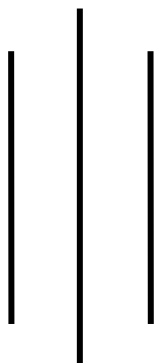


PROJECT PROPOSAL

"Improving Public Financial Management of Chaumala and Masuriya VDCs of Kailali district through Citizens' Engagement"



Submitted to:

Centre for International Studies and Cooperation (CECI)
135 – Naya Basti Marg, Baluatar, Kathmandu, Nepal
Phone: 014414430, 014419412



Submitted by:

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Date of Submission: 6 February, 2013

**Project Proposal Submitted to CECI for PRAN Action Learning Grant
(Category 2 – Small grants – Batch 4/PFM)**

Date of Submission: 6 February, 2013	Registration Number: _____
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(Office use)

A. Checklist of Required Documents and the Sequence of their Arrangement

S.N.	Document to be submitted	Pls. check (✓) if the document is included	Verification (Leave this column blank)
1.	Official application letter	✓	
2.	Duly completed FPP in the prescribed format (<i>sections A to J including the sub-sections must be completed</i>)	✓	
3.	Certificate of registration of applicant organization	✓	
4.	Certificate of renewal of registration	✓	
5.	Evidential reports of the assignments, mentioned in Section G (each report should be marked, using a marker, to indicate which assignment it relates to e.g., G-Assignment-1, G- Assignment-2, etc...)	✓	
6.	Copies of organization's administrative and financial policies/rules/regulations.	✓	
7.	Copies of audited financial reports of FY 2068/69	✓	

B. Applicant's Declaration

We understand that the decision of the GMC on selection of sub-grantees is final. We know who the members of the GMC are; and we declare that none of them is affiliated with our organization. We agree to fully follow the principles of constructive engagement in connection with social accountability while implementing the project funded by the grant, if awarded. We further understand that we are responsible for compliance with all the requirements of the laws of Nepal concerning VAT/PAN/other taxes and annual renewal of registrations as applicable.

Authorized signature of the applicant:

Date:

Seal of the organization

C. Basic Information

C1. The project

1. Title of your project	"Improving Public Financial Management of Chaumala and Masuriya VDCs of Kailali district through Citizens' Engagement".
2. Names of the 4 SA Tools to be tested	Budget demystification and awareness raising, Gender and pro-poor budget analysis. Public procurement monitoring and Public expenditure tracking
3. Requested grant amount	NRs 10,59,450
4. Planned duration	10 Months (1 May, 2013 to 31 Feb, 2014)
5. District where the project will be implemented	2 VDCs (Masuriya and Chaumala) of Kailali district

C2. The applicant

1. Name of the organization	Rastriya Dalit Network (RDN) Nepal
2. Applicant's contact person	
Name	Mr. Ganesh B.K.
Designation of contact person	Chairperson
Address	Dhangadhi-1 Purano Airport Dhangadhi Kailali
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E-mail	rdnnepal@yahoo.com,ganeshbikal@gmail.com
3. Website (optional)	www.rdn.org
4. Social Accountability Practitioner	
Name	Ms. Bimala S.K.
Nationality	Nepali
Telephone No	Office: 91-520604 Mobile: 9741082703
E-mail	skbimala@gmail.com
Home district	Kailali

C3. VDCs which are proposed for Application of SA Tools

SN	Names of 2 proposed VDCs	Socio-economic and cultural characteristics of the VDCs (e.g. geographic conditions, population, dominant ethnic groups, literacy, poverty, dominant occupations, accessibility, citizens' activeness, etc)
VDC1	Masuriya	Masuriya VDC lies in Terai area of Kailali where total population is 8191 male and 8025 female out of 2398 HHs. literacy rate of people including male and female is 60% and 38% respectively. out of 2398 HHs, 82% people are involved in agricultural activities like production and productivity. Regarding the stakeholder's analysis. RDN Nepal, NNDSWO, FEDO, CBO, WDRF, NGO Federation, KPUS, FORWARD NEPAL, CSRC, LIBIRD, TAL, GIZ, Community forestry co-ordination committee, Base kailali are working to uplift the existing condition of poor, vulnerable and socially excluded people through social and economic empowerment initiatives. (Dalit population 3401 Dalit representation in VDC council is found as low number.
VDC2	Chaumala	Chaumala VDC lies in Terai area of Kailali where total population is 9202 male and 9496 female out of 2958 HHs. literacy rate of people including male female in 69% and 52% respectively. Total Dalit population is 2601 whereas Brahman/chheri, Janjati (Tharu), Newar are living in this VDCs. Regarding the situation analysis of stakeholders, RDN Nepal, FEDO, NNDSWO, CBO, BASE, CSRC are working to uplift the existing condition of Dalit through social and economic empowerment initiatives.
	Similar socio-economic and cultural characteristics of the Masuriya and Chaumala VDCs of Kailali	Masuriya and Chaumala have high population out of total population of those VDCs. The socio-economic and cultural characteristics are similar like most of the Dalit especially Haliyas and Khaliyas are living under poverty. As per the research conducted by RDN Nepal in those VDCs, still found 96% caste based discrimination and untouchability in far western region (As per researcher report by RDIF and RDN Nepal and 13% of Dalit representation in political parties in district level and 7% in grass root level respectively but lack of representation in decision making process. There is practice of unequal daily wages between male and female (male has daily wage NRs 177 and female has NRs 115) and not fair wages. No practice of fair wages also.

C4. Legal status of the Applicant Organization:

Registration number	681/060
Date of registration	2060-07-17
Name of the agency where registered	District Administers Office
Name of the district where registered	Kailali
Renewal validity until	2070-3-31
VAT/PAN numbers	301694067

D. Project Details

D1. Justification and Core Problem Statement

Dozens of mechanisms and tools have been developed to manage the social accountability challenges of public financial management like budget preparation, dissemination and analysis, public expenditure and public procurement monitoring. The government of Nepal has also made laws and institutional mechanism for the development of public financial management and effective streamline of public resource. Although having institutional, legal and citizen structures, it is less realized the integrity yet in their working procedures and existing practices. The challenges regarding public finance management in the proposed VDCs are found that there is lack of awareness about it as a result we can still see discriminatory behavior of service delivery agencies towards the poor, vulnerable and socially excluded people in respective VDCs. The process of providing services is unnecessarily complicated in which Dalit, women, Janajati and land poor of Masuriya and Chaumala VDCs are facing difficulties to get the proper services. As per the focus group discussion with target groups (Dalit, women, Janajati and land poor) conducted in those 2 VDCs by RDN Nepal, the problems related to public services pointed out as to most of the citizens from backward community do not know about participatory planning and joint budget preparation and about how communities can make procurements with public money as well as do not understand the importance of conflicts of interest and integrity pacts. The problems found related to gender and pro-poor budget as to Dalits, women, Janajatis and land poor do not have the proper idea on the proper utilization of the budget. As for example most of the proposals under the inclusive budgets are passed for community infrastructure like gravelling the roads, making community building, temples etc. We have also seen that citizens are not properly informed about the times, the fees, the processes and their responsibilities when receiving services. Openness and transparency are not maintained in the distribution of resources and citizens are unable to hold service providers accountable. Information is not clearly provided about the services that citizens are entitled to from government offices and the budgets of public bodies are not easily known. The most marginalized citizens in the respective VDCs do not know how to monitor or complain about public services, or about revenue and expenditure as irregulars' come into existence. There is also not the practice tender and quotation as well as bidding while the equipment used for community projects are procured.

Through the focus groups discussion with target beneficiaries and major stakeholders (VDC, political parties, representatives of civil society organizations, user groups etc.) in Chaumala and Masuriya VDCs of Kailali, the problems on public finance management were identified as the service delivery agencies in proposed 2 VDC do not have proper monitoring mechanism to implement their planning. Although the government has plan and policy to allocate certain budget in the favor of Dalit, women and land poor but they are not incorporating GESI mainstreaming issues in during planning, implementing, monitoring and reporting system. The challenges were appeared due to the political transition and there is not any elected body of government in the local level. A study made by RDN Nepal (Baseline survey by RDN Nepal and ESP/RDIF in 27 VDCs of far west including Masuriya and Chaumala VDCs of Kailali) concludes that 71% of citizens are agreed the government development programs are associated with corruption and 56% indicates that political parties are trying to influence budget decisions in district and grass root level. As per the study 13% of Dalit representation in political parties in district level and 7% in grass root level respectively but lack of representation in decision making process. From the status, people from backward community are deprived from information basically on natural resources management and public sphere. The local government does not have technical capacity to manage the public financial management and mainstream the GESI issues in its plan, policy, program and budgeting as well as monitoring system.

To mitigate the challenges of social accountability of public finance management, RDN Nepal is going to adopt the 4 SA tools (Budget literacy, gender and pro-poor budget analysis, public expenditure tracking survey and public procurement monitoring) in 2 VDCs of Kailali through the critical engagement with stakeholders. The existing practice in those VDCs to promote the social accountability managing the public finance is seemed that LGCDP has formed CAC and WCF and strengthening those networks through regular meetings, interaction with target beneficiaries. Once RDN Nepal organized district assembly of social mobilizers belong to LGCDP and supported for making their action plan and further discussed on the sustainability of the transformative social campaigners. Total 58 SMs from 42 VDCs and 2 municipalities of Kailali district participated in that program. On the other hands, most of the target

beneficiaries in this project activities are planned from CAC and WCF. In this regards, our previous coordination with DDC will be crucial for the efficiency and effectiveness for the implementation of the project.

Due to the expectation of critical engagement with state institutions (VDC and other likeminded services delivery agencies) and getting ownership for the further sustainability of the initiative, RDN's proposed approach is different from the ongoing initiatives and do not a duplication since it has been organizing trainings jointly with various organizations on good governance and accountability of the local bodies. It is therefore innovative that the 4 SA tools are going to be used to establish the system and change the behavior of state mechanism contribute promoting social and political status of poor, vulnerable and most marginalized groups (Dalit, Janajati, women etc.) in the grass root level through structural transformation of society. This approach is creative also because of searching the future potential for involvement where VDC council of Chaumala and Masuriya may institutionalize the best practices of the intervention beyond the project period if we can ensure the collaboration with CAC, and WCF as well as its social mobilizers.

D2. Description of the SA tools prescribed to be tested

The description of 4 SA tools, their application and involvement of target beneficiaries has been mentioned accordingly as below:

Budget Literacy: Budget literacy refers to the awareness and sensitization of target groups towards the value of education about civic matters, how the state works, how to build the democratic state and teach citizens about their roles and responsibilities. The meaning of civic education is education of the citizens. In a democracy, it is generally accepted that citizens are actively involved in every aspect of their own governing. Citizens should not only passively follow the path shown by others, but should also become self-conscious and active in their understanding of the role of the citizen. It also contains citizens' understanding of the operation of national and local political and administrative systems and how they function and citizens' capacity and skill to utilize the political and administrative systems. It is used to aware and educates the people through popular education. We will ensure the involvement of target beneficiaries through budget literacy orientation, production and dissemination of informative reading materials on local budget and production and dissemination of radio program on local budget as well as initial consultation with target groups at VDC level.

Gender and pro-poor budget Analysis: Analysis of gender and pro-poor budget means to address the issues of women, Dalit, Janajati and land poor as well as other most marginalized groups in community through the allocated budget of service delivery agencies mainly of VDC, DDC and other likeminded institutions. It contains as specific budget that directly supports to target beneficiaries, next GESI responsive budget that contributes indirectly addressing the current emerging issues of target groups and last one neutral budget that does not speak on the rights of poor, vulnerable and socially excluded people. It consists of inclusion audit. The citizens are benefitted by conducting orientation on Budget analysis and participatory budget analysis. From the intervention, VDC as well as other service delivery agencies will also increase their budget allocation by 10% than the last fiscal year in the favor of Dalit, women, Janajati and land poor in the grass root level.

Public Expenditure Tracking (PET): This deal with learning of the size of the budget in the programs of government and non-government bodies, how the budget is spent, what has been achieved with the Public Expenditure Tracking is a method through which people try to find out how much budget is allocated to the activities implemented by the local bodies (VDCs, DDCs and Municipalities) and other government and non-government organizations; how much of this budget is spent or is being spent, and what outputs were obtained through the money that has been spent. Through the use of this tool, people will find out whether any of the plans, programs and resources has indeed reached their targets, whether the money was spent for the already approved purpose and, if not, what ways can be found to spend the budget as per the approved purposes. This method will help to identify the problems, weaknesses, irregularities and leakages seen in the management of public budget expenditures and address them accordingly. The citizens will be involved through orientation to volunteers on PETS and developing PETS questionnaire, pre-test, revision and printing etc.

