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
# TOT on Influencing Leadership for Staff of partners & selected social mobilizers

**Main Facts Table**

<table>
<thead>
<tr>
<th>Request for Proposal (RFP) Reference</th>
<th>Ref No: 017-022/023</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP launch date</td>
<td>10 November, 2022</td>
</tr>
<tr>
<td>Deadline for submission of offers</td>
<td>17 November, 2022</td>
</tr>
</tbody>
</table>

## Organization Information

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

**SIGNATURE AND COMPANY STAMP**

**DATE:**
Terms of Reference (ToR)  
For  
TOT on Influencing Leadership for Staff of partners & selected social mobilizers  

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.  

   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 Nepal has revised and refreshed its strategy targeting till 2023 in line with its global strategy in changing context of development priorities in Nepal. The revised Plan strategy sets out a bold vision of an inclusive, just and safe society where all girls and young women enjoy their rights and live in freedom.  

   The overall goal of the refreshed strategy 2021-2023 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” in order to meet this goal, Plan International Nepal will work on three strategic choices:  
   
   • Outcome 1: Vulnerable and excluded children, especially girls, are valued and cared for without discrimination, fear and any forms of violence.  
   • Outcome 2: Empowered girls and young women lead change, have control over their bodies and make informed decisions about their lives.  
   • Outcome 3: Girls and young women are fully prepared and equipped to adapt and thrive in a changing climate.  

   This overarching objective is supported by all three outcomes. The strategy aim to have positive direct impact on 500,000 girls and indirectly impact one million girls in Nepal. The ambition is to challenge gender and social inequality and child and female rights abuses. Plan International Nepal thus positions itself as one of the only actors in Nepal at the intersection between children’s and women’s rights. The current country strategy of Plan International Nepal focuses on influencing approach with regards to overall program delivery of its projects with partners  

   In the strategic period of 2020 to 2023, Plan International Nepal recognizes that to achieve excellence in program and influencing, each of the three program outcomes is to be supported by a Theory of Change to guide our program and influencing decision making and investments by triggering change in three interdependent and interconnected dimensions:  
   
   • by influencing **social norms** – particularly harmful gender norms – and related attitudes and behaviors  
   • by strengthening people’s personal, social and **economic assets and safety nets**
by contributing to better **policies, legislation, budgets** and government services at various levels that affect children’s and particularly girls’ lives.

The Government of Nepal requires all international NGOs to deliver programs through local implementing partners, legally prohibiting organizations such as Plan International, from directly implementation. Thus, Plan International Nepal implementing projects through local partners in the program district level. In order to achieve the goal, the role of partner is crucial. As being the front-line influencers, the staff of partner need to be equated with knowledge and skill for advocacy and influencing to policy makers and duty bearers so as to change the life of children and young women through appropriate policies and resource allocations.

Therefore, Plan international is seeking for a competent consultant to deliver “TOT on influencing and advocacy leadership” for the staff of its partner NGOs and other selected champions of change facilitators

### 3. Scope of Work

The consultant is expected to deliver the training program with developing training methodology, tools and session plan including practical knowledge and skills for influencing work focusing on, but not limited

- a) Fundamentals of lobbying, campaigns, influencing and advocacy in relation to advancing right of children and equality for girls with reference to achieving of strategic choices/ambitions of refreshed country strategy (2020-2023) of Plan International Nepal
- b) Conceptual clarity and understanding on Influencing, advocacy and lobbying: including but limited to definition and scope, concepts, historical perspectives
- c) Comparative analysis of rights-based approach (RBA) versus service delivery/welfare approach of development
- d) Problem Tree and Solution Tree
- e) Power analysis focusing on gender power analysis
- f) Strategies, tools, techniques and methods in influencing and campaigns
- g) Step by step planning an influencing, advocacy and lobbying campaigns
- h) Networking skills for policy change and policy influence
- i) Evidence based advocacy: skills, tips and tactics
- j) Skills to mobilize government agencies, civil society leaders, CSOs, other constituents to play an active and informed role in advancing rights of children and young women through resource allocation and mobilization
- k) Design Action Plans

The training will be for 3-days face to face event. There will be about 40-50 persons i.e. 20-25 participants in each of training events.

**There will be 2 training events as follows**

- a) 1 Event in east in Jankpur, Dhanusa – for staff under Regional office – staff participants from Sindhuli, Sunsari, Makawanpur and Dhanusa
- b) 1 Event in Surkhet or Nepalgunj – staff from Regional Office – staff participants from Kalikot, Jumla, Banke and Bardia

Based on the EOI assessment and availability of time, Plan International may split the consultancy services 1 or more service providers. Consultant expected to complete the training by December, 2022

### 4. Purpose

The main purpose of the proposed consultancy is to enhance knowledge and skills of staff of partner and champions of change on lobbying, advocacy/influencing so as to enable them proactively engage in policy influence in favor of improving life of children and young women in plan’s program districts.

Specially

- Deliver two training events (3 days each) for the selected staff members of the Plan international Nepal on influencing leadership skills, tools and techniques
Methodology/ Questions

- It is expected that varying participatory and interactive methods will be applied by the consultants in order to maximize participant involvement and learning while accommodating for diverse learning styles.
- Group work and brainstorming should be used for every conceptual session to ensure staff is fully engaged and their knowledge gaps are addressed – other interactive tools can be used such as centimeter
- Simulations and role plays, case studies will be critical to equip participants with practical skills.
- Peer review and constructive feedback are important to facilitate peer learning and knowledge exchange among participants.
- A rapid assessment using a pre-self-assessment tool shall be developed and filled in by the participants before the training (pre-test) and a post training assessment on the level of knowledge gained (post-test)
- The consultant shall apply local/national and practical evidence-based examples related to program theme/sector to balance the interests of the participants.
- Any other creative and progressive methods of learning can be proposed and considered by the consultant.
- Use of varieties of other tools to make training more participatory, interactive, contextual and relevant.

