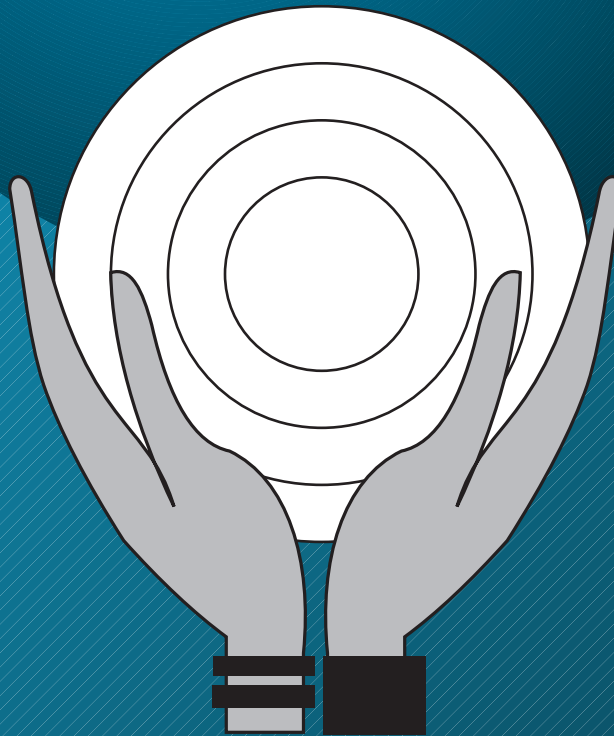


Unofficial Translation of
**Female Community Health Volunteer
Fund Operational Guideline**



Government of Nepal
Ministry of Health and Population
Department of Health Services
Family Health Division

Teku, Kathmandu, 2065

(This guideline has been approved by the Cabinet of Ministers as of 2064/12/20,
i.e., April 02, 2008)



Ref:

Government of Nepal

Ministry of Health & Population

Phone: 4.

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262590
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Ramshahpath, Kathmandu
Nepal

Date:



Gratitude

Female Community Health Volunteer Programme has been conducted all over the country by the Government of Nepal under the Ministry of Health and Population. The success of this programme has made it possible to reap the desired outcome in the health sector of Nepal.

Female Community Health Volunteer Fund has been proposed with the concept of helping community level Female Community Health Volunteers and also aimed at strengthening the health services in the community. The recommendations received from different sources such as Regional Workshops, Female Community Health Volunteer's suggestion, seed(endowment fund study report and other field reports has made Government of Nepal possible to allocate money for Female Health Volunteer Fund (in the red book) through the budget 2064/65. Female Community Health Volunteer Fund Guideline (guideline) – 2064 has been issued to mobilize this fund. I believe this guideline will help to mobilize Female Community Health Volunteer Fund in appropriate manner and it will lead to a success.

Thanks

Signed:

.....
(Dr. Bishnu Prasad Pandit)
For secretary
Ministry of Health and Population



Government of Nepal
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DEPARTMENT OF HEALTH SERVICES

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Date :



Preface

It is an established fact that Female Community Health Volunteers are continuously working in each ward at the local level under the Government of Nepal, Ministry of Health and Population. Female Community Health Volunteers have important role on health related programmes. It is not debatable to claim that the success of Female Community Health Volunteers has in fact helped to make success of different health programmes undertaken by government. In addition to the community based activities, Female Community Health Volunteers are actively playing role in various national events like Vitamin A distribution, and Immunization day.

After the success and effectiveness of this programme, Government of Nepal has promulgated Female Community Health Volunteers Fund Operational Guideline -2064 in order to enhance their effective participation and contribution in health related programmes.

I am confident that establishment of this fund will encourage Female Community Health Volunteers and they will contribute further in this sector, I also pay my gratitude at this point.

Signed:

.....
(Dr. Govind Prasad Ojha)
Director General
Department of Health Services



Government of Nepal
Ministry of Health & Population

DEPARTMENT OF HEALTH SERVICES

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Date :



Background

Supportive works undertaken by more than 48,500 Female Community Health Volunteers in Nepal is commendable for their role on reducing maternal and infant mortality rate, extending family planning and contraceptives, controlling communicable disease and other activities such as distribution of Vitamin A and immunization. Female Community Health Volunteers have been institutionalized as inseparable part of health sector. Their dedication and commitment has made it possible to the success of local level health programme at local level. As a result, infant and maternal mortality rate is gradually decreasing. There is no debate on the exemplary role played by Female Community Health Volunteers particularly in the rural areas.

