proposal	1	Request for No Objection on Technical/Financial Proposal to TDF	S2							S4	S3		S5	S1				( to be prepared)
	1.13			7	Invitation to Best Bidder (Consultant) for Study (Duration as per PPA/PPR)												S1	S2			t o be prepared
	1.14			1	Contract Award for Study Consultant (Tripartite Agreement among TDF, Mun. and Consultant)	S3											S1	S2		LEGAL/Contract Agreement	Completed
	2.0	7	Milestone 2: Study Contract Signed	58																	
PRE-FEASIBILITY	2.1	2	Request for 1st installment Received and Disbursed to Municipality	1	Communication to TDF about Contract Award/ Request for 1st installment for study incl. Bank Guarantee received from Consultant & Sent to TDF/Separate Account Opened	S3					S4	S6	S5			S2	S1		LEGAL/Municipality Request Letter	in process	
	2.2				Conduct Study by Consultant for Draft PFS Report Preparation (Time Duration as per the Project Nature & Size based on Contract Agreement with Consultant)											S2	S1				
	2.3				Draft Pre-Feasibility Study Report Received, reviewed and copy Sent to TDF	S3										S2	S1		TOC/CHECKLIST	Completed	
	2.4	4	Draft Pre-Feasibility Study (PFS) Report received and comments sent to Municipality			S1			S2	S3		S4				S5	S6				
	2.5	3	TDF participated in Stakeholder Meeting on Draft PFS Report (if required)	1	Conduct Stakeholder Meeting on Draft PFS Report (if required)	S3			S4	S5		S6				S1	S2				
	2.6			2	All Comments (TDF and Client) on Draft PFS Report Elaborated and Sent to Consultant											S1	S2				
	2.7				Pre-Feasibility Report Received with conformity on all Comments sent by TDF and Municipality (Time Duration for PFS Consultant will be based on the Project)											S2	S1				

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PRE-FEASIBILITY	2.8	2	Pre-Feasibility Study (PFS) Report Received and comments sent to Municipality	3	Pre-Feasibility Study (PFS) Report Approved and sent to TDF along with Final Installment Request /Grant Financing Application Form Sent to TDF for further Study Request (i.e. for FS/DPR), if needed (based on TDF's comments)	S2			S3	S4						S1	S4			
	2.9	1	PFS Final Installment Disbursed to Municipality	1	PFS Final Disbursement to Consultant	S1					S2	S4	S3			S5	S6		Format/memo	
	2.10	4	PFS Appraisal Report Prepared/Approved	1		S1			S2	S3		S5	S4						TOC	Completed
FEASIBILITY	2.11	1	<b>TDF Decision for go/no go for FS/DER</b>			S1						S3	S2			S4			Internal MEMO	Completed
	2.12	7	Grant Financing Application Received by Municipality for FS/DE & <b>Follow 1.1,1.2,1.9 &amp; 1.12 Steps</b> for providing No Objection and Approve the Grant Financing for FS/DE Consulting Services to Municipality	58	Follow similar steps 1.1 to 1.14 above for FS/DE Consultant Selection, Approval and Agreement (as per PPA/PPR Provisions)	S1			S2	S3	S4	S6	S5		S7	S8	S9			
	2.13				Conduct FS Study by the Selected Consultant (Time Duration as per the Size and Nature of Project)	S3										S1	S2			
	2.14				Draft Feasibility Study (FS) Report Received, reviewed and copy sent to TDF	S3										S2	S1		TOC	Completed
	2.15	3	Draft Feasibility Study Report (FSR) received and comments sent to Municipality	2	Draft FSR with all comments sent to Consultant	S1			S2	S3		S4				S5	S6		Checklist	Completed
	2.16	3	TDF participated in Stakeholder Meeting on DPR	1	Conduct Stakeholder Meeting on DFR	S3			S4	S5						S1	S2			
	2.17			2	All Comments on DFR Elaborated and Sent to Consultant											S1	S2			
	2.18				Supervise Final Feasibility Study by the Consultant (Time Duration as per the Size and Nature of Project)											S1	S2			
	2.19				Final Feasibility Study Report Received, reviewed and copy sent to TDF	S3										S1	S2			
	2.20	3	Final Feasibility Study Report Received and comments sent to Municipality	2	Final Feasibility Study Report Approved and sent to Consultant for start Detail Engineering (DE) Study	S1			S2	S3		S4				S5	S6			
	2.21	1	FS Installment Disbursed to Municipality	1	FS Installment Disbursement to Consultant	S1					S2	S4	S3			S5	S6			Completed

