



PLAN
INTERNATIONAL



Consultancy Terms of Reference

Child Rights Situation Assessment (CRSA) in Siraha and Kapilbastu Districts

Main Facts Table	
Request for Proposal (RFP) Reference	Ref No: 019-023/024
RFP launch date	19 March 2024
Deadline for submission of offers	2 April 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)

Child Rights Situation Assessment (CRSA) in Siraha and Kapilbastu Districts

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, 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 23 districts through our local implementing partners.

2. Background/Context

Plan International Nepal is planning to phase-in in Siraha and Kapilbastu Districts for implementing projects/programmes and sponsorship programs. In the first stage of program phase-in, Plan International Nepal will conduct comprehensive participatory situation analysis of Survival, Protection, Development and Participation including child poverty from rights perspective in of all wards of the **Arnama Rural Municipality** of Siraha and **Bijaynagar Rural Municipality** of Kapilbastu districts focusing on exclusion based on the principles of its Right Based Approach. This includes analysis (disaggregated by caste, ethnicity, gender, disabilities, geo-environmental etc) of which rights are not realized, which rights are violated, which children are the most affected (gender, ability, ethnicity, geographical consideration), how they are affected, and underlying causes of exclusion and marginalisation at household, community, school, district and national levels. Further, identify discrimination and exclusionary social customs and behaviour and harmful traditional practices leading to child rights violations, exclusion and gender-based violence. It also identifies who is responsible for fulfilling child rights (primary and secondary duty bearers) and what they are or are not doing in this respect and why.

Plan International Nepal seeks consultancy service from the consultant(s) to analyse the current situation of above Rural Municipalities. The situation analysis will be related with child rights violation/realization using participatory methods and analysing and summing data.

3. Description & Objectives

Purpose

The objective of the assignment is to undertake a Child Rights Situation Assessment to inform Plan International Nepal's strategic decision making. This analysis will enable Plan International Nepal to understand how well a palika is progressing towards achieving the child rights goals to which it is committed and the status of the initiatives to improve their realization. A CRSA will provide an opportunity to map the roles and assess the

capacities of those with responsibility for children's rights – be they parents, state institutions, other significant civil society, private sector including international actors. This process will generate information and insights that can enable Plan International Nepal to identify where it can best contribute to the achievement of a nation's goals for its children and position itself relative to other actors.

The definition of a good CRSA is one that informs strategic decisions, also one that is valued and used by staff members through the strategic cycle.

The consultant should assess in-depth situation from child rights perspective accessing primary and secondary information.

The consultant should assess rights violation of children particularly that of girls, Dalit and children with disability in early childhood and development, responsive care, health and nutrition, basic and secondary education, Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), school and community WASH, sexual and reproductive health, child protection, gender-based violence, impact of climate change and disaster risk management including humanitarian programming as both districts are highly vulnerable to disasters (flood, landslide, heat wave, cold wave, draught, epidemics and earthquake)

The consultant should submit the situational analysis report of each Palikas separately in Nepali language through primary and secondary data analysis. Further, the consultant must submit the comprehensive CRSA report in English of both districts.

Stakeholders and community will be facilitated on findings of reports and way forward for further programming.

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 survey and producing the quality report, Plan International Nepal's team will be involved in finalizing the methodology, tools, and fieldwork.

The consultant is expected to cover following aspects as well:

- To carry out situation analysis of rights of children particularly girls and excluded children analysing the intensity, severity, trend and impact of rights violation and realization at multiple levels (family, community and ward level).
- To identify girls and boys; and groups that are most excluded; are affected from rights violation and are at risk including causes.
- Child marriage prevalence of respective municipals.
- To establish baseline value of phase-in indicators consisting poverty level, WASH, Development, Protection, Participation, Survival, DRR, SRHR and Gender.
- Gap analysis: Identify sector where Plan International Nepal would be best suited to work, taking into account: 1) Plan's strategic priorities and strengths; and 2) The gap analysis should recommend Plan's program focus areas based on the gaps identified
- Situation analysis of the proposed municipalities with especial focus on impact of climate change on lives and livelihood (since huge impact of climate change have been observed in both districts especially in agriculture) of the population including trend analysis of yearly occurring disaster in both districts.

Methodology

In order to develop the child rights situation analysis report of aforementioned rural municipalities, two parallel but complementary processes (qualitative & quantitative) will have to be applied. Findings of qualitative survey shall be complemented and supplemented by the quantitative survey findings from primary sources using participatory assessment tools and process such as wellbeing ranking, FGD etc.

The consultant will have to design tools and appropriate methods for collecting, analysing data and concluding findings. The consultant will consult Plan International Nepal staff to finalize tools and methods. Tools and methods which are agreed by Plan International Nepal will be used for collecting, analysing and presenting information. The tools should be done pre-test before use in the field. The consultant is encouraged to present a better methodology not only limiting to the following:

Desk Reviews: Review of relevant document for national and district level information such as Census 2021, National Demographic Health Surveys, district profiles, municipality profiles and periodic plans, annual reports, research reports, laws and policies and plans, international instruments, reports from concerned ministries and UN reports and Country strategy including Areas of Global Distinctiveness (AOGDs) of Plan International Nepal.

Consultations: Consultations with girls, boys, (<14 years and 14-18 years children), adolescents, youths, women and men especially from marginalised groups. Participants on the consultation include SMC officials, School teachers, Dalit networks, child rights committees, PTA, Female Community Health Volunteers (FCHV), local health workers, child clubs, adolescents' groups, disaster management committees, disable persons organisations, women groups, Health Facility Operation Management Committees, TEVT institutions, technical schools, private sector, etc.

Survey: Households survey with community people and we recommend Lot quality Assurance Sampling (LQAS) method for survey however consultant may suggest better methods for survey based on the attached indicators (Annex-1).

KII: Key informant interviews (KII) should also conduct with local government representatives at ward, Palika and district level, line agencies such as health, agriculture, education, livestock offices etc, representatives of CBOs and NGOs, head teachers, etc.

Stakeholder Mapping: Mapping of duty bearers for child right within target district

PRA Tools: Appropriate PRA tools are also recommended such as wellbeing ranking, seasonal calendar and social map etc. Wellbeing ranking must be done all of households/families of the above to Palikas and data should be collected family member by sex, age of all households/families.

Different sets of individual questions and guidelines have to be developed and administered with the stakeholders.

Before commencement of the work, the consultant is required to carry out the followings:

- Presentation of detailed situation analysis methodology (e.g. checklist, guidelines questionnaires, matrix etc) with the program team in Plan International Nepal country office before the Child Rights Situation Analysis initiated,
- Finalize situation analysis methodology including action plan.

Key Questions

The consultant should submit key questions and tools to carry out qualitative survey for the situation analysis along with the proposal not limiting to the below:

In General:

Are there any gaps in laws and policies and their implementation or are there any specific rights that are being violated? What are the incidences and intensity of the child rights violation? What are the immediate and underlying causes? Are there equal opportunities for girls, Dalit and children with disabilities in realizing their rights? Do girls have agencies to question on malpractices and decide for themselves? Are there any specific groups of children who are more vulnerable? What are the key denials of (child) rights exists? What are the impacts of rights violation on children? What are the key social norms that are putting girls behind? What is the condition and position of girls in the household? What is situation of child marriage? Are boys aware on gender equality? What is the prevalence of Child marriage?

How well does the existing state structure at all levels (community, district up to national level) support to promote the rights of girls, Dalit, children with disability (CWD) and to mainstream gender? Are they motivated, committed, capacitated and resourceful to work with and for children? Are there policies and programs to promote and protect the rights of Dalit, CWDs and girls and women?