Public Procurement Monitoring: The income government collects through revenue and tax determines what kind of programs, projects and services it can conduct. Local bodies (VDCs, DDCs and Municipalities) collect tax, tolls and other kinds of income using their authority and determine the local programs and service they can provide based on the amount of revenue they have collected. It contains bidding process and quotations. It is done mainly to ensure the transparency and accountability during the public procurement process. Under this tool, target beneficiaries will increase their involvement through mobilization of citizen monitoring committee.

Rastriya Dalit Network (RDN) Nepal will use those 4 SA tools for empowering and mobilizing the target beneficiaries to claim and establish their rights on public financial management. Through the use of budget literacy, most of the target groups will be sensitized on rights to information. From the process, they will know the steps of integrated planning in the local level and search their space accordingly. Dalit, women, Janajati and land poor of two VDCs will claim for their identity, representation and public security under the financial management. The problems of target groups facing difficulties to get the proper services from VDC will be mitigated through creating wider level of awareness and campaign. They will own and accept the decision of VDC council. As a result, the local government will protect, promote and respect their human rights issues by managing the public finance. In nutshell, they will feel as dignified life. By using the gender and pro-poor budget analysis, target group of the project will have increased awareness about the budget process of local government in particular VDC budget and they will be able to analyze the VDC budget from the lens of gender and pro-poor. The budget of the VDC will be allocated as per plan and policy of local government and utilized properly. The next SA tool PETS will be used through collecting, examining, analyzing and disseminating the data and expenditure of existing projects run by VDCs. The main objective of adopting this tool will be to ensure the Value for Money (VFM)- Effectiveness, Equity, Efficiency and Economy. By the help of procurement monitoring, it will be easy to keep the transparency. It will be useful to avoid the irregularities and conflict of interest. Basically RDN Nepal will adopt this tool through the mobilization of citizen monitoring committee in proposed 2 VDCs (Masuriya and Chaumala) of Kailali.

D3. Project target groups/right holders

Primary target beneficiaries: Dalit community especially Haliya and Khaliyas, women, Jajajati and other marginalized communities of Masuriya and Chaumala VDCs.

Secondary Target Beneficiaries: VDC, DDC, Other likeminded government and non-government agencies (CFUGs, HMC, HMC, Users groups), political parties, media etc.

D4. Project objective and outcomes

Overall Objectives: To strengthen the transparency, efficiency and inclusiveness of public finance management in target areas through fostering the use of social accountability tools.

Expected outcomes

Outcome 1. Target group of the project will have increased awareness about the budget process of local government in particular VDC budget and they will be able to analyze the VDC budget from the lens of gender and pro-poor.

Outcome 2. Selected member so the target group of the project will be able to track the expenditures of the VDCs

Outcome 3. Selected members of the target group of the project will have the capacity to monitor the public procurement process of the projects executed from the budget of VDCs

Outcome 4. Increased transparency and efficiency in public financial management of the local bodies through constructive citizen engagement

D5. Methodology

For smooth and effective implementation of project activities as well as for better impacts of project, RDN Nepal will adopt following methodologies.

1. District level consultation: One initial consultation meeting with DDC, district level networks of the target groups, media persons, and other stakeholders (DAO, DADO, DEO, DFO and political parties) will be organized in district headquarter and 2 events of consultation in respective VDCs accordingly. The main objectives of consultation both at district and VDC level are to sensitize the different stakeholders on the program implementation process and strategies. Total 120 participants from both district and VDCs level will be benefitted. This activity will aim to concentrate the government and non-governmental organization's attempts for the promoting and empowering marginalized and Dalit communities. During the workshop, RDN will facilitate to develop a matrix of program implementation in 2 VDCs of Kailali district. So, the actual scenario will be observed and stakeholders will realize on the importance of coordination, cooperation and partnership among different organizations and their programs. In addition to ignite for cooperation, these consultations will also make strategies to avoid the duplication in the coverage VDCs.

2. VDC level consultation: With an aim to provide the information and get program approval from target groups, RDN Nepal will conduct one initial consultation for each VDC with VDC officials, WCF members, VDC level network of target groups, media persons and other stakeholders in the grass root level like members of Citizen Awareness Center (CAC) and Ward Citizen Forum (WCF) will take part in the program. Under the initiatives, Initial consultation with target groups at VDC level and VDC level dialogue with citizens to disseminate the result/findings of budget analysis, PETS and Public Procurement Monitoring will be held respectively. Total 140 participants from both working VDCs level will be benefitted. The activities will be conducted in the inception of the project implementation. During the implementation of project activities, we will maintain and caste and gender balance to address the social diversity of Masuriya and Chaumal VDC.

3. Budget literacy program: With an aim to create the awareness among the target beneficiaries, nine one day budget literacy orientation in each VDC for at least 40 participants in each orientation will be conducted in two working VDCs of Kailali. The program will be organized ensuring caste and gender balance. At least 80 participants from gender and social inclusion prospective will be from 2 working VDCs. The participants will be from both rights holders especially Dalit, women, Janajati and land poor and representatives from likeminded institutions (VDC, HMC, SMC, CFUGs, different user groups, political parties etc). The members of Ward Citizen Forums (WCF) and Citizen Awareness Forum (CAC) will also be the participants for the budget literacy program. Social **practicitanor** will present process and procedures of budget literacy. VDC secretary will also be invited for the facilitation of budget literacy in which he will show the budget allocation process of VDC council. It will be organized through focus group discussion, brain storming and participatory interaction. After the implementation of the activity, participants will be sensitized on the government rules, regulation and provisions.

4. Gender and Pro-poor budget analysis: One two days joint training on budget analysis to at least 30 participants of two VDCs and two Participatory budget analysis session for each VDCs with 15 trained participants to analyze at least two fiscal year budget of each VDC will be respectively held under the project implementation. The main objectives of gender and pro-poor budget analysis will be to mainstreaming the gender equality and social inclusion issues in the plan, policy, program and budgeting, monitoring as well as reporting system of local government mainly VDC. In nutshell, the budget analysis will be carried out through inclusion audit developing standard format and tools. It will be done for the fiscal year 2070/71.

