Terms of Reference (TOR)

**Invitation for expression of interest (EOI) for partnership to implement Early Childhood Development and Protection 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, Plan International Nepal is preparing to implement Early Childhood Development (ECD) and Child Protection program focusing in selected Municipalities and Rural municipalities of Dhanusha district with some activities at district and provincial level.
The program will focus on home based parenting program with responsive care and early stimulation aspect in gender transformative manner. This program will also empowered the parents, family and communities to ensure that whether pregnant women, new born, children have been able to access quality maternal, new born, child health and nutrition services and also children have been receiving age appropriate responsive care and early stimulus. Similarly massive community dialogues and strengthening existing government mechanism to strengthen ECD service is also one of the major priority of the program. Female Community Health Volunteers (FCVH) and local health facilities, local government are the major drivers for the success and sustainability of this program. At the same time child protection programming aims to inform and empower the children and youth on different forms of abuse and exploitation, its identification and also its prevention and mitigation measures. There trained children and youth will further act as a change agent in their family and community to prevent child abuse, exploitation, gender based discrimination and violence, child marriage etc. Similarly, program will also train and sensitize parents, community members, social and religious leaders on identify protection related risk, issues and concern and also identify their role to prevent and mitigate these risks. Strengthening community based child protection mechanism (CBCPM) is one of the major priority of the protection programming. The program will be designed and implemented in close coordination and collaboration with the local government. Overall, the program aims to prevent child, early and forced marriage (CEFM) in a long run.

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 appropriate professional NGO partner to implement Early Childhood Development and Child Protection programme in Dhanusha district and requesting for Expression of Interest NGOs in the district.

2. Brief note on the proposed program

2.1 Duration of program/project: 2.5 years (January 2021 – June 2023), subject to funds availability

2.2 Program goal, outcome and outputs:

<table>
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<tr>
<th>Goal: Vulnerable and excluded children, especially girls, are valued, cared and protected without discrimination, fear and any forms of violence.</th>
<th>Project Specific Outcome</th>
<th>Project Specific Output</th>
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<td>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).</td>
<td>Parents/caregivers have the necessary knowledge and skills to support their children’s holistic development through nurturing care, positive and gender response parenting practices</td>
<td>Male members at household and community level have improved knowledge, skill and behaviour for promoting early childhood development and positive social and gender norms including CEFM prevention</td>
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<td>Community &amp; local leaders including youth groups undertake collective action to promote positive parenting practices, including provision of nurturing care and preventing and reporting any violence including CEFM, GBV and HTPs</td>
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<td>Government have system and structure in place with relevant policy frameworks, program, budget allocations and action plans to support gender-transformative early childhood development program.</td>
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<td>Girls and young women are empowered and protected from all forms of violence.</td>
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<td>Child-focused, child protection and gender related laws, policies, program and budget are ensured.</td>
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abuse, exploitation and harmful traditional practices including CEFM

The most vulnerable children access the necessary resource to live with dignity and protection and free from CEFM

socialized and effectively implemented at provincial and municipal level.

Vital registration is ensured with specific focus on vulnerable girls and women

2.3. Target population:
For ECD program, Pregnant women, postnatal & lactating mothers, parents and caretakers of children under 5 year of age are the primary targeted population of the program. Health workers, female community health volunteer (FCHV), member of health mother group, local club member, Health facility operation management committee will be the major group with whom most of the intervention will be carried out. Local government (Rural/Municipality), ward office will also engaged in different activities like planning, preparing guideline and policy on early childhood development (ECD).

For Child protection programming, children below 18 years of age, their parents and care takers, schools, child clubs will be the primary target group. Similarly, program will be working closely with the local government including Child Rights Committee (CRC), protection related service providers such as child helpline, hotline, women and children service department, One stop crisis management centers (OCMC) e.t.c to strengthen the service for quality child protection related services.

2.4. Program 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 further 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 to 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 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 bears/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.