

RFP Information		
RFP Reference:		
Organization Information		
Name of the organization:		
VAT/ PAN registration number:		
HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? :	YES/NO	
Contact person's name:		
Contact details:	Telephone:	
	Cellphone	
	Address:	
	Email:	
	Other:	
Additional Contact Information:		
SIGNATURE AND COMPANY STAMP		
DATE:		

TERMS OF REFERENCE

PHASE-OUT STUDY OF MAKWANPUR AND SUNSARI DISTRICTS

1. Background

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 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 over 75 years, and are now active in more than 70 countries. Plan International Nepal has been working in Nepal since 1978 to enable marginalized children as well as their families and communities, to access their rights to health, education, economic security and protection. Currently our programs are running in 24 districts through our development partners.

Plan Nepal started its operation in Makwanpur and Sunsari districts both in 1995. At present, its sponsorship program stretches to 10 "Palikas" of Makwanpur and 9 "Palikas" of Sunsari. As planned in the newly refreshed country strategy of Plan International Nepal (2020-2023), Plan will phase out from these two districts within the strategic period. Therefore, the outcome of this assessment is important to find out the achievements in different thematic areas during Plan's program operation in these districts over the years as well as significant gaps, if any, before phasing out. The sponsored children from these municipalities will be cancelled phase-wise starting from those communities where Plan started operation at the beginning. These cancellations will be based on the phase-out plan approved by Plan's Regional and Global Hub. Within the strategic period, there is also plan to phase in into the areas which have the most serious and frequent violations of girls' rights. Considering a close linkage between phase-out and phase-in process, phase-in assessment process will started within December, 2020. Therefore, the cancelled sponsored children from Makwanpur and Sunsari will be replaced from the new district(s). Phase-out from these two districts will be under Improved Community Situation reason or that the development targets have been met to a desired level from where the community and the local governments can sustain the achievements and continue in future. Therefore, it is important that the assessment reflects well about Plan's interventions over the years at community level including how these contributed in improving the lives of children, particularly girls and young women, supported by outcome level facts and figures.

2. Purpose of the assignment

Available studies and primary and secondary database has revealed that there has been improvements in the overall living condition of the people. However, Plan is interested to generate evidence on the impact contributed through its program. It also aims to find out the area of gaps that needs to be fulfilled to realize child rights. The outcome of the assessment is highly important to prepare an achievement report to be shared with sponsors who supported their sponsored children, families and communities through Plan. Hearing about the changes that have happened while Plan International has been working with the communities helps to create a positive impression for the Sponsor and increase the likelihood of them sponsoring another child. Therefore, it is expected that the assessment is balanced, transparent and include challenges faced, lessons learned and less favourable outcomes as well as Plan International's successes, achievements and positive before and after information.

3a. Scope of work

Plan International Nepal is in the process of phasing out its programme in Makwanpur and Sunsari and phasing in other districts. The major purpose of this assignment is to document impacts and outcomes of Plan programs at individual , family , community and institutional level. The study will provide areas of improvement to fulfil the gaps. The specific objectives of this assingment are as follows;

- Find out economic condition of the sponsored families

- Find out the status of health, education, WASH, child protection, SRHR, MHM and empowerment of YWOs and disaster risk management in the community
- Assess existence and capacity of community level physical, social and economic infrastructures
- Map out capacity of the civil society and stakeholders, health management committee, CPCs, D/MWASH CC, WSUC, Women cooperatives, LDRMC, CBOs and forums of People with Disability, Youths and marginalized communities.
- Assess Plan and its partner's practices of coordination/collaboration with municipalities and concerned government offices in program planning, implementation and monitoring
- Assess existing practice and capacity of the child/youth clubs, young women organisations to claim rights
- Extent of ownership taken by government agencies in Plan programs in terms of program planning resource sharing and sustainability of projects
- Find out the gaps with the child poverty indicators
- Recommend strategies and actions to meet the gaps.

3b. Methodology

The consultant is required to briefly present the methodological approach that they will undertake for the study and briefly elaborate on the study process, tools and data analysis and presentation methods. The consultant is also encouraged to present better and suitable participatory methodology not limiting to those as provided in this ToR. Relevant methodology suggestions to be performed by the consultant based on the explanations given in the scope of work. The consultants are expected to use/select/design participatory methodology and tools for collecting both qualitative and quantitative information. Methodology should describe sample size, respondent, location and time. The tools have to be shared with Plan International Nepal office before finalizing it. Further, the consultant may recommend better methodology and tools not limiting to the following:

Desk Review: Review of the programme documents including country strategies, progress reports, meeting minutes and baseline/evaluation/study reports. The consultant should collect relevant secondary information such as central, provincial and local governments reports, UN, Red Cross, and other agencies and the media, Information collection from government coordination and cluster meetings (ex. Health, WASH, Protection and Education) and National/UN statistics.

