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/ Contextualize Guideline & Curriculum for Student Body Mobilization

<table>
<thead>
<tr>
<th>Main Facts Table</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request for Proposal (RFP) Reference</strong></td>
</tr>
<tr>
<td><strong>RFP launch date</strong></td>
</tr>
<tr>
<td><strong>Deadline for submission of offers</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of the organization:</strong></td>
</tr>
<tr>
<td><strong>VAT/ PAN registration number:</strong></td>
</tr>
<tr>
<td><strong>HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED?</strong></td>
</tr>
<tr>
<td><strong>Contact person’s name:</strong></td>
</tr>
<tr>
<td><strong>Contact details:</strong> Telephone:</td>
</tr>
<tr>
<td>Cellphone</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIGNATURE AND COMPANY STAMP</strong></td>
</tr>
</tbody>
</table>

| DATE: |
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. Girls are most affected such kind of discrimination as compared to boys. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the exclusion of 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-sectorial 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 year (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.
Nepal Constitution 2015 envisioned children’s participation as fundamental rights and to promote children’s rights to protection. The constitution has ensured child club formation and mobilization with meaningful participation of children at every level of social activities which directly affect their rights, under Article 39. In this regards, adolescent students particularly studying from grade 6-10 can play an important catalytical role for positive change among their peers and strengthen child friendly, safe and inclusive school management and governance. They may take part of the society and community as a whole whose understanding of education, child marriage and exploitation is crucial for changing social attitudes and drawing attention to the social aspects of CEFM (Child, Early and Forced Marriage). Student can organize in a group and receive capacity building training for understanding of their rights and responsibilities for taking part in the decision-making process in schools which directly affect their rights. Be a part of the student group (body) they will be sensitized on the issues of CEFM, menstrual hygiene management (MHM), and sexual reproductive health rights (SRHR) in order to delay marriage and continue study and graphs skill development opportunities as per their best interest. To train student body members on CEFM, MHM, WASH, SRHR, safe & inclusive learning environment in school are the important areas to increase their knowledge and skills. So that they can enjoy their education rights and ultimately contribute to end CEFM. Therefore, the consultancy service is required to “develop a manual for student body formation, their mobilization and facilitation of training sessions to them”. The manual will be using by Plan International Nepal, its partner organizations and other like-minded CSOs.

3. Purpose of the Assignment

The major objective of the assignment is to develop a manual of student body formation, mobilization and facilitation of training targeted to over aged out of school children for their retention in education and continuous learning process in safe protective and inclusive environment in schools and the community through peer to peer education and support. The manual should be relevant to the context of Nepal in general and Dhanusha and Bardiya in particular. The manual will be prepared by the bidder consultancy team. Later, this manual will be used to form student body in the program targeted schools, its catchment communities, mobilization of the student body through the facilitation of training on the content captured in the manual such as CEFM, MHM, WASH, SRHR, and promotion of safe, protective & inclusive learning environment in school and the community.

The guideline will be a core document to orient school children on their own rights and facilitate awareness sessions on MHM, WASH, SRHR and safe and inclusive learning environment. They can engage in a network to eliminate child marriage and motivate their peers to continue their study and delay marriage. Their participation will be crucial for raising awareness on their rights, responsibilities and advocacy to ensure their rights to protection, participation and free and compulsory basic education and free secondary education. This manual will also be used to teach and encourage the over age, out of school learner for their retention in school, motivate them to continue their education, promoting their self-protective behavior and support for their continuous learning in safe, protective and inclusive environment through peer to peer education, support and their mobilization for leading school retention campaign especially girls, children with disabilities retention and ensuring their rights to access to quality education.

The manual will also provide condensed, levelled, age-appropriate, competency-based curricula which guides students, teachers and facilitators including NGO partner’s staff about relevant learning materials, language of instruction and teaching methods to suit over-age children and reflect gender-sensitive and inclusive education practices.

4. Scope of work

The consultant is expected to develop manual for student body mobilization by incorporating following sections;
- Extensive context analysis of national and international policy practice mapping on student body formation and mobilization documents
- Extensive literature review of existing guideline, manual on child club/student body formation, mobilization and session facilitation with their active and meaningful participation,
- Nepal government policy and practice on student body formation, ensure their participation on child/student rights activities, mobilization, and map out existing resources (materials) and good practices of Government of Nepal and non-government organizations
- Study the established principle of student body/child club formation, mobilization and bring them into the content of their mobilization and participation at every level of decision-making processes which directly affect their rights.
Encourage their role for peer to peer education in school enrollment campaign and retention of girls, boys, children with disabilities, children from difficult circumstances in school and ensuring their rights to access to inclusive quality education in safe and protective environment.