Theme-wise indicators to collect quantitative data will need to be developed and analysed in coordination with Plan International Nepal team.

Types of Analysis	
Disaggregated mapping	<p>A CRSA should articulate a clear picture of who does and who does not enjoy the rights to which they are entitled and identify the gaps in provision and violations of children’s rights.</p> <p>Data disaggregation will to some degree be dependent on the context, but routinely will include whether the situation is different for boys and girls or for disabled or non-disabled children, or whether there are other differences, eg, age, ethnicity, caste, religion, or geographic or economic factors.</p>
Causal analysis	Also known as ‘problem tree analysis’, this helps to identify underlying causes of the non-enjoyment of rights – eg, gender and other power factors.
Role/responsibility analysis	Mapping of who should be taking responsibility, what their and other actors’ roles should be, and how duty bearers’ roles and responsibilities are linked. Analysis will need to be informed by different perspectives, ensuring that generational and gender factors are taken into consideration.
Capacity gap analysis	Analysis of reasons why duty bearers are not meeting their responsibilities, whether due to lack of political will or authority to act, lack of access to or control over resources, the absence of personal motivation, or a combination of these.
Stakeholder analysis	Analysis of who is doing what for change and the impact they are having and will have.
Trend analysis	Identification of past and future trends of significance to children’s rights.

Quality Assurance, Risk Mitigation and other considerations

It is expected that the Survey 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 Survey 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 Survey 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 Survey 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 the CRSA and Baseline Survey of phase-in in Siraha and Kapilvastu will be used by project staff, partner staff, implementation partners, APAC/donors/NOs, local stakeholders, local governments, sponsors and communities.

Methods for data collection and analysis

The mixed method is recommended to be used to collect the primary data for this assignment i.e. household survey, FGD, KII, observation, PRA etc. The consultant will gather the qualitative information by conducting FGD, KII and doing the observation of supported institutions to validate the information and quantitative data of household through survey.

Participant selection

Though the tools used for CRSA and Baseline Survey will be structured and semi-structured questionnaire, the survey requires standardization procedures and random selection of participants to remove the potential influences of external variables and ensure generality of results.

The number of participants depends on the quantity required to comprehensively cover all important elements of the phenomenon under survey. 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 CRSA and Baseline Survey of phase-in methods, tools and work plan. The following structure of the inception report is recommended:

- Background
- Purpose of the CRSA and Baseline Survey
- Detail Methodology
- Key questions for CRSA and baseline survey
- Phase-in indicators 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 reports 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

- Table of Contents, that includes annexes.
- A Title Page outlining key identifying information.
- A list of Acronyms/Glossary.
- The Executive Summary (Not more than 4 pages).
- Introduction and Background.
- Methodology with necessary sub-section.
- Ethics and Child Protection, Data analysis, Data Management and Quality assurance:
- Findings with necessary sub-section
- Conclusions
- Recommendations
- Annexes i.e. indicators tracking templet, Well-being ranking table, cleaned data of survey, detail of FGD, List of KII with detail, checklist etc.

The consultant should submit final three reports (two Palika wise reports in Nepali and one comprehensive report in English) in both hard and electronic copies along with all cleaned data (csv, excel, SPSS or STATA compatible formats), transcripts of the FGDs, KIIs, and photographs, social map etc. Further, the hard copies of consent forms (including for children and their caregivers and adults) should submit to Plan International Nepal.

