

1. Terms of Reference for Conducting Social Audit

1.1. Back ground

The Government of Nepal, Ministry of Peace and Reconstruction has received grant (GRANT NUMBER H367-NP) from the World Bank to implement a project titled *Nepal Emergency Peace Support Project (EPSP)*. The objective of the project is to “contribute to the peace process by providing interim cash transfers and services to eligible conflict affected groups and by increasing transparency and accountability in the delivery of these benefits”.

In June 2010, the project was restructured to extend the closing date until June 30, 2012, including a focus on three areas: (i) Rehabilitation support to conflict-affected families and individuals (USD \$14.5 million). The component assists in the design of the service packages, to include needs identification, psycho-social and health and nutrition counseling, occupational consultations, skills training, formal education scholarships, microfinance and job placement and support a phased rollout in selected districts of skills development and employability services, including occupational consultations, education and skills training and job placement. Activities would be initiated in 10-12 districts and incorporate design improvements based on assessments of the initial rounds of implementation. It is expected that roll out to other districts in subsequent years will be supported by GON and/or external development partner funding; (ii) Cash benefits to families and widows of those killed as a result of the conflict (USD \$31.8 million). This component finances payments to families of those killed in the conflict and payments to widows of those killed in the conflict; and (iii) *Capacity building of key institutional structures in support of the peace process and project management support (USD \$3.2 million)*, including capacity building and technical assistance for the Ministry of Peace and Reconstruction to perform its core functions more effectively, support for core project implementation tasks of the project management team (PMT), and training, workshops and technical assistance for other actors in the peace process as needed. A number of monitoring activities including implementation of social audits and third party monitoring are supported by this component.

Insofar, the project has made good progress in the implementation of component 2, the delivery of cash benefits to families and widows of the deceased. Component 1, rehabilitation services is at its early implementation. As per project design, each family is to receive NRs 100,000. There are an estimated 16,719 eligible families and so far over 13,500 families have received their benefits. Widows of the deceased are to receive additional NRs 25,000. There are an estimated 9000 eligible widows. So far over 3,500 widows have received their benefits. An agreed mechanism of Government identification of victims and family members has been used, as per the guidelines prepared and approved for the purpose.

The assignment concerns the second component, the interim cash benefits to families of the deceased and widow. Beneficiary Payment Operations Guidelines (BPOGs) have been developed and approved by the GON, as agreed in the Financing Agreement. Payment for both transfers have been made through Account Payee checks and deposited directly into the beneficiaries’ bank account, which is a zero balance required account.

The role of the District Administration Office (DAO) for both has been critical, as they are the district level body mandated by MOPR (in the BPOGs) to make the payment to the family of the deceased. There is an identification committee at the district level, and the Local Peace Committee (LPC) is given the lead by the DAO to follow up on applications that require verification. For the transfer to widows, it is the District Development Committee (DDC) which is mandated by MoPR (in the BPOGs) to make the payment to the verified widows, upon re-verifying their widow status. Here too, in the case of further verification, the LPCs are given the responsibility.

1.2. Purpose and Rational of the Assignment:

In essence of the project objective of increasing the transparency and accountability of benefit delivery, MOPR is committed to implement a number of activities under project's Governance and Accountability Action Plan (GAAP) aiming at hearing voices of the community/beneficiaries on the project performance and compliance with the agreed delivery guidelines and procedures as well as assessing beneficiary satisfaction. MOPR seeks to procure a consultancy service to carry out a Social Audit of the process for delivering benefits under component 2, to enhance transparency, accountability and good governance of EPSP.

It is expected to cover a sample of 5 districts among the 73 included in the project. These would include: Ilam, Mahottari, Myagdi, Banke and Doti.

1.3. Objective of the study

The Prime objective of the social audit for cash support provided to the family of deceased persons and the Widows through EPSP is as listed below:

- To promote transparency, social accountability and good governance of EPSP
- Verify how the component was implemented and the level of its compliance with the agreed guidelines and procedures
- Help beneficiaries understand the scope of the program and their benefits, and get their feedback on how it was implemented
- To enhance MOPR understanding of beneficiaries' experience with the program to feed into any future planning and course of action.

1.4. Scope of the consulting service and specific tasks

The Consultant is expected to conduct a participatory approach providing for active and meaningful involvement of the beneficiaries, local CSOs, implementing agencies and other relevant parties in the social audit process. Detail list of the beneficiary of the selected district will be provided by the EPSP at the time of contract.

The proposed Social audit activity will cover, but not limited to, the assignment mentioned below.

- Developing an Inception Report that defines methodology and Audit tools to be used, timeframe, and identifies persons and groups to be interviewed or group interaction planned at various places.
- Review and assess relevant documents (e.g. guidelines, accounting records, beneficiary records, etc.)

- Gather data and collect views of relevant stakeholders about their perceptions and experience with the component delivery through e.g. survey questionnaire/s, interviews, community meetings, focus group discussions including beneficiaries, DAO/DDC/VDC, and other stakeholders. At least 3 events (group interaction) need to be organized in each district. It is important that the presence of the beneficiaries in the group interaction needs to be verified and confirm their substantial presence.
- Analyze the gathered data and information and summarize the findings
- Discuss the findings with beneficiaries and community members and identify areas for any proposed changes
- Discuss the final report with MOPR
- Finalize and submit Report of Findings and Recommendations (including soft copy in MS Word /MS Excel) by taking account of comments in response to the draft report as appropriate.

1.5. Reporting obligation

The social audit outputs will include:

- Inception Report, describing methodology and audit tools to be used (5 number of copy).
- Draft report on recommendations and suggestions on how to improve services in a manner that addresses stakeholder needs and concerns within the framework of EPSP’s mandate (5 number of copy).
- Final report that captures comments on the Draft Report in both hard (5 numbers) and soft copy (2 CD)

1.6. Work Schedule

This assignment shall be concluded within 8 weeks of signing of the contract agreement. The work schedule for the Consultants’ services is as given in the following Table.

Activities		Weeks							
		1	2	3	4	5	6	7	8
1	Work plan finalisation, staff orientation	■							
2	Field work		■	■	■				
3	Discuss findings with beneficiaries					■			
4	Submission of draft report						■		
5	Comments on draft report							■	
6	Submission of the Final report								■

1.7. Staff and their qualification

A well experienced team needs to be organized as given below:

S.No	Post	Qty	MM	Qualification
1	Team Leader	1	2	<ul style="list-style-type: none">- At least Masters degree in Statistics and Research, Development, Peace Building, Conflict Resolution, Social Sciences or any other relevant subject.- Minimum 2 similar projects handled as a team Leader.
2	Field supervisor	5	1	<ul style="list-style-type: none">- At least Bachelor's degree in any discipline.- Minimum of 2 years of experience in collecting quantitative and qualitative data collection at the field level successfully.- Experience with community interviews, focus group discussions. Experience with facilitating social audit will be added advantage.
3	Support staff	1	1	