



PLAN
INTERNATIONAL



CONSULTANCY TERMS OF REFERENCE

**Consultancy Service on
Production of communication and knowledge documentation of Education Program**

Main Facts Table	
Request for Proposal (RFP) Reference	Ref No: 015-023/024
RFP launch date	10 February 2024
Deadline for submission of offers	27 February 2024

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)

Production of communication and knowledge documentation of Education Program

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>

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, inclusive quality education, Vocational Skills, girls' empowerment and sexual reproductive and health rights (SRHR), water sanitation and hygiene, and disaster risk reduction. Currently, Plan International Nepal's programs are implementing in six districts through our local implementing partners. Plan recently launched New Country Strategy which aims at reaching 700,000 girls, adolescents, and young women directly and 1.5 million indirectly.

2. Background/Context

Plan International Nepal's LEARN program prioritizes Inclusive Quality Education as a cornerstone. Dedicated to fostering safe and inclusive learning environments, we contribute to school infrastructure, WASH/MHH facilities, and teacher capacities. Our commitment extends to vulnerable children, including those with disabilities, through model classrooms, ICT labs, and community involvement.

Embracing the STEAM approach, we integrate Disaster Risk Management, ensuring safety and resilience in schools. Our initiatives span online/offline digital content, policy development, and holistic education system strengthening. Our goal: empowering girls and young women to thrive in a changing climate.

Ultimate Outcome: Prepared and resilient girls in both development and humanitarian contexts.

Long-term Outcome: Increased access to inclusive, quality education for children, especially girls, equipping them for a promising future.

3. Description & Objectives

Purpose

The consultancy's primary goal is to distill the impactful narrative of Plan International Nepal's education program in Sindhuli, Dhanusha, Jumla, Kalikot, Banke, and Bardiya into a concise yet comprehensive communication and knowledge documents. The consultant is entrusted with the task of crafting a series of videos that vividly showcase the diverse educational interventions, capturing the transformative moments in these districts. Simultaneously, a thoughtfully curated photobook will freeze these instances, creating a visual testament to the power of education in fostering positive change. Together, these mediums aim to convey the essence of empowerment, resilience,

and progress, encapsulating the program's intended outcomes and resonating with the hearts and minds of the audience.

Methodology

- Develop communication and knowledge documents for thematic head- education activities under the supervision of Influencing, Campaign, and Communications team, Senior Technical Advisor – Learn, Technical Advisor – Education, and project team.
- Capture responses and glimpses of key program interventions, including education infrastructure, improved learning environment, teacher capacity building, parental/community engagement, and WASH/MHH/DRR and climate resilience integration.
- Utilize a Human Centric Communication approach to create an engaging documentary outline and framework, incorporating Plan International Nepal's branding and adhering to safeguarding principles.
- Review existing documents on program activities and conduct field visits in Banke, Bardiya, Jumla, Kalikot, Sindhuli, and Dhanusha.
- Hold regular meetings and consultations with relevant teams for a comprehensive review and understanding of the assignment.

Users

The users of the product of the consultancy will be, in terms of Plan International staff and offices, donors, stakeholders and wider audiences. The product will be used in promotion of education program, disseminating impact with stakeholders, project close out event, conferences etc.

Methods for data collection and analysis

The points for developing communication and knowledge documents involve:

Extensive Field Visits:

- Travel to six assigned districts and three provinces to assess the infrastructural development in education facilitated by Plan International Nepal.

Data Collection:

- Conduct interviews, gather information, capture photos, videos, and collect case stories from program participants, stakeholders, and staff.

Data Analysis:

- Study, collect, and analyze data from project reports and records to understand the impact and outcomes of the educational interventions.

Community Engagement:

- Capture evidence of parental and community awareness/engagement for inclusive quality education through thorough community visits.

Stakeholder Voices:

- Collect diverse voices from stakeholders, including children, parents, headteachers, teachers, SMC, PTA, S-WASH-CC, and government officials at local, provincial, and federal levels.