- Clearly mentioned the objectives in the manual, its purpose, target groups, content, methodology, key stakeholders, duration of session facilitation and users etc.,
- Develop and provide condensed, levelled, age-appropriate, competency-based curricula and provide methodology for student body formation, mobilization and session facilitation methodology in the manual,
- Design and provide adequate examples/illustrations and anecdotes to facilitate the student body mobilization lessons by facilitators,
- Apply gender transformative and inclusive approach in manual to mainstream the hard-core group of children through peer mobilization,
- The language of the manual will be in Nepali.

5. Methodology

The methodology of all tasks mentioned above is to be developed by the consultancy work and will cover among other areas as follows;

- Conduct extensive literature review on Student body mobilization guideline, curriculum being practiced at national and international level as well as using by GOs and I/NGOs
- Develop and provide a condense, age appropriate and competency-based curricula especially relevant to the students studying from 6-10 grades.
- Prioritize the acquisition of student body/child club mobilization with meaningful participation as the foundation for awareness raising campaign.
- Integrate student body/child club mobilization principles, pedagogy and practices throughout the manual.
- Adapt Student body/ Child club mobilization curriculum, learning materials, language of instruction and facilitation methods to suit the adolescents and reflect gender-sensitive and inclusive education practices.
- Ensure Children mobilization and participation time table allows for adequate time to cover curriculum.
- Develop and provide facilitation guides.
- Provide appropriate time frame to conduct facilitation on children/student mobilization.

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 its major contents/modules,
- A draft comprehensive manual with condensed, levelled, age-appropriate, competency-based curricula having clear pedagogical methodology for Student body/Child club mobilization on- peer to peer education for school retention of out of school children and minimize risks of school discontinuation through the support of peer education along with guide to the facilitators in Nepali language,
- Share the draft version of comprehensive student body/child club mobilization 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,
- A final version of student body/child club mobilization manual should be developed incorporating the feedbacks form the concerned ream of Plan International team/feedbacks received from the manual pre-testing workshop and then submit both soft and hard copy to the Plan International Nepal.

**NOTE:** Contents should be in Nepali and English language.

7. Timeline

**Timeframe and Estimated working days**

The assignment will start from August 2022. The assignment should follow the following timeline for the completion. There will be total 30 days from starting August 2022 and ending by the end of 30 August 2022. 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>Consultation meetings with staff of Plan International Nepal (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>
<tr>
<td>Consultation with government and other stakeholders: MOEST, CHERD, CDC, NCED, NCRC, National Youth council and other I/NGOs and prepare notes which relevant to feed into the manual</td>
<td>5</td>
<td>Through virtual or face to face as per convenient</td>
</tr>
<tr>
<td>Prepare draft guideline/ 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>4</td>
<td>Training manual –final version</td>
</tr>
<tr>
<td><strong>Total days</strong></td>
<td><strong>30</strong></td>
<td></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’s degree in Social Science/Psychology/Education and related discipline with specialization on child protection and social mobilization,
- At least 10 years of proven experience of conducting similar training and developing TOT manuals
- Well understanding of Nepal Government system and have capacity to influence the government to endorse the production of this consultancy,
- Work experience in the area of child rights, child protection, child club mobilization and participation in developing countries, with specific reference to research, policy, and implementation of programs to support student assessment. Evidence of country-level experience in learning assessment systems is essential,
- Extensive work experience and proven record in capacity development, advocacy, organizational/institutional developments,
- Knowledge and experience in policy analysis, Child mobilization, education, social behavior change, advocacy and familiar with government policies, program and priorities.
- Proven research and publications in 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/ Contextualize Guideline & Curriculum for Student Body Mobilization”.

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/ Contextualize Guideline & Curriculum for Student Body Mobilization”

(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

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Detail</th>
<th>Amount to be Paid (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Right after the agreement signed</td>
<td>First instalment</td>
</tr>
<tr>
<td>2.</td>
<td>After completion of assignment as defined final deliverable</td>
<td>Final instalment</td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Proposal</td>
<td>1. Relevant Academic Education/Degree</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Does the consulting team/individual have relevant academic qualifications required for the job?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Relevant work Experience and skills</td>
<td>25%</td>
</tr>
<tr>
<td></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>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Does team composition consider GESI expertise in team and participatory work?</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>4. Experience in developing similar quality training manuals</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Has consultant developed similar training manual in the related field of this assignment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Is proposed field plan (timeline) realistic?</td>
<td>5%</td>
</tr>
</tbody>
</table>

Total of Technical Proposal 70.00%

Financial Proposal

| | Scoring Weight |
| | 30% |

Total 100%
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:

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

*“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.