Baseline Survey of the project "Adolescents SRHR improvement in Bardiya district, Nepal"
Endline Study of Adolescent SRHR Improvement in Bardiya Project

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

<table>
<thead>
<tr>
<th>Organization Information</th>
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</thead>
<tbody>
<tr>
<td>Name of the organization:</td>
</tr>
<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:</td>
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<tr>
<td>Additional Contact Information:</td>
</tr>
<tr>
<td>SIGNATURE AND COMPANY STAMP</td>
</tr>
<tr>
<td>DATE:</td>
</tr>
</tbody>
</table>
Terms of Reference (ToR) for Endline Study of Adolescent SRHR Improvement in Bardiya Project

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. 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.

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

About Plan International Nepal
Plan International has been working in Nepal since 1978 helping marginalised children, their families and communities to access their rights to survival, protection and participation. At present, we run programmes in 11 districts, working through partners.

Nepal remains a highly patriarchal society and minority groups are especially vulnerable. Girls’ and women’s access to social, economic, and political power is limited and they are subject to harmful social norms and practices. In rural areas, 43% of girls marry before 18 and 1.6 million children are out of school across the country. In addition, school enrolment for girls decreases at secondary school and children with disabilities lack affordable health services.

2. Context or Background
Plan International Nepal is implementing a project titled “Adolescents SRHR improvement in Bardiya district, Nepal” with the support of KOICA (Korea International Cooperation Agency), which is being implemented in four municipalities of Bardiya from March 2021 to December 2023.

Project envisions that adolescents exercise sexual and reproductive health and rights (SRHR) with freedom and dignity. The project's focus will be on adolescents, especially girls from Plan’s Sponsorship families, Tharu community, Dalits and those with disabilities.

Outcome 1: Improving access to comprehensive sexual education (CSE) for adolescents in the project area
Outcome 2: Creating demands on the quality ARSH services among adolescents in the project area
Major Interventions:
- Establishment a school environment to improve sexual and reproductive health and rights of students
- Strengthening the capacity of teachers to provide CSE (Comprehensive Sexuality Education)
- Strengthening delivering capacity of peer educators about the ASRHR message to peers
- Improvement of the health facilities' Adolescent Reproductive and Sexual Health service preparation
- Raise communities ASRHR interest

Project Duration:
Plan International Nepal is implementing a project titled “Adolescents SRHR improvement in Bardiya district, Nepal” with the support of KOICA (Korea International Cooperation Agency), which is being implemented in four municipalities of Bardiya from March 2021 to December 2023.

Project target group
The program specifically aimed at girls and boys from all 36 project schools, encompassing head teachers, focal teachers, and SMC/PTA members. Additionally, the project targeted various community stakeholders, such as parents, community leaders, child club members, health workers, and local government officials, including the chairperson of the municipality, education coordination personnel, and health coordinators.

Geographic Area:
The Adolescents SRHR project is being implemented in 4 municipalities of Bardiya districts of Nepal. It is being implemented in Barbadiya, Madhuwan, Thakurbaba and Geruwa.

3. Description & Objectives
Purpose of the assignment
The objective of the Endline Study of Adolescent SRHR Improvement in Bardiya Project is to assess the end-line value of targeted indicators of the project. It aims to access the extent of project’s contribution in achieving proposed results as well as comparing the outcomes of the project against the baseline value to project indicators.

In addition, the study will generate insight and evidence to guide changes in the community due to the implementation Adolescent SRHR Improvement Project in Bardiya district. The purpose of the endline study is to evaluate the effectiveness of the project in achieving the desired results, and to compare the knowledge, attitude, and behavior of project participants between the period of the baseline study and the proposed end-line study. Additionally, the study aims to inform stakeholders about the effectiveness of program interventions and to contribute valuable insights for future project designs and implementation strategies.

The consultant will work closely with Plan International Nepal’s team. Though the consultants will have the overall responsibility of organizing, managing and leading the field study and producing the quality report, Plan International Nepal’s team will be involved in finalizing the methodology, tools, and fieldwork.

