



Until we are all equal



## Consultancy Terms of Reference

## Elevating Ideation through Co-creation

<b>Main Facts Table</b>	
Request for Proposal (RFP) Reference	Ref No: 008-024/025
RFP launch date	5 April 2025
<b>Deadline for submission of offers</b>	18 April 2025

<b>Organization Information</b>		
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)

# Elevating Ideation through Co-creation

### 1. Background Information on Plan International

Plan International is a development and humanitarian organization that advances children's rights and equality for girls. We strive for a just world, working together with children, young people, our supporters and partners.

We have worked with children, young people and communities for more than 85 years and are committed to making a lasting impact on the lives of the most vulnerable and excluded children while supporting children's rights and gender equality.

Plan International'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 2027 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: All Girls Standing Strong Creating Global Change at <https://plan-international.org/organisation/strategy/>

#### About the commissioning office

Since 1978, Plan International Nepal has been working with communities and the government to raise awareness about the importance of children's right and equality for girls. We remain committed to supporting vulnerable and marginalised children and their communities to be free from poverty. We have impacted lives of millions of children and established partnerships with like-minded allies. Plan International Nepal's programs are implementing in 13 districts (Dolpa, Kalikot, Jumla, Bardiya, Banke, Rolpa, Kapilvastu, Bajura, Dhanusha, Sindhuli, Sarlahi, Siraha, and Saptari) through our local implementing partners.

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

### 2. Background/Context

Climate smart livelihood opportunities targeting young people aged between 18-24 from diverse background". Under the said topic, Plan International Nepal wants to promote "locally led" solutions to promote climate smart livelihood opportunities. The solutions should not only focus on immediate" goal achievement but also be able to gain commercial viability in the long run. Realizing that Gen Z (currently aged between 13 to 28) are the current "productive force" and entering/have entered into labor market, entrepreneurship, employment, Plan International Nepal visions that the proposed solutions are "accepted" and led by such generations. For this purpose, Plan International Nepal seeks to:

1. Ideation to develop climate smart livelihood solutions
2. Incubation of the selected idea

For the clarity of the Terms of Reference (ToR), this ToR is for "ideation to develop climate smart Livelihood solutions" only.

### 3. Description & Objectives

#### Purpose

The purpose of the ToR is to facilitate an ideation process to develop climate smart livelihood solutions with the following objectives:

- Relevant scoping document to understand the "aspirations" that young people wants to pursue by engaging in climate smart livelihood initiatives.

- The scoping document needs to ensure that the targeted populations are part of the dialogue/iteration process. Based on your organization expertise, the questions for the scoping should be also “questions” that young people want to be engaged upon. The scoping report needs to ensure that the principles of HCD is used to draw on the analysis and inform Plan International Nepal. the geographic areas to conduct the detail scoping will be decided later. For now, Plan International Nepal expects to understand the Scoping process for ideation that is inclusive, empowering and promotes accountability.
- Ideation through co-creation workshop: with increasing stress on localization and Nepal being a federated country whereby each province has prioritized its development priorities, it is imperative that the proposed solutions needs to promote locally led solutions. It does not mean new ideas cannot be thought of. The emphasis will be on the contextualization of the solutions.
- Based on the above two processes, a detailed incubation idea will be developed. For the purpose of understanding “incubation”, Plan International Nepal seeks to learn from you the incubation processes.

**The ToR will be evaluated based on the efficient and effective Ideation process with emphasis on Human Centric Design (HCD).**

**Methodology/ Questions:** The consultant needs to propose relevant methodology for this assignment.

**Users:** The users of the results of the consultancy will be Plan International Nepal.

**Methods for data collection and analysis:** Consultation, Interview and workshop with different stakeholders including field visit.

**Participant selection:** The participants for the information collect and ideation will be decided jointly by Plan International’s team and consultant team. For field visit and involvement of participants within Plan International’s project location, Plan International can facilitate access to these groups. However, in other areas, the consultant will identify and involve the participants.

## 4. Deliverables and Timeline

### Key Deliverables

1. An inception Report including:
  - an updated timeline;
  - detailed methodology, including potential stakeholder and participants for the ideation;
  - information collection tools;
  - modality and process of the ideation and workplan for implementation;
  - ethical considerations;
  - consent forms for any primary data collection and workshop;
  - (draft) methods for data analysis;
  - brief justification of the methods and techniques used;
2. A Scoping report in understanding of the aspirations of young people in their interest/engagement for climate Smart Livelihood. This should also include climate smart options that can be included in all sectors.
3. Detailed ideation report drafted through co-creation/design that informs the organization to take forward doable and scalable livelihood initiatives for incubation. Format of report will be discussed later.

