Terms of Reference (TOR)

Invitation for expression of interest (EOI) for partnership to implement sectoral program/project on Strengthening Community Resilience through DRR, CCA and WASH in Banke and Bardia district, Nepal

1. Introduction:
Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it is the girls who are most affected.

Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for 80 years, and are now active in more than 71 countries.

Plan International has been working in Nepal since 1978, helping marginalized children, their families and communities, to access their rights to health, hygiene and sanitation, basic education, economic security of young people, protection and safety from disasters. Through partner NGOs, community based organizations and government agencies, Plan International Nepal reaches over 42 districts.

The Country Strategic (FY 2018 to 2022) of Plan International Nepal aims to uphold children’s right further and play a specific role in advancing equality for girls in particular contributing to transformative change children in Nepal. In line with the goal of our Country Strategy (FY 2018-2022) to reach 1 Million Girls through learn, lead, decide and thrive programs for elimination of child, early and forced marriage in Nepal, Plan International Nepal will work to achieve the following 5 programmatic objectives during the next five years:

1. Girls and boys grow up healthy from the start in an environment providing equal opportunities as parents socialize them in a gender equal and inclusive manner.
2. Girls and boys learn in gender-transformative and disability inclusive educational institutions that deliver quality education in developmental and humanitarian settings
3. The agency of children especially that of adolescent girls, is increased through asset-building enhanced access to SRHR services, and growth in self-protection capabilities.
4. Girls experience reduced levels of gender-based violence and discriminatory social norms and practices and grow up safely in communities free of child marriage, child trafficking and child labor.
5. Girls and boys strengthen community resilience-building through gender-transformative and disability inclusive disaster risk management; climate change adaptation; and WASH promotion.

Strengthening Community Resilience through DRR, CCA and WASH program sector has three strategic approaches – first focusing on transferring skills to girls, boys, women and men in the community for protecting themselves from disaster risk (multi-hazard) and also the skills for responding in the event of an emergency, and the second focusing on strengthening the organizational capacity of Plan International Nepal including its partner organization to respond to a medium scale and mega disasters. The third focuses on improving behavior change and WASH service provision, and strengthening WASH governance and institutional framework. We aim to develop and implement a gender transformative WASH approach which goes beyond equal access to WASH facilities and services but in which WASH interventions are designed in such a way that it contributed to women empowerment and gender equality.

The project aims to strengthen community resilience through gender transformative and inclusive disaster risk management, climate change adaptation and water, sanitation and hygiene promotion.
Plan International Nepal’s DRM interventions will contribute towards the national & global priorities on DRR. Hence, the interventions will be in line with Sendai Framework for DRR 2015-2030.

1. Girls and boys from most vulnerable communities will be capacitated to assess and understand risk. Communities will be aware about the risk.
2. Capacity of girls and boys, including adolescent girls, community people and Plan International Nepal will be enhanced on disaster preparedness for effective response and to Build Back Better.
3. Enhancing capacity and perception of girls, boys, women and men for promoting and sustaining hygiene and sanitation behaviors.
4. Strengthening WASH institutions and policy advocacy for good WASH governance, gender transformation and social inclusion and sustainable community led and managed WASH service delivery.
5. Strengthening the capacity of local organizations to deliver gender and social inclusion sensitive, climate resilient, effective and coherent behavior change interventions.
6. Promoting, in collaboration with local organizations, behavior change of users on key WASH behaviors to increase demand for WASH services.
7. Improving the performance of WASH service providers.
8. Disaster risk reduction initiatives including structural and non-structural mitigation measures
9. Support to strengthen disaster risk governance

The outcomes of the project are as follows:

Outcome 1: Risks associated with hazards (natural & human induced) and climate change in the targeted vulnerable communities (children, young women), are identified and reduced through implementing multi-hazard, gender transformative and integrated risk reduction initiatives.

Outcome 2: Plan International Nepal and partners have adequate knowledge, skill, physical facilities and mechanism to respond to large scale emergencies.

Outcome 3: Contributed to DRM policy, strategy, guideline formulation and dissemination

Outcome 4 Decreased incidence of water, sanitation and hygiene (WASH) related diseases among children, and drudgery and discrimination of girls and young women in marginalized and vulnerable communities.

