

A REPORT  
ON  
**PROJECT REVIEW WORKSHOP**

*-By ASF NEPAL*



December 30, 2019, KATHMANDU, NEPAL

**Partner organization:**



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## 1. INTRODUCTION

The project review workshop was organized by ASF Nepal on 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> December 2019 at Sukute Beach. This workshop was conducted with an objective of sharing the experience of the project by all the staff from both the project areas and also evaluating the project through as per their experience. The selected venue for this program was at Sukute Beach Resort.

## 2. PROGRAM SCHEDULE

### **27<sup>th</sup> December 2019 Friday**

- All the staff of ASF Nepal reached the resort at 5:00 p.m.
- Evening Snacks
- Registration
- Check in
- Brief orientation by Ms. Salena Sangachhe
- Welcome speech by Mr. Pawan K. Shrestha
- Distribution of ASF printed T-shirt
- Introduction of all the team members
- Refreshment
- Dinner

### **28<sup>th</sup> December 2019 Saturday**

- Breakfast
- Rafting in Bhoté Koshi River
- Lunch and free time
- Project review meeting  
(Reflection of the project in the past year; staff shared their experience about project and gave some review; certificate and token distribution.)
- Game time (Bingo, Fouts and Hand game)
- Evening snacks
- Gift distribution to winners
- Evaluation of workshop
- Distribution of Certificate and token of appreciation
- Refreshment & Dinner

### **29<sup>th</sup> December 2019 Sunday**

- Breakfast
- Group photo session
- Check out
- Return back to office

## 3. OUTPUT

- All the staffs of ASF found a platform to come together and get acquainted with each other, regardless of projects they were involved in.
- The workshop helped build up the team spirit among all the staff

- This Workshop gave an opportunity to share the experiences of the staff involved and learn from those experiences for future work.
- This workshop provided time for reflection of the project outputs and impact on the community.

#### 4. RECOMMENDATIONS AND COMMENTS

- These types of workshops should be organized every year. It is a good way to motivate staff.

#### 5. ATTENDANTS LIST

S.N.	Project	Name of Staff	Designation	Gender
1.	Head Office	Prabita Shrestha	Treasurer	F
2.	Head Office	Pawan K. Shrestha	Country Director	M
3.	Head Office	Salena Sangachhe	Program Manager	F
4.	Head Office	Pratima Shakya	Admin/Project Officer	F
5.	Head Office	Pooja Shrestha	Admin/Finance	F
6.	Head Office	Tika Kumari Shrestha	Asst. Communication	F
7.	Head Office	Bishnu Awale	Office Assistant	F
8.	Kavre / Baluwa	Krishna Bdr Bishwokarma	Project Manager	M
9.	Kavre / Baluwa	Bikram Danuwar	Community Mobilizer	M
10.	Kavre / Baluwa	Bina Bakhunchhen	Architect	F
11.	Kavre / Baluwa	Bina Khatakho	Site Engineer	F
12.	Kavre / Baluwa	Dharmendra Archarya	Site Engineer	M
13.	Kavre / Baluwa	Kanchan Lama Tamang	Volunteer	M
14.	Kavre / Baluwa	Babita Thapa	Site-Sub Engineer	F
15.	Kavre / Baluwa	Manisha Danuwar	Site Supervisor	F
16.	Kavre / Baluwa	Manisha Kayastha	Site Supervisor	F
17.	Kavre / Baluwa	Milan Maharjan	HSSC Engineer	M
18.	Kavre / Baluwa	Pramod Prasad Shrestha	Site Supervisor	M
19.	Kavre / Baluwa	Pushpa Tamang	Social Site Supervisor	F
20.	Kavre / Baluwa	Rizbi Buddhacharya	Site Engineer	M
21.	Kavre / Baluwa	Roshan KC	Site Engineer	M
22.	Kavre / Baluwa	Rupesh Sapkota	Volunteer	M
23.	Kavre / Baluwa	Sano Babu Danuwar	Asst. Community Mobilizer	M
24.	Kavre / Baluwa	Sujendra Shrestha	Site Engineer	M
25.	Kavre / Baluwa	Urmila Gurugain	Office Assistant	F
26.	Namobuddha	Arjun Kumar Shrestha	Site Supervisor	M
27.	Namobuddha	Ashish Kumar Ray	Site Supervisor	M
28.	Namobuddha	Bishnu Raj Acharya	Amin	M
29.	Namobuddha	Gokul Neupane	HSSC Engineer	M
30.	Namobuddha	Hariram Pyakurel	Asst. Community Mobilizer	M
31.	Namobuddha	Nabin Raj Shrestha	Site Engineer	M
32.	Namobuddha	Nabin Siwal	Site Sub-Engineer	M
33.	Namobuddha	Parbati Lama	Site Supervisor	F
34.	Namobuddha	Pradip Dahal	Site Engineer	M
35.	Namobuddha	Sita Tamang	Site Supervisor	F

36.	Namobuddha	Sita Shiwakoti Tamang	Volunteer-site supervisor	F
37.	Namobuddha	Thir Prasad Khatiwada	Asst. Community Mobilizer	M
38.	Namobuddha	Ujwal N. Vaidya	Program Manager	M
39.	Namobuddha	Apsara Dhital	Office Assistant	F

## 6. WORKSHOP PHOTOGRAPHS





