Terms of Reference (TOR)

Invitation for expression of interest (EOI) for partnership to implement Girls & Child Protection Program in Makwanpur 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 70 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 refreshed country strategy (2020 to 2023) of Plan International Nepal sets out a bold and clear vision of an inclusive, just and safe society where all girls and young women enjoy their rights and live in freedom. In line with Plan International’s global strategy “100 Million Reasons” and the regional ambition to reach 7% of all girls in the countries where Plan works, Plan International will reach 500,000 girls directly and 1 million girls indirectly in Nepal. Plan International Nepal will work to achieve the following programme objectives with gender transformative approach in both development and humanitarian settings during the next three years:

- **Thrive**: Vulnerable and excluded children, especially girls, are valued, cared and protected without discrimination, fear and any forms of violence.
- **Lead & Decide**: Girls and young women are empowered to lead change, have control over their bodies and make informed decision about their lives.
- **Learn**: Girls and young women are fully prepared and equipped to adapt and thrive in a changing climate.

including following cross-cutting areas

- Climate Crisis/Disaster Risk Management
- Water, Sanitation and Hygiene (WASH)
- Innovation and Technology
- Urbanization
- Youth and Migration

Plan International Nepal has established its Area Office at Hetauda in Makwanpur district of Bagmati Province in order to scale up its work through local partner NGOs. With pre-consensus from District Coordination Committee (DCC) Makwanpur and concerned rural/municipalities, as well as Project Agreement with government of Nepal/Social Welfare Council, Plan International Nepal is implementing a comprehensive project entitled “Girls & Child Protection in Makwanpur” in former 29 VDCs and current 63 wards of 10 Rural/Municipalities of Makwanpur district.

2. Brief note on the proposed program/project
2.1 **Project Duration**: November 2020 to end of June 2022
2.2 **Target group**
Girls, boys, girl/youth network members, parents, teachers, religious leaders, CRC members, Students, survivors of GBV and other community members are the beneficiaries of the project. Details of project target groups are listed in below table.

<table>
<thead>
<tr>
<th>Group</th>
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<tbody>
<tr>
<td>Child/Adolescent Groups/young women groups</td>
<td></td>
</tr>
<tr>
<td>Boy's/Men's Groups</td>
<td></td>
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<tr>
<td>Sponsored children/families</td>
<td></td>
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<tr>
<td>Children with disabilities, Women with disabilities</td>
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<tr>
<td>Vulnerable and survivors of protection issues</td>
<td></td>
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<tr>
<td>Most marginalized girls, boys and families</td>
<td></td>
</tr>
<tr>
<td>Community based child protection mechanisms</td>
<td></td>
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<tr>
<td>Inter-religious and local leaders and its networks</td>
<td></td>
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<tr>
<td>Child protection service providers</td>
<td></td>
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<tr>
<td>Local government (including province) and law enforcing agencies</td>
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</tbody>
</table>

2.3 Program Target areas of the district
The proposed program interventions have planned in 63 wards of 10 RM/M in full or part of the area of all RM/M of Makwanpur district establishing coordination and collaboration with social development ministry of Bagmati Province. The details of program location are given below:

