





CONSULTANCY TITLE

Main Facts Table	
Request for Proposal (RFP) Reference	Seeking solutions through Plan international Nepal's "The Challenge Fund"
RFP launch date	7nd September, 2022
Deadline for submission of offers	21st September, 2022

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 (ToR) For

1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation 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's 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.

About the commissioning office

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 24 districts through our development partners.

2. Background/Context

Learning is an iterative process and knowledge garnered from this tends to be quality driven and where possible facilitates in increasing the "reach" number. Over the 78 years of our interventions, our working modality, both programmatically and operationally, has evolved. This evolution has been based on our knowledge, learning, experience, etc. as such, our working approaches primarily the technical support and community mobilization has also evolved. While our intervention strategies uphold in sustaining the impact, we are always faced with the question "can it really sustain on its own?", do young/people own this and have better ideas to mitigate problems innovatively? This question may arise as many of methods may be guided by what "we perceive" as a solution. Thus, to promote not just new way of doing "things" but also contributing significantly for sustainability, the challenge/innovation fund will:

- Promote locally driven solutions by new thinkers/innovators and youth.
- It may redistribute/share the risk amongst Plan International Nepal, partners and creators/ innovators.
- Contribute to improved ownership of the problem/issues among local youth/CSOs
- It will facilitate in contributing to upholding value for money propositions.

3. Description & Objectives

Purpose

Plan International Nepal values creativity/innovations that are simple yet solution oriented to resolve complex yet solvable development challenges particularly in Dhanusha and Sindhuli (**selected municipalities (see Annex 1)**). Through our years of intervention using various programme approaches/methodologies, we value new ideas that embeds locally driven solutions, viability, scalability and sustainability. Moreover, we invest and encourage creative ideas from diverse young people as we believe that young people carry tremendous potential to be harvested.

The purpose of the Innovation Fund are in twofold:



- i. Identify creative/breakthrough idea (s) that facilitates in ending child early and forced marriage through our integrated model. For this fund, we will primarily focus on
 - Improving psycho-social well-being for marginalized children aged between 10 to 18
 - Enhanced learning opportunities-locally/community-based solution that facilitates marginalized and children with disabilities to access enjoy quality and continuous learning opportunities.
 - Unique livelihood ideas on/off farm entrepreneurship which promotes green economy.
- ii. Plan international to identify/allocate resources to incubate/nurture the idea that are innovative yet local cost which is practical and scalable which we will embedding in our implementation modality.

The challenge fund will be managed by Plan International Nepal. Plan international Nepal will call out for innovative solutions through EOI from various registered not for profit groups/organizations and individuals with valid document (PAN certificate). For this purpose, following points will be considered during the selection:

- Compliance with partnership guidelines of Plan International Nepal
- The total amount to each grantee will be up-to NPR 100,000.

2.4 Eligibility Criteria

- The target location of the proposed idea/concept must remain within specified municipalities of Dhanusa and Sindhuli.
- The applicants must have valid registration document (s). Youth or youth led organizations are encouraged to apply.
- The applicants must be able to implement solutions legally in the Nepal.
- The proposed solution must be able to showcase its viability within 4-6 month.
- If you are applying individually (with valid PAN number), then you must be above 18 or above during the time of submission of EOI.
- Each individual, organizations can only apply for one area of interest.

4. Timeline

Activity	Month								
	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Design									
Announcement									
Selection including administrative									
Implementation									
Assessment									
Capturing learning									
Scale up									

5. Budget

The total award size is up to 1 lakh. Based on the quality of the EOI, the selection panel will award maximum of three awards. The awardee will be granted 30% of the award at the start of the implementation while the 30% on the 2nd quarter and final tranche on end of the award period.

6. Expected qualifications of Consultant

Young women, aged 18 and above with innovative ideas are encouraged to apply

7. Contact

The Business Development Director will supervise the overall process and be the first contact for the selected consultant team.

8. List of documents to be submitted with the Request for Proposal (RFP)

Interested individual consultant(s) and consulting firms should submit a detailed proposal on the basis of this TOR. The proposal should include:

- Detailed methodologies to be adopted including key content and schedule.
- Specific roles and responsibilities of the proposed team.
- Profile of the organization (in case of the institution)
- CV of consultant highlighting her/his experience in similar type of work
- Detailed budget including tax
- At least 3 references of previous mandates
- Government registration
- VAT/PAN/Renewal registration certificates
- Details of Bank Account

9. Submission of offers

The Offeror shall prepare and submit both the **“Technical”** and **“Financial”** Proposal by **21st September, 2022.**

The individual/team should prepare both the **“Technical”** and **“Financial”** proposal. Also include the electronic copy of Technical Proposal (in word version) and send to Plan International Nepal country office with detail plan of action till the event is over. Also include the electronic copy of Technical Proposal (in word version) in a CD/pen drive inside the technical proposal envelop. In the cover letter of proposal, the offeror must have to mention **“Seeking solutions through Plan international Nepal's "The Challenge Fund”**.

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:
- Plan International Nepal, Country Office
Bakhundole, Maitrimarg, Lalitpur
- OR**
- Plan International Nepal, East Regional Office
Janakpurdham-4, Bisahara chowk, Dhanusha
- OR**
- Plan International Nepal, Regional Office West
Birendranagar -8, Avas Chetra, Surkhet

Interested consultant submit proposal in any of the respective location as mentioned above

and, marked as: **“Seeking solutions through Plan international Nepal's "The Challenge Fund”**

- (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 and one separate sealed envelope for the Financial Proposal.

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.

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

10. Evaluation of offers

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan’s discretion.



Plan International, at its sole discretion, will select the successful supplier. Plan international shall be free to:

- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Quotations

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers. Part of the evaluation process may include a presentation from the supplier/consultant. Value for money is very important to Plan International, as every additional rupee saved is money that we can use on our humanitarian and development work throughout the world.

Plan International may award multiple contracts and all contracts will be non-exclusive.

11. Contract & Payment terms

Please note that, if successful, Plan International’s standard terms of payment are **30 days** after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later. The consultant should submit the total budget in the proposal with detail breakdown including applicable taxes. A total of 30% amount will be paid immediately after the contract is signed, 30% on the 2nd quarter after quarter and final tranche on end of the award period. The final product will be reviewed by Plan International Nepal before paid off agreed amount.

12. Plan International’s Ethical & Environmental Statement

The supplier should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation

13. 13. Clarifications

The onus is on the invited individual/companies to ensure that its offer is complete and meets Plan International’s requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this RFP, please email: nepal.procurement@plan-international.org

Selection Criteria

Determine the selection criteria. The ToR should be clear which qualities are ‘desired’ and which are ‘essential’. These will serve as criteria to support a transparent process for selecting the most suitable consultant(s).

Consultants are selected based on a competitive process, and selection is subject to an evaluation and comparison of technical and financial proposals. You may also extend the selection criteria beyond the skills, knowledge and experience needed, for example consider specific qualifications, location and availability.

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

Evaluation	Criteria	Scoring Weight
Technical Proposal	<i>1. Problem Statement</i>	10%
	2. Proposed solution	30%
	3. Value proposition and scalability	15%
	4. Youth engagement and gender transformative	10+5%
Financial Proposal		30%
Total		100%

Annex 1

Expression of Interest/Application template

Name of the Proposer	
PAN/VAT registration number	
Address	
Contact detail (focal person name/ email/ telephone number)	
Interest Category (tick one)	<ul style="list-style-type: none"> ➤ Psycho social Well being ➤ Enhanced Learning Opportunities ➤ Green economy
Target area (tick one)	<ul style="list-style-type: none"> ➤ Dhanusha <ol style="list-style-type: none"> 1. Janaknandani Rural Municipality 2. Bideha Municipality 3. Sabaila Municipality 4. Kamala Municipality 5. Shahidnagar Municipality ➤ Sindhuli <ol style="list-style-type: none"> 1. Kamalamai Municipality 2. Dudhauri Municipality 3. Sunkoshi Rural Municipality 4. Marin Rural Municipality 5. Tinpatan Rural Municipality 6. Golanjor Rural Municipality
Anticipated seed budget (NPR)	1 st Quarter: 2 nd Quarter:

Problem Statement (500 words) What is the problem?
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Proposed solution (s) (1500 words) How will your proposed solution address the concern? How will it ultimately contribute in ending Child Early and Forced Marriage?
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Value proposition and scalability (500 words) What is unique/innovative about your proposed solution? How does this enhance gender equality, and inclusion? Does your proposed solution ensure scalability/replicability in Dhanusha/Sindhuli.
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Youth engagement? (500 words)

How will your solution engage/mobilize youth?

Declaration

I hereby understand the requirements of the Challenge fund and accept to share my solution with Plan International Nepal. I also understand that acceptance of EOI does not guarantee being awarded with the fund.

Signed

Date