Indicators:

<table>
<thead>
<tr>
<th>Hierarchy</th>
<th>Indicator (Disaggregation by sex and age wherever relevant)</th>
<th>Type of Indicator</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact</td>
<td>% of recent births to mothers under 20 that were unplanned pregnancies</td>
<td>Percentage</td>
<td>Primary data</td>
</tr>
<tr>
<td></td>
<td>% of CAY who have used an SRH service in the past 12 months.</td>
<td>Percentage</td>
<td>Primary data</td>
</tr>
<tr>
<td>Hierarchy</td>
<td>Indicator (Disaggregation by sex and age wherever relevant)</td>
<td>Type of Indicator</td>
<td>Source</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------</td>
<td>-------------------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td>% of female adolescents accessing safe contraception</td>
<td>Percentage</td>
<td>Primary data</td>
</tr>
<tr>
<td></td>
<td>information and tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>% of CAY aged 15-24 who feel able to make informed</td>
<td>Percentage</td>
<td>Primary data</td>
</tr>
<tr>
<td></td>
<td>decisions about their sexual and reproductive health</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proportion of covered key comprehensive sexuality topics</td>
<td>Proportion</td>
<td>Primary data</td>
</tr>
<tr>
<td></td>
<td>evaluated by students</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>There is no stigma surrounding comprehensive sexuality</td>
<td>Qualitative and</td>
<td>Primary data</td>
</tr>
<tr>
<td></td>
<td>education and the topics are covered in detail using</td>
<td>quantitative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>effective teaching materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incidence of child marriage in target area</td>
<td>Number</td>
<td>Primary data</td>
</tr>
</tbody>
</table>

**Outcome 1**

1-1. % of adolescents who responded that they have been empowered to make conscious, healthy, and satisfying choices regarding relationships and emotional and physical health. (*men and women*)

1-2. % of adolescents who responded that the comprehensive sexuality education in the school have been provided in an effective manner (*men and women*)

1-3. % of adolescents who responded that they have understood well about the CSE contents (*men and women*)

**Output 1.3**

1-3.2 % of trained peer educators who responded that they have understood 10 messages out of 10 messages (* boys and girls*)

**Outcome 2**

2-1 % of health facilities with improved adolescent friendly services (AFS) score

2-2. % of adolescents who responded that they have been satisfied with the adolescent-friendly sexual and reproductive health services (boys and girls)

**Methodology**

The consultant is required to present the methodological approach that they will undertake for the study and elaborate on the study process, tools, data analysis and presentation methods. Relevant methodology suggestions to be developed by the consultant as per the scope of work. The consultant is expected to design participatory methodology and tools for collecting both qualitative and quantitative information. Methodology should describe sample size of respondent, geographic selection and timeline. The tools have to be finalized in consultation with Plan International Nepal. The consultant is also encouraged to present suitable participatory methodology not limiting to those provided in this ToR.

**Desk Review:** Review of the project documents including country strategies, project implementation guidelines, project result frame-work and baseline reports etc.

**Observations:** Observations are recommended at school level as well as health institution level where project intervention was done to document project outcomes at institution level.

**Household survey:** Household survey is recommended with direct program participants (students: girls and boys and parents: men and women). The study will be primarily commissioned using primary data collection.
Focus Group Discussion (FGD): FGDs are recommended with program participants (students: girls and boys and parents: men and women) after the completion of initial analysis of quantitative data. FGDs must focus on qualitative data collection of participant’s perceptions and understanding of the project and for validation of quantitative data.

Key Informant Interview (KII): KIIs are recommended with community leaders, civil society, government representatives, school focal teachers, health workers and partners for their perception and understanding on project intervention and qualitative information/data.

The consultant will work closely under the technical leadership of Plan’s MERL team. Though the consultants will have overall responsibility of organizing, managing and leading the field study and producing quality report, Plan International Nepal’s team will accompany partner in finalizing the methodology, tools and field work.

