**POSITION: State Consultant Panchayati Raj**

**CLOSING DATE: 20 November 2016**

**Backgound**:

In line with proposed strategies of UNICEF country programme action plan, UNICEF Office for Odisha proposes to promote decentralization and improved governance through strengthening participation of panchayats in implementation and monitoring of development schemes. Building on experiences of programmatic interventions with panchayati raj mechanisms at different levels; UNICEF Odisha will provide technical support to build the capacity of panchayat institutions to strengthen their involvement in development programmes and accelerate demand for quality services.

The purpose of this assignment is to provide technical support to State Institute of Rural Development, Department of Panchayati Raj for a period of twenty three months to help strengthen social mobilization through panchayats; mainstream women and child development issues in capacity building plans for SIRD, mainstream planning manuals, document and disseminate best practices, develop child friendly panchayat frameworks, and decentralized processes at panchayat level.

**Major tasks to be accomplished:**

The consultant will support State Institute for Rural Development (SIRD), Department of Panchayati Raj to strengthen decentralization and improved governance through building a system of social accountability at different tiers of the governance structure.

* At state level support Panchayati Raj Department in developing conceptual frameworks, implementation of planning manuals to strengthen decentralized planning and community mobilisation through panchayats
* Support SIRD to develop and strengthen capacity development initiatives, facilitate partnerships with academic institutions, support upscaling of best practices for improved planning and implementation of development programmes through panchayats.
* In consultation with DPMU & DRDA; support planning and roll out of best practices, decentralized planning manuals, strengthen panchayat linkages with community based organisations and empower communities especially the most marginalized and vulnerable for improved accountability in UNICEF priority districts.

**Deliverables – Deliverable C4D & PME (Year 1)**

| **Major Tasks** | **Deliverable - Year 1**  | **Means of Verification** | **Specific delivery deadline for completion of deliverable (mention as date/ days/ month)** | **Estimated travel required for completion of deliverable (mention number of days)** |
| --- | --- | --- | --- | --- |
| At state level support Panchayati Raj Department in developing conceptual frameworks, implementation of planning manuals to strengthen decentralized planning and community mobilization through panchayats  | 1. Develop child-centered conceptual framework of Adarsh Gram to ensure that it is built around social indicators related to women and children; and ensures people’s participation and community empowerment to bring about positive change through adopting care seeking behaviours and other development schemes | Conceptual Framework on Adarsh Gram  | 15.02.2017 | - |
| 2. Technical support to build a framework and plan to strengthen Panchayat Standing Committees at different level | Framework and plan to strengthen Panchayat Standing Committees | 15.02.2017 | - |
| 3. Facilitate the mainstreaming of Planning Manuals (developed with P&C Department) – support integration of manuals to support model village planning proposed under 14th Finance Commission | Concept Note on method to integrate planning manuals to support model village  | 15.04.2017 | - |
| Support SIRD to develop and strengthen capacity development initiatives, facilitate partnerships with academic institutions, support upscaling of best practices for improved planning and implementation of development programmes through panchayats | 4. Develop a state concept note on community mobilization through community mobilisation manual and training video | Concept Note on scaling up Community Mobilisation  | 15.06.2017 | 5 days to district |
| 5. Strengthen strategy for capacity development of PRI representatives in the state  | Capacity Development Plan for PRI representatives | 15.06.2017 | 10 days to districts  |
| 6. SIRD training plan incorporates training modules on decentralized planning in SIRD with components of women and child rights  | Training modules with women and children issues available integrated  | 31.08.2017 | - |
| In consultation with DPMU & DRDA; support planning and roll out of best practices, decentralized planning manuals, strengthen panchayat linkages with community based organisations and empower communities especially the most marginalized and vulnerable for improved accountability in UNICEF priority districts | 7. Support planning and roll out of “Gram Panchayat as Resource Centres” concept in select districts anchored in DRDA and DPMU | Roll out Plan for GPRCs developed and implemented  | 31.08.2017  | 10 days to select districts  |
| 8. Technical support in implementation of decentralized planning using the Planning Manuals | Cross reference point 3 above - report  | 30.11.2017  | 5 days  |
| 9. Contribute to the process of conceptualizing and establishing child friendly panchayats that will facilitate in bringing child rights into the focus of panchayat level deliberations and actions | Implementation Note on Child Friendly Panchayats developed and rolled out  | 30.11.2017  | During roll out of GPRC  |
| **Major Tasks** | **Deliverable - Year 2**  | **Means of Verification** | **Specific delivery deadline for completion of deliverable (mention as date/ days/ month)** | **Estimated travel required for completion of deliverable (mention number of days)** |
| At state level support Panchayati Raj Department in developing conceptual frameworks, implementation of planning manuals to strengthen decentralized planning and community mobilization through panchayats | 10. Create learning opportunities for best practices demonstrated in districts | State Position Paper on Best Practices developed  | 15.02.2018 |  |
| 11. Technical support in implementation of decentralized planning using the Planning Manuals | Cross reference point 3 above - report | 15.02.2018  |  |
| 12. Support capacity strengthening of SIRD towards improved planning and implementation of development programmes through panchayats | Roll out of capacity development plans  | 15.05.2018  |  |
| 13. Facilitate partnerships with academic institutions and training institutes like Kerala Institute of Local Administration (KILA), National Institute of Rural Development & Panchayati Raj (NIRD&PR) etc. to strengthen decentralized governance to roll-out training plans | Cross Reference Point 2 | 30.11.2018 | 5 days  |
| In consultation with DPMU & DRDA; support planning and roll out of best practices, decentralized planning manuals, strengthen panchayat linkages with community based organisations and empower communities especially the most marginalized and vulnerable for improved accountability in UNICEF priority districts | 14. Roll-out of engagement with Standing Committees as a component strategy of partnerships at field level | Concept Note on training mechanism of Standing Committees developed and rolled out  | 30.07.2018 | 10 days  |
| 15. Liaise with elected representatives – establishing accountabilities of Block and GP level functionaries  | State Position Paper on Social Accountability developed  | 30.09.2018 | -- |
| 16. Institutional strengthening with a focus to empower communities especially the most marginalized and vulnerable | Implementation Mechanism finalized and rolled out  | 30.11.2018  | 5 days  |