5. Public Procurement Monitoring: With a view to add the quality of work and make the efficiency, equity and effectiveness of the existing projects supported by services delivery agencies basically VDC,

public procurement monitoring will be conducted as per monitoring plan in monthly basis. It will be carried out through developing check list and terms of reference of individual team members of citizen monitoring committee. It will be monitored the procurement process of community infrastructure project like construction of school building and community road gravelling in 2 working VDCs (one project in one VDC). The interaction, participatory discussion and focus group discussion with target groups (Dalit, women, land poor and Janajati) will be held during the field observation. Under the procurement monitoring, two days orientation to citizen monitoring committee, monthly field observation by citizen monitoring committee, Inspection of record and documents of VDC and user committee, Periodic meeting of citizen monitoring committee and preparation of report of the procurement monitoring of one project each of the two VDCs will be carried out respectively. . The orientation program will be held in 2 working VDCs and total 14 participants (7 from each) will be benefitted. They will be trained on monitoring format and public procurement monitoring tools and technique. In the closing of the orientation, monitoring plan will be developed through participatory approach. Based on the monitoring plan developed in the orientation workshop, 7 persons of citizen monitoring committee in 2 working VDCs will be mobilized in monthly basis. During the period of public procurement monitoring, the record and documents of VDC and user committee will be examined and reviewed. Total 7 members of monitoring committee will be mobilized in both 2 working VDCs in monthly basis. With an aim to manage participatory review and reflection process (PRRP), RDN Nepal will organize periodic meeting of citizen monitoring committee for 7 persons of that committee. It will be organized in quarterly basis in district headquarter. The process of public expenditure monitoring will be reviewed and further monitoring plan will be developed accordingly. The citizen monitoring committee will select one project each of 2 working VDCs, and monitor same project. Before monitoring, certain tools and techniques will be adopted. Based on the facts and findings of the monitoring process, RDN Nepal will prepare 300 copies comprehensive report in one time. The leaning of the project implementation will be replicated in other projects conducted in the same VDCs.

6. Public Expenditure Tracking Survey: To track the last year budget expenditure under target group development program (35%) of each VDC, RDN Nepal will conduct public expenditure tracking survey during the implementation of the projects. The last year budget expenditure under target group development program (35%) of each VDC will be tracked in 2 working VDCs (Chaumala and Masuriya) of Kailal district. The data and information from will be collected, analyzed, interpreted and reviewed for the comprehensive documentation and report. The facts and findings of the data collection will be disseminated to stakeholders and target groups. Under the public expenditure tracking survey process, RDN Nepal will conduct orientation to volunteers on PETS; develop PETS questionnaire, pre-test, revision and printing, data Collection, data entry, data cleaning and data tabulation and analysis, interpretation and report. To orient and sensitize on the process of Public Expenditure Tracking Survey (PETS), 2 days orientation workshop will be organized to volunteers in district headquarters. Total 15 volunteers from 2 VDCs will be trained on the process of PETS questionnaire, data collection systems etc. They will be selected based on Gender Equality and Social Inclusion (GESI) prospective ensuring the caste and gender balance. It is held in the inception of the project implementation. They will be identified with the required formats, norms and process of PETS for the necessary action. Total 300 sets of PETS questionnaire will be developed, tested, revised and printed for public expenditure tracking of at least one budget head at least one fiscal year of both VDCs by trained citizen groups. With a view to collect, analyze and review the data of public expenditure tracking survey, total 15 volunteers will be mobilized. This process will be milestone for heading towards the program implementation. After the collection of data, the information will be entered into fixed formats and cleaned the data will be taken into proper tabulation. Total 300 set of questionnaire will be analyzed. After data entry, data cleaning and data tabulation, one consultant since orientation to publication will be hired for the analysis of

questionnaire. Based on the fact and findings of the information, the data will be interpreted and finally published as comprehensive report.

7. Community information campaign: Posters, Pamphlets, Booklets, VDC level dialogue, radio program, and newspaper coverage etc. Will be carried out for the community information campaign. The main objectives of community campaign will be to provide the information to target groups and stakeholders on public finance management in wider space. Under the program, production and dissemination of informative reading materials on local budget and production and dissemination of radio program on local budget will be carried out accordingly. The project will produce 300 copies of informative reading materials on local budget and disseminate respectively in each 2 working VDCs . These materials will be milestone and evidences for policy advocacy. The process will be held in the inception of project implementation. 2 local popular FM's of Dhangadhi will be mobilized for production and dissemination of radio program on local budget to spread the information in wider space. Total 8 episodes with 15 minutes during project period will be carried out during the project implementation.

8. Project review workshop: At the end of project, at district level, to review and share the project achievements, challenges and learning, RDN Nepal will organize one day review workshop. Total 30 participants from both stakeholders and target beneficiaries will take part in the program. The phase out strategy and the sustainability plan of the project intervention will also be shared through workshop. The workshop will be facilitated by executive committee and senior management of RDN Nepal. The project publication will be distributed to the stakeholders.

Besides these RDN Nepal will take strategy to coordinate and collaborate with VDC and DDC for the efficiency and effectiveness of the project. It will conduct the training and orientation to strengthen the capacity of Citizen Awareness Centers (CAC) and Ward Citizen Forum (WCF). Project team will also conduct the regular meetings and focus group discussion with the representatives of CAC and WCF focusing on the issues of Dalit, women, Janajatis and land poor related to the public financial management. The members of those networks will be mobilized during trainings, workshops and interaction programs conducted by project intervention. We will also take the strategy to lobby and partnership with political parties and their sister organizations for ensuring the accountability and transparency in both district and grass root level. We will also Coordinate and collaborate with issues based likeminded organizations e.g. DDC, LGCDP, LGAF, DNF, NNDSWO, CARE, etc. to avoid duplication and generate synergetic impacts. RDN Nepal will also ensure critical engagement and partnership with local, national and international media