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	2.22		Follow up on the Progress of the Study		Conduct Detail Engineering Study by the Selected Consultant (Time Duration as per the Size and Nature of the Project)	S3										S1	S2			
DPR	2.23				Draft Detail Engineering (DE) Report Received, reviewed and sent to TDF	S3										S2	S1		TOC	Completed
	3.23	3	Detailed Detail Engineering (DE) Report received and comments sent to Municipality	2	TDF's Comments on Draft DE Report Received, Reviewed and Sent to Consultants	S1	S4		S2	S3		S5				S6	S7		Checklist	Completed
	2.25	3	TDF participated in Stakeholder Meeting on DE Report and provided comments (as Needed)	1	Conduct Stakeholder Meeting (if needed) and Send Feedback/Comments to Consultants	S3			S4	S6			S5			S1	S2			
	2.26		Follow up on the Progress of the Study		Supervise/Monitor on Final Detail Engineering (DE) Study made by the Consultant (Time Duration as per the Nature and Size of the Project)	S3										S1	S2			
	2.27				Final DE Report (along with Tender Documents) received, reviewed and sent to TDF No Objection	S3										S2	S1			
	2.28	2	Final DE (along with Tender Documents) Report Received, reviewed and No Objection Sent to Municipality	2	Final DE (along with Tender Documents) Report Approved by Municipality and Informed to the Consultant	S1	S4		S2	S3		S6	S5			S7	S8		MEMO	
	2.29	1	Final FS/DE Report (i.e. Final DPR) Installment Disbursed to Municipality	1	Final FS/DE Study (i.e. DPR Study) Disbursement to Consultant	S1					S2	S4	S3			S5	S6			
	3.0	43	<b>Milestone 3: Final Detailed Project Report</b>	81																
APPROVAL	3.1	1	Filled up Application Form along with Approved DPR (i.e. Final FS/DE Report) for Financing of Construction received by the Client	1	Formal Application Form (Filled up) for Financing of Construction submitted to TDF (along with the final FS/DE Report i.e. Final DPR)	S2			S3	S4	S5	S7	S6			S1			Application form	Completed
	3.2	7	TDF's Final Appraisal Report Prepared and Submitted to ED/Investment promotion Committee			S1			S2	S3	S4	S6	S5						Appraisal manual/guidelines	Completed
	3.3	3	Appraisal Report Evaluated and Loan/Grant Investment decided by the Investment Promotion Committee (as per TDF's Financing Policy)						S1			S4	S2	S3					Note to the Investment Promotion Committee/Board	Completed
	3.4	1	No Objection request to financing agencies for appraisal report (if required)	10	No Objection for Financing of Construction Confirmed by Financing Agency (F.A)				S1			S4	S2		S3				Format	IN Process
	3.5		Financing of Construction Endorsed by TDF Board (in an appropriate time of Board meeting)						S1			S4	S2	S3						

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APPROVAL	3.6	2	Draft Financing Agreement (along with Guarantee Agreement, if needed) sent to the client (and Guarantor) for their Board approval	7	Draft Financial Agreement (along with Guarantee Agreement, if needed) Received from TDF and Endorsed by the Client's Board (and Guarantor's Board Decision if any) & Sent to TDF with confirmation on Authorization of Signing of the Agreement.	S3			S1	S2	S4		S5						S6	legal	IN PROCESS	
	3.7	1	Signing of Financing Agreement between TDF and Client (and also with Guarantor if any)	3	Participate in the Financing Agreement Ceremony organized by TDF				S1		S2	S4							S3			
	3.8		Security Mechanism set up among the concerned parties (based on the Security Mechanism recommended on Final Project Appraisal Report & as approved by TDF Investment Promotion Committee)		Setting up of the recommended security mechanism agreed by the client/concerned parties.						S1								S2	LEGAL	Completed	
	4.0	15	<b>Milestone 4: Financial Agreement Signed</b>	21																		
CONSTRUCTION PROCUREMENT	4.1	1	<b>Establish the Amortization Schedule</b>								S1	S3							S2			
	4.2	1	Completed Tender Documents , Evaluation Criteria for Construction Bidding & decision on Evaluation Committee Received from the Client	7	Finalize the Complete Tender Documents (revisiting the Tender Documents submitted by the FS/DE consultant) based on the Financing Agreement; Finalize Evaluation Criteria for Construction Bidding and form the Evaluation committee as per PPA/PPR.		S2				S3	S4							S1	SBD	Completed	
	4.3			36	Contractors Invited														S1	S2	SBD	Completed
	4.4				Conduct Pre-Bid Meeting for interested Contractors														S1	S2	SBD	Completed
	4.5				Technical and Financial Proposal (i.e. Tender Document) for Construction Received														S2	S1	SBD	Completed
	4.6					Technical /financial proposal (i.e. Tender Document) for Construction Opened (in presence of renderers)													S1	S2	SBD/CHECKLIST	Completed
	4.7				7	Technical /financial proposals (i.e. Tender Documents) for Construction Evaluated													S1		SBD/PROPOSAL	Completed
	4.8	1	Evaluation Report of Technical/Financial Proposals (i.e. Tender Evaluation) for Construction Received/Reviewed	3	Evaluation Report of Technical /financial Proposals for Construction (i.e. Tender Evaluation) Sent to TDF		S2				S3	S4							S1		SBD	Completed
4.9	1	Request for No Objection for Construction to Financing Agency (if required)	10	No Objection for Construction Confirmed by Financing Agency		S1					S4	S2		S3						letter	to be developed	

