

**Social Audit Unit, Jharkhand (Jharkhand State Livelihoods Promotion Society)
(Under Department of Rural Development, Jharkhand)**

Detailed Job Profiles & eligibility Criteria for the positions under Social Audit Unit

1. Background

Rule 4 of Mahatma Gandhi NREGA Audit of the Schemes Rules, 2011 stipulates Government of Jharkhand to identify or establish independent organization, "Social Audit Unit" (SAU) to facilitate conduct of the Social Audit of MGNREGS works. Government of Jharkhand has decided to in house the SAU within JSLPS incapacitating the SAU for conducting the Social Audit of other Rural Development Schemes as well. JSLPS is an autonomous and independent society under Rural Development Department, Government of Jharkhand.

2. Social Audit:

Social Audit refers to the process by which citizens access relevant information from the Government, and disclose them to the public. This is done by comparing official records with actual ground realities with the participation of the community in the verification exercise and reading out the findings of the verification exercise aloud in a public platform. The social audit process goes beyond accounting for the money that has been spent to examine whether the money was spent properly and has made a difference to people's lives. A social audit is directly linked to fundamental rights like the right to access to information and the right to public participation. A social audit is an ongoing process through which beneficiaries, elected representatives and the general public are involved at every stage of the implementation, planning, implementation, monitoring and evaluation.

The Social Audit Unit shall be responsible for building capacities of Gram Sabha for conducting social audit by identifying, training and deploying suitable resource persons at village, block, district and State level drawing from primary stakeholders and other civil society organisations having knowledge and experience of working for the rights of the people. The Social Audit Unit will create awareness amongst the community about their rights and entitlements under the constitution of India in general and will facilitate verification of records with primary stakeholders and work sites. The Unit will ensure that MGNREGA and other rights and entitlement based programmes are designed and implemented in a manner that is most suitable to the local conditions and reflects the priorities and preferences of the people affected by the said Act.

3.Objectives of a Social Audit:

- a) Promote transparency and accountability in the implementation.
- b) Inform and educate people about their rights
- c) Provide a platform for people to express their needs and grievances
- d) Promote people's participation in all stages of the implementation
- e) Strengthen participation in Gram Sabha, make it an inclusive and participatory institution and make it a platform for positive collective action.
- f) Improve the capacity of people who participate in the social audit
- g) Strengthen the scheme by deterring corruption and improving implementation

Name of position - Social Audit Specialist - Evaluation and Documentation (For 3 years)

Number of post - 1 (UR)

Location - State HQ

Reporting to - State Coordinator

Statement of Objective: Social Audit Specialist - Evaluation and Documentation will be a full time responsibility to provide the required management and facilitation support for all the activities related Social Audit in the state and concerned districts, and will work under the overall guidance of the State Coordinator, Social Audit

Detailed Scope of work:

- a) S/he will develop strategies assist to SAU team for documentation of the social audit process
- b) S/he will coordinate with consultants hired for different purpose
- c) S/he will prepare SAU report to share with Legislative Assemble, concern department and C&AG
- d) S/he will build capacity strategy for documentation of SAU team
- e) S/he will design and develop mechanism for evaluation/impact strategies of social audit and to coordinate with agencies
- f) S/he will minutes the important state level meetings and decisions
- g) To provide technical guidance and support to the Social Audit Team of the respective district.
- h) S/he will ensure that the social audit team abides by the code of conduct as laid down in the policy document.
- i) S/he will connect the team with the implementing agency for their cooperation and coordination as per the MGNREGA Audit of the Schemes Rules-2011 and the guidelines issued by the state Government for the piloting the Social Audit.
- j) S/he will participate in the Panchayat, Block, District and State level public hearing and shall prepare the Social Audit Report and also supervise preparation of District and state annual reports.
- k) S/he will verify and recommend the claims submitted by the concern BRPs and DRPs for the payment on the basis of their attendance and performance.
- l) S/he will advise and assist the Social Audit Unit in day to day functioning.
- m) S/he will advise the SAU on the policy direction and design issues in conduct of the social audit.
- n) S/he will liaison with Civil Society Organizations (CSOs) in the state to ensure effective partnership between SAU and CSOs.
- o) S/he will bring in grass-root experience in the design, development and framing of various strategies, social audit manuals, rules, guidelines and manuals.
- p) Other assigned work from State Coordinator, Social Audit

