



The Asia Foundation
LETTER OF GRANT
32310.203.

November 19, 2020

Mr. Ganesh BK
Chairman
Rastriya Dalit Network
Dhangadhi, Nepal

USG FUNDED	
DUNS No.	557778753
CFDA No.	19.700

Dear Mr. Ganesh BK

The Asia Foundation (the Foundation) is pleased to provide a grant of up to NPR 7,013,383 to Rastriya Dalit Network (the Grantee) for *Promotion of Sustainable Governance through Advancing Human Rights, Dignity and Socio-Economic Empowerment of Dalits at Dhangadhi Sub-Metropolitan in Nepal-PAHAL* Program. The period of this grant is from November 19, 2020 through January 18, 2022.

This grant is made possible through the generous support of U.S. Department of State through The Asia Foundation

Program Description

It is the Foundation's understanding that the Grantee will undertake the activities described in the attached Program Description. All the activities funded under this grant will be conducted in Nepal. Any change in program activities requires prior discussion with the Foundation and its written approval.

Financial Terms & Budget

The Foundation's financial support will be in accordance with the budget attached to this agreement, which represents the maximum amount of the Foundation's financial commitment unless amended in writing. The Grantee is expected to administer the funds responsibly, using procedures that will provide for: a) effective control over all funds, property, and other assets received or purchased in connection with this grant; and b) maintenance of accurate, current and complete accounting records properly supported by source documents.

The cost breakdowns in the attached budget are considered to be estimates only. Funds provided under this grant are to be utilized on an actual expense basis and funds not used for approved expenditures made during the grant period must be returned. In order to provide flexibility in the implementation of this grant, funds may be transferred between summary budget line items in an amount not to exceed a ten percent (10%) increase or decrease in any one budget line item, without prior written approval from the Foundation. All other changes require the Foundation's written approval.



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This grant is made subject to the availability of funds, meaning that if funds from the Foundation's funder are not available to the Foundation, this grant may be amended or canceled. Upon written notice from the Foundation, the Grantee will immediately cease all activities under the grant and will return all unspent funds received to the Foundation, unless the Foundation agrees in writing to an alternative arrangement.

Reporting & Audit Requirements

The Grantee will submit narrative and financial reports to the Foundation as follows:

<u>Reporting Period</u>	<u>Due Date</u>
First report, from November 19, 2020 through February 15, 2021	February 28, 2021
Second report, from February 16, 2021 through May 15, 2021	May 31, 2021
Third report, from May 16, 2021 through August 15, 2021	August 30, 2021
Fourth report, from August 16, 2021 through November 15, 2021	November 30, 2021
Final report, from November 16, 2021 through January 18, 2022	January 31, 2022

Narrative reports should be frank, descriptive, and presented in a manner that will be useful to the Foundation's current program evaluation and future program planning. These reports should include a candid assessment of the nature and quality of the activities funded under this grant, address any problems or constraints that affected the development or conduct of the program, and if appropriate, provide recommendations for future actions.

Financial Reports should be prepared on the Foundation's TAF-209 form. Any additional supporting documents required, as noted on the TAF-209, must be provided.

Audits: All expenditures are subject to audit by the Foundation and its funder, and the Grantee agrees to make prompt repayment of any amount which was not spent according to the terms and conditions of this agreement as determined by the Foundation or its funder, or their auditors. Financial records must be maintained until the audit period end date, which for this agreement is September 30, 2027.

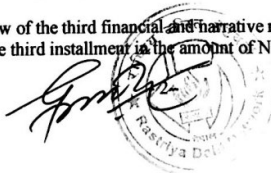
Payment

The first installment in the amount of NPR 2,805,353 representing the period from November 19, 2020 through February 15, 2021 will be paid upon the receipt of this signed letter.

Subject to receipt and review of first financial and narrative reports, along with supporting vouchers and documents the second installment in the amount of NPR 1,052,008, representing the period February 16, 2021 through May 15, 2021, will be provided on or about February 28, 2021.

Subject to receipt and review of the second financial and narrative reports, along with supporting vouchers and documents the third installment in the amount of NPR 701,338, representing the period from May 16, 2021 through August 15, 2021, will be provided on or about May 31, 2021.

Subject to receipt and review of the third financial and narrative reports, along with supporting vouchers and documents the third installment in the amount of NPR 701,338, representing the



The image shows a handwritten signature in black ink over a circular official stamp. The stamp contains the text 'Rastriya Dalit Network' and other illegible details. The signature is written in a cursive style.

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period from August 16, 2021 through November 15, 2021, will be provided on or about August 30, 2021.

Subject to receipt and review of the fourth financial and narrative reports, along with supporting vouchers and documents the third installment in the amount of NPR 1,052,008, representing the period from November 16, 2021 through January 18, 2022, will be provided on or about November 30, 2021.

After completion of all program activities and receipt and approval of the final financial and narrative reports, along with supporting vouchers and documents the final installment in the amount of NPR 701,338 be paid.

Grant Documents

The following documents constitute the complete understanding between the Grantee and the Foundation for this grant, and take precedence in the following order:

- A. This letter
- B. Special Terms & Conditions, Attachment I
- C. General Terms & Conditions, Attachment II
- D. Program Description, Attachment III
- E. Budget, Attachment IV
- F. Grantee Bank Details – Attachment V
- G. TAF Prevention of Sexual Exploitation, Abuse and Harassment and Code of Conduct- Attachment VI
- H. TAF Safeguarding Acknowledgement Form-Attachment VII

If additional information or clarification is required regarding this Letter of Grant or its attachments, please contact *Ashray Bikram Pande, Senior Program Officer* at +977-01-441-345.

It is customary for the Foundation to set down the terms of its assistance in a Letter of Grant. If this letter meets with your understanding and approval, please sign, date the enclosed two copies of this letter. Return one copy to us and keep the other for your own files.

On behalf of The Asia Foundation, I would like to extend our best wishes to Rastriya Dalit Network (RDN Nepal). We look forward to working with you.

Sincerely,



Preeti Thapa
Deputy Country Representative



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Certification & Agreement: I certify that I am a legally authorized representative of Rastriya Dalit Network, Nepal with authority to sign on its behalf. I have read and understand the contents of this Letter of Grant and agree to comply with its terms.

Agreed: _____

Mr. Ganesh BK, Chairman



Date: 25 Nov. 2020

ATTACHMENT I – Special Terms & Conditions

This grant is made on cost reimbursable basis. Every cost needs to be supported by proper documentation, failure to which, the cost will be treated as unallowable by the Foundation. In such an event, the grantee is required to refund the unallowable amount which could be determined even after the grant completion period.

It is understood that the grantee is responsible for taxes, insurance, disability, unemployment contributions, and other costs to carry out the agreed activities.

While this agreement allows for 10% increase or decrease in any one budget line item without prior approval of the Foundation, it is to be noted that this provision is not applicable to Salary and Overhead line item.

TAF Safeguarding Clauses

Legal status and compliance with the law

The recipient is a duly registered organization and has the capacity to comply with the provisions set out in this agreement. The recipient further declares and guarantees that it is under no obligation or prohibition, nor is it subject to or threatened by any actions, suits or proceedings which could or would prevent compliance with the terms of this agreement.

The recipient must at all times have regard to and comply with, and use its best endeavours to ensure that all its personnel comply with relevant and applicable Laws, guidelines and policies of its country and the laws of the State of California where applicable.

Child Protection Requirements

CHILD SAFEGUARDING

(a) Because the activities to be funded under this award may involve children, or personnel engaged in the implementation of the award may come into contact with children, these activities could raise the risk of child abuse, exploitation, or neglect within TAF-funded programs. The organization agrees to abide by the following child safeguarding core principles:

- (1) Ensure compliance with host country and local child welfare and protection legislation or international standards, whichever gives greater protection, and with U.S. law where applicable;
- (2) Prohibit all personnel from engaging in child abuse, exploitation, or neglect;
- (3) Consider child safeguarding in project planning and implementation to determine potential risks to children that are associated with project activities and operations;



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(4) Apply measures to reduce the risk of child abuse, exploitation, or neglect, including, but not limited to, limiting unsupervised interactions with children; prohibiting exposure to pornography; and complying with applicable laws, regulations, or customs regarding the photographing, filming, or other image-generating activities of children;

(5) Promote child-safe screening procedures for personnel, particularly personnel whose work brings them in direct contact with children; and

(6) Have a procedure for ensuring that personnel and others recognize child abuse, exploitation, or neglect; mandating that personnel and others report allegations; investigating and managing allegations; and taking appropriate action in response to such allegations, including, but not limited to, dismissal of personnel.

(b) The recipient must insert the above provisions in its subagreement under this grant.

Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

The sub-recipient should have a relevant policy consistent the Foundation's Preventing Sexual Exploitation, Abuse and Harassment Policy including other standards required by the donors.

The sub-recipient's internal controls and standards of employee conduct must ensure that its employees adhere to these standards of conduct in a manner consistent with the standards for United Nations (UN) employees in Section 3 of the UN Secretary-General's Bulletin - Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13) – <https://oios.un.org/resources/2015/01/ST-SGB-2003-13.pdf>

The sub-recipient attests to acknowledge and agrees to keep a policy that comply with The Asia Foundation's:

- Prevention of Sexual Exploitation, Abuse and Harassment and Code of Conduct
- Reporting Requirements

Reporting of Sexual Exploitation, Abuse and Harassment

Staff of Rastriya Dalit Network must use their internal reporting channels as established by their management. The management in turn is responsible to immediately report the incident to The Asia Foundation. Should their staff decide to make direct reporting to the Foundation, they can report through the following channels to the attention of the Foundation's Country Representative or at the Foundation's Human Resource Unit in Headquarters or directly to donor.

Reporting Channels	TAF Country Office	TAF Headquarters	Insert donor hotline (if required)
Email:	nepal.general@asiafoundation.org	Roger.Craig@asiafoundation.org	
Telephone:	+977 (1) 444-3316	1-415-982-4640	



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Mailing
Address:

465 California St Fl 9, San
Francisco, CA 94104

The Foundation will conduct necessary investigation and the sub-recipient shall provide full cooperation when needed. The Foundation may also direct the sub-recipient to carry out an investigation at its own cost.

The sub-recipient ensures that none of its employees and personnel exposes any intended beneficiary, including children, to any form of discrimination, abuse, exploitation or harassment.

Prohibited Conduct

- **Sexual exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes transactional sex, profiting monetarily, socially, or politically from sexual exploitation of another.
- **Sexual abuse:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It covers sexual offences including but not limited to: attempted rape (which includes attempts to force someone to perform oral sex), and sexual assault (which includes non-consensual kissing and touching). All sexual activity with someone under the age of consent is considered sexual abuse.
- **Transactional Sex¹:** The exchange of money, employment, goods or services for sex, including sexual favors.
- **Sexual harassment:** A person sexually harasses another person if they make an unwelcome sexual advance or an unwelcome request for sexual favors or engage in other unwelcome conduct of a sexual nature. This applies to all circumstances in which a reasonable person would have anticipated the possibility that the subject of the request or conduct would be offended, humiliated or intimidated.
- **Harassment** includes any unwelcome verbal, physical, or visual conduct that denigrates or shows hostility or aversion toward an individual or their relatives, friends, or associates. Harassment may also have the purpose or intention to interfere with an individual's work performance by creating an intimidating, hostile, or offensive working environment, or otherwise affect an individual's employment status or opportunities.
- **Fraternization²:** Any relationship that involves, or appears to involve, partiality, preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour. It could include sexual behavior not amounting to intercourse, a close and emotional relationship involving public displays of affection or private intimacy and the public expression of intimate relations.