Sampling:
Plan International Nepal is expected to collect the data and information through household survey, focus group discussion (FGD), key informant interview (KII) and institution observation with following number of sample size:

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Tools used</th>
<th>Respondent /Source of information</th>
<th>Sample size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Household questionnaire</td>
<td>Girls and Boys</td>
<td>384</td>
</tr>
<tr>
<td>2</td>
<td>Household questionnaire</td>
<td>Parents (Women and Men)</td>
<td>384</td>
</tr>
<tr>
<td>3</td>
<td>FGD with community people</td>
<td>1 with Program participant</td>
<td>8 (2 FGD in each municipality)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 with non-participants</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>School observation and data</td>
<td>School teachers, principal</td>
<td>36 schools</td>
</tr>
<tr>
<td>5</td>
<td>Health Institution and data</td>
<td>Health workers</td>
<td>All health institution of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>working municipality</td>
</tr>
<tr>
<td>6</td>
<td>KII with health worker</td>
<td>Health worker</td>
<td>8 (2 KII in each municipality)</td>
</tr>
<tr>
<td>7</td>
<td>KII with SMC/PTA Chairperson</td>
<td>SMC/PTA</td>
<td>8 (2 KII in each municipality)</td>
</tr>
<tr>
<td>8</td>
<td>KII with principal/SRHR focal teacher</td>
<td>Principal/focal teacher</td>
<td>8 (2 KII in each municipality)</td>
</tr>
<tr>
<td>9</td>
<td>KII with government authority</td>
<td>Health Coordinator and Social Development Unit</td>
<td>4 (2 KII in each municipality)</td>
</tr>
</tbody>
</table>

Quality Assurance, Risk Mitigation and other considerations
It is expected that the study team will use gender-inclusive and participatory approaches to seek views of beneficiaries and, where appropriate, non-participants. Inclusive techniques will be expected from the consultant, to seek active participation in the study by beneficiaries and stakeholders at different levels.

Upon signing of the contract, the consultant and Plan International Nepal will have an inception meeting to ensure that both have the same understanding of the study objectives, how these objectives are to be achieved, and when.

*Consultant must also explicitly provide details on data quality assurance at the field and assurance of the quality of final report in the proposal. Also, potential risks and limitations of the study and consultants’ plan to mitigate them should also be specified in the proposal. Further, the consultant should mention data analysis, data management and data security in their proposal.*
Users
The report of Endline Study of Adolescent SRHR Improvement in Bardiya Project will be used by project staffs, partners staffs, implementation partners, donors/NOs, local stakeholders, local government, sponsors, sponsored children, families and communities to know the effectiveness of Adolescent SRHR project and to know the insight & evidence to guide the implementation.

Methods for data collection and analysis
The mixed method is recommended to be used to collect the data for Endline Study of Adolescent SRHR Improvement in Bardiya Project i.e. individual participant (separate for boys and girls, men, women), FGD, KII, observation etc. The consultant will gather the qualitative information by conducting FGD, KII and doing the observation of supported institutions to validate the information and data of household survey.

Participant selection
Though the tools used for Endline Study of Adolescent SRHR Improvement in Bardiya Project will be structured and semi-structured questionnaire, the study requires standardization procedures and random selection of participants to remove the potential influences of external variables and ensure generability of results. In contrast, the participants for Endline Study Adolescent SRHR Improvement in Bardiya Project must be the project participants.

The number of participants depends upon the number required to inform fully all-important elements of the phenomenon being studied. That is, the sample size is sufficient when additional interviews do not result in identification of new concepts, an end point called data saturation. To determine when data saturation occurs, analysis ideally occurs concurrently with data collection in an iterative cycle.

4. Deliverables and Timeline

Key Deliverables
The following deliverables are expected from the consultant in due process of the assignment:

a) Inception Report: The consultant should submit an inception report within 10 days after signing of the agreement detailing on the Endline Study of Adolescent SRHR Improvement in Bardiya Project methods, tools and work plan. The following structure of the inception report is recommended:
   - Background
   - Action to be study?
   - Purpose of the study
   - Detail Methodology
   - Key study questions
   - Study matrix table (Objectives/indicators, key questions, methods, sample, tools and respondents)
   - Analysis (explain both qualitative and quantitative including use of software such as SPSS, Nvivo etc.), data management and data security mechanism.
   - Detailed work plan
   - Main report layout/structure
   - Interview targets
   - Outstanding questions and issues

b) Reporting: A draft report should be shared with Plan International Nepal for feedback. Upon submission of a draft report, consultant should be responsible for presenting the most significant findings to the Plan Management and key stakeholders through a meeting and get their feedback on critical areas. The meeting will be arranged by Plan International Nepal. The report should consist the following sections
   I. Table of Contents, that includes annexes.
   II. A Title Page outlining key identifying information.
III. A list of Acronyms/Glossary.

