

Terms of Reference (ToR) of District Facilitators

Background

The Local Governance and Community Development Programme (LGCDP) is a national programme which is being implemented by the Ministry of Local Development and supported by a range of development partners.

Tasks

The District Facilitator (DF) , who is accountable to the Local Development Officer of his working district , has the ultimate operational responsibility for reporting and facilitation of the LGCDP activities in the district . He will provide the technical backstopping to DDCs for the planning , programming , reporting ,and monitoring the LGCDP in his working district. Specifically, the DF is responsible for carrying out the following tasks:

1. Assisting Office of District Development Committee to carry out participatory planning process in consultation concerned Programme Officer.
2. S/he has to technically assist the DDC Board in prioritization of projects so as to ensure optimum utilization of the limited means and resources.
3. Under the overall guidance of Local Development Officer and Planning Monitoring and Administrative Officer, s/he has to carry out capacity development activities of Users Committees, Line Agencies, Community Organizations, and Local NGOs that are directly involved in implementing the activities that are supported by DDC.
4. Assisting DDC to prepare Annual Work plan for the implementation of the activities funded by DDC primarily LGCDP activities.
5. Assisting DDCs and VDCs to prepare monitoring and evaluation plan timely inform concerned authorities to correct the misappropriations, mistakes and weaknesses if found.
6. DF should compile the information from VDCs, Municipalities and DDC itself and prepare monthly, trimester and annual progress and submit to LGCDP PCU regularly through Cluster Coordination Office
7. Assisting DDCs in managing the Local Governance and Accountability Facility.
8. Assisting the DDCs and VDCs to prepare the Capacity Development Plan and mapping out Capacity Development service provider
9. Assisting the DDCs and VDCs to conduct Social Mobilisation activities and developing Social Mobilisation Service Provider Map
10. Preparing the Project Funding Matrix for LGCDP and submitting to PCU
11. Assisting DDCs to carry out assessment of Minimum Conditions of VDCs and providing DDC technical backstopping on meeting the Minimum Conditions and Performance Measures .

12. Assisting DDCs to conduct following activities

- Monthly, trimester and annual programme reviews by PICs at the local bodies level,
- Public audit will be conducted at community level once a year,
- Social audit will be conducted at institutional level (i.e. local bodies) once a year, and
- Public hearing will be conducted by local bodies once a year.

13. Assisting DDCs in preparing the following reports:

- Monthly reports
- Trimester progress reports
- Annual progress reports

14. S/he should keep the regular tracking of the progress of the implementation and report to DDC, Cluster Coordination Unit and Programme Coordination Unit. The reports should be delivered to the concerned unit at least by the following date,

Report Type	Preparation(at least)	Submission date (at least)		
		DDC	Cluster Coordination Unit	Programme Coordination Unit
Monthly	1st of the succeeding month	2nd of the succeeding month	3rd of the succeeding month	5th of the succeeding month
Trimester	3rd of the succeeding month	4th of the succeeding month	7th of the succeeding month	7th of the succeeding month
Yearly	7th of the succeeding month	7th of the succeeding month	11th of the succeeding month	13th of the succeeding month

Other Conditions

- District Facilitator will be stationed at the DDC of working district and s/he should directly be accountable to LDOs and Cluster coordinator. S/he should get prior approval from LDOs to go out of the district headquarter within the district and forward its CC to Cluster Coordinator. Her/his leaves will be approved by Cluster Coordinator in recommendation of LDOs of concerned district.
- The performance of DF will jointly be evaluated by LDOs and Cluster Coordinator.
- The mode of the contract of the District Facilitator will be Time-based Service Contract and s/he will paid monthly remuneration.

- In case of the performance of the District Facilitator not found satisfactory, LDO and Cluster Coordinator will suggest and give reasonable time for improvement. If there is not any improvement within the given time his/her service will be terminated at any time by PCU in recommendation of LDO and Cluster Coordinator. But s/he will be terminated at any time if they commit serious and unpardonable mistake.
- S/he shall enjoy 1 day Causal/Festival Leave and 2 days Sick Leave in each month. S/he can save the leaves but can't claim for the payment of surplus leaves at the end of the service.
- S/he should abide by prevailing rules, regulations and norms of the Government of Nepal otherwise not stated in the above points.