



## CONSULTANCY TERMS OF REFERENCE

### Feasibility study of Breaking Barriers for Girl's SRHR (BBaGS) Project in Dolpa

<b>Main Facts Table</b>	
Request for Proposal (RFP) Reference	Ref No: 006-023/024
RFP launch date	16 September 2023
<b>Deadline for submission of offers</b>	24 September 2023

Organization Information		
Name of the organization:		
VAT/ PAN registration number:		
HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? :	YES/NO	
Contact person's name:		
Contact details:	Telephone:	
	Cellphone	
	Address:	
	Email:	
	Other:	
Additional Contact Information:		
SIGNATURE AND COMPANY STAMP		
DATE:		

## Terms of Reference (ToR)

### Feasibility study of Breaking Barriers for Girl's SRHR (BBaGS) Project in Dolpa

#### 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: 200 Million Reasons at <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/Context

Plan International Nepal is anticipating a funding support from the German Ministry for Economic Cooperation and Development (BMZ) (the donor) to implement the proposed project **Breaking Barriers for Girl's SRHR (BBaGS) in Dolpa (Kishori Sashaktikaran Pariyojana, Dolpa)** in Thuliveri and Tripurasundari Municipality of Dolpa district. It is expected that the 3-year project timeline will be June 2024- May 2027.

The overall objective of the Project is **"To empower girls to make informed decision about their sexual and reproductive health contributing to reduction in teenage pregnancy"**. This overall objective will be achieved through the achievements of the following sub-objectives:

**Sub-objective 1: Improved sexual and reproductive health awareness and practice among adolescents**

**Sub-objective 2: Strengthened agency among Adolescent girls to be able to make decision related to SRH**

**Sub- Objective 3: Improved understanding and support for adolescent girls regarding SRHR among their families and local authorities.**

**Sub-objective 4: Improved sexual and reproductive health service delivery among adolescents and young people**

**Sub-objective 5: Enhanced implementing partner capacity in SRHR project implementation**

Adolescent and young people between age 10 -24 years will be the key target group of the project with minimum 70% girls/women as target. The project will primarily focus the school adolescents (10-19) and young couples who are newly married or are new parents. Community members especially the parents/caregivers, community leaders, mother's group, School Management Committee (SMC), parent teacher association (PTA), students will also be the direct target groups. The project will also embed Climate Crisis, Disaster Risk Management and Water Sanitation and Hygiene (WASH) as cross cutting themes aiming for linking CC with SRHR issues in the targeted locations.

**Geographical Scope:**

The study will focus specifically on lower Dolpa area in Dolpa district of Karnali province with targeted municipalities namely Thuliveri and Tripurasundari for first-hand information.

**Ethical Considerations:**

The study will adhere to ethical guidelines and principles, ensuring informed consent, privacy, and confidentiality of participants. Safeguarding measures will be implemented to protect the Rights and well-being of children, adolescent girls, and women involved in the study. Ethical review and approval processes will be followed as per relevant institutional and legal requirements.

### 3. Description & Objectives

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**Purpose**

The purpose of the feasibility study is to validate the project's earlier-defined concepts and obtain significant insights to revise/fine-tune the objectives, strategies, interventions, and approaches for the full proposal development in detail. The study also provides useful baseline information including situation analysis that supports in project planning.

**Objective**

The specific objectives of this study are:

- A. Initial situation and problem analysis on macro, meso, micro level
  - Which current problems in relation to social norms surrounding SRHR of the target groups have been identified and are relevant in the project design?
  - Which current gaps exist regarding the agency of adolescents (particularly girls in, and out of school) that hinders their ability to decide regarding their SRH and rights related matters?
  - Which of the causes for the deficient situation regarding SRHR and agency for adolescent girls in Dolpa should be prioritized and need to be addressed?
  - Which local potentials, existing structures (institutions, networks, CSOs, organizations and others) and social mechanisms can be established/built upon in relation to the objective of the project?
  - What gaps in the government system have been identified in relation to SRHR of Adolescent and young people?
  - What approaches from the current project "STEAM Ahead" being implemented by Plan International & SAC Nepal could be used for this concept?
  - What other framework conditions in relation to socio-economic, political, power dynamics, must be considered in the context of the planned project?
  - What is the status of climate change impacts with focus on SRHR issues on girls and women?
  - What are the existing structures that address the issues of CC, DRM and WASH in the targeted areas, how these issues have been mainstreamed into the government system?
- B. Implementing agency, Target groups and other actors (at micro, meso and macro level)
  - What could be the process to select the direct target groups and on the basis of which criteria?
  - What is the composition of the respective target groups? How homogeneous or heterogeneous are the target groups in terms of factors such as gender, ethnicity, age, disability, sexual orientation, language, capacities and to what extent does the project need to take this into account?
  - What could be some of the safeguarding risks associated with the target groups and how can the safety nets in relation to safeguarding be strengthened?
  - Do the target groups and other actors have a common understanding of the issues, the prioritization and the objectives of the project? Does it connect well with the expected outcomes of the project?
  - Are there convergences or conflicts of interest between the key stakeholders/actors?
  - How strong is the support, for example in the form of the own contribution of the different actors to the project? What influence do they have on the project?

