

བཀའ་ལུགས་ ༢༠༡༩ ལོ་ལྟོ་ལོ་༢༠༢༠་་་་༢༡

༡༡། །མཚན་མཐོན་དབུ་བཟོ་བྱས་ཆེ་མཚན་གསུམ་ལ།

ཆེད་ལྷན་འགོ་བཙུག་གི་ ༢༠༡༩ ལོ་ ༦ ཚེས་ ༡༣

འཛིན་པ་སྐབས་སུ་འབྱོར་ནས་། བོད་མིའི་སྤྱི་གོ་སྐབས་དང་བལ་ཡུལ་གནས་སྡོད་བོད་མིའི་དབང་གི་འབྲེལ་
ལམ་ལྟར་བཀོད་པོར་སྤྱོད་སྤྱོད་ལྟར་། དེ་སྤྱོད་ཆོས་ལུགས་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་
སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་
ལམ་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་
བ་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་
སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་
སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་
སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་
སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་
སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་
སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་
སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་སྤྱོད་ལུགས་



[Handwritten signature]

བྱུང་འབྲུག་གོང་གསུམ་ལ།

CTA Guideline for Development Programs in Nepal

The Central Tibetan Administration (CTA) and its Office of Tibet, Nepal (OoT, Nepal) are tasked with the responsibility of meeting the development needs of the Tibetan community in Nepal. Due to circumstances, Development Programs in Nepal face its own challenges. This Guideline serves as a comprehensive framework to facilitate the coordination, communication, and implementation of development programs in Nepal.

1) Definitions

- a) Prime Recipient: The organization that the donor approves to be the recipient of the fund and will legally hold liable for
- b) Sub-grantee: The organization that the Prime Recipient contracts in furtherance of the program delivery.
- c) Donor: The owner of the fund that CTA has lobbied for and has agreed to provide the financial support.
- d) Development Committee for Tibetans in Nepal (DCTN): A committee that looks after the overall development needs of the Tibetans in Nepal.
- e) Program Coordination Committee (PCC): A donor/program specific committee to oversee the execution and compliances.

2) Development Committee for Tibetans in Nepal (DCTN)

To ensure efficient coordination and adaptation of CTA initiatives in Nepal, a Development Committee for Tibetans in Nepal (DCTN) shall be established, comprising relevant stakeholders:

- a) Chairperson: Representative of Office of Tibet, Nepal
- b) Vice Chair: Secretary of OoT, Nepal
- c) DCTN Coordinator: SARD Nepal Coordinator
- d) Members: Tibetan Settlement Office/r (TSO), and Representative from the CTA Departments.
- e) Special invitees: Representative from SARD India, Prime Recipient, Sub-Grantee, Donor Representatives, and Technical Experts/Consultants may be included as necessary.

Development Committee for Tibetans in Nepal (DCTN) meeting shall be convened on half-yearly basis and more if required with a week's notice. The meeting can be in person or virtual attendance.

3) Program Coordination Committee (PCC)

To ensure efficient, effective and adaptive implementation of the projects, a Program Coordination Committee (PCC), comprising of the following relevant stakeholders:

- a) Chairperson: Prime Recipient's Nepal Representative
- b) Vice-Chair: SARD coordinator in Nepal
- c) PCC Coordinator: SARD M&E Officer in Nepal
- d) Members: Tibetan Settlement Officers (TSO), and Sub-grantee Representatives.
- e) Representation from SARD Head Office, Department Head Offices, and Prime Recipient Head Office may be included as necessary.

Monthly Program Coordination Committee (PCC) meeting shall be convened. The meetings can be in person or virtual attendance, with in person preferred.

4) Roles and Responsibilities

A. Development Committee for Tibetans in Nepal (DCTN)

- a) Chairperson (Representative of Office of Tibet, Nepal):
 - Leads the Development Committee for Tibetans in Nepal (DCTN) meetings, ensuring adherence to agendas and timelines.
 - Facilitates communication between DCTN members and relevant stakeholders.
 - Represents the interests of the Tibetan community in Nepal at a leadership level.
- b) Vice Chair (Secretary of Office of Tibet, Nepal):
 - Assists the Chairperson in coordinating DCTN activities and meetings.
 - Assumes leadership responsibilities in the absence of the Chairperson.
 - Supports the Chairperson in decision-making and implementation processes.
- c) DCTN Coordinator (SARD Coordinator in Nepal):
 - Acts as the focal point for coordinating DCTN activities and communications.
 - Facilitates collaboration among DCTN members and ensures effective information exchange.
 - Coordinates with SARD Head Office and other relevant stakeholders to streamline project implementation.