D6 . Project results and activities

Overall Objective: To strengthen transparency, efficiency and inclusiveness of public financial management in targeted areas through fostering the use of SA tools.		
Project logic	Objectively verifiable indicators with monitor able targets	Means of verification (MoV)
Outcomes		
Outcome 1. Target group of the project will have increased awareness about the budget process of local government in particular VDC budget and they will be able to analyze the VDC budget from the lens of gender and pro-poor.	<ul style="list-style-type: none"> ▪ 18 number of budget literacy classes with 720 participants, 15 participants were trained on gender and pro-poor budget analysis. 	<ul style="list-style-type: none"> ▪ Project report, register, M & E report, case studies, press cutting, program photos, program completion report
Outcome 2. Selected member so the target group of the project will be able to track the expenditures of the VDCs.	<ul style="list-style-type: none"> ▪ Budget expenditure under target group development program (35%) of each VDC will be tracked. 	<ul style="list-style-type: none"> ▪ Sheet of VDC budget, analysis report photos, ,register, audio records etc.
Outcome 3. Selected members of the target group of the project will have the capacity to monitor the public procurement process of	<ul style="list-style-type: none"> ▪ The procurement process of 2 projects (one in each VDC) for the both fiscal years will be monitored. 	<ul style="list-style-type: none"> ▪ M & E report, program report, photos, project document, agreement

the projects executed from the budget of VDCs		etc.
Outcome 4. Increased transparency and efficiency in public financial management of the local bodies through constructive citizen engagement	<ul style="list-style-type: none"> 15 volunteers will be produced to increase the transparency in public financial management in local bodies. 	<ul style="list-style-type: none"> list of the volunteers , report of inclusion audit, photos, etc.
Outputs		
Outputs that will contribute to outcome 1 A report on budget analysis of at least one fiscal year of both VDCs produced as a result of gender and pro-poor budget analysis by trained citizen groups of both VDCs	<ul style="list-style-type: none"> 15 trained citizen groups of both VDC will take the initiation for publishing budget analysis report 	<ul style="list-style-type: none"> Analysis report, press cutting, program photos etc.
Outputs that will contribute to outcome 2 A report on public expenditure tracking of at least one budget head of at least one fiscal year of both VDCs by trained citizen groups	<ul style="list-style-type: none"> 300 set of questionnaire will be filled mobilizing 15 volunteers in 2 working VDCs 	<ul style="list-style-type: none"> List of volunteers, questionnaire, check list, VDC budget of fiscal year 2070/071
Outputs that will contribute to outcome 3 A report on public procurement monitoring of at least one current project of both VDCs by trained citizen groups.	<ul style="list-style-type: none"> 2 public procurement monitoring report will be prepared by 7 prs in 2 VDCs. 	<ul style="list-style-type: none"> M & E report, program attendance, program photos, press cutting
Outputs that will contribute to outcome 4 Increased engagement of citizens, citizen groups and service providers for better results in the day to day affairs of VDCs	<ul style="list-style-type: none"> Increased the representation on Dalit, women, Janajati and land poor by 6%. 	<ul style="list-style-type: none"> Program progressive report, photos of inclusion audit report
Activities		
Activities required to produce output 1: A report on budget analysis of at least one fiscal year of both VDCs produced as a result of gender and pro-poor budget analysis by trained citizen groups of both VDCs)		
Activity 1.1: Budget literacy orientation	<ul style="list-style-type: none"> 18 number of one day orientation for 40 persons, total number of participants = 18 x 40 = 720 	<ul style="list-style-type: none"> Program report, photo, media cutting, attendance, group work presentation materials
Activity 1.2: Production and dissemination of informative reading materials on local budget	<ul style="list-style-type: none"> 1 x 150 copy and 150 x 2= 300 copy 	<ul style="list-style-type: none"> Flash print, stikers, posters, booklets etc.
Activity 1.3: Production and dissemination of radio program on local budget	<ul style="list-style-type: none"> 8 episode of 15 minutes 	<ul style="list-style-type: none"> Records of all episodes, FM agreement, case studies
Activity 1.4: Orientation on Budget analysis	<ul style="list-style-type: none"> 2 days orientation in 2 VDCs to 15 persons in both VDCs with 30 participants 	<ul style="list-style-type: none"> Program report, list of the participants, photo, media cutting etc
Activity 1.5: Participatory budget analysis	<ul style="list-style-type: none"> 2 VDCs, 2 days, 2 times, total participants: 15 x 2 = 30 	<ul style="list-style-type: none"> Conclusion report of budget analysis, budget of VDC, photos
Activities required to produce output:2: Output 2: A report on public expenditure tracking of at least one budget head of at least one fiscal year of both VDCs by trained citizen groups.		
Activity 1.1: Orientation to volunteers on PETS	<ul style="list-style-type: none"> One orientation to 15 volunteers of both VDCs for 2 days 	<ul style="list-style-type: none"> List of volunteers, contract, ToR , program report etc
Activity 1.2: Developing PETS questionnaire, pre-test, revision and printing	<ul style="list-style-type: none"> 300 set 	<ul style="list-style-type: none"> set of questionnaires and formats, photos of focus group discussion
Activity 1.3: Data Collection	<ul style="list-style-type: none"> 300 set of questionnaire by mobilizing 15 volunteers for 5 days 	<ul style="list-style-type: none"> Data sheet, strip report of volunteers, photos of beneficiaries etc.
Activity 1.4: Data entry, data cleaning and data tabulation	<ul style="list-style-type: none"> 300 set of questionnaire by mobilizing 5 persons for 5 days 	<ul style="list-style-type: none"> progressive report of data analysts, data sheet
Activity 1.5: Analysis, interpretation and report	<ul style="list-style-type: none"> 300 set of questionnaire by mobilizing one consultant for 5 days 	<ul style="list-style-type: none"> Analysis report, case studies etc
Activities required to produce output :3: A report on public procurement monitoring of at least one current project		

monitoring committee										
3.2:Field observation by citizen monitoring committee			√	√	√	√	√	√	√	
3.3: Inspection of record and documents of VDC and user committee				√				√		
3.4: Periodic meeting of citizen monitoring committee			√			√			√	
3.5:Preparation of report of the procurement monitoring of one project each of the two VDCs							√			
Outputs-4: Increased engagement of citizens, citizen groups and service providers for better results in the day to day affairs of VDCs.										
4.1:Initial consultation meeting with service providers		√								
4.2:Initial consultation with target groups at VDC level		√								
4.3: VDC level dialogue with citizens to disseminate the result/findings of budget analysis, PETS and Public Procurement Monitoring							√			
4.4: Project review meeting at district level										√

D8. Sustainability

RDN Nepal is a Dalit activist based organization. It has been working with staffs both at paid (while there is/was project) and non-paid volunteer basis with dedication and commitment. On the other hand, RDN has district chapters in all districts proposed for this project, which would be more crucial to continue advocacy initiatives and movements on the issues identified and prioritized during and/or after the project period. Similarly, different wings or departments within RDN will also play vital role for continuing advocacy on those issues until and unless it will be addressed. As this project aims to address the issues of Dalit communities and seek way forwards for their dignified life; RDN will definitely provide its maximum attention and efforts for the very success of this project not only during project period but beyond also. It is experienced that advocacy initiatives and breakthrough activities may create short term confrontation between Dalit communities and the so called elites in the communities. Similarly, counseling and critical engagement with local administration, political parties and key social elite actors could play crucial role to create win-win environment in the conflict situation.

