

2069/070

Annual Report

Mid July 2012-Mid July 2013



Centre for Self-help Development (CSD)

Governing Board Members



Mr. Janga Bahadur Khadka, Chairperson

Mr. Khadka has been working in the Institutional Promotion & Resource Centre (IPRC), Itahari, Sunsari. He holds an MA degree from Tribhuvan University. He has accumulated vast experience in Agricultural Development Bank of Nepal working in different senior positions.



Dr. Sumitra M. Gurung, Member

Dr. Gurung received Ph.D in Geography from University of Hawaii at Manoa, USA. She was former Chief Executive Chairperson of Women Cooperative Society (WCS). She has also worked as a Project Director in Plan International. She started her career as a professional staff in International Centre for Integrated Mountain Development (ICIMOD). She has a long experience working in integrated rural and urban development programs.



Mr. Lumin Kumar Shrestha, Member

Mr. Shrestha is working as a Director of Centre for Rural Technology (CRT). He holds the degree of M.Sc in agriculture science. He has a long experience working in the Agricultural Development Bank of Nepal.



Mr. Kiran Man Singh, Member

Mr. Singh has long experience of working in various development fields. He had served in different senior management positions in ADBL/N, CRT/N, USAID/N and UNDP/N. He holds Master Degree in Business Administration from the Philippines.



Ms. Saraswati Shrestha, Member

Ms. Shrestha was former Chairperson of Swabalamban Laghubitta Bikas Bank Ltd and former Chief Executive Chairperson of Women Cooperative Society (WCS). She holds an MA degree in Economics from University of Hawaii, USA and B.L. from Tribhuvan University. She has a long experience working in various senior positions of the Government of Nepal. She is an expert of training in Grameen replication Microfinance Program.



Mr. Keshar B. Shrestha, Member

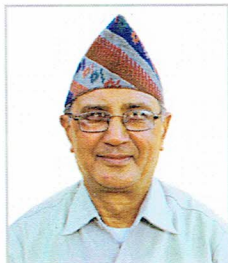
Mr. Shrestha, former CEO of Swabalamban Laghubitta Bikash Bank, holds the degree of M.Com from Tribhuvan University. He has been working as a staff member in the position of Director of CSD. He possesses a long experience working in Agricultural Development Bank of Nepal.



Mr. Ram Kumar Shrestha, Member

Mr. Shrestha, former CEO of Swabalamban Laghubitta Bikas Bank, holds an MA degree from Tribhuvan University. He has been working as a staff member in the position of Director of CSD. He has a long experience working in the Agricultural Development Bank of Nepal in different senior positions.

Message from the Chairperson



Hearty greetings and warm wishes to all!

It has been more than a year since CSD handed over its core function of microfinance to Swabalamban Laghubitta Bikas Bank Ltd. and focused itself as a microfinance training provider. In line with the changed context, CSD has been designing, developing and conducting both open enrollment and customized training primarily to enhance the capacity of microfinance development banks, financial intermediary non-governmental organizations and microfinance cooperatives.

Apart from its training endeavour, CSD is also working in the field of community development and policy & research studies. CSD has been initiating its programs/projects based on the objective of serving poor and excluded families, especially women. Along with it, CSD is also involved in studies and action research so as to complement and supplement its training program.

I would like to extend my sincere appreciation and thanks to all support/partner organizations for their invaluable support and assistance rendered to CSD in carrying out its programs/projects smoothly.

Thanks also go to the Governing Board for their valuable support and suggestions. I would also like to thank staff members of CSD for their diligence and hard work.

Best regards,
Janga Bahadur Khadka
Chairperson
CSD Governing Board

Acknowledgements



Commencing its activity with community development program, Centre for Self-help Development (CSD) has successfully completed more than two decades of its service. Along with community development program, CSD has made all possible attempts to work in the field of microfinance services and other related activities designed to enhance the livelihoods of the poor and disadvantaged groups.

As CSD is not directly delivering microfinance service now, it has reshaped its strategy to be an apex level microfinance training institute. It has been conducting various training primarily on microfinance and other related areas to various commercial banks, development banks, microfinance banks, cooperatives and financial intermediary non-governmental organizations (FINGOs). To complement training offerings, CSD is also undertaking action research and study works. In addition to it, CSD has also initiated its work in the field of community development, entrepreneurship promotion and policy & research undertaking. The Annual Report depicts the progress made in the fiscal year 2069/70.

First of all, I would like to extend my sincere thanks to all stakeholders of the programs/projects implemented by CSD. I would also like to acknowledge that CSD's success would not have been possible without the able guidance and positive support of the members of the General Assembly and Governing Board.

Similarly, I would also like to thank Government of Nepal (GoN), Nepal Rastra Bank and support/partner organizations, for their extended support, assistance and co-operation for the sustainable development and growth of CSD and its programs. Thanks also go to all the staff members for their strong commitment and dedication in discharging their entrusted responsibilities.

I am also obliged to all concerned organizations and individuals for their constant inspiration and encouragement and also expect equal support and cooperation from all in the coming days too. Finally, I would also like to express my gratitude to those for their incessant effort and hard work in preparing this annual report.

Mukunda Bahadur Bista
Executive Director

Table of Contents

Page No.

