

NRNA PHILANTHROPIC AND HUMANITARIAN ASSISTANCE (PHA) DEPARTMENT

Terms of Reference (ToR)

1. BACKGROUND:

Philanthropy as an act of giving back to community is essential part of human society. It is the compassion towards other living things that differentiates humans from other animals. All religions prescribe that the haves should part away with some portion of their wealth to be used in the interest of the have-nots. Philanthropy is different from exchange as the ‘**giver**’ does not expect anything material from the act of ‘**giving**’. Modern day philanthropy has taken various form like humanitarian assistance given at the time of calamities, donations to foundations/educational/research/caregiving, charity extended to poorer sections of society, community support by large corporate bodies and so on. The focus seems to be not merely in giving but making it useful to the community at large and sustaining the process.

The Nepali people have a tradition of donation or giving. In the earlier days, most charity works involved construction of temples, Gumbas, monasteries, resting places (Chautari, Pati and Sattals), water tabs and wells and so on. When they go outside their own village and become a little well off they return to the village and support their community by contributing in building schools, libraries, public facilities etc. These charity works were mostly of individual nature and it is the emergence of NRNA as association which has tried to enhance the individual efforts of Nepalis living outside of Nepal, by making them of more collective nature.

The Non Resident Nepali Association, a collective body of Nepalis residing outside of South Asian Region was established with the objective of facilitating the well-being of Nepalis wherever they live, has taken charity and Philanthropy as its core initiative. Whenever natural calamities like earthquake, flood, landslide or any other major calamity has happened in Nepal, the NRN community has been one of the firsts to come in support of the fellow countrymen. The NRNA has been working in streamlining such gestures by collecting resources and relief materials from a varied and diverse group and putting that to use for distribution of relief. It has also undertaken projects like construction of an entire settlement, development of park, building of old age home, and supported many initiatives of building school, hospitals, organizing health camps, construction/development of libraries and so on. The NRNA has established a dedicated fund for helping those who fall victims in course of foreign employment. It has helped the members of the community who are languishing in jails or serving sentences in foreign prisons. Many NRNA chapters are undertaking charity works on their own. When a huge earthquake occurred in 2015, it mobilized a sizeable amount of resources which was used in relief and rehabilitation works. Many NRNS worked as volunteers in extending relief to the affected people.

NRNA managed to create dedicated Charity Fund in 2011-13, within the association and collected charitable funds to mobilize it in systematic way in different sectors in Nepal. NRNA also adopted the concept of One NCC One Charity Project during the declaration of 3rd NRN Global Conference 2007. Since then NRNA is requesting its chapters to adopt one charitable project a term in Nepal and asked to send in the report to ICC for the official records. Since then more than 500 charitable

projects were conducted in different parts of Nepal. More than Rs. 350 million was recorded during the term 2013-15, 95 million Rupees was recorded during term 2015-17, 50 million Rupees was recorded during the term 2017-19 in the area of philanthropy.

The NRNA efforts are not confined to philanthropic activities in Nepal alone. The Association encourages its national chapters, members to be involved in philanthropic activities in the country they reside. Be it the storm hitting Japan, or bush fires in Australia or other natural calamities, the Nepali diaspora has been active in extending humanitarian help to the affected people.

With the encouraging the members and affiliates to be involved in philanthropic and humanitarian assistance activities and making these activities sustainable, the NRNA has created a special Philanthropic and humanitarian Assistance Department with Vice President as its head. The following are the goals, objectives, main functions, working policy of the department

2. GOAL :

The overall goal of the department is to streamline the PHA activities of the Association and its affiliates and members and make them sustainable and have maximum impact on the people. The PHA department aims not merely to mobilize resources and execute PHA projects but channelize them to areas which will have long term positive impact on the society. The PHA department shall in consultation with the wider NRNA community draft a PHA policy and strategy of NRNA and work for implementation of that policy (ensure that the PHA activities are executed as per the policy worked out).