Details of Program Location

<table>
<thead>
<tr>
<th>Rural Municipality/Municipality</th>
<th>Program Wards</th>
<th>Former VDCs</th>
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</thead>
<tbody>
<tr>
<td>Bagmati Rural Municipality</td>
<td>4,5,6,7,8</td>
<td>Phaparbari</td>
</tr>
<tr>
<td>Bakaiya Rural Municipality</td>
<td>11,12</td>
<td>Thingan</td>
</tr>
<tr>
<td>Hetauda Sub Metropolitan City</td>
<td>1, 3, 12,13,14,15,19</td>
<td>Basamadi, Padampokhari, Churiyamai</td>
</tr>
<tr>
<td>Makwanpur Gadi Rural Municipality</td>
<td>All wards</td>
<td>Makwanpurgadi, Aambahjanjyng, Sukaura &amp; Budhichour</td>
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<tr>
<td>Bhimphedi Rural Municipality</td>
<td>All wards</td>
<td>Bhaise, Nibuwatar, Bhimphedi, Namtar (partial part) Ipa &amp; Kogate</td>
</tr>
<tr>
<td>Indrasarobar Rural Municipality</td>
<td>All wards</td>
<td>Markhu, Sisneri, Fakhel &amp; Kulekhani</td>
</tr>
<tr>
<td>Thaha Municipality</td>
<td>1,2,3,4,5,6,7,8,9,10</td>
<td>Daman, Palung, Bjarabarahi, Chitlang, Agra</td>
</tr>
<tr>
<td>Kailash Rural Municipality</td>
<td>5,6,9,10</td>
<td>Gogane and Namtar (Partial part)</td>
</tr>
<tr>
<td>Raksirang Rural Municipality</td>
<td>2,3,4,5</td>
<td>Sarikhet &amp; Raksirang</td>
</tr>
<tr>
<td>Manhari Rural Municipality</td>
<td>All wards</td>
<td>Manahari &amp; Handikhola</td>
</tr>
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2.4 Project goal, outcome and output
Goal: Vulnerable and excluded children, especially girls, are valued and cared without discrimination, fear and any forms of violence.

Ultimate Outcome 1: Girls and young women are empowered and protected from all forms of violence, abuse, exploitation and harmful traditional practices in both development and humanitarian settings

Ultimate Outcome 2: The most vulnerable children access the necessary resources to live with dignity and protection

Intermediate Outcome i: Government at all levels have functional mechanism to implement ECD and child protection related plan, policies, programs and services

Intermediate Outcome ii: Families and communities treat girls and boys equally and have knowledge on negative consequences of harmful traditional practices (HTPs) including knowledge on protection mechanism
Intermediate Outcome iii: Children especially girls and young women have capacity to protect themselves from all forms of violence including knowledge on protection mechanism

Intermediate Outcome iv: Most vulnerable children and families are linked to social protection services through accountable government system

2.5 Program Approach and methodology
The project will promote child protection system at all levels. It will strengthen community-based child protection structures and mechanisms and mobilize them for prevention, early intervention and protection of girls and young women from GBVs especially child marriage, child labour and child trafficking. System strengthening will be central to any projects related to child protection. Municipalities will be supported for developing child protection policy and action plan for ending child marriage, reducing child trafficking and child labour by integrating in local level planning process with resource allocation. Key child protection services at local level will be strengthened to make gender responsive and inclusive. The project will work with schools through education section of municipalities to ensure safe and protective environment. Media agencies will be collaborated for effective awareness and wider coverage and advocacy work.

This project will work with children and girls organizations and rights holder’s organizations to aware and build their capacities so that they can claim for their rights and reduce gender based violence particularly harmful practices such as child marriage, child trafficking and child labor. This project will work with close integration with the project Girls Act especially better life option program and child clubs for raising awareness on child marriage, online protection and other protection components. Plan will conduct research and policy analysis related to GBV especially on child marriage and online protection for evidence based advocacy and to identify emerging issues and its root causes. The project will ensure gender transformative strategy and social inclusion in its implementation.

Plan will advocate and collaborate with the government agencies for policies and laws changes and implementation of those policies, laws and action plans on child marriage and strengthening child protection system jointly with interagency working group (like-minded organizations) and or through networks and coalitions. These networks will also monitor and advocate for meeting the national and international commitments related to child marriage, other GBV and child protection.

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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 considering 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 sunged 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)
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
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

Soft copy of the EOI along with other documents as specified in the TOR in a password protected zipped file with subject line “Expression of Interest for partnership” and EOI reference number at the below mentioned e-mail address within dateline as mentioned in EOI notice published in newspaper.
Nepal.procurement@plan-international.org

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.