The Foundation may review the Sub-recipient's Preventing Sexual Exploitation, Abuse and Harassment Policy and the Sub-recipient must participate cooperatively in any reviews to be conducted by TAF or its donor. TAF may also require Sub-recipient's personnel to participate in its training program.

¹ Employment agreements include appropriate clauses prohibiting transactional sex while engaged in the TAF funded activities

² Employment agreements include clauses prohibiting fraternization for all non-national personnel.



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The Sub-recipient must ensure that any further agreement it entered using Foundation's funds must contain all the key contractual obligations relevant to prevention of sexual exploitation abuse and harassment.

This agreement can be terminated if the sub-recipient fails to take preventive measures against sexual exploitation, abuse and harassment, fails to investigate allegations of sexual abuse or fails to take corrective actions if sexual exploitation and abuse have occurred.

Equal Opportunity and Work Environment

The recipient is committed to promoting equal opportunity and advancing gender equality through both its programs and its institutional practices.

The recipient will endeavor to provide a safe and positive work environment to all its staff and employees.

TAF Administrative Requirements

Key Personnel

The Foundation considers the following positions funded under this Agreement as key personnel:

- Executive Director
- Administrative & Project Finance Officer
- Accountant

At the start of this Agreement, the recipient is required to inform the Foundation in writing of the names of the individuals who are employed as key personnel. Should there be any change in the key personnel; the recipient is required to inform the Foundation officially within two weeks of such change.

Financial Reporting

In addition to the certified TAF 209, the financial report must include the following attachments:

- Counterpart Contribution Certification Report
- Copies of bank statements during the period of the financial report
- Books of Accounts, expenditures summary or ledger (preferable in excel)
- Supporting documents for all expenditures i.e. vouchers, receipts, payroll ledgers, etc.

DONOR SPECIFIC REQUIREMENTS

Certification Regarding Lobbying

The undersigned (recipient's authorized signatory) certifies, to the best of his or her knowledge and belief, that:

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- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned (recipient's authorized signatory) must require that the language of this certification be included in the subagreement for all subawards exceeding \$100K at all tiers (including contracts, subawards, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.



ATTACHMENT II – General Terms & Conditions

The applicable DOS Terms and Conditions are hereby incorporated into this Sub agreement which form part of the integral agreement. A soft copy may be obtained online at the Department of State website: <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>

The context of those terms and conditions are intended primarily for the prime recipient. However, as a condition for receiving this subaward, those terms and conditions are also made applicable unless indicated otherwise.

Except where the context clearly requires a different result, the following words are defined:

- “non-federal entity” means “subgrantee or subrecipient”,
- “award”, means “grant”,
- “DOS” and “Department of State” mean “the Foundation” or “The Asia Foundation”;
- “DOS Grants Officer or GO or GOR” mean “TAF Program Officer or PO”, and
- “subaward” shall mean “subgrant or lower-tier subrecipient.

All references to DOS, Department of State or United States (including Office of the Inspector General or OIG) concerning approvals, decisions, instructions, determinations, and notices must be directed to “the Foundation” or “The Asia Foundation.”

Provisions

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I. Introduction

The non-Federal entity and any sub-non-Federal entity must, in addition to the assurances and certifications made as part of the award, comply with all applicable terms and conditions during the project period.

II. Order of Precedence (refer to the Letter of Grant)

III. Controlling Language

In accordance with 2 CFR 200.111, it is the Department of State's policy that all award documents must be in the English language and in terms of U.S. dollars, including correspondence and supporting documents. If an award or any supporting documents are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version.

IV. Department of State (DOS) Responsibilities

DOS has overall responsibility for Department-funded awards, including providing oversight for technical, programmatic, financial and administrative performance.

Agency Award Administrator - Grants Officer (GO)

The GO is responsible for all actions on behalf of the DOS, including entering into, changing, or terminating an award. The GO is authorized by a warrant issued by the Procurement Executive in the Office of the Procurement Executive. In addition, the GO is responsible for administrative coordination and liaison with the non-Federal entity.

The GO is the only person authorized to approve changes in any of the requirements in the award. In the event the non-Federal entity effects any change at the direction of any person other



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than the GO, the change(s) will be considered to have been made without authority and no adjustment will be made in the amount of the award to cover any increase in costs incurred as a result thereof.

Agency Program Contact - Grants Officer Representative (GOR)

In accordance with DOS standard policy, the GO is responsible for all aspects of the award, but may designate technically qualified personnel to join in the administration of grants. The GOR is delegated by the GO and responsible for the programmatic, technical, and/or scientific aspects of the award. Non-Federal entities should direct any correspondence related to programmatic and budgetary issues to both the GO and GOR.

V. Federal Awardee Performance and Integrity Information System (FAPIIS) applies to prime only

VI. Non-Federal Entity Responsibilities and Compliance with Federal Requirements

The non-Federal entity is responsible for notifying DOS of any significant problems relating to the administrative, programmatic or financial aspects of the award.

The non-Federal entity has full responsibility for the management of the project or activity supported under the award and for adherence to Federal regulations and the award terms and conditions. Although the non-Federal entity is encouraged to seek the advice and opinion of the GO and/or the GOR on special problems that may arise, such advice does not diminish the non-Federal entity's responsibility for making prudent and sound administrative judgments under the circumstances prevailing at the time the decision was made and should not imply that the responsibility for operating decisions has shifted to DOS.

Non-Federal entity Key Personnel:

Within thirty (30) days after the date of execution of the award, the non-Federal entity must furnish names, titles, and brief biographical sketches (if these have not been previously furnished), including information on the education and experience of key personnel in charge of the award project and other key professional and supervisory personnel; i.e., the members of the professional staff in a program supervisory position engaged for or assigned to duties under the award to the Grants Officer. The non-Federal entity must also provide similar information for Executive officer personnel that may subsequently be assigned by the non-Federal entity to perform duties in connection with the award. Any changes, prolonged absences, or significant adjustments of total time devoted to the award project of any listed personnel should be brought to the attention of the GO and requires prior written approval.

Sub-Non-Federal entity (refer to the Letter of Grant) Flow Down Requirement:



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In accordance with 2 CFR 330, terms and conditions flow down to all non-Federal entity subrecipients and contractors, and must be appropriately addressed in the performing organization's sub-award instrument. All cost reimbursement sub-awards (sub-grants, subcontracts, etc.) are subject to those Federal cost principles applicable to the particular organization concerned.

Administrative and Allowable Cost Requirements:

All non-Federal entities shall comply with the following terms and conditions unless otherwise specified in the award

Certain applicable Federal administrative standards are incorporated by reference. Appropriate officials are made aware that electronic copies containing the complete text of the circulars are available on the Government Printing office www.ecfr.gov website and specifically at: http://www.ecfr.gov/cgi-bin/text-idx?tp=/ecfrbrowse/Title02/2cfr200_main_02.tpl

In addition, all 2 CFR references are available on the Department of State's website at: <https://statebuy.state.gov>.

The principal investigator(s) or project director(s) shall receive a copy of the terms and conditions, including the award -specific requirements, and any subsequent changes in the terms and conditions.

The appropriate non-Federal entity officials shall be made aware of the terms and conditions made available by DOS in electronic form at: <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>. These term and conditions may be duplicated, copied or otherwise reproduced as appropriate.

This provision does not alter the non-Federal entity's full responsibility for conduct of the project and compliance with all terms and conditions.

VII. Mandatory Disclosure

Consistent with 2 CFR 200.113, the non-federal entity must disclose, in a timely manner, in writing to the Office of the Inspector General (OIG) for the Department of State, with a copy to the cognizant Grants Officer, all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting the Federal award.

Subrecipients must disclose, in a timely manner, in writing to the OIG and to the prime recipient (pass-through entity) all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 "Remedies for Noncompliance", including suspension or debarment.

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Forward disclosures to:

U.S. Department of State Office of
Inspector General
P.O. Box 9778 Arlington,
VA 22219
Phone: 1-800-409-9926 or 202-647-3320
Website: <https://oig.state.gov/hotline>

VIII. Confidentiality of Information

Confidential information, as used in this Provision, means:

- Information or data of a personal nature about an individual that, if released, would constitute a clearly unwarranted invasion of personal privacy.

In addition to the types of confidential information described above, information which might require special consideration with regard to the timing of its disclosure may derive from studies or research, during which public disclosure of preliminary invalidated findings could create erroneous conclusions, which might threaten public health or safety if acted upon.

The Grants Officer and the non-Federal entity may, by mutual consent, identify elsewhere in this award specific information and/or categories of information which the Government will furnish to the non-Federal entity or that the non-Federal entity is expected to generate which is confidential. Similarly, the Grants Officer and the non-Federal entity may, by mutual consent, identify such confidential information from time to time during the performance of the agreement.

If it is established that information to be utilized under this award is subject to the Privacy Act, the non-Federal entity will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

Written advance notice of at least 45 calendar days will be provided to the Grants Officer of the non-Federal entity's intent to release findings of studies or research, which have the possibility of adverse effects on the public or the Federal agency, as described above. If the Grants Officer does not pose any objections in writing within the 45-calendar day period, the non-Federal entity may proceed with disclosure.

Whenever the non-Federal entity is uncertain with regard to the proper handling of material under the Federal award, or if the material in question is subject to the Privacy Act or is confidential information subject to this Provision, the non-Federal entity shall obtain a written

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determination from the Grants Officer prior to any release, disclosure, dissemination, or publication.

IX. Conflict of Interest and Federal Assistance Awards

The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of sub-awards and sub-contracts. No employee, officer, or agent may participate in the selection, award, or administration of a sub-award or subcontract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from another non-federal entity considered for a sub-award or subcontract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from sub non-Federal entities, subcontractors, or parties to sub-awards and subcontracts.

However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest are those where, because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting an award or procurement action involving a related organization.

The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity. If the effects of the potential or actual conflict of interest cannot be avoided, neutralized, or mitigated before award, the employee, officer or agent must recuse themselves from participating in the award. Where there is an organizational conflict, the prospective non-Federal entity is not eligible for the award.

If a potential or actual conflict of interest is identified after award and the effects cannot be avoided, neutralized or mitigated, the Federal awarding agency will terminate the award unless continued performance is determined to be in the best interest of the Federal government.

X. Liability

The non-Federal entity shall hold and save the Government, its officers, agents and employees harmless from all liability of any nature or kind, including costs and expenses, for or on account of any or all suits for damage sustained by any person or persons or property by virtue of performance of this award.

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Notification of Award for Similar Program

The non-Federal entity must immediately provide written notification to the Grants Officer Representative and the Grants Officer in the event that, subsequent to an award, other Federal financial assistance is received relative to that particular project award.