3. OBJECTIVES:

The PHA department aims to achieve the following objectives within the next 2 years:

- Conduct need analysis and identify areas of focus(priority) for NRNA (identify areas where the NRN community can contribute most)
- Work out a system of project selection fund mobilization, project execution and follow up
- Identify and work for possible collaboration with other organizations
- Identify ways of sources of fund and develop mechanism for sustainable fund collection
- Encourage members/community to be involved in collaborative efforts rather than in individual charity works and channelize the works towards sustainability
- Motivate the NCCs to be involved in philanthropic and humanitarian assistance in Nepal.
- Work out a plan of charity works of the Association and its affiliates
- Identify projects which have made best impacts, communicate about them and encourage to replicate them.
- Ensure that each NCC of NRNA undertakes at least One Charity One Project in Nepal during the term 2019-21.
- Support in establishment of NRNA foundation which shall provide sustainable source of fund for NRNA PHA activities

- Establish a rapid response mechanism for responding to emergency situation and establish a fund for such emergencies
- Encourage volunteerism among the community especially among the younger generation of NRNs.
- Create database and records of the contribution made in the field of PHA during the term from different parts of world.
- Work closely with the local social organizations in Nepal which work for philanthropic and humanitarian causes.

4. TEAM & COMMITTEES:

NRNA ICC has delegated Mr. Sonam Lama – Vice President as the head of the Philanthropy and Humanitarian Assistance. Under the PHA Department three major committees and two major Taskforces are formed. ICC has proposed 12 membered steering committee under PHA which is as below:

| SN | Name | Designation | Committee/TF | Country |
|--------------------------------------|------------------------|------------------|-----------------------------------|-------------|
| | Sonam Lama - VP NRNA | Head | | USA |
| Committees & Task Forces: | | | | |
| 1 | Rabina Thapa - VP NRNA | Chair | One NCC One Charity | USA |
| 2 | Naresh Koirala | Chair | Nepal Library Foundation | Canada |
| 3 | Fanindra Panta | Chair | Blood Transfusion TF | Netherlands |
| 4 | Dr. Sanjeev Sapkota | Chair | Health | USA |
| 5 | Bhushan Ghimire | Chair | Children Education Support | Japan |
| Members: | | | | |
| 6 | Arun Kumar Thakur | ICC Member | | Australia |
| 7 | Binod Karki | ICC Member | | Ireland |
| 8 | Yog Kumar Phagami | ICC Member | | UK |
| 9 | Santosh Joshi (Subash) | ICC Member | | Belgium |
| 10 | Tanka Lamsal | ICC Member | | Germany |
| 11 | Chhabi Prasad Sapkota | ICC Member | | Australia |
| 12 | Pasang Sherpa | Member Secretary | | USA |