Different activities have been designed to enhance the knowledge and moral of Female Community Health Volunteers, dedicated to provide free services in the society. In this context, Female Community Health Volunteer Fund has been established to strengthen the initiations that have been taken at local levels as per the recommendations/suggestions; report and study from different sources; experience and suggestion of health workers. .

Government of Nepal has allocated an amount of NRs. 50,000 in each VDCs to establish Female Community Health Volunteer Fund to enhance the skill and welfare to provide support to the community based health programmes. This Female Community Health Volunteer Fund operational Guideline 2064" has been issued to secure Female Community Health Volunteer's access to the fund and utilize the fund genuinely. Let me express my sincere gratitude to all Female Community Health Volunteer who are committed on the sacred mission to improve the health status of Nepalese people.

Signed:

.....
(Dr. Bal Krishna Suvedi)
Director
Family Health Division

Female Community Health Volunteer Fund Operational Guidelines-2064

Background

The National Health Policy, 1991 clause (5) states local participation in health services. It mentions that Female Community Health Volunteers, Sudeni, and local activists from social organization and civil society will participate in ward level health programmes and activities. Accordingly, Female Community Health Volunteer programme was initiated in FY 2045/46 and is continued till date.

Till this date more than 48,000 Female Community Health Volunteers are part of this programme. Female Community Health Volunteers (FCHVs) are playing active role and providing service in different national programmes such as family planning, maternal and infant health, child health, communicable disease control, vitamin A distribution and immunization programmes.

After the positive impression of the service provided by Female Community Health Volunteers, FCHV Endowment Fund was established voluntarily in some districts and VDCs. A FCHV Endowment Fund operational guideline was issued in FY 2058/59 to help Female Community Health Volunteers to manage such Endowment Funds. This guideline has helped to institutionalize the operation of Endowment Funds established at district, municipality or VDC level. The imperativeness on the refinement of the guideline was realized later following the suggestions received from Female Community Health Volunteer, Endowment Fund study report and experience and suggestion from persons working on this field.

Through the budget of 2064/65 the Government of Nepal, has committed establishing Female Community Health Volunteer Fund with the objectives of enhancing local level effort, enhancing access to health at ward and settlement level through community mobilization and achieving optimum health service through health education and information. This guideline has been promulgated within the context outlined above.

Female Community Health Volunteer Fund Operation Guideline

In accordance with the clause 93 and 149 of the budget announcement of the Government of Nepal for fiscal year 2064/65 "Female Community Health Volunteer Fund will be established in each VDCs". As per the authority mentioned in clause 3 of "Work Operation Fund Act 2053"(Karya Sanchalayan Kosh Aain) of the government of Nepal, the Female Community Health Volunteer Fund Operational Guideline 2064 has been issued.

1. Name:

- 1.1 The guideline is named as "Female Community Health Volunteer Fund Operational Guideline"
- 1.2 This guideline will be effective immediately.

2. Definition:

- 2.1 Volunteer denotes Female Community Health Volunteer.
- 2.2 Fund committee denotes Female Community Health Volunteer Fund body formed according to the clause 4.
- 2.3 Management Committee denotes Female Community Health Volunteer Fund Operation Committee formed according to the clause 4.1.5.
- 2.4 Monitoring Committee denotes Monitoring Committee formed according to the clause 6.
- 2.5 District Committee denotes District Level Fund Management Committee formed according to the clause 4.2.

2.6 Fund denotes Female Community Health Volunteer Fund formed according to the clause 3.

3. Establishment of Fund

3.1 A fund will be created to enhance skill and welfare of Female Community Health Volunteers. This fund will be established at district and VDC level.

