

**Terms of Reference (TOR)**  
**To Review the Organisation Policies**

## **1. INTRODUCTION**

The Community Self-Reliance Centre (CSRC), a non-government organization, has campaigned for more than a quarter of a century for comprehensive agrarian reform and the land rights of working farmers and tillers. Through this time, CSRC has worked to organize and raise consciousness amongst those deprived of land rights, build public opinion in favour of progressive land reform, and conduct action research related to land and agrarian issues. Today, it is regarded as a national resource by organizations, intellectuals, and policymakers concerned with land rights.

Through the process of raising awareness about land rights, organizing the rights-deprived, conducting action research, and campaigning for land reform, CSRC has established a presence across Nepal's mountains, hills, and plains, in more than two-thirds of the nation's districts. CSRC currently maintains working relations with communities and local governments in all of these places.

## **2. MAIN OBJECTIVE/ SCOPE OF WORK**

### **2.1 Specific Objectives**

The overarching objective of this assignment is to have an in-depth review of all the policies and annexures of the organization.

The specific objectives of this assessment exercise are:

- to study the policy and its annexures of the organization in depth and re-align it with the current and future needs of the organization
- to analyse overlapping policies and advice on areas for either merging or eliminating some of the sections
- to provide revised policy for the review of management of CSRC.

### **2.2 Policies of CSRC**

CSRC has mainly two main policies to guide the organization namely: Financial Regulations and Management System (FRMS) and Human Resources Management System (HRMS) followed by its annexures.

The annexures in the FRMS include:

- Annexure 2: Depreciation Rates
- Annexure 5A: Authority Delegation for Payments

- Annexure 5B: Delegation of Authority for various financial Transactions for Regional/ Project office
- Annexure 6B: Cash Holding & Payment Limit
- Annexure 7A: Bank Operation Signatories List for Centre Office
- Annexure 7B: Specimen signature and initial of delegated authority for Centre
- Annexure 8A: Limit for direct purchase or competitive purchases
- Annexure 8C: Ranges of fee structure
- Annexure 8D: Limit for direct purchase of competitive procurement of general and consultancy services
- Annexure 9A: Entitlement of Traveling Expense on actual basis
- Annexure 9B: Daily Per-diem
- Daily Use FRMS Annexures
  - 5.1 Advance Request Form
  - 5.2 Advance Settlement Form
  - 5.3 Monthly Salary Statement
  - 5.4 Allowances Claim Form
  - 5.5 Vehicle Fare Charging Sheet (4-wheel office vehicle)
  - 6.1.0 Cash Payment Voucher
  - 6.1.1 Daily Petty Cash Register
  - 6.1.2 Voucher
  - 6.1.3 Ledger
  - 6.1.4 Petty Cash Reimbursement Request
  - 6.1.5 Cash Verification Form (Regular/Surprise)
  - 6.1.6 Receipt
  - 6.1.7 Cash Expenditure Summary (Petty Cash)
  - 6.1.8 Expenditure Summary Sheet (Memo)
  - 7.1 Roster of approved consultants
  - 7.2 Service Requisition Form
  - 7.3 Purchase Requisition Form
  - 7.4 Tender/Quotation Comparative Chart
  - 7.5 Purchase Order Form
  - 7.6 Consultant Payment Recommendation Form
  - 8.1 Goods Receiving Note
  - 8.2 Stock Book
  - 8.3 Assets/Equipment Register
  - 8.4 Goods Demand Form
  - 8.5 Movable fixed assets movement records
  - 8.6 Statement of Consumable Inventory Physical Verification
  - 8.7 Statement of Physical Verification of Write-Off Assets / Fixed Assets
  - 9.1 Fund Request
  - 9.2 Fund Accountability Statement
  - 9.3 Budget Monitoring Sheet
  - 9.4 Statement of Proporsnate Expenses to Strategic Partners

- 9.5 Outstanding Advance / Payable Summary Form
- 9.6 Details of Fund Transfer to RCs/ROs and Staff
- 9.7 Assets Status
- 9.8 Bank Reconciliation Report [BRR]
- 9.9 Expenditure Summary Sheet (Memo)

The annexures in the HRMS include:

- 1 Organizational Structure
- 2.1 Job Description
- 2.2 Job Application Form
- 3 Application List and Short-Listing Criteria
- 4.1 Standard Set of Questions for An Interview
- 4.2 Written Test Marking/Scoring Sheet
- 4.3 Interview Evaluation Form
- 5 New Employee Orientation Checklist
- 13 Staff Salary Structure (Gradewide)
- 14 Employee Time Sheet
- 15.1 Leave Request Form
- 15.2 Staff Leave Record
- 16 Annual Performance Appraisal Process
- 17 Clearance Form
- 18 Travel Order
- 19 Air Ticket Request Form
- 20 Per Diems / Accommodation
- 22 Exit Interview Questionnaire

Besides the above-mentioned annexures, CSRC also have following policies

- Annex 7 Workplace Violence Policy
- Annex 8 for Drugs, Alcohol and Smoking Policy
- Annex 9 for Sexual Harassment Policy
- Annex 9 Sexual Harassment Policy
- Annex 10 Anti-corruption Policy
- Annex 11 Child Protection Policy
- Annex 12 Non-Disclosure Agreement
- Complaints and Hearing Guidelines
- Gender Equality and Social Inclusion (GESI) Policy
- Vehicle mobilization policy
- Vulnerable Persons Protection Policy

The consultant and the team recommend that a detailed review of the present policies should be done to avoid repetition, overlaps, and contradictions within the existing policies. These policies may also be integrated through the revision of the already existing policies.

### **2.3 Reporting**

The assignment will be coordinated by Geeta Pandit, Operation Coordinator of CSRC.

### **2.4 Timeframe**

- This assignment is aimed to be completed within 30 days from the date of signing of the contract.
- The contract shall be read in conjunction with these Terms of Reference

### **2.5 Deliverables**

- The consultant will have to provide a first draft of a written report consistent with the reviewed policies include areas of recommendations and options, summarizing the feedback, containing full observations and general and specific recommendations on the policies.
- Submission of Final revised and consolidated policies

## **3. QUALIFICATION AND WORK EXPERIENCE OF THE CONSULTANT**

- Minimum of 5 years of experience in policy formulation and review work
- Consultant or the firm should be VAT registered.

Note: This consultancy is open to national applicants. Individuals, groups of individuals as well as consultancy firms having the requisite skills/experience are eligible to apply.

## **4. PROCEDURE TO APPLY**

Interested consultant (s) and or organization (s) should send their expression of interest with a detailed proposal including budget and other relevant documents along with the application and CV at CSRC no later than 5.00pm, 25 September, 2022 through email at [landrights@csrcnepal.org](mailto:landrights@csrcnepal.org)