Protocol and Decorum

During the term of an award, the non-Federal entity will be associated with the Government in such a manner that the non-Federal entity's actions will reflect upon the Government and the United States. Therefore, the non-Federal entity will be held accountable for appropriate protocol and decorum during the award period of performance.

XI. Financial Management System (FMS) Requirements

Non-Federal entities must adhere to the Code of Federal Regulations (2 CFR 200 Subpart D) standards for financial management systems and methods for making payments, and rules for satisfying cost sharing and matching requirements, accounting for program income, budget revision approvals, making audits, determining allowability of costs, and establishing funds availability.

XII. Payments (refer to the Letter of Grant for payment requirements)

Payment methods shall minimize the time elapsing between the transfer of funds from the

U.S. Treasury and the issuance or redemption of checks, warrants, or payment by other means by the non-Federal entities. Payment methods of State agencies or instrumentalities shall be consistent with Treasury-State Cash Management Improvement Act (CMIA) agreements or default procedures codified at 31 CFR Part 205. Approval of payment requests will be based on the Recipient's progress towards achieving the award objectives, the amount of unexpended cash on-hand as reported in the SF-425 and SF-270, and the Recipient's adherence to the terms and conditions of the award, particularly in terms of timely submission of required financial, program and other reports. Delinquency in submitting reports may result in payment delays.

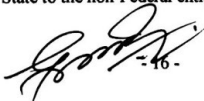
Advances

Non-Federal entities may be paid in advance, provided they maintain or demonstrate the willingness to maintain:

1. Written procedures that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and
2. Financial management systems that meet the standards for fund control and accountability as established in 2 CFR Parts 200 and 600

Requirements and Procedures

Whenever possible, advances shall be consolidated to cover anticipated cash needs for all awards made by the Department of State to the non-Federal entity.

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XIII. Prior Approval Requirements

For non-construction Federal awards, non-Federal entities must request prior approvals from Federal awarding agencies for one or more of the following program or budget-related reasons:

(a) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator. (b) The inclusion, unless waived by the Federal awarding agency, of costs that require prior approval. (c) The transfer of funds budgeted for participant support costs as defined in §200.75 “Participant support costs” to other categories of expense. (d) Unless described in the application and funded in the approved Federal awards, the sub-awarding, transferring or contracting out of any work under a Federal award. This provision does not apply to the acquisition of supplies, material, equipment or general support services. (e) Changes in the approved cost-sharing or matching provided by the non-Federal entity. No other prior approval requirements for specific items may be imposed unless an exception has been approved by OMB. (f) Rebudgeting more than 10% of the total approved award between direct cost categories.

XIV. Period of Availability of Funds (refer to the Letter of Grant)

XV. Indirect Costs (as applicable)

Indirect costs will not be allowable charges against this award unless specifically included as a line item in the approved budget for this award.

Indirect cost recovery for any actual indirect costs incurred by the non-Federal entity which are greater than the indirect cost line item in the approved award budget is limited up to the award amount.

A non-profit organization which has not previously established an indirect cost rate with a Federal agency, that believes the DOS should be its cognizant agency, shall submit its initial indirect cost proposal immediately after the organization is advised that an award will be made and, in no event, later than three months after the effective date of the award. For all NICRA and indirect rate inquiries please contact AOM-NICRA@state.gov.

If a dispute arises in a negotiation of an indirect cost rate between DOS and the non-Federal entity, the dispute shall be resolved in accordance with the appeals procedures of the Department of State, Office of Acquisition Management (A/LM/AOM).

XVI. Publication for Professional Audiences

Any publications or articles resulting from the award must acknowledge the support of the Department of State and include a disclaimer of official endorsement as follows: “This [article] was funded [in part] by a grant from the United States Department of State. The opinions, findings and conclusions stated herein are those of the author[s] and do not necessarily reflect those of the United States Department of State”. The non-Federal entity must ensure that this disclaimer be

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included on all brochures, flyers, posters, billboards, or other graphic artwork that are produced under the terms of the award.

XVII. Branding and Marking Strategy

The Recipient shall recognize the United States Government's funding for activities specified under this award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award:

- 1) Fully funded by the award: 'Gift of the United States Government'
- 2) Partially funded by the award: 'Funding provided by the United States Government'

Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer.

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, should be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient's own corporate communications or in the United States.

The Recipient should ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. Government or the U.S. Embassy. The Recipient may continue to use existing logos or program materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos.

The U.S. flag may replace or be used in conjunction with the Department of State seal, the U.S. embassy seal, or other DOS program logos.

Sub non-Federal entities and subsequent tier sub-award agreements are subject to the marking requirements and the non-Federal entity shall include a provision in the sub non-Federal entity agreement indicating that the standard, rectangular U.S. flag is a requirement.

In the event the non-Federal entity does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action with the Non-Federal entity.

XVIII. Travel

All Federal Government-financed international air transportation must be accomplished by U.S. Flag air carriers or U.S. code sharing to the extent that service by those carriers is available. These circumstances are outlined below:

1. The United States – European Open Skies Air Transport Agreement (U.S.-E.U. Open

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Skies Agreement) is a bilateral/multilateral agreement that allows federal funded transportation services to use foreign air carriers under specific circumstances. Due to recent modifications to the U.S. – E.U. Open Skies Agreement, the Department's travel policy has been amended.

2. The modified agreement allows travelers to:
 - a. Use EU carriers if the travelers are not eligible to use City Pair Fares. Examples would be non-Federal entities and sub non-Federal entities of Federal Awards traveling between points not reflected in the approved Federal Award budget.
 - b. Use EU carriers between points in the United States and points OUTSIDE of the EU when there is no City Pair Fare on the route or the traveler is not eligible to use the fare. In essence, this allows travelers to compare costs and select between an EU and U.S. flag carrier when the flight originates, arrives in, or stops in any of the EU countries.
 - c. For additional information regarding these issues, we invite the non-federal entity to review the frequently asked questions posted on our A/LM website at http://almopsttm.a.state.gov/EU_OPEN_SKIES_AMENDMENT_FAQ.asp or contact "TransportationQuery@state.gov."

For information on other "open skies" agreements into which the United States has entered, please refer to GSA's website at <http://www.gsa.gov/portal/content/103191>.

Refer to the electronic Code of Federal Regulations as codified published in Title 41 CFR 301.10. "Public Contracts and Property Management, Transportation Expenses" to obtain entire Fly America Act regulatory guidance on following website address: www.gpoaccess.gov/cfr/index.html

XIX. Prohibition Against Assignment

Notwithstanding any other provision of an award, the non-Federal entity must not transfer, pledge, mortgage, or otherwise assign the award, or any interest therein, or any claim arising thereunder, to any party or parties, bank trust companies, or other financing or financial institutions.

XX. Monitoring and Reporting Requirements (refer to the Letter of Grant)

XXI. Post-Award Requirements for Closeout (refer to the Letter of Grant)

XXII. Retention and Access Requirements for Records (refer to the Letter of Grant)

XXIII. Audits

For all DOS awards to a U.S. based non-federal entity, regardless of business type, the non-Federal entities are subject to the audit requirements found in 2 CFR Part 200 Subpart F. In addition, the non-Federal entities are subject to the audit requirements found in the Single Audit Act of 1984, 31 U.S.C. 7501-7507.

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Non-Federal entities that expend \$750,000 or more in a year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the revised circular.

The Inspector General or any of his or her duly authorized representatives shall have access to any pertinent books, documents, papers and records of the non-Federal entity. Information accessible to the Inspector General includes written, printed, recorded, produced, or reproduced by any mechanical, magnetic, or other process or medium. DOS reserves the right to make audits, inspections, excerpts, transcriptions or other examinations as authorized by law of the non-Federal entities' documents and facilities.

The data collection form and the reporting package shall be submitted electronically to the Federal Audit Clearinghouse (<https://harvester.census.gov/sac>).

DOS and its authorized representatives have the legally enforceable right to examine, audit, and copy, at any reasonable time, all records in DOS possession pertaining to the award.

Audits of Foreign Non-Federal Entity Organizations

All Foreign organizations that expend \$750,000 or more in a fiscal year in Federal awards must perform an independent, non-Federal entity-contracted Single Audit or Program Specific Audit.

Program-specific Audit – means an audit of one Federal award program. Single Audit – means an audit which includes both the entity's financial statements and the Federal Awards to be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS).

The audits must be independently and professionally executed in accordance with GAGAS either prescribed by a government's Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States, or in accordance with the host country's laws or adopted by the host country's public accountants or associations of public accountants, together with generally accepted international auditing standards. However, foreign entity audits consistent with International Standards for Auditing or other auditing standards are acceptable with the Grants Officer's approval.

For sub-non-Federal entities expending \$750,000 or more in Department of State award funding during their fiscal year, Department of State standard audit provisions require that Prime non-Federal entities certify that audits of sub-non-Federal entities are performed annually and according to the standards described above.

The cost of audits may be charged either as an allowable direct cost to the award, or included in the organizations established indirect costs in the award's detailed budget.

XXIV. Debarment and Suspension

Debarment and suspension are discretionary actions that, taken in accordance with this subpart, are appropriate means to effectuate this policy.

1. The serious nature of debarment and suspension requires that these sanctions be imposed only

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in the public interest for the Government's protection and not for purposes of punishment. Agencies shall impose debarment or suspension to protect the Government's interest and only for the causes and in accordance with the procedures set forth in 2 CFR Part 180 subparts A Through I and 2 CFR Part 601.

2. When more than one agency has an interest in the debarment or suspension of a non-Federal entity, the Interagency Committee on Debarment and Suspension, established under Executive Order 12549, and authorized by Section 873 of the National Defense Authorization Act, 2009 (P. L. 110-417), shall resolve the lead agency issue and coordinate such resolution among all interested agencies prior to the initiation of any suspension, debarment, or related administrative action by any agency.

The non-Federal entity certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated; and
4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this award.

XXV. Termination

Awards may be terminated in whole or in part if any of the circumstances stated below apply:

National Security or Foreign Policy Interests

By DOS, if at any time DOS determines that continuation of all or part of the funding for a program should be suspended or terminated because such assistance is not consistent with the national security or foreign policy interests of the United States, or would be in violation of an applicable law. In such cases, DOS may, following notice to the non-Federal entity, suspend or terminate the award in whole

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or in part and prohibit the non-Federal entity from incurring additional obligations chargeable to the award other than those costs specified in the notice of suspension.

By Mutual Agreement

When DOS wishes to terminate a project, the GO will issue, in writing, a termination notice to the non-Federal entity's authorized representative with a copy to the project manager and the GOR. The non-Federal entities may terminate their performance of a project in whole or in part. When both parties agree that continuation of the project would not produce results commensurate with further expenditure of funds or for any other reason, the award may be terminated by mutual consent. The non-Federal entities may terminate the project after the authorized representative advises the GO in writing; and concurrently sends a copy to the GOR. Within 30 days after receipt of a request by either party for termination by mutual agreement, the other party will provide an appropriate written response. The two parties must agree upon the termination conditions, including the effective date, and, in the case of partial termination, the portion to be terminated. The non-Federal entity must not incur new obligations for the terminated portion after the effective date and must cancel as many outstanding obligations as possible. DOS will allow full credit to the non-Federal entities for the Federal Share of the obligations that cannot be cancelled properly incurred by the non-Federal entities prior to termination.