This project has aim to achieve the following output within five years of project period as:

1. Communities identified prevailing hazards and their risks and prioritized for mitigation
2. Enhanced knowledge on effective disaster risk reduction & climate change adaptation measures.
3. Organizational base at local level formed and remained functional in DRM programming
4. Disaster & climate change risk to community people is mitigated and reduced
5. Contributed to DRM policy, strategy, guideline formulation
6. Improved the protection of adolescents and integrating into humanitarian preparedness and response.
7. Strengthen community management for clean drinking water supply
8. Improved community managed water supply schemes in community
9. Declared clean and hygienic home

Program Approach:

The focus and content of Plan International Nepal’s resilience programs will align with the results for children that are set out in 100 Million Reasons: Learn, Lead, Decide and Thrive with some context specific additional works. As a major actor in the humanitarian sector, we will maintain a high level of readiness across the organization to response to emergencies by improving and reinforcing a culture and understanding of the need to be ready to respond.
Our approach is to ensure that we understand the different vulnerabilities, capacities and needs of different groups, with a specific but not exclusive attention to the challenges faced by girls. Among children and youth, some groups are more vulnerable and less able to access assistance. We are particularly concerned that vulnerable and excluded groups are targeted in disasters and that their inclusion is considered through specific need assessment interventions, and targeted distributions and other risk reduction, response and recovery activities. Our work on inclusion, as expressed on Plan International’s “Tackling Exclusion Framework”, should identify the underlying inequalities, the vulnerabilities and needs of different groups and support program that are appropriate for their particular circumstances. We will involve and work together with youth in our programs to transform societies and protect them.

We will work to reduce the overall risks that children and youth are exposed to while also reducing underlying vulnerabilities, particularly those faced by girls. By doing this we are building the resilience of children and youth to a multitude of potential shocks and stresses, at the same time strengthening community resilience in general. We will work on human right based approach and will work with local, province and national authorities to strengthen the community resilience. We will support government’s efforts on disaster risk reduction and response. We will make specific efforts to listen to the views of girls, boys and youth especially those whose voices are not always heard, such adolescent girls, and involve them in our program planning & implementation and will improve our programs based on their feedback. We will take specific measures, as set out in the Core Humanitarian Standards to increase our accountability to affected people by disasters and their representatives. We will drive for changes in policy and practice by governments, donors and other actors to ensure that children and young people, especially girls, grow up in resilient communities and realize their rights before, during and after disasters and conflicts. We will carry out evidence-based advocacy, conducting research to identify lessons and good practices in our sectors of specialization. We will join partners and consortia to make our advocacy more effective.

We will support local partners to implement DRM projects as far as their capacity allows and so strengthen local civil society and institutions to establish better local capacity to manage disaster risks.

We recognize the demands of a response will be across many sectors, all of which are important for the protection of children, especially girls. We will seek partnerships with other organizations to strengthen the technical capacity to target collaborative programs, working through coordination mechanisms to bring their expertise to locations where we are both working.

We will work in close coordination with Government authorities at local, provincial and federal level during/after disasters for resilience and response/recovery respectively. Particularly for response we will work with CNDRC, National disaster risk reduction platform, DDRC and local level coordination body. Further, we will continue to support capacity development of DDRC by working as a DLSA (district lead support agency). We will work closely with media for awareness raising and dissemination of information. We will enhance the disaster risk management capacity of local institution structures such as LDCRCs, CDCRCs, SDMCs etc.

