

Terms of Reference (ToR) For Instalment and application of mobile apps for E-Governance

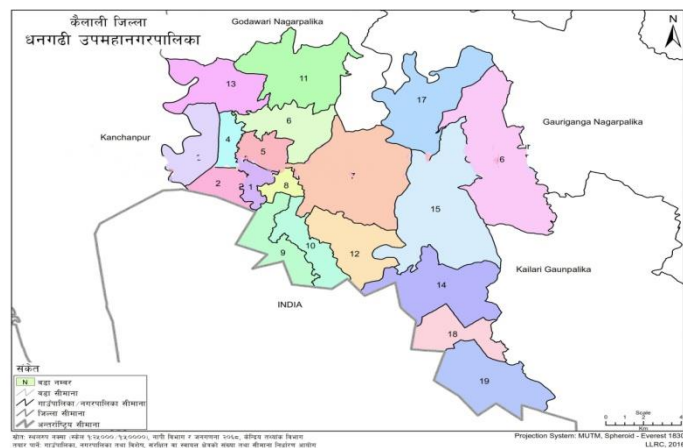
1. Introduction of the Organization:

Rastriya Dalit Network (RDN) Nepal is the national level Dalit organization working in the field of Dalit rights, land rights, Haliya rights, Kamaiya rights and Human Rights through community mobilization, capacity building and advocacy campaigns since the time of its establishment. It is working all over the country in 77 Districts. It has one Dalit activist in each district and 7 provincial chapters formed and functional.

RDN Nepal is registered as a non-governmental organization in District Administration Office, Kailali and affiliated in Social Welfare Council in 2003 AD. It organizes the General Assembly each year and election in each three years through democratic practice. It has regular audit and social audit from the very beginning.

2. Overview of the Project:

RDN has been implementing "Promotion of Sustainable Governance through Advancing Human Rights, Dignity and Socio-Economic Empowerment of Dalits at Dhangadhi Sub-Metropolitan in Nepal-PAHAL" from 19 November, 2020 to 18 January, 2022 at 19 wards of Dhangadhi sub-metropolitan city of Kailali district with the financial support of The Asia Foundation (TAF) under its South Asia Strategic Grants Program (SASGP).



The project aims at to contribute advancing the dignified life of Dalits or their socio-economic transformation through accountable, transparent and democratic governance system with active participation of civil society organizations. The project has envisioned three objectives as;

- To strengthen the capacity of elected representatives and local government bodies on social accountability considering the covid-19 pandemic context.
- To increase the meaningful participation of Dalits in decision making forums to end social discriminatory practices and access services resources through legal awareness and strengthening democratic institutions
- To improve access of Dalits focusing youth and women in employability for their resilient livelihood options through promoting economic governance.

3. Summary of the Work:

Rastriya Dalit Network (RDN) Nepal will install and apply mobile to strengthen the E-Governance for creating the access of both target beneficiaries and stakeholders in wider level. The main aims of this mobile apps is to monitor the Economic, Social and Cultural Rights (ESCR) of Dalit communities that will contribute in social accountability and responsiveness of duty bearers and concerned

stakeholders as well as human rights institutions. The approaches and methodologies for developing the apps are outlined below;

- *Linkage of micro economic, social and economic issues of Dalits with macro level in broader for Local to Global (L2G) advocacy during Universal Periodic Review (UPR) process*
- *Installment of mobile apps (portal) through the technical support of Information Communication Technology (ICT) expert*
- *Upload the questionnaire in apps once it will be finalized by subject-expert having strong knowledge on human rights instruments through consultative process*
- *Analysis and compilation of data /information which will be stored in the mobile apps*
- *Disseminate the fact and findings of mobile apps in wider level among target beneficiaries and stakeholder through the development and publication of Dalit Rights Year Book.*

It will be also continued beyond the project period by connecting this with other on-going and further projects of the organization by adding the value as RDN has been publishing the year book since last 2003. It is not only for stakeholders but also for right holders (Target group/community).

4. Scope of Work, and Methodology:

The scope of the work concentrates on following steps:

- **Design and development of mobile apps through consultancy service:** The consultant will design and develop the mobile apps to upload the required information.
- **Develop questionnaires through mobilization of subject-expert:** One subject-expert having similar knowledge, skill and expertise to develop the relevant questionnaire which will be uploaded in the mobile for the collection of necessary data and information.
- **Analysis of Data/information and dissemination:** The collected data/information will be thoroughly analyzed through mobile apps.
- **Publication of Dalit Rights Year Book:** RDN will publish Dalit rights year book incorporating the information which have been analyzed in mobile apps. The data/information of mobile apps will be used to monitor the civil-political as well as socio-economic and cultural rights of Dalit community.

5. Time Frame and Deliverables:

The assignment consists of 30 working days for Design and development of mobile apps through consultancy service. Additional time will be provided to develop questionnaires through mobilization of subject-expert, Analysis of Data/information and dissemination and publication of Dalit Rights Year Book.

6. Deliverables:

The following deliverables will be expected:

- Finalize the methodology, tools and plan, in consultation with RDN Nepal
- Presentation of the preliminary findings to RDN Nepal
- Draft mobile apps and submit to RDN Nepal
- The final mobile apps incorporating the feedbacks from RDN and TAF team members

7. Copyright:

Copyright of all the documents including the information contained in it will remain solely with RDN Nepal, and includes the right to distribute the material or parts of it to local government bodies.

10. Expertise:

The consultant must possess the following qualifications:

- Excellent and demonstrated understanding on the concept of Gender mobile apps
- Proven experience of having undertaken similar assignments in the past.
- Willing to respond to comments and questions in a timely and appropriate manner.

11. Focal Person at RDN Nepal:

Mr. Hukum Bahadur Sarki, Team Leader of Rastriya Dalit Network (Contact Number-**+977-9848671361** via email: hukumsarki@yahoo.com will be the focal person for the consultant at RDN Nepal.

12. Budget:

The total budget for this baseline assessment as mentioned in the project document is **NPR 350,000 (In words Three Lakh and Fifty Thousands only)**. RDN Nepal will not bear excess and unforeseen expenses against agreement between both parties. The details of budget breakdown are outlined below:

Budget Line Items	Unit Rate	Qty	Unit	Days	Amount (NPR)
Design and development of mobile apps through consultancy service	5,000	1	Person	30	150,000
Develop questionnaires through mobilization of subject-expert	5,000	1	Person	5.	25,000
Analysis of Data/information and dissemination	5,000	1	Person	5.	25,000
Publication of Dalit Rights Year Book					
Editing /proof reading Cost	5,000	1	Person	10	50,000
Printing cost including layout	200	1	Time	500	100,000
Total					350,000

13. Submission:

The submission should address the expertise required in this TOR and include:

- Organizational Profile
- Curriculum vitae of consultants highlighting relevant qualifications, work experience and knowledge of working in similar field
- Specific roles and responsibilities of consultants
- A concept note of the approach, methodology and work plan
- PAN of Consultant
- Statement that you are eligible to apply

14. Other considerations:

The background, basic setting and relevant issues for the RDN Nepal project can be found in the RDN Nepal files. RDN Nepal will provide assistance to the consultant for the necessary backup materials needed during conducting the situation analysis of target communities under the implementation of the project.