- Keeps records of meeting minutes and essential DCTN documents, ensuring timely distribution to fellow members.
- The SARD M&E officer in Nepal will take on this responsibility in the absence of the DCTN Coordinator.

d) The Members:

- Tibetan Settlement Office/r: Provides input on local community needs to ensure the possible alignment of project implementation as per settlement priorities.
- Department Head Office Representatives: To offer expertise and input on specific project areas, ensuring alignment with departmental objectives and strategies.

e) Special Invitees: Prime recipient, sub-grantee representative, technical experts/consultants and SARD Head Office may be invited to PCC meetings for:

- Prime Recipient's Nepal Representative:

- Represents the Prime Recipient organization in Nepal, coordinates project activities, and liaises with OoT, Nepal and other stakeholders, ensuring legal and donor compliance and contract.
- In consultation with DCTN, select sub-grantees based on various criteria such as their registration status, absorption capacity, technical ability, past performance, staff capacity, etc.
- After contracting the agreed upon sub-grantee(s), share the contractual documents with SARD officers in Nepal.
- Prime Recipient's Nepal Representative and sub-grantee must share monthly Account Reconciliation Journal (ARJ) and Budget Pipeline with the SARD officers in Nepal on time.

- Sub-grantee Representatives:

- Oversees on-the-ground project implementation in close cooperation and with the information of Tibetan Settlement Offices (TSO)'s, also ensures compliance with donor requirements, and reports progress to the Prime Recipient and CTA.
- Contractual documents of the contracted people, will be shared with SARD officers in Nepal.

- Sub-grantee Representative and/or Concerned Project Officer: Oversees on-the-ground project implementation in close cooperation and with the information of TSO's, ensures compliance with donor requirements, and reports progress, challenges, forecasts and possible/probable solutions.

5) Resource Allocation and Tailoring Support

- a. CTA shall strive to the extent possible, to provide similar programs and schemes to all Tibetans to ensure equality and equity. As far as possible, CTA will earmark a fair share of the donor fund of other budgets for Nepal. Fair share means the percentage share of population from Nepal from total Tibetan population in India, Nepal and Bhutan. Where and when strategically required, it may be raised or reduced.
- b. The fund allocation within Nepal shall be based on balancing the program priorities, requests submitted, and negotiations amongst the stakeholders.
- c. Human resources recruited or paid through the program funding shall be divided into three categories thus:
 - Prime grantee employees: Employees recruited and paid for by the prime grantee. They shall primarily be accountable to the prime grantee office.
 - Sub-grantee employees: Employees recruited and paid for by the sub-grantee institution. They shall primarily be accountable to the employing institution.
 - CTA employees: Employees recruited for CTA requirements but paid through the prime grantee or sub-grantee. They shall primarily be accountable to the CTA offices. Their employment contract shall be explicitly clear to that effect.

6) Pre and During NOFO Application Period

- a. Irrespective of any Notice for Funding Opportunity (NOFO), SARD with Kashag's direction will solicit 5-year plans or commission long-term needs study, aligning with strategic plans and CTA's vision.
- b. Post NOFO notification, unless Kashag gives clear instructions preferring a certain candidate, during the NOFO application period, CTA and its branch framework in Nepal and India will provide the same information and collaborate with all Prime Recipient candidates to ensure the principles of equal opportunity and fair competition.

- Work with the Office of Tibet in drafting CTA required workforces to be paid through the prime recipient/sub- grantee.
- Technical Experts/Consultants:
 - To offer expertise and input on specific project areas.
- SARD Head Office:
 - Provides support and guidance on project implementation, and facilitates coordination between SARD officers in Nepal and CTA.
 - Ensuring development alignment with donor and CTA's overall objectives and strategies.
 - Updates the Kashag on overall status and developments.

B. Program Coordination Committee (PCC)

a. Chairperson (Prime Recipient's Nepal Representative):

- Leads the Program Coordination Committee (PCC) meetings, ensuring adherence to deliverables, schedules and compliances.
- Facilitates communication between PCC members and relevant stakeholders within and outside Nepal.

b. Vice Chair (SARD Coordinator in Nepal):

- Assists the Chairperson in coordinating PCC activities and meetings.
- Assumes leadership responsibilities in the absence of the Chairperson.
- Supports the Chairperson in decision-making and implementation processes.

c. PCC Coordinator (SARD M&E officer in Nepal):

- Acts as the focal point for coordinating PCC activities and communications.
- Facilitates collaboration among PCC members and ensures effective information exchange.
- Coordinates with SARD Nepal and other relevant stakeholders to streamline project implementation.
- Keeps records of meeting minutes and essential PCC documents, ensuring timely distribution to fellow members.
- The SARD Coordinator in Nepal will take on this responsibility in the absence of the PCC Coordinator.

d. The Members:

- Tibetan Settlement Office/r: Provides input on local community needs, assists in project planning, and ensures alignment with settlement priorities.