The guiding questions on the criteria serve as orientation for the content design of the study. They are to be understood as a collection from which the relevant questions can and should be prioritized. This makes it possible to weigh the criteria differently according to the study's interest in knowledge.

- i. Relevance - To what extent is the proposed project doing the right thing?
  - Does the planned project approach address a developmentally important problem or a crucial development bottleneck of the partner country or project region?
  - Is the focus, prioritization and objectives of the planned project aligned with the target groups and clearly defined?
  - To what extent do the intervention objectives and design adequately consider the specific needs of the target groups and structural obstacles in the project region, the partner/institution, the political programmes?
  - Are norms and standards of the approach compatible with those of the target groups, especially in relation to the objective and expected outcomes of the project?
  - Is gender marker assessments done during designing of the proposal?
  - Is the project designed in a conflict-sensitive manner with potential safe guarding risks consideration (do-no-harm principle)?
- ii. Coherence - How well does the intervention fit?
  - How coherent are the planned activities with gender and human rights principles (gender equality, inclusion, participation), conventions and relevant standards/guidelines?
  - To what extent are there synergies and connections between the planned project and other interventions by the same actor (organization) and other actors?
  - Which similarities or overlaps are there between the target groups and the projects of other actors in the same context? To what extent does the interventions create added value and avoid duplication? What could be some of the interventions that could fill the gaps/add value?
  - Which other projects / initiatives exist in the project location that the project design has to consider to avoid duplication?
  - What are the existing climate change initiatives being undertaken in the targeted areas and how CC is linked with SRHR issues?
- iii. Effectiveness - Which project approach/modality can best achieve the objectives?
  - Are the cause-effect relationships (including assumptions) plausible? What negative effects could occur?
  - What methodological approach would be appropriate to the context and sufficient to achieve the project objective?
  - At which level (multi-level approach) should additional measures be envisaged to increase effectiveness?
  - What could be some of the key indicators to measure the change?
- iv. Efficiency - **is the proposed project's planned use of funds a cost-effective method to achieve its objectives?**
  - What could be the amount of fund and personnel required to achieve the project outcomes efficiently?
- v. Impact (significance) - **To what extent does the planned project contribute to achieving superordinate developmental impacts?**
  - Which particular contribution does the project objective (outcome) make to the overall objective (impact)?
- vi. Sustainability - **To what extent will the positive impacts (without further external funding) continue after project completion?**
  - How can the sustainability of results and impacts be ensured and strengthened (structurally, economically, socially, ecologically)? What could be some of the key exit strategies that can be planned in the design of the project? For example, linking the project initiatives with schools, health facilities, municipality in the targeted location for long term sustainability (example: embed them in School Improvement Plan (SIP) of schools).

- Which long-term capacities are built up in the target group in order to be able to continue the implemented measures independently?
- Which positive changes (role behaviour, mechanisms, networks and others) favor civil society in the long term?
- Which personnel risks for implementers, safeguarding risks, institutional and contextual risks influence sustainability and how can they be minimized?

### Methodology/Questions

The consultant should to develop and define questions that help focus what exactly the objectives of the consultancy are, including the processes or methodology of the questions. The scope of the Feasibility Study is to meet its (aforementioned) specific objectives. The consultant is required to develop the detailed study methodologies, which include data collection methods and tools, analysis and reporting framework. Both related secondary and primary data are to be collected.

### Users

The feasibility study report will use to develop the detail proposal which Plan International Nepal will submit to BMZ. It will be also be shared to relevant department of local, provincial and federal government, local NGOs and National Offices.