For Cause

DOS reserves the right to terminate the award in whole or in part at any time before the project period end date, whenever it is determined that the non-Federal entities have failed to comply with the conditions of the award. However, if DOS determines in the case of partial termination that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, it may terminate the award in its entirety.

DOS must promptly notify the non-Federal entities in writing of the determination and reasons for the termination, together with the effective date. Payments made to non-Federal entities or recoveries by DOS awards terminated for cause must be in accordance with the legal rights and liabilities of the parties.

XXVI. Certification Regarding Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 CFR Part 418, for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

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2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all non-Federal entities shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XXVII. Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act provides that no otherwise qualified individual with a disability in the United States, shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance. A non-Federal entity of federal financial assistance must provide programs and services in a manner that does not discriminate based on disability and ensures equal access and opportunity for people with disabilities.

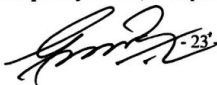
For the purpose of Section 504, the term individual with a disability means any person who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (b) has a record of such impairment, or (c) is regarded as having such impairment.

XXVIII. Awards to Faith-Based and Community Organizations

The non-Federal entity may not discriminate against any beneficiary or prospective beneficiary under this award on the basis of religion or belief:

Accordingly, in providing services supported in whole or in part by this agreement or in its outreach activities related to such services, the non-Federal entity may not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

Unless specifically authorized by the Department of State, non-Federal entities that engages in explicitly religious activities, including activities that involve overt religious content such as *worship*, *religious instruction*, and *proselytization*, must perform such activities and offer such services at a

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different time or location from any programs or services directly funded by this award, and participation by beneficiaries in any such explicitly religious activities must be voluntary.

If the non-Federal entity makes sub-awards under this agreement, faith-based organizations should be eligible to participate on the same basis as other organizations, and should not be discriminated against on the basis of their religious character or affiliation.

XXIX. Religious Persecution

The non-Federal entity must ensure that its personnel take into account in their work the considerations reflected in the International Religious Freedom Act concerning country-specific conditions, the right to freedom of religion, methods of religious persecution practiced in foreign countries, and applicable distinctions within a country between the nature of and treatment of various religious practices and believers.

XXX. Prohibition on Abortion Related Activities

The Recipient agrees that none of the funds provided by this award shall be used to issue grant funds to lobby for or against abortion. The recipient agrees that none of the funds provided by this award shall be used to pay for the performance of abortion as a method of family planning or to motivate or coerce any person to practice abortions.

XXXI. Minority Business Participation, Executive Order 12432 (applies in the US)

In accordance with Executive Order 12432, Minority Business Enterprise Development, DOS encourages the non-Federal entities to utilize minority business enterprises in the performance of the award. When contracting for any supplies, services, research, or construction under the award, the non-Federal entities must make their best efforts to solicit bids, proposals, or quotations from minority business enterprises.

A minority business enterprise is defined as a business that is at least 51 percent owned by one or more minority individuals, or in the case of any publicly owned business, at least 51 percent of the voting stock is owned by one or more minority individuals. The daily business operations are likewise managed by a minority owner. A minority individual is defined as a U.S. citizen who has been subjected to racial or ethnic prejudice or cultural bias because of his or her identity as a member of this group without regard to his or her individual qualities. Such groups include, but are not limited to: Black [African] Americans, Hispanic Americans, Native Americans, and Asian-Pacific Americans.

XXXII. Trafficking in Persons

1. Provisions applicable to any recipient.
 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

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- Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
- i. Is in addition to all other remedies for noncompliance that are available to us under this award.
2. You must include the requirements of this award term in any subaward you make to a private entity.
3. Provisions applicable to a recipient that is a private entity.
1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity—
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 1. Associated with performance under this award; or
 2. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by our agency at 2 CFR part 376.
4. **Provision applicable to a recipient other than a private entity.** We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - ii. Associated with performance under this award; or
 3. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by our agency at 2 CFR part 376.

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5. **Definitions.** For purposes of this award term:

1. "Employee" means either:
 - . An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - i. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity":
 - . Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - i. Includes:
 1. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 2. A for-profit organization.
4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102)

XXXIII. Blocking Property and Prohibiting Transactions Who Commit, Threaten To Commit, or Support Terrorism, Executive Order 13224

Executive Order 13224 designated certain individuals and entities that commit or pose a significant risk of committing terrorist acts and authorized the Secretary of State to designate additional individuals and entities.

The Order also authorized the Secretary of the Treasury to designate additional individuals and entities that provide support or services to, are owned or controlled by, act for or on behalf of, or are "otherwise associated with," an individual or entity who has been designated in or under the order. All property and interests in property of the individual or entity in the United States or in the possession or control of United States persons are blocked. The order prohibits all transactions and dealings in blocked property or interests in the United States or by United States persons, and also prohibits transactions with, and provision of support for, individuals or entities listed in or subject to the Order.

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Non-Federal entities should be aware of Executive Order 13224 and the names of the individuals and entities designated thereunder. A list of these names can be found in the exclusions section of the SAM.gov. The web site is: <http://www.sam.gov>.

Non-Federal entities are reminded that U.S. Executive Order and U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the non-Federal entity/contractor to ensure compliance with these Executive Orders and laws.



ATTACHMENT III- Statement of Work

Context and Situational Analysis

Operational Context:

The newly promulgated constitution of Nepal-2015 has significant provisions to uplift the socio-economic rights of Dalits and vulnerable groups. There have been some good opportunities and scope with the establishment of local structures for the required collaboration and coordination with government agencies. Nepal has been a state party of more than 22 international human rights instruments. The Constitution of Nepal has adopted the principle of federal democratic governance structure, republicanism, secularism, and inclusiveness and social justice progressive provisions. The Constitution has safeguarded several fundamental rights including women's right, Dalit's rights and right to equality and non-discrimination extensively. It also enacted comprehensive and integrated Muluki Civil and Criminal Codes which are considered to be radical departure from Nepal's traditional criminal justice system. We have elected representatives in all 3 government layer.

Due to the lack of industrial development, more than 76% people of Nepal depend on agriculture. We have social diversity as more than 100 languages are spoken and 120 different caste/ethnicities are found in the country. There is new development in science and technology. Similarly, the average temperature is increasing by 1.8 to 4 degree in global basis through which we have to face great challenges of covid-19 pandemic. Nepal has been locked down since last 5 months. As a result of this, all the industries, educational institutions, transportation, tourism are fully closed, and human life has become more suffering. Similarly, the government of Nepal has planned to implement the fundamental rights of citizens by formulating relevant bylaws and procedures and also approved the annual planning and budgeting for this fiscal year. The government of Nepal has initiated to solve the problem of land by forming land problem solving commission.

Problem Statement:

The total population of proposed project area; Dhangadhi in Kailali district is 1, 47,741 including 19,520 Dalits. Out of the total Dalits, 9,956 are male and 9,564 are female who are economically poor and socially discriminated as they have poor participation in governance mechanism. The governance challenges of area is highlighted by assessing the governance arenas in connection to the core principles of governance. The demand side governance issues are prevalent discrimination in the society and poor participation of the discriminated groups in governance. The discriminated people are poorly aware of their rights and claiming procedure and mechanisms, lack information and not well organized, and isolated. At supply side, the public officials and law enforcement agencies are not fully aware of social accountability for the protection of the rights Dalits. Public resource allocation is not efficient and decision for such is often influenced by elites, where voices of excluded groups are not heard. The capacity deficit of responsible institutions and structural/procedural hurdles add further challenges in governance. Poor research, weak knowledge base and limited voice of people in policy making are another challenge.

According to the survey, 60.7% Dalits have experienced denial in entry into public places whereas whereas 17% are facing face discrimination while accessing public services government offices.

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Various stakeholders and civil society organizations have weak ownership and collaboration on the issue of Dalits. Only 52% of Dalits are using electricity facility whereas only 25% of this community is using toilet facility which is the worse condition. About 48% Dalits are using easy source of drinking water. However, for the remaining, easy source was not available. The study shows that 8.7% Dalits are participating decision making. 14.6% Dalits experience discrimination in accessing health services. Dalit women are facing dual problems; caste-based discrimination and gender-based violence. 43% of Dalit women experience sexual harassment and also facing different five forms of gender-based violence which domestic violence accounts for 64%, followed by social violence 17%, rape 8%, sexual abuse 4%, murder 3% and trafficking. Similarly, 57.9% Dalits are literate whereas only 43% has awareness on human rights issues.

Dhangadhi sub-metropolitan city lies in boarder of India and as it is 'hotbed' for COVID cases. There are more than 200 people infected from covid-19 and infection rate is being increased. Thousands of Dalit youth have returned from India and now they are jobless. The numbers of Corona Virus infected people have been increasing drastically in India. Particularly, Dalits who are engaged in daily wage work and returned from India are facing the problem of joining their hands to mouth and also suffering from starvation. More than 90% of Dalits are still engaged in outside formal sectors without social security (UNDP-2011) for their employability. More than 70% of the Dalits are adopting agriculture as their main occupation but they are landless. Similarly, 76.2% Dalits are engaged in unequal wages under their daily work.

Causes of the Problem:

The causes of socio-economic, cultural and political problems of Dalits are outlined as below:

The service delivery agencies belonging to public/private sectors are not fully adopting transparency and accountability due to inadequate internal control and governance delivery system. Similarly, Different social structures (both government and non government) are directly influenced by misuse of political powers.

The target groups; Dalits of the proposed project area are still living under culture of silence so as to hamper from further opportunity. The decision makers and executer both have attitude of continuing the monopoly and centric empire.

Social discriminatory malpractice against Dalit community has dragged them to vicious cycle of poverty. Civil society organizations and stakeholders have weak ownership towards developing advocacy agendas on Dalits. They have futile collaboration and inadequate collective voice, concerns and action to address the issues.

Due to the inadequate knowledge on available government plans, policies and public and private resources and services, Dalits are unable to systematically claim for their rights and entitlements. Additionally, Dalits have very limited access to financial services creating limited opportunities for



income generation, business establishment and employment opportunities due to which they are compelled to migrate for working in informal sectors.

Effects of Problem:

The vicious nexus of the effects of the problem has impacted every domain of the lives of Dalits. Moreover, it has remained as a huge challenge towards ensuring human rights for all, development governance and transformation of local government. Caste based discrimination limits the livelihood options of Dalit making them economically vulnerable and insecure as they cannot run business like hotel and dairy. Due to discriminatory labour relationship, Dalit face discrimination in job opportunities mainly in hotel and restaurant and they are discriminated groups from participating in democratic processes which is a serious obstacle to inclusive democracy. Participation of Dalits in political process and representation in government is significantly low compared to their population.

Rationale of Project:

The intervention is timely and relevant in such a way that the government of Nepal has also available plans, policies and guidelines to promote deepening democracy, social accountability and good governance. In addition, different international treaties on Human Rights (HR) standards have been ratified. The new constitution of Nepal has also provisioned to uplift the civil and political as well as socio-economic rights of Dalits. Therefore, the project has been designed to implement in Dhangadhi sub-metropolitan city of Kaillai district in Sudurpashchim province in Nepal.

Narrative Description of the Project

Goals and Objectives

The major goal of the project is to contribute advancing the dignified life of Dalits or their socio-economic transformation through accountable, transparent and democratic governance system with active participation of civil society organizations

To meet the goal, the project has set the following objectives:

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



and mobilize the target beneficiaries (Dalits) to exercise their socio-economic rights.

Contribution to aim:

The goal of the project will contribute in three thematic interventions as; i) Dalit Rights & Dignity, ii) Human Rights & Social Justice and iii) Land Rights & Natural Resources. It will also contribute the core themes of South Asia Small Grants Program (SASGP) as; i) increasing public sector accountability, transparency ii) strengthening rule of law iii) promoting civil society participation and media as well as iv) strengthening democratic institutions and practices. Further, the project results also concur with policy commitment to implement special targeted policies ensuring socio-economic empowerment of Dalits by government of Nepal.

Similarly, the project will also directly contribute to achieve Sustainable Development Goal no 3-Good Health, 8-Economic Growth, 10-No Inequality, 11-Sustainability, 15-Life on Land and 16-Peace and Justice which target explicitly Dalits and their needs. It will aid to implement the constitutional and legal provisions in regards to socio-economic empowerment of Dalit communities.

The proposed objectives are also directly aligned with first two objectives of SASGP as; i) to promote greater transparency, accountability, rule of law, and responsiveness in their respective governments; ii) To broaden the space to meaningfully engage with democratic institutions including those related to the criminal justice sector, anti-corruption bodies, human rights commissions, election administration, parliament, media and local governments and rest objective is contributed by the cross-cutting intervention of the project.

Contribution of Activities to the Project Objectives

In order to achieve the anticipated objectives of the proposed action, the project activities have been set out linking with supporting area and South Asia Small Grants Program (SASGP). The activities under each objective implementation model are designed based upon the past learning and best practices of Rastriya Dalit Network from similar interventions, experience and expertise. The implementation process and minimum standard for each activity will be further detailed out at the beginning of the project while developing detail implementation plan (DIP). The key activities of the project have been described as below:

Activities under objective-1: (To strengthen the capacity of elected representatives and local government bodies on social accountability considering the covid-19 pandemic context)

- Project personnel: RDN Nepal will have a team of professionals for overall implementation of project comprising of Team Leader- 1, Admin and Finance Officer-1, Social Mobilization Officer-1 and Social Mobilizers=5 by providing specific responsibilities for project implementation.
- Project kick-off/induction Meeting: The project will organize one event of project kick-off/induction meeting at the beginning of the project. The main objective of the meeting will be to start-up the project by informing the key stakeholders; municipality office, civil society

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organizations, human rights organizations and government line agencies about the project activities and its implementation procedures. A total of 25 participants will take part in the meeting by adopting safety measures (physical distancing practice, use of mask and sanitizer) in covid-19 pandemic context as per the government rules and regulations. The feedback of stakeholders will be seriously undertaken and adjusted in upcoming implementation plan for the further effectiveness of project interventions.

- Orientation to elected representatives, CSOs and government line-agencies on the use of social accountability tools adopting safety measures in covid-19 pandemic situation at ward level: The capacity of elected representatives, CSOs and government line agencies will be enhanced on social accountability tools. They will be capacitated to use certain Social Accountability (SA) tools such as public hearing, public audit, social audit, community score cards will systematically for the transparent service delivery process of public sectors/ duty bearers by organizing 19 events (one event in each ward) of one day orientation at ward level on respective subject-matter. A total of 20 participants ensuring equal representation of women (compulsory) will join one event adopting safety measures in covid-19 pandemic situation as per government rules and regulation.
- Lobby and advocacy for Dalit friendly planning and budget through analysis of local government budget: The project will analysis the current fiscal year planning and budget of Dhangadhi sub-metropolitan city for finding the gaps through Dalit prospective considering their socio-economic development. The gap analysis will be carried-out by adopting certain social accountability tools and techniques through hiring a resource person having expertise on pro-poor budget analysis. Based on the identified gaps, target groups, these will be well documented as evidences and they will be mobilized for various advocacy interaction for lobby with local government particularly ward offices on Dalit friendly planning and budget at project target location (all 19 wards of Dhangadhi sub-metropolitan during budget session. The participants of the activity will be Dalits ensuring minimum 40% women from respective community who have been directly targeted for the project also known as right holders.
- Conduct Public Hearing and broadcast from Local FM radio: A total of 19 episodes of 19 events of ward level public hearing will be lively broadcasted from local FMs with an aim to sensitize the duty bearers on the socio-economic issues of Dalits. Each event of public hearing will consist of 25 participants among both target beneficiaries and relevant stakeholders. Before conducting the public hearing, the resource-person will conduct exit-poll/perception survey that aims to predict the final results on the basis of the information collected from the right holders and relevant stakeholders. The role of the resource person will be to facilitate the public hearing session from technical aspect. These interventions aim to fetch the written commitment of stakeholders for addressing the issues of Dalits.
- Installment and application of mobile apps for E-Governance: Rastriya Dalit Network (RDN) Nepal will install and apply mobile to strengthen the E-Governance for creating the access of both target beneficiaries and stakeholders in wider level. The main aims of this mobile apps is to monitor the Economic, Social and Cultural Rights (ESCR) of Dalit communities that will contribute in social accountability and responsiveness of duty bearers and concerned

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

- Linkage of micro economic, social and economic issues of Dalits with macro level in broader for Local to Global (L2G) advocacy during Universal Periodic Review (UPR) process
 - Installment of mobile apps (portal) through the technical support of Information Communication Technology (ICT) expert
 - Upload the questionnaire in apps once it will be finalized by subject-expert having strong knowledge on human rights instruments through consultative process
 - Analysis and compilation of data /information which will be stored in the mobile apps
 - Disseminate the fact and findings of mobile apps in wider level among target beneficiaries and stakeholder through the development and publication of Dalit Rights Yearbook.
- It will be also continued beyond the project period by connecting this with other on-going and further projects of the organization by adding the value as RDN has been publishing the yearbook since last 2003. It is not only for stakeholders but also for right holders (Target group/community).
- Support local government to formulate Support local government to formulate Dalit Empowerment and Inclusion Strategic Plan: The project will coordinate local government (Dhangadhi sub-metropolitan city) to formulate the Dalit Empowerment and Inclusion Strategic Plan. To facilitate the overall process of policy formation of local government, one subject-expert will be hired for 10 days by providing the specific roles and responsibilities with fixed terms and condition. Within 10 days time allocation, a resource person will widely consult with target groups, relevant stakeholders and local government bodies. At the end of his consultative process, one consultation workshop will be organization to collect the feedback. Then, the plan will be drafted by incorporating the feedback to hand-over respective local government body. The local government mechanism will also share and contribute partial resources for the development of that plan.

Activities under objective 2: (To increase the meaningful participation of Dalits in decision making forums to end social discriminatory practices and access services resources through legal awareness and strengthening democratic institutions)

- Formation and strengthening ward-level Dalit Rights Forums (DRFs): The project will form a total of 19 Dalit Rights Forums (DRFs) at all 19 wards of Dhangadhi sub-metropolitan city (project targeted area). These 19 networks also known as loose networks and civil society organizations (CSOs) at local level will be strengthened through regular periodic meetings, in-depth discussion, interaction, knowledge building and information sharing/dissemination for lobby and advocacy for the voice and concerns of target beneficiaries. Each forum will consist

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of 15-20 members represent from different settlements/clusters of Dalits within respective ward. The forum will be more inclusive ensuring the proportionate participation of diversified groups among Dalits such as women, people with disabilities, elderly people, single women and youth etc. During the regular meetings of these networks elected Dalit women representatives and other human rights activists will be engaged as invitees (special guests) for their support and solidarity in wider level. Particularly, These 19 forums/networks will be organized, empowered and mobilized for the following specific purposes/areas;

- Collective Advocacy to end Caste Based Discrimination and Untouchability (CBD&U)
- Conduct interaction/discussion with elected representatives to access public services/resources including policy review and feedback of local government
- Aware Dalit communities on constitutional and legal provision as well as Human Rights (HR) instruments, COVID-19 pandemic situation
- Facilitate Dalit participation in local government planning , implementation and monitoring process
- Coordination and collaboration with land problem solving commission at local level for accessing rights to land
- Lobby and advocacy to formulate local law/act regarding empowerment and transformation of Dalits

Similarly, the project will select 5 Dalit settlements in project target area as model villages for massive interventions to upscale the past learning accessing services resources of local government. For this, Model Village Engagement Plan will be developed and implemented. Similarly, the specific achievements will be documented as E-Bulletin and disseminated to replicate the best practices through official face-book page and website of the organization. A total of 5 Dalit Human Rights Defenders (HRDs) will be developed, trained and mobilized for the process. To link the micro issues of Dalits in policy influence, there will have one sub-metropolitan city level "Dalit Elected Representatives Forum" which will influence the voice and concerns of Dalits in decision making process of local government. For the further sustainability impact beyond the project period, all 19 ward level Dalit Rights Forums will be recorded in the roster of ward offices so that the networks will prepare and submit the plan/proposal to tap the government resources. The project will also support to develop the graduation plan/exit strategy of these networks.

- Advocacy campaign to increase the meaningful participation of Dalits in government agencies and social structures: The project team will be mobilized to conduct inclusion audit for the assessment of existing participation of Dalits in various government agencies and social structures (User Groups-UGs, Mother Groups-MGs, Community Forestry User Groups-CFUGs, School Management Committee-SMC, Health Management Committee-HMC, Political Parties and Cooperatives etc). Based on the fact and finding, the evidences will be used for 19 events (one in each ward) of advocacy campaigns (delegation, interaction, submission of memorandum,



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dialogues) will be carried-out with an aim to increase proportionate meaningful participation of Dalits in government and non-government organizations mentioned above. Social Mobilizers and Dalits activists will be fully oriented and mobilized for that process.

- Publish and disseminate the IEC materials related to constitutional rights of Dalits: In order to deliver the knowledge on constitutional and legal provisions as well as Human Rights (HR) protection mechanisms among community people, the project team will produce five types of IEC materials: (i) Pamphlets/leaflets-5,000 (ii) Brochures-2000 copies (iii) Message Cards-2,000 copies). Those visual materials will be circulated by social media (face-book, face-book page, organizational website and posted in public places in collaboration with local authorities to aware the mass. Content of the IEC will be finalized with consultation with target beneficiaries, subject-experts, CSOs and local authorities.
- Municipality level training among elected Dalit women, rights activists and member of judicial committee: One event of 2 days training will be organized to elected Dalit women, rights activist and member of judicial committee Altogether 25 participants will be trained on the role and responsibilities of the judiciary committees and the members including related normative framework on Dalits. Due to COVID-19 pandemic situation, required safety measures such as use of masks, sanitizer, gloves, maintaining social distancing will be applied and also use the electronic communication means (webinar, Facebook and Viber groups etc.).

