



Invitation to Tender

Consultancy service for Designing and executing a podcast series engaging young girls as content creators

Main Facts Table	
Request for Proposal (RFP) Reference	Ref No: 002-025/026
RFP launch date	5 August, 2025
Deadline for submission of offers	By 5:00 PM of 19 August 2025

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 **Designing and executing a podcast series engaging young girls as content creators service**

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'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 75 years, and are now active in more than 70 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 Designing and executing a podcast series engaging young girls as content creators service young girls as content creators

For details roles, responsibilities and deliverables-refer to the Annex-C Terms of Reference (ToR-section 3 & 4) "Consultancy service for Designing and executing a podcast series engaging young girls as content creators 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 Designing and executing a podcast series engaging young girls as content creators]**. 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: 002-025/026 Consultancy service for **Designing and executing a podcast series engaging young girls as content creators.**

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 Designing and executing a podcast series engaging young girls as content creators

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: 002-025/026 Consultancy service for Designing and executing a podcast series engaging young girls as content creators.

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 manner.

Activity	Deadline Date
Issue of Invitation to Tender	5 August 2025
Deadline for request/collect Tender dossier	On or before 19 August 2025 by 5.00PM
Deadline for supplier submission of clarifications questions	On or before 14 August 2025 by 5.00PM
Deadline for Plan to respond to clarification questions	On or before 15 August 2025 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 19 August 2025 by 5.00PM

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

3.3 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	Tenderers 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 3.3The service providers must be registered with relevant authority of Nepal Government and registration.PAN/VAT registration.Latest FY tax clearance (FY 2081/082) certificate or evidence letter form IRO about the date extension.	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. 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	5%
Price	Lowest price will get full marks (need to submit in separate seal bid envelop under the main seal bid envelop)	<ul style="list-style-type: none">Consider the financial proposal (quotation) mentioned in Annex-B. Bidders who successes to secured 70% from technical evaluation, (concept note/proposal) financial proposal will be opened.	30%

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 Designing and executing a podcast series engaging young girls as content creators 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 Designing and executing a podcast series engaging young girls as content creators 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: If an offeror submits the financial proposal (budget) within or in the same envelop as the technical proposal, it will be automatically disqualified.</p>
Company registration (legal documents) Registration/affiliation with sectoral business (if applicable)	<ul style="list-style-type: none"> • Copy of company registration • 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 2081/082 or letter of extension received from IRO.

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. Consultancy firm's experience in managing Designing and executing a podcast series engaging young girls as content creators Service <ul style="list-style-type: none"> Background-Marks-5 (Organization profile with details information including Quality and creativity of the portfolio) Academic qualification and experience of the person in executing a podcast series. Marks-10 (CV of proposed consultant which must aligned and could show the expertise that requires to achieve deliverables of the ToR attached here). Evidence of designing and executing a podcast series with development agencies like; INGOs/UN agencies. Specific Experience of the Consultant(s) relevant to the assignment. Marks-20 (submit latest proven supportive documents, links, references from other organizations) 	35
	2. Proposed Methodology and approach to design and executing a podcast series, mainly to accomplish detail deliverables, of ToR: <ul style="list-style-type: none"> Is gender transformative approach considered in proposal including understanding of Gender Transformative Communication & Safeguarding in Communication - Marks-10 Innovative approach to youth engagement in designing and executing a podcase series engaging young girls as content creators and social media dissemination- Marks-10 Included innovation like podcast in field, include voices of influencers, celebrities, etc- Marks-15 	35
	3. Well alignment with TOR (convincing concept/ proposal to meet) requirements/ objectives <ul style="list-style-type: none"> To what degree does Offeror understand the task? Marks-5 Have the objective(s) of the ToR been addressed in sufficient detail? -Marks-10 	15
	4. 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 (List of high-quality equipment, Software)	15
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) of Designing and executing a podcast series engaging young girls as content creators service

S. N.	Description	Unit	No of Unit	Times	Days	Unit Cost Including VAT	Total	Remarks
1	Pre-Production							
1.1	Content Development and Research	Per episode	1	1	1			In coordination with Plan International Nepal
1.2	Training to youth podcaster	event	1	1	1			Tentative target 5 youth podcasters from Plan International Nepal
1.3	Cost for youth podcaster as host	Per episode	1	1	1			Question will be developed by youth podcaster
1.4	Studio decoration (Backdrop, props etc.)	event	1	1	1			
	Sub Total cost for Pre-Production							
2	Production							
2.1	Video Production Director	episode	1	1	1			
2.2	Camera person	episode	1	1	1			
2.3	Camera HD	episode	1	1	1			
2.4	Light equipment and sound	episode	1	1	1			
2.5	Video Editing and Finalizing	episode	1	1	2			
2.6	Subtitle (English)	episode	1	1	1			
2.7	Designer	episode	1	1	1			
2.8	Sign Language interpreter	episode	1	1	1			As required
	Sub Total cost for Production							
3	Post-Production							
3.1	Social Media/ Flyers/ Teaser/ promo	episode		1	1			