Focus Group Discussion (FGD): FGDs are recommended with sponsored child, sponsored families, child clubs, champion of change, YWOs, BLOP members, Cooperatives, LDRMC, WSUC, CBOs, CPCs, HFOMC and community people for collecting qualitative data.

Household Survey: Household survey is recommended for quantitative data by using LQAS survey methods. The study will be primarily commissioned using primary data collected through quantitative household surveys. A LQAS sampling technique will be used to determine sample from the Plan working area. Structured questionnaire will be administered to the randomly selected families.

Key Informant Interview (KII): Head of District Coordination Committee, NGO federation, District level government office like Agriculture Knowledge Center, Livestock office, Health office, Education office, Women and children department of local government, representatives of Rural Municipality & Municipality forums of People with Disability, Youths and marginalized communities, representatives of partner organization, Plan International Nepal staff etc.

Case studies: 5 to 6 representative case studies, preferably rural municipality wise.

The consultant will develop capacity mapping criteria to assess the capacity of the civil society.

Plan's technical team will review methodology, samples, tool and checklists/questionnaire upon receiving the proposal. The consultants have to agree to consider Plan's recommendations.

The consultant will work closely under the technical leadership of Plan's MER team. Though the consultants will have overall responsibility of organizing, managing and leading the field study and producing quality mapping report, Plan's team will accompany partner in finalizing the methodology, tools and field work.

Quality Assurance, Risk Mitigation and other considerations

It is expected that the study team will use gender-inclusive and participatory approaches to seek the views of beneficiaries and, where appropriate, non-beneficiaries. Inclusive techniques will be expected from the consultant, to seek active participation in the study by beneficiaries and stakeholders at different levels.

Upon signing of the contract, the consultant, and Plan International Nepal will have an inception meeting to ensure that both have the same understanding of the study objectives, how these objectives are to be achieved, and when.

Consultant must also explicitly provide details on data quality assurance at the field and assurance of the quality of final report in the proposal. Also potential risks and limitations of the study and consultants' plan to mitigate them should also be specified in the proposal. Further, the consultant should mention data analysis, data management and data security in thier proposal.

4. Outputs/Deliverables

The following deliverables are expected from the consultant in due process of the assignment:

a) ***Inception Report:*** the consultant should submit an inception report within **Ten days** after signing of the agreement detailing on the study methods, tools and work plan. The following structure of the inception report is recommended:

- Background
- Action to be evaluated/study
- Purpose of the study
- Methodology including sample size, location etc.
- Key study questions
- Study matrix table (Objectives/indicators, key questions, methods, sample, tools and respondents)
- Analysis (explain both qualitative and quantitative including use of software such as SPSS, Nvivo etc), data management and data security mechanism.
- Detailed work plan
- Main report layout/structure
- Interview targets
- Outstanding questions and issues

b) ***Reporting:*** A draft reports (two separate reports as disdtrict wise) should be shared with Plan International Nepal for feedback. Upon submission of a draft report, consultant should be responsible for presenting the most significant findings to the Plan Management and key stakeholders through a meeting and get their feedback on critical areas. The meeting will be arranged by Plan International Nepal. The report should consist the following sections (a) executive summary not more than three pages (b) the context/introduction (c) description of the project/program (d) objectives (e) methodology (f) study analysis (g) findings and conclusions structured based on qualitative and quantitative findings (h) conclusion (i) major gaps (j) lesson learnt and recommendation (k) appendices. Further, the consultant should submit the study brief/abstract not more than 2 pages in separate word file along with final report.

The consultant should submit a final report in both hard and electronic copies along with all data (csv, excel, SPSS or STATA compatible formats), transcripts of the FGDs and KIs, photographs etc.

Appendices, to include study terms of reference, maps, sample framework, end notes (where appropriate), bibliography and stories of changes including quotes from the stakeholders including relevant photos.

5. Time frame and estimated working days

The assignment is estimated to be undertaken within 35 days beginning from October 2020 and to be completed by January 2021.