3.2 This fund will be named as Female Community Health Volunteer Fund. In short it will be named as Volunteers Fund.

3.3 According to sub clause (1), the fund can obtain resources from the followings:

3.3.1 Grant amount received from Government of Nepal

3.3.2 Grant amount received from VDC/Municipality/DDC/parliamentarian fund

3.3.3 Grant amount received from national or international NGOs and persons

3.3.4 Interest received from the fund utilization

3.3.5 Grant and donation received from any other sources

3.3.6 Moveable and immoveable property received from any person or institution

3.3.7 Accrued money in the form of basket and seed money in VDC or in district

3.4 District Health/ Public Health Offices should deposit money in the concerned bank account according to the clause 4.1.5 as stated in the sub clause 2.6 of the funding mechanism.

4. Operation of Fund

Fund will be operated at two levels. At the VDC level, fund will be operated by the committee formed in accordance to sub clause 4.1.5 and at district level, it will be operated according to that formed as per the sub clause 4.2.1.

4.1 VDC level

- 4.1.1 Health Volunteer Fund committee will be formed to enhance and promote Health Volunteer Fund responsibly. Such committee will elect one chairperson and one member secretary from amongst them.
- 4.1.2 All health volunteers will be members of the committee formed according to clause 4.1.
- 4.1.3 The tenure of chairperson and member secretary of Fund Committee will be two years.
- 4.1.4 Roles and Responsibilities of the Fund Committee
 - a. Fund Committee will form a 'Fund Management Committee' for the management of fund and monitoring committee for the mobilization of fund.
 - b. Fund Committee must meet at least once in a year. If needed, more meetings can take place. This committee will discuss and approve monitoring committee and audit report.
 - c. Fund Committee will choose bank or financial institution for the operation of the Fund Committee Accounts.

d. Fund Committee can warn and issue notice to any member in appropriating the fund. The amount inappropriated will be recovered together with interest from the concerned person and s/he will be deprived of the services of the Fund. However before taking such action, person concerned will be granted an opportunity to prove his/her innocence. If penalized, it is imperative to provide written notice to the district level fund management committee explaining reason for penalizing and its nature.

4.1.5 Formation of Fund Management Committee

A Fund Management Committee will be formed for operation of fund as follows:

a. Elected from amongst Female Community Health Volunteer	president-1
b. VDC representative	member-1
c. Health worker nominated from local health institution	member-1
d. Elected from Female health volunteer	member-1
e. Elected from Female health volunteer	member secretary-1

4.1.6 Roles and Responsibilities of Fund Management Committee

- a. The committee meeting will be held twice a year (every six months)
- b. The tenure of the committee will be of two years.
- c. Member secretary will call the meeting in consultation with the chairperson.

- d. Committee will frame fund mobilization procedure and will monitor fund expenditure, and misappropriation if any.
- e. According to the decision of Fund Management Committee, an account will be operated in bank with joint signature of chairperson and member secretary.
- f. In case of difficulty to open bank account due to some local condition, the fund management meeting will decide to open savings or fixed account in approved financial institution.
- g. Committee can use 75% of its fund for income generation activity if it finds appropriate. Remaining 25% should be kept in reserve.
- h. Committee shall issue loan from the reserve fund for obstetric and other emergency health care services only.
- i. Outgoing Fund Management Committee should handover the account within the period of one month of newly formed Fund Management Committee and bank account should be operated by the chairperson and member secretary of the newly formed committee.
- j. Fund Management Committee can invite some local respected personalities as guests when there is a need. However such invitees do not have any voting rights.

4.1.7 Any fund established in the name of Female Community Health Volunteers before the establishment of this fund will be transferred into this fund.

4.2 District level

A fund will be established at the district level so as to support and monitor the VDC level fund and to promote the welfare of health volunteers. It will be named as District Level Fund.

4.2.1 District Level Management Committee will be formed comprising followings

a. DDC chairperson or other DDC member recommended by DDC chairperson.	Cairperson-1
b. One FCHV of respective VDC in the district where head quarter is located in VDC and if the head quarter is located in municipality, representative from adjoined VDC	Members -3
c. Women Development Officer	Member-1
d. Representative from civil society organizations nominated by District Public/health office	Member -1
e. Representative District Administration Office,	Member-1
f. Representative from banking and financial institution,	Member -1
g. District Public Health Officer,	Member secretary-1

District public/health office should nominate at least one FCHV; representative from dalit or ethnic groups while forming the committee according to clause 4.1.2 (b).

