Facilitating capacity building training on WASH and DRR linking with Early Childhood Development to Plan and Partner staffs

Main Facts Table

Request for Proposal (RFP) Reference
Ref No: 014-022/023

RFP launch date: 14th October, 2022
Deadline for submission of offers: 31st October, 2022

CONSULTANCY TERMS OF REFERENCE
# Develop Positive Parenting Education Manual & Curriculum

## Main Facts Table

<table>
<thead>
<tr>
<th>Request for Proposal (RFP) Reference</th>
<th>Ref No: 015-022/023</th>
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</thead>
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<tr>
<td>RFP launch date</td>
<td>10 November, 2022</td>
</tr>
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<td>Deadline for submission of offers</td>
<td>17 November, 2022</td>
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## Organization Information

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<tr>
<th>Name of the organization:</th>
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<tr>
<td>HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED?:</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Contact person’s name:</td>
<td>Contact details:</td>
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<td></td>
<td>Telephone:</td>
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<td>Cellphone</td>
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<td>Email:</td>
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<td></td>
<td>Other:</td>
</tr>
</tbody>
</table>

Additional Contact Information:

SIGNATURE AND COMPANY STAMP

DATE:
Terms of Reference (ToR)  
For  
Develop Positive Parenting Education Manual & Curriculum

1. Background Information on Plan International

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. And it is the 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.

Plan’s refreshed global strategy 2022-2027 strives to achieve a world where all girls are standing strong creating global change. To achieve this ambition, our goal until 2023 is: Girls and young women in all of their diversity reach their full potential as equal and active citizens in both development and humanitarian settings.

Read more about Plan International’s Global Strategy: 100 Million Reasons at [https://plan-international.org/strategy](https://plan-international.org/strategy)

About the commissioning office

Plan International has been working in Nepal since 1978, helping marginalized children, their families and communities to access their rights to Early Childhood Development, child protection, education, Vocational Skills, girls’ empowerment and sexual reproductive and health rights (SRHR), water sanitation and hygiene, and disaster risk reduction. Plan International Nepal’s programs are implementing in 11 districts through our local implementing partners.

2. Background and About the Project

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. And it is 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. Plan International Nepal has been working in Nepal since 1978 to enable marginalized children as well as their families and communities, to access their rights to health, education, economic security and protection. Currently our programs are running in 13 districts through our development partners.

About the Project

Plan International Nepal has been implementing Telethon: Child, Not Bride project funded by NRK (Norwegian Broadcasting Corporation) Telethon, a multi-sectoral project addressing complex challenges in the areas of education, WASH, economic empowerment, sexual and reproductive health and rights (SRHR), and challenging harmful social norms to end child early and forced marriage (CEFM) in Dhanusha and Bardiya districts. This four years (1 Jan 2022 to 31 Dec 2025) long project will support girls to attend school, educate both young people and adults in girl’s rights and gender equality, and ensure laws that protects girls from child marriage. The outcome areas of the project are keeping girls in school, enhancing knowledge of adolescents on SRHR, economic empowerment of girls and young women, challenging harmful social norms and improving child protection. The project has been implemented in Dhanusha district of Madhesh Province and Bardiya of Lumbini Province. This project will directly benefit at least 32,000 school children, especially girls from two districts. One of the flagship projects of Plan International Nepal concentrates on targeted approach to solve underlying causes of CEFM.
Parenting Education is the most important part for the education of their children and the outcome of this manual is to create parenting awareness for parents of secondary level students. The major goal is here to make sure that parents received awareness on adolescents’ problem, behavior, concerned about education and with moral support. Adolescence is a critical period of transition between childhood and adulthood that is characterized by transformations in children's physical, emotional and cognitive development. Within this life stage, children seek to establish their own identity and relationships apart from family; they are also inclined to experiment and take risks to explore boundaries. These natural processes can make adolescence a challenging season - both for adolescents and their parents and caregivers. All too often, stereotypes that portray adolescents as ‘moody’, ‘volatile’ or ‘risk-prone’ reinforce the negative associations many make with children in the second decade of life. Parents and children today often complain that they do not understand each other. All parents compare their children with their peers and this widens the gap between parents and children therefore needs to avoid trap and create a healthy parent-child relationship at home along with public place.

3. Purpose of the Assignment

Objectives
The main objective of the assignment is to develop Positive Parenting Education Curriculum and Manual and targeted to the parents of upper basic and secondary schools student. Home is the first school of every child. Parental care, support and guidance is crucial in their development and their access and continuation on quality education. Children those are in adolescent period are more vulnerable due to their high physical and emotional development and changes in one hand and there is huge generation gap on understanding among parents and children on the other hand. Due to rapid digital development, children's understanding is different than their parents. And there may be high chance of understanding gap among them. Children may not feel safe and protected physiologically and they can easily influence by outside environment and high risks of school dropout, migration, trafficking, join to labour force, child marriage etc. Gender based discrimination is another alarming issue existing in the Plan working communities. So that positive parental care, support and age and gender appropriate counseling and understanding their feelings is essential to create home environment as child/adolescent and gender friendly. And then conducive for their learning. With the above background, we are expecting to develop a positive parenting curriculum and the parental awareness sessions including manual.