Consider the following in a table of Deliverables:

Deliverable	Format	Length	Due	Detail
<i>What is the deliverable?</i>	<i>In what format does the deliverable need to be presented?</i>	<i>How long should this deliverable be (words /page numbers)</i>	<i>What is the indicative deadline for this deliverable</i>	<i>Including the intended user, report language etc.</i>
<i>Inception report including tools</i>	<i>Word file</i>	<i>Approximately 50 pages</i>	<i>10 April</i>	<i>Plan Nepal, in English</i>

<i>Training to enumerators including hire</i>	<i>PPT</i>	<i>Not more than 40 pages</i>	<i>15 May</i>	<i>Enumerators, Nepali</i>
<i>Draft Reports</i>	<i>Word file</i>	<i>Approximately 50 pages</i>	<i>15 June</i>	<i>Plan Nepal, in English and Nepali</i>
<i>Final reports</i>	<i>Word file</i>	<i>Approximately 50 pages</i>	<i>30 June</i>	<i>Plan Nepal, in English and Nepali</i>
<i>Findings sharing in Palikas</i>	<i>PPT</i>	<i>Not more than 40 pages</i>	<i>31 July</i>	<i>Representatives of Palikas, Nepali</i>

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

The assignment is estimated to be undertaken within 60 days **beginning from March 2024** and to be completed by **August 2024**.

Activity	Time	Days of Work	Responsible	Individuals Involved
<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>
Tendering/Request for Quotation	<i>March</i>	14 days	<i>Procurement</i>	<i>NA</i>
Submission of inception report including tools	<i>April</i>		<i>Consultant</i>	<i>Consultant</i>
MERL Safeguarding Risk Assessment	<i>15/04/24</i>	<i>NA</i>	<i>MERL</i>	<i>Sponsorship</i>
Inception meeting with Plan and Consultant	<i>15/04/24</i>	<i>1 day</i>	<i>Consultant</i>	<i>MERL/Sponsorship</i>
Training to enumerators/researchers (two places-Siraha and Kapilbastu)	<i>20/04/24</i>	<i>10 days</i>	<i>Consultant</i>	<i>MERL/enumerators</i>
Data collection from the field	<i>20/05/24</i>	<i>25 days</i>	<i>Consultant</i>	<i>Enumerators</i>
Data analysis, draft report preparation and submission to Plan International Country Office for comment feedback	<i>30/05/24</i>	<i>10 days</i>	<i>Consultant</i>	<i>MERL</i>
Draft report presentation in Plan International Nepal for feedback	<i>05/06/24</i>	<i>1 day</i>	<i>Consultant</i>	<i>MERL</i>
Receive feedback from Plan International Nepal	<i>15/06/24</i>	<i>NA</i>	<i>Plan/MERL</i>	<i>Sponsorship</i>
Incorporate feedback and submit the final report with supporting documents, annexes, photos to Plan International Country office	<i>30/06/24</i>	<i>1 day</i>	<i>Consultant</i>	<i>MERL</i>
Findings sharing workshop at field (1/1 day for Siraha and Kapilbastu)	<i>31/07/24</i>	<i>2 days</i>	<i>Consultant</i>	<i>MERL</i>
Total		60 days		

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

The consultant should submit the total budget in the proposal with detail breakdown i.e. consultant cost, travel cost, expenses/per-diems, accommodation, enumerators remuneration including insurance and applicable government taxes.

Table of Payment Schedule

Milestone	Detail	Amount to be Paid (%)	Expected Timeframe
Signing of agreement	First Instalment	30%	April, 2024
Completion of field data collection	Second Instalment	40%	May, 2024
Submission of final report and approved by Plan International Nepal	Final Instalment	30%	June, 2024

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 in conducting a similar assessment and survey in Child Rights and Protection, health, education, SRHR, Young empowerment, WASH, disability and disaster risks management including experiences of quantitative and qualitative data analysis.
- The leader should be full time staff of the consultancy firm.
- Team members should have Master degree in Social Science (Sociology, Economics and Development Studies) or related fields relevant to assignment i.e. education, protection, GeDSI etc including experiences of quantitative and qualitative data analysis.
- The team should be gender balanced.
- Should be well acquainted with community based participatory planning as well as government planning system of Nepal.
- Demonstrated experience in conducting primary qualitative and quantitative data collection and analysis, study, research, endline, baseline and assessment.
- Enumerators should be locally hired and should know the local context, language, culture/norms/values.
- Experience of carrying out similar sponsorship-based study for either Plan International Nepal or other agencies will be an added value.
- Strong report writing skills in English.

