



## Terms of Reference (ToR)

### for Facilitator -

#### *Three days residential event on Women's Academy for Leadership*

### 1. Introduction to FCA

Finn Church Aid (FCA) is Finland's largest international aid organization with operations in 12 countries in Asia, Africa, Europe, and the Middle East and have more than 70 years of experience. FCA specializes in supporting local communities in three priority areas: Right to Education, Right to Livelihood, and Right to Peace. We work with the poorest people, regardless of their religious beliefs, ethnic background, or political convictions. As a civil society actor, FCA realizes its mission and vision through development cooperation, humanitarian assistance, and advocacy work.

FCA contributes to positive change by supporting people in the most vulnerable situations within fragile and disaster-affected areas. The main funding sources are from the Government of Finland, global institutional donors such as various UN agencies, bilateral donor agencies, and the EU, and private persons and companies. FCA enjoys Core Humanitarian Standards (CHS) certification and is a member of the ACT Alliance.

With a commitment to bring about positive development through collaboration, FCA has been supporting development work in Nepal since the 1980s and has had an in-country presence since 2013. The long-term change that FCA wants to see in Nepal is that marginalized women and youth are socio-economically empowered and enjoy a decent living. FCA's work in Nepal focuses on livelihood and education, both as long-term development projects and disaster response and recovery programs. The peace theme is integrated throughout the program with all projects having a clear focus on social inclusion, participation, and non-discrimination. The current Nepal country program is implemented in Bagmati, Madhesh, Karnali, and Sudurpaschim Provinces.

### 1. Background

#### a. About GRAPE (Green Resilient Agriculture Productive Ecosystem) Project

The GIZ led GRAPE (**The Green Resilient Agricultural Productive Ecosystems**) project supports Nepal to improve framework conditions for inclusive local economic development and to adapt resilient agricultural practices to climate change. The project aims to support sustainable agricultural ecosystems in the provinces of Sudurpaschim (Doti, Bajura, Dadeldhura, Kailali) and Karnali (Dailekh, Surkhet, Humla) Farmers, cooperatives, and small businesses will be enabled to build economically viable and climate-resilient value chains at the local level. This is to improve the incomes of marginalised households. Socially disadvantaged groups and women should benefit from greater participation in value chains. GRAPE project is jointly financed by the European Union (EU), the Ministry for Foreign Affairs of Finland and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ.

FCA as a partner of the project has an overall goal to contribute Green Resilient Agricultural Productive Ecosystem in Sudurpaschim and Karnali provinces of Nepal. FCA undertakes the "Community of Practice" component along with technical skill transfer through "Climate Field Schools" in the GRAPE project enabling the wider dissemination and increased ownership of knowledge and communication products. Women's Academy of Leadership is one of the approaches



within Community of Practice which has been envisioned with an aim to increase the women leadership in CRA (Climate Resilient Agriculture).

## **2. Background of the Assignment**

As part of the GRAPE project, FCA is implementing an activity on Community of Practice for Climate-Resilient Agriculture (CoP for CRA), which is open to civil society practitioners working on CRA. However, female participation in the network has been significantly low. This led the need to encourage female participation in other ways, which is crucial in development and roll-out practices of CRA technologies so that women's situation and needs are ensured to be considered adequately. Therefore, Women's Academy for Leadership is a network for women within civil society networks which will serve as a platform to share and learn leadership skills, technical capacity strengthening, exposure, mentoring and peer support. The major objective of the Academy is:

- Promotion of female leadership in Climate-Resilient Agriculture
- Promotion of GESI friendly Agri-extension services

There are various modules of learning and sharing within the academy. The current assignment is for the facilitating the launching event of the Woman's Academy for Leadership.

## **3. Objective and Scope of work**

### **a. Objective(s)**

The core objective of the three days residential event is to kick off the modules within Women's Academy for Leadership. The workshop outcome should be able to establish effective coordination and mentorship among the participants. After the three-day launching event, participants will be comfortable among themselves with peer-sharing and learning. Objectives of the event are:

- To impart knowledge on women leadership through feminist perspective
- To create a platform for learning from each other
- Identify mentor and mentee.

### **b. Scope of work**

The participants of the event will be female agriculture professionals working in the livelihood or related sectors with focus on CRA. It is mixed group of young professionals, women in leadership roles, and those who are mid-way in their career. The consultant is expected to facilitate the three days residential event. The session plan must include but not be limited to:

- Introduction to and reflection on the Academy and its ToR.
- Getting to know each other, trust-building.
- GESI perspectives in women leadership within CRA and role of members to promote GESI. Challenges and solutions with being a female leader in a patriarchal culture.
- Reflection on content matters and detailed needs and interest assessment.
- Brief about the mentorship program, matching mentors with mentees
- Time allocation for guest speakers on different themes.



#### **4. Deliverables**

The key deliveries of the events are:

- a. Plan for 3 day residential launching event with a detailed session plan, and facilitation methods.
- b. Facilitating three days residential event (3 to 5 January 2024).
- c. Event report after completion of event

#### **5. Methodology**

To conduct the event, the facilitator will follow the following methodologies till the contract period.

- Finalizing the content with FCA focal person (Project Coordinator)
- Coordinate and work closely with FCA to deliver quality content.
- Use diversified facilitation methods like interaction, group work, ice breakers, recreations etc.

#### **6. Budget and Terms of payment**

The full payment will only be paid after the completion of the deliverables as described in this ToR and the contract document. The payment will be made withing a week from the acceptance of final report by FCA.

Financial proposal should cover everything including per day fees, taxes, materials, transportation, and any other cost. No additional payment will be done by FCA.