4.1 Procedures for selection of members of the committees:

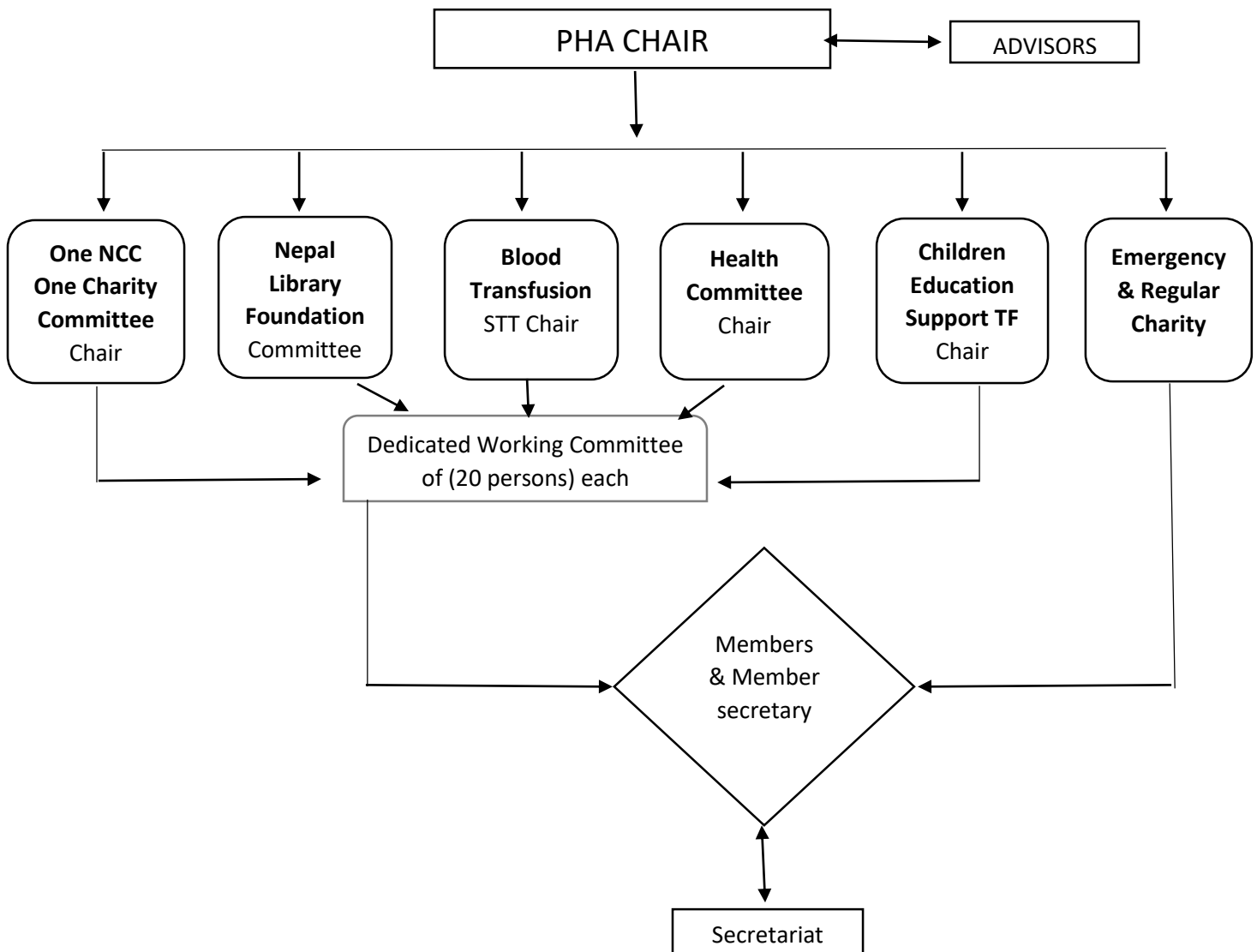
The chairs/conveners of each committee/task force should identify and recommend potential members (based on expertise and aptitude or willingness to contribute) for the committee. In doing so they should consult the relevant NCC, Regional coordinator ICC members. To ensure function ability, the number of members should be limited to 21(including Chair/Convener/Co-chairs) and a regional balance should be maintained to the extent possible,

The interested member should provide their willingness to work and also give a indicate their strength expertise. They can do so by filling up a form available in googledocs <https://forms.gle/Rs8ZnTk6kGoQNbdh7>.

The Committee Chairs propose the names, the PHA Head approves and the IES endorses the committee.

