



PLAN
INTERNATIONAL



Invitation to Tender

Consultancy service for photography and videography service

Main Facts Table	
Request for Proposal (RFP) Reference	Ref No: 003-024/025
RFP launch date	16 August 2024
Deadline for submission of offers	By 5:00 PM of 5 September 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:		

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Consultancy service for Photography and Videography service

1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation 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's 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.

We have been building powerful partnerships for children for over 80 years, and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

About the Plan International Nepal

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.

Read more about Plan International Nepal country strategy 2023 to 2028 at <https://plan-international.org/nepal/publications/country-strategy-2023-2028/>

2. Summary of the Requirement

Plan international Nepal has been working in Nepal Since 1975 together with local implementing partners to implement wide rang development projects. It has been implementing different types of project across the country to support its programmed participants. Plan has been implementing different types of activities and providing wide range of support for which plan has to capture these things for its documentations and visibility purpose. Therefore, Plan International needs experience and skillful consultant for photographer and/or videographer to create compelling, high-resolution, engaging, and interactive photo and/or video content that supports their various gender equality initiatives while aligning with Plan International branding guidelines;

For details roles, responsibilities and deliverables-refer to the Annex-C Terms of Reference (ToR-section 3 & 4) "Consultancy service for Photography and Videography service attached with this ITT"

3. ITT Overview and Instructions

3.1 Overview

Plan International are inviting interested parties to submit a **[bid for services]** as part of a competitive process for **[the consultancy service for photography and videography]**. Successful Bidder(s) will be expected to enter into a **Long-Term Agreement** on a **[exclusive basis]** with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in **section 9 of this ITT** document, **'Submission Checklist.'**

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

Ref No: 003-024/025 Consultancy service for Photography and Videography.

Annex-A- Quality Evaluation Criteria's/Indicators (guidelines to prepare concept/ proposal)

Annex-B- Financial Proposal (Quotations)

Annex-C- Terms of Reference (ToR) "Consultancy service for Photography and Videography

Tenderers are required to submit their proposal (bid), inclusive of all required annexes (hard copy), in a seal bid envelop in the address given below; **No electronic submission is entertained.** Offers must be received by the deadline specified in the section **'3.3 Key Dates and Timelines.'**

Plan International Nepal,
Nepal Country Office
Maitri Marga, Bakhundole, Lalitpur-3,
Phone: 01-5535580

The offer and all correspondence and documents related to the tender must be written in English languages

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

- Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to **nepal.procurement@plan-international.org** and must include the ITT reference number as below in the envelop as well as while seeking clarification

Ref No: 003-024/025 Consultancy service for Photography and Videography.

3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	16 August, 2024
Deadline for request/collect Tender dossier	On or before 16 August – 5 September 2024 by 5.00PM
Deadline for supplier submission of clarifications questions	On or before 20-29 August, 2024 by 5.00PM
Deadline for Plan to respond to clarification questions	On or before 2 September 2024 by 5.00PM
Deadline for submission of offers (Required to submit sealed proposal (bid) , inclusive of all required annexes (hard copy), in a seal bid envelop)	On or before 5 September, 2024 by 5.00PM

Note: Late submission of offers than the prescribed date and time will not be accepted and returned back immediately.

3.4 Pricing

Bidders are required to complete the pricing schedule and requirements attached separately in **Annex B – Financial Proposal (Quotation)**. All prices must be quoted in **[Nepalese currency]**, and inclusive of all applicable taxes.

It is expected that prices will be fixed for the duration of the contract and quotes valid for one-year period (can be extended for extra **two years** upon the mutual discussion following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

4. Specification and Scope of Requirement

Please refer to **'Annex- C for Terms of Reference (ToR) for full details of the service requirement and delivery**.

5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information provided in the concept note/proposal in **Annex A – Quality Evaluation Criteria's/Indicators (guidelines to prepare concept/ proposal)** and any other requested documentation, will be used to evaluate and score each Bid against this set criteria. Please find further details in the below table:

	Criteria	Tenders must demonstrate.....	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none"> Satisfactory completion of the tender document with requested information, signed and stamped in each page of the technical and financial proposal including annexes and submitted no later than the closing date specified in the section 3.3 The service providers must be registered with relevant authority of Nepal Government and registration should have been renewed as per the government law. PAN/VAT registration. Latest FY tax clearance certificate or evidence letter form IRO about the date extension. Correct bank account to make all payments through cross cheque or through online bank transfers. 	Pass/Fail assessment; Bidders who do not meet these minimum requirements, bid documents will not be further assessed for the selection process considering the fail.
Quality	Technical Proposal (Need to submit in separate seal bid envelop under the main seal bid envelop)	Evaluation will be done base on Quality Evaluation Criteria's/Indicators mentioned in the Annex-A	65%
Gender Responsive	Gender Sensitive Practices and Policies	<ul style="list-style-type: none"> Consultancy firm is owned/managed by women. Number of women staffs engaged in the firm. <p>Need to provide written documents where above two information can be verified to provide the marks. One of the above will get 3 marks, both 5 marks and none-0</p>	5%
Price	Lowest price will get full marks (need to submit in separate seal bid envelop under the	<ul style="list-style-type: none"> Consider the financial proposal (quotation) mentioned in Annex-B. Bidders who succeeded to secured 70% from technical evaluation, (concept note/proposal) financial proposal will be opened. 	30%

	main seal bid envelop)		
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Note: Selected suppliers need to agree to our mandatory policies as set out in Non-Staff Code of Conduct which will be shared to the winning bidder/s

6. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

7. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- 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 Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing

- You accept Plan International’s standard terms of payment which are **30 days** after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd

8. Plan International’s Ethical & Environmental Statement

- The organisation 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
- The organisation should seek to set reduction targets in areas where the organisation’s activities lead to significant environmental impacts

9. Submission Checklist

Document	Form
Tender documents along technical and financial proposal including all annexes	<p>The bidders should prepare both the “Technical” and “Financial” proposal and send to Plan International Nepal country office. In the cover letter of proposal, the offeror must have to mention “<u>Consultancy service for Photography and Videography service.</u>”</p> <p>Sealing and marking of proposals The Offeror shall seal the proposal in one outer and two inner envelopes, as detailed below.</p> <p>(a) The outer envelope shall be: Plan International Nepal, Country Office Bakhundole, Maitrimarg, Lalitpur and, marked as: “<u>Consultancy service for Photography and Videography service</u>”</p> <p>(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.</p> <p>Note: <i>If an offeror submits the financial proposal (budget) within or in the same envelop as the technical proposal, it will be automatically disqualified.</i></p>
Company registration (legal documents) Registration/ affiliation with sectoral business (if applicable)	<ul style="list-style-type: none"> • Copy of company registration, and renewed document • Copy of company affiliation with sectoral business entity (if applicable)
PAN/VAT registration certificate	Copy of PAN/VAT registration,
Tax clearance certificate-latest prevailing financial year.	Copy of tax clearance certificate of FY 2080/081 or letter of extension received from IRO.
Authorized bank account	Correct bank account to make all payments through cross cheque or through online bank transfers.

Note: Non-staff code of conduct will be provided separately which need to be signed later.

Signature of Authorized Person:

Name of Authorized Person:

Cell #.....

Name of Firm/Company:

Address:

Contact #:

E-mail ID:.....

Company Seal/Stamp

Annex-A

Quality Evaluation Criteria's/Indicators (guidelines to prepare concept/proposal)- Weightage-65%

Evaluation	Criteria	Scoring Weight
Technical Proposal	1. Specific Experience of the Consultant(s) relevant to the assignment. <ul style="list-style-type: none"> • Background <i>(Organization profile with details information)</i> • Academic qualification and experience working on the production of similar work. <i>(must aligned with deliverables of the ToR attached here).</i> • Communication materials with INGOs/UN agencies and sharing link of the communication products made for INGO/UN in the past. <i>(Sample Communication materials produced)</i> 	25
	2. Proposed Methodology and approach to accomplish detail deliverables, of ToR <i>(See the writing how clearly define the methodology to achieve the deliverables of TOR)</i>	15
	3. Innovative and practical approach demonstrated in the proposal	15
	4. Well alignment with TOR (convincing concept/ proposal to meet) requirements <ul style="list-style-type: none"> • To what degree does Offeror understand the task? • Have the objective(s) of the ToR been addressed in sufficient detail? 	15
	5. Is gender transformative approach considered in proposal including understanding of Gender Transformative Communication & Safeguarding in Communication	10
	6. Showing commitment on flexibility and availability to the accommodate urgent request and varying workloads <i>(See how quickly accept Plan work request.)</i>	10
	7. Well-articulated company/firm's physical strengths such as the team owns office or has all the equipment's and required services to produce the materials <i>(List of high-quality equipment, Software)</i>	10
Technical Proposal		100

Note: (Technical proposal/concept note should be in line with the above guidelines at the minimum. There is no prescribed format and welcome the innovative ways of presentation. Concept note/proposal prepared as per above guidelines should be submit in a separate seal bid envelope inside the main seal bid envelop.

