

RFP Information		
RFP Reference:		
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

### Preparation and Facilitation of Core Humanitarian Standards (CHS) training to Plan International Nepal and partner organizations staffs

#### 1 Background

---

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. However, this is often suppressed by poverty, violence, exclusion and gender discrimination and it is girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, and work towards 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. Plan International Nepal has been working in Nepal since 1978 to enable marginalized and vulnerable children including children with disabilities as well as their families and communities, to access their rights to health, education, economic security and protection.

Plan International Nepal, being a humanitarian and development organization, has been engaging in all phases of disaster management cycle through its child centered disaster risk reduction activities, community resilience interventions, humanitarian response, early and late recovery, reconstruction/rehabilitation activities etc.

Currently, it has been implementing DRM and humanitarian projects in four districts of the country namely; Sunsari, Dhanusha, Sindhuli, Makwanpur, Bardiya, Banke, Jumla, Kalikot and Dolpa.

#### 2 Project Objectives

---

As Plan International Nepal have approved Disaster Preparedness Process (DPP\_IV) and based on the mandate of the document, this CHS training event is planned to capacitate the Emergency Response Team (ERT) members of Plan International Nepal staffs and partner who are implementing projects in the respective districts. Considering the present context with increased occurrence of multiple disaster and conflict situations, it has been felt necessary to enhance the knowledge and skills of the Plan International Nepal and non-governmental organizations, working in the field of humanitarian assistance to streamline humanitarian principles in the existing institutionalization and capacity-building process of individuals and organizations working in this field of humanitarian assistance. Also improve the quality of humanitarian response at the local level.

The objective of this workshop is to enhance the capacity of Plan International Nepal and partners staff's humanitarian people on humanitarian principles and assistance.

The specific objectives are:

- To increase the capacity of locally-led actions to prepare for, respond to, and recover from disasters
- To familiarize humanitarian principles into the institutionalization and capacity-building process of staffs working in this field of humanitarian assistance.
- To improve the quality of humanitarian response at the local level.

#### 3 Purpose of the assignment

---

The purpose of the assignment is to facilitate Core Humanitarian Standards (CHS) training to Plan International Nepal and partner organizations staffs. Also, prepare the CHS training contents that can be used by the participants for cascading the training in the field in future. The specific objectives of this final evaluation is:

- Develop and design a schedule, session plan and content of the 3 days training including facilitation methodologies and tools for each session and finalize them with input from concerned staff of Plan

International Nepal at Country Office. The training content should be in English and Nepali languages.

- Develop the presentation materials in advance and finalize it with feedback from Plan International Nepal. PowerPoint presentations are less preferred.
- Facilitate three days training event Janakpur (Tentative dates: March, 2022), where dates will be finalized seeing the COVID-19 third wave context.
- Facilitate three days training event in Surkhet (Tentative dates: March, 2022), where dates will be finalized seeing the COVID-19 third wave context.
- If the COVID-19 situation gets worse the training might be organized virtually also (this will be finalized upon mutual consensus).
- Prepare separate and consolidate report of both training events.

**The expected results of the training are:**

- Participant's level of understanding on CHS will be enhanced.
- Participants will have skill to facilitate future CHS training and implement CHS standards during any humanitarian works.

#### **4 Scope of work**

---

There will be around 25 participants from Plan International Nepal's regional offices as well as staffs from partner organization in one event both in Janakpur (participants from Sunsari, Sindhuli, Dhanusha and Makwanpur) and Surkhet (participants from Banke, Bardiya, Jumla, Kalikot and Dolpa districts) in the training. Consultant is required to provide knowledge and skills on CHS to the participants and also link with SPHERE standards. The CHS training content must be gender inclusive and must focus on GESI components. Consultant is required to travel to one Janakpur and Surkhet for facilitation of the training.

#### **5 Methodology**

---

The training methodologies proposed by consultant should be participatory and interactive with relevant tools and techniques based on adult teaching and learning method including facilitating field level exercises in the project community. Detailed methodologies including process should be developed by the consultant and has to be shared and agreed with the concerned program team members in Plan International Nepal, Country Office prior to the training. The consultant is encouraged to be innovative to propose and present better and appropriate methodologies.

#### **6 Outputs/Deliverables**

---

The following outputs are expected from the consultant.

- Detail training content, session plan and schedule including methodologies with tools and techniques/process
- Presentation materials including handouts in English and Nepali
- Training completion report

The training completion report should include the following:

1. Background/Introduction: Purpose/objectives, date, list of participants (disaggregated), main outputs.
2. Day-wise detailed sessions covered, outputs, methodologies, process etc.
3. Key learnings from the training.
4. Participant's feedback including recommendations from the end of training evaluation.
5. Pre-test and post-test of the participants.

