Terms of Reference (ToR) for
Invitation of Project Proposal for Implementing Gender Transformative Girls Act
Programme in Kalikot District

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 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 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 Country Strategic (2017 to 2022) of Plan International Nepal aims to uphold children’s right further and play a specific role in advancing equality for girls in particular. Plan International Nepal will work to achieve the following program objectives with gender transformative approach in both development and humanitarian settings during the next five years:

- Enhance inclusive parenting to realize the developmental potential of children
- Strengthen Disability Inclusive Educational Institutions for Quality Education in development and humanitarian settings
- *Enhance empowerment of adolescent girls and young women*
- Reduce gender based violence and discriminatory social norms and practices
- Strengthen community resilience through gender transformative disaster risk management, climate change adaptation and water sanitation & hygiene

Plan International Nepal has established its Karnali Field Office at Jumla to scale up its work. With pre-consensus from District Coordination Committee (DCC) Kalikot and concerned rural/municipalities, as well as Project Agreement with government of Nepal/Social Welfare Council, Plan International Nepal is going to implement Gender Transformative Girls Act Projects focusing mainly in 2-3 Rural/Municipalities in Kalikot district with some programs/projects at district level in line with pre-consensus letter from District Coordination Committee, Kalikot. The program will be implemented focusing on adolescent Girls and Young women 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. While working targeted Municipality 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.

2. Proposed Project Scope, Outcomes and Expected Outputs

Plan International Nepal, Karnali Field Office, Jumla, invites Project Proposal from eligible NGOs with registration at/approval from District Administration Office, Kalikot, with adequate experience in related theme. Preference will be given to locally working NGOs for project partnership with 1 NGO in Kalikot district covering the following theme effective tentatively from our next Fiscal Year beginning from June 2019.

2.1. Empowerment of Girls and Young Women through integrated program implementation approaches,

Program Goal

The agency of children especially that of adolescent girls, is increased through asset building enhanced access to Sexual and Reproductive Health and Rights (SRHR) services and growth in self-confidence and enhanced capacity to engage in decision making processes.

<table>
<thead>
<tr>
<th>Specific outcomes expected from the project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adolescent girls/ young women have increased access/control over resources, financial services, marketable skills/increased employability /self-employment &amp; decent work.</td>
</tr>
<tr>
<td>2. Strengthened collective capacities of children &amp; young women so that they take leadership and claim and exercise their rights at all levels, local to national</td>
</tr>
<tr>
<td>3. Children and especially adolescent girls have realized their rights to identity and citizenship and have equitable access to services and opportunities</td>
</tr>
<tr>
<td>4. Adolescents and young girls/women with disabilities have control over their body (SRHR) and labor</td>
</tr>
<tr>
<td>5. 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.</td>
</tr>
<tr>
<td>6. 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.</td>
</tr>
<tr>
<td>7. It is expected that every community where Sponsored Children live benefits from a programme every year. Children are in school and healthy.</td>
</tr>
</tbody>
</table>

Expected Outputs

<table>
<thead>
<tr>
<th>Expected Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adolescent girls/young women have innovative income generation skill to promote employability and self-employment and help youth access financial services and marketing support in the partnership of employers.</td>
</tr>
<tr>
<td>2. Formation and strengthen of child, young women and adolescent girls groups</td>
</tr>
</tbody>
</table>
3. Developed role model and champions from Children, adolescent girls and young women will lead advocacy campaigns jointly with CSOs for influencing stakeholders.

4. Adolescents and young girls/women with disabilities have knowledge regarding SRHR services and menstrual hygiene.

5. Improved quality of life of sponsored children and other children of the community including marginalized children, children with disability and girls.

6. 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.

2.2. The main target population of the project is as below:

<table>
<thead>
<tr>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child/Adolescent Groups/young women groups</td>
</tr>
<tr>
<td>Boy’s/Men’s Groups</td>
</tr>
<tr>
<td>Sponsored children/families</td>
</tr>
<tr>
<td>Health Post/office</td>
</tr>
<tr>
<td>Female Community Health Volunteers</td>
</tr>
<tr>
<td>Children with disabilities, Women with disabilities</td>
</tr>
<tr>
<td>Government officials/elected representatives/local leaders</td>
</tr>
<tr>
<td>Private sector (Hotel, Employers)</td>
</tr>
<tr>
<td>Skill development Institutes</td>
</tr>
<tr>
<td>Cooperative Office</td>
</tr>
</tbody>
</table>

3. Content of proposal

The NGO is requested to read this term of reference carefully and prepare a clear and innovative proposal not limiting to the following outline or the scope, outcomes and outputs presented in earlier section of this TOR (Page limit – 10 to 12 pages):

3.1. Socio-economic background of Kalikot (half page)

3.2. Existing policy provisions on economic empowerment of youths, especially girls, in terms of marketable skills and access to investment capitals; gaps and role of NGOs/INGOs to fulfil these gaps.

3.3. Overall protection and gender equality situation of child, adolescent girls & young women of Kalikot in terms of issues affecting children/young women from Dalit communities, children/young women with disability’.

3.4. Problem analysis of gender based discriminations against adolescent girls and young women; their employment/self-employment issues; gender based social practices and issues affecting adolescent girls/young women’s hygiene behavior practices, including SRHR and strengthening of child, young women and adolescent girls groups for collective advocacy in their leadership (One page)

3.5. A brief outline on research, program design and project implementation modality.
3.6. Strategies to address the problems (5 to 7 key strategies) including strategy to engage local leaders in program cycle for ownership and policy level influencing.

3.7. Project goal (impact level)

3.8. Specific objectives (Limit up to 5 objectives)

3.9. Project location: (Rural Municipalities/Municipality)

3.10. Target beneficiaries with disaggregation (specify the number)

   - Direct
   - Indirect

3.11. Proposed project activities to support expected outcomes of the project (please explain each activity)

3.12. Project log frame

3.13. How program will be align with sponsorship communication.(Integration)

<table>
<thead>
<tr>
<th>Overall objective (goal)</th>
<th>Intervention logic</th>
<th>Objectively verifiable indicators of achievement</th>
<th>Means of verification (data source)</th>
<th>Assumptions for every indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific objectives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expected results</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Result wise activities</td>
<td>R1..................</td>
<td>A1..................</td>
<td>A2..................</td>
<td>etc</td>
</tr>
<tr>
<td></td>
<td>R2..................</td>
<td>A1..................</td>
<td>A2..................</td>
<td>etc.</td>
</tr>
</tbody>
</table>

3.14. Project implementation strategy (one page)

3.15. Risk assessment, opportunity identification and mitigation measures

3.16. Key influencing messages and strategies

3.17. Project monitoring plan with co-relation to knowledge management (half page)

3.18. Project sustainability plan (half page)

3.19. Capacity building plan for adolescent girls, young women groups, community and stakeholders

3.20. Activity wise budget detail including organizational contribution

Note: Plan International Nepal will form a contractual partnership agreement with selected NGOs for the project period, if the submitted proposal and capacity/experience of the organization can meet the set outline above. Though understanding for the partnership can be made for the entire project period, financial commitments are made on yearly basis. The
NGO should be prepared to phase-out in a short time notice in case of unavailability of fund in any point of time.

4. Other required supporting information

**Annex 1:** Working experience and available human resource with qualification, experience and thematic expertise (1 to 2 pages)
(The NGOs having demonstrated experience and expertise of managing child sponsorship communication will be an added advantage. Similarly, the NGO must have demonstrated experience and expertise on SRHR and promotion of agendas on social and economic issues affecting youths, especially girls. Capacity to influence policy makers at local, district and provincial level to tackle social and economic issues affecting youths, especially girls, and to establish their agendas at local, district and provincial level policy, strategy and planning process through their active/informed participation is also essential).

**Annex II:** Past 3 years program/project expenditure trend with funding agency and project theme

**Annex III:** Organization profile
(Governance, record of registrations with latest renewals at District and SWC level, executive committee members and other members specifying the inclusiveness in executive and general memberships, existing policies/guidelines/procedures, tax exemption and clearance certificate, latest audit report, PAN/VAT registration certificate, and relevant legal documents)

**Annex IV:** Safeguarding Children and Young Policy and Its Implementation
Mention whether the organization has a Safeguarding Children and Young People Policy and Code of Conduct. If yes, what are the measures in place to ensure child and young people protection within the organization and in projects/programmes?

**Annex V:** Details of affiliation of NGO with government agencies and CSO networks at different level in relation to EOI project/program theme.

**Annex VI:** At least two references from concerned government agencies or existing/former funding agencies.

---

**Proposal screening and selection process**
A team of at least three Plan staff with a combination of program, finance and sectoral theme will review all the proposals and provide scores on a standard selection matrix of the organization. Potential NGOs, with a maximum of 3 NGOs, obtaining highest score in the short listing process will be invited for a 30 minute presentation and discussion. The panel members will also visit the office of the prospective NGOs scoring the highest marks for further organizational assessment and verification of information. On the basis of the score obtained in the presentation and assessment process during NGO office visit, the selection panel recommends for the approval of the potential NGOs for partnership to Country Management of Plan International Nepal. The selected NGO will
be informed for finalizing project agreement process after necessary approval from that level. The process will be guided by Plan’s standard Partner Selection Guidelines and Policy. Being an independent international organization with accountability towards the right holders, duty bearers and donors, NGO selection is an internal regular process of Plan. At the same time, it ensures that the selection process is fully impartial and compliant to its policies and guidelines so that the best NGO is selected.

The executive members or office bearers of NGO having kinship relationship with Plan International Nepal employee will disqualify from competition. Communication regarding selection process will not be entertained. Plan International Nepal deserves rights to accept or reject the proposal without stating any reason.
Deadline for the submission of project proposal

Hardcopies of the detailed proposal along with above mentioned supporting documents and a covering letter in a sealed envelope should reach to address as specified on published Notice for Expression of Interest. Project proposals through email will not be accepted.

Plan International Nepal
Karnali Field Office
Bijayanagar-5
Chandandannath Municipality
Khalanga, Jumla