Activities under objective-3 (To improve access of Dalits focusing youth and women in employability for their resilient livelihood options through promoting economic governance)

- Situation analysis concerning socio-economic issues of Dalits: At the inception of the project, situation analysis also known as baseline survey will be carried-out in project targeted area with an aim to create knowledge based on enquiries within specific and practical socio-economic figures of Dalits that is impacted by covid-19 pandemic context. The analysis will undertake livelihood and market development assessment, loan period and payment duration of Micro-Finance Institutions (MFIs), resource analysis and value chain. Similarly, it will also focus to assess the response of duty bearers, participation in decision making process, collective bargaining skill, and legal awareness level of Dalits. The fact and findings of the study will be used as baseline indicators of the project. A group of research team will be formed including a leader researcher and enumerators. The lead researcher will prepare detail methodology of the analysis and facilitate the process accordingly.
- Policy review and feedback on planning and budget of provincial government through webinar dialogue: The project will conduct one event of on-line zoom/webinar policy dialogue with multi-stakeholders such as members of parliament, policy makers from federal and provincial level, respective ministries, and government line agencies, civil society organizations, human rights organizations, trade unions and chamber of commerce. The event will critically review the planning and budget of Sudurpaschim province and provide the feedbacks/recommendations to provincial government for further adjustment targeting the economic rights of Dalits and other vulnerable groups.



- Policy conference of Dhangadhi sub-metropolitan for service delivery targeting socio-economic rights of Dalits: Based on the evidences of the situation analysis, one event of sub-metropolitan level policy conference will be organized at Dhangadhi with a view to enhance the capacity of local government and other service providers for delivery the services targeting socio-economic rights of Dalits. The conference will be held by representation from mayor, deputy mayor and all wards chairs, elected Dalit representatives of Dhangadhi municipality as well other service providers (office of cottage and small industry, technical trainings providers-TTP, CTEVT, Micro-Finance Institutions-MFIs, trade unions, Chamber of Commerce, Consumers Protection Forum as well as target community. One consultant having expertise on relevant subject-matter (economy governance) will be hired to systematically facilitate the meeting. Altogether, there will be 25 participants in the conference. At the end of conference, Dalit Representatives Forum will be formed to monitor service delivery process as watch dog.
- One Day ward level orientation on Economy Literacy and Budget Advocacy targeting representatives of Dalit Rights Forum: With an aim to enhance the capacity of members of Dalits Rights Forum, a total of 19 events of one day ward-level orientation will be organized on economy literacy and budget advocacy. Each event will consist of 20 participants ensuring 40% women representation including proportionate participation of other vulnerable groups among Dalits such as single women, people with disabilities and elderly people etc. With the medium of training, the participants will increase their knowledge and skill applying fundamental economic ideas to make rational decisions about the use of limited resources. Similarly, they will be trained on tools and techniques of budget advocacy so that they will influence the government budget as per resource mobilization guideline of local government. Resource person will be hired to facilitate the different sessions of orientation systematically and well arranged way. At the end of each orientation program, advocacy plan will be prepared to conduct the budget advocacy campaigns that aim to increase the access of target groups focusing women an youths in Labor, employment and social security program, prime minister Self-employment program and president women uplift program of federal government for their employability and better livelihood options. Similarly, it will also be liked with chief minster integrated agriculture and livestock development program at provincial level.
- Social Welfare Council (SWC) Monitoring Visit and Project Approval: In the inception of the project, Rastriya Dalit Network (RDN) Nepal will take the approval from Social Welfare Council (SWC) to implement the project. Similarly, SWC will conduct monitoring visit in the project location at the end of the project for the overall evaluation of the project intervention.
- Mobilization of Budget Advocacy Expert (part Time 50%): The project will also mobilize on subject expert entitled as "Budget Advocacy Expert" for 6 months to technically facilitate the overall activities under the project objective no-3. His major role will be to develop the linkage of target groups with duty bearers to ensure the employability for their better livelihood option

Capacity Development

The project will adopt the Human Rights Based Approach (HRBA) to Development for transferring the capacities to target beneficiaries, elected representatives, government line agencies, civil society



organizations and other relevant stakeholders by sharing information and knowledge. The target groups and stakeholders will be regularly involved in the whole project cycle starting from the development of project plans, implementation of the activities, regular monitoring, providing feedbacks and reporting of the project results. The project will carry-out the following implementation strategies/approaches as mentioned as;

Activist Based Campaign (ABC): As RDN Nepal has 20 years of working experience on evidence based advocacy, activism and movement building for advancing human rights and social justice of Dalit communities, the project will continued its Activist Based Campaign (ABC) to ensure the social-economic empowerment initiatives for sustainable Development:

Adopting Safety Measures: Considering the current covid-19 pandemic context, the project team including target beneficiaries will adopt the safety measures; physical distance, using mask, sanitizer and glove etc as well as optimum means of communication technology and field work while implementing the project activities.

Community Empowerment and Human Rights Based Approach: Project will adopt human rights based approach to development that empowers and Dalit community to systematically claim for their rights and entitlements.

Gender Equality and Social Inclusion (GESI) Mainstreaming: This project will ensure the equal participation of all sections (caste/sex/ethnicity) of the community to bring about sustainable changes in the households and societies, contributing in GESI. Minimum 50% women participants will be ensured in project planning and implementation.

Coordination and Collaboration: The action will employ strategies to coordinate and collaborate with concerned government agencies. It will also coordinate with civil society organizations to avoid duplication and generate synergetic impacts.

Appreciative Inquiry and "Do No Harm" Approach: The intervention targets to both Dalit and non-Dalit men and women on the issues of discrimination which is considered as a cause of conflict. Thus, this will employ non-confrontational strategies and approaches promoting social cohesion.

Accountability and Transparency: RDN Nepal beliefs on both upwards and downwards accountability for the success of each project and interventions. Thus, both upwards and downwards accountability will be practiced and ensured during the entire project period.

Public/Private Partnership: The project will conduct public/private partnership for synergy building. Particularly, various service delivery agencies; livestock office, agriculture office and office of small and cottage industry will be partnered during the implementation of income generating activities such as livestock promotion, commercial vegetable farming and micro-enterprise development. Similarly, cooperative division office will be coordinated to promote the cooperative led livelihood options. In addition, partnership will be carried-out with ward offices to develop the linkage of Dalit youths in various skill developments trainings.



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The project will contribute significantly for the enhancement of institutional capacity of RDN Nepal and its project team. It will support to develop RDN Nepal to develop own human resources for strengthening its works. Moreover, it will give an avenue to learn from SASGP resources and build synergies in actions. In this respect, the technical assistance from SASGP team will be supportive for developing and improving organization capacity. It also provides opportunities to establish working relationship with other partners of SASGP and funding agencies. The project will also further enhance management and project delivery capacity of project team

Communication and Knowledge Management Plan

As communication channel refers to the process of information flow among target groups and stakeholders and also within organizational team member, Rastriya Dalit Network (RDN) Nepal will follow its Communication Policy which is already in place and has been updated in changing context. The project team will communicate to the project objectives, activities and achievements through various communication channel; formal and informal as well as official and face to face. The communication and knowledge management plan of the project will target right-holders, stakeholders, civil society organizations, media and government line agencies. Both down-ward and up-ward accountability will be followed in regards to follow the project information.

Mr. Ganesh BK, central chairperson of RDN Nepal will be responsible to communicate in policy level. Particularly, he will coordinate with donor agencies, member of parliaments, respective ministries, civil society organizations and various issue-based social movements at federal level. Mr. Hukumbdr. Sarki, team leader of the organization will be responsible to communicate at project implementation level. He will play front-line roles to communicate and coordinate with various relevant stakeholders, government line agencies and likeminded institutions at provincial and local level.

With an aim to circulate the project information, reports and data to concerned funding agencies and relevant stakeholders, various medium will be used as; email address (rdnnepal@yahoo.com) and official telephone number (+977-91-520604) -landline to deliver the formal official information such as periodic progress reports (programmatic and financial both), fund request, invitation letters etc which will be systematically documented as records for the further use as knowledge management.

Similarly, project staffs will be oriented and guided to use the effective communication channel to bring the uniformity on the project interventions. The project team will follow communication and knowledge management plan of the organization. The project information will be widely disseminated through using organizational website (www.rdnnepal.org.np) and its face-book page (RDN Nepal). Similarly, print and electronic media as well as social media and Informative Education Communication (IEC) materials; posters, pamphlets, booklets will be used to disseminated the information.

With an aim to knowledge management, the project team will manage the project data/information system (PIMS) so as to use the required information for further knowledge management. The generated information under the achievements of each objective wise indicators will be used by right holders, project team, board of director of the organization as well as South Asia Small Grants



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Program (SASGP) team for various purposes, RDN Nepal will the information gathered from monitoring using it as evidence of changes in the lives of target communities. The information collected under the project will be systematically documented, published and shared with funding agencies, local government bodies including other relevant stakeholders. The information will also be used as knowledge management and up scaling and replication in other development projects. The success stories/human interest stories will be produced which will be disseminated among the target beneficiaries to replicate the best practices through possible area of collaboration.



Potential Risks/Mitigation

L = Likelihood of the risk happening (5 = almost certain, 4 = likely, 3 = possible, 2 = unlikely, 1 = rare); I = Impacts of the risk on the program (5 = severe, 4 = major, 3 = moderate, 2 = minor, 1 = negligible); R = Perceived Risk Level for the program (5 = extreme, 4 = very high 3 = high, 2 = medium, 1 = low)

Potential Risk	Period	Potential Impact	Expected			Risk Mitigation Strategies/Management
			L	I	R	
Continued COVID-19 threat and lockdown	During and beyond project period	High	5	4	5	<p>If the situation remains same, it may be difficult to gather more than 25 participants in each activity.</p> <p>Mitigation Measures: The project will adopt safety measures; use of mask, sanitizer and social distancing practice and also coordinate local government bodies.</p> <p>If the covid-19 situation will get worse, there will fearful condition and project will adopt;</p> <ul style="list-style-type: none"> • Maximum use of technology such as telephone and webinar/zoom meeting to implement the planned activities of the project. We will make necessary adjustment in project planning and budget. <p>If the situation will get better</p> <ul style="list-style-type: none"> • The planned activities of the project will be completed by developing fast track methodology as per implementation calendar of the project.
Different criminal and armed groups may be formed Terai	Implementation phase	Low	3	2	3	RDN Nepal will maintain very low profile for field mobility and Basic Operating Guidelines (BOGs) will be fully followed.
Natural calamities, famine and epidemic	During August-December	High	5	4	5	Situation analysis of prone area will be assessed and contingency plan will be prepared
Barriers to marginalized and vulnerable groups to participate in governance due to existing socio-economic rights	Implementation phase	Low	3	4	2	Intensive social mobilization, mainstreaming GESI at all levels, regular consultation with stakeholders.




Monitoring

As communication channel refers to the process of information flow among target groups and stakeholders and also within organizational team member, Rastriya Dalit Network (RDN) Nepal will follow its Communication Policy which is already in place and has been updated in changing context. The project team will communicate to the project objectives, activities and achievements through various communication channel; formal and informal as well as official and face to face. The communication and knowledge management plan of the project will target right-holders, stakeholders, civil society organizations, media and government line agencies. Both down-ward and up-ward accountability will be followed in regards to follow the project information.

Mr. Ganesh BK, central chairperson of RDN Nepal will be responsible to communicate in policy level. Particularly, he will coordinate with donor agencies, member of parliaments, respective ministries, civil society organizations and various issue-based social movements at federal level. Mr. Hukum Bdr. Sarki, team leader of the organization will be responsible to communicate at project implementation level. He will play front-line roles to communicate and coordinate with various relevant stakeholders, government line agencies and likeminded institutions at provincial and local level.

With an aim to circulate the project information, reports and data to concerned funding agencies and relevant stakeholders, various medium will be used as; email address (rdnnepal@yahoo.com) and official telephone number (+977-91-520604) -landline to deliver the formal official information such as periodic progress reports (programmatic and financial both), fund request, invitation letters etc which will be systematically documented as records for the further use as knowledge management.

Similarly, project staffs will be oriented and guided to use the effective communication channel to bring the uniformity on the project interventions. The project team will follow communication and knowledge management plan of the organization. The project information will be widely disseminated through using organizational website (www.rdnnepal.org.np) and its face-book page (RDN Nepal). Similarly, print and electronic media as well as social media and Informative Education Communication (IEC) materials; posters, pamphlets, booklets will be used to disseminate the information.

With an aim to knowledge management, the project team will manage the project data/information system (PIMS) so as to use the required information for further knowledge management. The generated information under the achievements of each objective wise indicators will be used by right holders, project team, board of director of the organization as well as South Asia Small Grants Program (SASGP) team for various purposes, RDN Nepal will the information gathered from monitoring using it as evidence of changes in the lives of target communities. The information collected under the project will be systematically documented, published and shared with funding agencies, local government bodies including other relevant stakeholders. The information will also be used as knowledge management and up scaling and replication in other development projects. The success stories/human interest stories will be produced which will be disseminated among the target beneficiaries to replicate the best practices through possible area of collaboration.



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Sustainability

Sustainability concern will be addressed considering several key sustainability factors such as ownership, organizational management capacity, resource creation and mobilization, coordination, linkages and networking, inclusive participation in decision making process, effective program management and implementation capacity, and need identification and planning cycle management.

The key strategies and mechanisms include:

- Strategic links with local government bodies and other ward level organizations and build capacities of Dalits, GESI and Human Rights Organizations
- Capable Dalits, GESI and Human Rights Organizations will gradually takeover responsibilities for supporting process and activities.
- Priority will be given to use locally available material and resources and promote local productions.
- Phase out strategy will be shared among the stakeholders to build their ownership and supports.
- Enhance knowledge of local people on constitutional and legislative rights by developing and disseminating various knowledge products and the local government across the targeted districts will be encouraged and advocated to replicate the knowledge products to amplify the result.
- Establish working relationship with local legal service providers and stakeholders as well as human rights organizations
- Create ownership and engagement of local government as well as community-based stakeholders is always key element for the sustainability of the interventions.
- Similarly, the project will adopt human rights based approach and GESI mainstreaming for the further effectiveness of the project intervention.
- The local government body will be supported to formulate the Dalit Empowerment and Inclusion Strategy Plan for the overall socio-economic development of Dalits in long-run.

The project will enhance capacity of local communities, community institutions and local government agencies. The gained skills, knowledge and collaboration with other agencies will be instrumental in sustaining process and outcome of the project interventions. This capacity building support will be based on the clear and time-bound graduation and phase-out plan. Rastriya Dalit Network (RDN) Nepal emphasizes on preparation and development of sustainability and phase out strategy of the existing groups/networks and peoples' organizations.

Similarly, it will focus on strengthening synergetic collaboration and partnership with RDN Nepal's other existing projects and programs supported by the Freedom Fund (FF), International Labour Organization (ILO) and United Nations Development Programme (UNDP), government and other development stakeholders as well as local bodies for making greater combined impacts in socio-economic empowerment initiatives of Dalit communities at project targeted area. On the other hands, an exit plan and graduation guideline of model village, Dalit rights groups will be prepared in a participatory way with working CSOs in close coordination with local government body and followed to phase-out/exit programs from target areas. The phase-out strategy of project will be developed and shared with local government. List of possible and required indicators

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Indicator name	Output/outcome	Frequency
<i>Increasing public sector accountability and transparency</i>		
Number of mechanisms for external oversight of public resource use supported by USG assistance	Output	Quarterly
Number of legislative proceedings and/or advocacy with national legislature and its committees engaged in through USG assistance	Output	Quarterly
Number of consensus building forums held with USG Assistance	Output	Quarterly
<i>Strengthening rule of law</i>		
Number of laws or amendments to ensure credible elections drafted with USG technical assistance	Output	Quarterly
<i>Promoting civil society participation and media</i>		
Number of USG-supported activities designed to promote or strengthen the civic participation of women	Output	Quarterly
Number of advocacy interventions engaged in through USG assistance	Output	Quarterly
<i>Strengthening democratic institutions and practices</i>		
Number and quality of government institutions/structures that are implementing policy reforms as a result of grant projects	Outcome	Annually
Number and quality of government institutions/structures that are more actively engaging with citizens and/or civil society as a result of grant projects	Outcome	Annually
Number and quality of CSO representations in local, provincial, national and regional policy processes	Outcome	Annually
<i>Required for all grantees</i>		
Number of days of capacity support via mentoring, trainings, and learning exchanges (required for all grantees)	Output	Quarterly
Organizational capacity scores (required for all grantees)	Output	Annually

In addition, grantees will also establish a customized set of indicators relevant to their planned objectives and goals. Grantee specific indicators should align with the technical areas in which they are proposing to work: Public Finance and Institutional Strengthening; Promoting Subnational Investment and Inclusive Economic Governance; Supporting Nepal's E-Governance and Digital Economy; or, Active Citizenry. These indicators will be included in a monitoring plan. The Asa Foundation will work with grantees to fully develop and agree on their custom indicators and will provide support to organizations less familiar with indicator identification, definitions, and data collection methods.



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At a minimum, the grantee's monitoring plan will include a theory of change, list of risks and assumptions, indicators, methods for data collection, and planned timeline for reporting. All grantees are required to submit quarterly financial, indicator and narrative reports to TAF.

Web-based regional data collection platform for SAGF M&E Framework

Grantees will use TAF's digital reporting system for all reports. Through the system, all grantees will be able to submit financial, indicator data, and quarterly narrative reports along with verification documents such as photographs, attendance sheets from trainings, small video clips, audio recordings, data sheets and narrative texts. TAF provides reporting trainings to all grantees including how to use the web-based system.

Quarterly field verification

TAF program officers will conduct field visits on a routine basis to support and provide guidance to grantees where needed. All digital submissions will be verified physically during such visits so that erroneous reporting or misreporting can be avoided



Milestones and Deliverables:

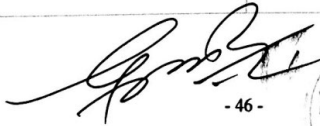
Deliverables	Due Date	Tentative Date for Payment
Receipt of Countersigned contract	Third week of November 2020	Up to 2,805,353
First Deliverable <ul style="list-style-type: none">• Project Kick-off/Induction Meeting• Orientation to elected representatives and CSOs on the use of social accountability tools adopting safety measures in covid-19 pandemic situation at ward level• Formation and strengthening ward-level Dalit Rights Forums (DRFs)• Publish and disseminate the IEC materials related to constitutional rights of Dalits• SWC Project Approval• Updated M&E Plan/Report• Narrative Report• Financial Report• Updated Risk Register	February 28, 2021	Up to 1,052,008
Second Deliverables: <ul style="list-style-type: none">• Orientation to elected representatives and CSOs on the use of social accountability tools adopting safety measures in covid-19 pandemic situation at ward level• Lobby and advocacy for Dalit friendly planning and budget through analysis of government budget at ward level• Conduct public hearing and broadcast from local FM radio• Installment and application of mobile apps for E-governance• Formation and strengthening ward-level Dalit Rights Forums (DRFs)	May 31, 2021	Up to 701,338,

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<ul style="list-style-type: none"> • Municipality training among elected Dalit women, rights • Activists and member of judicial committee • Updated M&E Plan/Report • Narrative Report • Financial Report • Updated Risk Register 		
<p>Third Deliverables</p> <ul style="list-style-type: none"> • Conduct public hearing and broadcast from local FM radio • Formation and strengthening ward-level Dalit Rights • Forums (DRFs) • Advocacy campaign to increase the meaningful • participation of Dalits in government agencies and social structures • One day ward level Orientation on Economy Literacy and • Budget Advocacy targeting representatives of Dalit Rights • Forum May,15-2021 To August,14-2021 2,182,493 • Updated M&E Plan/Report • Narrative Report • Financial Report • Updated Risk Register 	August 30, 2021	Up to 701,338
<p>Fourth Deliverable</p> <ul style="list-style-type: none"> • Support local government to formulate Dalit Empowerment and Inclusion Strategic Plan • Formation and strengthening ward-level Dalit Rights Forums (DRFs) • SWC Monitoring Visit 	November 30, 2021	Up to 1,052,008



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<p>Final Deliverable</p> <ul style="list-style-type: none">• Formation and strengthening ward-level Dalit Rights Forums (DRFs)• Policy review and feedback on planning and budget of provincial government through webinar dialogue• Updated M&E Plan/Report• Narrative Report• Financial Report• Updated Risk Register	January 31, 2022	Up to 701,338
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ATTACHMENT IV – Budget

The budget summarizing the full extent of the Foundation's financial commitment under this grant is shown below. The budget detail is attached as part of this agreement.

PARTICULARS		Amount(NPR)
A.	Project Personnel	2,259,833
B.	Project kick-off meeting	32,500
C.	Orientation to elected representatives and CSOs on the use of social accountability tools adopting safety measures in covid-19 pandemic situation at ward level	589,000
D.	Lobby and advocacy for Dalit friendly planning and budget through analysis of government budget at ward level	310,000
E.	Conduct public hearing and broadcast from local FM radio	266,000
F.	Installment and application of mobile apps for E-governance	350,000
G.	Support local government to formulate Dalit Empowerment and Inclusion Strategic Plan	71,500
H.	Formation and strengthening ward-level Dalit Rights Forums (DRFs)	476,000
I.	Advocacy campaign to increase the meaningful participation of Dalits in government agencies and social structures	308,750
J.	Publish and disseminate the IEC materials related to constitutional rights of Dalits	100,000
K.	Municipality level training among elected Dalit women, rights activist and member of judicial committee	124,500
L.	Situation analysis concerning socio-economic Issues of Dalits	385,500
M.	Policy review and feedback on planning and budget of provincial government through webinar dialogue	25,000
N.	Policy conference of Dhangadhi sub-metropolitan for service delivery targeting socio-economic rights of Dalits	52,000
O.	One Days ward level Orientation on Economy Literacy and Budget Advocacy targeting representatives of Dalit Rights Forum:	722,000
P.	SWC Monitoring Visit /Project Approval Costs	168,500
Q.	Mobilization of Budget Advocacy Expert (part Time 50%)	150,000
Sub-Total: Program costs		6,391,083
Sub-Total: Overhead (9.6 %)		622,300
GRAND TOTAL:		7,013,383



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Attachment V- Grantee Bank Detail

Bank Name:	Bank of Kathmandu Ltd.
Bank Branch:	Dhangadhi Kailali
Bank account Name:	Rastriya Dalit Network
Bank Account Number:	010600001660-524
SWIFT CODE:	BOKLNPKA



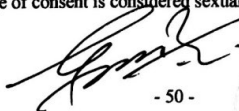
ATTACHMENT VI - TAF Prevention of Sexual Exploitation, Abuse and Harassment and Code of Conduct

Policy: The Asia Foundation is committed to providing a work environment free from sexual exploitation, abuse and harassment in any form as well as preventing the same in the implementation of all its activities. In keeping with that commitment, The Asia Foundation have established procedures by which allegations of sexual exploitation, abuse, harassment, or other unlawful behavior may be reported, investigated, and resolved.