IV. The report has an Executive Summary
   a. The Executive Summary is approximately 2 – 3 pages in length.
   b. Includes an overview of the project i.e. title, objectives of project, location etc.
   c. Includes the study objectives.
   d. Includes the intended user/audience of the study
   e. Includes a brief description of the study methodology. i.e. design, data collection tools, data collection and analysis process, data sources etc.
   f. Includes a summary of findings and conclusions. A selection of main findings and conclusion is acceptable.
   g. Includes recommendations. A selection of the main recommendations is acceptable.

V. The report has an Introduction and Background section.
   a. The name of the project is included.
   b. Locations (country, region, etc.) of the project are included.
   c. Project objectives are included.
   d. The key stakeholders involved in the project and a summary of their roles are included. i.e. implementing agency(s) and partners, the donor, and other key stakeholders.
   e. Background of project is included. i.e. summary of context analysis including institutional, social, country, international etc.
   f. Budget of the project is included
   g. Timeframe of the project is included. Including the project start and end date.
   h. Planned beneficiary/target group of the project should be included. This is the number of people the project intended to reach. If possible, this should split by age, gender and into direct and indirect beneficiaries
   i. For end of project or Endline evaluations, the final beneficiary/target group of the project should be included. This is the number of people the project actually reached. If possible, this should split by age, gender and into direct and indirect beneficiaries.
   j. Description of the phases of implementation of the project is included.
   k. Where appropriate, a description of any significant changes in the implementation of the project thus far, is included i.e. changes to the timeframe, intervention logic, budget, scope etc. Ideally this will also include a summary of the implications for the evaluation.
   l. In the context analysis it is (at least briefly) referred to:
      i. International policies or strategies (relevant international development goals)
      ii. National/regional priorities (country/regional development goals)
      iii. Country/regional context (CSP/Regional Strategy)
      iv. Overall, the context description is in relation to the overall project.
   m. The report presents a clear and full description of the evaluation:
      i. Timeframe of the evaluation is presented. Including the project start and end date.
      ii. Full date of the report is included. i.e. day, month and year
      iii. Names and/or organizations of evaluators is included. List the Plan International staff and/or offices involved.
      iv. Name of the evaluation commissioner is included. i.e. CO, NO, Regional, or Global Hub
      v. The report describes the rationale of the point in time for the evaluation. Why was the evaluation needed at that point in time?
      vi. Should include a brief description of the user and/or the use of the evaluation. Who needed the information and why? What information is needed and how will it be used?
      vii. The report provides a clear explanation of the evaluation purpose.
      viii. The report lists and briefly describes the evaluation questions
      ix. The report presents a list of the evaluation criteria.
x. The report describes which geographical areas of the project are specifically covered by the evaluation.

VI. The report has a Methodology Sub-/Section: The methodology of the evaluation is completely described in the report:
   a. Sources of information consulted during the study are described. i.e. implementing organizations, beneficiaries, government officials project documents, additional literature.
   b. Data collection methods used is described. i.e. Study, interviews, focus group discussions, observations etc.
   c. Data analysis methods used is described. i.e. qualitative, quantitative, participatory, using what software etc.
   d. Sampling frame/sample /sampling strategy is described. i.e. area and population, numbers selected of populations, selection strategy etc.
   e. Gaps and limitations in the data and/or data collection methods and/or data analysis are described, including implications for the evaluation.
   f. Description of the stakeholder's consultation process in the evaluation is included. This includes a description of how stakeholders have been integrated in the evaluation process. i.e. kick-off meeting, all stakeholders are data sources, validation meeting.

VII. Ethics and Child Protection:
   a. How the rights and the wellbeing of all respondents were protected during the evaluation process is included. i.e. the assurance of anonymity and confidentiality of single informants, data management principles, establishment of referral pathways etc.
   b. Outline how informed consent was sought, and how parent/guardian consent was sought for any respondents under 18 years old.
   c. Where appropriate, the report describes where ethical approval was required and how this was obtained. Note that ethical approval is not mandated for all evaluations by Plan International, but it is highly recommended for primary data collection on sensitive topics or with vulnerable populations. See the Framework for Ethical MER for details.
   d. The report lays out how the data collection methods were gender and inclusion, child and where possible, human rights responsive i.e. by doing focus group discussions with men and women and girls and older women separately; by having discussions at different times of the day to factor in people’s schedules, by providing child care options.
   e. The report lays out how data analysis methods were appropriate for analysing as minimum the gender equality and inclusion, children’s rights issues related to the project, and where possible broader human rights issues. i.e. by analysing data disaggregated by sex, age and other identity (disability, ethnic group, etc.)