### Methods for data collection and analysis

Detailed methodologies (both for quantitative and qualitative data including quantitative data from government sources) including process should be developed by the consultant through inception report and has to be shared and finally agreed by Plan International Nepal, prior to commencing the tasks. The consultant is encouraged to be innovative to propose and present better and more appropriate methodologies. However, below items are suggested to consider within the methodology:

1. **Desk Review:** The study will commence with desk review of existing literature, reports, policies, technical papers, guidelines, and relevant documents related to this assignment.
2. **Study Location:** The feasibility study location will be Thuliveri and Tripurasundari municipalities of Dolpa however the consultant may require to travel provincial and federal government officials.
3. **Data Collection:** The study will employ a combination of quantitative and qualitative data collection methods to gather robust and contextualized information. These methods will include:
  - a) **Surveys:** survey should conduct with adolescents and young people (girls and boys) aged 10-24 and their parents to gather quantitative primary data. The survey will employ standardized questionnaires and sampling techniques to ensure representative data.
  - b) **Interviews:** Key informant interviews (KIIs) should conduct with relevant stakeholders, such as school teacher, representatives of local government (Mandatory with the deputy mayor and health coordinator of the targeted municipalities of Dolpa), , KII with the In-charge health facilities, provincial government and federal government, local NGOs, INGOs, school management committee (SMC), students, parent teacher association (PTA) religious leaders such as lamas, community leaders, government officials etc.
  - c) **Focus Group Discussions (FGDs):** FGDs should conduct with adolescents and young people (girls and boys) aged 10-24, community members, including men, women, adolescents, and children, to capture diverse perspectives.
  - d) **Observations:** Field observations may require to collect data of community practices in regards to SRHR (health facilities, schools, communities) and its linkage with impacts of CC
  - e) **Analysis: Analyze the climate change trend in the targeted area and what the impacts of CC on SRHR issues of girls and women.**

The consultant can suggest robust methodology including samples in their technical proposal not limiting above methods. 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.

4. **Data Analysis:** The collected data will be systematically organized, coded, and analyzed using appropriate quantitative and qualitative analysis techniques. Quantitative data will be analyzed using statistical software, while qualitative data will be analyzed thematically to identify key patterns, emerging themes, and relationships.

#### Participant selection

Household (HH) survey, FGD and KII will be conducted during the study period. Key stakeholders (local government representatives, staff from Non-government organizations, local leaders, likeminded organizations etc.), government agencies, community people, children and youth will be consulted during the study work. The study requires standardization procedures and random selection of participants for survey however consultant can select respondent/participants purposively for qualitative data collection.

## 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 feasibility study 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
1. 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 Feasibility Study report in hard copy (not more than 30 pages, excluding annexes), and in electronic copy pdf format and word format with following sections.
  - Table of Contents, that includes annexes.
  - A Title Page outlining key identifying information.
  - A list of Acronyms/Glossary.
  - The Executive Summary is approximately 2 – 3 pages in length.
  - An overview of the project i.e. title, objectives of project, location etc.
  - The study objectives.
  - Analysis of project design and objectives based on OECD/DAC criteria
  - Analysis of target groups, stakeholders and implementation methods
  - Provide technical input to the final proposal development
  - Intended user/audience of the study
  - Includes a brief description of the study methodology. i.e. design, data collection tools, data collection and analysis process, data sources etc.
  - Includes a summary of findings, conclusions and recommendation.

**Consider the following in a table of Deliverables:**

<b>Deliverable</b>	<b>Format</b>	<b>Length</b>	<b>Due</b>	<b>Detail</b>
<b>Inception report including tools and workplan</b>	<i>Report</i>	10 days after signing of agreement	10/10/2023	Detail as above
<b>Study report</b>	<i>Report</i>	1 month	November 2023	Detail as above

## 5. Timeline

Following are indicative time lines:

<b>Activity</b>	<b>Time</b>	<b>Days of Work</b>	<b>Responsible</b>	<b>Individuals Involved</b>
<i>What is the specific activity?</i>	<i>When will this activity begin?</i>	<i>How many days of work are required?</i>	<i>Who is responsible for the delivery of this activity?</i>	<i>Who needs to be involved?</i>
Kick-off meeting	2/10/2023	1 day	Consultant	CO Plan staff
Desk review of existing documents	3-4/10/2023	2 days	Consultant	Consultant
Tools development including Inception Report	11-15/10/2023	5 days	Consultant	MERL Specialist
SCYP risk assessment	16/10/2023	1 day	Plan	MERL Specialist
HH Survey, FGD, KII, and others data collection from the community	11 Oct– 26 Oct. 2023	15 days	Consultant	Consultant will take the lead and project team will support
Data Analysis and Reporting	27– 31/10/2023	5 days	Consultant	Consultant
Final Report submit	10/11/2023	1 day	Consultant	Plan Staff
<b>Findings dissemination sharing workshop</b>	20/11/2023	1 day	Consultant	Consultant with support from MERL Specialist

## 6. Budget

This study will be conducted by an external consultant with support from Plan International Nepal.

