

Terms of Reference (ToR) for the consultant in developing AAIN's Annual Reflection and Learning Document (ARLD) of 2022

ActionAid International Nepal - Introduction

ActionAid is a global federation working to achieve social justice, gender equality, and poverty eradication. ActionAid International Nepal (AAIN) is a member of the global federation of ActionAid, working for human rights, poverty eradication, and gender equality. It is a nongovernmental national social justice organization established in 1982 and working locally in different provinces of Nepal. It is also a part of both national and global social justice movements and other civil society networks, alliances, and coalitions.

Background and purpose of ToR

ActionAid International Nepal (AAIN) publishes an Annual Reflection and Learning Document (ARLD) each year to document and disseminate the results and impact of its work. The ARLD summarizes the program's accomplishments, lessons learned, and difficulties encountered, and is accessible to a wide range of audiences, from the national to the global level.

Therefore, AAIN needs to work with an independent consultant, to produce annual reflection and learning document. Based on the conditions set forth in these Terms of Reference, the consultant will work on a consultancy basis to deliver designated objectives within a specified timeline. The Organisational Impact and Communication Department (OIC) in AAIN will be entirely responsible for coordinating this task with the Consultant.

Objectives of the task

The overall objective of the present task is as follows:

- Desk review of available department reports and to identify key changes/outcomes suited for the report;
- Write up of ARLD 2022 based on the documentation and all relevant materials provided by AAIN focal person;
- Language editing and proof reading of the document;
- Sharing of the draft report with AAIN focal person for their inputs/review;
- Writing the executive summary for the report;
- Writing the ED/Board Chair's message;
- Incorporate comments/suggestions and finalise document; and
- Coordinate and sit with designer to finalize report in appropriate format ensuring full text and photographs (with caption) in place.

Process of the task

The AAIN focal person will provide relevant content for ARLD, which will then be reviewed and prepared by the consultant. As needed, the consultant will receive additional information from the AAIN focal person, where possible. Consultants and AAIN focal persons will coordinate closely.

Time period

The time period for this aforementioned task is expected to be of one and half months. The task will start from **24 February, 2023** and the final document is expected by 10th April, **2023**. The schedule should be as per the details given below:

Submission of draft report	18 March
Provide comments by AAIN	25 March
Share final report incorporating comments	30 March
Work with designer and complete	04 April
Proof reading, approval of report and submit for final print	10 April

Expected results

As part of the stated purpose and objective, the Consultant will produce a report, edit, and proofread the final annual reflection and learning document.

ActionAid International Nepal Agrees

- Provide all relevant documents and timely inputs to consultant as required and mutually agreed upon for completion of this task.
- Pay the consultancy lumpsum amount of **Rs. 250,000** (Two Lakh fifty thousand Rupees only) to the consultant as per the payment arrangements specified below.

Evaluation Criteria:

Key Areas for Proposal Evaluation	Weightage
Technical Proposal	40%
Financial Proposal	60%

Reporting and Deliverables

As per the agreed schedule, the Consultant should submit a draft report in electronic copy to AAIN for review. The OIC team member will provide comments/inputs in the draft report, the Consultant will then incorporate these comments and suggestions into the final report, which must be submitted electronically within the designated deadline.

Focal Person

The AAIN focal point for contact will be Impact Assessment & Learning Manager. He will provide the consultant with all the necessary documents and support during the contract period.

Payment

A lump sum payment of Rs 250,000 (tax will be deducted in this amount) will be paid by ActionAid International Nepal for this assignment. Of this payment, 50% will be provided upon the signing of this agreement, with the remaining 50% released upon completion and submission of the final report.

Proposal Submission Guideline

Interested consultancy firms/ individuals who meet the above requirement should send their technical and financial proposals to jobs.nepal@actionaid.org by **19th Feb 2023**. Please provide At least three positive references/recommendations from past clients.

Upon reviewing the Proposal, only short-listed companies will be contacted. Please note that ActionAid Nepal reserves the right to reject any proposal.