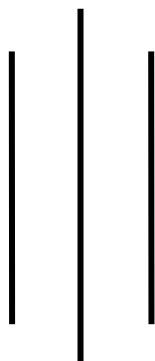


Project Proposal-MDTF/PRAN II
On
IMPROVING PUBLIC FINANCIAL MANAGEMENT PROJECT



Submitted to:

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



Submitted by:

Rastriya Dalit Network (RDN) Nepal
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Date of Submission: 27 July, 2015

Project Proposal Submitted to CECI for MDTF/PRAN 2

A. CSO's Declaration *(the text of the declaration must not be modified)*

We understand that the decision of the GSC on selection of CSOs is final. We agree to fully follow the principles of constructive engagement in connection with social accountability while implementing the project. 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: 27 July, 2015

Seal of the organization:



B. Basic Information

B1. The project

1. Title of your project	“ Improving Public Financial Management project ”
2. Names of the SAC Tools to be implemented	<ul style="list-style-type: none"> • Grievance Redress Mechanism • Budget Demystification and Awareness Raising • Gender and Pro-poor Budgeting • Public Audit • Public Procurement Monitoring • Public Hearing • Right to Information (RTI)
3. Requested grant amount	NRs: 1,839,600
4. Planned duration	15 months
5. District where the project will be implemented	Kailali

B 2. 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
Phone No of the contact person	Office: 091-520604 Mobile: 9851082733
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E-mail	rdnepal@yahoo.com , ganeshbikal@gmail.com
3. Website (optional)	www.rdn.org
4. Social Accountability Practitioner:	
Name	Ms. Bimala S.K.
Nationality	Nepali
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Home district	Kailali
5. Assistant Social Accountability Practitioner	
Name	Sarmila Bagchand
Nationality	Nepali
Telephone No.	9849721010
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Home district	Kailali

B 3. VDCs which are proposed for implementation of SAC Tools

SN (1)	Names of 10 proposed VDCs (2)	Demographic/ethnic data of the VDCs (3)
VDC1	Chaumala	<i>Total population of the VDC is 27586 (12729 male and 14857 female) . Chhetri 8422, Brahmin 3892, Magar 1178, Tharu 6935, Hajam 61, Sarki 169, Lohar 383, Tamang 93, Newar 139, Muslim 22, Rai 2887, Gurung 63, Damai 1195, Thakuri 1380, Sarki 169, kathbanlyan 11, Sanyasi 91, Haluwai 44, bangali 22, badi, 250, raji 285, kache 11, khawasa 24, Others 63, dalit others 16 Tarai others 36.</i>

VDC2	Masuriya	<i>Total population of the VDC is 22017 (10677 male and 11340 female) . Chhetri 5018, Brahmin 2335, Magar 1290, Tharu 6671, Tamang 33, Newar 13, Muslim 23, Sarki 366 Thakuri 921, Kami 3910, Damai 634, sanyasi 318, kumal 56, Hajam 29, rajbansi 22, Luhar 93, haluwai 15, badi, 194, raji 27 other 49</i>
VDC 3	Udasipur	<i>Total population of the VDC is 9304 (4474 male and 4830 female) . Chhetri 1728, Brahmin 323, Magar 20, Tharu 6518, kami 249, damai 55, thakuri 87, sarki 253, luhar 17, bangali, 17, Others 20, dalit others 17.</i>
VDC4	Pahalmanpur	<i>Total population of the VDC is 15055 (7371 male and 7684 female) . Chhetri 2206, Brahmin 1717, Magar 54, Tharu 9253, Muslim 76, kami 600, Damai 149, thakuri 700, Sarki 30, Korri 24, sanyasi 101, Lohar 18, badi 27, Others 79, dalit others 23.</i>
VDC5	Kotatulsipur	<i>Total population of the VDC is 12856 (6215 male and 6641 female) . Chhetri 1913, Brahmin 1400, Magar 165, Tharu 6730, Muslim 15, kami 1240, yadab 18, damai 310, thakuri 67, Sarki 149, lohar 201, badi 18, Others 26.</i>
VDC 6	Dododhara	<i>Total population of the VDC is 19827 (9438 male and 10389 female) . Chhetri 3832, Brahmin 2382, Magar 511, Tharu 6933, newar 17, muslim 84, kami 3290, gurung 30, damai 774, thakuri 1007, Sarki 220, sanyasi 140, kewati 11 brahmin 37, Lohar 46, Tamata 40, badi, 75, Others 50, dalit others 335, Tarai others 13.</i>
VDC7	Pratappur	<i>Total population of the VDC is 14073 (6670 male and 7403 female) . Chhetri 795, Brahmin 2658, Magar 73, Tharu 8011, Muslim 54 kami 868, Damai 340 Thakuri 382, Sarki 55, Sanyasi 80, Lohar 71, badi, 23, Others 39, dalit others 609, Tarai others 15.</i>
VDC8	Janakinagar	<i>Total population of the VDC is 5905 (2959 male and 2946 female) . Chhetri 516, Brahmin 756, Magar 398, Tharu 3420, muslim 83, kami 321, gurung 13, damai 64, thakuri 296, Others 16, dalit others 22.</i>
VDC9	Godawari	<i>Total population of the VDC is 15572 (7052 male and 8520 female) . Chhetri 5704, Brahmin 708, Magar 990, Tharu 55, tamang 80, Newar 39, kami 5490, rai 38, gurung 13, damai 1486, limbu 29, thakuri 57, Sarki 166, Sanyasi 188, Lohar 247, yakkha 44 dom 20, badi 146 Others 51, Tarai others 41.</i>
VDC10	Sahajpur	<i>Total population of the VDC is 8334 (4126 male and 4208 female) . Chhetri 4204, Brahmin 954, Magar 1506, Tamang 195, Kami 512, rai 19, gurung 21, damai 125, thakuri 389, Sarki 251, sanyasi 47, serpa 11, Lohar 65, Others 35.</i>

