**Terms of Reference (ToR)**

**Short Term Consultancy**

***For***

**Technical Support in Production of Dalit Human Rights Year Book,**

**Promotion and Information Dissemination of Dalit Atrocities Database and**

**Support Designing and Development of IEC Materials.**

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1. **Purpose of consultancy**

DNF a Federation of Dalit NGO Organizations under the technical and financial support of TAF/USAID has been undertaking a CMM-GESI project since January 2016. The deep rooted practice of caste based discrimination in Nepali society and to neutralize the seeds of social conflict inculcated by it, an approach "people to people" is adopted with an objective to accomplish this project whose significant activities like; *publication of Dalit Human Rights Year Book, and promotion and dissemination of Dalit Atrocities Database* ; required are two human resource to provide designated service in the this ToR, are requested to submit their EOI to the Head Office of DNF not a week later than publication of this ToR.

*The incumbent tasks that are assigned to human resources sought by this EOI o*ver the contracted period of time are commissioned to achieve the following:

1. Dalit Human Rights Year Book published
2. Dalit Atrocities Database update and well disseminated for its wider use
3. Designed and developed IEC materials required for use of CMM-GESI project

For this consultancy, DNF seeks to procure the services of an independent, external consultant(s) to rigorously undertake the above mentioned three tasks. The service demanded from independent consults is anticipated to begin from August 25 -September 25, 2016.

The in detail tasks that are needed to pursue in order to meet the accomplishment criteria of the responsibilities assigned are elucidated in the later section of this ToR.

1. **About DNF**

**Dalit NGO Federation (DNF),** established in 1996, is an umbrella organization of Dalit NGOs in Nepal that provides a common forum for the Dalit community to ensure their rights and dignity, and for opportunities to influence policy, network, and build alliances. DNF focuses on eliminating caste-based discrimination; protecting and promoting Dalits' human rights; and strengthening of the capacity of Dalit NGOs.It has one head office in Kathmandu, five regional office in five development regions and fourteen zonal office in fourteen zones, and more than 350 member organization across the country in 75 districts. DNF represents and works for Dalit population which constitutes 13% to the nation's total strength.

1. **Project Profile:**

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| **Project Name** | Mitigate Conflict and Improve Implementation of Gender and Social Inclusion (GESI) Policies through a People-to-People Approach in Nepal |
| **Project Aim** | To mitigate caste and gender conflict and improve the efficacy of GESI policy and program implementation in Nepal |
| **Projective Objective** | 1. To transform the attitudes and practices of key actors within local GESI service delivery agencies 2. To promote intra- and inter-stakeholder dialogues and increase collaboration and the advocacy capacity of Dalit communitiesand women’s groups at the local level 3. To institutionalize GESIresponsive decision-making in local service delivery agencies through P2P approaches. |
| **Location** | Achham, Kailali, Kaski, Kathmandu, Sindhuli and Ramechhap |
| **Project Period** | January 15, 2016- January 14, 2017 |
| **Beneficiary** | Primary program beneficiaries: Dalit and Women,  secondary program beneficiaries: State Officials and Community Leaders |
| **Implementing Partner** | TAF, JMC, INHURED, WA and DNF |

1. **Objectives of the Tasks Allocated:**

The consultants will focus on technical assistance for a set of indicators outlined in the fulfillment of assigned activities. The expected result achieved in the assigned tasks will be used as a measurement to monitor the CMM-GESI project's progress against the set indicators over the course of the project implementation.

The independent consultancy aimed to deploy for the aforementioned responsibility seeks to achieve the following objectives;

**Objectives / Task Indicators:**

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| **OBJECTIVE ONE: Dalit Human Rights Year Book Published** |
| Work towards writing and editing of Dalit Human Rights Year Book(DHRYB) including graphics and other works necessary for it |
| Coordinate for gathering information necessary for DHRYB |
| Incidents of Untouchability published on newspaper, social network or circulated in the process of court hearing should be search and analyzed to be included in the DHRYB |
| Coordinate with institutions and individuals for collecting information on incidents of untouchability. |
| Develop appropriate compatible format for collection of date that will be useful for uploading in Dalit Atrocities database too |
| **OBJECTIVE TWO: Update, Promotion and Wider dissemination of Dalit Atrocities Database** |
| Review, analysis and presentation of incidents of Dalit Atrocities cases already registered in the database portal and updating portal with new available incidents |
| **OJECTIVE THREE: Develop and Design IEC Material required for CMM-GESI projects** |
| Technically assist in developing and designing the IEC Material required for CMM-GESI projects, as well as other materials required for organizational use |

1. **Scope of work:**

This month long assignment is expected to be conducted period between Augusts to September 2016. The consultant is expected to coordinate with the Project manager and other concerned staff of DNF in pursuing the assigned task effectively, timely and with quality result. The consultant is expected to update on the progress made on regular. The work of consultant is a subject to scrutiny by the board and the project manager where necessary for affirmation of quality result.

1. **Duration and Timeline**

The consultancy service sought by DNF for the CMM-GESI project is expected to complete within 30 working days beginning from 25 August -25 September 2016. The budget of the study will be offered as a package.

1. **Summary of Deliverables:**

Share the progress update to the project manager/ executive team on regular basis, keep good record of documentation and information obtained on the assigned tasks, and incorporate the feedback provided into the final work. Pay attention to the quality and timely delivery of the task assigned.

1. **The expected deliverables of the tasked assigned are;**

* Final Draft of DHRYB
* Well maintained and updated Dalit atrocities database portal
* Collect atrocities cases from all districts of Nepal
* Number of quality IEC Material developed and designed

1. **Consultant's Competencies, Experience and Skill requirements**

* Minimum of Bachelor's Degree in social science of management while priority will be given to Master's Degree
* Sound knowledge of computer use and graphic design
* Good Command of Language- written and typing -both English and Nepali
* Working knowledge on the issue of caste discrimination and inclusion
* Experience of writing Articles and record of published works in newspaper, journals or books, blogs or online magazines or portals
* Capable of working on website
* Capable to accomplish and deliver task in a given time frame

1. **Communications**

For additional information on the consultancy please contact:

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