Terms of Reference (TOR)

Invitation for expression of interest (EOI) for partnership to implement Education and Skills Development Program in Dhanusha 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 especially 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 early childhood development, child protection, education, skills, girls lead and decide, water sanitation and hygiene, and disasters risk reduction. Through partner NGOs, community based organizations and government agencies, Plan International Nepal currently reaches over 11 districts.

The Refreshed Country Strategy (2020 to 2023) of Plan International Nepal aims to uphold children’s right further and play a specific role in advancing children’s rights and equality for girls in particular through Child Centered Community Development Programme phase – II (CCCD Phase II). Plan International Nepal will work to achieve the following program objectives with gender transformative approach in both development and humanitarian settings during the next three years:

1. All children receive nurturing and responsive care, giving them a strong foundation to reach their full potential ultimately preventing Child, Early and Forced Marriage (CEFM).
2. Girls and young women are empowered and protected from all forms of violence, abuse, exploitation and harmful traditional practices including CEFM.
3. The most vulnerable children access the necessary resource to live with dignity and protection and free from CEFM.
4. Girls, adolescents and young women in all their diversity can access stigma free sexual and reproductive health (including right to delay early marriages) information and services.
5. Children, adolescent and youth, their family and communities challenge social norms to address root cause of inequality for systemic change.
6. Girls and young women have the skills, knowledge and attitude to secure employment and entrepreneurial opportunity for prosperity contributing to prevention of CEFM.
7. Girls and young women have access to inclusive high quality and relevant education which equips them for the future they desire.

Plan International Nepal is planning to extend its programme in Dhanusha district effective from FY 2021. With pre-consensus from Provincial Government of Province no. 2 and District Coordination Committee (DCC) Dhanusha and subject to Approval of Project Agreement Amendment from government of Nepal/Social Welfare Council, Plan International Nepal is preparing to implement education and skill development to selected Rural/Municipalities in Dhanusa district with some activities at district and provincial level.
The program will be implemented focusing on pre-primary to basic education for children, their 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 with targeted Municipalities 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.

The program will be implemented in close coordination with Social Development Ministry of Province no. 2, District Coordination Committee, concerned Municipality/Rural Municipalities, Private Sectors, like minded organizations as well as concerned stakeholders at district and community level.

Plan International Nepal is seeking to find eligible NGO partner to implement Education and Skill development Programme in Dhanusha district and requesting for Expression of Interest (EOI) NGOs in the district.

2. Brief note on the proposed program/project

2.1. **Duration of Program**: 2.5 years (January 2021 – June 2023), 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 of inclusive early learning and reading model classrooms/schools with gender transformative pedagogies, safe learning environments and scale up such schools in partnership with local & 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. It also includes STEAM Education practices in school level.**

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.

**Program goal, outcome and outputs:**

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<tr>
<th>Goal:</th>
<th>Girls and young women are fully prepared and equipped to adapt and thrive in a changing climate</th>
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<tbody>
<tr>
<td><strong>Project Specific Outcome</strong></td>
<td><strong>Project Specific Output</strong></td>
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| 1: Girls and young women have access to inclusive high quality and relevant education which equips them for the future they desire. | 1.1 Promoted model early grade learning environment for improving learning competencies (Grade 1 to 5)  
1.2 Improved enabling environment and system for gender transformative and inclusive education and WASH including MHM in schools-basic and secondary  
1.3 Built up relevant STEAM (TI) based teaching and learning system in schools  
1.4 Reduced disaster risk and climate change effect in schools and communities |
| 2: Girls and young women have the skills, knowledge and attitude to secure employment and entrepreneurial opportunity for prosperity contributing to prevention of CEFM. | 2.1 Transformed school ed. experiences and built knowledge and skills for earning and future work  
2.2 Improved connections between young people and existing job opportunities |
2.3. **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.

2.4 **Target Area** The program will be implemented in the selected municipalities and rural municipalities of Dhanusha district of Providence No.- 2

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 enters into formal partnership agreement with selected NGO/s 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 staff will be established by Plan International Nepal 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 may also undertake visit to the office and their programme field of the respective agency for verification of information submitted through EOI if they feel necessary.
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 Procedure 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 shall 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 Nepal 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 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
  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 (2-years)
  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, Anti-fraud, corruption and bribery… (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**
The EOI along with supporting documents should be delivered to Nepal.eoi@plan-international.org no later than two weeks from the date of publication of EoI. Document size should be less than 35 mb. The applicant must ensure that an auto-reply from the above e-mail id is received after submission.

For any queries on submission process, please contact below phone number during weekdays between 9 am to 5 pm.

Plan International Nepal,
Lalitpur Municipality -
Maitri Marga, 3
Pulchowk, Lalitpur Nepal
Tel: 015535560

Additional Notes to applicants:
- Communication regarding selection process will not be entertained.
- Plan International Nepal reserves the right 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 this 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.
- Any effort of the organisation to influence the selection process will disqualify from the selection.