Users
Staff of plan international Nepal

Methods for data collection and analysis
In this section you can suggest approaches and methods to be used and type of data to be collected and analysed. The selection of methods will depend on the consultancy objectives, questions, project indicators, budget and time available, and any limitations or potential risks to data collection. Any method proposed needs to be in Plan International’s standards – namely that it is ethical and consider the needs and wellbeing of any respondents involved.

Participant selection
Staff members of plan international Nepal

5. Deliverables

Key Deliverables
- Inception report: outlining expected results and details/ process of how the 3- days influencing leadership training will be conducted in a very interactive and participatory way
- The training schedules and session plan with clear learner centered objectives, training methodology and tools, pre-test and post-test questionnaire
- Powerpoint presentations for key training sessions before actual start of the training in consultation with plan international
- Deliver the 2 events (3 days each) of training workshops for the selected participants selected by Plan international Nepal, there be 20-25 participants in each event
- Compile, develop and submit high quality training completion report with pre-test and post test results of participants

The following is a table of Deliverables descriptions:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Format</th>
<th>Length</th>
<th>Due</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception report:</td>
<td>NA</td>
<td>NA</td>
<td>After contract sign off during 5 days</td>
<td>None</td>
</tr>
<tr>
<td>The training schedules</td>
<td>learner centred objective</td>
<td>5-6 pages</td>
<td>5 days before the training event</td>
<td>none</td>
</tr>
<tr>
<td>and session plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PowerPoint presentations</td>
<td>Standard powerpoint template</td>
<td>Open as per contents</td>
<td>2 days before the training event</td>
<td>none</td>
</tr>
<tr>
<td>training completion report</td>
<td>5-6 pages excluding annexes</td>
<td>Open not specific format recommended</td>
<td>5 days after training completion</td>
<td>none</td>
</tr>
</tbody>
</table>
6. Timeline

The assignment will start from end of November, 2022. The assignment should follow the following tentative timeline for the completion as follow

<table>
<thead>
<tr>
<th>S.N</th>
<th>Activity/task</th>
<th># of work days</th>
<th>Deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TOR finalized and consultant selection</td>
<td>NA</td>
<td>TOR</td>
</tr>
<tr>
<td>2</td>
<td>Meeting with consultant and briefing about the purpose of assignment and safe guarding child protection policy to the team/trainers</td>
<td>1</td>
<td>Meeting minute</td>
</tr>
<tr>
<td>3</td>
<td>Development of PowerPoint slide presentation, handouts, tools and submission of inception report</td>
<td>2</td>
<td>Inception report: Outlining details of methodology/ process of how the 3-days training is to be conducted</td>
</tr>
<tr>
<td>4</td>
<td>Finalize and submit the detail training Plan (including methodology tools, schedule, session plan) based on feedback from Plan Nepal team</td>
<td>2</td>
<td>Training schedules, session plan and tools</td>
</tr>
<tr>
<td>5</td>
<td>Conduct and deliver the TOT 2 events (3 days each)</td>
<td>6</td>
<td>Deliver 2 events 3 days each</td>
</tr>
<tr>
<td>6</td>
<td>Compile and submit a training completion report to Plan Nepal country office</td>
<td>2</td>
<td>High quality training report</td>
</tr>
<tr>
<td>7</td>
<td>Travel days</td>
<td>4</td>
<td>Travel plan</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>17 days</td>
<td></td>
</tr>
</tbody>
</table>

7. 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

8. Expected qualifications of Consultant

The consultant should have
- Academic background with at least post graduate degree in social sciences or natural sciences
- Have at least 3 years of proven experience of conducting ToT training on advocacy and lobbying for INGOs/NGO staff
- Extensive work experience and proven record in capacity development, advocacy, Organizational/institutional developments
- Knowledge and experience in policy analysis, lobbying and advocacy and familiar with government policies, program and priorities
- Strong analytical and excellent writing and reporting skills;
- Familiarity with NGO and civil society organization operation contexts and roles
- Aptitude to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines

9. 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
All consultants/applicant are required to agree and adhere to Plan International’s Non-Staff Code of Conduct.

10. 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 “TOT on Influencing Leadership for Staff of partners & selected social mobilizers”.

11. 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 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.
12. 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. Right after the agreement signed</td>
<td>First instalment</td>
<td>30%</td>
</tr>
<tr>
<td>2. After completion of assignment as defined final deliverable</td>
<td>Final instalment</td>
<td>70%</td>
</tr>
</tbody>
</table>

13. 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.

14. 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. Experience and similar track record of the consulting firm: Does the consulting firm/individual have past experience in the field of advocacy and influencing, policy analysis related assignments?</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>2. Approach and methodology for the assignment: Are the proposed training plan including methodology, tools and session plan realistic and relevant to the objectives of assignment?</td>
<td>25%</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. Qualifications and professional experience of the lead consultant and Team: Has consultant conducted similar training in the field of influencing advocacy, campaigns, lobbying (is reflected in the CVs?)</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td><strong>Total of Technical Proposal</strong></td>
<td>70%</td>
</tr>
<tr>
<td>Financial Proposal</td>
<td></td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</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.