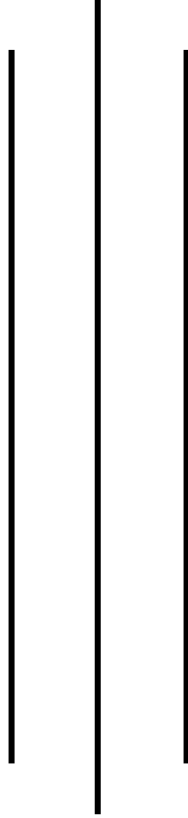


Directive of Disability Prevention and Rehabilitation Program

2080



Provincial Government

Ministry of Social Development

Koshi Province, Biratnagar, Nepal

Directive of disability prevention and rehabilitation program, 2080

In order to prevent disabilities at birth and acquired disabilities in later life, to increase the access and utilization of Maternal and Child Health and nutrition services among all groups, to improve the quality of life of people with disability and their families and to create an inclusive society for people with disabilities, a partnership was initiated by the Koshi Province government along with the Government of Nepal, local levels and social development organizations, to conduct the program in an integrated manner for which the provincial government has to formulate the framework and is desirable to make arrangements of the implementation of the program and determine the role of all the parties related to the implementation of the program for which,

The Koshi Province Government has approved and implemented this directive under Section 3 of the Administrative Procedures (Regulation) Act, 2075 BS.

Chapter 1

Preliminary

1. Short title and commencement:

- 1) The directive will be called “Disability Prevention and Rehabilitation Program (Regulation) directive 2080.
- 2) This directive will be implemented immediately.

2. Definition: In this directive, the subject or context doesn't mean anything otherwise

- a) The “program” refers to “Disability Prevention and Rehabilitation program”.
- b) The “Directors Committee” means the Directors Committee established under section 16.
- c) “Ministry” refers to the Ministry of Social Development, Koshi Province Government.
- d) “Main partner organization” refers to selected social development organization by the Ministry to implement programs in a tripartite cost-sharing along with provincial government and local level under section 9.
- e) “Facilitators” refers to Community Based Rehabilitation Facilitators.
- f) “Local levels” refers to the rural municipality, municipality, sub-metropolitan and metropolitan of Koshi province where the program will be implemented.
- g) “Management Committee” refers to the committee under section 17.
- h) “Target Groups” refers to persons with disabilities and their families living in Koshi Province.

Chapter 2

Management for Conduction of Program

- #### **3. Implementation of Program:** The program will be implemented in all municipalities of all districts of Koshi province in tripartite cost-sharing partnership from respective local level governments, provincial government, and main partner

organization along with technical support from National Federation of the Disabled-Nepal of Koshi Province.

4. **Guiding principles of the program:** The program will be implemented based on following guiding principles: -
 - a) The program will be implemented on the leadership and ownership of local government,
 - b) The co-operation with local level for the success and sustainability of the program is mandatory,
 - c) There will be mandatory participation of target groups on every step such as problem identification, planning, program implementation, monitoring and evaluation and benefiting from the program.
5. **Program Components:** To achieve the objectives of the program, the programs related to the topic mentioned in schedule-1 will be implemented.
6. **Participation of Target Groups:** At local level, there will be participation of the target groups in every stage from the planning stage to the review of the program implementation.
7. **Program Co-ordination:**
 - 1) The program will be planned at the relevant local level under the direction of department head/ chairperson, deputy head/ deputy chairperson and Chief Administration Officer under the Women and Children Section at the municipality
 - 2) There will be a focal person who will be the section chief (Women and Children Section of each municipality) for co-ordination and facilitation of the program with the Ministry, main partner organization and other stakeholders.

Chapter 3

Selection of Local Level and Main Partner Organization and Program Implementation Agreement

8. **Selection of Local Level:**
 - 1) The program will be gradually implemented in all local level of Koshi Province.
 - 2) The Ministry will call for proposal with local level willing to run the program on cost sharing modality.
 - 3) The received proposals will be observed by the director committee and local level will be selected according to subsection (2).

9. Selection of main partner organization: For implementation of the program, the ministry will call for proposals and select the main partner organization based on the competition.

10. Agreement on program implementation:

- 1) For the implementation of the program, in the first phase, an agreement will be made between the Ministry and main partner organization on behalf of provincial government.
- 2) After the agreement is made according to sub-section (1), based on that agreement, in second phase there will be agreement made between the selected local level and main partner organization selected according to section 8.

11. Preliminary Orientation: The ministry will invite the selected local level chief/chairperson, deputy chief/ deputy chairperson and chief administration officers and Women and Children Section department head for program implementation and provide preliminary orientation in presence of main partner organization.

12. Recruitment and Training of Facilitators:

- 1) Every local level must recruit facilitators to provide services to people with disabilities and their families at their homes.
- 2) According to sub-section (1), the number of facilitators must be determined based on numbers of people with disability in respective local levels.
- 3) According to sub-section (2), while determining the numbers of the facilitator, one facilitator should be selected for persons with disability in the ratio of 1:400, 1:250 and 1:200 in Terai, Hilly and Himalayan region respectively.
- 4) Notwithstanding anything written on subsection (3), the local level will not be hindered from recruiting additional facilitators from its own resource not less than the needs of the proportion of people with disability as mentioned in subsection (3).
- 5) The recruitment process of the facilitator will be as per the implementation guideline issued by the provincial government.
- 6) The recruited facilitators will be provided with various capacity development training by main partner organizations according to subsection (1) and (4).

