Terms of Reference
For
Partnership Policy and Approach Review

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. However, this is often suppressed by poverty, violence, exclusion and gender 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, and work towards 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 and vulnerable children including children with disabilities as well as their families and communities, to access their rights to health, education, economic security and protection. Currently our programs are ongoing in 42 districts through our development partners.

As prioritized in current country strategy plan (2017-2022), achieving gender equality, promoting gender justice, realizing girls’ rights and fostering an inclusive society are core objectives of our work as an organization dedicated to child rights and equality for girls. This commitment is reflected in our Global Strategy 100 Million Reasons, our Values and Behaviors Framework and our Theory of Change.

Overview of current partnership policy and practice

Working in partnership is central to Plan International Nepal in order to achieve immediate and lasting change in the lives of vulnerable people and children. Plan International Nepal has been committed to implement and ensure through partnership that programmes have been accountable to its beneficiaries and other stakeholders including donors. We work to enhance the capacity of civil society organisations, with the aim of building a sustainable and strong civic movement for children’s rights to develop effective service delivery and influencing agencies.

Plan international Nepal build partnerships and working collaboration with civil society organisations (CSOs)/NGOs, community based organizations (CBOs), governments agencies, schools and the private sector in order to implement its projects and programs including to share knowledge, advocate and influence policies to ensure children’s rights are met. Furthermore, it has been clearly highlighted on Plan’s Country Strategy of Nepal (2017-2022) to maintain partnerships with governments and help them in taking the responsibility to fulfil children’s rights as well as to increase efforts to strengthen civil society, children’s networks and young people’s organisations.

Broadly, there are three forms of partnership modalities exists at Plan Nepal - strategic, project implementation and allies/networks. However, with regards to project implementation, the partnership is formed with CSOs/NGO at national level and district level. The CSO partners range from national and district level NGOs to community –based associations (CBOs) at grass root level. While government partnerships at strategic level range from village and district level authorities to national level ministries,

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these partnerships often do not entail transfer of funds, but based more around collaboration, capacity building and long term advocacy goals.

Currently, Plan Nepal works with number of implementing partners (national NGOs and CBOs-community based organizations) for its sponsorship and grant projects all over the country having financial formal agreements. This assignment is aimed to assess and review the existing partnership policy, approach and strategy of Plan International Nepal.

2 Purpose of the assignment

The main purpose of the assignment is to conduct an in-depth analysis and review of current partnership policy and practice of Plan International Nepal taking into consideration of dimensions to highlight the strengthen, weakness, gaps, opportunities and way forward with concrete recommendations.

Specially, the purpose of the partnership policy review is to:

a) Review existing partnership policy of Plan International Nepal including assessment and appraisal practices that is currently in practice for program design, implementation and advocacy. The analysis should contain review and analysis of dimensions in terms of weaknesses and strengths of the current partnership approach from the perspective of different internal and external stakeholders, lessons learned, good practices and existing gaps for effective partnership;

b) Conduct mapping (by geography, type of interventions and amount of funds) of existing CSO's/NGOs, government agencies and other partners which are receiving support from Plan International;

c) Identify the practical measures that have been taken to strengthen the institutional, operational and technical capacity of partners;

d) Draw insights on potential forms or models of building partnership for future work with regards to implementation, influencing, networking and advocacy work in line with Country Strategy (2017-2022).

3 Scope of work

The consultant is expected to:

a) Familiarize with partnership modalities being adopted by Plan international as well as other similar INGOs in Nepal to implement their projects/programs including advocacy and influencing

b) Analyze key recent national policies of Nepal government (specifically of SWC-N) on fundamental requirements for entering into partnership dimensions with CSOs (civil society organizations) and other agencies

c) Conduct field work to identify key barriers/challenges to partnership management for program implementation in the locations where Plan International Nepal works

d) The analysis must identify concrete challenges or bottlenecks and provide evidence of all systemic analysis of current partnership management policy and practices. This information is expected to guide Plan International Nepal in making decisions about our program implementation forging partnership with different agencies to deliver our commitments in future

e) The policy analysis must provide both qualitative and quantitative evidence for Plan International Nepal for revising current partnership policy and practice with regards to effective implementation of program for the realization of children’s rights, gender equality and social inclusion in Nepal in line with Country Strategy (2017-2022).
4. Methodology

The consultant is required to use variety of methods for this review. For example, carry out desk/literature review, conduct key informant interview, focus group discussion, meetings with partner agencies including (staff, members and board), and consultation with children, community people, and other relevant stakeholders. However, the consultant is encouraged to propose additional relevant approaches.

Data will be collected in line with the review framework through a variety of quantitative and qualitative methods such as:

a) Document/Desk review of partnership related document
b) Interviews with selected staff of Plan International at Country Office and Area Offices
c) Interview with staff memebers and executive board members of Partner NGO/CBO
d) Focus group discussions with partners wherever necessary
e) Consultation meetings with key stakeholders

The consultant is required to submit a detailed methodology based on above requirement. The consultant is expected to coordinate and collect information from among the following districts/area offices: Banke, Jumla, Sindhuli, Baglung, Makwanpur, and Morang.

5. Outputs/Deliverables

It is expected that the consultant will produce the following deliverables: Once the consultancy work is awarded to the potential candidate; the expected deliverables are:

- Preliminary report
  - Preliminary findings and recommendations arising from review exercise will be shared with the country teams and raised feedback incorporated in final report
  - A meeting with Area office will be convened wherever necessary to discuss preliminary findings and recommendations and feedback incorporated

The final output report will be a detailed analysis and review on partnership policy and practice of Plan international. The analysis should contain the following:

- Weaknesses and strengths of the current partnership approach
- Lessons learned and good practices
- Concrete areas and measures to strengthen partnerships
- Gaps analysis of current partnership policy and practice
- Concrete recommendation on potential opportunities and modalities of partnership at multiple levels in future.

6. Timeframe and Estimated working days

The entire situation analysis process is expected to take 24 days and be completed by the July 2018.

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Task/Deliverable</th>
<th>Indicative Deadline</th>
<th>Estimated No. of work days</th>
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<tbody>
<tr>
<td>1</td>
<td>Document review</td>
<td>1st week of June</td>
<td>2 days</td>
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</table>
7. Qualifications and experience of the consultant

Plan International Nepal aims to contract a consultant with qualification and an experience as follow:

- Masters degree in the social science (sociology, economics, anthropology, development Studies, etc.) or related fields relevant to the assignment;
- At least 10 years of relevant professional experience with good understanding of community development, partnership approaches and working with CSO’s/NGOs;
- Demonstrated experience in qualitative and quantitative data collection and analysis.
- Strong writing and analytical skills for quality report writing.
- Good communication skills;
- Familiarity with a rights-based approach is an asset

8. Ethical and Child Protection Statements

Child protection is a term used to describe the responsibilities and activities undertaken to prevent or to stop children being abused or ill-treated. It is Plan’s duty and responsibility to reduce the risks of abuse to the children who we have contact with and keep them safe from harm. Plan’s Child Protection Policy, “Say Yes to keeping children safe”, is Plan’s overriding framework to protect children who come into contact with Plan employees, volunteers, partner organisations and individuals, including consultants, who are working on behalf of Plan.

The consultant should include statements in the proposal on how he or she will ensure ethics and child protection in during the commencement of the assignment and during the field works. The consultant should also specify other ethical protocols to be followed during the due course of the evaluation. The consultant is are expected to take consent of the respondents or children’s guardian before taking photographs and ask if their photographs, verbatim or case stories could be used in report and for public dissemination. Such consent must be documented and submitted to Plan International Nepal along with the final report.

9. Submission of Proposals

The Offeror shall prepare both the “Technical” and “Financial” Proposal. In the cover letter of proposal the offeror have to mention “How did they know about this Request for Proposal” either through website or other means.

1. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

[Blank addressed to –]
Plan International
Nepal Country Office
Maitri Marga,
Bakhundole, Lalitpur, Nepal

and, marked as: “Proposal for Partnership Policy and Approach Review”

(b) The 2 inner envelopes shall indicate the name and address of the Offeror and should be clearly marked with “Technical Proposal” and “Financial Proposal”. In summary, there will be one separate sealed envelope for the Technical Proposal including other required legal documents and one separate sealed envelope for the Financial Proposal only.

Note: If an offeror submits the financial proposal (budget) within or in the same envelop as the technical proposal, it will be automatically disqualified.

2. Deadline for submission of proposals

Proposals must be received by Plan International Nepal at the address specified under clause Sealing and marking of Proposals no later than 04:30 PM on, 24 May, 2018.

10. Selection Criteria for consultant hiring

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Criteria</th>
<th>Weightage</th>
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<tbody>
<tr>
<td>A.</td>
<td>Qualifications and Experiences</td>
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<tr>
<td></td>
<td>1  Does the consulting firm/individual have past experience in conducting research, evaluation and assessments</td>
<td>10%</td>
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<tr>
<td></td>
<td>2  Does the consulting firm/individual have past experience in conducting assessment or appraisals in the field of partnership or similar field?</td>
<td>15%</td>
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<td></td>
<td>3  Does the team leader/consultant have relevant academic qualification as explained in TOR?</td>
<td>10%</td>
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<tr>
<td>B.</td>
<td>Methodology- information collection tools and analysis methods</td>
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<td></td>
<td>4  Is the study methodology proposed appropriate, realistic and relevant to the objectives of assignment?</td>
<td>10%</td>
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<td>5  Is the sampling method/design proposed for information collection well explained?</td>
<td>15%</td>
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<td>6  Does proposal include appropriate assessment tools (checklist, interview questionnaires, leading questions etc.) as per objectives of assignment?</td>
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<td>7  Is data analysis methods, data management and security mechanism well explained?</td>
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<td>8  Is proposed field plan (timeline) realistic as per TOR?</td>
<td>5%</td>
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<td>9  Is there well explained quality assurance mechanism?</td>
<td>5%</td>
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<td></td>
<td>10 Its ethical consideration in field data collection and management included in proposal</td>
<td>5%</td>
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<td></td>
<td>Total</td>
<td>100%</td>
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11. Supervision

The entire process will be led by an external consultant. Plan International Nepal will select the potential candidate based on the technical and financial proposals submitted.
The Field Implementation and Partnership Manager will be the focal person on behalf of Plan International Nepal and will facilitate coordination with respective colleagues including the Deputy Country Director/Program Director, Heads of Program/theme, Project Managers, Area Managers and field teams.

Plan International will be responsible for facilitating the analysis process through availing relevant documents and give feedback to the consultant.

12. Cost and Payment

The consultant should submit the total budget in the proposal with detail breakdown including applicable government taxes. Payments will be made in two instalments.

13. Intended Users

The intended users of this assignment is Plan International Nepal.

Consultancy Validity Check List:

Applied For: .................................................................

Name of Company/Firm:..............................................Bid Submission Date: .........................

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<thead>
<tr>
<th>S.No.</th>
<th>Required document</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td>1.</td>
<td>Scope of work</td>
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<td>2.</td>
<td>Methodology</td>
<td></td>
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<tr>
<td>3.</td>
<td>Outputs/deliverables</td>
<td></td>
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<tr>
<td>4.</td>
<td>Timeframe and Estimated working days</td>
<td></td>
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<tr>
<td>5.</td>
<td>Qualification and experience of the consultant/team</td>
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<tr>
<td>6.</td>
<td>Ethical and child protection statements</td>
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<tr>
<td>7.</td>
<td>Proposal signed and stamped</td>
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<tr>
<td>8.</td>
<td>separate sealed envelope for the Technical Proposal and separate sealed envelope for the Financial Proposal</td>
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<tr>
<td>9.</td>
<td>Firm/ company registration with renewal is attached</td>
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<tr>
<td>10.</td>
<td>Registration with income Tax office [VAT] is attached</td>
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<tr>
<td>11.</td>
<td>Tax Clarence for latest FY 2073/074 is attached</td>
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Note: Document received without having mentioned above documents will be considered as disqualified. Furthermore, individual bidding consultant must be VAT registered and must submit registration document. Consultant without VAT registered/Tax Exempted organization will not be entertained.