B 4. Legal status of the CSO:

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	2072-3-31
VAT/PAN numbers	301694067

C. Project Details

C 1. List of SAc tools that to be implemented

Grievance Redress Mechanism: It is part and parcel of the machinery of any administration. No administration can claim to be accountable, responsive and user-friendly unless it has established an efficient and effective grievance redress mechanism. In fact, the grievance redress mechanism of an organization is the gauge to measure its efficiency and effectiveness as it provides important feedback on the working of the administration.

Budget Demystification and Awareness Raising: 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 Budgeting: 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 Audit: It is a mechanism that evaluates how effective the investment in a local development project has been and it is carried out with the direct participation of stakeholders and beneficiaries. Public Audits are carried out with the participation of laborers, technicians, engineers, contractors, account and store staff, representatives of local political parties and the local users of the investment who have a direct stake in the project. Public Audit is a formal evaluation of expenditure and implementation carried out by all those who are stakeholders⁹. The tool is used to examine the effectiveness of administrative and financial management of development and construction works by collecting opinions from the stakeholders. It helps to ascertain whether the results planned for the investment were achieved and what any problems might have been.

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.

Public Hearing: Public Hearing is a community forum where citizens receiving local services and officials providing services exchange face-to-face questions and answers on matters of public interest⁸. In these forums, citizens can put forward personal and community related problems to the service providing officials by expressing their grievances and suggesting measures to improve the situation. Through this method service providing officials can also get feedback on the effectiveness and quality of the services and goods provided by them. It further helps make service providers accountable to citizens, increases transparency in the former's activities and brings the Right to Information law into use by the citizens.

Right to Information (RTI): The meaning of the Right to Information Act is that citizens have the right to seek and demand information of public importance from public offices. Article 27 of Nepal's Interim Constitution has provided citizens with the right to demand and acquire any information of public concern. Similarly, Clause 3 of Right to Information Act 2064 BS has provided Nepali citizens' access to information possessed by public bodies. Certain information is, however, kept secret. Examples of this are: information related to Nepal's sovereignty, integrity, national security, and peace and order; matters that may harm international relations; early information related to crime investigations; and, information that may damage monetary and commercial confidentiality.

C 2 . Project objective and outcomes

Overall objective: Overall objective is given to you and is as follows:

"The overall objective of the project is to contribute to strengthening transparency, efficiency and inclusiveness of public financial management in targeted areas through fostering the use of SA tools".

Expected outcomes: The expected outcomes (changes that expected to see in the target areas) that contributes to the overall objective of PRAN are given as follow:

- Outcome 1:* Communities in the program areas (especially marginalized people) are empowered to hold local governments accountable for participatory, pro-poor/gender inclusive budgeting and accurate budget execution
- Outcome 2:* Citizens access to individual Social Security Entitlements (specifically, senior Citizen and single women's entitlements) and basic education service is improved
- Outcome 3:* National enabling environment for transparent, inclusive and accountable PFM is improved

C 3. Methodology

District level program introductory workshop:

One day District Level program introductory Workshop will be organized in Dhangadhi to share and build common understanding amongst district-based right holders and stakeholders over the Social Accountability project as well as get suggestions and feedbacks from them. There will be 45 people will be invited to participate (representatives from DDC, VDC, District Women and Children Office, DPHO, District Police office, DEO, DAO, DADO, District Livestock Office, political parties, NGO Federation, Civil society, right holders, Media etc.). This one day event will be jointly organized by KPUS and RDN Nepal. After the successful implementation of the program, a comprehensive report will be prepared compiling the suggestion of the stakeholders for the further improvement of the project.

VDC level participatory meeting:

One day VDC level consultation workshop will be organized in each 10 working VDCs to share and build common understanding amongst right holders and stakeholders over program as well as get suggestions and feedbacks. Approximately 45 people will be invited to participate in each event. The detail report of the initiatives will be prepared.

District level training of Social Mobilizers (SMs) of the VDCs

To build the capacity of the social mobilizers on Social Mobilization tools, techniques and use of LGCDP/MoFALD LB resource mobilization and management guidelines, 2069, public hearing, 2 days district level training will be jointly organized in Dhangadhi through the preparation of the detail training session. There will be 25 participants ensuring caste and ethnicity balance. To promote the social accountability of the coverage VDCs, individual action plan of the SMs will be developed and followed even if after the training. A detail report will be prepared.

Facilitate to establish CACs in the VDCs and make functional to the existing CACs

CACs have become the common platform forum for enhancing the community led action for good governance, accountability and social justice so that the project will initiate to facilitate to establish CACs in the VDCs and make functional to the existing CACs by listing of VDCs will be prepared where CACs are not established yet. CACs will be established with the consultation with rights holders and stakeholders in 10 coverage VDCs of the project. Social Accountability Practitioner will provide mentoring support to the existing CACs. The CACs will be strengthened through meeting, interaction, discussion on the timely basis.

Support to VDCs in releasing their annual audit report:

Every citizen has rights to information about the income and expenditure of the respective VDCs so that the project will provide the technical support to the VDC to identify an effective means of dissemination of annual audit report. Each VDC's annual audit report will be publicly released for creating the ownership and sustainability impact. Before the facilitation, the intensive consultation will be made with the VDC secretary and stakeholders.

VDC Level Trainings/Orientation Workshops:

To enhance the capacity of WCFs, CACs and IPFCs representatives on different social accountability tools and techniques, various types of training will be conducted at VDC level. Total 10 events of 2 days VDC training will be held to enhance the capacity of WCFs, CACs and IPFCs representatives on GESI, RTI, Participatory planning and budgeting (budget awareness, gender and pro-poor budgeting by detail training). Total 36 participants will be in each training. One day long training for WCFs in each 10 VDC will be organized to WCFs at local level on Local Body Resource Mobilization and Management Operation Guidelines, 2069 and procurement. Total 27 participants will be in each training (3 inclusive members from each WCF). Throughout the training session, a detail report will be prepared share the information for further use and necessary action. 1 event of training on the use of MoFALD/LGCDP community-based IEC materials on budget literacy, gender and pro-poor budgeting will be jointly organized. Total 20 participants will be in each training.

Pro-Poor and gender budget analysis in the VDC

Building capacity of citizens, beneficiaries so as to make them able to analyze the budget is the end purpose of Gender and Pro-poor Budget of last and current fiscal year will be analyzed. Total 12 participants (WCF, CAC and IPFC representatives) from among the direct beneficiaries will be selected from each VDC for a TWO days training on budget analysis organized by KPUS. The training will be jointly facilitated by SA practitioner, community facilitator of CAC, Social Mobilizer and a local expert. After the training programs KPUS will receive at least one fiscal year budget document of both VDC and organize a two days participatory analysis session for both VDCs with the help of trained citizens. A detail report will be prepared.

Public Audit and Participatory Procurement Monitoring training to VDC's Supervision and Monitoring Committee

The purpose of Public Procurement Monitoring is to capacitate and mobilize citizens' group to monitor the procurement of VDCs. KPUS will pick at least one ongoing project from the budget of each VDC. KPUS will select 13 members (direct beneficiaries) and organize one day training on public procurement monitoring. The training will be jointly facilitated by SA practitioner, community facilitator, social mobilizer and a local expert. After the training program the citizens group will be mobilized to monitor the procurement process of the projects. The result of the procurement monitoring will be aired in radio, Photocopy of newspaper coverage, disseminated in VDC level dialogue program. A report will be prepared after the training.

Facilitation and Technical Support to WCF

Facilitation and support will be provided to WCFs and CACs to organize annual planning meeting, public hearing and public audit at local level as per MoFALD guideline. Along with that, regular orientation or on the job mentoring to WCFs will be given to work as per MoFALD guidelines.

GRM orientation and review of existing GRM in the VDCs and DDC

The project will collect the GRM related materials for orientation by organizing one day GRM orientation and review of existing GRM will be organized with the participation of WCFs, CACs and VDC staff in each VDC. Throughout the orientation, the status of GRM at VDC/DDC will be discussed. Facilitation support will be provided to each VDC/DDC to establish GRM and making them functional. A day long workshop will be organized in each VDC to identify the causes of GRM ineffectiveness and its solution. GRM will be reviewed along with action plan in each VDC/DDC. Total 25 participants will take part in each event of 10 working VDCs.

Public Hearing

Total 10 events of public hearing will be conducted by providing the technical assistance to each VDC to plan Public Hearing/Public Audit/Social Audit as per MoFALD guideline. The project will initiate aligning with VDC's Public Hearing/Social Audit plan GRM in each VDC.

District Level Final sharing workshop:

To share the overall achievements, best practices, challenges and further recommendation, one events of district level final sharing workshop will be jointly organized by KPUS and RDN Nepal. The target beneficiaries of respective coverage VDCs and district level stakeholders will be participants of the intervention. There will be total participants.