Methodology:

- If possible utilize various methods such as Key Informant Interviews (KII), Focus Group Discussions (FGD), and observation/field visits for photo and video capturing.

Documentation Review:

- Review documents to create an overview narrative of the program's actions and activities, ensuring a comprehensive understanding of the initiatives.

These points collectively outline a comprehensive approach to developing communication and knowledge documents, emphasizing on-the-ground insights, stakeholder perspectives, and a thorough review of program documentation.

Participant selection

For the production, participants from all six assigned districts (Banke, Bardiya, Jumla, Kalikot, Sindhuli, Dhanusha) and provincial levels (Karnali, Bagmati, Madhesh) will be included. Representatives will encompass municipal authorities, school stakeholders (SMC, PTA, Teachers, students, parents), and other relevant figures aligned with program activities. While adhering to the objectives and storyboard, participant selection won't be confined to

mentioned representatives; final selection will occur in collaboration with the ICC team, Senior Technical Advisor, project team, and partner organizations. The consultant will coordinate with Plan International Nepal and partners for participant outreach, refraining from direct communication with participants to ensure a coordinated and effective engagement process.

4. Deliverables and Timeline

Key Deliverables

List key deliverables expected from the consultant(s) during the process such as;

Outline the knowledge documentation plan: This deliverable will include a high-level overview of the approach that will be taken to document the knowledge. It will also identify the specific knowledge assets that will be documented, as well as the target audience for the documentation

a. Program success videos:

- **10 short videos** of specific education interventions having 4-5-minute length; specially focusing to social media feeds with subtitle.
- **One 20-minute-long consolidated video** of comprising highlights of all education interventions with English subtitle and sign language
- The final video should have a **narrator, preferable a female**
- Use licensed music

b. Success stories booklet

- Development of **case story book** both in English and Nepali language including photos
- Design the case story book for web and printable format including high resolution photos

c. Interactive/Engaging photos

- 10 interactive and engaging high quality photos of each interventions
- Put it into different folders with photo captions and signed consent forms

d. Technical brief

- Explaining the strategies, partnership, sustainability, education system strengthening and how the program aligns with government’s objectives to achieve SDGs.
- Infographics
- Printable design

The consultancy agency will follow Plan International Nepal’s branding and safeguarding in communication guideline.

Consider the following:

Activity	Time	Days of Work	Responsible	Individuals Involved
What is the specific activity?	<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>
Program success videos: <ul style="list-style-type: none"> • 10 short videos of specific education interventions having 4-5-minute length; specially focusing to social media feeds with subtitle. • One 20-minute-long consolidated video of comprising highlights of all education interventions with English subtitle and sign language 	<i>February/March</i>	<i>20 working days</i>	<i>Consultant</i>	<i>ICC team, project team and implementing partner</i>

<ul style="list-style-type: none"> • The final video should have a narrator, preferable a female 				
Success stories booklet <ul style="list-style-type: none"> • Development of case story book both in English and Nepali language including photos • Design the case story book for web and printable format including high resolution photos 	<i>February/March</i>	<i>15 working days</i>	<i>Consultant</i>	<i>ICC team, project team and implementing partner</i>
Interactive/Engaging photos <ul style="list-style-type: none"> • 10 interactive and engaging high quality photos of each interventions • Put it into different folders with photo captions and signed consent forms 	<i>February/March</i>	<i>15 working days</i>	<i>Consultant</i>	<i>ICC team, project team and implementing partner</i>
Technical brief <ul style="list-style-type: none"> • Explaining the strategies, partnership, sustainability, education system strengthening and how the program aligns with government's objectives to achieve SDGs. • Infographics • Printable design 	<i>February/March</i>	<i>10 working days</i>	<i>Consultant</i>	<i>ICC team, project team and implementing partner</i>
Post production (editing/subtitle/ Branding)	<i>February/March</i>	<i>10 days</i>	<i>Consultant</i>	<i>ICC team, project team and implementing partner</i>

*** 20 days working in the field and 10 days for finalizing all the content. This assignment will be for around 30 days. **Proof reading for all the document is mandatory.**

Note: In the event that there is a change or additional deliverables during the contract period, an addendum to the contract must be agreed and signed. The change/additional deliverables must be in line with the initial scope of the project.

5. Timeline

List the key stages in the process from the tendering and contract award phase, to the submission of the final report and dissemination of findings including any key meetings where applicable.

Your timeline would be linked to the deliverables above and should include information on:

- Tendering/Request for Quotation
- Background Checks and Contracting
- Initial Meeting and orientation to project goal and outcomes.
- Submission of inception report and outline for production
- Meeting with Plan and partner
- Finalization of site visit and participants for the documentary
- Preparation for field visit-submission of TOR for field visit by consultant and logistical arrangement

- Video shooting in the field with support from partner
- First draft submitted to Plan International Nepal for feedback
- Submission of production with input from Plan International Nepal including word documents, time stamp, b-rolls, clean and raw videos.

Note: At this stage the timeline is indicative and should support any external consultant in the development of their proposal and Inception Report. As part of the process, this timeline should be re-evaluated in consultation between Plan International and the consultant.

6. Budget

Due to procurement process and regulation, it is not possible to share the actual budget, however, include as much detail as possible in the timeline and deliverables – where possible including the estimated number of days.

Note: It is better to make payments due on approval of key milestones by Plan International, as opposed to on submission of key milestones by consultants. This gives Plan International the ability to withhold payments until they are satisfied with the output.

At this point you should also outline additional details including who is responsible for:

- Travel costs
- Insurance and visa costs
- Expenses/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.

7. Expected qualifications of Consultant

- The consultant should have background in media, communication and knowledge management with a minimum of 5 years of relevant working experience in undertaking media and knowledge documentation assignments with different national and international development agencies
- The consultant should have an experience of working with communities with diverse cultural, linguistic and socioeconomic background
- The consultant should have an editorial perspective that is required to ensure the accuracy, clarity, and organization of the knowledge products, as well as to make sure that they meet the needs of the intended audience.
- The consultant also should have an experience of writing, editing, proof reading, translating human-interest stories for different audience including development agencies
- The consultant should lead the entire knowledge management activity of the project, including developing the knowledge management plan and ensuring that the knowledge management activities are aligned with the project's goals
- The consultant must possess skills around multimedia production to be able to lead knowledge management video products
- The consultant must possess proficiency in both English and Nepali languages

8. Contact

Include the full contact details of the relevant contact person in Plan International.

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

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.

10. Submission of offers

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 **27 February 2024** 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.

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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: **“Production of communication and knowledge documentation of Education Program”**

(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.

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 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.

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 (*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 assignment as defined final deliverable:	Final instalment	70%

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 organizations 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.

Evaluation	Criteria	Scoring Weight
Technical Proposal	1. Specific Experience of the Consultant(s) relevant to the assignment <i>Background, academic qualification and experience working on the production of similar (aligned with deliverables of the ToR outlined here) communication materials with INGOs/UN agencies and sharing link of the communication products made for INGO/UN in the past of similar scale, quality and geography.</i>	35%
	2. Adequacy of the proposed methodology to the ToR <i>Methodologies of all communication products specified herein along with timeline and a well-defined schedule to collect video, photo and required information from the field; and compile them. Incorporation of realistic field travel plan.</i>	30%
	3. Understanding of Gender Transformative Communication & Safeguarding in Communication	20%
	4. Gender Responsive Procurement	10%
	5. The team owns office or has all the equipment's and required services to produce the materials (List of high-quality equipment, Software)	5%
Technical Proposal		100.00%
Technical Score converted to 100% [(Total÷70%) x 100%] (A)		70%
Financial Proposal (B)		30%
Total (A+B)		100%

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.