Terms of Reference (TOR)

Invitation for expression of interest (EOI) for partnership to implement Gender Transformative and Inclusive Education (Girls Learn Equally) Program in Makawanpur 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.

Plan International Nepal has 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:

- **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.**
- **Girls and boys learn in gender-transformative and disability inclusive educational institutions that deliver quality education in developmental and humanitarian settings**
- **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.**
- **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.**
- **Girls and boys strengthen community resilience-building through gender-transformative and disability inclusive disaster risk management; climate change adaptation; and WASH promotion.**

Plan International Nepal has established its Field Office at Hetauda in Makawanpur district to scale up its work. With pre-consensus from District Coordination Committee (DCC) Makawanpur and concerned rural/municipalities, as well as Project Agreement with government of Nepal/Social Welfare Council, Plan International Nepal, Field Office Makawanpur is going to implement Gender Transformative and Inclusive Education (Girls Learn Equally) Project focusing in almost all of Municipalities and Rural municipalities of Makawanpur district with some activities at district level. The program will be implemented focusing on Preprimary to basic education to children with active involvement of parents, teachers and school management committees in close coordination with concerned school management committee, child and youth clubs, Municipalities/Rural Municipalities, District Coordination Committee, Private sectors, like minded organizations as well as concerned stakeholders at district and community level. While working targeted Municipality and Rural Municipalities, focus will be made in those areas where similar projects are not being implemented by other INGOs/donor agencies to avoid duplication.
2. Brief note on the proposed program/project

2.1 Duration of program/project: July 2019 – June 2022, subject to funds availability

2.2 Program Goal, outcomes and outputs:

Gender Transformative and Inclusive Education: Girls and Boys Learn Equally; Promoting Inclusive, quality Education program will be implemented through action at multiple levels to eliminate gender disparities in accessing quality education for all children through gender-sensitive educational contents, pedagogies and learning environments with government approved gender transformative policies, guidelines and manuals. It includes promotion inclusive early learning and reading model classrooms/schools with gender transformative pedagogies and safe learning environments and also scale up such schools in partnership with local and provincial government so that the government could ensure social inclusion in education and reduce the barriers for children with disabilities (CWDs) through welcoming learning environment.

The program also strengthen ability of girls, CWDs and Dalits to claim their rights to equal education opportunities and quality education. Education services will also improve early learning and reading comprehension of all young learners; assist completion of basic and transition to secondary education; and strengthen inclusive and gender-sensitive educational governance in schools and R / Municipalities.

2.3 Program goal, outcome and outputs:

<table>
<thead>
<tr>
<th>Goal: Girls and boys learn in gender-transformative and disability inclusive educational institutions that deliver quality education in developmental and humanitarian settings.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Specific Outcome</strong></td>
</tr>
<tr>
<td>1: Strengthened gender transformative and inclusive education facilities and systems for all children especially for girls, children with disabilities and Dalit children;</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>2: Improved Early Learning (EL) and reading comprehension of all children especially girls, Dalits and children with disabilities (early graders, i.e. pre-primary to G3);</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3: All girls and boys complete quality basic education leading to relevant and effective learning outcomes in secondary &amp; tertiary Ed.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>4: Stronger Inclusive and gender-sensitive education governance at school and village / municipal level</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>5: Plans and policies by local municipalities developed to retain girls and boys in schools up to secondary level</td>
</tr>
</tbody>
</table>

2.4 Target population: Girls, CWDs and Dalits are the primary targeted population however intervention will be provided to boys and men together. Young kids up to grade 3, their parents, primary teachers and education management committee will be major group with whom most of the intervention will be carried out. Local Government and Education Committee (Palika and School) will also be engaged in different activities regarding the work of policy, guideline and plan. Adolescent group will also entertain the activities to eliminate child marriage and will play the role of watchdog in community for continuation of education up to secondary level.

2.5 Program Area: the program will be implemented in the following municipalities and rural municipalities of Makawanpur district of Providence Number 3.
The close coordination and collaboration will also be established with Ministry of Social Development, province number 3

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 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
   a. Direct
   b. 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 NGOs for the aforementioned project 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 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 considers as close family relationship or having kinships.

6. Requirements for Submission of Expression of Interest (EOI)
The EOI shall contain following documents:
- A cover letter for submission of expression of interest for partnership singed 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, for .e.g. District Administration Office
  b) Copy of the organization constitution/legislation (Bidhan) विधान
  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 प्रतिबंधन
  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,
Makawanpur Field office,
Hetauda Sub-Metropolitan City, Ward no 2
Purano Makwanpur Road, Sangam Chok, Makwanpur, Nepal
Tel : 057-523904, 057-520690

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.

• Organization is to be registered in Makwanpur district administrative office.