C 4 . Project results and ctivities

For Grievance Redress Mechanism (GRM) district Kailali

Overall Objective		
To strengthen transparency, efficiency and inclusiveness of public financial management in targeted areas through fostering the use of SA tools.		
Outcomes (must be same as in section C 2)		
Outcome (change) 1: Communities in the program areas (especially marginalized people) are empowered to hold local governments accountable for participatory, pro-poor/gender inclusive budgeting and accurate budget execution		
Outcome (change) 2: Outcome 2: Citizens access to individual Social Security Entitlements (specifically, senior Citizen and single women’s entitlements) and basic education service is improved		
Outcome (change) 3: National enabling environment for transparent, inclusive and accountable PFM is improved		
Outputs	Quantitative target	Means of verification
Outputs that will contribute to outcome 1 Output 1.1 Social Mobilizers (SMs) at VDC level are well equipped with social mobilization tools	Activity 1.1.1: District level program introductory workshop <ul style="list-style-type: none"> • 1 daylong program introductory workshop will be organized in each district (Must be organized jointly by two CSOs of the district) • There will be 45 participants in each district • A report will be prepared 	Reports and attendance
	Activity 1.1.2: VDC level participatory meeting <ul style="list-style-type: none"> • A daylong participatory meeting/program introduction will be organized in each VDC • There will be 45 participants in each meeting • A detail report will be prepared 	Reports and attendance
	Activity 1.1.3: District level training of Social Mobilizers (SMs) of the VDCs on Social Mobilization tools, techniques and use of LGCDP/MoFALD LB resource mobilization and management guidelines, 2069, public hearing (to be organized jointly by two CSOs) <ul style="list-style-type: none"> • Detail training session will be prepared 	<ul style="list-style-type: none"> • R Training session plan • Training repot and attendance • Case stories

	<ul style="list-style-type: none"> • 2 days training to SMs will be organised • Total participants in each training will be 25 • A detail report will be prepared 	
Output 1.2 Citizen Awareness Centers (CACs) are established and made functional	<p>Activity 1.2.1: Facilitate to establish CACs in the VDCs and make functional to the existing CACs</p> <ul style="list-style-type: none"> • List of VDCs will be prepared where CACs are not established yet • CACs will be established • Provide mentoring support to the existing CACs • A detail and analytical report will be prepared 	Reports
Output 1.3 VDC audit reports are released to public	<p>Activity 1.3.1: Support to VDCs in releasing their annual audit report</p> <ul style="list-style-type: none"> • Support will be provided to the VDC to identify an effective means of dissemination of annual audit report • Each VDC's annual audit report will be publicly released • A report will be prepared 	Reports
Output 1.4 VDCs and IPFCs are sensitized towards pro-poor and gender sensitive planning and budgeting	<p>Activity 1.4.1: VDC level training to WCFs, CACs and IPFCs representatives on GESI, RTI, Participatory planning and budgeting (budget awareness, gender and pro-poor budgeting)</p> <ul style="list-style-type: none"> • Detail training session will be prepared • 2 days long training in each VDC will be organized • Total participants in each training will be 36 • A detail report will be prepared 	<ul style="list-style-type: none"> • Training session plan • Training report and attendance • Case stories
Output 1.5 VDCs and WCFs are capable to implement the MoFALD-Local Body Resource Mobilization and Management Operation Guidelines 2069 (including procurement issues)	<p>Activity 1.5.1: Training to WCFs at local level on Local Body Resource Mobilization and Management Operation Guidelines, 2069 and procurement</p> <ul style="list-style-type: none"> • Detail training session will be prepared with specific objectives • A day long training for WCFs in each VDC will be organized • Total participants in each training will be 27 (3 inclusive members from each WCF) • A detail report will be prepared 	<ul style="list-style-type: none"> • Training session plan • Training report and attendance • Case stories
Output 1.6 SMs and WCF in selected VDCs trained to	<p>Activity 1.6.1: Training to SMs on the use of MoFALD/LGCDP community-based IEC materials on budget literacy, gender and pro-poor budgeting (to be organized</p>	

<p>use new MoFALD/LGCDP community-based IEC materials on budget literacy, gender and pro-poor budgeting</p>	<p>jointly by two CSOs)</p> <ul style="list-style-type: none"> • Detail training session will be prepared • Necessary documents/IEC materials for the training will be prepared • 2 days training in each district will be organized for SMs • Total participants in each training will be 20 • A report will be prepared 	<ul style="list-style-type: none"> • Training report and attendance • Follow up report • Case stories
	<p>Activity 1.6.2: Training to WCFs on the use of MoFALD/LGCDP community-based IEC materials on budget literacy, gender and pro-poor budgeting</p> <ul style="list-style-type: none"> • Detail training session will be prepared • Necessary documents/IEC materials for training will be prepared • 1 days training in each VDC will be organized for WCFs • Total participants in each event will be 27 (3 inclusive participants from each WCF) • A report will be prepared 	<ul style="list-style-type: none"> • Training report and attendance • Follow up report
	<p>Activity 1.6.3: Pro-Poor and gender budget analysis in the VDC</p> <ul style="list-style-type: none"> • 2 day budget analysis workshop will be organised in each VDC • Budget of last and current fiscal year will be analyzed • There will be 12 participants (WCF, CAC, IPFC representatives) in each workshop and analysis program • A detail report will be prepared 	<ul style="list-style-type: none"> •
<p>Output 1.7 VDC level Supervision and Monitoring Committees trained on public audit and participatory procurement monitoring</p>	<p>Activity 1.7.1: Public Audit and Participatory Procurement Monitoring training to VDC's Supervision and Monitoring Committee</p> <ul style="list-style-type: none"> • Detail training session plan will be prepared with specific objectives • A day long training will be organized in each VDC • Total participants in each event will be 13 • A report will be prepared 	<ul style="list-style-type: none"> • Training session plan • Training report and attendance • Case stories
<p>Output 1.8 Ward Citizen Forums (WCFs) are empowered and functional as per MoFALD guidelines</p>	<p>Activity 1.8.1: Facilitation to ward level planning meeting and public hearing and public audit</p> <ul style="list-style-type: none"> • Facilitation and support will be provided to WCFs and CACs to organize annual planning meeting, public hearing and public audit at local level as per MoFALD guideline 	<p>Reports and attendance</p>