4.2.2 Roles and responsibilities of District Fund Management Committee

- a. District Level Management Committee will enhance Female Community Health Volunteer district level fund by exploring prospective resources.
- b. In the name of District Level Management Committee, the district fund will be operated by joint signature of member secretary of the district level committee and one Female Community Health Volunteer recommended by the committee.
- c. District /Public Health Office will be the fund secretariat.
- d. Management committee can provide reward the best volunteers annually, provide health support if they need support above local level and will monitor fund of entire district.
- e. District Level Management Committee will develop working policy to volunteer in district.
- f. Fund Management Committee will be responsible to resolve any kinds of dispute that may arise on VDC level fund operation/management, and if it can not be solved at local level, the District Level Fund Management Committee will resolve it.

g. If Volunteers fund at VDC level can not function properly, the district level management committee will take necessary initiative to make it functioning.

4.2.3 Any fund established for the welfare of Female Community Health Volunteer before the promulgation of this guideline will be merged in it and will be mobilized and managed by this committee.

5. Fund utilization

The fund established in accordance to clause (3) will be used only for the following purposes:

- 5.1 The Fund will be used for Female Community Health Volunteers' welfare.
- 5.2 All Female Community Health Volunteers working in local VDC can utilize this fund according to policy and rules developed by Fund Management Committee.
- 5.3 The fund could also be used beyond the Female Community Health Volunteer, in case it is felt necessary by the committee. However, the first preference should be given to volunteers, second preference to the members of mother's group and then after, the priority should go for person residing in the VDC and other institutions.
- 5.4 Recommendation of the concerned ward Female Community Health Volunteer is compulsory while mobilizing money outside volunteer.

- 5.5 Fund mobilization should be held with the decision of at least two third members of Fund Management Committee.

6. Monitoring of the Fund

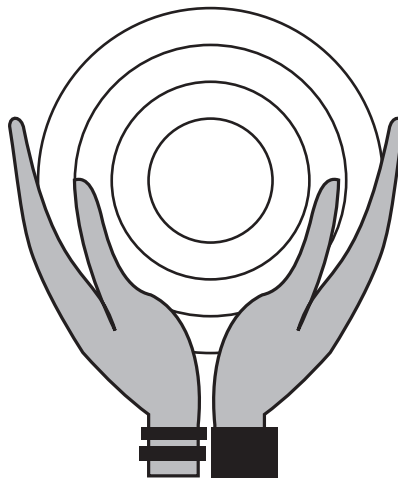
- 6.1 In order to mobilize and monitor the fund, Health Volunteer Fund Committee will form a monitoring committee comprising Female Community Health volunteer, Health facility in charge and representative of the concerned VDC.
- 6.2 In the monitoring committee, VDC representative and member of management committee should be different person.
- 6.3 Roles and responsibilities of the Monitoring Committee
- a. Monitoring committee meeting will be conducted at least once in a year.
 - b. Monitoring committee will oversee the fund mobilization and will monitor it.
 - c. If monitoring committee finds some irregularities in fund mobilization by any member, it can recommend for action or dismissal of such member from the position of Fund Mobilization Committee. However such recommendation is put forward and approved through fund management meeting.
- 6.4 Regional Health Directorate and District Health Office/Public Health office shall monitor and issue the directives of the VDC level fund. Persons involved in monitoring and supervision of FCHV fund shall not be paid from FCHV fund.

7. Auditing of the Fund

- 7.1 The Member secretary will be responsible to keep the Volunteer Fund account. He/She will also be responsible for presentation of detail income and expenditure report in the annual meeting of Fund Management Committee.
- 7.2 Fund Management Committee should submit the final account approved from registered auditor to the FCHV meeting within the six months of completion of the fiscal year.
- 7.3 District Level Fund Management Committee shall provide necessary support to audit Village Level Fund account.

8. Miscellaneous

- 8.1 The outlined stamp and seal will be used for the management and mobilization of the fund



- 8.2 If VDC level fund can not be established or it can not be mobilized in the VDC level, this fund will be deposited in district level fund. However, whenever the situation becomes conducive, that fund will again be reestablished in the VDC.
- 8.3 If amendment or clarification is deemed necessary during the mobilization of Female Community Health Volunteer Fund, the right of amendment or clarification is reserved at Family Health Division of the Department of Health Services; Ministry of Health and Population.