Annex- B- Financial Proposal (Quotations)

FINANCIAL PROPOSAL of Photography and Videography			
SN	Details	Half day rate (including of VAT)	Full day rate (including of VAT)
1	Service Fees for Videography		
1.1	Cost for Videography - Including of below expenses: Shooting equipment/ Camera/ Camera Person/ Editing/ Subtitles- Translation/ Graphics/ Voiceover & Others / Color Expert and deliver final vedio		
1.2	Pre-production <ul style="list-style-type: none"> • Conceptualization, identification of key messages and interviewees, • Script preparation and finalization 		
1.3	Production – Video Shooting <ul style="list-style-type: none"> • Shooting in HD quality (1080p) • Equipment Charge, Audio Equipment, mainly wireless Professional microphones and Gimbles etc • Drone and operator • Offscreen Interviewers • Remuneration of cinematographer/photographer 		
1.4	Voice-Over/Narration for 6-10 minutes version <ul style="list-style-type: none"> • Voice over artist charge (if needed in local language) • Subtitling in English • Subtitling in Nepali • Studio charge • Graphic Designer • Simple animation 		
1.5	Special gear if event needs live broadcasting and streaming.		
2	Service Fees for Video Editing		
	<ul style="list-style-type: none"> • Compilation and editing of existing videos-5 minutes with subtitles • Compilation and editing of existing videos-10 minutes with subtitles • Compilation and editing of existing videos with script and subtitles - 8 minutes 		
3	Service Fees for Photography		
2.1	Cost for photography - High resolution photo above than High resolution, At least 4 MB Including of Camera / Camera Person		
2.2	Photography shooting charge Camera other relevant equipments /Camera person)		
3	Training on Videography and Photography		
3.1	Training on Videography & Photography - 1 day package		
3.2	Training on Videography & Photography - 3 days package with editing		
4	Transportation costs		
4.1	If team needs to travel to different Plan International's programme locations across the country, Plan International Neal will manage hotel accommodation, travel cost as per actual and per dime for food as per Plan Nepal per diem policy. So No need to mentioned any travel and accommodation cost in service charge.		
5	<u>Others Cost (if any other cost beside this is required to give the deliverable as mentioned in the I, mentioned here</u>		

FINANCIAL PROPOSAL of Photography and Videography

SN	Details	Half day rate (including of VAT)	Full day rate (including of VAT)
1	Service Fees for Videography		
5.1	Others		
5.2			
5.3			
Note 1	<p><i>All the materials required to perform the task will have to be arranged solely by the consultancy itself. The cost requested here for doing Long Term Agreement with Plan International in Nepal. Validity of the cost must be at least for a year which can be extended up to next two year if both parties agreed. Long term agreement (LTA) will not create any liability to both parties to take and provide the services. If plan need service as mentioned above, directly approach to the vendor who will be in LTA and issued a purchase order as per requirement of the service and vendor need to provide services in the agreed rate in case of acceptance.</i></p>		
Note 2	<p>Please consider the TOR to understand the deliverable requirement while preparing the budget.</p>		

Annex-C

Terms of Reference (TOR) for Photography and Videography Service

1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation 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's 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.

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Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

About the Plan International Nepal

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.

Read more about Plan International Nepal country strategy 2023 to 2028 at <https://plan-international.org/nepal/publications/country-strategy-2023-2028/>

2. Background/Context

Plan International Nepal requires the services of a skilled and experienced photographer and/or videographer to create compelling, high-resolution, engaging, and interactive photo and/or video content that supports their various gender equality initiatives while aligning with Plan International branding guidelines.