The positive parenting curriculum and manual should be developed guided by right based, child friendly, gender sensitive & transformative and inclusion perspectives. The curriculum and manual will be developed incorporating country specific educational learning support tools, materials which support a modern, culturally relevant and suitable for positive parenting program in the context of Nepal in general and Bardiya and Dhanusha districts in particular.

So that the manual will provide condensed, levelled, age-appropriate, competency-based curricula which will guide teachers, facilitators including NGO partners’ staff to conduct relevant positive parenting sessions in the community.

Awareness materials, language of instruction and facilitation methods need to motivate parental support for girls education, gender equality awareness among parents and creating gender sensitive positive learning environment at home and ultimately contributed to end child early and force marriage and delay on marriage age.

4. Scope of work
The consultant is expected to develop a comprehensive Positive Parenting Education Curriculum and Manual by incorporating following sections;
• Extensive literature review on Positive Parenting Education,
• Clearly mentioned objectives of the manual, its purpose, target group, content, methodology, key stakeholders, duration of the sessions and users etc.,
• Extensive context analysis of national and international practice, literature review and mapping of Positive Parenting Education in relation with parents, parenting practitioners and pertinent stakeholders to determine parental awareness education needs from various socio-economic backgrounds,
• Map out Nepal government policy and practice on Positive Parenting Education
• Map out existing good practices done by CSOs and the government of Nepal.
• Map out existing Positive Parenting Education resources (materials) being practice by government and Non-governmental organizations.
• Study the established principle of Positive Parenting Education and bring them to the use of Positive Parenting Education curriculum and manual,
• Develop and provide condensed, levelled, age-appropriate, competency-based curricula and provide clear pedagogical methodology for Positive Parenting Education session facilitation methodology in the manual,
• Design and provide adequate examples/illustrations and anecdotes to facilitate the Positive Parenting Education lessons by facilitators,
• Apply gender transformative and inclusive approach in manual to mainstream the hard-core group of parents through Positive Parenting Education sessions,
• All logistic arrangement will be the responsibility of consultant throughout the period of document produce (transportation, meetings...)
• The language of the manual will be in Nepali.

5. Methodology
The methodology for all tasks mentioned above is to be developed and specified by the consultants and will cover among other areas;
• Conduct extensive literature review on Positive Parenting Education being practiced at national and international level,
• Develop and provide condensed, parents of adolescents and competency-based curricula,
• Prioritize the acquisition of literacy and numeracy skills as the foundation for learning,
• Integrate positive Parenting Principles, pedagogy and practices throughout the curriculum,
• Adapt the Positive parenting Education curriculum, learning materials, and language of instruction and facilitation methods to suit over various group of parents and reflect gender-sensitive and inclusive practices,
• Ensure Parenting Education timetable allows for adequate time to cover curriculum,
• Develop and provide facilitation guidelines,
• Provide appropriate time frame to conduct Positive Parenting Education Training.

6. Deliverables and Timeline
The following deliverables are expected from the service provider/vendor:
• Inception report: outlining the process of how the manual will be developed and contents/modules,
• A draft comprehensive manual with condensed, levelled, various group-appropriate, competency-based curricula having clear pedagogical methodology for Positive Parenting Education session facilitators in Nepali language,
• Share the draft version of comprehensive positive parenting manual to Plan International Nepal team for review and feedbacks,
• The draft manual pre-testing through suitable medium either by organizing a pre-testing workshop or other relevant method, Manual pretesting workshop will be organized by Plan International Nepal but facilitation will be done by the consultant with in the package.
• A final version of Positive Parenting Education Curriculum and manual both soft copy and hard copy after revision by incorporating the feedbacks received from the manual pre-testing workshop and from Plan International Nepal team.

NOTE: Contents should be in Nepali and English language.

7. Timeline
Timeframe and Estimated working days
The assignment will start from November, 2022. The assignment should follow the following timeline for the completion. There will be total 30 days from starting November, 2022 and ending by December, 2022.

<table>
<thead>
<tr>
<th>Activity/task</th>
<th>No. of work days</th>
<th>Deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception outlined presentation</td>
<td>2</td>
<td>Presentation of the outline</td>
</tr>
<tr>
<td>Desk review/literature review to draft the manual and curriculum</td>
<td>3</td>
<td>Inception Presentation</td>
</tr>
<tr>
<td>Meetings with staff of plan (virtual) or face to face (as per need) to structure the manual and curriculum</td>
<td>2</td>
<td>General framework of manual</td>
</tr>
</tbody>
</table>