Consider the following in a table of Deliverables:

Deliverable	Format	Length	Due	Detail
Ideation for doable and scalable livelihood initiatives	Will discuss later	NA	31 <sup>st</sup> July 2025	Language of report should be in English

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

Consider the following in a table of Timelines

Activity	Time	Days of Work	Responsible	Individuals Involved
Submission of Ideation concept note	5-18 <sup>th</sup> April, 2025	14 days	Plan International	Procurement
Review of concept note	16-25 <sup>th</sup> April, 2025	10 days	Plan International	Procurement
Agreement	26-30 April 2025	5 days	Plan International	Procurement
Ideation process	1 <sup>st</sup> May to 15 <sup>th</sup> July, 2025	65 days	Consultant	Team of consultant
First draft of document based on ideation	16 <sup>th</sup> to 25 <sup>th</sup> July, 2025	10 days	Consultant	Team of consultant
Final document of ideation	26 <sup>th</sup> to 31 <sup>st</sup> July, 2025	5 days	Consultant	Team of consultant

**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 including travel costs, insurance and other relevant expenses in the proposal with detail breakdown including applicable government taxes.

Consultant should outline additional details including who is responsible for:

- Travel costs
- Expenses / per diems

## 7. Expected Qualifications of Consultant

The consultant must:

- Have proven track record in ideation, innovation and incubation that fosters the prevailing context yet ability to foresee programs for the future. Please share examples of such events.
- Be able to provide co-working space, labs, proto-typing facilities and/or other necessary infrastructure that is need to test ideas.
- Be able to connect start-ups with investors, venture capital firms, etc.
- Must be able to showcase environment consciousness in all their methodology/process.
- The consultant(s) must be able to communicate effectively and work in the project areas throughout the data collection period.

## 8. Contact

Technical Advisor-SOYEE, will be the contact person from Plan International for this assignment.

## 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 of proposed team
- Example of previous work
- Reference
- Detailed budget, including daily fee rates, expenses, etc.



- Firm/ company registration with VAT
- A detailed budget, including daily fee rates, expenses, etc., should be submitted in a separate envelope as detailed in S.No. 10

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 Offeror shall prepare and submit both the **“Technical”** and **“Financial”** Proposal by **5:00 PM** of **18 April 2025**.

The individual/team is required to prepare and submit both the **“Technical”** and **“Financial”** proposals in hard copy to the Plan International Nepal Country Office. The **cover letter** of the proposal must clearly mention the title: **“Elevating Ideation through Co-creation.”**

### Sealing and marking of proposals

The Offeror shall seal the proposal in one outer and two inner envelopes, as detailed below.

- The outer envelope shall be:  
Plan International Nepal, Country Office  
Bakhundole, Maitrimarg, Lalitpur  
and, marked as: **“Elevating Ideation through Co-creation”**
- The 2 inner envelopes shall indicate the name and address of the Offeror and should be clearly marked with **“Technical Proposal”** and **“Financial Proposal”**. In summary, there will be one separate sealed envelope for the Technical Proposal and one separate sealed envelope for the Financial Proposal.

An Offeror having any queries regarding the RFP Document or Scope of Work can send an e-mail to [nepal.procurement@plan-international.org](mailto:nepal.procurement@plan-international.org). Answers to questions of the Offeror will be sent by email.

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

## 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.

## Table of Payment Schedule

Milestone	Detail	Amount to be Paid (%)	Expected Timeframe
After submission of inception report	1 <sup>st</sup> instalment	30%	May 2025
Upon completion of data collection in the field	2 <sup>nd</sup> Instalment	40%	June 2025
After completion of assignment as defined final deliverable	Final instalment	30%	July 2025

## 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
<b>Technical Proposal</b>	1. <i>Specific Experience of the Consultant(s) relevant to the assignment</i>	25%
	2. <i>Adequacy of the proposed methodology to the ToR</i>	30%
	3. <i>Consultant(s) qualification &amp; Competence</i>	20%
	4. <i>Understanding of the requirements/ objectives</i>	20%
	5. <i>Gender Responsive Procurement</i>	5%
<b>Technical Proposal</b>		<b>100.00%</b>
<b>Technical Score converted to 100% [(Total÷70%) x 100%] (A)</b>		<b>70%</b>
<b>Financial Proposal (B)</b>		<b>30%</b>
<b>Total (A+B)</b>		<b>100%</b>

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

- Women-owned business: A legal entity in any field that is more than 51% owned, managed and controlled by one or more women.*
- 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.*
- 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.