Plan recognizes the ambition of Sustainable Development Goal (SDG) 6 including universal access to equitable and safe WASH. Plan International Nepal’s community and school based WASH projects focus upon sustainability, scale, gender equality and inclusion, combining contextualized systems strengthening with a rights-based approach empowering marginalized communities and individuals to realize their own rights to WASH. Plan International Nepal supported WASH projects address practical needs e.g. universally accessible infrastructure, women’s representation in WASH committees and contribute to advancing strategic (power-related) interests of women, people with disabilities (PWD) and other marginalized groups e.g. influence over WASH-related decision-making, to address root causes of discriminatory social norms. Plan International Nepal will adopt well recognized and widely used CLTS and social, behavior change communication, child to child and demand driven approach for implementing its WASH project interventions in line with government’s relevant policies, plans and guidelines. Plan will support to build the capacity of all WASH stakeholders, including governmental and non-governmental, on gender equality for equitable WASH programs and effective role in WASH governance.
Plan will work for raising active and meaningful participation of women, girls, and others marginalized and vulnerable groups, in planning, implementing and monitoring WASH programs and address the issue of seclusion and exclusion in the communities and households. It will also work to create space for women’s decision-making and leadership in WASH institutions. Plan will work for development of women entrepreneurs for production and availability of affordable low-cost sanitary pads at local level. To address the practical needs, Plan will support schools and communities for building community managed small scale water supply facilities integrated with multiple use including MHM facilities. Plan will influence the government for implementation of existing policy and will work together fulfilling the gaps. Plan will support for strengthening WASH systems of local government for evidence based planning and good WASH governance. It will also work for strengthening WASH institutions and WASH related functional groups/committees at local level for effective management and monitoring, for sustaining the behaviors and functionality of services. Plan will work together with local government, communities, civil society organizations, traditional and faith healers, local leaders, health and WASH Champions, women, children, child clubs and adolescent girls’ groups as change agents, disabilities organizations and WASH Alliance towards implementing the interventions and achieving the expected results.

2. Brief note on the proposed program/project

2.1. Project duration: July, 2019 to June, 2022, subject to funds availability

2.2. Target populations: Adolescent girls and boys, men, women as well as other groups described below

<table>
<thead>
<tr>
<th>Group</th>
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</thead>
<tbody>
<tr>
<td>Child/Adolescent Groups/young women groups</td>
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<tr>
<td>Boy’s/Men’s Groups</td>
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<tr>
<td>Sponsored children/families</td>
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<tr>
<td>Health Post/schools</td>
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<tr>
<td>Female Community Health Volunteers</td>
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<tr>
<td>Children with disabilities, Women with disabilities</td>
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<tr>
<td>Government officials/elected representatives/local leaders</td>
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<tr>
<td>Marginalized Groups</td>
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2.3. Program target area: Selected rural municipality and municipality of the Banke and Bardia district of province 5 as below

Banke District
- Baijanath Rural Municipality: 1-8 wards (whole 8 wards)
- Janaki Rural Municipality: 1, 2, 3 and 6 wards (4 wards)
- Khajura Rural Municipality: 3-6 (4 wards)
- Kohalpur Municipality: 1-5 and 7-15 wards (14 wards except ward #6)
- Duduwa Rural Municipality: 1-5 wards (5 wards)
- Nepalgunj Metropolitan City: 1, 12-15, 17, 19-23 (10 wards)

Bardiya District
- Barabardiya Municipality: 1-11 wards (whole 11 wards)
- Rajapur Municipality: 3-10 Wards (8 wards)
- Geruwa Rural municipality: 5 Ward (1 ward)
- Badhaiya Tal Rural Municipality: 7-9 wards (3 wards)
- Madhuban Municipality: 1-2 Wards (2 wards)
- Thakurbaba Municipality: 3, 4, 5 and 9 wards (4 wards)
- Gulariya Municipality: 11-12 Wards (2 wards)

3. Guiding note for the proponent organization:
The interested organization is requested to read this term of reference (TOR) carefully and prepare a clear and brief concept note and capacity statement limiting to the following outline or the scope (Page limit 10 pages, A4 Size, margin 1” top, bottom, left and right):

1) Socio-economic background and problem analysis of project location.
2) Main Objectives of the program
3) Key area of proposed interventions/main activities
4) Type of Target beneficiaries
   • Direct
   • Indirect
5) A brief outline on project implementation modality and strategy.
6) Strategy to engage stakeholders and other actors in project cycle
7) Project monitoring and evaluation plan/framework
8) Risk assessment and mitigation measures
9) Project phase-out strategy and sustainability plan
10) Capacity statement of the organization to implement the proposed program
    • Past experience and achievements about type of work the organization has done in the related field
    • Interest, motivation and rational for implementing project activities in the proposed theme as per given TOR
    • Strengths of the organization to successful implementation of the propose program in the proposed program district.

4. Nature of partnership:
Plan International Nepal enter into formal partnership agreement with selected NGO partners for the aforementioned duration, if organization is selected. However, financial commitments are made on yearly basis depending upon funds availability. The selected partners should be prepared to phase-out in a short time notice in case of unavailability of fund in any point of time.

5. EOI evaluation and selection process
A selection panel of staffs established by Plan International with a combination of program, finance and operation to review all the submitted EOIs. Potential organizations with a maximum of 3-4 bidders, obtaining highest score in the short listing process be invited for a presentation on concept note and capacity statement. The panel members will also undertake visit to the office of the perspective agency with necessary field visits, interview with community people and stakeholders for further organizational assessment and verification of information submitted through EOI.

On the basis of the score obtained during selection process, the selection panel recommends for the approval of the potential agency for partnership to Country Management of Plan International Nepal. The process is guided by Plan International Nepal’s partnership policy and procedures 2019 and procedures 2019 using standard selection criteria and scoring matrix.

Being an independent international organization with accountability towards the right holders, duty bearers and donors, partner selection is an internal regular process of the organization. At the same time, it ensures that the selection process is fully impartial and compliant to its policies and guidelines so that the appropriate and best suitable partner get selected.

The following be key and major areas of assessment and selection criteria
1) Gender and Social Inclusion reflected in the organization structure and decision making
2) Organizational Governance and Management
3) Development work experience and related expertise
4) Level of compatibility of strategic vision, mission and objective with Plan International Nepal
5) Technical review and assessment of concept note and capacity statement
6) Overall impression on concept, capacity statement, EOI, presentation
7) Interview with staff/board members, physical verification of documents and field visits

**Evidence of Conflict of interest.** Any of member of an executive board serving as a full time or part time staff member or consultant on a partner’s payroll will be considered as conflict of interest. NGOs which are governed by close family members of, whether related by blood or marriage also disqualify for selection. Close family relation with staff member of Plan International will also be considered conflict
of interest: The executive members or office bearers/staff of partners having kinship or close family relationship with Plan International Nepal employee disqualify from competition and shortlisting. A person’s spouse, father, mother, brother, sister, offspring and in-laws are considered as close family relationship or having kinships.

6. Requirements for Submission of Expression of Interest (EOI)
The EOI shall contain the following documents:

- A cover letter for submission of expression of interest for partnership signed by head of organization.
- Completely filled up organization profile: (Refer Annex 2) – do not distort or revise or modify the prescribed format.
- Concept note and capacity statement as per guidance note of this TOR
- Copy of supporting documents as mentioned below
  a) Copy of registration certificate from the government authority with Latest renewal, e.g. District Administration Office
  b) Copy of the organization constitution/legislation (Bidhan) बिधान
  c) Copy of PAN certificate
  d) Copy of VAT certificate (if applicable)
  e) Copy of tax clearance letter (if applicable)
  f) Copy of affiliation certificate to SWC –Nepal with renewal (if applicable)
  g) Copy of organization’s HR/administration policies/procedure
  h) Copy of financial management guideline/policy including procurement procedure
  i) Copy of latest audit report of the organization with balance sheet and list of inventory
  j) Copy of latest annual report of the organization, if any (Sanstha ko Barsik Pratibedan), संस्था को बार्षिक प्रतििेदन
  k) Copy of other relevant policies – e.g. GESI, CP/child safeguarding (pls specify)
  l) At least two references from existing/former funding agencies.

A covering letter for EOI typed in organizations letter head with official seal. There should be a subject head, the reference no of EOI notice and clear indication for which sector/project or theme for which the EOI is submitted so far

7. Deadline for the submission of EOI
Hardcopies of the EOI along with supporting documents as mentioned above in a sealed envelope should reach to the following address within deadline as mentioned in the published EOI notice in local newspaper. EOI documents through email will not be accepted.

Plan International Nepal
Nepalgunj Field Office
Nepalgunj Sub-Metropolitan City -12, Belaspur
Phone: 081- 415003/ 081-415198

Additional Notes to applicants:
- Communication regarding selection process will not be entertained.
- Plan International Nepal reserves rights to accept or reject the EOI without stating any reason.
- The institutional profile must be submitted in the prescribed format provided by Plan International Nepal along with all required documents mentioned in TOR. Any submission with distorted or modified organizational profile (Annex 2) will not be accepted and will lead to disqualification.
- Each page of the attachment must have official seal (stamp) of the organization and signature of head of organization or authorized official.