After the completion of the project, the practice of 4 SA tool would be maintained through mobilization and strengthening of people organizations like CAC and WCF as these networks are formed permanently for sustainable development from the government initiatives for public advocacy. The capacity of these networks as well as VDC and other service delivery agencies in the VDC level will be strengthened to make the sustainability plan for the project initiatives and best practices. At the ending level of the project, the phase out strategy will be developed in which the interlink age of the target groups will be made for the future potential for involvement. RDN Nepal had already formed Haliya rights forum and inter party networks in these 2 proposed working VDCs and also prepared the sustainability plan. The sustainability plan will followed up. RDN Nepal will also take the initiation to form and also strengthen the Social Accountability Networks in those two VDCs. The VDC councils in these VDCs will allocate the budget to institutionalize the best practices of the project in which CAC, WCF, Haliya rights forum and inter party network will be encouraged for that task.

D9. Gender Equality and Social Inclusion (GESI) approach

Gender Equality and Social Inclusion (GESI) approach is a process of mainstreaming the voice of most marginalized and deprived people in the community level basically in policy, institution, planning and budgeting as well as Monitoring & Evaluation (M &E) and reporting mechanism. In this regards, RDN Nepal is a resource organization of GESI mainstreaming it is supporting in formulating the GESI friendly

policy and programs of different organizations. On the other hands, RDN Nepal has gender equality and social inclusion policy. RDN Nepal will also maintain the caste and gender balance while implementing project level activities. RDN has inclusive board members where the representative of Dalit women, Madesi Dalit, Karnali Dalits has been insured. RDN Nepal will make the effective (GESI friendly) monitoring and reporting respectively.

Gender Equality and Social Inclusion (GESI) approach will be mainstreamed in different 4 SA tools (budget demystification and awareness raising, gender and pro-poor budget analysis, public procurement monitoring and public expenditure tracking survey) gradually ensuring the proportional representation of Dalit, women, Janajati and land poor during the implementation of project activities under respective tools. At least 13% Dalit, 50% women and 40% land poor as well as 30% Janajati's participation will be ensured in all project activities as the proposed coverage VDCs have different social diversity. Before selecting the volunteers in the VDCs for data collection, the criteria of GESI approach will be adopted.

D10. Knowledge sharing

RDN believes that coordination with likeminded organizations and programs is most crucial for the effectiveness and better result of any program. On the other hand, it is obvious that there are other projects, political parties, CSOs GOs and I/NGOs working tangibly and intangibly for the betterment of Dalit communities. For the effective knowledge sharing process, RDN Nepal has developed communication policy and department. Project team will organize review and reflection meeting with target beneficiaries and stakeholders.

Besides these, RDN Nepal will also share the best practices of the project intervention to the other 12 CSOs trained by NCDI, Pro Public, members of the SAC network formed by NASC, SAP Nepal and the SAC practitioners of small and or large sub-grantees under PRAN from Kailali district in the sub-grant implementation process. it will also cooperative with Human Rights Alliance, National Land Rights Forum, National Land Rights Concern Group, APACHA, Civil Society for Peace & Democracy, Human Rights Protection Forum, National Coalition against Racial Discrimination (NCARD), Collective Campaign for Peace (COCAP), Jana Utthan Pratishan (JUP Nepal), Dalit NGO Federation (DNF) and NGO Federation in which RDN Nepal has membership and professional affiliation. By sharing the knowledge with these networks and alliance ship, we will be able to institutionalize the major achievements and learning of the project. We further ensure the participation of target beneficiaries (13% Dalit, 50% women, 40% Janajati and 20% land poor) in project planning, project implementation, monitoring process.

E. Management Arrangement and Team

For the overall management of “**Improving Public Financial Management of Chaumala and Masuriya VDCs of Kailali district through Citizens' Engagement**”, RDN will form a management and/or advisory committee to review and guide project team members. Besides, it will have a team of professionals for overall implementation of the project comprising of SA Practitioner (Project coordinator), finance officer (part time) and volunteers. The Project coordinator will be primarily responsible for overall management of program activities and personnel management. On the other hand, RDN will strengthen and mobilize some of its EC members as well as district and VDC level activists to facilitate the planned activities of the project to their expertise for short term work.

Ms. Bimala S.K., proposed Social Accountability practitioner, young and energetic women at more than 20 years of working experience in the field of policy advocacy and social mobilization has completed her intermediate level and going to complete Bachelor degree from sociology. She will be assigned to accomplish the following roles and responsibilities as below:

- Planning, implementation, monitoring and evaluation of the project in close coordination with project management committee.
- Conduct different trainings and orientations and function as trainer facilitator and subject matter expert.
- Prepare periodic reports on accomplished program and activities and prepare work plan and budget to be presented and perform all the assigned works as mentioned in the project document and agreement.

- Coordinate with major district stakeholders and other service delivery agencies (VDC, DDC) related to the project.
- Guide, supervise and monitor the administrative and finance officer for the cost effectiveness.
- Mobilize and strengthen the CAC and WCF through regular meeting, interaction and focus group discussion of Masuriya and Chaumala VDC of Kailali district.
- Coordinate with CECl, NCDI, Pro Public, members of the SAc network formed by NASC, SAP Nepal and the SAc practitioners of small and or large sub-grantees under PRAN from Kailali district in the sub-grant implementation process.
- Coordinate with EC and senior project management team of RDN Nepal for the effective implementation of project initiatives.
- Collect and compile the best practices of project intervention (success case stories) and disseminate to target beneficiaries and major stakeholders.
- Conduct participatory review and reflection meeting, synergy workshop as per the planning and budgeting of the project.

