

## **Terms of Reference (ToR)**

### **For**

### **Administration Support Consultancy for Global Citizen Course**

#### **1. Background and Overview**

This course is for people from Denmark above the age of 50 who wishes to experience and learn about another culture and society. The group usually consist of 10-20 participants and the duration of the course is usually three weeks. The course should be focused on specific societal issues in Nepal and the programme should be carried out both through interactive lessons with room for learning and discussion, as well as, through visits at local organisations, institutions, or places where specific themes can be explored in practice. The course in Nepal usually focuses on the theme of ‘development cooperation’ where the participants get to explore if and how development cooperation and development aid work. One element contributing to this is visits at AAN’s donor funded projects. Specific sub-themes could include women’s rights, climate change, etc. In addition to gaining insights into Nepali culture and society, the programme should also include ‘tourist’-like activities, such as short hikes or visits to religious or natural sites.

The Senior group are visiting for 3 weeks from 30th October to 21st November 2022.

#### **2. Objectives**

- Global Citizen Course 50+ group are explored Nepal, Nepalese culture.
- Focuses on the theme of ‘development cooperation’ where the participants get to explore if and how development cooperation and development aid work.

#### **3. Scope of Work**

- The trainer is a core person in making the course/visit a success.
- The trainer must be accompanying the group during all programmed activities through the whole visit/course.
- The trainer has the responsibility of being with the group all days, excluding free days / weekends with no programmed activities.
- The trainer can of course also take some time off after end of the day program, when there is no programmed activities, but we recommend that the trainer also facilitates some evening /afternoon social events once or twice a week, and socialize with the participants.
- The trainer has the day-to-day responsibility of carrying out the programmed activities.
- Keeping track of time and appointments, and guiding the group, is a core responsibility of the trainer.
- This can imply arranging for transportation, accommodation and meals as well, or AAN can ensure that another person takes care of this, as you see fit.

- The trainer could carry out training sessions him/herself with the participants (recommended), or invite others to do so, but has an overall responsibility of ensuring that participants learn, reflect, discuss and are invited to take action based on their acquired knowledge.
- The trainer has the responsibility of ensuring that the learning approach is based on participatory methods so that participants participate actively in sessions and activities.
- To facilitate the learning process, it is also recommended to include reflection/debriefing sessions regularly to sum up on especially excursions or session with external partners.
- Provide relevant information about the Nepalese context as and when sought by the group.
- The trainer is also a go-to-person when it comes to practical questions from participants during the course, good advice and suggestions for traveling (tourism) after the course etc.
- The trainer should be ready to take the lead and assist if any incident or security problem arises, because the trainer will often be the first local person in touch with the participant(s) concerned.
- The trainer is responsible for carrying out a final evaluation at the end of the course, using the template provided by Global Contact, sending the final report to Global Contact, and being available for discussing improvements and changes in the next course program based on the evaluations.

#### **4. Intellectual Property**

The copyright for all the materials produced will be reserved with AAIN.

#### **5. Expected Methodology**

This programme doesn't require specific methodology as the Consultant responsible for overall administrative support.

#### **6. Budget and Expected Deliverables**

Total budget for the resource person is Rs. 1,00,000/- (One lakh only).

#### **7. Timeframe**

- 30<sup>th</sup> October 2022 to 30<sup>th</sup> November 2022

#### **8. Reporting**

The Consultant will submit the report to the AAIN after finishing the assignment.

#### **9. Consultant's Profile**

The consultant should be an expert with the following competencies:

- Experience in conducting training/teaching or delivering session in a local context (Nepal).
- Experience of guiding international groups.
- Broad understanding and knowledge about the social, cultural and political context in Nepal, as well as knowledge of development work / social change.
- Good communication skills with good written and spoken English.
- Preferably having experience of applying participatory tools and methods in trainings/teaching sessions, or at least some knowledge hereof.
- Personal qualities: Social, service-minded, open-minded, good planning and organizing skills, pro-active. It is important that the trainer is ready to spend a lot of time with the participants (3 weeks, during all programmed activities), and usually works best if the person enjoys spending time with the young Danish students, while still taking the lead.
- Prior experience of administrative and logistics management.
- Have good knowledge on some visiting sites around Kathmandu valley and periphery.

## 10. Proposal Evaluation Criteria

Key Areas for Proposal Evaluation	Weightage
<b>Technical Proposal</b> <ul style="list-style-type: none"> <li>➤ Understanding of assignment and delivery approach (20 points)</li> <li>➤ Demonstrated 1/2 years of experience in related field (15 points)</li> <li>➤ Demonstrated the capacity to carry out the assignment (20 points)</li> <li>➤ Evidence of customer/ client satisfaction in terms of services provided in past (15 points)</li> </ul>	40%
<b>Financial Proposal</b> <ul style="list-style-type: none"> <li>➤ A clear financial proposal linked to the technical proposal, highlighting key costs and any reimbursable expenses (if any) (30 points)</li> </ul>	60%

## 11. Proposal Submission Guideline

Interested consultancy firms/ individuals who meet the above requirement should send their technical and financial proposals to [jobs.nepal@actonaid.org](mailto:jobs.nepal@actonaid.org) by 8<sup>th</sup> August 2022.

- The proposal should demonstrate sound knowledge, technical skills and capability as required by the nature of the work of the assignment and understanding of the requisite tasks set forth in the terms of reference.
- Eligible individual should submit their individual/ organisation profile and financial proposal.
- At least two positive references/recommendations from past employers must be submitted.
- Enclose a copy of citizenship certificate and PAN certificate (in case of individual)

### Annex 1: