



**Centre on Integrated Rural Development for Asia and the Pacific  
Dhaka**

**Annex-1**

**General Brief**

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| <b>1. Training Code</b>                   | TF-190-NIRD-2018   |
| <b>2. Training Title</b>                  | CIRDAP-NIRD&PR International Training Programme on Social Audit in Rural Development Programmes  |
| <b>3. Date and Duration</b>               | 19-28 March 2019 (10 days, excluding arrival and departure)  |
| <b>4. Venue</b>                           | NIRD&PR, Hyderabad, India  |
| <b>5. Implementing agencies</b>           | Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)<br>'Chameli House', 17 Topkhana Road, Dhaka-1000, Bangladesh<br>E-mail: dgcirdap@cirdap.org; training@cirdap.org<br><br>National Institute of Rural Development & Panchayati Raj (NIRD&PR)<br>Rajendranagar, Hyderabad, India |
| <b>6. Sponsoring agencies</b>             | Ministry of Rural Development (MoRD), Government of India  |
| <b>7. Number of overseas participants</b> | Up to twenty (20)  |
| <b>8. Number of local participant</b>     | Up to four (4)   |
| <b>9. Closing date</b>                    | 18 February 2019   |
| <b>10. Background</b>                     |  |

Towards achieving good Governance, transparency, responsiveness and accountability are non-negotiable. But to ensure the same, designing appropriate systems and institutionalizing them has always been a challenge. The beneficiaries are rarely made aware of the objectives of the rural developmental programmes and the corollary, rights and entitlements. Hence streamlining the service delivery systems is critical to programming and implementation of any scheme of development.

It is equally important that the poor, for whom a programme or scheme is being implemented, are made aware of their rights and entitlements. They should also be given an opportunity to participate in the planning, decision making, implementation, monitoring and evaluation of the schemes. In the process, the poor should own the scheme and the delivery system should be made accountable to the community. It is in this context that the process of 'making demands on the delivery system by the people, becomes realistic and the social audit becomes an instrument of change.

Social audit, as one of the tool of social accountability mechanism, is a process by which the people, the final beneficiaries of any scheme, programme, policy or law, are empowered to audit such schemes, programmes, policies and laws. Social audit thus complements financial audit and audits the quality, performance and choices of a programme/policy.

A social audit is thus an in depth scrutiny or analysis of working of any public utility vis-a-vis its social relevance. Social Audit of a programme or a scheme is done by the community with active involvement of the primary stakeholders.

In this regard, CIRDAP in collaboration with NIRD&PR is organizing an international training programme on 'Social Audit in Rural Development Programmes' in NIRD&PR, Hyderabad, India from the 19<sup>th</sup> to 28<sup>th</sup> March 2019.

## **11. Objectives**

The participants are expected to:

- (i) discuss the need, concept and approaches of social accountability mechanisms in general and social audits in particular;
- (ii) make the participant understand the provisions of different rural development programmes with reference to social accountability mechanisms;
- (iii) enable the participants to understand and critically review the approach and practice of social audit ;
- (iv) expose the participants to the best practices of social audit in rural development programmes in India; and
- (v) have hands on experience by conducting one mock social audit in one village of India.

## **12. Methodology**

Training methods include a combination of lectures-cum-discussions, panel and case discussions, appropriate mix of various participatory training methods through mock exercises and audio-visual presentations, inter and intra group discussions and sharing of country experiences, group assignment and exercises. Field visit will be highly interactive and focus will be more on practical orientation. In addition, appropriate energizers, ice-breakers, etc., will be used in training programme.

Tentative course contents are:

- (i) Transparency and accountability mechanisms inbuilt in Rural Development Programmes
- (ii) Social Accountability Mechanisms – concept approaches, tools and Techniques
- (iii) Need and importance of Social audit in Rural Development
- (iv) Concept and principles of Social audit
- (v) Legal and constitutional frame work
- (vi) Right To Information Acts and Social Audit
- (vii) Social mobilisation and social audit
- (viii) Audit of Scheme Rules 2011
- (ix) Role of NGOs and CBOs in rural development programmes and in particular with Social Audit
- (x) Process and application of social audit in rural development programmes
- (xi) Exposure to successful Social Audit process

A Field study visit, for +/- 3 days outside of the venue, may arrange to study and observe the post-harvest waste management or relevant areas in rural development projects.





**Centre on Integrated Rural Development for Asia and the Pacific  
Dhaka**

**Annex-2**

**Selection Criteria**

The participants are expected to possess the following qualifications:

1. **Current position:** The participants are mid and senior level government officials, working under rural development and poverty alleviation, agriculture, rural entrepreneurship development, small and medium industries, and other relevant department of national and local government agencies
2. **Work experience:** At least ten (10) years of experience in the position described above.
3. **Education:** University degree or equivalent qualification from a recognized university/ institution.
4. **Language:** The training is conducted in English, and participants are frequently required to make oral and written presentations. They must, therefore, be proficient in spoken and written English.
5. **Health:** Participants to complete a number of individual and group activities, and strenuous fieldwork. It is therefore, recommended to the member countries, not to nominate candidates who are likely to suffer from physical and mental stress.
6. **Age:** Eligible candidate should be between 30 and 45 years of old. However, these criteria will be flexible considering the professional experience.
7. **Certificate:** Participants are required to attend the entire training program to receive the CIRDAP-NIRD&PR certificate of attendance.
8. **Medical certification:** Examination to be done by a qualified medical physician to certify the nominee's fitness to travel (land and air) by distance, long hours and meet the tight schedules of the programme.



Centre on Integrated Rural Development for Asia and the Pacific  
Dhaka

Annex-4

Country Paper

Training participants are requested to submit and present a country paper on 'The Current Monitoring and Evaluation Practices on Key Rural Development (RD) Programmes/ Activities, and Built-in Social Accountability Mechanism in the RD programmes in ... (name of their respective country)'.

1. An ideal country paper may content:
  - a. **Governing/ Institutional structure** (a brief description of specific ministry or government institute/s, who are responsible for cited issues);
  - b. **Rules/ regulations/ policies /strategies and Operational Manual** (a brief of existing rules-regulations- policies- strategies and operational manual on cited issues);
  - c. **Present practices and status** (a brief description of current monitoring and evaluation practices and status of rural development activities, and built-in social accountability mechanism undertaken by any Ministry or institute or department or other government or non-government bodies);
  - d. **Capacity building of Institutions, human resources and community** (a brief of current status of capacity building of national to local level governing institutes in teams of rural development activities, and capacity building of community to implement rural development programmes or activities; and a short description of potential human resources);
  - e. **Limitations, challenges and opportunities** (participant will point-out his/her own perception on limitation- challenges- opportunities have in their country or the concern Ministry/ bodies to implement monitoring and evaluation of rural development programme); and
  - f. **Way forward** (participant will describe his/her idea to way forward of country's limitation-challenges, and way of utilizing the opportunities. S/he will generate idea to use of social audit for rural development and poverty alleviation).
  - g. Participants are free to write any other issues - related or relevant with training topic, in the context of their own countries perspective.
2. The country paper should be written on A4 size paper with 1" margin in all side, and maximum 3,000 (three thousand) words.
3. The participant have to prepare a power point presentation based on their country paper. The presentation time for each paper will be about five (5) minutes with another five (5) minutes Q&A session. However, paper presentation time may vary.
4. The country paper and the power point presentation to be submitted by **25 February 2019**. Both files should be renamed with first name\_country paper or PPT(e.g Jack\_country paper or Jack\_ppt) and submit through this link: <http://cirdap.org/capacity-building/>
5. Please note that, submitting country paper is a mandatory part of the programme. Based on it, all participants will present their paper during the training.





**Centre on Integrated Rural Development for Asia and the Pacific  
Dhaka**

**Annex-5**

**Financial Arrangements**

**(i) To be borne by the participants' or participating countries**

- a. *Participants' insurance premiums:* All participants are expected to be fully insured against the accident and illness (including hospitalization and death) for the entire duration of the training and travel. A copy of the travel insurance certificate is expected to submit to the CIRDAP Secretariat before participation. Neither the CIRDAP, nor the NIRD&PR will be responsible for any eventuality arising from accident or illness;
- b. All expenses related to visa fees and airport taxes;
- c. Any expenses incurred by participants for stop-overs on the way to and from the training venue, as well as for extra stay at the training venue before and/or after the official training period because of early arrival or late departure, for example, due to either limited available flights or any other reason;
- d. All other expenditure relating to travel within the applicant(s) country and in transit, miscellaneous expenses etc. will have to be met by the participant or their concern organization;

**(ii) To be borne by the implementing agencies (CIRDAP-NIRD&PR)**

- a. Pocket allowances and accommodation for up to 20 overseas participants and 04 local participants for 11 days, at the rate to be specified later.
- b. All local implementation costs (venue, workshop facilities aid kit, local travel arrangements etc.) for all participants.
- c. All assignment costs for resource persons.
- d. Round-trip in the economy-class international airfare, by the most direct route between the international airport of the participants' country and India.



## Centre on Integrated Rural Development for Asia and the Pacific Dhaka

Annex-6

### 1.0 CIRDAP Selection Guideline

1. Each participating ministry or institute is requested to nominate three candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 3 above;
2. No form of self-nomination will be accepted;
3. Please note that nomination of a candidate does not necessarily guarantee that s/he will be selected. Selection is at the discretion of the CIRDAP Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Non-selection, therefore, does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are over qualified for a training;
4. Each nomination should be accompanied by the necessary documents. A nomination lacking any of necessary documents (specified under section 4 above) may not be considered;
5. Member countries are requested to adhere to the **nomination deadline given on page 1**. The Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the training;
6. If a selected participant becomes unable to attend, s/he should inform to the CIRDAP Secretariat immediately and give the reason for withdrawal.

### 2.0 Actions by the CIRDAP Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least three weeks prior to the start of the programme.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

### 3.0 Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the CIRDAP director concerned.

### 4.0 Other issue

Without prior approval from the coordinator, Participants are requested not to invite any family member or friend in the training venue, accommodation arrangement, during field trip, and other official programmes.