- *This policy applies, but is not limited to: managers, supervisors, employees, applicants, customers, clients, vendors, interns, sub-grantees and independent contractors.*
- The Asia Foundation strongly disapproves of and will not tolerate sexual harassment or other types of harassment (based on gender, race, color, religion, national origin, age, sexual orientation, or disability) of any of its employees or affiliates, by anyone.
- It is always the responsibility of anyone affiliated with The Asia Foundation to contribute to a workplace that is free from sexual and other types of unlawful harassment. This requires that employees and affiliates do not engage in offensive or inappropriate behavior and that they report incidents of such behavior. This policy applies to conduct at all Foundation locations, activities, sponsored events, and at any other time.
- Complainants must feel they are safe to report, that they are listened to, and that action is taken. The Asia Foundation is committed to encouraging and enabling anyone associated with the organization to raise concerns as soon as possible. Complainants should feel confident and comfortable about reporting any allegations including sexual abuse, exploitation and sexual harassment – either historic or current.
- In addition to the requirement of adhering to this policy, The Asia Foundation requires all individuals affiliated with the organization to abide by the PSEAH (or similar) policies issued by its donor organizations (including, but not limited to, DFAT, DFID, and USAID)

Prohibited Conduct

- **Sexual Exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes transactional sex; profiting monetarily, socially, or politically from sexual exploitation of another.
- **Sexual Abuse:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It covers sexual offences including but not limited to: attempted rape (which includes attempts to force someone to perform oral sex), and sexual assault (which includes non-consensual kissing and touching). All sexual activity with someone under the age of consent is considered sexual abuse.



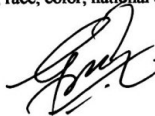
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- **Transactional Sex:** The exchange of money, employment, goods or services for sex, including sexual favors.
- **Sexual Harassment:** A person sexually harasses another person if they make an unwelcome sexual advance or an unwelcome request for sexual favors or engage in other unwelcome conduct of a sexual nature. This applies to all circumstances in which a reasonable person would have anticipated the possibility that the subject of the request or conduct would be offended, humiliated or intimidated.
- **Harassment:** includes any unwelcome verbal, physical, or visual conduct that denigrates or shows hostility or aversion toward an individual or their relatives, friends, or associates. Harassment may also have the purpose or intention to interfere with an individual's work performance by creating an intimidating, hostile, or offensive working environment, or otherwise affect an individual's employment status or opportunities.

Examples of prohibited harassment conduct include, but are not limited to:

- Any form of sexual or non-sexual bullying, derogatory language, intimidation, insults, or threatening behavior.
- Sexist, sexually suggestive, or intimidating remarks or behavior
- Unwelcome sexual advances. Examples of unwelcome sexual advances include:
 - Lewd jokes or sexual anecdotes or innuendos;
 - Rude or offensive sexual gestures;
 - Inappropriate touching or contact;
 - Unwelcome calls, letters, or emails;
 - Questions about past sexual history;
 - Jokes about sexual preference or activity;
 - Staring in a suggestive or offensive manner;
 - Sharing sexually inappropriate images or videos;
 - Inappropriate comments about a person's clothing, appearance, or body parts;
 - Offensive comments about gender identity or sexual orientation;
 - Sexually oriented "kidding," "teasing," or "practical jokes"
- Explicit sexual propositions
- Requests for sexual acts or favors (with or without accompanying coercion, promises, or threats of reciprocal favors or action)
- Foul or obscene language or gestures
- Display of foul, obscene, or sexually explicit printed or visual material, including pictures, greeting cards, articles, books, magazines, photos, or cartoons
- Physical contact such as patting, pinching, or intentionally brushing against another's body
- Slurs, jokes, or degrading comments concerning gender, gender-specific traits, age, race, color, national origin, religion, sexual orientation, or disability

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- **Fraternization:** Any relationship that involves, or appears to involve, partiality, preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour. It could include sexual behavior not amounting to intercourse, a close and emotional relationship involving public displays of affection or private intimacy and the public expression of intimate relations.

Reporting Sexual and Other Unlawful Harassment

Anyone who believes that they have encountered or witnessed inappropriate behavior is strongly encouraged to promptly notify the offender that their behavior is inappropriate and unwelcome. If such notifications are unsuccessful or there is a preference not to deal directly with the offender, the individual should report the behavior to Human Resources, their supervisor, any senior member of Foundation management, or through Ethics Point, the Foundation's external third-party hotline. All reports submitted through Ethics Point are confidential and may be reported anonymously. Every effort will be made to treat all notifications and complaints as confidential. The Asia Foundation will then investigate, and where necessary, take remedial and/or disciplinary action.

Each manager and employee have the responsibility to maintain a workplace free of sexual and other unlawful harassment. This duty includes ensuring that employees do not endure insulting, degrading, or exploitative sexual treatment.

Every employee in a management role is obligated to report any suspected violations of this policy to Human Resources. A manager who is aware of a violation but does not report it, even if the employee is outside the manager's immediate area of supervision, will be held accountable for their inaction.

Investigation of Sexual and Other Unlawful Harassment Complaints

All allegations of harassment and discrimination will be taken seriously. The Asia Foundation will undertake a prompt, discreet investigation of all reported incidents of sexual harassment and/or retaliation, ensuring confidentiality to the maximum extent possible. All managers, supervisors, and employees have an obligation to cooperate with any investigation. Should the investigation result in a finding of misconduct, The Asia Foundation will take appropriate remedial and/or disciplinary action. Any employee found to have engaged in harassment will be subject to disciplinary action up to and including immediate termination.

Breaches of the Policy

Breaches of this policy will be investigated in accordance with disciplinary procedures and contractual agreements. Where deemed appropriate, a referral may be made to statutory authorities for criminal investigation under the law of the country in which they work. Breaches may incur sanctions including disciplinary action leading to possible dismissal, termination of all relations including contractual and partnership agreements, and where relevant, appropriate legal or other such actions

Reprisals and Retaliation



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Letter of Grant – Rastriya Dalit Network

The Asia Foundation will not permit any reprisals or retaliation against an employee who reports known or suspected harassment. In addition, The Asia Foundation will not tolerate reprisals or retaliation for initiating or assisting in any investigation, action, or proceeding resulting from a harassment claim.

Prohibited reprisals and retaliation include but are not limited to:

- Demotion
- Suspension
- Failure to hire or consider for hire
- Failure to give equal consideration in making employment decisions
- Failure to make impartial employment recommendations
- Adversely affecting working conditions or otherwise denying any employment benefit to an individual

The Asia Foundation recognizes that false accusations of harassment can have a serious effect on an innocent individual. Allegations which are found to be intentionally or recklessly false may result in disciplinary action.

Reporting to Donor Agencies

The Asia Foundation will comply with reporting requirements identified by donors.

Association to Other Policies

The Asia Foundation has a series of policies that support a safe workplace and project implementation environment. All staff, consultants, members of the Board of Trustees, subgrantees, and other stakeholders must adhere to our institution-wide and location-specific policies, many of which include language that contribute to PSEAH. These policies include:

- Anti-Human Trafficking
- Code of Business Ethics and Ethical Conduct
- Confidential Information
- Child Protection
- Employment with The Asia Foundation
- Gender Equality
- Sexual and Other Unlawful Harassment
- Whistleblower; and,
- Work Environment.

The process of maintaining effective safeguards is a dynamic one. Policies, procedures, and attendant training programs are reviewed and enhanced as needed and when appropriate.

I, On the behalf RDN, acknowledge that I have read, understand, and will comply with TAF's Preventing Sexual Exploitation, Abuse and Harassment Policy. I agree that in the course of my work with TAF I must:



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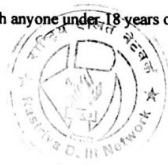


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1. Treat everyone with respect regardless of race, color, gender, sex, language, religion, political or other opinion, national origin, ethnicity or social origin, disability status, or social or other status;
2. Not use language or behavior that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
3. Not abuse or attempt to abuse anyone who is vulnerable, or over whom I exercise power or confidence over, for sexual purposes;
4. Not engage anyone under the age of 18³ in any form of sexual intercourse or sexual activity, including paying for sexual services;
5. Not engage in any form of sexual intercourse or sexual activity with any adult without their free and express consent;
6. Never use any computers, mobile phones, video cameras, cameras or social media to sexually exploit, abuse or harass anyone;
7. Not engage in any conduct which could be construed as sexual harassment:
 - a. staring or leering;
 - b. unnecessary familiarity, such as unwelcome affection or touching;
 - c. suggestive comments or jokes;
 - d. insults or taunts of a sexual nature;
 - e. intrusive questions or statements about your private life;
 - f. displaying images/photos of a sexual nature;
 - g. sending sexually explicit emails or text messages;
 - h. inappropriate advances on social networking sites;
 - i. accessing sexually explicit internet sites;
 - j. requests for sex or repeated unwanted requests to go out on dates; and
8. Comply with all domestic laws on sexual exploitation, abuse and harassment;
9. Immediately report concerns or allegations of sexual exploitation, abuse and harassment and non-compliance with this policy in accordance with appropriate procedure;
10. Immediately disclose all charges, convictions and other outcomes of an offence that relates to sexual exploitation, abuse and harassment, including those under traditional law, which occurred before or occurs during association with TAF.
11. Be aware of behavior and avoid actions or behaviors that could be perceived by others as sexual exploitation, abuse and harassment.



³ Engaging in any form of sexual intercourse or sexual activity with anyone under 18 years of age is a violation of the Child Protection Policy.



Letter of Grant – Rastriya Dalit Network

Attachment VII – TAF Safeguarding Acknowledgement

I acknowledge that I understand The Asia Foundation's:

- Prevention of Sexual Exploitation, Abuse, and Harassment Policy and Code of Conduct (to follow)
- Child Protection and Sexual Exploitation, Abuse, and Harassment Reporting Process

I agree to comply with the Policies, Code of Conduct and Reporting Process.

I understand that a breach of the Policies, Code of Conduct or Reporting Process may provide grounds for my engagement with The Asia Foundation to be terminated. I also understand that a breach of the policies or Code of Conduct may result in criminal prosecution.

I understand that it is my responsibility as a person engaged by The Asia Foundation to use common sense and avoid actions that are abusive or exploitative or could be construed as such.

I confirm my willingness to participate in The Asia Foundation's training sessions on safeguarding.



Signature



25 Nov 2020

Date

Name: Ganesh B.K.

Title: Chairperson