

H.P. STATE SOCIAL AUDIT UNIT,
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Terms of Reference

DISTRICT RESOURCE PERSONS ON SOCIAL AUDIT

Date of issue: 10th August, 2016

Date of closing : 31st August, 2016

- I. **Position** **District Resource Person**
- II. **No of Vacancies: 19 Tentatively but the number may change**
(as per the district wise details given in the table below)

Sr. No	District	No of DRPs
1.	Bilaspur	1
2.	Chamba	2
3.	Hamirpur	1
4.	Kangra	4
5.	Kinnaur	1
6.	Kullu	1
7.	Lahaul & Spiti	1
8.	Mandi	4
9.	Shimla	1
10.	Sirmour	1
11.	Solan	1
12.	Una	1

III. Duty Station: The District where the candidate has applied and where he has been engaged. DRP will work under the overall supervision of Director, Himachal Pradesh Social Audit Unit, but the jurisdiction of the DRP will be transferable to the another District by Director.

IV. Contract type: Yearly Contract as per the guidelines of Ministry Of Rural Development, Govt. of India which can be renewed on the basis of annual performance evaluation

V. Brief Description:

The perceptions of public services and quality of governance can be measured and evaluated by independent institutions in terms of citizens' report cards or social audits through surveys focusing on levels of satisfaction from public services as perceived by citizens. It further underscored the need to make a specific provision in each flagship programme for dedicated human and financial resources for social mobilisation, awareness raising and social audit.

It is for the first time in the history of rural development in India that Social Audit has been included in a flagship programme of the Government of India. Social Audit gained significance after the enactment of MG NREG Act. The Mahatma Gandhi National Rural Employment Guarantee Act is unique in many respects. The participation of the communities and the implementation through the Gram Panchayats are the foundation stones of the Act. The inclusion of Social Audit under Mahatma Gandhi NREGA is a step in the direction of decentralization, as envisaged in the 73rd Amendment. It is a management tool to strengthen the implementation of Mahatma Gandhi NREGA, the Gram Panchayats and the communities that audit the procedures and processes.

Mahatma Gandhi National Rural Employment Guarantee Act (MG NREGA), Section 17 mandates conduct of Social Audit on all stages of implementation of scheme. The 'Gram Sabha shall monitor the execution of works within the Gram Panchayat. The Gram Sabha shall conduct regular Social Audits of all the projects under the Scheme taken up within the Gram Panchayat. The Gram Panchayat shall make available all relevant documents including the muster rolls, bills, vouchers, measurement books, copies of sanction orders and other connected books of account and papers to the Gram Sabha for the purpose of conducting the Social Audit. According to the MG NREGA operational guidelines, 2013, Social Audit has the following dimensions:

- A continuous and ongoing process, involving public vigilance and verification of quantity and quality of works at different stages of implementation and

- A process is to be conducted in every Gram Panchayat (GP) at least one in the six months involving a mandatory review of all aspects.

The basic objective of social Audit is to ensure public accountability in the implementation of projects, laws and policies. Social Audit is an effective means of ensuring transparency, participation, consultation and accountability under MG NREGA. The process of Social Audit combines peoples participation and monitoring with the requirements of the audit discipline.

In pursuance of Rule 4 of audit of Schemes Rules,2011, State Government of H. P. has constituted a society as “ HP State Social Audit Unit” (HP SAU) to facilitate conduct of the Social Audit of MG NREGS works as an independent and autonomous organisation.

VI. Functions of Social Audit Unit:

As per rule 4 (2) of Audit of Schemes Rule 2011, the Social Audit Unit shall be responsible for the following:

- 1 . To build capacities of Gram Sabha for conducting Social Audit
- 2 . Towards this purpose - Identify, train and deploy suitable resource persons drawing from primary stakeholders and other civil society organization having knowledge and experience of working for the rights of the people at GP, Block, District and State
- 3 . For the social audit process, the Social Audit Unit will prepare social audit reporting a. formats, resource material, c. guidelines and manuals.
- 4 . Create awareness among the labourers about their rights and entitlements under the Act.
- 5 . Facilitate verification of records and worksites with primary stakeholders
- 6 . Facilitate smooth conduct of Social audit Gram Sabhas for reading out and finalizing decisions after due discussion.
- 7 . Host in the public domain Social Audit Reports and Action Taken Reports.

VI. Civil Society Organisations

The term civil society refers to the wide array of non-governmental and not-for-profit organizations that have a presence in public life, expressing the interests and values of their members or others, based on ethical, cultural, political, scientific, religious or philanthropic considerations. Civil Society Organizations (CSOs) therefore refer to a wide of array of

organizations: community groups, non-governmental organizations (NGOs), labor unions, indigenous groups, charitable organizations, faith-based organizations, professional associations, and foundations". CSOs can be defined to include all non-market and non-state organizations outside of the family in which people organize themselves to pursue shared interests in the public domain. Examples include community-based organizations and village associations, environmental groups, women's rights groups, farmers' associations, faith-based organizations, labour unions, co-operatives, professional associations, chambers of commerce, independent research institutes and the not-for-profit media." 'NGO' is sometimes used interchangeably with 'CSO', but NGOs should be properly understood as a subset of CSOs involved in development cooperation. Volunteering is often considered a defining characteristic of the organizations that constitute civil society, which in turn are often called "Non-Governmental Organizations", "Non-Profit Organisations", or "Civil Society Organisations." Most authorities have in mind the realm of public participation in voluntary associations, trade unions and the like, but it is not necessary to belong to all of these to be a part of civil society.

