

**H.P. STATE SOCIAL AUDIT UNIT,**  
*Block No. 27, SDA Complex, Kasumpati, Shimla-9*  
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**TERMS OF REFERENCE**

**SOCIAL AUDIT EXPERT**

Date of issue: **20<sup>th</sup> September, 2016**

Date of closing : **13<sup>th</sup> October, 2016**

- I. **Position**            **Social Audit Expert**
- II. **No of Vacancies: One tentatively but may change**
- III. **Duty Station:** HP State Social Audit Unit, Shimla to work under the overall supervision of Governing Body, Himachal Pradesh Social Audit Unit, a registered society.
- IV. **Contract type:** Yearly Contract on basis of 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 Social Audit Expert will carry out the assignments relating to job for which one will be engaged including:

- a) To advise and assist the Director, Social Audit in the day to day functioning of the Unit;
- b) To advise the Director on policy direction and design issues in conducting social audit.
- c) To liaison with civil society organizations in the state to ensure effective partnerships between the social audits unit and civil society organizations;
- d) To bring in grassroots expertise and experience in the design and development of social audit manuals, rules, guidelines and training modules ;
- e) To guide the training process for conducting social audits;
- f) To conduct research and data analysis on the findings of social audit
- g) To develop mechanisms for outreach and communications
- h) To evaluate the social audit process and liaise with District Resource Persons from time to time and give reports to Director
- i) To build a strong relationship of cooperation with credible civil society organisations working with MG NREGA in the field so that their support, feedback and inputs can be obtained on an ongoing basis
- j) Any other responsibilities; administrative or otherwise, assigned by the Director.

## **VIII. Deliverables**

- a) Preparation of annual and monthly social audit calendar to be held in Districts
- b) Preparation of social audit manuals, rules, guidelines and reporting formats
- c) Identification and training of District Resource Persons to help carry out social audits in respective districts
- d) Collection of all the information from the District Offices and scrutiny with cross checking besides reporting on delay and shortcomings in providing information
- e) Submission of appraisal reports of districts to HP SAU
- f) Participation in training imparted as a part of overall development and growth as Social Audit Experts
- g) Maintenance of accounts of all expenditure of District Social Cells
- h) Coordination and conduct of social audit in the allotted district including assisting the Director in identification and training of District Resource Persons, raising awareness on MG NREGA at the District, 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) Any other responsibilities assigned by the Director

**IX. Eligibility Conditions for Social Audit Expert**

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

**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 consolidated

**XII. Selection Criteria**

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

| <b>S. No.</b> | <b>Criteria</b>   | <b>Weightage (%)</b> |
|---------------|---|----------------------|
| 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         |
|    | <b>Total</b>                                  | <b>100</b> |

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 SOCIAL AUDIT EXPERT IN HP SOCIAL AUDIT UNIT**” addressed to Director, H P Social Audit Unit, Block No. 27, SDA Complex, Kasumpti, Shimla-9. The last date for submission of filled in application alongwith copies of relevant documents is **13<sup>th</sup> October, 2016**. ***The applications incomplete or without supporting documents to prove the eligibility of the candidature will be rejected, primarily.*** The screening test and interview will take place after the scrutiny of applications. The candidates will be informed for test and interview through email and SMS besides web hosting the information.