	<ul style="list-style-type: none"> • A detail report will be prepared 	
	<p>Activity 1.8.2: Technical support to WCFs</p> <ul style="list-style-type: none"> • Regular orientation or on the job mentoring to WCFs will be given to work as per MoFALD guidelines • A detail and analytical report will be prepared 	Reports
	<p>Activity 1.8.3: Support VDCs in conducting annual planning meeting with WCFs and documenting it as per MoFALD guideline</p> <ul style="list-style-type: none"> • Facilitation support will be provided to the VDCs to prepare the schedule of annual planning meeting • Will be facilitated to document the planning as per MoFALD guideline • A report will be prepared 	Reports and case stories
<p>Output 1.9 Existing grievance mechanisms are reviewed and strengthened/established at the VDC</p>	<p>Activity 1.9.1: GRM orientation and review of existing GRM in the VDCs and DDC</p> <ul style="list-style-type: none"> • GRM related materials for orientation will be prepared • A daylong GRM orientation and review of existing GRM will be organized with the participation of WCFs, CACs and VDC staff in each VDC • Status of GRM at VDC/DDC will be discussed • Area of grievance will be identified • Formats/Process/mechanism for grievance registration will be reviewed and developed/strengthened • Detail action plan will be developed for effective GRM • The total participants of each event will be 25 • A detail and analytical report will be prepared 	Orientation and GRM review report and attendance sheet
	<p>Activity 1.9.2: GRM establishment/improvement and institutionalization</p> <ul style="list-style-type: none"> • Facilitation support will be provided to each VDC/DDC to establish GRM and making them functional • Grievances and redress trend so far will be collected from each VDC in monthly basis • A detail report will be prepared 	Reports
	<p>Activity 1.9.3: Identification of causes of ineffectiveness of GRM at VDC/DDC</p> <ul style="list-style-type: none"> • A day long workshop will be organised in each VDC to identify the causes of GRM ineffectiveness and its solution 	Reports

	<ul style="list-style-type: none"> • An effective GRM will be established in each VDC • A detail report will be prepared 	
	<p>Activity 1.9.4: Analysis of grievances and cause of ineffectiveness of GRM at VDC/DDC level</p> <ul style="list-style-type: none"> • Collected grievances and causes of ineffectiveness will be analyzed • A report of analysis will be produced 	Reports
	<p>Activity 1.9.5: Focus Group Discussion (FGD)</p> <ul style="list-style-type: none"> • Questionnaire checklist for FGD will be prepared • Inclusive FGD will be conducted in each VDC • Data/information will be collected and analyzed • A detail report will be prepared 	FGD report and data sheet
	<p>Activity 1.9.6: Public Hearing</p> <ul style="list-style-type: none"> • Technical assistance will be provided to each VDC to plan Public Hearing/Public Audit/Social Audit as per MoFALD guideline • In each VDC aligning with VDC's Public Hearing/Social Audit plan GRM findings will be presented • A report will be prepared 	Periodic report
	<p>Activity 1.9.7: Repeat - GRM review, grievance collection and analysis</p> <ul style="list-style-type: none"> • GRM will be reviewed along with action plan in each VDC/DDC. Total participants in each event will be 25. • Further technical support will be provided to make GRM effective in each VDC. • An analytical report will be prepared 	GRM repeat reports
	<p>Final activity: District Level Final sharing workshop (Must be organized jointly by two CSOs of the district)</p> <ul style="list-style-type: none"> • A daylong district level final sharing workshop will be organized • There will be 45 participants in each district • A report will be prepared 	Workshop report

C 5. Schedule of activities with timeline for Grievance Redress Mechanism (GRM) district Kailali are presented in the following matrix.