**Duty Station:** State Institute of Rural Development, Bhubaneswar with travel to districts

**Official travel involved (itinerary and duration):** Field travel for approximately 50 days during the consultancy period

**Duration of contract**: 23 months from the start date of the contract with a break of 15 days on completion of the first 11.5 months.

**Qualifications or specialized knowledge/experience required:**

University degree in social sciences or related fields. In-depth understanding and knowledge of devolution and decentralized planning will be an advantage

**Application Procedures**

1. Qualified candidates are requested to please indicate their ability and availability to undertake the terms of reference above.
2. Your application should be sent to **bhubaneshwar.consultants@unicef.org** by **20 November 2016** with subject line **" State Consultant Panchayati Raj”** in separate files consisting of:
3. An application letter
4. Up-to-date Curriculum Vitae (CV)
5. Up-to-date P-11 form (which can be downloaded from our website <http://www.UNICEF.org/india/overview_1440.htm>)
6. A financial proposal/bid (below-Annex 1), **duly signed, in PDF format** only indicating all inclusive deliverable based fee as per template below. Please mention your name in the file name while saving.
7. The short-listing will be on the basis of technical evaluation & financial proposal in the ratio of 70:30. The technical criteria for evaluation is as follows:

1 Educational Qualifications (5)

2 Relevant Experience (5)

3 Written Test (10)/ Interview-technical (30) / Competencies (15)

4 Experience in Bilateral/International/UN agencies (5)

**Total Score should be 70. Minimum overall qualifying score should be 49**.

1. Only short-listed candidates will be called for written test/interview.
2. The financial proposals of only those candidates, who are found technically responsive, will be opened.
3. Any attempt to unduly influence UNICEF’s selection process will lead to automatic

dis-qualification of the applicant.

1. Joint applications of two or more individuals are not accepted.
2. Incomplete applications, submissions without all required documents or submissions after the deadline will be invalidated.

Please note, UNICEF does not charge any fee during any stage of the process.

While applying, kindly let us know where you have seen this advertisement.

**UNICEF reserves the right to invalidate applications for reasons mentioned above.**

**QUALIFIED WOMEN ARE ENCOURAGED TO APPLY**

For any clarifications, please contact:

UNICEF, Supply Focal Point

44, Surya Nagar, Bhubaneswar-751003

Telephone # +91-0674-2397977-80

Fax # +91-0674-2397976; Email: bhubaneshwar.consultants@unicef.org

Contd…..