Qualification and Experience -

- a. Post Graduate Degree/Diploma in Rural Development/Rural Management/Social Science/ with minimum 5-7 years of **experience with organization and institution working on social audits, community mobilization, institution building**
- b. Significant in-depth experience in working on Social Issues and rights of the poor in general
- c. S/He should have prior experience working with any reputed Civil Society Organizations /Govt. Institutions working in Jharkhand.
- d. Should have depth knowledge in the conduct of social audits and its related processes.
- e. Immense knowledge on transparency and accountability measures
- f. Must have skills of analyzing data, prepare reports ,conduct evaluation and other skills such as Team Management & co-ordination.
- g. Must possess mentor like quality to train and handhold social auditors at different levels.

Remuneration – Gross monthly remuneration Rs. 50,000 to 65,000/- depending on the verified relevant experience produced at the time of recruitment process

Name of position – District Resource Person (For 3 years)

Number of post – Total 1 (ST-1).
Location – District
Reporting to – State Coordinator

Statement of Objective – Social Audit will be recruited District Resource Person on contractual basis to provide the required management and facilitation support for all the activities related Social Audit in the state and concerned district, and will work under the overall guidance of the State Coordinator, Social Audit.

Detailed Scope of work –

Specific tasks of the District Resource Person – Social Audit will, inter alia, include the following:

- a) Will be responsible for identification & training of Village/ Block Social Resource Persons and facilitators to help in carrying out Social Audits in the respective block.
- b) Mobilizing Wage seekers on MGNREGAs Programme and Social Audits.
- c) Providing awareness and information regarding MGNREGA to worker and Panchayat residents.
- d) She/ He will be responsible for collecting all the information from the block office, and cross checking that the information is complete. Will report any delay or shortcoming in providing information immediately.
- e) Should ensure that wall painting as mandated in the operational Guidelines are complete and updated in the GPs that they operate in will be responsible for coordinating the team assigned to him / her and conduct a free and fair social audit process at the village / Block level.
- f) Responsible for the coordination of the team assigned to him/her and conducting free and fair social audit process in the district as stipulated.
- g) Responsible for ensuring that Social Audit Report is written and all related photographs, videos, evidences and testimonies are collected from the stakeholder by due process during social audit within stipulated time.
- h) Responsible for presenting the report to in the Social Audit Gram Sabhas, Public Hearings and other forums without diluting the facts as stated and communicated by the labourers and other stakeholders.
- i) Responsible for the final submission of the social audit report and the verdicts of public hearings as per the format decided.
- j) Facilitate the follow up actions and submit the follow up report with proper testimonies against the 'Action Taken Reports' submitted by the district administration.
- k) Upload the report and the photographs on the public domain in due time and process
- l) Other assign work from State Coordinator, Social Audit

Qualification and Experience –

- a. **Essential:** Graduate with at least 2 years of work-experience in rights based work/ social audits/ social work/ community mobilization.
- b. The DRP should have prior experience of working with reputed Civil Society Organizations working preferably in Jharkhand with Right based approach.
- c. Experience in Social Audit as per the Mahatma Gandhi NREGA Audit of the Scheme Rules, 2011/Community based monitoring in the field of Education/Health/Social Security schemes is must. The report of the social audit /community based monitoring conducted by the Candidates will be evaluated in compliance with the related Audit rules, in the process of the final selection
- d. The work of DRP will involve extensive travels to rural areas of Jharkhand, overnight stay in the villages, fight for the rights of the MGNREGA workers and poor. S/he should be willing to stay in the rural areas and face bravely the challenges that might come in the process of ensuring justice to the poor. The Jurisdiction of the DRPs is transferable to any district of Jharkhand.
- e. Candidates having good understanding of local language will be given preference.

Gross monthly remuneration–Rs. 25,000 to 35,000/- depending on the verified relevant experience produced at the time of recruitment process.