Mr. Bharat Aagri, administrative and finance office (part time), in his early thirties has completed intermediate from management. He has more than 10 years of working experience in the field of financial management. His major roles and responsibilities as below:

- Prepare monthly, quarterly financial progressive report as per the standard reporting format of CECl and initiate to timely release the budget year end trial.
- Prepare, balance sheet and revenue and Expenditure ledgers, reconcile the records of payments with activities and recommends new disbursements to the Social Accountability practitioner, (Project Coordinator).
- Maintain expenditure ledgers, updated approval levels by source of funds, continually advise financial and reporting procedures for procurement and disbursement, track the implementation of approved budget, ensures that funds are available and that funding agency regulation, rules and procedures are duly followed .
- Provide logistic support to the programs and visiting mission, e.g., prepare travel authorization, transportation, hotel accommodation, security clearance, settlement of travel claims, and purchase of items needed for the office.

For the overall implementation of the project, the project management team and EC members will be responsible to provide the strategic support to Social Accountability practitioner and admin/finance office.

F. Monitoring and Supervision

Regular monitoring and supervision is essential and equally important for the effectiveness as well as efficiency of the interventions. RDN Nepal wants to make the program more result oriented to achieve the overall goal in line with the indicators as well as measurable means of verification (MOV). As aforesaid, RDN Nepal will be responsible for accomplishing all the activities proposed in the proposal in the 2 VDCs of Kailali district. It will prepare and submit the baseline information and their measurable indicators along with separate monitoring & evaluation (M&E) plan within one month from the agreement signing date.

Activities	frequency	Where to monitor ?	What to monitor ?	Process	Responsibility
Outputs-1: A report on budget analysis of at least one fiscal year of both VDCs produced as a result of gender and pro-poor budget analysis by trained citizen groups of both VDCs.					
Production and dissemination of radio program on local budget	2 times (During July, Oct and Dec)	Community of Masuriya and Chaumala VDC	The use of the IEC materials	Focus group discussion, collection of case stories	Social Accountability practitioner
Participatory budget	one time	Chaumal VDC	The fact data,	Document review,	SA practitioner,

analysis			tools of analysis	interaction	EC and PMT
Outputs-2: A report on public expenditure tracking of at least one budget head of at least one fiscal year of both VDCs by trained citizen groups.					
Data Collection	one time	2 VDCs	Method	Discussion, interaction etc	SA practitioner
Data entry, data cleaning and data tabulation	one time	Dhangadhi	Fact and valid information of data collection	Review the data, interaction with data analyst	SA practitioner, EC and PMT
Analysis, interpretation and report	one time	Dhangadhi	process of report , quality	Revision the report	EC and PMT
Outputs-3: A report on public procurement monitoring of at least one current project of both VDCs by trained citizen groups.					
Field observation by citizen monitoring committee	8 times	2 working VDCs	Monitoring plan and check list of CMC	Guidance and support, review the plan	SA practitioner, EC and PMT, VDC secretary
Preparation of report of the procurement monitoring of one project each of the two VDCs	one time	Dhangadhi	Quality of report, materials for report etc	Participatory discussion with reporter, interaction etc	EC and PMT
Outputs-4: Increased engagement of citizens, citizen groups and service providers for better results in the day to day affairs of VDCs.					
VDC level dialogue with citizens to disseminate the result/findings of budget analysis, PETS and Public Procurement Monitoring	one time	2 working VDCs (Masuriya and Chaumala) of Kailali	Activeness of target beneficiaries, behaviour of stakeholders	Community scorecards, case story collection, Focus group discussion etc	SA practitioner, EC and PMT

G. Relevant Experience of the Organization

Assignment 1

1. Project name	Participatory Democratic Initiative-PDI
2. Budget of your assignment	NRs. 1,51,18,242
3. Name(s) of district(s) covered by assignment	6 districts (Kailali, Kanchanpur, Dadeldhura, Baitadi, Bajhang and Doti) of far western region
4. Duration of the assignment	10 years
5. Completion date	31 December, 2013
6. Project outcome	<ul style="list-style-type: none"> Maintained neutrality among the political parties and trust to RDN Nepal and its activities by them and micro-macro level linkage has been made to influence the Dalit issues in policy level.
7. Brief summary of actual services provided by your organization	Political Representation, accountability of local governance, Peace and Democracy in a way of life and institutional Capacity Development:
8. Name of the funding agency	Action Aid International Nepal (AAIN)
9. Address of the funding agency	Nepalgunj Banke
10. Telephone no. of the funding agency	081-524245
11. Email of the funding agency	actionaid@org.np
12. Contact person in the funding agency (Name and Telephone)	Mr. Devendra Pratap Singh Contact no: 9857023928

Assignment 2

1. Project name	Empowering Dalis for rights & Inclusion Project
2. Budget of your assignment	NRs. 1,15,14,040
3. Name(s) of district(s) covered by assignment	27 VDCs of 9 districts in far west
4. Duration of the assignment	30 months (2.5 years)
5. Completion date	31 Dec, 2012
6. Project outcome	<ul style="list-style-type: none"> 330 Dalits in 27 working VDCs of 9 districts had been elected as different position of local level organizations like: community forestry users groups, school management committee, and health management committee and 204 persons from Dalit community were participated in local mechanism of different political parties'.
7. Brief summary of actual services provided by your organization	Conscientization of local Dalit communities through workshops cum awareness campaigns against social dogmas and discriminative practices, awareness classes) advocacy initiatives (interaction, delegation, consultation meeting, dialogues) to increase Dalits' participation in different government and non-government agencies and institutional capacity Building for the sustainability of project.
8. Name of the funding agency	Rights, Democracy and Inclusion Fund (RDIF)
9. Address of the funding agency	Regional secretariat Dhangadhi Kailali
10. Telephone no. of the funding agency	091-526320
11. Email of the funding agency	esp-nepal@org.np
12. Contact person in the funding agency (Name and Telephone)	Devendra Adhikari 9858422218

Assignment 3

1. Project name	CA Monitoring through Media Mobilization"
2. Budget of your assignment	NRs. 87,85,934
3. Name(s) of district(s) covered by assignment	4 districts (Doti, Acham, Bajhang and Bajura) of Seti zone

4. Duration of the assignment	2 years
5. Completion date	3 1 Nov, 2011
6. Project outcome	<ul style="list-style-type: none"> Project managed to make participation and interaction of CA members with their respective voters; and fetched their commitments for addressing the issues raised by local people (13 CA members were present in the constituency level democratic dialogue in seven different constituency regions of project area.
7. Brief summary of actual services provided by your organization	Facilitators' training, democratic dialogue including civic education in 200 VDCs,
8. Name of the funding agency	United Nations Development Program (UNDP)
9. Address of the funding agency	Support to Participatory Costitution Building Project Tara House Pulchowk, Lalitpur
10. Telephone no. of the funding agency	01513004
11. Email of the funding agency	niru.shrestha@undp.org
12. Contact person in the funding agency (Name and Telephone)	Mr. Niru Shrestha 9841417340