S. N.	Description	Unit	No of Unit	Times	Days	Unit Cost Including VAT	Total	Remarks
	Sub Total cost for Post-Production							
4	Airing Local FM stations							
4.1	Airing Local FM stations	episode		1	1			Around 10 local FM stations (Dhansuha, Sarlahi, Sindhuli, Bardiya, Jumla, Kalikot, Bajura, Rolpa, Kapilvastu, Dolpa). <i>Airing same time when the podcast is published on our social media</i>
	Sub Total cost for Post-Production							
5	Transportation costs							
5.1	If team needs to travel to different Plan International's programme locations across the country, Plan International Nepal will manage hotel accommodation, travel cost as per actual and provide per diem for food as per Plan Nepal policy. So, no need to mentioned any travel and accommodation cost in service charge.							
6	Others Cost (if any other cost beside this is required to give the deliverable as mentioned in the I, mentioned here)							
6.1								
6.2								
6.3								
6.4								
	TOTAL COST INCLUDING OF VAT							
Note-1	All the materials required to perform the task will have to be arranged solely by the consultant 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.							
Note-2	Please consider the TOR to understand the deliverable requirement while preparing the budget.							
Note-3	The training for youth podcasters should be conducted in-house, either at consultant's own premises or Plan International Nepal's office							

Annex-C

Terms of Reference (TOR) for Designing and executing a podcast series engaging young girls as content creators Service

1. Background/Context

Plan International Nepal is committed to developing agency among girls and young women and support them in amplifying their voices by raising awareness of harmful gender and social norms that hinders their development. We work with girls and young women to promote their access to quality and inclusive education, economic empowerment, promoting sexual and reproductive health and rights (SRHR), addressing climate change and its impact on girls, promoting leadership and equal participation reducing gender-based violence, and rights promotion.

To achieve this, Plan International Nepal seeks to collaborate with a creative team to design and produce a 25-episode video podcast series from August 2025 to June 2026.

The podcast will serve as a platform for young girls working with Plan International Nepal to voice their concerns, share their initiatives, and inspire action. Each episode will tackle emerging concerns primarily related to girl's rights and their activism to end gender stereotypes and other key emerging topics- as identified by the young creators. The contents will be guided by basic research and engagement with communities in Plan's project areas.

2. Description & Objectives

Objectives

- Amplify Voices: Provide a platform for adolescent and young girls to inspire audiences through their stories, ideas and opinion on issues that matters them.
- Awareness Raising: Use the podcast platform to highlight key issues around inclusive quality education, youth economic empowerment, SRHR/protection gender equality, and climate change etc. and its impact on girls and young women for mass awareness and sensitization.

The podcasts will be developed through an approach of meaningful youth engagement where youth-centred and youth-friendly contents will be developed through leadership and engagement of girls and young women. Additionally, voices from Plan International Nepal's target communities as well as social influential persons to ensure the content resonates with local contexts. The episodes will be streamed effectively via Plan International Nepal's social media platforms, incorporating analytics and audience feedback.

Scope of Work

The selected podcast team will:

1. Pre-production:

- Collaborate with Plan International Nepal's team to primarily identify and discuss on themes and episode outlines in line with organizational priorities.
- Selection of girls as content creators: preferably the youths engaged in Plan International's programmes and campaigns (Champion of Change members, Youth Advisory Council members, etc)
- Train selected youth as the podcasters.
- Review the existing videos and bytes of Plan International Nepal's working areas especially those of youth to identify theme of each episode.
- Develop an inception report to provide information about the contents and flow of the podcast series
- Field visit to Sarlahi or Bajura to collect voices from the communities and conduct mini research on girls and young women status

- Develop trailer-like reels with behind the scene moments (1–2 minutes) to announce upcoming episodes and recap previous ones.
- Prepare scripts and interview guides, design background and placards.
- Licensed music and engage sign language interpreter where needed
- Place subtitle on final video

2. Production:

- Produce high-quality video podcast episodes, incorporating visuals, infographics, and simple animations to make the content engaging.
- Ensure the podcasts are hosted by our selected and trained youths.
- Engage adolescents, young girls and youth community members as content creators, interviewees, or hosts.
- Engage Plan International Staff during video shoot as an observer to ensure quality.
- Use Plan International's branding

3. Post-production:

- Edit video episodes to include engaging visuals, animations, and captions for accessibility.
- Prepare social media-ready trailers for each episode.
- Deliver final video episodes and social media promotional content.
- Edit the final audios making it compatible to on-air through local FM stations
- Broadcasting/Airing episode as jingle or radio program through local FM stations

4. Social Media:

- Incorporate audience feedback and comments into future episodes to address emerging concerns.