Task/Deliverable	Deadline	Estimated No. of work days
Submission of the proposal	27 Sept 2020	NA
Submission of inception report including tools	26 Oct 2020	10 days
Ethical approval (Consultant)	27 Nov 2020	NA
Training to enumerators/researchers	30 Nov 2020	3 days
Data collection from the field	04-20 Dec 2020	15 days
Data analysis, draft report preparation and submission to Plan International Country Office for comment feedback	30 Dec 2020	5 days
Draft report presentation in Plan for feedback	05 Jan 2021	1 day
Receive feedback from Plan Nepal	15 Jan 2021	NA
Incorporate feedback and submit the final report with supporting documents, annexes, photos and case studies to Plan International Country office	20 Jan 2021	1 day
TOTAL Working days		35 days

6. Qualifications and experience of the consultant

The consultant should have the following academic qualification and experiences:

- Team leader should have Master degree in Economics, Social Science (Sociology, Economics and Development Studies) or related fields relevant to assignment. Experience of conducting similar study will be preferred.
- Team members should have also Master degree in Economics, Social Science (Sociology, Economics and Development Studies) or related fields relevant to assignment.
- The team should be gender balance.
- Should be well acquainted with community based participatory planning as well as government planning system of Nepal.
- Experienced in child friendly and gender-sensitive approaches.
- Demonstrated experience in conducting primary qualitative and quantitative data collection and analysis, study, research, evaluation and assessment.
- Strong report writing skills in English

7. Ethical and Safeguarding Children and Young people Statements

Plan International recognises that violence against children and young people is prevalent throughout the world and in all societies. Violence against children includes physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and sexual abuse. In addition, children and young people may be vulnerable and at risk due to reasons of gender, sexual orientation, ethnic origin, disability and age or illness. Plan International is fully committed to ending violence against children and acknowledge that we have a duty to promote the gender responsive safeguarding of children and young people and particularly those with whom we work or are in contact.

Plan International's Global Policy- Safeguarding Children and Young People emphasizes the safeguarding of children and young people who come in contact with Plan employees, volunteers, partner organisations and individuals, including consultants, who are working on behalf of Plan International. This is regarded as strict global compliance issue and have to follow it mandatorily. In this respect, the consultant should include statements in the proposal on how s/he will ensure ethics and safeguarding of children and young people during the commencement of the assignment and during the field work. The consultant should also specify other ethical protocols to be followed during the due course of the evaluation/study/research. The consultant is strongly recommend to take written consent of the respondents and/or children's guardian before taking photographs/interview and ask if their photographs, verbatim or case stories could be used

in report for public dissemination. Such consent must be documented and submitted to Plan International Nepal along with the final report.

Further, the consultant should be responsible to take ethical approval from the concerned authorities which need to take ethical approval before data collection.

8. Submission of Proposal:

The Offeror shall prepare and submit both the “**Technical**” and “**Financial**” Proposal. In the cover letter of proposal the offeror must have to mention “**Proposal for Phase-Out Study Of Makwanpur and Sunsari Districts**” and submit both the “**Technical**” and “**Financial**” Proposal **no later than 5:00 PM on 27th September, 2020.**

Deadline for submission of proposals

We are aware about the current lock down scenario, hence the proposal can be accepted through Plan International Nepal email address at nepal.procurement@plan-international.org, however if the lockdown is lifted sealed proposals should be sent in hard copy and has to be deposited in tender box at Plan International office.

**Plan International Nepal,
Nepal Country Office
Lalitpur-3, Maitri Marga, Bakhundole, Lalitpur, Nepal
Phone: 01-5535580**

An Offeror having any queries regarding the RFP Document or Scope of Work can send an e-mail to nepal.procurement@plan-international.org. Answers to questions of the Offeror will be sent by email.

9. Evaluation/Selection Criteria:

The following selection criteria will be used for technical evaluation of the proposals.

Description of Item	Weighting %
1. Does the consulting firm/team leader have past experience in conducting relevant study?	25%
2. Does the team leader have relevant academic qualification?	10%
3. Is the composition of proposed team balanced in terms of gender and expertise?	10%
4. Is the review methods/methodology proposed realistic and relevant to the objectives of assignment?	35%
5. Is data analysis methods, data management and security mechanism well explained?	15%
6. Is proposed field plan (timeline) realistic?	5%
Total	100%

10. Cost and Payment

The consultant should submit the total budget in the proposal with detail breakdown including applicable government taxes. Out of the total, 40% amount will be paid after signing of the agreement, 30% of amount will be paid after submission of draft report and remaining 30% of amount will be paid after submission of final report.

11. Intended Users

The intended users of this data are Plan International Nepal, Plan partner organisations, Plan Global Hub, Plan Regional Offices, Plan National Offices and local government bodies.