H. Description of Gender Equality and Social Inclusion (GESI) in the organization

S. No.	Name and address	Gender	Caste/ethnicity	Designation
A Board of directors				
1	Mr. Ganesh B.K.	Male	Dalit	Chairperson
2	Ms. Nira Jairu	Female	Dalit	Vice Chairperson
3	Mr. Mohan Oad	Male	Dalit	General Secretary
4	Mr. Janga Bdr. Sunar	Male	Dalit	Treasurer
4	Mr. D.B. Shah Sankar	Male	Dalit	Secretary
5	Mr. Gyanu Gaire	Female	Dalit	Member
6	Ms. Sarada Bishwakarma	Female	Dalit	Member
7	Mr. Basanta Pariyar	Male	Karnali Dalit	Member
8	Mr. Bikram Badi	Male	Dalit (Badi)	Member
9	Ms. Mina Pariyar	Female	Dalit	Member
10	Mr. Dambar Tamata	Male	Dalit (Haliya)	Member
11	Mr. Shyam Sunar	Male	Dalit	Member
12	Mr. Prem B.K.	Male	Dalit	Member
13	Ms. Gita Nepali	Female	Dalit	Member
14	Ms. Chitrakala Baraili	Female	Dalit	Member
15	Mr. Yukti lal Marik	Male	Dalit (Madesi)	Member
B Senior management staff of the organization				
1	Mr. Hukum Bdr. Sarki	Male	Dalit	Team leader-EDRIP
2	Mr. Dharendra B.K.	Male	Dalit	Team Leader-DRC
3	Ms. Parbati Aagri	Female	Dalit	Administrative Officer
4	Mr. Bharat Aagri	Male	Dalit	Finance Officer
5	Ms. Bimala S.K.	Female	Dalit	Program Associate
6	Ms. Khem Maya Sewa	Female	Dalit	Office Secretary

I. Finance/Budget Information
Budget Proposed (NRs)

J. Curriculum Vitae of the Social Accountability Practitioner

J1. Basic information

Name	Ms. Bimala S.K.
Nepali citizenship no	Nepali
Date of birth	2028-11-03 B.S.
Contact address	Dhangadhi-1 Purano Airport Kailali
Home address	Dhangadhi-1 Adalat Road Dhangadhi Kailali
Contact telephone and mobile	091-520604 (Office), 9741082703 (Cell)
Email	skbimala@gmail.com

J2. Present employment status

Designation	Date of appointment	Name and address of employer organization	Major assignment
Program Associate	1 July, 2010	Rastriya Dalit Network (RDN) Nepal	▪ Planning, implementation, monitoring of the project activities

J3. Education

	Names of education institutions	Degrees	Dates
I.A.	T.U. (Kailali Multiple Campus, Dhangadhi)	I.A.	2055 B.S.
S.L.C.	Padma Public High School, Doti	S.L.C.	2046 B.S.

J4. Trainings on social accountability tools and mechanisms through arrangement of PRAN

1	Names of training organizing institution	PRO-PUBLIC
2	Name of training	Public Finance Management
3	Dates	From : 28 Nov, 2012 To : 3 Dec, 2012
4	Name of the SA tool learned in the training	Learned 4 Social Accountability tools (budget demystification and awareness raising, gender and pro-poor budget analysis, public procurement monitoring and public expenditure tracking)

J5. Other trainings related to Social Accountability

	Name of the training organizing Institution	Name of training	Dates	
			From	To
1	PRO-PUBLIC	Orientation on Social Accountability	5 Sept, 2012	7 Sept, 2012
2	Action Aid Nepal	Reflect TOT	3 Dec. 1996	12 Dec, 1996

J6. Work experience relevant to the proposal

Assignment 1

Item	Description
Name of the project	Water & Satiation Program
Position held	Field Coordinator
Duration	2064-11-01 to 2066-04-31 B.S
Name of client (assignor)	Nepal Rural Development Association (NRDA), Kailali
Major activities performed	Awareness to poor and marginalized groups and supported for toilet construction in 175 HHs in Lalbojhi VDC of Kailali.

Assignment 2

Item	Description
Name of the project	Dalit Empowerment Project
Position held	Dalit Theme Leader and Focal Point
Duration	2001 – 2006 A.D.

Name of client (assignor)	Nepal National Social Welfare Association (NNSWA),
Major activities performed	Organizing and mobilizing the Dalit communities through popular education and reflect circles.

J7. Work experience in Project coordination/management

Assignment 1

Item	Description
Name of the project	Dalit Empowerment Project
Name of the client (assignor)	Nepal National Social Welfare Association (NNSWA)
Position held	Sponsor In charge
Major responsibilities	Child Sponsorship management in NNSWA Kalika Project and arrange the sponsored child for the benefits.
Duration	1999 - 2000

Assignment 2

Item	Description
Name of the project	Dalit Empowerment Project
Name of the client (assignor)	Nepal National Social Welfare Association (NNSWA), Kanchanpur
Position held	Reflect In charge
Major responsibilities	Provide reflect training and program planning, monitoring & supervision facilitators and community.
Duration	1999 – 2000

J8. Any other relevant information (not more than 5 sentences)

I am young energetic lady with good command over English and Nepali as well as Doteli Language in both the forms: Oral and Written; Plus, I am a computer literate with the knowledge of Internet/E-mail I have more than 20 years of experience in project implementation as well as project management. I am well acquainted with Rights Based Approach (RBA) to development and familiar with the current policies of government as well as rules, regulation and strategies.

J9. Declaration of the Social Accountability Practitioner

1. I, the undersigned, certify with full responsibility that the information provided are true to the best of my knowledge and belief.
2. I hereby grant exclusive commitment to **Rastriya Dalit Network (RDN) Nepal** for the purpose of including my name as the Principal Social Accountability Practitioner on its proposal for the PRAN Action Learning Grant Facility.
3. I have contributed to the development of this proposal and am aware of its content.
4. I am committed to involve in the project as full timer.
5. I have not committed to any other organization for applying for PRAN grant.
6. I am not a current government employee.
7. I understand that willful misstatement of the CV may lead to the disqualification of the proposal or my dismissal if engaged.

Signature of SA Practitioner:

Date: