

Brief Concept Note For Project Induction Meeting/Orientation

1. Context:

Rastriya Dalit Network (RDN) is going to implement the project entitled as '**Strengthening the Capacity of HarawaCharawa Networks in collaboration with Haliya and Kamaiya movement by infuening government policy to end agriculture bonded Labours in Nepal (SABAL)**' with the financial support the Freedom Fund for the period from 1st April, 2021 to 31st December, 2023 targeting agricultural bonded labours; Harawa-Charawa, Haliyas and Kamaiyas-HCHaK in province-2, 5, 7 and Kathmandu. The project is being implemented in close coordination with FLeAG, HCHaK organizations and also the FF and AAN partners. Now the project has been formally signed between RDN and FF to be implemented. Therefore, the brief concept note has been developed to organize two days project induction meeting/orientation.

2. Objective (s):

- To share the project implementation modality among the stakeholders, RDN board and project staffs
- To enhance the capacity of project staffs on result based planning, implementation, monitoring and reporting system
- To develop the implementation plan of the project through participatory approach creating common understanding among RDN team members.

3. **Duration:** 2 days (2nd October, 2021 to 3rd October, 2021)

4. **Venue:** Kathmandu

5. Process/Methodologies:

- Invitation to participants
- Fix the venue for the program
- Logistic Arrangement to participants
- Conduct inauguration ceremony at the beginning of program in the presence of key stakeholder
- Sharing the project overview
- Conduct knowledge building sessions
- Development of plan of Action with conclusion
- Closing of program

6. **Participants of the Induction Meeting:** There will be 20 participants including RDN board and project staffs for 2 days program. Similarly, 10-15 stakeholders will be invited in inauguration ceremony (2 hours) of the program. Altogether there will be 30-35 participants in project induction meeting/orientation.

7. Expected Results:

- Key stakeholders and project staffs will be informed on project implementation modality.
- Enhanced capacity of project staffs on result based management
- Developed implementation plan of the project with measurable time-line and responsibility

8. Approved Budget:

Particular	Quantity	Rate	Days	Total
Travel	20	2500	2	100000
Loudging & fooding per packs	20	2000	3	120000
Stationaries	20	200	1	4000
Hall rent	1	5000	2	10000
Banner	1	1000	1	1000
Total				235000

Annex-I (Schedule of Induction Meeting)....**Proposed DRAFT**

Time	Activity	Methodology	Responsible
Day-1st (2nd Oct, 2021)			
8:00 AM-9:00 AM	Registration/Breakfast		Hotel
9:00 AM-11:00 AM	Inauguration Ceremony <ul style="list-style-type: none"> • Chair-Mr. Ganesh BK • Chief-Guest-??? • Guest: • Welcome – • Project Overview-Hukum • Remarks from Guest and Chief Guest • Closing 	Lecture	RDN
11:00 AM-12:00	Lunch		
12:00-2:00	Situation Analysis	Group Work	ALL
2;00 PM-3:30 PM	RDN's intervention on Harawa-Charawa, Haliya and Kamiya Rights Movement in Nepal	Presentation	Mr. Ganesh BK
3:30 PM-4:00 PM	Tea/Snack		
4:00 PM-5:00 PM	Sharing of Project Operation Guideline	Presentation	Mr. Hukum Sarki
Day-2nd (3rd Oct, 2021)			
8:00 AM-8:30 AM	Breakfast		Hotel
8:30 AM-10:00 AM	Role of Freedom Fund to end agriculture bonded labours in Nepal	Presentation	Mr. Jiyam Shrestha
10:00 AM-11:00 AM	Advocacy and Movement Building	Presentation	Mr. Bala R. Bhattarai
11:00 AM-12:00	Concept of Agriculture bonded labours	Presentation	Mr. Ganesh BK
12:00-1:00 PM	Lunch		
1:00 PM-2:00 PM	Target Results, Monitoring Plan and Reporting Template	Presentation	Hukum
2:00 PM-3:00 PM	Financial Management of the Project	Presentation	Mr. Bharat Aagri
3:00 PM-4:30 PM	Development of Action plan	Participatory	Hukum
4:30 PM-5:00 PM	Closing of Program		