Chapter 4

Cost-sharing, Budget and Planning System

13. Cost sharing and Budget flow system:

- 1) The main partner organization, local level and provincial government will bear one-third of the overall program operating cost during the first two years of program operation.
- 2) According to sub-section (1), the provincial government will bear one-third of the amount, and based on local level proposal, the Provincial government, the Ministry of Economic Affairs and Planning, will provide grants in accordance with the prevailing laws.
- 3) The amount related to program implementation will be deposited in the account of local level (municipality) and will be spent according to the expenditure system and standards of Government of Nepal.
- 4) Any other arrangement related to cost-sharing program will be done in accordance with agreement done with main partner organization.
- 5) For the sustainability of the program, necessary steps will be taken for the cost-sharing with the Government of Nepal.

14. To be ensured:

- 1) In accordance with the agreement made by ministry with main partner organization, it has to be ensured that one-third of the budget is spent by the main partner organization.
- 2) For sub-section (1), the main partner organization should prepare annual budget, work plan including all the annual activities related to the program and submit it to director committee which is to be approved by the same director committee
- 3) The main partner organization should include their details of expenses related to the program and should submit financial report biannually to the Ministry.

15. Formulation of Annual plan:

- 1) The local level should prepare a draft of annual work plan related to program implementation for every fiscal year within the second week of Chaitra and should submit it to the director committee.
- 2) According to sub-section (1), while formulating program annual work plan, the local level should have representation from the following list of people and organization: -
 - a. Local level mayor/chairperson and deputy mayor/deputy chairperson
 - b. Chief Administrative Officer
 - c. Ward chairperson from all wards
 - d. Municipal level health committee co-ordinator and members
 - e. Municipal level social development committee co-ordinator and members
 - f. Women and Children Section head, Social Development Division/Section head, Health Division/Section health and education division/department head
 - g. In-charge and nursing employee of primary health centre and health post

- h. Facilitators
- i. Representatives from organization of persons with disability and Milijuli groups
- j. Representative from inclusive child club and other local organizations

Chapter 5

Arrangement Related to Director Committee and Management Committee

16. Formation of director committee and roles and responsibilities:

- 1) For directing and guiding the program implementation, there will be program implementation and facilitation director committee at the ministry level as follow:
 - a. Social Development Minister - Co-ordinator
 - b. Secretary, Ministry- Member
 - c. Secretary, Ministry of Economic Affairs and Planning- Member
 - d. Secretary, Ministry of Health - Member
 - e. Provincial Co-ordinator or representative, Municipal Association of Nepal- Member
 - f. Provincial Chairperson or representative, National Association of Rural Municipality- Member
 - g. Division head related to higher education in the Ministry- Member
 - h. Head or representative, Main partner Organization - Member
 - i. Chairperson, National Federation of Disabled Nepal (NFD-N), Koshi province Committee- Member
 - j. Deputy Chairperson, Koshi province committee related to rights for persons with disability - Member
 - k. Head of Division, Social Development Division, Ministry – Member-Secretary
- 2) According to sub-section (2), the role and responsibilities of committee will be as follow:
 - a. Selection of local level where the program will be implemented in accordance with Section 8
 - b. Guidance for effective implementation of the program
 - c. Provide approval for annual work plan
 - d. Approve reports for and participate in annual, semi-annual review programs
 - e. Approval of annual budget and work plan submitted by main partner organization in accordance with sub-section (2) of section (14)
 - f. Monitor the program implementation as necessary
 - g. Facilitation to solve any problems that occur to ensure proper implementation
 - h. Necessary co-ordination with local level for budget flow
 - i. Proposal to Koshi provincial government to include program on annual policy and program

- 3) There will be director committee meeting at least 4 times a year or the meeting can be done when required at any time.
- 4) The committee will decide the procedure related to meeting as per the sub-section (3).

17. Formation of management committee and roles and responsibilities:

- 1) To guide the program implementation at the local level, there will be one local level program management committee
- 2) The local co-ordination committee according to section 42 (1) of the Rights of people with disabilities Act, 2074 will act as the management committee according to sub-section 1.
- 3) The roles and responsibilities of the management committee in accordance to sub-section (1) is as follows:
 - a. To make program management and implementation easy, program implementation is guided according to the guideline issued by the Ministry
 - b. For the effective implementation of the program, the local service provider organization (local levels, health institution, educational institution, including financial institution) related to the program should be mobilized
 - c. Request for budget from the Ministry and main partner organization to implement the program
 - d. Facilitators can be recruited by completing the process in accordance with program procedure issued by provincial government as required
 - e. Arrange in keeping accurate account of income and expenses of the program
 - f. Following up on the progress of the program and providing necessary support
 - g. Making arrangement to channelize the support received from the Ministry for the effective implementation of the program
 - h. Taking the initiatives to resolve the problems and disputes that may arise during the implementation of the program
 - i. Management in making quarterly and annual planning of the program
 - j. Making arrangements for the preparation of quarterly and annually completed work reports
 - k. Initiating necessary activities for effective implementation of the program

Chapter 6

Accounting system, Monitoring, Evaluation and Reporting

18. Accounting and Auditing:

- 1) Accounts must be kept according to the prevailing laws of the program.
- 2) Auditing of the program should be done by local levels according to the prevailing laws.

19. Monitoring and Review:

- 1) There will be on-site monitoring of the program as per mandated by the Ministry and director committee.
- 2) There will be arrangement for regular monitoring and support for the program in each district through respective District Co-ordination Committee.
- 3) The management committee will regularly monitor the effectiveness of the program.
- 4) Monitoring of the program will be done through Management Information System
- 5) The Ministry will organize annual review meeting of the program and local level will organize semi-annual and annual review meeting
- 6) The technical employee of main partner organization will continue to support and facilitate regarding the work the facilitators.

20. Reporting:

- 1) The local level should prepare quarterly and annual report including program progress and financial report in a prescribed format by the director committee.
- 2) One copy of quarterly and annual report should be sent to the Ministry along with a carbon copy to the main partner organization in accordance with subsection (1).
- 3) The Ministry along with the support of main partner organization, will prepare and publish the program annual progress and financial reports.
- 4) At the end of every fiscal year, according to sub-section (1), the expenses mentioned in the financial reports submitted by the local level will be reconciled with the local level.

21. Monitoring of program effectiveness and publishing reports:

- 1) To measure the effectiveness of the program, the indicators set by the program will be studied periodically.
- 2) According to sub-section (1), the status of the indicators will be obtained from the baseline survey, mid-term survey, endline survey and impact evaluation of the program to be conducted in the following period: -
 - a. The baseline will be conducted before starting the program in the community.
 - b. The mid-term survey will be conducted after the first two years of program initiation.
 - c. The endline survey will be conducted 1 year prior to exit of the main partner organization.

- 3) According to sub-section (2), the main partner organization must select an international organization with the experience and capacity of undertaking scientific research for survey and evaluation for which the partner organization itself must bear the cost.
- 4) According to clause B of sub-section 2, if found that the achievement according to the target has not been achieved through review of the mid-term survey then the Directors' Committee will take necessary decision about the continuation of the program.
- 5) The Ministry will publish the findings and reports obtained from the surveys according to sub-section 2 with the technical support of the main partner organizations.

Chapter 6

Miscellaneous

22. Integral part:

- 1) The disability support area will be an integral part of this program.
- 2) According to sub-section 1, the employees of the disability support area will be provided with capacity development training by main partner organization.

23. Local Partner Organizations: The health institutions, educational institutions, child club, Organization of Persons with Disability and Milijuli groups at the local levels will be the local partner organization.

24. Co-ordination and Co-operation in program implementation:

- 1) During program implementation, there will be co-ordination and co-operation with Infant and child health and other organizations that work in disability.
- 2) If any national or international organization comes to work on areas like infant and child health and disability at local levels, then their programs will also be included as a part of program activities and annual planning will be done accordingly.

25. Incentives of the meeting: According to this directive, the incentives for the formed committee members per meeting will be provided as per the prevailing law.

26. Management of Internalization System:

- 1) According to the agreement with main partner organization on program implementation, after the exit of main partner organization, the program will be continuously implemented by internalizing the cost sharing with the

government of Nepal, and other social development organizations as per the need by the provincial government.

- 2) According to sub-section (1), the internalization format will be determined by the ministry and relevant local level.

27. Addressing obstacles: If there are any obstacles during implementation of this guideline, the Ministry can take measures to tackle such obstacles on the recommendation of the Director Committee without combating this guideline and prevailing laws.

28. Amendment, repeal and arrest:

- 1) The Koshi provincial governments reserves the right to amend or cancel this guideline as per need.
- 2) Directory of Disability Prevention and Rehabilitation Program 2076 has been annulled. All the activities in accordance with that directory is in accordance with this directory.

Schedule-1

(Related to section 5)

Program to be conducted under Disability Prevention and Rehabilitation Program

1. Programs for Disability Prevention
2. Distribution of Best Wishes cards to newlyweds, School Health Screening program, awareness program related to disability prevention, screening programs for birth defect identification in new-borns and children under 5 years of age and early treatment for disabilities.
3. Programs for Rehabilitation for Persons with Disability
Formation of rehabilitation plan, health checkup, provision of assistive device, physiotherapy services, skill training to the parents of person with disability, inclusive education program, enrolment in school and resource room, access to formal education through informal education at home, peer education, formation of Milijuli groups and its operation, establishment, operation and strengthening of organization for persons with disability, skill development training and awareness program on seed money rights.
4. Programs towards improvement of structure that provides services to the target group at the local level
Elected people's representative will be informed about the program, recruitment and training of community-based rehabilitation facilitators, operation of disability support area, empowerment of persons with disability and institutional strengthening, preparation of annual plan, monitoring and review.