5. PHA DEPARTMENT STRUCTURE:

PHILANTHROPY AND HUMANITARIAN ASSISTANCE (PHA) DEPARTMENT STRUCTURE



6. PLAN OF ACTION:

PHA Department will focus on selected areas of Philanthropy – Education, Health and charities and more. The committee and task forces under the department and their main focus is given below:

6.1 One NCC One Charity (ONOC) Committee:

ONOC is initiative promoted by NRNA ICC, where each National Coordination Council (NCC) is asked to adapt or start at least one charitable project in Nepal supporting the marginalized or disadvantaged group. Under this project, NCCs can independently design the project depending on their priority and interest. NCCs are free to collaborate with the local or international agencies for funding or support. Every NCC should submit the details about their adapted or initiated project in proper format extended by the committee chair on regular basis. The detail TOR will be drafted and submitted by the Committee Chair. The TOR once approved by ICC or IES shall be functional. The NCCs shall be encouraged to implement project identified as priority by ICC.

6.2 Nepal Library Foundation (NLF):

NLF is founded to promote literacy in Nepal in 2005. Nepal Library foundation has been working as an independent institution. The main objective is to enhance the knowledge level in the country by establishing public libraries and inculcating the reading habit among the people. The mandate of NLF is to support library development and work towards a national library system. NLF supports establishment as well as further expansion of both rural and urban libraries including e libraries. NRNA has officially adopted this project since 2011 to promote education in remote and rural areas of Nepal. NLF understands importance of digital information and believe that library development needs to take place in the context of Internet access and are working on the initiatives. The detailed TOR will be drafted and submitted by the Committee Chair. The TOR once approved by ICC or IES shall be functional.

6.3 Children Education Support (CES) Committee:

Nepal Government initiated Education for All program last year, with an aim to provide education to all the children of Nepal. Nepal Government – Ministry of Education called all the private, public and social sector to support in this noble causes by providing guardianship to the children whose parents' are not able to afford to send them to school. NRNA has decided to work together with Nepal Government to support this noble initiation and officially signed the MoU. This committee will identify the potential sponsors, school and children needing such support and work to sponsor education of the children for at least 3 years. Under this initiative, NRNA will sponsor each student by providing set of Uniform, Shoe, Sock, School bag, Copy, Pencil and school lunch. The cost of each sponsoring each package is about NPR 1000. The Committee will work to raise the resources and fund the students from deprived community and help them become literate. The detail TOR will be drafted and submitted by the Committee Chair. The TOR once approved by ICC or IES shall be functional

6.4 Health Committee:

Health is the fundamental requirement for any human being. The Nepali diaspora is made of migrant workers who have come to work and live in the place and country very far from their own whether it is Malaysia, PNG, Japan, Chile, Mozambique, Indonesia, Saudi Arabia, Canada, Poland, Luxemburg, United Arab Emirates, Brazil, Australia, Qatar or United States of America. Migrant health is pivotal to the migrant wellbeing and her or his ability to perform well at work place and at home. Health issues of Nepali living in the Middle East is totally different from those living in the Africa regions or Americas region. But the health practices that work in country or region can be duplicated in the other country or region. Occupational health is the key to health of the migrant workers. The overarching purpose of the Health Committee is to bring everyone together around the world who are working on improving and maintenance of health of Nepali and empower them with the tools, skills, expertise to help achieve their goals.

Health Committee is essentially a forum where everyone working as a health professional, or a health advocate from all around the world can join and share best practices and ideas, learn from others. Health Committee has the great potential of helping promote the health consciousness and health issues among member organizations of NRN in different countries. The detail TOR will be drafted and submitted by the Committee Chair. The TOR once approved by ICC or IES shall be functional.

6.5 Blood Transfusion System (BTS) and Technology Transfer Taskforce:

BTSTT is one of the successful initiatives of NRNA. It has been quite effective in raising awareness, mobilizing volunteers and promoting a more robust blood donation and management system in the country. The TF is working very closely with the Nepal Red Cross society, national nodal agency for will provide essential support to BTS in Nepal in the innovative way to sort out the short supply of Blood for treatments in the hospitals. Thus, direct participation of diaspora Nepalese in life saving action in Nepal. It plans motivate public for the participation in blood donation as donors, volunteers and supporters and make sustainable Blood Transfusion System in Nepal. It acts as catalyst in the implementation of nationally coordinated blood transfusion system with the reference of international experiences. It aims to advocate in policy level for the development of transfusion practice. The TOR and specific plan of action will be prepared by Chair of BTSTT.