8. Contact

The REKM Specialist will supervise the overall CRSA and baseline survey 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)

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 **2 April 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.

- (a) The outer envelope shall be:
Plan International Nepal, Country Office
Bakhundole, Maitrimarg, Lalitpur
and, marked as: “**Child Rights Situation Assessment (CRSA) and Baseline Survey of phase-in indicators in Siraha and Kaplivastu**”
- (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 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 field data collection:	Second instalment	40%
3.	Submission of final report	Final Instalment	30%

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.

Evaluation	Criteria	Scoring Weight
Technical Proposal	1. Past Experience of the Consultant(s) relevant to the assignment i.e. experiences on carrying out CRSA, phase-in study etc	25%
	2. Team leader and member have relevant academic qualification	15%
	3. Composition of proposed team balanced in terms of gender and expertise (Gender Responsive Procurement)	5%
	4. Adequacy of the proposed methodology to the ToR	35%
	5. Data analysis methods, data management and security mechanism well explained	10%
	6. Working experience on Siraha and Kapilbastu in the past i.e. familiar of location/community	5%
	7. Team leader has full time staff of consultancy firm/institute	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.

Annex

Indicators for phase-in and -out for improved families

Key Criteria based on the GH guideline	Indicators	Level of Indicators	Phase - out	Phase - in	Community phase out
Key socio-economic & demographic data <ul style="list-style-type: none"> • poverty level • population density and migration 	Poverty Level				
	% of families with enough HH level income or livelihood opportunities to ensure they have food security for at least 9 months	Outcome	✓	✓	✓
	% of families of which at least one member has received skill/vocational training or higher education	Output	✓	✓	✓
	% of families who earns minimum NRs 800 per day amount of income through alternative livelihood	Outcome	✓	✓	✓
	WASH				
	% of families which have access to drinking water from improved source	Outcome	✓	✓	✓
	% of families which have access to and use improved toilet	Outcome	✓	✓	✓
	% of families which have all members who wash hands with soap and water in critical times	Outcome	✓	✓	✓
	% of parents, caregivers and family members that can answer a basic set of questions about menstrual health and hygiene	Outcome	✓	✓	✓
	% of CAY who have with basic, moderate and high levels of knowledge about menstrual health	Outcome	✓	✓	✓
Status of child rights <ul style="list-style-type: none"> • child survival, development • protection and participation 	Development				
	% of children in grade 1 with ECED/pre-school exposure	Outcome	✓	✓	✓
	% of out of school children aged between 6 and 15	Outcome	✓	✓	✓
	Promotion rate in grade 5 and 8	Outcome	X	✓	✓
	% of schools with separate toilet for girls	Output	X	✓	✓
	% of school with 25:1 toilet to girls ratio	Outcome	X	✓	✓
	% of schools with library and book corners	Output	X	✓	✓
	Basic education completion rate	Outcome	✓	✓	✓
	Protection				
	% of adolescent girls and mothers who can answer a basic set of questions about of child rights	Outcome	✓	✓	✓
	% of children, parents seeking CP services.	Outcome	✓	✓	✓
	% of adolescents and parents who can answer a basic set of questions about of child protection issues (child marriage, child trafficking, child labour)	Outcome	✓	✓	✓
	% of adolescents and parents who are aware of institutions where they should report child protection issues	Output	✓	✓	✓
% of communities (Wards) with functional CPC/CRC	Impact	✓	✓	✓	

