

Terms of Reference

Capacity Development for Local Governance Project

Capacity Building Strategy Document & State Perspective Plan for Orissa

1. Background

Capacity Development for Local Governance (CDLG) is a joint venture of the Government of India and UNDP which is implemented by the Ministry of Panchayati Raj (MoPR) in seven UNDAF states, namely Bihar, Chhattisgarh, Jharkhand, Madhya Pradesh, Orissa, Rajasthan, and Uttar Pradesh. State governments and national level resource institutions are partners in the project. In each state, the Responsible Party for this project is the Panchayati Raj Department of the State Government.

The project seeks to develop the capacities of all governance actors especially the PRI members and functionaries at the district level and below to determine the local development priorities and ensure efficient and equitable delivery of public services through a participatory governance process. It also aims to address the right to information as a fundamental mechanism for government accountability to the citizen, particularly to disadvantaged.

This project focuses on capacity development of elected representatives, particularly women belonging to Scheduled Caste and Scheduled Tribes and government officials at State, district and local levels for gender sensitive and inclusive planning, implementation and monitoring in support of decentralisation. Taking cognizance of state government's increased attention to strengthening accountability and transparency at all levels, CDLG aims at strengthening and institutionalisation of accountability framework in all 30 districts in the state.

This project will provide an opportunity to move beyond formal training institutions and bringing together other stakeholders in developing capacities through means other than formal training, such as exposure visit, national and state level thematic workshops, state level resource repository, monitoring and evaluation framework etc. The learnings from the project will provide inputs for strengthening the framework and provide opportunities for up scaling.

The project will strengthen SIRD to take forward the initiatives undertaken through project "Dakshyata", a joint initiative by United Nations Development Programme (UNDP) and Panchayati Raj Department, Government of Orissa. The current project will compliment the recently concluded initiative and further carry on with the novel initiative in

strengthening the capacity development system in the state. The project will help in bridging the critical gaps for implementation of the capacity building plan as developed during the project "Dakshyata" phase for undertaking large scale, multi-stakeholder training programme to cater the training and capacity building needs of 1,00,867 PRIs in Orissa.

2. Objective

The objective of the assignment is to prepare:

- **Capacity development strategy document** strategizing on making PRIs more effective in the State. This would include training, capacity building, advocacy and strengthening of capacity development institutions and networks of PRIs.
- **Training perspective Plan** focusing on time bound delivery of capacity building and training to 100% elected representatives and PRI functionaries in the state. This would also include developing a training calendar for SIRD.

3. Scope of the assignment

The Capacity Development strategy document would provide a strategic framework on making PRIs more effective through:

- Training and capacity building of PRI representatives and functionaries with focus on disadvantaged sections
- Advocacy to plug policy gaps in effective implementation of decentralized governance
- Strengthening State Institute for Rural Development and ETCs

The State capacity development Strategy document will serve as a guide to undertake capacity building for the PRI elected members and officials of PR Dept.

The Perspective Plan would include:

- Strategy on training delivery to cover 100% target in a given time bound manner
- Training calendar

The comprehensive State Perspective Plan would help to deliver PRI related capacity building in a time bound manner.

4. Reference documents:

The following documents are available with SIRD which needs to be referred by the Consultant:

- Capacity Building Vision Document
- Capacity Building Policy Report
- Perspective Plan for BRGF and RGSY

5. Suggested methodology

The Consultant will conduct secondary literature review, FGDs with SIRD staff, CDLG staff, trainers and interviews with PRI elected representatives.

6. Outputs and timeline

The duration of the consultancy for the concerning subject should not exceed **20 days** from the signing of the contract.

Sl. No.	Activity	Timeline
1.	Submission of Inception Report	5 th day
2.	Submission of draft Capacity Development Strategy Document	12 th day
3.	Submission of draft Perspective Plan with training calendar	15 th day
4.	Feedback from SIRD	Within 7 days of receipt of draft documents
5.	Submission of final Capacity Development Strategy Document and Perspective Plan with training calendar	Within 5 days of receipt of feedback

7. Support provided by the client

The client will provide the following support to the consultant for completion of this assignment:

- Provide all information about the project/SIRD required by the Consultant
- Furnish the relevant records required for carrying out the study
- Liaison with the PRI representatives for effective data collection

8. Reporting arrangement

The State Project Coordinator (SPC), CDLG Project will be responsible to liaison with and provide the Consultant with necessary support to carry out the assignment. The Deputy Director (SIRD) will provide technical inputs to the Consultants as and when necessary. The Consultant's work and the submitted will be reviewed at regular intervals by the Review Committee members. The decision of the Chairperson of the Review Committee on the progress of the Consultants will be final and abiding on the Consultant. The Review Committee shall comprise of the following members:

- a. Director , SIRD, Chairperson
- b. Deputy Director, SIRD, Member
- c. State Project Coordinator, CDLG Project, Member
- d. Faculty, SIRD(to be nominated by the Chairperson), Member

9. Payment terms

Sl. No.	Amount	Submission Details
1.	25% of Contract Value	Submission of Inception Report
2.	40% of Contract Value	Submission of draft Capacity Development Strategy Document and Perspective Plan with training calendar
3.	35% of Contract Value	Approval of final Capacity Development Strategy Document and Perspective Plan with training calendar and submission of project Completion Report

The Consultant will be paid on day basis, in commensuration with his qualification and experience in the relevant field. The Consultant will be paid as per the payment norms fixed for short-term assignments by the National Project Steering Committee of CDLG Project.

10. Terms and Conditions

- Weekly update on the progress of the tasks to SPC, CDLG till the completion of the assignment.
- The concerned Consultant needs to provide the editable softcopies of all the materials produced to SIRD.
- The consultant needs to follow the timeline and quality standard as per the agreed ToR. If there is any deviation prior approval to be taken from Director, SIRD.
- Both editable soft copy and two hard copies of the Development Strategy Document and Perspective Plan need to be submitted.
- The documents prepared by the Consultant to be treated as property of SIRD and should not be shared with others without prior permission from SIRD. SIRD will be the owner of the documents produced and all the documents will be published under the banner of SIRD with an acknowledgment to the consultant.
- No subject or any statement mentioned in the documents should be contradictory or conflicting with legal provisions of Govt. of Orissa and Govt. of India.