Activities	Deliverable deadlines														
	1st deliverable					2nd deliverable					Final deliverable				
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Capacity building and review workshops for SAc practitioners															
1. Pre-service orientation to the SAc practitioners (All SAc practitioners)															
2. Training of 30 SAcPs and Assistant SAcPs on LG budgetary process and SA, as well as procurement, Public audit, GESI, RTI and Local Body Resource Mobilization and Management Guidelines, 2069 (All SAc practitioners)															
3. Joint capacity building workshop on the collaboration in the performance audit, use of grass root level feedback information generated from PETS, CSC, Public hearing and Social audit etc. in performance audit (SAc practitioners from Dang, Kapilvastu, Siraha, Palpa and Bara)															
4. Training to CSOs in preparing and providing feedbacks reports to OAG on the findings of public hearings, Citizen's report card, PETS, Real Time TSA data and Scholarships tracking (SAc practitioners from Dang, Kapilvastu, Siraha, Palpa and Bara)															
5. Review meetings (All SAc practitioners)															
6. Training to the SA practitioners on GRM (SAc practitioners only from GRM districts)															
Field activities under SAc practitioners responsibility															
Activity 1.1.1: District level program introductory workshop															
Activity 1.1.2: VDC level participatory meeting															
Activity 1.1.3: District level training of Social Mobilizers (SMs)															

Activities	Deliverable deadlines														
	1st deliverable					2nd deliverable					Final deliverable				
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
of the VDCs															
Activity 1.2.1: Facilitate to establish CACs in the VDCs															
Activity 1.3.1: Support to VDCs in releasing their annual audit report															
Activity 1.4.1: VDC level training to WCFs, CACs and IPFCs representatives															
Activity 1.5.1: Training to WCFs at local level on LB resource mobilization and management operation guidelines, 2069															
Activity 1.6.1: Training to SMs on the use of MoFALD/LGCDP IEC materials on budget literacy, gender and pro-poor budgeting															
Activity 1.6.2: Training to WCFs on the use of MoFALD/LGCDP community-based IEC materials on budget literacy, gender and pro-poor budgeting															
Activity 1.6.3: Pro-poor and gender budget analysis in the VDCs															
Activity 1.7.1: Public Audit and Participatory Procurement Monitoring training to VDC's Supervision and Monitoring Committee															
Activity 1.8.1: Facilitation to ward level planning meeting and public hearing and public audit															
Activity 1.8.2: Technical support to WCFs															
Activity 1.8.3: Support VDCs in conducting annual planning meeting with WCFs and documenting it as per MoFALD guideline															

Activities	Deliverable deadlines														
	1st deliverable					2nd deliverable					Final deliverable				
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Activity 1.9.1: GRM orientation and review of existing GRM in the VDCs and DDC															
Activity 1.9.2: GRM establishment/improvement and institutionalization															
Activity 1.9.3: Identificaiton of causes of ineffectiveness of GRM at VDC/DDC															
Activity 1.9.4: Analysis of grievances and causes of ineffectiveness of GRM at VDC/DDC level															
Activity 1.9.5: Focus Group Discussion (FGD)															
Activity 1.9.6: Public Hearing															
Activity 1.9.7: Repeat - GRM review, grievance collection and analysis															
Fianl activity: District Level Final sharing workshop (Must be organized jointly by two CSOs of the district)															
Submission of 3rd deliverable and project completion report (PCR) deadline-31st October, 2016															

C 6. 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 not only share the best practices of the project intervention to the other 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 but 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.

D. 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. Her major roles and responsibilities will be to Plan, implementation, monitoring and evaluation of the project in close coordination with project team and conduct orientation and training and function as trainer facilitator and subject matter expert. She will also prepare reports on accomplished program and activities and prepare work plan and budget to be presented to the supporting partner and perform all the assigned works as mentioned in the project document and annual agreement. She will coordinate with major district stakeholders and other service providers related to the project and assign program related job to the social mobilizer and admin and finance and make sure of timely achievements of the results. 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 will be to Prepares quarter and year end trial balance, 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 and 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.

E. 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.

F. 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	Ms. Parbati Aagri	Female	Dalit	Administrative Officer
2	Mr. Bharat Aagri	Male	Dalit	Finance Officer
3	Ms. Bimala S.K.	Female	Dalit	Social Accountability Practitioner

G. Finance/Budget

Budget ceiling for Grievance Redress Mechanism (GRM) district Kailali

Budget Head	Qty	Unit	Duration	Unit	Per unit Rate	Maximum ceiling (Rs.)
1. Salaries						726,000
1.1 SAc Practitioner -- Coordinator (Full timer)**	1	Person	15	month	21000	315000
1.2 Assistant SAc Practitioner (Full timer)	1	Person	15	month	15000	225000
1.3 Account Officer (part time – half person/month)	0.5	Person	15	month	12400	186000
Sub-total Salaries						726,000
2 Travel (Central and regional events) except field travel						
2.1 Transportation	12	Times		Times		48,000
2.2 Perdiem/DSA (outside district)	30	Days		days		54,000
Sub-total Travel						102,000
3. Administrative costs						
3.1 Communication	--	--	15	month	1000	15,000
3.2 Stationary/photocopy	--	--	15	month	500	7,500
Sub-total Administrative costs						22,500
4. Program activity costs*						
Activity 1.1.1: District level program introductory workshop	1	Time	1	day		5,000
Banner	1	Time	1	day	400	400
Tea/Snacks	45	Per.	1	Day	55	2475
Stationery for workshop and participants	45	Per.	1	Day	25	1125
SAc practitioner/Asst. practitioner DSA	2	Per.	1	day	500	1000
Activity 1.1.2: VDC level participatory meeting	10	Time	1	day		100,000
Banner	10	Time	1	day	500	5000
Tea/Snacks	45	Per.	10	Day	50	22500