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CONSTRUCTION PROCUREMENT	4.10	2	No Objection on Financial/Technical Proposal for Construction Confirmed to Client		No Objection on Finical/Technical Proposal for Construction Received by the Client and then Client inform about the award of contract to the corresponding Tendered		S1					S3	S2			S4		S5	letter	Completed	
	4.11			1	Construction Contract Signed between Client and Contractor; and informed to TDF		S3				S4	S6	S5			S1		S2			
	4.12				Request for Financing (i.e. filled up application form) of Supervision (along with TOR, Ev. Criteria, Cost Estimate) Sent to TDF		S2									S1			legal	Completed	
	4.13	2	Request for Financing of Supervision Received, Evaluated & Approved		TDF's approval letter (along with terms and conditions) on Financial Support for Supervision received		S1				S2	S4	S3			S5			legal	in process	
	4.14				Issue RFP to Short Listed Supervision Consultants (time Duration to be matched in parallel with the duration of Construction tendering process)												S1	S2		legal/RFP	in process
	4.15				Technical and Financial Proposal for Supervision Received from among the Short Listed Consultants												S2	S1			
	4.16					Technical Proposal(s) for Supervision Opened and Evaluated											S1	S2			Completed
	4.17	2	Recommendation for Supervision Consultant Received, Reviewed and Send No Objection to Client (Receive No Objection from F.A. if needed)		Financial Proposal(s) for Supervision Opened, Evaluated and sent to TDF for No Objection		S3				S4	S6	S5		S7	S1	S2		letter	Completed	
	4.18					Supervision Consultant Signed and Copy sent to TDF		S3			S4	S6	S5				S1	S2		LEGAL/SBD	Completed
	5.0	10	<b>Milestone 5: Construction Contracted</b>		64																
	5.1	1	Request for Mobilization Advance for Construction Received from Municipality	1	Request for Mobilization Advance for Construction received from contractor along with Bank Guarantee) and requested to TDF for disbursement (if needed)		S3			S4	S6	S5				S2	S1		letter	In Process	
	5.2	1	Request for Mobilization Advance for Supervision Received from Municipality		Request for Mobilization Advance for Supervision Received from Consultant along with bank guarantee and send to TDF		S3			S4	S6	S5				S2	S1		letter	In Process	

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CONSTRUCTION	5.3	3	Receive Municipality/Supervision Consultant Feedback about any changes or variation needed before start of the work and provide no objection if needed and if within the limit		Review and Reconfirm the Tender Documents/Designs etc. by the Supervision Consultant and get feedback & then inform TDF for no objection if any changes/variation needed		S4				S5	S7	S6				S3	S1	S2		
	5.4	2	1st Installment on Construction disbursed to Municipality		1st Disbursement for Construction (Mobilization Advance) to Contractor		S1				S2	S4	S3				S5		S6	checklist	Completed
	5.5	2	1st Installment on Supervision disbursed to Municipality		1st Disbursement for Supervision (Mobilization Advance) to Consultant		S1				S2	S4	S3				S5	S6		checklist	Completed
	5.6	3	TDF Participated in 4 Parties Meeting		4 Parties Meeting Conducted		S1					S3	S2				S4	S5	S6	checklist	Completed
	5.7	1	Monthly Progress Reports on Construction Supervision Received/Evaluated;		Implement the Construction Project, Make proper Supervision Management, receive Monthly Progress Reports on Construction Supervision from consultant and then review & submit to TDF ( also receive Running Bill from the contractor with consultants review/recommendations; and submit to TDF with request of the installments in the prescribed format as necessary) [ Time Duration as per Contract Agreement and Time variation as approved by Municipality and TDF]		S4				S5	S7	S6				S2	S1	S3	TOC	Completed
	5.8		Site Visit Conducted (as required)		Municipal Technical Staff Participated (if required)		S1				S2	S4	S3				S5	S6	S7		
	5.9	2	Receive the Installment Request by the client as per the progress and disburse the Installments for Construction to the Client		Disbursement for Construction to Contractor		S4				S5	S7	S6				S3	S2	S1	checklist	Completed
	5.10	2	Receive the Installment Request by the Client and disburse the Installments for Supervision to the Client		Disbursement for Supervision to Consultant		S3				S4	S6	S5				S2	S1		checklist	Completed
	5.11	2	Substantial Completion Certificate Received and Reviewed; and comments provided (if any)		Substantial Completion Certificate Received from Supervision Consultant and submitted to TDF		S3				S4	S6	S5				S2	S1		Format	in the process
	5.12	2	Completion Report (including As Built Drawing)	2	Contractors Final Bill and Completion Report Received, evaluated and submitted to TDF along with Consultant's Recommendations		S4				S5	S7	S6				S3	S2	S1	Format/TOC	Completed
	5.13	3	Project Completion Report of Consultant received & reviewed by TDF & sent no objection to Municipality	1	Project Completion Report of Consultant received, reviewed & approved by Municipality & sent to TDF for No objection;		S1		S2	S3	S4	S6	S5				S7		x8	Review format	Completed