Abbreviations / Acronyms	i
General Assembly Members	ii
Introduction	1
Vision	2
Mission	2
Goal	2
Objectives	2

CHAPTER 1

Organization and Management	3-4
1.1 Organization and Management	3
1.2 Strategy and Approach	3
1.3 Service	4

CHAPTER II

Strengthening the Capacity of Microfinance Institutions and Training Provider	5-5
2.1 Introduction	5
2.2 Program Period	5
2.3 Achievement	5

CHAPTER III

Training Support and Staff/Client Development Programs	6-6
3.1 Introduction	6
3.2 Achievements	6

CHAPTER IV

Report of the Governing Board	7-9
-------------------------------	-----

CHAPTER V

Auditor's Report and Financial Statement	10-12
Auditor's Report	10
Balance Sheet	11
Income Statement	12

ANNEXES

A Organogram	13
B Principal Staff Members/Consultants	14-15

Abbreviations / Acronyms

FINGO	:	Financial Intermediary Non-governmental Organization
MFI	:	Microfinance Institution
MIFAN	:	Microfinance Association of Nepal
NEAT	:	Nepal Economic, Agriculture and Trade
NGO	:	Non-governmental Organization
NMBA	:	Nepal Microfinance Bankers Association
PWR	:	Participatory Wealth Ranking
SLBB	:	Swabalamban Laghubitta Bikas Bank Ltd
TSP	:	Training Support Program

General Assembly Members

CSD General Members

1. Mr. Janga Bahadur Khadka
2. Mr. Shankar Man Shrestha
3. Mr. Nanda Ram Baidya
4. Dr. Sumitra M. Gurung
5. Mr. Ganesh Ram Shrestha
6. Mr. Lumin Kumar Shrestha
7. Mr. Kiran Man Singh
8. Ms. Saraswati Shrestha
9. Mr. Mukunda Bahadur Bista
10. Mr. Keshar Bahadur Shrestha
11. Mr. Ram Kumar Shrestha
12. Mr. Ganesh Kumar K.C.
13. Mr. Govinda Man Shrestha
14. Dr. Kusum Shakya
15. Ms. Sudha Gurung

Introduction

In line with the development initiative to work with the disadvantaged community people for their holistic development, a small group of development practitioners and policy makers envisioned a non-governmental organization (NGO) based on their vision of “self-help” development. This gave birth to “Centre for Self-help Development (CSD)”- a non-governmental organization (NGO) on 13th August 1991 (Shrawan 28, 2048).

CSD started its program with community development initiative. Similarly it was also one of the pioneers of microfinance provider of Nepal based on collateral free loan and women exclusive clients. It initiated Self-help Banking Program (SBP), a microfinance program, in 1993. In 2002 when SBP reached more than 35,000 clients in 8 districts, CSD promoted Swabalamban Laghubitta Bikas Bank Ltd. (SLBBL) and handed over the microfinance to it. In 2012, CSD transferred 58,000 additional clients of 14 districts to SLBBL. Since the handover, and not directly delivering microfinance services now, it has reshaped its strategy to provide MFIs with microfinance training services.

Vision

Sustainable access to microfinance and other services for the poor

Mission

Promote and strengthen microfinance services through capacity building, training and knowledge dissemination, research/study and networking

Goal

Enhance service delivery capacity of microfinance and other development organizations that improves the socio-economic status of target people.

Objectives

In order to achieve its stated goal, CSD has adopted the following objectives.

1. Be a self-sustainable apex level microfinance training and research institution
2. Conduct quality, practical and demand-driven training courses
3. Share knowledge and resources that help strengthen the capacity of MFIs to deliver sustainable, viable market-led solution
4. Carry out projects at the local level for poverty alleviation, social inclusion, environment management and other development issues
5. Help create appropriate community organizations and develop human resources to plan, implement and monitor the activities carried out through mobilizing internal and external resources
6. Undertake studies and impact assessment related to the community development and microfinance initiatives

Organization and Management

1.1 Organization and Management

General assembly is the apex body of CSD, which is responsible for setting policy guidelines as well as setting vision and mission of the organization. The general assembly meets once in a year. The number of meetings of assembly may be increased as and when required. At present the general assembly consists of 15 members.

The Board of Directors is the governing body and consists of a Chairperson, a Treasurer and other five members. The board provides policy direction and guidelines to the management for the effective operation of programs and projects. It is elected every two years from among the members of the organization. The Chairman leads the Governing Board of the organization.

The Executive Director is responsible for the overall management of the organization and is assisted by three Groups each led by Directors/Assistant Director. They are (i) Program/Planning, Communication & Operations Group; (ii) Training and Research/Study Group; and (iii) Human Resource Development/General Services and Finance Group. CSD establishes the field level offices to carry out the local level projects and initiatives. The location and human resources of a field office depend on the nature, scope and size of the project/initiative.

1.2 Strategy and Approach

CSD's main strategy is to provide high-quality, demand-driven, affordable training to the microfinance sector in Nepal. Its strategy has shifted from its earlier approach of directly delivering microfinance services to serving and building the capacity of microfinance institutions as a whole.

This has required developing and grooming a core pool of highly qualified in-house staff members as well as building a network of external trainers. It has also required that CSD segment clients and prescribe course/curriculum accordingly.

To complement/strengthen training offering it has initiated action for knowledge dissemination and studies through sharing of relevant information through various mechanisms.

Its strategy is also to play a catalytic role in promoting development actions at the grassroots level by way of initiating and involving disadvantaged rural masses and mobilizing local resources. It initiates contact and builds up rapport and partnership with government agencies, development and financial institutions as well as donors, NGOs, INGOs to channelize resources, technology and support to grassroots communities to stimulate and complement local initiatives for the enhancement of their livelihoods.

This strategy calls for fostering self-sustainable development of the poor through creation of institutional infrastructure at the grassroots level and enhancing local capacity for micro-level planning management.

CSD operates, in conjunction with micro level in the rural communities, at macro-level to advocate their concerns based on related experience and thereby, influence national policy makers, researchers and development undertaking in the formulations of future programs and strategies.