5. Reporting:

- Submit a detailed final report, including lessons learned, challenges, mobilization of local FM stations and social media impacts, and recommendations for future podcast initiatives.

Users

- The podcast series will primarily engage adolescents, young girls and women (15–24 years) as central participants, sharing their experiences, inspirations, challenges, and aspirations. Youth activists, community members, and female or non-binary hosts will also play vital roles in leading discussions on education, SRHR, climate change, protection from violence such as gender-based violence, early child and forced marriage and other critical topics which are existence in ground level. Secondary audiences, such as parents, guardians, local government officials, policy makers, CSOs, and donors, will benefit from the podcast's insights, fostering informed discussions, and action.
- The podcast will also target broader audiences, including adolescents and youths nationwide, educators, influencers, and researchers, using engaging visuals, animations, and youth-friendly formats to amplify its impact. Social media and local FM stations will be pivotal for dissemination, with analytics and audience feedback shaping episode content to ensure inclusivity and relevance. Additionally, the collaboration of content creators, media teams, and field volunteers will enhance the podcast's reach and representation, making it a powerful platform for youth empowerment and advocacy.

3. Deliverables and Timeline

Key Deliverables

- List key deliverables expected from the consultant(s) during the process such as;
 1. **Training:** Training youth as podcaster.
 2. **Video Podcast Episodes:** Fully edited and engaging video episodes of **20 minutes** each. Include existing videos made by Plan International Nepal as advertisements
 3. **Teasers:**
 - Pre-episode reels (1–2 minutes) for announcements two days before release using reels format

- Post-episode reels (1–2 minutes) summarising key highlights as a recap.
- 4. **Social Media Content:** Infographics, animations, and optimised posts for social media dissemination.
- 5. **Social Media Analytics:** Reports for each episode, including audience engagement, feedback, and insights for improvement.
- 6. **Final Report:** Comprehensive documentation of the podcast process and key learnings.
- 7. The **consultant may require to travel** to shoot podcasts in the field engaging girls and women in selected districts. Accommodation and travel costs will be covered by Plan International Nepal, based on actual expenses and in accordance with Plan International's policy

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

Deliverable	Format	Length	Due	Detail
What is the deliverable?	In what format does the deliverable need to be presented?	How long should this deliverable be (words/page numbers)	What is the indicative deadline for this deliverable	Including the intended user, report language etc.
Each Video podcast episodes	Videos 20 mins each	20 mins each	1 week for each video	Nepali with English subtitle
Field visit	1 time to each district	2-3 days	Field report, bytes	English
Teasers Reels format	Videos	1-2 mins	2-3 days before and after each episode	Nepali
Social media content	Infographics Animations	1-2 mins		Nepali and English
Social media analytics	Data	One pager	For each episode	English
Final report	Word/pdf	10 pages	After completion	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.**

4. 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.

- **Experience and Expertise:** Proven track record in producing youth-focused video podcasts, including expertise in integrating visuals, infographics, and animations, with evidence of successful audience engagement strategies.
- **Team Composition:**
 - Team Leader/Project Manager: Postgraduate degree in Communication, Media Studies, or a related field with at least 5 years of relevant experience.
 - Content Creator/Scriptwriter: Expertise in youth content creation with a postgraduate degree in Communication, Journalism, or Creative Writing.
 - Graphic Designer/Animator: Minimum 3 years of experience in Graphic Design, Animation, or Visual Arts.
 - Videographer/Editor: Professional qualification in Film Production or Multimedia with experience in podcast production and editing.
- **Understanding of Themes:** Strong knowledge of SRHR, gender equality, youth empowerment, and community engagement, aligned with Plan International Nepal's thematic priorities.

- **Proven Reach:** Teams with their own established podcast channels or digital platforms must demonstrate audience size, social media engagement, and impact metrics.
- **Analytical and Reporting Skills:** Proficiency in social media analytics tools to track performance and incorporate audience feedback into content improvement.
- **Technical Capabilities:** Access to professional-grade equipment for video production, editing, and animation, with the ability to deliver high-quality content within the agreed timeline.

5. 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.

6. 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.

7. 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.