	% of parents (father and mothers) who knows legal age of marriage		✓	✓	✓
	% of Children, Adolescents, Youths and parents who can tell three or more negative impacts/consequences resulting from harmful practices i.e. child marriage	Outcome	✓	✓	✓
	% of child and early marriages	Impact	✓	✓	✓
	Participation				
	% of children who have birth registration	Output	✓	✓	✓
	% of children and adolescent who have participated in children events (in last 12 months) or member of child clubs or CoC or Youth groups	Output	✓	✓	✓
	Survival (<i>Plan's intervention on ECD contributes to this indirectly</i>)				
	% of children aged under 2 years who are fully immunized	Outcome	✓	✓	✓
	% of families who visit health institution or are aware of appropriate treatment in case of illness	Outcome	✓	✓	✓
	% of institutional delivery or delivery with help of Skilled Birth Attendants	Output	✓	✓	✓
	Number of health facilities with improved adolescent friendly services (AFS) score	Outcome	X	✓	✓
	% of parents and adolescents who know where adolescents and youths including those with disability access SRHR services	Outcome	✓	✓	✓
	DRR				
	% of households who have knowledge on at least two safety measures for two hazards	Output	✓	✓	X
	% of families who reported that they can cope any two disasters	Output	✓	✓	
	% of girls, boys, women and men involved in development process of disaster risk management plan	Output	✓	✓	X
	# of community first responders (people/students) readily available for deployment	Output	X	✓	X
	# of schools/communities with disaster risk management plans	Outcome	X	✓	X
	SRHR				
	% of parents, caregivers and family members who have positive attitudes toward young people's sexual and reproductive health and rights	Outcome	✓	✓	✓
	% of CAY aged 13-24 who feel able to make informed decisions about their sexual and reproductive health	Outcome	✓	✓	✓
Level of exclusion and gender inequality <ul style="list-style-type: none"> • girls / boys • women / men • specific groups within the society 	% of mothers/fathers who do not intend to marry their daughter before the age of 20	Output	✓	✓	✓
	% of parents who do not discriminate to their child (Girls vs boys) sending school (Private vs community school)	Outcome	✓	✓	✓
	% of households with women actively engaged in household economic decisions.	Outcome	✓	✓	✓
	% of men substantially participating in at least 5 out of 9 selected household chores	Outcome	✓	✓	✓
	% of parents and caregivers who proactively support adolescent girls to have ambitions beyond traditional roles of mother, wife, and home-maker	Impact	✓	✓	✓

	% of families of which at least one female member is member of community groups/organization (forest user group, agriculture/livestock group, water and sanitation user group, school management committee, financial services, etc.)	Output	✓	✓	✓
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Global guideline

Criteria for phase in		Criteria details to include	Additional notes
1	Key socio-economic & demographic data	<p>Key country agreed measures, relevant to the CSP on:</p> <ul style="list-style-type: none"> • poverty level • population density • and migration <p>(linked to Child Rights Situation Analysis or using same methodology)</p>	This assessment should ideally be done by Plan staff (CO and PU level) with engagement of potential / existing partners if relevant.
2	Status of child rights	<p>Key country agreed measures including, but not limited to</p> <ul style="list-style-type: none"> • child survival, development • protection and • participation 	
3	Level of exclusion and gender inequality	<p>The level and type of exclusion and gender inequality faced by</p> <ul style="list-style-type: none"> • girls / boys • women / men • specific groups within the society 	Excluded groups needs extra focus as they often have less ties with communities and remain in their own circles
4	Community capacity	<p>Capacity of communities regarding</p> <ul style="list-style-type: none"> • self-governance • resource mobilisation • children / youth groups 	
5	Disaster risks and resilience	Risks from (and resilience to) disaster and climate change	
6	Capacity of civil society	Capacity of community based organisations and local NGOs	
7	Level of government services & accountability	Level of government investment, commitment and quality of key services such as health, education, etc.	
8	Presence of INGOs	Presence of other INGOs, especially those with child sponsorship.	Plan should not Phase in to areas where other INGOs already have sponsorship operations.
9	Potential for stakeholder engagement	Opportunities to work and receptive attitude among various key stakeholders including local government, civil societies, corporate sector, communities.	