TERMS OF REFERENCE (TOR)

Delivery of skill training to adolescent girls and young women from the periphery of Pokhara and surrounding districts- Myagdi, Parbat and Baglung

1. Introduction:

Plan International is an international development and humanitarian organisation with a strategic focus on promotion of child rights: health, water, sanitation and hygiene; basic education; household economic security; child protection, and child-centred disaster risk management. Plan International’s purpose is advancing children’s rights and equality for girls.

Plan International has been in operation in Nepal since 1978. Currently, Plan International Nepal is implementing a comprehensive project in agreement with government of Nepal entitled “Child Centred Community Development Project (CCDP-Phase II)” in 14 districts of Nepal namely Banke, Bardai, Jumla Kalikot, Dolpa, Mugu, Myagdi, Parbat, Baglung, Makawanpur, Sindhuli, Rautahat, Morang, Sunsari. It aims to enhance capability of adolescent girls so that they are able to learn, lead, decide and thrive and thereafter attain agency. Its target groups are vulnerable children, young people especially girls.

Plan international Nepal is working in Baglung, Mayagdi and Parbat districts since 2008 and has successfully completed various projects on inclusive education, gender equality and youth employment and livelihood sectors. The current project is related with enhancement of skills and employment among vulnerable adolescent girls and young women in the periphery of Pokhara valley including migrants of Parbat, Myagdi and Baglung.

Plan International Nepal is looking to identify an organisation to develop a strategic partnership with potential non-government organization (NGO) and private sector in order to have lasting impact on life of women and children to design and provide quality skill training to adolescent and young women with focus on tourism and hospitality sector. For Plan International Nepal, building partnership with local agency is a relationship in which vision, risks, accountability, resources and influence are shared. Plan will seek relationships, where parties share a common vision and work together as equals.

2. Problem statement

Economic opportunities in the rural area are limited, land holding is not adequate to provide fulltime employment and agriculture is not profitable. There is high tendency among youths to leave the villages and enter into urban area. Therefore, Nepal is experiencing high rate of urbanization. Its urban population currently relatively low at 17% is rapidly increasing at a rate of 4-7% a year. The rate has been specially increasing due to the decade long political conflict and mega earthquake in 2015. Among migrants, 48.9% are aged 15−29 years and 18.3% are in aged 30−34 years. Most internal migrants come from the hills (49.3%), Terai (39%); and 11.7% are from the mountains. Most migrants come from farming background, later only 3% were found working in the same area while in the urban area. Only 30% were found working in the service sector. The status of other 67% migrants is not known. Most of them are suspected to be working in less than decent work situation or are unemployed.

The adolescent girls and young women from the periphery of Pokhara and adjoining districts such as Myagdi, Parbat and Baglung migrate to Pokhara in search of better work opportunities. Pokhara is a major tourist destination in Nepal with employment opportunities in the tourism and hospitality sector. A major challenge for youth to tap into existing wage employment opportunities are their lack of adequate vocational and soft skills, practical experience, and at times attitude and behavior. In short, youth are not “work ready”. Low overall educational attainment paid with few skills keeps them in vulnerable low-entry barrier employment.
This project therefore is intended to promoting marketable skills of the vulnerable young migrant adolescent girls and young women and provide opportunities for employment and or self-employment so that they can be engaged in decent income generation work and support their and their family's livelihood.

3. **Project objectives:**

The project aims to ensure employment and or entrepreneurship opportunities for 300 adolescent girls and young women with emphasis on disadvantaged youth, unemployed, living in slum areas including migrants and other vulnerable groups from Pokhara valley and its adjoining districts.

4. **Expected results**

   - Identification of non-traditional occupations for young women in the tourism sector in Pokhara which has potential for wage employment and self-employment.
   - 300 vulnerable migrant young women successfully complete vocational skill training including On the Job training (OJT).
   - 300 vulnerable migrant young women acquire life skills
   - 300 vulnerable migrant young women are capable to operate basic computer applications
   - 300 vulnerable migrant youth learn basic English (communication level)
   - Private sector actors of tourism sector are aware and sensitized about decent work practices.
   - Private sector actors of tourism sector offers and practices decent work opportunities, especially for young women in targeted non-traditional jobs
   - Improved functioning of tourism labor market.

4. **Project location**

The project will be implemented in Pokhara. Participants for the training will be selected from peripheral areas of the Pokhara and from adjoining districts Parbat, Baglung and Myagdi. Those adolescents and young women living in squatters or in rented rooms with or without parents/guardians will be a priority.

5. **Project duration**

The project duration will be for 31 months starting from January 2018 till July 2021.

6. **Project Approach:**

Plan International Nepal aims to form partnership with Non-government Organizations (NGOs) registered in project districts and private sector Training Institutes those having good track record of providing skill training and job-placement in specific in Tourism sector (Although NGOs are preferred). The project follows livelihood advancement based system (LABS). The selected partners are expected to work closely with the Pokhara chapters of commerce and industries (PCCI) and Tourism sector employers’ associations such as Hotel Association of Nepal (HAN), Restaurant and Bar Associations of Nepal (REBAN), Trekking Agencies Associations of Nepal (TAAN) and other individual employers. The **selected partner agencies also expected to** facilitate activities which will ensure and promote decent work opportunities by the employers to the skilled youth.

The payment of costs to implementing partners will be based of the successful results of training program leading to engagement of participants in gainful employment (wage or self-employment).

7. **Guiding note for the proponent organization:**

7.1. **Content of proposal**

The interested 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 (Page limit – 8 to 10 pages):
- Socio-economic background of Pokhara valley including its periphery and districts, Magdi, Parbat and Baglung (half page)
- Overall skill and employment situation analysis and opportunities in Pokhara valley in the tourism and hospitality sector focusing on adolescents and young women
- A brief outline on project implementation modality and strategy.
- Strategy to engage employers’ associations in program cycle for policy level influencing.
- Target beneficiaries with disaggregation (specify the number)
  - Direct
  - Indirect
- Main activities
- Risk assessment, opportunity identification and mitigation measures
- Project monitoring plan with co-relation to knowledge management (half page)
- Project sustainability plan (half page)
- Capacity building plan for community and stakeholders
- Activity wise budget detail including organizational contribution: Cost breakdown and work schedule should be for every sub-activities in the proposal, recommended costs for four direct project staff in the programme cost (Project coordinator, Finance Officer, Social Mobiliser/M&E and Business to Youth facilitator/Job placement Officer) and operational cost.
- Brief description of a statement on capacity of organization in relation to the delivery of expected results in section 4 of this TOR.

Note: Plan International Nepal will form a partnership agreement with selected NGOs/training provider for the project period, if the submitted proposal and capacity/experience of the organization can meet the set outline above. Financial commitments are made on yearly basis. 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.

8. Required supporting information in addition to proposal

**Annex 1: Working experience and available human resource with qualification, experience and thematic expertise** (1-2 pages only)

The agency must have experience on the sector of skill and employment. Agency having experience of working on tourism and hospitality sector is preferable. Capacity to influence policy makers at municipality, district and provincial level in favour of decent work for adolescent and young women,

**Annex 2: Organization profile and regulatory compliances**

a) Organization profile with relevant experiences description including profile of executive committee members and other members specifying the inclusiveness in executive and general memberships
b) Signed CVs of the Project Coordinator
c) A copy of Organization registration at government authority (district or national) with latest renewal
d) SWC-N affiliation certificate (applicable for NGOs)
e) A copy of Tax exemption certificate (If applicable )
f) Tax clearance certificate
g) VAT/ PAN registration with latest renewal (if applicable)
h) Latest Audit report
i) Policies of organization (HR/admin policy, Fiancé Management policy, child protection Policy etc.)
j) Any other relevant legal documents
Annex 3: 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/training providers with a maximum of 3 bidders, 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 agency who has 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 office visit, the selection panel recommends for the approval of the potential agency for partnership to Country Management of Plan International Nepal. The selected agency will be informed for further negotiation 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, partner 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 partner is selected.

The executive members or office bearers of partners 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.

9. Proposal (technical and financial) submission

The proposal along with an application (as suggested in point 7 and 8 above) shall contain following documents in separate envelope:
- Technical Proposal- Detailed description on approach, methodology and work plan, flowchart, and timeline of activities.
- Financial Proposal- Detail budget with breakdown (Cost sharing if possible)

10. Deadline for the submission of project proposal

Eligible Hardcopies of the detailed proposal with the above requirement and a covering letter in a sealed envelope should reach to the following address on or before **20 December, 2018** within office time. **Project proposals through email will not be accepted.**

Plan International Nepal
Nepal Country Office
Maitri Marga,
Lalitput-3, Bakhundole, Lalitpur,
Nepal
Tel : **Phone: 01-5535580**
Annex-1: Project Activities

10.1. Dialogue with the tourism sector

Series of meetings will be held with the tourism sector particularly, hotel and restaurant, trekking agencies and other identified employers for their active participation in designing curriculum, organizing training, apprenticeship and ultimately employment in the respective organizations. The partner Project Coordinator will be accompanied by Plan's Project Manager periodically. Frequent meetings and public relations are key to develop a positive work relationship.

10.2. Develop eligibility criteria for training participant

The Partner Organisation together with Plan will develop specific eligibility criteria for the training participant. Some of this will include: survivor of trafficking, violence, natural disaster or conflict, orphans, economic migrants, single women with children, young mothers etc, and willingness to work in the occupation after the completion of the training.

10.3. Participant selection

An advertisement will be put in the local daily for application. The profiles of the applicant will be reviewed by a panel of the partner NGO Plan staff following the eligibility criteria. Potential candidates will be only selected after a short interview/aptitude test. Adolescent girls and young women in between the age of 16 -24 years of age will be selected for the training.

10.4. Skill training

Selected participants will be grouped by type of selected training occupations. (Cooks, waiters, room service, trekking etc.). Then their basic level of knowledge and skills will be assessed. The training curriculum will be guided by the curriculum of the Council of technical education and vocational training (CTEVT). However, the partners partner will sit with the representatives of the employers of the selected occupation of tourism sector to improve the content to meet their emerging needs.

The partner will invite experts (occupation wise) from the tourism sector to facilitate the sessions. Furthermore, the HR managers will be invited to speak with the trainees. The project will provide some pocket money for transportation. Mid-day tiffin will be provided by the NGO itself.

10.5. Life skill training

Life skill training will be provided for one month after completion of the training each day. The training will be provided for one hour each day by a trained facilitator in the same location where they receive skill training. The project will provide life skills to the beneficiaries to build their pre-employment competencies to enter the world of work successfully. The life skill curriculum developed by Plan International will be a guiding document for the trainers of life skill training. The main areas of topics that will be covered in life skill trainings are: Knowing yourself and what you want in a job, Getting ready for your success in job search and getting and keeping a job. Along with life skill computer training (one hour a day) for one month and language class (one hour a day) for two months will also be conducted.

10.6. Apprenticeship/OJT

Trainees upon completion of their technical training will begin to work as apprentice in the workplace for a month for hospitality sector occupation and custom made OJT in the case of trekking guides. The partner organisation will have an agreement with the employers for OJT. Their roles will be clearly outlined. The project will pay small financial support for transportation and lunch.
10.7. **Job placement**

Though not legally binding, partner NGO will make pre-arrangement with the employers in the tourism sector to accommodate the graduates in the jobs in their businesses. The training institute is required to maintain the quality of the training and proper backstopping during apprenticeship so that the employers will be willingly ready to absorb them in the workforce.

10.8. **Technical backstopping and monitoring**

The beneficiaries will be regularly supported with technical backstopping in the job employment and self-employment by the partner organisation. The visit can be helpful for them as they can get answer to challenges and constraints they are facing in the workplace. A timeline for support visit will be developed and followed.

10.9. **Develop and use of digital ecosystem**

YES! ME (Youth Employment Solutions! Monitoring and Evaluation) a digital database tool will be used for M&E purpose. Plan Nepal will provide training and orientation to partner organisation.

10.10. **Formation of Alumni association**

Alumni association of the graduates will be formed. A terms of reference (bylaws) of the association will be worked out. The alumnus will meet once in a month and discuss about their work, encourage each other to move ahead. The project team will help them to organize few meetings until they are capable to manage on their own. It is anticipated that the number of member will grow over years and the alumnus will begin to occupy important positions in their respective organization. They can positively influence job placement decisions.

10.11. **Labor market information system established**

Activities such as career counselling and job fairs will be conducted which will contribute to improved functioning of tourism labor market in Pokhara.

10.12. **Dialogue mechanism on decent work established and institutionalized**

Trainings and orientation program on decent employment and labor law will be conducted to the employers of the Tourism sector in Pokhara. Similarly regular interaction programs will be held and MOU with Pokhara Chapter of HAN and TAAN will be done to adopt the Code of Conduct.