The wide range of formations that may possibly constitute the mosaic of civil society include: (i) Community-Based Organisations (CBOs), (ii) Mass Organisations, (iii) Religious Organisations, (iv) Voluntary Development Organisations (VDOs), (v) Social Movements, (vi) Corporate Philanthropy, (vii) Consumer Groups, (viii) Cultural Associations, (ix) Professional Associations, (x) Economic Associations and (xi) Others, which includes, non profit media and academia. 'In this sense, it can embrace all those formations and initiatives which contribute to the realisation of public good and operate within the constitutional framework'

VII. Description of duties

The District Resource Person will carry out the assignments including:

- a) participation in drawing up the monthly schedule of social audits to be held in the district
- b) responsible for identification and training of village social audit resource persons or facilitators to help carry out social audits in the respective blocks
- c) mobilising with seekers on MG NREGS programs and social audit
- d) providing awareness and information regarding MGNREGA to workers and panchayat residents
- e) will be responsible for collecting all the information from the Block office and cross checking that the information is complete. Will report any delay or shortcoming in providing information immediately.

- f) Should ensure that wall paintings as mandated in the operational guidelines are complete and updated in gram panchayat where they are posted
- g) will be responsible for coordinating the team assigned to them and conduct of free and fair social audit process at the village/block level
- h) will be responsible for ensuring that the social audit report is written and related photocopies of evidences from given record and evidences are collected from the stakeholders by due procedure during the social audit process
- i) will be responsible for presenting the social audit reports in the public hearing without any dilutions and state the facts as have been communicated by the stakeholders.
- j) Will be responsible for submitting the final social audit report as well as decision taken formats to the administration as well as the social audit unit after the completion of social audit process and the public hearing
- k) will participate and facilitate the follow-up appraisal meetings every fortnight on a regular basis along with the village social auditors and mobilise workers to attend the review meetings held by the Program Officer
- l) will submit the appraisal reports to the social audit follow-up cell at the district level and the social audit unit at the state level
- m) Will participate in trainings imparted to them as part of their overall development and growth as District Resource Persons
- n) Will be responsible for maintaining accounts of all expenditures of the social audit resource team and presenting this information at the social audit public hearing on charts as per predetermined formats and through a brief oral presentation at the public hearing
- o) will ensure that an opportunity is provided for comments about the social audit facilitators which will be placed on record and sent to the state social audit Unit
- p) Any other administrative responsibilities delegated by the Director and/or Social Audit Expert.

VIII. Deliverables

- a) To facilitate and conduct social audits in the blocks including identification and training of village social auditor's raising awareness on NREGA at the village level ;
- b) Organizing and facilitating the Block level public hearings;
- c) Writing social audit reports, ensuring follow up on findings from the social audit reports;
- d) Preparation of annual and monthly social audit calendar to be held in Blocks
- e) Identification and training of Block and Village Resource Persons to help carry out social audits in respective districts

- f) Submission of appraisal reports of districts to HP SAU
- g) Submission of accounts of all expenditure of District Social Cell
- h) Coordination and conduct of social audit in the allotted Blocks including assisting in identification and training of Block and Village Resource Persons, raising awareness on MG NREGA at the Block and village level
- i) Organizing the Block and Panchayat level public hearings ;
- j) Developing social audit reports, ensuring follow up on findings from the social audit reports ;
- k) To guide the training process for conducting social audits;
- l) To evaluate the social audit process and liaise with State Resource Persons from time to time and give reports to Director
- m) To abide by any other responsibilities; administrative or otherwise, assigned by the Director, Social Audit Unit

IX. Eligibility Conditions for District Resource Person

I. Age	21-45 years on 1 st August, 2016
II. Qualifications	<ul style="list-style-type: none"> i) Post graduate in social sciences from a recognized institution ii) Should be a representative from civil society organizations iii) Then candidate should be computer literate
III. Experience	<ul style="list-style-type: none"> i) Significant experience of working for rights of people in social sector and social audit ii) Minimum 3 years of grassroot experience on rights based issues

X. Desirable requirements

1. Well accustomed with different development programmes and schemes of Central and State Govt. and related agencies with regard to rural development, Panchayati Raj and civil society organizations.
2. Knowledge of MG National Rural Employment Guarantee Act, Scheme, Guidelines and instructions.

XI. Remuneration: Rs. 20,000/- per month

XII. Selection Criteria

The following criteria will be used for selection of candidates and the weights attached to each criteria:

S. No.	Criteria	Weightage (%)
1.	Educational Qualification	10
2.	Written Evaluation	20
3.	Experience of conducting social audit which shall include	50
	a) Details of social audits conducted by the candidate	
	b) Evaluation of the social audit reports submitted by the candidate with respect to complying with the provisions of the Audit of Scheme Rules, 2011	
	c) Familiarity with local context	
4.	Personal interview	20
	Total	100

The written test will include multiple choice questions covering general awareness, rural development, MG National Rural Employment Guarantee Act with Scheme, Guidelines and Social Audit.

XIII. How to Apply:

The desirous candidates may submit their applications with documents given in the checklist appended with the format in a sealed envelope clearly mentioning “**APPLICATION FOR DISTRICT RESOURCE PERSON ON SOCIAL AUDIT in District.....**” addressed to Deputy Director-cum-Project Officer, District Rural Development Agency, in the concerned District. **The applications incomplete or without supporting documents to prove the eligibility of the candidature will be rejected, primarily.** The last date for application is **31st August, 2016** and the screening test and interview will take place after scrutiny of applications. The candidates will be informed for test and interview through email and SMS besides web hosting the information.