



Empowered lives.  
Resilient nations.

## UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

### I. Position Information

**Title:** Micro-grant for conducting Workshops on "*Enhancing effectiveness of women and disadvantaged groups' MPs/MSAs for the role and representation of their constituencies through Using Social Medias*" in all state assemblies and federal parliament

**Department/Unit:** Parliament Support Project

**Reports to:** National Project Manager/NPM

**Duty Station:** Kathmandu and head quarter of seven state assemblies

**Expected Places of Travel (if applicable):** Head quarter and adjoining places of all state assemblies

**Duration of Assignment:** 5 months from 1 July 2019 to 15 November 2019

### II. Background Information

Social media has emerged as a powerful tool of communication to connect wider audience around the world. Until a decade ago, the mainstream media functioned as a bridge between politicians and their constituencies. Today, politicians are able to interact directly with their constituencies through social media. In western democracies, elected MPs are using social media not just as a medium to reach out to their constituencies and the press, but also as a forum for vibrant debate on public issues. However, in Nepal, only a tiny fraction of lawmakers is using social media to debate public issues. They use it even less to engage with the press and reach out to their constituencies. Even, the status of lawmakers representing from women and marginalised communities, are still far below the average. So, empowering women and marginalised MPs both in Federal Parliament and Provincial Assemblies will be useful to connect with their constituencies and play their representative roles.

In this backdrop, PSP/UNDP is looking for an NGO/CSO to conduct 10 workshops (7 for State Assemblies and 3 for Federal Parliament) on how to use social media. The main purpose is to enhance the effectiveness of their role and representation of their constituencies through using social medias.

### III. Objectives of Assignment

The major objective is to enhance the effectiveness of their role and representation of their constituencies through using social medias. The other objectives are:

- To enhance knowledge on emergence and evolution of social media with a specific context about Nepal, importance of social media in an open and democratic society, right to information, cyber law, social media ethics, etiquette and dealing with trolls.
- To enhance technical know-how and hands-on knowledge about social media.

- To enhance skills of using social media more effectively, learning skills about taking photos, editing short videos, creating GIF and identifying fake news.

#### **IV. Scope of work Expected Results/Deliverables/Final Products Expected**

The grantee will directly work under National Project Manager and guidance of Parliamentary Affair and Outreach Team Leaders. The scope, duties and responsibilities of work are as follows.

##### **1. Scopes, Duties and Responsibilities:**

- Ensure diverse participants of MPs/MSAs including women, Dalit, minority, and marginalized/disadvantage groups.
- Coordinate with project team and other relevant stakeholders on a regular basis.
- Conduct using social media workshops in terms of enhancing knowledge and skills with focussing on:
  - Emergence and evolution of social media with a specific context about Nepal; Importance of social media in an open and democratic society;
  - Right to information in Nepalese context;
  - Cyber law;
  - Ethics in using social media;
  - Etiquette and dealing with trolls;
  - Technical know-how and hands-on knowledge about social media;
  - Skills of use social media more effectively (learning skills about taking photos, editing short videos, creating GIF and identifying fake news etc.)
- Prepare a detailed action plan of workshops; and
- Prepare a clear follow up plan.

##### **2. Conditions:**

- Only eligible for NGOs/CSOs.
- Contribution form the organization is must.

##### **3. Expected Results/Deliverables:**

- 10 workshops (3 Federal and 7 State level) on using social media must are must; and,
- A consolidated report is must with fact and figures, analysis, issues and challenges and way forward.

**4. Payment modality:** As per the agreement between the PSP/UNDP and grantee.

#### **V. REQUIREMENTS OF QUALIFICATIONS**

Describe the required degree of expertise and qualifications, including specialized knowledge, language needs, experience, selection criteria, qualifications and performance or other standards the Contractor must fulfil.

Experience of organization:	Minimum five years of experiences in similar works.
Education: (Education of resource persons)	<ul style="list-style-type: none"> <li>• Master's degree in media/mass communication or in relevant subject with 5 years of working experiences in social media.</li> <li>• Have previous experience on conducting</li> </ul>

	<p>programme on social media handling towards MPs;</p> <ul style="list-style-type: none"> <li>• Number of resource persons to be engaged is the decision of the organization with reference to contents.</li> </ul>
Language Requirements:	Proficient in English and Nepali language, both spoken and written.
<b>VI. Documents Required</b>	<ul style="list-style-type: none"> <li>• Proposal technical and financial (in separate envelops and must be sealed).</li> <li>• Registration certificates</li> <li>• PAN certificate</li> <li>• Profile of the organization</li> <li>• CV of all resource persons</li> <li>• Latest Audit reports</li> </ul>
<b>VII. SELECTION CRITERIA</b>	
<ul style="list-style-type: none"> <li>• Technical Proposal <ul style="list-style-type: none"> <li>○ Understanding of TOR</li> <li>○ Methodology</li> <li>○ Organization's experience</li> <li>○ Human resources</li> <li>○ Inclusiveness in human resource selection</li> </ul> </li> <li>• Financial proposal</li> </ul>	