Stationery for workshop and participants	45	Per.	10	Day	50	22500
Participants DSA	45	Per,	10	Day	100	45000
SAC practioner/Asst. practitioner DSA	1	Per	10	Day	500	5000
Activity 1.1.3: District level training of Social Mobilizers (SMs) of the VDCs	1	Time	2	day		60,000
Banner	1	Time	1	Day	500	500
Tea/Snacks	25	Per.	2	Day	200	10000
Stationery for workshop and participants	25	Per.	1	Day	100	2500
Participants DSA	25	Per.	2	Day	100	5000
SAC practioner/Asst. practitioner DSA	2	Per.	2	Day	500	2000
Food/accommodation	25	Per.	2	Day	550	27500
Travel cost for participants	25	Per.	2	Way	250	12500
Activity 1.2.1: Facilitate to establish CACs in the VDCs and make functional to the existing CACs						10,000
SAC practioner/Asst. practitioner DSA and Travel	2	Per.	10	Day	500	10000
Activity 1.3.1: Support to VDCs in releasing their annual audit report						10,000
SAC practioner/Asst. practitioner DSA and Travel	2	Per.	10	Day	500	10000
Activity 1.4.1: VDC level training to WCFs, CACs and IPFCs representatives	10	Time	1	day		150,000
Banner	10	Time	1	Day	500	5000
Tea/Snacks	36	Per.	10	Day	100	36000
Stationery for workshop and participants	36	Per.	10	Day	50	18000
Participants DSA	36	Per.	10	Day	100	36000
SAC practioner/Asst. practitioner DSA	1	Per.	8	Day	500	4000
Travel cost for participants	350	Per.	2	Way	70	49000
Activity 1.5.1: Training to WCFs at local level	10	Time	1	day		70,000
Banner	10	Time	1	Day	500	5000

Tea/Snacks	25	Per.	10	Day	100	25000
Stationery for workshop and participants	25	Per.	10	Day	40	10000
Participants DSA	25	Per.	10	Day	100	25000
SAC practioner/Asst. practitioner DSA	1	Per.	10	Day	500	5000
Travel cost for participants						
Activity 1.6.1: Training to SMs on the use of MoFALD/LGCDP community-based IEC materials on budget literacy, gender and pro-poor budgeting	1	Time	2	day		49,000
Banner	1	Time	1	Day	500	500
Tea/Snacks	20	Per.	2	Day	200	8000
Stationery for training and participants	20	Per.	1	Day	100	2000
Participants DSA	20	Per.	2	Day	400	16000
SAC practioner/Asst. practitioner DSA	5	Per.	1	Day	500	2500
Travel cost for participants	20	Per.	2	Way	500	20000
Activity 1.6.2: Training to WCFs on the use of MoFALD/LGCDP community-based IEC materials on budget literacy, gender and pro-poor budgeting	10	Time	1	day		66,000
Banner	10	Time	1	Day	500	5000
Tea/Snacks	25	Per.	10	Day	40	10000
Stationery for training and participants	25	Per.	10	Day	40	10000
Participants DSA	25	Per.	10	Day	100	25000
SAC practioner/Asst. practitioner DSA	7	Per.	1	Day	500	3500
Travel cost for participants	25	Per	10	Day	50	12500
Activity 1.6.3: Pro-poor and gender budget analysis in the VDCs	10	Time	1	day		30,000
Tea/Snacks	10	Per.	1	Day	50	5000
Stationery for training and participants	10	Per	1	Day	50	5000
Participants DSA	10	Per	1	Day	100	10000
SAC practioner/Asst. practitioner DSA						
Travel cost for participants	100	Per	2	Way	50	10000

Activity 1.7.1: Public Audit and Participatory Procurement Monitoring training to VDC's Supervision and Monitoring Committee	10	Time	1	Day		32,000
Banner	10	Time	1	Day	500	5000
Tea/Snacks	10	Per	10	Day	50	5000
Stationery for training and participants	10	Per	10	Day	50	5000
Participants DSA	10	Per	10	Day	50	5000
SAC practioner/Asst. practitioner DSA	2	Per	2	Day	500	2000
Travel cost for participants	100	Per	2	Way	50	10000
Activity 1.8.1: Facilitation to ward level planning meeting and public hearing and public audit						17,000
SAC practioner/Asst.practitioner DSA	1	Time	30	Day	500	15000
Travel cost					1500	1500
Stationery					500	500
Activity 1.8.2: Technical support to WCFs						12,000
SAC practioner/Asst.practitioner DSA	1	Time	20	Day	500	10000
Travel cost					2000	2000
Activity 1.8.3: Support VDCs in conducting annual planning meeting with WCFs and documenting it as per MoFALD guideline	2	Time				17,000
SAC practioner/Asst.practitioner DSA	2	Time	24	Day	500	12000
Travel cost					5000	5000
Activity 1.9.1: GRM orientation and review of existing GRM in the VDC and DDC	10	Time	1	day		67,000
Banner	10	Time	1	Day	500	5000
Tea/Snacks	25	Per.	10	Day	50	12500
Stationery for orientation program and participants	25	Per.	10	Day	50	12500
Participants DSA	25	Per.	10	Day	50	12500
Participants travel	240	Per.	2	way	50	24000