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	5.14				Contractors Final Bill along with Supervision Consultant's Recommendation Received, Reviewed, Approved by Municipal Board and Sent to TDF for Final Disbursement Request		S4				S5	S7	S6				S3	S2	S1		
	5.15	3	Final Disbursement request for Supervision Consultant and Contractor Received from Municipality and Disbursed the Final Installment for Consultant and Construction	1	Final Disbursement for Supervision Consultant and Contractor		S1				S2	S4	S3				S5	S6	S7	Report (TOC)	Completed
	6.0	27	<b>Milestone 6: Final Disbursement for Construction</b>	5	<i>(Total Time Depends upon the Project and as Agreed in the Contract Agreement with Contractor)</i>																
	6.1		Report Received from Supervision Consultant at the end of DLP		Site Visit Conducted by Municipality, Supervision Consultant and Contractor within DLP and informed to Contractor for defects correction before sanctioning of Security Deposit		S4	S5					S6				S1	S2	S3	TOC	in process
	6.2		Receive, Review and comment on the Project Operation Report from Municipality/Supervision Consultant and provide no objection to Municipality for final disbursement of Security Deposit to Contractor		Defects Correction by Contractor under Supervision Consultants instructions and send Report to TDF for No Objection before disbursement of Security Deposit to Contractor		S4	S5	S6	S7	S8	S10	S9				S3	S2	S1	TOC	in process
NORMAL LOAN RECOVERY	6.3		Loan restructured and Amortization Schedule Issued and sent to Client		Borrower confirmed restructured amortization schedule				S2	S1	S3	S4				S5			A. Schedule	Completed	
	6.4		Security Mechanism modified (if required)		Borrower confirmed the modification of security mechanism				S2	S3	S1	S5	S4			S6					
	6.5		Ensured/confirmed establishment of security mechanism (e.g. escrow accounts )		Borrower and other relevant parties like bank agreed and signed the document				S3	S2	S1	S5	S4			S6			legal	in process	
	6.6		Prepare loan recovery status report prepared quarterly and circulated all departments/WO cells								S1									formats	Completed
	6.7		Conducted management meeting on recovery issues on quarterly basis								S1										
	6.8		Regular notice to borrower 60 days before the due date issued		Responded the regular notice of TDF/send payment to TDF						S1								letter	Completed	
	6.9		Follow up notice 30 days before the due date (letter, Email, telephone ) issued		"						S1								letter	Completed	