All the associated cost mentioned below will be included in the consultancy.

- Accommodation and Food
- Domestic Airfare
- Local transportation
- Insurance
- Per diems

This section should also include a detailed payment schedule which splits the total cost of the consultancy into instalments around key milestones as opposed to one lump sum.

Table of Payment Schedule

<b>Milestone</b>	<b>Amount to be Paid (%)</b>	<b>Expected Timeframe</b>
<b>After signing of agreement</b>	30%	29 September 2023
<b>After completion of data collection from field</b>	30%	27 October 2023
<b>Completion of Final report and dissemination workshops</b>	40%	27 November 2023



## 7. Expected qualifications of Consultant

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The consultant must possess all of the following:

- Have extensive experience in conducting, as lead consultant/researcher, social, anthropology research and evaluation studies in Nepal, from the last 10 years. The applicant should provide link to abstracts of at least 3 studies he/she conducted and contact details of previous clients.
- Have advanced educational qualifications related to education, child protection, gender, and skill development.
- Excellent English language skills in writing and speaking
- Lead Consultant must have at least master's degree or higher in sociology, anthropology and development.
- General knowledge/previous work on child safeguarding/ child protection will be an added value.

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

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Where possible in the ToR or in the call for proposal process, you should ask that interested applicants provide a proposal covering the following aspects:

- Detailed response to the RFP/ToR
- Proposed methodology
- 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 Non-Staff Code of Conduct (Annex)

**Depending on the nature of the consultancy you may need to include an NDA (Non-Disclosure Agreement) Clause.**

## 9. Submission of offers

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The consultant team should prepare both the **"Technical"** and **"Financial"** proposal and submit the hard copy of document to Plan International Nepal country office by **24 September 2023** with detail plan of action till the event is over.

### 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: **"Feasibility study of Breaking Barriers for Girl's SRHR (BBaGS) Project in Dolpa"**
- (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](mailto:nepal.procurement@plan-international.org). Answers to questions of the Offeror will be sent by email.

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

## 10. Evaluation of offers

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan's discretion. Plan International, at its sole discretion, will select the successful supplier.

Plan international shall be free to:

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

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

Part of the evaluation process may include a presentation from the supplier.

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.

## 11. Contract & Payment terms

Please note that, if successful, Plan International's standard terms of payment are **30 days** after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later.

**Payment terms** (*Amount of percentage to be paid is standard guideline and should not be change*)

	Milestone	Detail	Amount to be Paid (%)
1.	Right after the agreement signed	First instalment	30%
2.	After completion of data collection from field	Second instalment	30%
3.	Completion of Final report and dissemination workshops:	Final instalment	40%

## 12. Plan International's Ethical & Environmental Statement

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

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.

## 13. Selection Criteria

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

*(There are no standard criteria for choosing consultants. Every requester is free to define their own criteria, reflecting expectation of assignment to be performed ensuring value for money for Plan)*

Evaluation	Criteria	Scoring Weight
<b>Technical Proposal</b>	Experience of the Consultant(s) relevant to research in the area mentioned in the TOR (SRHR, climate change and gender)	25%
	Adequacy of the proposed methodology to the ToR	30%
	Consultant(s) qualification & Competence	20%
	Understanding of the requirements/ objectives	20%
	Gender Responsive Procurement	5%
<b>Technical Proposal</b>		<b>100.00%</b>
<b>Technical Score converted to 100% [(Total÷70%) x 100%] (A)</b>		<b>70%</b>
<b>Financial Proposal (B)</b>		<b>30%</b>
<b>Total (A+B)</b>		<b>100%</b>

**Gender Responsive Procurement:** Plan International defines a gender-responsive business as one that meets criteria for integrating gender equality and women’s empowerment principles in its policies and practices, and which is aligned to international norms and standards. This could be:

- a. *Women-owned business: A legal entity in any field that is more than 51% owned, managed and controlled by one or more women.*
- b. *Women-led business: A legal entity in any field that has a minimum of 50% women representation in management with senior-level, strategic decision-making capabilities.*
- c. *Gender-responsive business: Legal entity that actively promotes gender equality and empowerment of women and young women through their policies and labour practices.*

#### 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:

$$\frac{\text{Lowest Bid Offered}^*}{\text{Bid of the Organization}} \times 30$$

\* “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.