VIII. The report has a Findings sub-/section
   a. Findings are clearly structured. Findings should be structured logically, and this structure should be explained at the beginning of the section. i.e. findings can be structured according to evaluation criteria, evaluation questions, etc.
   b. Findings have logical connection to data. This includes making clear and appropriate references to the data. Ideally, reference to data should be made every or every two paragraphs.
   c. Data in the findings is disaggregated, at least by disability, sex, age group and ethnicity. At a minimum this means:
      i. Sex: male/female/others
      ii. Age: Up to 14, 15 – 18, 18 – 24, 25 – 60 and above 60
      iii. Refer to Plan International’s Minimum Beneficiary Disaggregation Guidelines.
IX. The report has a Conclusions Sub-/Section.
   a. Conclusions present strengths and weaknesses of the project being evaluated and give indications for positive and negative assessments

X. The report has a Recommendations Sub-/Section.
   a. Recommendations are: clear, realistic, linked to the project findings and conclusions, specific & actionable by at least one of the identified key stakeholders.
   b. Recommendations can be organized according to the targeted stakeholders responsible for actioning each recommendation.

XI. The report includes all necessary annexes.
   a. Evaluation Terms of Reference
   b. Evaluation Budget
   c. Where appropriate, list of persons interviewed, and sites visited. If persons need to stay anonymous, the list contains the number of persons interviewed and main characteristics of the persons, e.g. position, membership of ethnic or age group.
   d. List of documents consulted.
   e. Final Data Collection Tools used. Includes actual data collection tool templates, and any guiding documents, instructions or training for data collectors on the application of the tools.
   f. Completed study Matrix/Data Flow. Study Matrix/Data Flow that outlines the evaluation questions and criteria, data sources, data collection and analysis methods.
   g. Results Framework used in the study of the project.
   h. Raw Data collected.

XII. Introductory information and background are presented before findings.

XIII. Findings are presented before conclusions and recommendations.

The consultant should submit a final report in both hard and electronic copies along with all data (csv, excel, SPSS or STATA compatible formats), transcripts of the FGDs and KIIs, photographs etc.

Appendices, to include study terms of reference, maps, final sampling methodology, cleaned data (including data files (e.g. Excel, SPSS), transcripts of qualitative data, syntax/ code books etc.), Completed Consent Forms (including for children and their caregivers and adults), end notes (where appropriate), bibliography and stories of changes including quotes from the stakeholders including relevant photos, Other Communication Products for Dissemination.

5. Timeline

The assignment is estimated to be undertaken within 27 days beginning from 1 September 2023 and to be completed by 10 November 2023.

<table>
<thead>
<tr>
<th>Task/Deliverable</th>
<th>Estimated # of work days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tendering/Request for Quotation (15th September 2023)</td>
<td>NA</td>
</tr>
<tr>
<td>Background Checks, Short-listing, Finalization and Contracting</td>
<td>NA</td>
</tr>
<tr>
<td>Submission of inception report including tools</td>
<td>3 days</td>
</tr>
<tr>
<td>Ethical approval (Consultant)</td>
<td>NA</td>
</tr>
<tr>
<td>Training to enumerators/researchers (including travel)</td>
<td>3 days</td>
</tr>
<tr>
<td>Data collection from the field</td>
<td>10 days</td>
</tr>
<tr>
<td>Data analysis, draft report preparation and submission to Plan International Country Office for comment feedback</td>
<td>8 days</td>
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<tr>
<td>Draft report presentation in Plan for feedback</td>
<td>1 day</td>
</tr>
<tr>
<td>Receive feedback from Plan Nepal</td>
<td>NA</td>
</tr>
<tr>
<td>Validation/sharing workshop in the field</td>
<td>1 day</td>
</tr>
</tbody>
</table>
Incorporate feedback and submit the final report with supporting documents, annexes, photos and case studies to Plan International Country office 1 day

TOTAL Working days 27 days

6. **Budget**

The consultant should submit the total budget in the proposal with detail breakdown i.e. consultant cost, travel cost, expenses/per-diems, accommodation etc. including applicable government taxes. Fifty percent of amount will be paid after signing of the agreement, thirty percent amount will be paid after completion of data collection in the field and remaining amount will be paid after submission of final report.

7. **Expected qualifications of Consultant**

The consultant should have the following academic qualification and experiences:

- Team leader should have Master degree in Social Science (Sociology, Economics and Development Studies) or related fields relevant to the assignment. Experience of conducting similar study is a must.
- Team members should have Master degree in Social Science (Sociology, Economics and Development Studies) or related fields relevant to assignment.
- The team should be gender balanced.
- Should be well acquainted with community based participatory planning as well as government planning system of Nepal.
- Experienced in child friendly and gender-sensitive approaches.
- Demonstrated experience in conducting primary qualitative and quantitative data collection and analysis, study, research, evaluation and assessment.
- Enumerators should be locally hired and should know the local context, language, culture/norms/values.
- Strong report writing skills in English

8. **Contact/Supervision**

The MERL Specialist will supervise the overall study process. Plan International Nepal’s relevant staff will accompany with the external consultant to ensure quality and productive fieldwork.

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

The applicants for the consultancy of Endline Study of Adolescent SRHR Improvement in Bardiya Project should submit a proposal covering the following aspects:

- Detailed response to the RFP/ToR
- Proposed methodology with clear number of sample size and sampling framework
- If applicable include any specific IT equipment, tools or materials that the Consultant will need to use/have to carry out the work
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- Proposed timelines
- CVs
- Example of previous work
- Reference
- Detailed budget, including daily fee rates, expenses, etc.

All consultants/applicant are required to agree and adhere to Plan International’s Code of Conduct and SCYP (annex. 1)
10. Submission of offers
The offeror shall prepare and submit both the “Technical” and “Financial” Proposal by 23 August 2023. 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 pen drive inside the technical proposal envelop. In the cover letter of proposal, the offeror must mention “End line Study of Adolescent SRHR Improvement in Bardiya Project”.

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
      and, marked as: “End line Study of Adolescent SRHR Improvement in Bardiya Project”
   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.

11. Evaluation of offers
Shortlisted consultant may be invited to discuss their proposals in more detail at Plan’s discretion. Plan International Nepal, at its sole discretion, will select the successful supplier. Plan International Nepal 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 consultants/offeror.

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 Services, if later.

13. Plan International’s Ethical & Environmental Statement
Plan International recognises that violence against children and young people is prevalent throughout the world and in all societies. Violence against children includes physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and sexual abuse. In addition, children and young people may be vulnerable and at risk due to reasons of gender, sexual orientation, ethnic origin, disability and age or illness. Plan International is fully committed to ending violence against children...
and acknowledge that we have a duty to promote the gender responsive safeguarding of children and young people and particularly those with whom we work or are in contact.

Plan International’s Global Policy - Safeguarding Children and Young People emphasizes the safeguarding of children and young people who come in contact with Plan employees, volunteers, partner organisations and individuals, including consultants, who are working on behalf of Plan International. This is regarded as strict global compliance issue and have to follow it mandatorily. In this respect, the consultant should include statements in the proposal on how s/he will ensure ethics and safeguarding of children and young people 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/study/research. The consultant should take written consent of the respondents and/or children’s guardian before taking photographs/interview and ask if their photographs, verbatim or case stories could be used in report for public dissemination. Such consent must be documented and submitted to Plan International Nepal along with the final report.

Further, the consultant should responsible to take ethical approval from the concern authorities which need to take ethical approval before data collection.

14. Selection Criteria

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

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Criteria</th>
<th>Scoring Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Proposal</td>
<td>1. Past Experience of the Consultant(s) relevant to the assignment</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>2. Team leader and member have relevant academic qualification</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>3. Composition of proposed team balanced in terms of gender and expertise</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>4. Adequacy of the proposed methodology to the ToR</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>5. Data analysis methods, data management and security mechanism well explained</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>6. Proposed field plan (timeline) realistic</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100%</strong></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:
* "Lowest Bid Offered" refers to the lowest price offered by a proposer scoring at least 70% 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.