

Terms of Reference For Facilitating the Orientation to elected representatives, CSOs and government line-agencies on the use of social accountability tools adopting safety measures in covid-19 pandemic situation at ward level

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:

Rastriya Dalit Network (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**" with the financial support of The Asia Foundation (TAF) under its South Asia Strategic Grants Program (SASGP). The summary of the project is outlined as below;

Goal	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
Specific Objective (s)	<ol style="list-style-type: none"> 1. To strengthen the capacity of elected representatives and local government bodies on social accountability considering the covid-19 pandemic context. 2. 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 3. To improve access of Dalits focusing youth and women in employability for their resilient livelihood options through promoting economic governance.
Project Period	19 November, 2020 to 18 January, 2022
Project Area	19 wards of Dhangadhi sub-metropolitan city of Kailali
Target Groups	19,520 Dalits including 9,564 female from 3,586 Households
Stakeholders Beneficiaries	Government of Nepal at local, provincial and federal level, government officials, civil society organizations, media, Private sectors etc
Expected Results	<ul style="list-style-type: none"> • Strengthened accountable governance system of local government bodies through participatory pro-poor budget • Increased access of right holders to government budget, public resources and services, and decision making forums which impact them • Increased access target beneficiaries on employment opportunity.

3. Summary of the Work:

The capacity of elected representatives, CSOs and government line agencies will be enhanced on social accountability tools by organizing one day **orientation to elected representatives, CSOs and government line-agencies on the use of social accountability tools adopting safety measures in covid-19 pandemic situation at ward level**. They will be capacitated to use certain Social Accountability (SA) tools such as public hearing, public audit, social audit, community score cards will systematically for the transparent service delivery process of public sectors/ duty bearers by organizing **19** events (one event in each ward) of **one** day orientation at ward level on respective subject-matter. A total of **20** participants ensuring equal representation of women (compulsory) will join one event adopting safety measures in covid-19 pandemic situation as per government rules and regulation.

4. Objective of the Assignment:

The objectives of assignment will be as follows;

- To facilitate the session of orientation to elected representatives, CSOs and government line-agencies on the use of social accountability tools

5. Event Supporting Team

Orientation to elected representatives, CSOs and government line-agencies on the use of social accountability tools will be led by independent resource person. An expert having expertise on similar subject matter will take the overall responsibilities to facilitate the session of orientation program. The team members of RDN Nepal; including Team Leader, M & E and Communication Manager, social Mobilization officer, Social Mobilizers and Enumerators will provide necessary support to resource person.

6. Scope of Work, and Methodology:

The scope of the work concentrates on increasing the knowledge and skill of participants on social accountability tools. The resource person should apply participatory methodologies during facilitation of the events.

The whole process shall comprise the following steps:

- Preparatory phase:** The preparatory phase includes; Desk review of documents like plan and policies of government including other resource materials regarding the social accountability as well as development of check-list
- Consultation work:** The resource person will consult the project team of RDN Nepal to prepare the schedule of the orientation programs.
- Facilitation of the orientation:** The Consultant will facilitate the orientation session of the orientations as per the schedule.

7. Time Frame and Deliverables:

The assignment consists of 19 working days (one day for each event). The orientation will be organized at all 19 wards of Dhangadhi sub-metropolitan city of Kailali district.

8. Deliverables:

The following deliverables will be expected:

- Finalize the methodology, tools and plan, in consultation with RDN Nepal
- Presentation of the orientation materials

- Brief Report of the facilitation and submit it to RDN

9. 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 Social Accountability tools, research and studies including Community-led Action for Governance and Justice including cross cutting issues
- 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) will be the focal person for the consultant at RDN Nepal.

12. Budget:

The budget for this assignment will be as per the RDN Nepal consultancy policy of consultant and the tax will be deducted in conformity with government policy. RDN Nepal will be responsible to provide agreed amount to the resource person as per agreement. RDN Nepal will not bear excess and unforeseen expenses against agreement between both parties. The total budget for this baseline assessment as mentioned in the project document is **NPR 95,000/- (NPR 5,000/- for each event of orientation program)**.

13. Submission:

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

- Curriculum vitae of consultants highlighting relevant qualifications, work experience and knowledge of working in similar field
- Specific roles and responsibilities of Resource Person
- 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 resource person for the necessary backup materials needed during facilitation of the orientation program under the implementation of the project.