6.6 Regular / Situational Emergency Charities and Individual Donations:

PHA will also keep track of the donations and charities done by NRNA ICC and individual NRNs. Every year, there will be incidents or tragedies caused by natural disasters such as Flood, Earthquake, Fire Casualties, Accidents, Landslides, Contaminations and Diseases, Avalanches and many more. Such incidents occur without any alerts and preparedness, in such cases NRNA ICC extends support to the victims and sufferers immediately. In such cases, NRNA ICC or IES takes immediately decisions to extend support and relief to the affected group and PHA team will do the necessary group work and mobilize the resources. The target of PHA is to provide firsthand relief package to the victim or groups. The PHA team will keep track of the individual donations extended to different

groups or organizations or individuals mobilized through NRNA Official track. The TOR once approved by ICC or IES shall be functional.

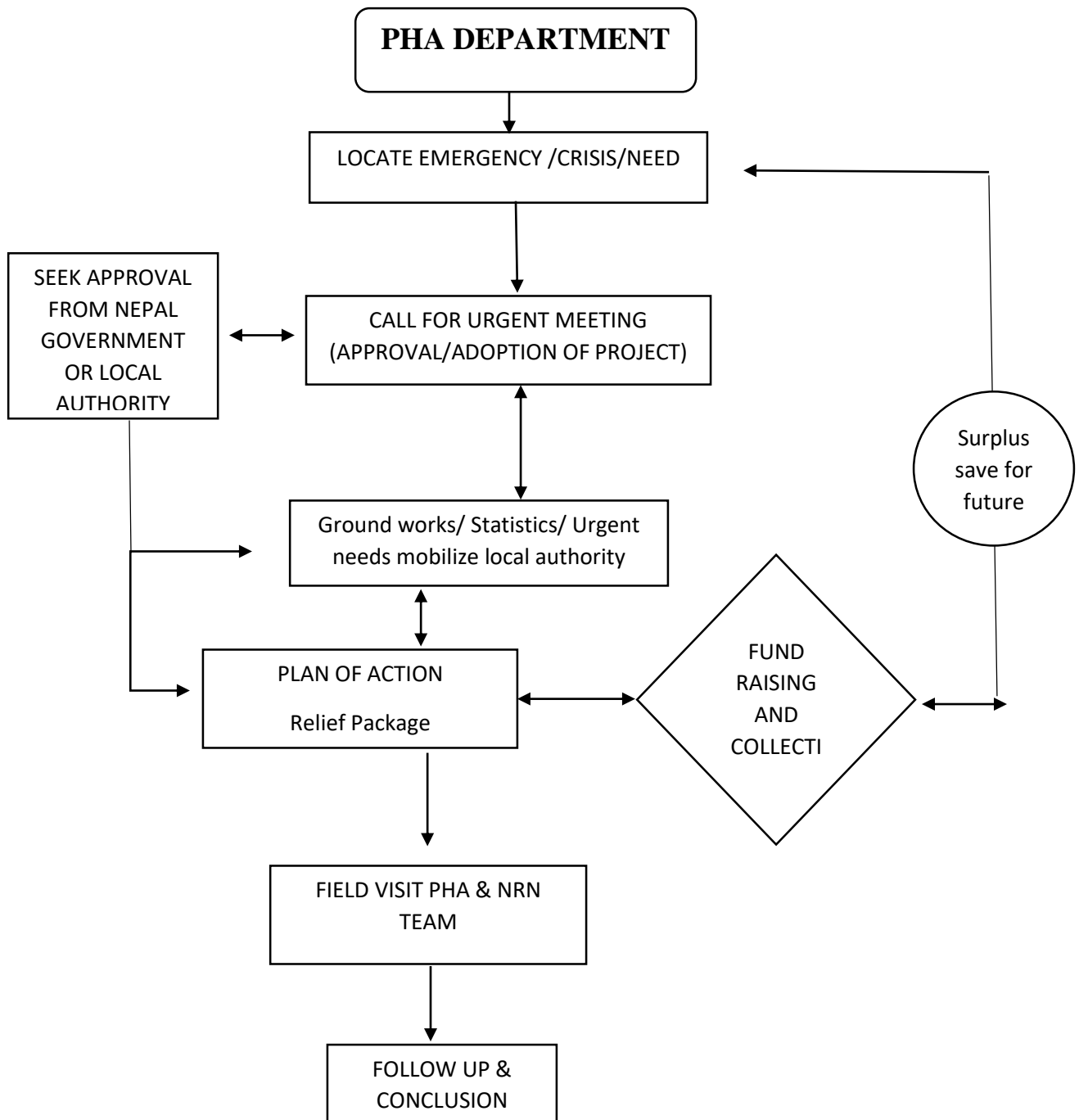
7. RESOURCE MOBILIZATION AND BUDGET:

All PHA Committees, Task forces and projects and activities should be designed in self-sustaining mode that means each committee, taskforce, projects have to plan for income generation program or raise funds through different programs or schemes. The committees are free to design their fund raising schemes by mobilizing their team members. NRNA ICC will call for contribution from its networks and members in case of any emergency situations and disaster occurred in Nepal or any national threats or issues.

Process of Project Adoption and Resource Mobilization from NRNA ICC:

- PHA team will call for meeting if any Natural Disaster such as Flood, Earthquake, Fire Casualties, Accidents, Landslides, Contaminations and Diseases, Avalanches or emergency situation occurred in Nepal. If the PHA receives proposal for special causes which be beneficial for community or disabled group, children or women, then PHA shall request IES for adoption or approval for release of charitable amount.
- PHA can propose at least three charitable programs for adoption in one fiscal year.
- PHA team will do basic research and need assessment of the situation or projects through the official channel of Nepal Government.
- PHA team will take advice from emergency preparedness experts and mobilize local channel to know the exact situation or projects.
- PHA team will present basic report to IES or ICC and request for adoption of the project.
- PHA team will request IES to call for fund collection for the immediate rescue and relief package.
- PHA team will request for the immediate release of funds from NRNA regular fund to meet the emergency needs and once the funds raised through different NCCs and individual the amount will be reimbursed.
- PHA emergency team along with IES members will visit the affected area immediately.
- PHA team will provide regular updates and finances of the situation.
- PHA team will follow the financial norms of the NRNA ICC.
- PHA Team will in advance create the Emergency Fund under NRNA to meet such emergency need. PHA team can suggest to rename the current Charity Fund Account as the Emergency Fund Account.
- PHA Team can utilize the fund in different ways which will yield good return or interest such as keeping in Fixed term deposits.
- PHA team should propose of contribution at least of **100USD** by ICC members and NCCs for the humanitarian causes.
- Once the emergency need is fulfilled, the PHA Team will concluded the program and submit the final report and financial records to the IES. PHA team will request ICC to keep the surplus in Emergency fund for future use.

8. WORKFLOW /PROCESS OF EMERGENCY /CRISIS:



9. EVALUATION:

Each committee and Taskforce will present quarterly report to the PHA Chair. PHA Chair then compile all the report and activities of the department and review the actions of the department. PHA chair will intervene if the actions carried out by Committees and Taskforce are against the norms of the PHA or the ICC. PHA Chair will also conduct quarterly meeting with the steering committee and give and take feedbacks from all. The final quarterly report will be submitted to IES or ICC for reference. PHA Chair will also support the committee and Taskforce chair in every possible ways from program implementations to raising funds.

10. TIME FRAME:

The PHA Steering Committee 2019-21 will be in effect till the 10th NRNA Global Conference.