Annexes: participants' detail, training session plan & schedule, facilitator's detail, CHS tools, presentation slides & materials, training evaluation template.

## 7 Timeframe and Estimated working days

Consultant is responsible to manage a note taker/assistant for the training duration to support him/her in conducting the training smoothly and effectively, and also to take notes of the proceedings and important discussions that need to be included in the training completion report. The assignment will be undertaken in 10 working days beginning from Feb, 2022.

Activity	Date	Est. No of work days
Last date of the submission of the training proposal	31 Jan, 2021	NA
Develop and design training content, session plan and schedule including presentation materials and handouts	Contents should be finalized at least three days of the training event.	2 days
Travel to the training venue (Janakpur)	Feb, 2022	
Facilitate training	Feb, 2022	3 days
Travel back to Kathmandu	Feb, 2022	
Travel to Surkhet	Feb, 2022	
Facilitate training	Feb, 2022	3 days
Training completion report preparation	Feb, 2022	2 days
<b>Total</b>		<b>10 days</b>

The proposed dates might change based on the field context. In this regard, consultant should be flexible for the dates. Travel (air fare) and accommodation will be managed by Plan International Nepal.

## 8 Qualifications and experience of the consultant

The consultant(s) should have the following academic qualification and experiences:

- Advance degree in Social Science, environment science, disaster risk management, humanitarian etc, or related fields relevant to assignment.
- The consultant should have at least 5 years of expertise on disaster risk management, humanitarian response and climate change.
- Experienced of conducting CHS, SPHERE and other humanitarian trainings in the past.
- Added advantage of consultant who have received TOT on CHS and SPHERE standards.
- Strong report writing skills in English and Nepali.

## 9 Ethical and Child Protection Statements

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.

## 10 Submission of Proposal:

The Offeror shall prepare and submit both the “**Technical**” and “**Financial**” Proposal via email by mentioning “**Preparation and Facilitation of Core Humanitarian Standards (CHS) training to Plan International Nepal and partner organizations staffs**” and submit both the “**Technical**” and “**Financial**” Proposal by **31<sup>st</sup> January, 2022**.

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.

## 11 Consultant Selection Criteria

Criteria	Weighting %
Does the consulting firm/individual/team leader have past experience in conducting relevant training?	25%
Does the consultant have relevant academic qualification?	20%
Is the review methods/methodology proposed realistic and relevant to the objectives of assignment?	35%
Trained consultant on CHS, SPHERE (Who have received TOT on SPHERE and CHS)	15%
Is proposed field plan (timeline) realistic?	5%
<b>Grand Total</b>	<b>100%</b>

## 12 Supervision

The STA- CCA&DRM and ERM will supervise the overall evaluation process. and will be contact person for coordinating the training event. Plan International Nepal relevant staff will accompany with the external consultant to ensure productive works.

## 13 Cost and Payment

The consultant should submit the total budget in the proposal with detail breakdown including applicable government taxes. 40% amount will be paid after signing of the agreement and remaining 60% amount will be paid after submission of final report.

## 14 Intended Users

The intended users of the final report are Plan International Nepal, partner organizations and Plan national office.

## 15 Proposal submission

Interested individual consultant(s) and consulting firms should submit a detailed proposal on the basis of this TOR to the following addresses by September 20 Jan, 2022. The proposal should include:

- Detailed methodologies to be adopted
- Schedule of activities including a timetable
- Detailed budget including tax
- Specific roles and responsibilities of consultant and co- facilitator
- CV of consultant highlighting her/his experience in similar type of work
- Profile of the organization (in case of the institution)
- At least 3 references of previous mandates
- Government registration (if applicable)
- VAT/PAN/Renewal registration certificates
- Details of Bank Account

**Consultancy Validity Check List:**

Applied For: .....

Name of Company/Firm:.....Bid Submission Date: .....

SN	Required document	Yes/No
1.	Scope of work	
2.	Methodology	
3.	Outputs/ deliverables	
4.	Timeframe and estimated working days	
5.	Qualification and experience of the consultant/ team	
6.	Ethical and child protection statements	
7.	Proposal signed and stamped	
8.	Separate sealed envelope for the Technical Proposal and separate sealed envelope for the Financial Proposal	
9.	Firm/company registration with renewal is attached	
10.	Registration with income tax office (VAT) is attached	
11.	Tax Clearance for latest FY is attached	

**Note:** Document received without having mentioned above documents will be considered as disqualified. Furthermore, individual bidding consultant must be VAT registered and must submit registration document. Consultant without VAT registered/Tax Exempted organization will not be entertained.