

Terms of Reference:

Preparation of RTI Manual and Toolkit

Project Title : Empower Plantation Women and Community to Enjoy the Rights as Nation

Location : 30 Estates in Kandy, Matale and Nuwara Eliya Districts

Duration of Assignment : Two Months (April to May)

Expected Start Date : 16th of April

1. Introduction to the Organization

Institute of Social Development (ISD) is a non-governmental organization based in Kandy Sri Lanka, established in order to empower the marginalized and discriminated Plantation community. ISD was founded in 1991 by a group of intellectuals. For the last two decades, ISD executed various programmes on Human Rights awareness and capacity building in order to empower the marginalized plantation community. At present, ISD is involved in sensitizing and advocating the plantation community in varied aspects such as Human Rights, Labor Rights, Housing and land rights and empowerment of Women. In the year 2011, the ISD broaden its programmes thus expanding its services to the most vulnerable in the Plantation sector.

2. Introduction to the Project

The project “Empower plantation women and Community to enjoy the rights as nation” works on empowering the plantation community who are excluded from local government development and to mainstream them to take part in local government activities.

The Hill Country Tamil Community is excluded from mainstream development since the introduction of Local Government Act in 1939. The exclusion of the community continues even after the introduction of the PS Act in 1987 where the Section 33 of the Act prevents the elected members of the Pradeshiya Sabha (PS) to use the PS funds for the development of the plantation community.

The Project works on forming and strengthening the Rural Development Societies and Disaster Management Committee in the 30 estate locations to obtain the services of Divisional Secretariat, Pradeshiya Sabha and other government institutions while lobbying with the policy makers and political representatives to bring amendment to relevant legislations. Further, the project lobbies the policy makers on Housing and Land Rights, Environmental Rights, Women and Labor rights.

3. Scope of work: Expected Results/Deliverables

Government brought a new act called Right to Information (RTI), which is one of the prime demands of the civil society of the country over a period of two decades. The RTI came to implementation from August 2016. This important act will assist the Plantation Hill Country Tamil Community to obtain information related to development issues and individual documents.

Further this act can boost the community to actively demand their rights to development and access to information and development. In other way this act will assist the community to win their demand of inclusion. Therefore ISD wishes to develop a toolkit/guidebook for creating awareness on RTI and enjoy the ensured rights as a nation. The person/ Organization have to provide the following deliverables as an outcome of this studies.

RTI Manual:

- To use as a material to create the awareness to the plantation community on RTI, its importance in right to development, how to use and benefits.
- The RTI Manual should be used by the Project Officers and Field Assistant to conduct grass root awareness programme. To use as a guide to conduct field and divisional level trainings to CSO leaders of the community.
- Refer the existing RTI toolkit and other materials of various national and international organizations and collect require information.
- Develop the manual by using appropriate participatory methodology (with images, art or cartoon).
- Share preliminary design including process and methods with project team to finalize the design.
- Debrief/ discuss with the project team about effectiveness of tools used in pre-test, collect feedback and finalize them.
- Submit the final draft to the organization.
- Conduct a ToT to the project staff.

- Manual consist which can be used by the Field officers to conduct among the community

Providing inputs to RTI Handbook (Brochures)

- The researcher has to provide the inputs (it has to be an outcome of this studies) to the brochures that can apply in the community level.

The report should be submitted in Tamil language and should be of high enough quality to share with outside agencies, donors or interested third parties. It should provide substantive baseline against indicators as outlined in the project document. The images of manual can be distributed among organizers with educated one.

Finally, the consultant should provide a soft copy of the manual with all the relevant documents in a CD.

4. Timeline/ Schedule

The period of this assignment is from 3rd week of April (16th) to 31st of May including the submission of final survey report.

5. Key qualifications of the Researcher

Education - Minimum Master degree in Development Studies or related discipline

The applicant has extensively been worked with international and local NGOs over the last ten years with adequate expertise. The consultant also published academic papers, articles and book chapters in reputed places under the theme of human rights, governance and plantation community.

ISD program is gender sensitive, participatory and promote a right based approach. Therefore, we encourage study teams consist of both male and female in the team.

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The deadline for submitting applications is 12th of April Only shortlisted candidates will be notified.