Terms of Reference (TOR)

Invitation for expression of interest (EOI) for partnership to implement Sponsorship Communication 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. and
- **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 Field Office at Hetauda in Makwanpur district of province no 3 in order to scale up its work. 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 its regular program Sponsorship Communication focusing in former 29 VDCs and current 63 wards of 10 Rural/Municipalities of Makwanpur district.

The program has been implementing focusing on children, adolescent girls & boys in close coordination with concerned Municipality/Rural Municipalities, District Coordination Committee, Private sectors, like minded organizations as well as concerned stakeholders at district and community level.

2. Brief note on the proposed program/project

2.1 **Project Duration**: November 2020 to end of June 2022
2.2 About Child Sponsorship Communication, its expected outcomes and results

Sponsorships communication is one of the important aspect of the program of Plan international Nepal. It has added value to our program in many ways:

- Child sponsorship is established as a strong means of relationship building between sponsored children/families and community people with sponsors for gender transformative community development programs in selected Rural Municipalities and Municipality.
- Sponsored children, families and communities are adequately aware to participate actively in child sponsorship and child centered programs implemented in their community and benefit from them.
- Gender transformative development programs are owned by the local governments establishing the issues of disadvantaged children, especially girls, in the development process and priorities of the local government.
- It is expected that every community where Sponsored Children live benefits from a program every year. Children are in school and healthy.
- A regular and dialogue worthy communication between sponsored child, their families and sponsors is expected to be established as cross culture communication and learning from each other.
- A strong mechanism will be established to ensure sponsorship program integration with other program.

Specific Outcomes:

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<table>
<thead>
<tr>
<th>Key Expected Results</th>
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<tr>
<td>1.1</td>
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<tr>
<td>Strengthened relationship between sponsors and sponsored children/families with high level of satisfaction towards Plan and its development interventions.</td>
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<td>1.2</td>
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<td>Improved quality of life of sponsored children and other children of the community including marginalized children, children with disability and girls.</td>
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<td>1.3</td>
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<td>Increased level of awareness and commitment among local government officials, elected leaders and community people towards the issues of children, especially girls, for collective actions.</td>
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<td>1.4</td>
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<td>All sponsorship business managed efficiently to meet compliances related to program and sponsorship related commitments.</td>
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<td>1.5</td>
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<td>Establishment of strong communication mechanism maintaining timeliness and quality of the sponsorship documents as per sponsorship business rule.</td>
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2.3 Target populations

The child sponsorship communication component to establish communication and program integration for sponsored children, their families and communities in line with our set of global standards. **The main target population of the project is as below:**

<table>
<thead>
<tr>
<th>Group</th>
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<tbody>
<tr>
<td>Sponsored children/families</td>
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<tr>
<td>Mothers’ groups/Pregnant Women Group members</td>
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</table>
2.4 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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<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, Aambhanjyng, Sukaura &amp; Budhichaur</td>
</tr>
<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, Fakhet &amp; Kulekhani</td>
</tr>
<tr>
<td>Thaha Municipality</td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9, 10</td>
<td>Daman, Palung, Bjrabarahi, 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>
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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 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), 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
  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.