- c. If Kashag gives clear instructions preferring a certain candidate, the same shall be intimated to Office of Tibet, Nepal, SARD representatives and settlement offices.
- d. Where possible, pre-existent and approved CTA projects and programs without funds shall be advocated to be prioritized into NOFO Application.
- e. If NOFO specific project scoping is required, the Prime Recipient candidates will secure necessary approvals and agreements from Office of Tibet, Nepal to delve into the community.
- f. Post Scoping study, SARD coordinator in Nepal will coordinate a meeting of DCTN to facilitate a discussion and ensure the alignment of the proposal with the CTA's objective and vision. Prime recipients will share the final proposal with the DCTN Chairperson for review.
- g. DCTN Nepal Chairman, will further facilitate review and approval by relevant CTA departments prior to integration into the main proposal submission to donors.

7) Post Award and Implementation Phase

- a) The Prime Recipient will transparently share the donor approved proposal and other compliances needed to the stakeholders.
- b) SARD Coordinator in Nepal would convene joint planning meetings of DCTN to prepare draft proposals and work plans.
- c) Where applicable the Office of Tibet, Nepal, Prime Recipient and SARD Coordinator in Nepal, will seek necessary approval from relevant departments of CTA and Kashag if necessary.
- d) The prime recipient and its representative, CTA, and its branches, and the sub-grantee will strive to deliver as planned in quantity, quality and time, share the final proposals and annual work plans with the DCTN Nepal chairman to ensure comprehensive representation of the needs of the Tibetan community in Nepal and for the conclusive review and approval.
- e) Implementing partners/the sub-grantees will implement the activities in the country, as necessitated by legal requirements of the host country and in-close collaboration and support from the Office of Tibet, Nepal, Project Coordination Committee in Nepal, Tibetan settlement offices, SARD officers in Nepal, and the prime recipient.

- f) Office of Tibet, Nepal and relevant Tibetan Settlement Offices must be informed by SARD officers in Nepal and the prime recipient of project visits in advance, and visits should be conducted jointly, where possible PCC's participation is desired. And where they are not involved the PCC should be apprised of the findings.
- g) Terms of Reference (ToR) of local technical consultants, contracted by sub-grantee or prime recipient, will be shared with SARD officers in Nepal. Prime recipient's Nepal representative and sub-grantee must share monthly Account Reconciliation Journal (ARJ) and Budget Pipeline with the SARD officers in Nepal on time.
- h) The Prime Recipient and its representative will convene timely PCC meetings and undertake necessary follow ups and intimations to relevant stakeholders.
- i) The chairperson of Project Coordination Committee (PCC) will convene timely PCC meetings, give decisions and directions, and undertake or delegate necessary follow ups and intimations to relevant stakeholders.

8) Financial Management and Oversight

- a) The Prime Recipient will engage in regular discussions with SARD Head Office and other stakeholders on budget allocation. Disputes will be resolved amicably, with guidance sought from Kashag if needed.
- b) The Prime Recipient will manage financial aspects, sharing updates with SARD Head Office and relevant stakeholders regularly.
- c) Prior to donor approval, budget reallocations exceeding donor's specific line item flexibility amount, when new items are submitted, DCTN is authorized to approve proposals with a budget of up to NPR 16 lakh, exceeding which, the Office of Tibet, Nepal and SARD officers in Nepal will seek necessary approval from relevant departments of CTA and Kashag.

9) Decision-Making and Communication

- a) All the stakeholders will have the right to propose new activities, changes, and reallocation that is amenable to the program objectives and within its conditions.
- b) DCTN will take call on the adoption of the activities as regard to suitability and need. To the extent possible consensus shall be strived for and where required departments and the Kashag shall be consulted.

- c) The Prime Recipient will seek the donor approval as needed.
- d) The communications, where possible shall be made in written with carbon copy sent to the relevant stakeholders, or put into written or audio/video with archival and retrieval capability.

10) Acknowledgment Responsibility

- a) Prime Recipient and sub-grantee shall acknowledge CTA's efforts in securing donor funds to the beneficiaries in a suitable way.
- b) Prime Recipient and sub-grantee shall also be adhered to donor's branding and marking requirements, and if not possible, secure necessary exemptions.

11) The Guideline Review and Implementation

- a) Review and amendment can be done as and when necessary, but the DCTN will conduct a review of this guideline every two years and amendments shall be proposed for Kashag's approval and proclamation.
- b) This guideline and amendments shall come to effect from the day it or they are signed and approved by Kashag.
- c) The Kashag approved this guideline on Day 31 of July month, Gregorian Year 2024.

12) Official Translations:

- a) This document is an officially translated and adopted keeping in view of the various stakeholder's needs. In the event of any dispute regarding the interpretation of words and meanings, the English document shall be considered authoritative.