SAC practitioner/Asst. practitioner DAS	1	Per	1	Day	500	500
Activity 1.9.2: GRM establishment/improvement and institutionalization	10	Time	1	day		25,000
Tea/Snacks	10	Per	10	Day	100	10000
SAC practitioner/Asst. practitioner DSA	2	Per	10	Day	500	10000
Travel	2	Per	10	Dqy	250	5000
Activity 1.9.3: Identification of causes for ineffectiveness of GRM at VDC and DDC	10	Time	1	day		50,000
Tea/snacks	25	Per	10	Day	50	12500
Stationery for workshop and participants	25	Per	10	Day	50	12500
Participants DSA	25	Per	10	Day	50	12500
Travel	25	Per	10	Day	50	12500
SAC practitioner/Asst. practitioner DSA						
Activity 1.9.4: Analysis of the causes of ineffectiveness of GRM and collection of recommendations	10	Time	1	day		25,000
SAC practitioner/Asst. practitioner DSA	2	Per	10	Day	1000	20000
Travel	2	Per	10	Day	250	5000
Activity 1.9.5: Focus Group Discussion (FGD)	10	Time	1	day		17,000
Banner	10	Time	1	Day	500	5000
Tea/Snacks	10	Per	10	Day	50	5000
Stationery	10	Per	10	Day	50	5000
SAC practitioner/Asst. practitioner DSA						
SAC practitioner/Asst. practitioner travel	1	Per	10	Day	200	2000
Activity 1.9.6: Public Hearing	10	Time	1	day		12,000
SAC practitioner/Asst. practitioner DSA	2	Per	10	Day	500	10000
SAC practitioner/Asst. practitioner travel	2	Per	5	Day	200	2000

Activity 1.9.7: Repeat GRM	10	Time	1	day		67,000
Banner	10	Time	10	Day	500	5000
Tea/Snacks	25	Per	10	Day	50	12500
Stationery for orientation program and participants	24	Per	10	Day	50	12000
Participants DSA	25	Per	10	Day	100	25000
Participants travel	25	Per	10	Day	50	12500
SAC practitioner/Asst. practitioner DAS						
Final activity: District Level Final sharing workshop (Must be organized jointly by two CSOs of the district)	1	Time	1	day		10,500
Banner	1	Time	1	Day	500	500
Tea/Snacks	45	Per	1	Day	100	4500
Stationery for workshop and participants	45	Per	1	Day	100	4500
SAC practitioner/Asst. practitioner DSA	2	Per	1	Day	500	1000
Sub-total Program costs						901,500
5. Total cost (1+2+3+4)						1,752,000
6. Overhead 5% of total cost (5)						87,600
ALL TOTAL						1,839,600

H. Curriculum Vitae of Principal Social Accountability Practitioner

H 1. 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

H 2. Present employment status

Designation	Date of appointment	Name and address of employer organization	Major assignment
Project Officer	1 July, 2014	RDN Nepal Dhangadhi Kailali	

H 3. Education *(please mention only the degree that you have completed)*

SN	Names of education institutions	Degrees	Dates
1	T.U. (Kailali Multiple Campus, Dhangadhi)	B.A.	2071 B.S.
2	T.U. (Kailali Multiple Campus, Dhangadhi)	I.A.	2055 B.S.
3	Padma Public High School, Doti	S.L.C.	2046 B.S.

H 4. Declaration of Principal Social Accountability Practitioner *(the text of the declaration must not be modified)*

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 Capacity Building for PFM improvement.
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 SAC Practitioner:

:



Date:

I. Curriculum Vitae of Assistant Social Accountability Practitioner

I 1. Basic information

Name	Sarmila Bagchand
Nepali citizenship no	20832
Date of birth	18.10.1974
Contact address	Dhangadhi-1, Kailali, Seti Nepal
Home address	Dhangadhi-1, Kailali, Seti Nepal
Contact telephone and mobile	+977- 9848721010
Email	sirmila2004@yahoo.com

I 2. Present employment status

Designation	Date of appointment	Name and address of employer organization	Major assignment

I 3. Education (please mention only the degree that you have completed)

	Names of education institutions	Degrees	Dates
1	Kailali Multiple Campus Dhangadhi Tribhuvan University	B.A	2014
2	Government of India UP College	I.A.	2004
3	Government of India UP College	SLC	1996

I 4. Declaration of Assistant Social Accountability Practitioner (the text of the declaration must not be modified)

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 Assistant Social Accountability Practitioner on its proposal for the PRAN Capacity Building for PFM improvement.
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 Assistant SAc Practitioner: Date: 27 July, 2015