CSD also carries impact assessment, research work and related studies and findings with regard to microfinance initiatives.

1.3 SERVICES

CSD renders different kinds of functional services. However the broad service areas lie in:

1.3.1 Training Support Program (TSP) to Strengthen Human Resource of Microfinance institutions and other Organizations:

The objective of training support program is to upgrade skills and develop knowledge of the personnel working in NGOs, Commercial Banks/Development Banks, CBOs, Financial Intermediary Non-governmental Organizations (FINGOs), Microfinance Development Banks and Cooperatives. CSD has been organizing training programs that include: Agricultural Value Chain Finance, Microfinance Financial Analysis, Self-help Promotion and Community Organization, Community Development, Organizational Management, Leadership Development and Management, Savings and Credit Management, Accounts and Records Keeping, Business Planning, Branch/Institutional Viability, Participatory Rural Appraisal and Participatory Wealth Ranking (PWR) and so on.

1.3.2 Social Mobilization:

From its inception CSD has been providing a wide range of services related to socio-economic improvements of the rural poor. Services rendered to rural poor include: awareness raising (mentoring, orientation program and so on), formation and empowerment of different user groups (i.e. producers' groups, forest users groups, water user groups), formation of grassroots organizations (i.e. self-help groups, self-help organizations, savings and credit organizations/cooperatives), facilitation to construct village level infrastructure i.e. rehabilitations of school building, improvement of trails, construction of pit latrines, installation of improved cooking stoves, construction of small irrigation projects and so on.

1.3.3 Project Formulation and Implementation:

CSD initiated its development program through implementation of community based projects. CSD has been involved in feasibility studies, formulation and

implementation of Community Based Development Projects. CSD initiated its development endeavor with CECI supported CSDP program in Jumla. Since then CSD has been implementing various community based projects in collaboration with different development partners. The core strategy of these projects was that in the entire project cycle, local communities were involved in all the aspects of the program.

1.3.4 Impact Assessment & Research Work and Related Studies:

CSD, with its working experience in microfinance activities, social mobilization and project formulation and implementation and with the wide pool of practitioners, academicians and researchers in their respective field, has been successfully carrying out impact assessments, research works and other studies in its related field.

1.3.5 Knowledge Dissemination:

To make its training offering more effective, CSD has initiated knowledge and resource dissemination for MFIs. This will strengthen the capacity of MFIs to deliver sustainable and viable market-led solutions. CSD is also developing microfinance training and knowledge dissemination resource library. Similarly as part of knowledge dissemination tool it has been organizing knowledge sharing workshops and seminars with partners and stakeholders and updating MFIs with international resources and best practices on the latest developments in the sector through in-house publications and undertaking studies/research on microfinance issues relevant to Nepali context. CSD also plans to build tacit knowledge and experience through organizing study/observation tours within and outside the country for MFI staff, board members and related stakeholders.

Strengthening the Capacity of Microfinance Institutions and Training Provider

2.1 Introduction

CSD had been supported by Nepal Economic, Agriculture and Trade (NEAT) Activity; Chemonics international through a project named "Strengthening the Capacity of Microfinance Institutions and Training Provider" which has completed successfully and the agreement concluded on April 30, 2013. The objective of this project was to increase the institutional capacity to help deliver financial (agricultural and microfinance) services more effectively to rural and underserved agricultural enterprise clients. This grant is also aimed at to augment the capacity of CSD as a training provider so that it could possess necessary skills and abilities to provide training. CSD has completed all the functions on time and carried out additional activities within the stipulated budget.

2.2 Program Period

In this F.Y. CSD carried out four training programs with technical support from USAID/NEAT Activity. CSD also developed a training business plan in Kartik 2069 (October 2012). The business plan intends to incorporate and internalize training program in CSD.

2.3 Achievement

As mentioned above, CSD under the USAID/NEAT Activity program, conducted 4 training programs as well as developed a business plan and undertook training needs assessment as given below.

2.3.1 Risk Management in Microfinance

CSD, with technical support from USAID/NEAT Activity, carried out Risk Management Training in Microfinance from Shrawan 7 to 10, 2069 (July 22 to 25, 2012) at SAP Falcha, Babarmahal. There were altogether 27 participants from development banks, microfinance development banks, financial intermediary non-government organizations and saving and credit cooperatives.

2.3.2 Agricultural Value Chain Finance Training

The Agricultural Value Chain Finance training was carried out by CSD with technical support from USAID/NEAT Activity. The training was carried out from Bhadra 13 to 15, 2069 (August

29 to 31, 2012) at Hotel Orchid, Tripureshwar. Altogether 31 participants from different commercial banks, microfinance banks and financial intermediary non-governmental organizations participated in the training program.

2.3.3 Design and Implementation of Individual Microfinance Lending Training

Design and Implementation of Individual Microfinance Lending training was carried out by CSD from Falgun 14 to 17, 2069 (February 25 to 28, 2013) at SAP Falcha, Babarmahal with technical support from USAID/NEAT Activity. Ms. Stephanie Charitonenko was the main resource person. Similarly Mr. Ghuran Thakur and Mr. Pritha Bahadur Thapa served as the local resource persons. Prior to the commencement of the training Ms. Stephanie Charitonenko took four-day training-of-trainers training for the local resource persons.

2.3.4 Training of Trainers

Training of Trainers was conducted from Chaitra 26 to 30, 2069 (April 8 to 12, 2013) in Training Institute for Technical Instruction (TITI), Sano Thimi, Bhaktapur. A total of 16 participants from different microfinance banks and other organizations participated in the training. The training was technically supported by USAID/NEAT Activity.

2.3.5 Preparation of Business Plan

With technical support from USAID/NEAT Activity three-year Training Business Plan was prepared in Kartik 2069 (October 2012). The business plan consists of strategies to be taken by CSD in terms of its changed scenario to develop itself as a premier microfinance training institute keeping in view the type of product, target market, growth prospect, value proposition as well as probable revenue stream and cost structure. This study report will help in internalization of training program in the organization.

Training Support and Staff/Client Development Programs

3.1 Introduction

As part of Training Support and Staff/Client Development Programs, CSD has been providing different training program to NGOs, Commercial Banks/Development Banks, CBOs, Financial Intermediary Non Governmental Organizations (FINGOs), Microfinance Development Banks and Cooperatives besides its internal staff members and clients.

Some of the training programs that are organized by CSD in the past are Agricultural Value Chain Finance, Microfinance Finance Analysis, Self-help Promotion and Community Organization, Community Development, Organizational Management, Leadership Development and Management, Savings and Credit Management, Accounts and Records Keeping, Business Planning, Branch/Institutional Viability, Participatory Rural Appraisal and Participatory Wealth Ranking (PWR) and so on. The main objective of the program is to provide human resource development and capacity-enhancing support to development organizations along with microfinance institutions.

To determine the effectiveness of training programs, CSD has also been conducting evaluation of training. It has also been conducting post-training follow up of the participants to access the impact of the training program to the participants after the participants have participated in the training program.

3.2 Achievements

3.2.1 Internal Control and Auditing/ Inspection

CSD carried out training on Internal Control and Auditing/Inspection on Ashoj 8 & 9, 2069 (September 24 to September 25, 2012) at Hotel Mountain, Kantipath. Md. Siddiqur Rahman, General Manager of Grameen Bank, Bangladesh and Mr. Mir Hossain Chowdhury, Assistant General Manager of Grameen Trust served as resource persons. A total number of 32 participants from microfinance development banks, financial intermediary non-governmental organizations and microfinance cooperatives participated in the training program.

3.2.2 Basics of Microfinance

Basics of Microfinance training was conducted from Jestha 12 to 16, 2070 (May 26 to May 30, 2013) in Kohalpur, Banke. 19 participants from different microfinance cooperatives participated in the training program.

3.2.3 Individual Lending in Microfinance, Itahari

A customized training on Individual Collateral Based Lending in Microfinance to Swabalamban Laghubitta Bikas Bank Ltd. was organized in Itahari from Ashad 9 to 11, 2070 (June 23 to June 25, 2013). A total number of 30 participants participated in the training program.

3.2.4 Individual Lending in Microfinance, Bardibas

Another customized training on Individual Lending in Microfinance was organized in Bardibas from Ashad 13 to 15, 2070 (June 27 to 29, 2013). A total number of 27 participants participated in the training program.

3.2.5 Training Needs Assessment in Western Terai

CSD, with the support of external consultants, conducted a study on microfinance banks in Western Terai regarding Training Needs Assessment in Shrawan, 2069 (July 2012). This study has helped CSD in assessing the training needs of microfinance banks of the region.

3.2.6 Training Needs Assessment of Banke, Bardiya, Kailali and Kanchanpur

CSD carried out Training Needs Assessment of Banke, Bardiya, Kailali and Kanchanpur districts. The study will help CSD in assessing the training needs of microfinance banks.

3.2.7 Study Tour to Bangladesh

In order to increase the capacity of microfinance banks' promoters, executive directors and senior officers of different microfinance banks/institutions CSD organized a study tour of different microfinance institutions of Bangladesh. The study tour was carried out from Mangsir 6 to 15, 2069 (November 21 to November 30, 2012) and a total 7 participants from different organizations had participated.

3.2.8 Capacity Development of Staff

CSD has been providing opportunities to its staff to take part in training/capacity development program organized by the organization.

As part of this approach an Assistant Officer of CSD, had participated in training program on Income Tax, VAT and TDS conducted by National Institute of Management Excellence Pvt. Ltd (NIME) in its premises from Jestha 26 to Ashad 2, 2070 (9 June to 16 June 2013).

Report of the Governing Board

-Presented by Chairperson

Respected members,

I would like to welcome you all CSD members at this twenty-second Annual General Meeting of the Centre for Self-help Development (CSD).

I feel happy to present the achievements made by CSD in the F.Y. 2069/70 and its future strategy.

Programme Implementation Strategy

CSD initiated microfinance program entitled Self-help Banking Program (SBP) was recognized as a landmark program in targeting marginalized people, dalits, janajatis and poor women at grassroots levels through the provisions of microcredit facilities based on group approach and group guarantee. CSD, as you know, has handed over/transferred the Self-help Banking (microfinance) programme of 14 districts on Shrawan 1, 2068 to CSD promoted Swabalamban Laghubitta Bikas Bank Ltd. (SLBB Bank Ltd.).

Since its handover of Swabalamban Banking Program (SBP), CSD has been carrying out its activities with the following strategies.

1. Human resource development of microfinance institutions (MFIs) through training, orientation, workshops, seminars and exposure study visits;
2. Formation and implementation of the local development projects and initiatives for social, economical and environmental sustainability; and
3. Studies and impact assessments related to its community development and microfinance initiatives.

Agreement between CSD and Chemonics International

In response to CSD application dated February 21, 2012, Chemonics International Inc. had awarded CSD with a simplified grant in support of the project titled "Strengthening microfinance sector through capacity building of MFIs, Development Banks and other stakeholders" which has been completed successfully and the agreement concluded on April 30, 2013. CSD has completed

all the activities in time and carried out additional activities within the stipulated budget.

Activities Implemented

Training related

CSD carried out training to 209 participants in Kathmandu and in regional basis regarding capacity development of microfinance banks and other organizations with emphasis on providing microfinance services to the poor.

1. Risk Management in Microfinance

CSD, with technical support from USAID/NEAT Activity, organized Risk Management Training in Microfinance from Shrawan 7 to 10, 2069 (July 22 to July 25, 2012) at SAP Falcha, Babarmahal. There were altogether 27 participants from development banks, microfinance development banks, financial intermediary non-government organizations and saving and credit cooperatives.

2. Agricultural Value Chain Finance

The Agricultural Value Chain Finance training was organized by CSD with technical support from USAID/NEAT Activity. The training was carried out from Bhadra 13 to 15, 2069 (August 29 to August 31, 2012) at Hotel Orchid, Tripureshwar. Altogether 31 participants from different commercial banks, microfinance banks and financial intermediary non-governmental organizations participated in the training program.

3. Internal Control and Auditing/ Inspection

CSD carried out training on Internal Control and Auditing/ Inspection on Ashoj 8 & 9, 2069 (September 24 & 25, 2012) at Hotel Mountain, Kantipath. Md. Siddiquir Rahman, General Manager of Grameen Bank, Bangladesh and Mr. Mir Hossain Chowdhury, Assistant General Manager of Grameen Trust also served as resource persons. A total number of 32 participants from microfinance development banks, financial intermediary non-governmental

organizations and microfinance cooperatives participated in the training program.

4. Design and Implementation of Individual Microfinance Lending

Design and Implementation of Individual Microfinance Lending training was carried out by CSD from Falgun 14 to 17, 2069 (February 25 to 28, 2013) at SAP Falcha, Babarmahal with technical support from USAID/NEAT Activity. Ms. Stephanie Charitonenko was the main resource person. Similarly Mr. Ghuran Thakur and Mr. Pritha Bahadur Thapa were the local resource persons. Prior to the commencement of the training Ms. Stephanie Charitonenko provided four-day training-of-trainers training for the local resource persons.

5. Training of Trainers

Training of Trainers was conducted from Chaitra 26-30, 2069 (April 8 to April 12, 2013) in Training Institute for Technical Instruction (TITI), Sano Thimi, Bhaktapur. A total of 16 participants from different microfinance banks and other organizations participated in the training. The training was organized with the technical support of USAID/NEAT Activity.

6. Basics of Microfinance

Basics of Microfinance training was conducted from Jestha 12 to 16, 2070 (May 26 to May 30, 2013). 19 participants from different microfinance cooperatives participated in the training program.

7. Individual Lending in Microfinance, Itahari

Training on Individual Collateral Based Lending in Microfinance was organized in Itahari from Ashad 9 to 11, 2070 (June 23 to June 25, 2013). 30 participants from Swabalamban Laghubitta Bikas Bank Ltd. participated in the training program.

8. Individual Lending in Microfinance, Bardibas

Training on Individual Lending in Microfinance was conducted in Bardibas from Ashad 13 to 15, 2070 (June 27 to June 29, 2013). 27 participants from Swabalamban Laghubitta Bikas Bank Ltd. participated in the training program.

Other activities related to training

1. CSD, with the support of external consultants, conducted study of microfinance banks in Western Terai regarding Training Needs Assessment in Shrawan, 2069 (July 2012). This study has helped CSD in assessing the training needs of microfinance banks of the region.

2. With technical support from USAID/NEAT Activity a three-year training business plan was prepared in Kartik 2069 (October 2012). This study report will help in internalization of training program in the organization.
3. CSD carried out Training Needs Assessment of Banke, Bardiya, Kailali and Kanchanpur districts. The assessment report will help CSD in developing training courses as a training providing institution apart from assessing the training needs of microfinance banks.
4. Training Needs Assessments of Swabalamban Laghubitta Bikas Bank Ltd and Chimmek Laghubitta Bikas Bank Ltd has been prepared with technical support of USAID/NEAT Activity in Baisak 2070 (April 2013). The assessment has helped in finding out the training needs of different level of staff and also in developing training programs for these two organizations.
5. In order to increase the capacity of microfinance banks promoters, executive directors and senior officers of different microfinance banks/organizations CSD facilitated a study tour of different microfinance institutions of Bangladesh. The study tour was carried out from Mangsir 6 to 15, 2069 (November 21 to November 30, 2012) and a total 7 participants from different organizations had participated.
6. Mr. Janga Bahadur Khadka, then treasurer of CSD, Ms. Sumitra Manandhar Gurung, Board Member of CSD, Mr. Ram Kumar Shrestha, Director of CSD, Mr. Shankar Nath Kapali, Deputy Director and Mr. Govinda Man Shrestha, Assistant Director of CSD participated in the Microfinance Summit, Nepal 2013 organized by CMF from Falgun 3 to 5, 2069 (February 14 to 16, 2013). Similarly, Ms. Saraswati Shrestha, Board Member and Mr. Mukunda Bahadur Bista, Executive Director of CSD also attended the Summit as part of Board of Directors of CMF.

Publications

CSD has been publishing "CSD Glimpse"- a semi -annual newsletter regularly.

To mark CSD's 20th anniversary, a souvenir "SMARIKA" has been published reflecting the operations and achievements of CSD as well as its future strategy.

Community Development and other Program

CSD has been submitting proposals/expression of interests to various national/international donors intending to work in

partnership with them in various field of mutual interest.

Human Resource Development Program

CSD has been providing opportunities to its staff to take part in training/capacity development program organized by the institution.

Towards this, an Assistant Officer of CSD had participated in training program on Income Tax, VAT and TDS conducted by National Institute of Management Excellence Pvt. Ltd (NIME) at its premises from June 9 to 16, 2013 (Jestha 26 to Ashad 2, 2070).

Governing Board Meeting

A total number of 10 Governing Board meetings took place in this Fiscal Year.

Audit Subcommittee

There were a total number of two meetings held by Audit Sub-Committee in this Fiscal Year. Ms. Saraswati Shrestha, CSD Governing Board Member, is the coordinator of this three members' Audit Sub-committee.

Financial Status

Now, I would like to present the Balance Sheet as of 2070 Ashad end and Income and Expenditure Statement for the FY 2069/70.

Total income of CSD in this FY 2069/70 has reached a total amount of Rs 13,179,731.63. Likewise, a total expenditure has been Rs. 11,820,606.48.

Accordingly, the net surplus amount has been Rs. 1,359,125.15. Out of the total surplus amount, Rs.27, 182.50 has been allocated to different fund and remaining amount of Rs. 1,331,942.65 is transferred to reserve fund.

Future Strategy

CSD, in the changed context of its programs and projects, will focus its activities on the following:

- Developing CSD into a practical and effective training institute
- Research/development study on Microfinance and other related activities
- Partnership program with other organizations having similar missions

Vote of Thanks

Letter of resignation submitted on Ashoj 22, 2070 (October 8, 2013) by Mr. Kiran Man Singh from the post of Chairperson of Governing Board of CSD has been accepted. I would like to thank him for his contribution as the chairperson of Governing Board. Towards this, Mr. Janga Bahadur Khadka has been nominated as the chairperson from among the Governing Board members.

I would like to thank all the members for their valuable contributions to CSD.

Similarly, I would like to thank Government of Nepal (GoN), Nepal Rastra Bank, USAID/ NEAT Activity, Grameen Trust, Grameen Bank Bangladesh and other Commercial Banks, Development Banks, Microfinance Development Banks, Financial Intermediary Non-governmental Organizations and Cooperatives for their support to CSD.

Thanks go to P. L. Shrestha and Company, Chartered Accountants for completing CSD's auditing for FY 2069/70 in time.

Similarly, thanks go to Mr. Shyam Bahadur Khatri for providing legal services to CSD.

I would like to thank all the CSD staff members for their hard work.

Last but not least, I would like to conclude the report by expressing my sincere thanks to RMDC, Commercial Banks, Development Banks, Financial organizations who have supported our training endeavour and all the participants who have participated in training programs organized by CSD.

Thank you
Kartik 10, 2070
(October 27, 2013)

Janga Bahadur Khadka
Chairperson
Governing Board, CSD

Auditor's report & Financial Statement

P.L. Shrestha & Co.

Chartered Accountants




Auditor's Report to the Members of

Centre for Self-help Development for the financial Year 2069/070


- 1) We have audited the accompanying Balance Sheet of Centre for Self-help Development as of Ashad end 2070, and the Statement of Income and Expenditure for the year then ended. These financial statements are the responsibility of the organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.
- 2) We conducted our audit in accordance with Nepal Standards on Auditing and other relevant practices. Those Standards or relevant practices require that we plan and perform the audit to obtain the reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by the management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.
- 3) We have audited attached financial statements accordingly and report that:
 - a) We have obtained all the information and explanations which to the best of our knowledge and belief were considered necessary for the purpose of our audit.
 - b) In our opinion, proper books of accounts have been maintained by the organisation.
 - c) The financial statements dealt with by this report are in agreement with the books of accounts maintained by the organization.
 - d) Adequate returns have been obtained from the branch offices not audited by us.
- 4) We have not come across the cases where the entity is non-compliant of chapter 17 of Income Tax Act 2002.
- 5) We have not come across the cases where the entity had carried any objective contrary to its objective.
- 6) In our opinion and to the best of our information and according to the explanations given to us, the attached financial statements read with the notes attached thereto, give a true and fair view of:
 - a) In case of balance sheet, the state of affairs of the organization as on Ashad end 2070 and
 - b) In case of Statement of Income & Expenditure, the result of its operation for the year then ended.




Pushpa Lal Shrestha, FCA
Partner
P.L. Shrestha & Co.,
Chartered Accountants

Date: 23rd Aswin 2070
Place: Kathmandu

113/19 Surung Galli, Maharaigunj, Kathmandu, Nepal. Tel: 4418220, 4412207, E-mail: plshrestha@wlink.com.np
Also at: Radha Krishna Marg, New Baneshwor, P.O. Box No. 3516, Kathmandu, Nepal. Tel: 2104400, 4462367, Fax: 4491187

P. L. Shrestha & Co. is a member of  International a world-wide network of professional accounting firms & business advisors.

CENTRE FOR SELF-HELP DEVELOPMENT (CSD)


Balance Sheet as on 31 Ashadh, 2070 (July 15, 2013)

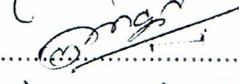
Previous Year Rs.	Particulars	Schedule	Current Year Rs.
	ASSETS		
	1 Cash in Hand	1	-
2,054,704.29	2 Cash at Bank- Current Account	1	1,495,477.94
21,945,125.48	3 Cash at Bank -Interest Bearing Deposits	1	53,629,995.56
35,946,546.82	5 Sundry Debtors & Advances	2	7,398,648.69
30,125.00	6 Service Deposit	3	30,125.00
34,260,708.32	7 Property and Equipment	4	32,729,518.72
12,187.21	8 Stationery Stock	5	12,310.28
23,892,100.00	9 Investment Account	6	23,892,100.00
	10 Branch Account	7	-
118,141,497.12	Total		119,188,176.19
	LIABILITIES		
289,315.06	3 Interest Payable	8	-
87,457,847.80	4 General Reserve	9(a)	88,789,790.45
12,739,723.90	5 Other Reserve	9(b)	12,629,723.90
13,665,966.75	6 Other Funds	10	14,471,335.13
1,467,519.79	7 Sundry Creditors	11	536,135.59
2,400,000.00	8 Project Advance (Supporting Agencies)	12	2,400,000.00
121,123.82	9 Development Reserve	13	361,191.12
118,141,497.12	Total		119,188,176.19

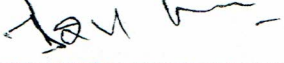
Governing Board of Directors

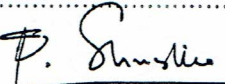



 Executive Director








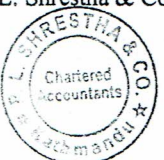










 Puspa Lal Shrestha
 Chartered Accountants
 P. L. Shrestha & Co.


CENTRE FOR SELF-HELP DEVELOPMENT (CSD)

Statement of Income and Expenditure


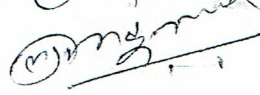
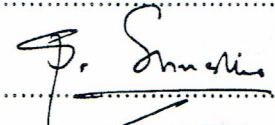

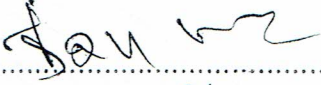

Shrawan 01, 2069 - Ashadh 31, 2070 (July 16, 2012 - July 15, 2013)


Previous Year Rs.	Particulars	Schedule	Current Year Rs.
	Income		
6,867,391.99	1. Interest Income	14	1,829,940.13
8,676,539.29	2. Other Income	15	9,162,377.42
682,606.92	3. Project Income	16	1,662,719.08
252,491.00	4. Training Income	17	524,695.00
16,479,029.20	Total		13,179,731.63
	Expenditure		
9,833,565.26	1. Operational Expenditure	18	9,144,227.12
1,013,426.00	2. Project / Program Support Expenditure	19	2,097,925.68
3,303,069.85	3. Interest Expense	20	4,726.04
143,970.50	5. Training Expenditure	21	573,727.64
14,294,031.61	Total		11,820,606.48
2,184,997.59	Surplus		1,359,125.15
	Appropriation A/C		
21,849.98	1. Provision for Staff Welfare Fund		13,591.25
21,849.98	2. Provision for Staff Training Fund		13,591.25
2,141,297.63	3. Net Surplus transferred to General Reserve		1,331,942.65
16,479,029.20	Total		13,179,731.63

Governing Board of Directors


Executive Director

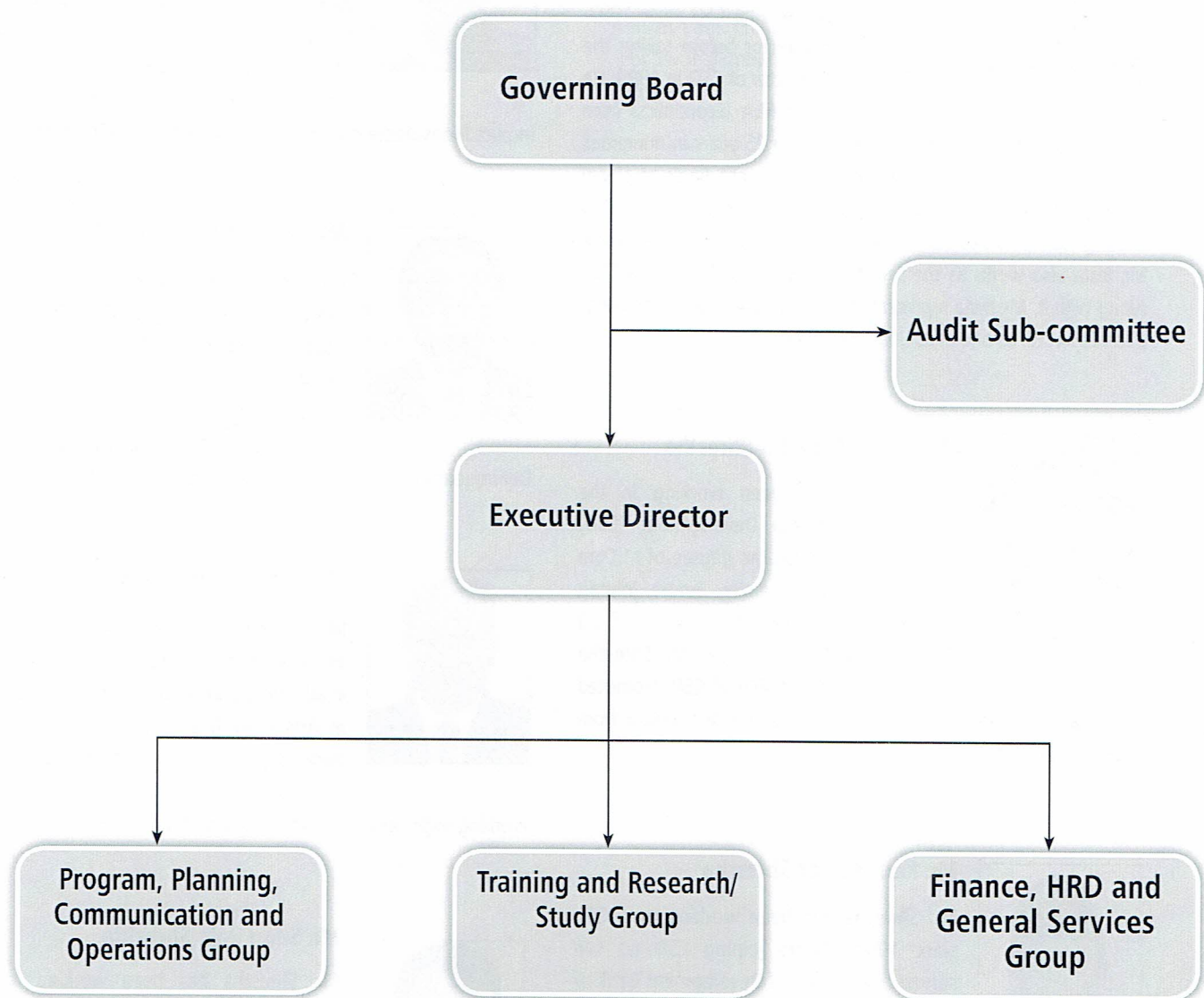



.....

.....

.....

.....

.....

.....

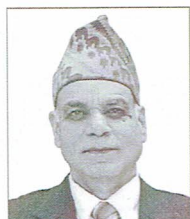

Puspa Lal Shrestha
Chartered Accountants
P. L. Shrestha & Co.



Organogram



Principal staff members



Mr. Mukunda Bahadur Bista

Mr. Mukunda Bahadur Bista: Board Secretary Cum Executive Director

Mr. Bista has been serving CSD since 1992. He worked as a Director before taking the post of Executive Director of CSD in 1999. He holds the degree of M.A (Economics) from Tribhuvan University. He had served for over 25 years in numerous senior positions in the Agricultural Development Bank of Nepal before joining CSD. He is also working as one of the members of CSD training team and has been serving as a resource person regularly. Mr. Bista also works as the Secretary to Board of Director of CSD. Along with it, Mr. Bista represents CSD in Swabalamban Laghubitta Bikas Bank Ltd. as one of its Board Members.



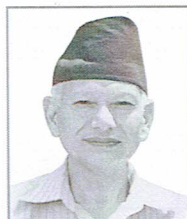
Mr. Keshar Bahadur Shrestha

Mr. Shrestha has been working in the Centre for Self-help Development (CSD) since 1992. He holds the degree of M.Com from Tribhuvan University. Before joining CSD, he had worked for more than 20 years in Agricultural Development Bank of Nepal. Mr. Shrestha also worked as Chief Executive Officer (CEO) of CSD promoted Swabalamban Laghubitta Bikas Bank Ltd. on deputation from CSD from 2002 to 2008.



Mr. Ram Kumar Shrestha

Mr. Shrestha has been working in CSD since 1992. Before joining CSD he has served in Agricultural Development Bank of Nepal for over 25 years in different senior positions. Immediately after joining CSD Mr. Shrestha worked mainly in the assessment, design and organization of training program of CSD. He served as Chief Executive Officer (CEO) in CSD promoted Swabalamban Laghubitta Bikas Bank Ltd. from 2009 to 2011. He holds the degree of M. A. from Tribhuvan University.



Mr. Shanker Nath Kapali

Mr. Kapali has been working in CSD since 2004 in the post of Deputy Director. He has long experience in microfinance/agricultural finance sector. His academic qualification is Master Degree in Commerce from Tribhuvan University. He has participated in Social Impact Measurement program conducted by INAFI International.



Mr. Satish Kumar Shrestha

Mr. Shrestha has been working in CSD since 2010 under consultancy service. His academic qualification is Master Degree in HRM from Kathmandu University. He has participated in training on Grameen Generalized System, Financial Analysis and Delinquency Management and National Accounting Standard etc.



Mr. Govinda Man Shrestha

Mr. Shrestha has been working in CSD as Assistant Director since 1996. His academic qualification is Bachelors Degree in Arts from Tribhuvan University. He has participated in study visit of microfinance institutions in Bangladesh. He has long working experience in accounting and finance.



Mr. Sanu Raja Shrestha

Mr. Shrestha has been working in CSD under consultancy/contract service since 2006. He has several years of work experience of Agricultural Development Bank. His academic qualification is Diploma in Engineering.



Mr. Pradeep Man Singh

Mr. Singh has been working under consultancy/contract service since 2009. He has several years of experience in accounting. His academic qualification is Bachelors Degree in Arts from Tribhuvan University. Mr. Singh has undergone training on: Business Consultancy and Industrial Production Management conducted by GTZ and Microfinance Training Conducted by International Network of Alternative Financial Institutions (INAFI).



Mr. Sopan Bista

Mr. Sopan Bista has been working under consultancy service since 2012. Mr. Bista holds MBA from Kathmandu University and BE (Civil) from India. He has more than 7 seven years of experience in planning, designing and implementation of different renewable energy projects with emphasis on micro hydro projects and livelihood promotion. Mr. Bista completed his thesis on microfinance program under Swabalamban Laghubitta Bikas Bank titled Tracking financial and operational performance of Swabalamban Bikas Bank as part of partial fulfillment of MBA course.



Anurag Gyawali

Mr. Gyawali has been working under consultancy service since 2013. He holds MBA (Finance) from Kathmandu University. Currently he has been involved in designing and implementing training programs as well as preparing reports based on the training conducted by CSD.

Some Snapshots during the FY 2069/70



Annual General Meeting



Individual Lending in Microfinance, Bardibas



Individual Lending in Microfinance, Itahari



Basic of Microfinance, Kohalpur, Banke





Centre for Self-help Development (CSD)

P.O. Box No.: 8852, Maitighar Height, Thapathali, Kathmandu, Nepal

Tel.: 4265635, 4258786, Fax:00977-1-4265634

email: csd@mos.com.np, Website: www.csdnepal.org.np