5
<table>
<thead>
<tr>
<th>Activity/task</th>
<th>No. of work days</th>
<th>Deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation with government and other stakeholders</td>
<td>4</td>
<td>Through virtual or face to face as per convenient</td>
</tr>
<tr>
<td>Consultation with MOEST, MOWCYS, CHERD, CDC, NCED, NCRC and other I/NGOs</td>
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<td>and prepare notes which relevant to feed into the manual</td>
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<td></td>
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<tr>
<td>Prepare draft manual and curriculum</td>
<td>8</td>
<td>Draft manual</td>
</tr>
<tr>
<td>Sharing meeting</td>
<td>3</td>
<td>Meeting notes</td>
</tr>
<tr>
<td>Incorporate feedback</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Finalize manual content with design</td>
<td>5</td>
<td>Training manual –final version</td>
</tr>
<tr>
<td>Print</td>
<td>5</td>
<td>Print of Training Manual–final version</td>
</tr>
<tr>
<td><strong>Total days</strong></td>
<td><strong>30</strong></td>
<td>(Printing days is not count here)</td>
</tr>
</tbody>
</table>

8. Budget

The consultant should submit the total budget in the proposal with detail breakdown including applicable taxes.
- Travel costs
- Insurance and visa costs
- Expenses / per diems

9. Expected qualifications of Consultant

The consultant should meet the following criteria;
- Academic background with Master degree in Social Science/Psychology/Child Studies/Education and related discipline,
- At least 10 years of proven experience of conducting similar training and developing TOT manuals very closely with Government system and have capacity to influence the government to endorse the production of this consultancy,
- Work experience in parenting education in developing countries, with specific reference to research, policy, and implementation of programs to support parent-child assessment and to improve their bonding as outcomes. Evidence of country-level experience in learning assessment systems is essential,
- Extensive work experience and proven record in positive parenting education, advocacy, organizational/institutional developments,
- Knowledge and experience in policy analysis, parenting education, Adolescents, psychology, education, advocacy and familiar with government policies, program and priorities.
- Proven research and publications in parenting Education with a focus on assessment and gender,
- Strong analytical and excellent writing and reporting skills.
- Familiarity with NGO and CSOs operation contexts and roles.
- Strong interpersonal skills and ability to dialogue with diverse stakeholders to create consensus around issues and capable of working in multi-cultural environments,
- Effective time management and organizational skills to ensure qualitative outputs under strict deadlines.

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

Interested consultants and the consulting firms can submit **hard copy** of their proposals demonstrating their ability to deliver on this assignment based on their qualifications and experience. The proposal should include:

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

All consultants/applicant are required to agree and adhere to Plan International’s Non-Staff Code of Conduct.

11. Submission of offers
The Offeror shall prepare and submit both the “Technical” and “Financial” Proposal by **17th November, 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 “Develop Positive Parenting Education Manual & Curriculum”.

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:
Plan International Nepal, Country Office
Maitri Marga, Bakhundole, Lalitpur, Nepal
and, marked as : “Develop Positive Parenting Education Manual & Curriculum”

(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.*

12. 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.

Value for money is very important to Plan International, as every additional £ 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.

13. 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.

Payment terms
### 14. 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.

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 during the commencement of the assignment and during the field work. The consultant should also specify other ethical protocols to be followed during the due course of the evaluation. The consultant is expected to take consent of the respondents and/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.

### 15. Selection Criteria

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

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Criteria</th>
<th>Scoring Weight</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. Relevant Academic Education/Degree</td>
<td>Does the consulting team/individual have relevant academic qualifications required for the job?</td>
</tr>
<tr>
<td></td>
<td>2. Relevant work Experience and skills</td>
<td>Does the consulting firm/individual have past experience in the field of parenting education, psychology, Curriculum and manual development, Gender /advocacy, and related assignments?</td>
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<td></td>
<td>3. Does team composition consider GESI expertise in team and participatory work?</td>
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<td></td>
<td>4. Experience in developing similar quality training manuals</td>
<td>Has consultant developed similar training manual in the related field of this assignment</td>
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<td></td>
<td>5. Is proposed field plan (timeline) realistic?</td>
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<tr>
<td></td>
<td><strong>Total of Technical Proposal</strong></td>
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<tr>
<td></td>
<td><strong>Financial Proposal</strong></td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
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</table>

**Evaluation and comparison of proposals**

The evaluation team will evaluate and compare the proposals which have been determined to be substantially responsive in accordance to the evaluation criteria.

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (ToR).

Financial proposal will be opened only if they meet the following condition:
• The submission that passed the minimum technical score of 70% of the obtainable score of 100 points in
the evaluation of the technical proposals.

In the second stage, the financial proposal of all Offerors, who have attained minimum 70% score in the technical evaluation, will be evaluated. The financial proposal carries a total score of 30%. The points for the financial proposal will be allocated as per the following formula:

\[
\frac{\text{Lowest Bid Offered} \times 30}{\text{Bid of the Organization}}
\]

* “Lowest Bid Offered” refers to the lowest price offered by a proposer scoring at least 60% points in technical evaluation.

The 70% weightage will be given to the technical proposal (which pass the minimum average Weighted Score of 7) and 30% weightage will be given to the financial proposal. The contract will be awarded to the Offeror scoring the highest combined scores.