**Annex 1**

**Financial Bid Cost (INR)**

**State Consultant Panchayati Raj**

***Shaded area to be filled in by the candidate/applicant against each deliverable***

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Tasks** | **Deliverable (s)** | **UNICEF Estimate** | **Candidate’s Proposal** |
| **UNICEF Estimated deadline for completion of deliverable**  | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** | **Complete timeframe for deliverable** | **Professional Fee** | **Travel Cost** | **DSA Cost** |
| **Place** | **No of days** | **Rate per day** |
| At state level support Panchayati Raj Department in developing conceptual frameworks, implementation of planning manuals to strengthen decentralized planning and community mobilisation through panchayats  | 1. Develop child-centered conceptual framework of Adarsh Gram to ensure that it is built around social indicators related to women and children; and ensures people’s participation and community empowerment to bring about positive change through adopting care seeking behaviours and other development schemes | 15.02.2017 |  |  |  |  |  |  |  |
| 2. Technical support to build a framework and plan to strengthen Panchayat Standing Committees at different level | 15.02.2017 |  |  |  |  |  |  |  |
| 3. Facilitate the mainstreaming of Planning Manuals (developed with P&C Department) – support integration of manuals to support model village planning proposed under 14th Finance Commission | 15.04.2017 |  |  |  |  |  |  |  |
| 10. Create learning opportunities for best practices demonstrated in districts | 15.02.2018 |  |  |  |  |  |  |  |
| 11. Technical support in implementation of decentralized planning using the Planning Manuals | 15.02.2018 |  |  |  |  |  |  |  |
| 12. Support capacity strengthening of SIRD towards improved planning and implementation of development programmes through panchayats | 15.05.2018 |  |  |  |  |  |  |  |
| 13. Facilitate partnerships with academic institutions and training institutes like Kerala Institute of Local Administration (KILA), National Institute of Rural Development & Panchayati Raj (NIRD&PR) etc. to strengthen decentralized governance to roll-out training plans | 30.11.2018 |  |  |  |  |  |  |  |
| Support SIRD to develop and strengthen capacity development initiatives, facilitate partnerships with academic institutions, support upscaling of best practices for improved planning and implementation of development programmes through panchayats | 4. Develop a state concept note on community mobilization through community mobilisation manual and training video | 15.06.2017 |  | 5 days to district | @2500 |  |  |  |  |
| 5. Strengthen strategy for capacity development of PRI representatives in the state | 15.06.2017 |  | 10 days to districts | @2500 |  |  |  |  |
| 6. SIRD training plan incorporates training modules on decentralized planning in SIRD with components of women and child rights | 31.08.2017 |  |  |  |  |  |  |  |
| In consultation with DPMU & DRDA; support planning and roll out of best practices, decentralized planning manuals, strengthen panchayat linkages with community based organisations and empower communities especially the most marginalized and vulnerable for improved accountability in UNICEF priority districts.  | 7 Support planning and roll out of “Gram Panchayat as Resource Centres” concept in select districts anchored in DRDA and DPMU | 31.08.2017 |  | 10 days to select districts | @2500 |  |  |  |  |
| 8. Technical support in implementation of decentralized planning using the Planning Manuals | 30.11.2017 |  | 5 days | @2500 |  |  |  |  |
| 9. Contribute to the process of conceptualizing and establishing child friendly panchayats that will facilitate in bringing child rights into the focus of panchayat level deliberations and actions | 30.11.2017 |  |  |  |  |  |  |  |
| 14. Roll-out of engagement with Standing Committees as a component strategy of partnerships at field level | 30.07.2018 |  | 10 days  | @2500 |  |  |  |  |
| 15. Liaise with elected representatives – establishing accountabilities of Block and GP level functionaries  | 30.09.2018 |  |  |  |  |  |  |  |
| 16. Institutional strengthening with a focus to empower communities especially the most marginalized and vulnerable | 30.11.2018 |  | 5 days | @2500 |  |  |  |  |
| **Total** |  |  |  |  |
| **Grand Total in words (Professional Fee + Travel cost + DSA) =**  |

**Note: Duly signed financial bid to be sent in PDF format only.**

**Name of the Bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Signature:**

**Date:**