These photos and/or video will be used for:

- Raising awareness about critical gender equality issues.
- Showcasing Plan International Nepal's work and achievements.
- Educating stakeholders and the public.
- Advocating for policy change and promoting sustainable practices.
- Showcasing Plan International Nepal's humanitarian work
- Highlight the children and young people's campaign and activism
- Fundraising
- Preparing high quality photo and/or video as per the donor requirements for programmes and projects
- Highlighting the events and sponsored programs

3. Responsibilities

The photographer and/or videographer will work under the guidance of the Plan International Nepal Influencing Communications and Campaign department and collaborate closely with relevant project

teams and Plan International Nepal's Communications staff. If needed, they need to work closely with our partner organizations in the field. The key responsibilities include:

3.1 Pre-production:

- **Photo**

- Participate in project meetings to understand communication objectives and target audiences.
- Develop creative concepts for photographic content, considering locations, subjects, and storytelling techniques.
- Assist in planning potential photo shoots, including logistics and travel arrangements (if applicable) within the Plan International Nepal's working areas. Also, sometime travel to the areas where we are supporting for humanitarian work.
- Secure any necessary filming permits, if required.

- **Video**

- Participate in project meetings to understand communication objectives, target audiences, and video concepts.
- Assist with storyboarding and scriptwriting, ensuring clarity, conciseness, and visual storytelling techniques.

3.2 Production:

- **Photo**

- Conduct photo shoots on location within the Plan International Nepal's working areas, capturing high-quality images using professional photography equipment.
- Ensure photographs capture the essence of the project theme and target audience.
- Document diverse aspects of Plan International Nepal's work and the humanitarian scale up.
- Obtain informed consent from individuals photographed, adhering to ethical guidelines.

- **Video**

- Receive raw footage from videographers or other sources.
- Edit video footage to create engaging and informative final products.
- Utilize professional video editing software (e.g., Adobe Premiere Pro, Final Cut Pro) to perform tasks like:
 - Assembling and structuring video clips.
 - Color correction and grading.
 - Adding transitions and effects.
 - Integrating motion graphics, animation, and music to enhance storytelling.
 - Ensure smooth transitions and logical flow between different video segments.
 - Place sign language as requested.

3.3 Post-production:

- **Photo**

- Select and edit photographs for optimal visual impact and clarity.
- Organize and categorize photographs according to project requirements.
- Prepare high-resolution digital files in agreed-upon formats and specifications.
- Caption photographs with relevant information (e.g., location, subjects, description).

- **Video**

- Develop subtitles in English and/or other relevant local languages (as required).
- Ensure final videos meet industry standards for quality and technical specifications.
- Compress and export final video files in agreed-upon formats for various distribution platforms (e.g., online, social media).
- Ensure use the videos as reels and stories on social media

3.4 Delivery:

➤ Photo

- Deliver final photographs to Plan International Nepal Influencing Communications and Campaign department.
- Participate in photo review and feedback sessions with the Plan International Nepal team.

➤ Video

- Deliver final video files along with a detailed edit decision list (EDL) if applicable.
- Participate in video review and feedback sessions with the Plan International Nepal team.

➤ Training:

Photo and Video

Conduct Training for Plan and partner staff on capturing human centric photos and videos.

4. Deliverables

Key Deliverables

The specific deliverables and timeline will be finalized based on the agreed-upon project scope. However, they will typically include:

Photo

- A detailed photography plan outlining shoot locations, subjects, and themes within the Plan International Nepal's working area.
- High-resolution digital photographs in agreed-upon formats and specifications.
- Captions for each photograph, including relevant information.
- A detailed breakdown of project costs (if applicable).

Video

- Edited video content in agreed-upon formats and specifications.
- Subtitles in English and/or relevant local languages (if applicable).
- Edit decision list (EDL) if applicable.

5. Expected Skills and qualifications of Consultant

List here the skills and competencies, the experience and the formal qualifications you expect the Consultant(s) to have.

- Proven experience in professional photography, with a strong portfolio showcasing work on environmental or social justice issues (preferred).
- Excellent visual storytelling skills, with a keen eye for composition and detail.
- Excellent storytelling skills and the ability to translate complex information into engaging visuals.
- Experience working in remote locations is essential.
- Excellent communication, collaboration, and time management skills.
- Fluency in a local language spoken within the Plan International Nepal's working areas and English is a strong asset.
- Cultural sensitivity and a deep understanding of the gender transformative communication are essential.
- Ability to work independently, manage time effectively, and meet deadlines.
- Experience with working with local communities in relevant local languages

Additional Skills and Qualifications for Photos:

- Strong understanding of digital photography equipment and post-processing techniques.
- Excellent visual storytelling skills, with a keen eye for composition and detail.

Additional Skills and Qualifications Videos:

- strong understanding of video editing principles, including pacing, rhythm, and shot selection.
- Proficiency in professional video editing software.

6. 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.

7. Contract & Payment terms

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

8. 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.