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NORMAL LOAN RECOVERY	6.10		Sent the first reminder letter to clients within 30-45 days of default		"	S2	S2	S2	S2		S1	S4	S3						letter	Completed
	6.11		Bi-annual Due/Collection/Balance (DCB) Report presented to Investment Promotion Committee/Loan Recovery Committee/board								S1		S2						letter	Completed
	6.12		Bi-annual aging analysis of overdue loans prepared								S1								letter	Completed
	6.13		Sent the 2nd reminder demand letter to defaulter within 60-75 days of default		Paid up the interest, principal and penalty to TDF	S2	S2	S2	S2		S1		S3						letter	Completed
	6.14		Send letter to the guarantor		Guarantor sent letter to client of TDF						S1		S2						letter	Completed
	6.15		Field visit conducted by Loan recovery support team (legal, finance, technical)		Discussed the loan status with TDF visiting team	S2	S2	S2	S2	S2	S1		S3						checklist	in process
	6.16		Assessed the status of non repayment after field visit for defaulter's (project wise report)		Supported TDF in finding causes of defaulting						S1	S4	S2	x3		S4			Status report/to	in process
	6.17		Submitted the default cases to Loan Recovery Committee								S1		S2						Summary report	
	6.18		Sent request letter to the MLD with defaulter list		MLD reminded municipalities to pay TDF overdoes						S1		S2						letter	Completed
	6.19		Loan loss provisioning report and send to accounts section								S1								TOC	Completed
	6.20		Annual confirmation of Balance/Due with the clients within 60 days of year end		Clients confirmed balance/due with TDF records						S1						S2		letter	Completed
	6.21		Submitted the default cases to Loan Recovery Committee before sending to WO Cell								S1		S2						Format	in process
	6.22		Initiated revenue intercept		Borrower agreed and MoF, MoUD/MLD decided revenue intercept					S2	S1		S3			S4			legal	in process
	6.23		Handed over the bad loan cases with over 360 days default cases to workout cell								S1		S2						Format	in process
6.24		Cooperated with WO cell in enforcing the recovery of bad loans							S2	S1										
6.25		<b>Workout Cell</b>		Workout Cell																
6.26		Carried out detail cause analysis of bad loans handed over by loan recovery unit		Borrower cooperated/ assisted to assessment team	S2	S2	S2	S2		S1	S3	S4				S5			TOC	in process
6.27		Identified the recovery options (intercept, DSRF, ..)		Agreed with TDF in recovery options	S2	S2	S2	S2	S2	S1		S3				S4				
6.28		Negotiated with clients on recovery options		Borrower agreed on option/s	S2	S2	S2	S2	S2	S1		S3				S4				
6.29		Rescheduling/restructuring of loans if required		Request TDF for rescheduling/restructuring if needed				S3	S2	S1	S5	S4				S6				

Phase	Step	Time (WD)	Internal Steps and Procedures	Time (WD)	External Steps and Procedures	BPPD	PMSM	TACS	PF	RM	HRFM	PME/IMS	ED	Board	F.A.	Client	Con-sultant	Con-tractor	Relevant Document	Status
<b>PROBLEM LOAN RECOVERY</b>	6.30		Sent back the project/s to regular loan recovery in case issue is amicably resolved.								S1								Report	
	6.31		Notify clients for possible legal actions as per agreement if negotiation fails						S2	S2	S1	S4	S3			S2			Letter/Legal	to be developed
	6.32		Actions according to recovery policy / security mechanism as per agreement applied							S2	S1		S3			S4			Legal	to be developed
	6.33		Initiated revenue intercept/calling guarantees/ enforce other securing measures		Clients agreed in written to initiate revenue intercept/calling guarantees/ enforce other securing measures					S2	S1		S3			S4			Legal	to be developed
	6.34		Issued the letter regarding decision to be taken on "step in right over the asset of borrower" by TDF				S2	S2		S2	S1	S3	S3	S4					Legal	to be developed
	6.35		Send notice for legal action							S2	S1		S3			S4			Letter/Legal	to be developed
	6.36		Internal circulation to departments and ED about workout status								S1	S2							Status report/to	to be developed
	6.37		Sent legal/updated status of recovery action to accounts section with recommendations (write off, ...)								S1		S2						Formats	to be developed
	<b>111</b>			<b>229</b>																

**Legends**

- 3 Working days or time limits according to S1 Procedure Initiated by the Unit
- Variable time frame depending on contracts S2.. Procedure Supported by the Unit

**Note:**

- a. HRFM (human resource and fund management), PFRM (project finance and risk management), and PME (planning monitoring and evaluation center) are departments of TDF.
- b. BPPD (business promotion and project development), PMSM (project monitoring and supervision management), TACs (technical assistance and consulting services), PF (project finance), RM (risk management), are divisions of TDF.
- c. Clients are municipalities, urbanizing VDCs, water users, and other borrowers mentioned in the TDF loan grant policy.
- d. If any project below 6 million NRS, clients can submit their FS/DE (DPR) directly and consultants mobilization is not needed in this case.
- e. If any project cost is more than 6 million NRS, & clients have their own capacity to conduct study by their own can apply for DPR directly.
- f. Projects managed by GoN Department (PCO/PMO of DUDBC and DWSS) have to submit the relevant documents at relevant steps as mentioned above.
- g. The decision on financing for study and supervision consultants will be made based on the pre-appraisal report & final appraisal report receptively.