#### **7. Eligibility Criteria**

An individual or a consultancy firm must submit following documents to be eligible for the selection process:

- Company registration (for a firm)
- PAN/VAT registration (if the contract value is more than 5,00,000, PAN is not acceptable)
- Latest Tax clearance/renewal
- CV of the lead facilitator(s) with at least 5 years' experience in related field.

#### **8. Special Terms & Conditions / Specific Criteria**

- Proven experience in conducting workshop training sessions on women leadership Experience in designing and delivering session in women leadership, gender equality, including the sessions as mentioned in the TOR will have an added value.
- Excellent communication skills both speaking and writing skills in English and Nepali languages.

#### **9. Timeline**

- Technical/financial proposal submission – 26 December 2023
- Agreement between FCA and the consultant – 27 December 2023



- Inception plan to FCA by the consultant to FCA- 29<sup>th</sup> December 2023
- Finalise content and modality after FCA feedback – 2<sup>nd</sup> January 2024
- (*Training, workshop, orientation,*) conducted by the consultant – 3-5 January 2024
- Report submission to FCA- 12January 2024

### Task time frame

The assignment is estimated to take 5 days for a person, which can be done by an independent or a consultant team. The assignment's duration will go until the final training report is accepted, expected by 12 January 2024.

Tasks	Days
Inception plan	1
Training conduction	3
Final report preparation, feedback incorporation and final submission	1
<b>Total</b>	<b>5</b>

### 10. Proposal assessment

After evaluation of the proposals by the team, FCA will make award to the applicant, whose proposal provides the best value, considering both technical and financial factors.

- a) Technical - 60%
  - i. Quality of proposal containing capacity statement for the assignment,
  - ii. methodology and implementation plan,
  - iii. qualification and experience of the facilitator,
  - iv. team composition and experiences in relevant thematic sector/assignment
- b) Financial (Value for money) – 40%.

### 11. Anti-Money Laundering/Combating the Financing of Terrorism

FCA has zero-tolerance concerning aid diversion and illegal actions and may screen the applicant agency/person(s) against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements.

### 12. Other considerations:

Copyright for the documents will remain with FCA and its partner organizations.

Technical/financial proposals (annex 1) meeting ToR requirements are to be submitted via email to [nco.info@kua.fi](mailto:nco.info@kua.fi) with subject "Proposal submission for Launching Event "Women's Academy for Leadership"" by 26-12-2023. Please kindly contact us through telephone inquiries at 9845699480 / +97714000554/555 or please send an email to [nco.info@kua.fi](mailto:nco.info@kua.fi) with subject line "Inquiry for Launching event for Women's Academy for Leadership" in case of any confusion.



**Annex 1: Proposal Submission Form**

**ANNEX 1: PROPOSAL SUBMISSION FORM**

*To be completed by candidates:*

To: FCA Nepal Country Office
<b>Subject:</b>
<b>Proposal submitted by</b>
<b>Name:</b>
<b>Address:</b>
<b>Telephone number:</b>
<b>E-mail address:</b>
<b>Date:</b>

Further to your Request for Proposal (RFP) dated <date> for the contract in reference, I have the pleasure of submitting you the following proposal:

**1. General**

In submitting this proposal, I declare to accept in full and without restriction the special and general conditions governing the Request for Proposal.

**2. Scope of services**

I include my comments on the Terms of Reference, a description of my proposed strategy and approach, and an outline programme in the attached "Methodology Form".

**3. Validity of proposal**

I acknowledge that the terms of the present proposal shall be binding upon me until the expiration of the agreement, and I guarantee my availability for the assignment should the Contract be awarded to me within that period.

**4. Information on the consultant**

(For a team of consultants, please copy and paste this table for each team member)

<b>General Information</b>	
Name:	
Principal area of specialization	
Years of experience in principal area of specialization	
Last three assignments in the field of the contract	



Membership in professional organizations	
------------------------------------------	--

**5. Capacity Statement for the assignment (Max. 500 words)**

**6. Documents**

Please find attached the following documents:

- a) Legal documents (as mentioned under eligibility criteria)
- b) CV of consultant(s)
- c) Detail of two references (for similar assignment)

**7. Financial proposal**

Please provide a detailed budget including breakdown of per diem/accommodation, consultancy fees, taxes, materials, transportation and field expenditure, and any other cost. No additional payment will be done by FCA.

*\*This template can be modified as needed*

	Description	Units	Quantity	Rate (NPR)	Amount (NPR)	Remarks
<b>A. Consultant Fees</b>						
1	Lead consultant	Per day				
2	Team Member-1	Per day				
3	Team Member-2	Per day				
4	xxxx	Per day				
	<b>Sub Total</b>					
<b>B. Field expenditure</b>						
1	Accommodation	Per day				
2	Food and other incidental expense	Per day				
3	Travel	Per day				
4	Vehicle hire/taxi etc.	Per day				
5	xxxx					
	<b>Subtotal</b>					
<b>C. Other cost: Meeting/orientation, FGD, KII ETC</b>						
	Meeting in the field					
	FGD					



	Training materials					
	<b>Sub Total</b>					
	<b>Total Before VAT (A+B+C)</b>	A+B+C				
	<b>VAT (13%)</b>					
	<b>Total</b>					

### Guidelines on Budgeting

- a) Consultant Fees: Should be clearly mentioned daily rate matching with the Total Person days calculation.
- b) Filed Expenditure and other costs: Based on the requirement of the TOR and technical proposal these items should be budgeted within the reasonable range.
- c) FCA will not take responsibility of general logistic support, for example Hotel or air ticketing. The proposal submitted without these variable budgets will automatically be disqualified for shortlisting process.
- d) Remarks Column: Please note the explanation of the budget lines as required.

Signature:

Signed by:

Date:

---