Invitation for Expression of Interest from competent NGOs to implement Girls Agency and Youth Empowerment program in Sindhuli District.

Terms of Reference (ToR)

Title of project/program: Girls Agency and Youth Empowerment

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 Field Office in Sindhuli district to scale up its work. With pre-consensus from District Coordination Committee (DCC) Sindhuli 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 Agency and Youth Empowerment Projects focusing almost all of Rural/Municipalities in Sindhuli district with some activities at district level. 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. Brief note on the proposed program/project

2.1. Project duration: About 36 months, however duration is subject to funds availability.

TOR – NGO partner selection –GAYE_ Empowerment of Girls and Young Women_ 2019
2.2. **Target populations**: Adolescent girls and boys, young women as well as other groups described 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>

2.3. **Target local governments**: All rural municipalities and municipalities. The program is to be implemented in close coordination with rural municipalities, municipalities and district coordination committee (DDC) Sindhuli – proposed implementation area- (RM/municipalities)

2.4. Target district : Sindhuli

3. **GAYC Program Goal, outcomes and outputs:**

**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 expected outcomes of 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>

<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>
<tr>
<td>3 Developed role model and champions from Children, adolescent girls and young women will lead advocacy campaigns jointly with CSOs for influencing stakeholders</td>
</tr>
<tr>
<td>4 Adolescents and young girls/women with disabilities have knowledge regarding SRHR services and menstrual hygiene</td>
</tr>
<tr>
<td>5 Improved quality of life of sponsored children and other children of the community including marginalized children, children with disability and girls.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

4. **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/district.
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:
    a. Past experience and achievements about type of work the organization has done in the related field.
    b. Interest, motivation and rational for implementing project activities in the proposed theme as per given TOR.
    c. Strengths of the organization to successful implementation of the propose program in the proposed program district.

5. Nature of partnership:
Plan International Nepal enter into formal partnership agreement with selected NGOs 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.

6. EOI evaluation and selection process:
A selection panel of staffs established by Plan International 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 a presentation on concept note and capacity statement. The panel members will also undertake visit to the office of the perspective agency with necessary field visits, interview with community people and stakeholders for further organizational assessment and verification of information submitted through EOI.

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 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 will also be considered conflict of interest: The executive members or office bearers/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.

7. 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) बिधान
  - 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), संस्था को बार्षिक प्रतििेदन
  - k) Copy of other relevant policies – e.g. GESI, CP/child safeguarding (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

8. Deadline for the submission of EOI
Hardcopies of the EOI along with supporting documents as mentioned above in a sealed envelope should reach to the following address meeting the deadline as mentioned in the EOI Notice. *EOI documents through email will not be accepted.*

Plan International Nepal

**Plan International Nepal,**
Sindhuli Field office
Kamalamai Municipality -5
Sindhuli district, Nepal
Tel: 047-521092

**Additional Notes to applicants:**
- Communication regarding selection process will not be entertained.
- Plan International Nepal reserves rights 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 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.