

Feminist Dalit Organization (FEDO)

Develop Learning Package on Civic and Democratic Space

(Activity under 1.2.1 Develop and disseminate tools)

Terms of Reference (ToR)

A. Background:

Feminist Dalit Organization (FEDO) was established in 1994 with the aim of empowering women in general and Dalit women in particular so that they could raise their voice to get their entitlements. Since then it has been implementing several projects with the support of different international donors and partner organizations. As per the need of community and experience of FEDO, the project has designed to support and empower civil society in protecting and promoting democracy, human rights and fundamental freedoms in Nepal. FEDO has been implementing the project Named “*Our Voices Our Choices (OVOC): Women and Youth for Democratic Civic Space*” (*HAMRO AAWAJ, HAMRO ROJAI Project*) in the partnership of Plan International Nepal in Kalikot.

About Plan International Nepal

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan believe in the power and potential of every child and young people but this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected. Working together with children, young people, our supporters and partners, Plan 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. Plan drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. Plan 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 children as well as their families and communities, to access their rights to health, education, economic security and protection. Currently our programs are running in 12 districts through our development partners.

Overall Objective of Project: To support and empower civil society in protecting and promoting democracy, human rights and fundamental freedoms in Nepal.

Specific Objective 1: To enhance inclusive civic action through co-creation of a multi-country resource hub that facilitates the enlargement of civic, democratic and civil society space.

Specific Objective 2: To support and capacitate youth/women-led CSOs to participate as rights holders in national/regional/global-level efforts to reclaim and protect civic space and civic engagement.

Specific Objective 3: To hold duty bearers, especially policy makers in Asia, accountable to their responsibilities towards protecting inclusive civic space.

Objective of Develop Regional Learning Package on Civic and Democratic space

The main objective of the work is to develop Regional Level Learning Package on civic and democratic space for the purpose of capacity building of CSOs in Nepal and various other countries of Asia pacific region. This learning package is expected to be used as a capacity building tool for CSOs of Asia pacific region with specific focus on those from Nepal, Thailand and Bangladesh. This Learning package tool will be helpful to

individuals/organizations especially Youth and women to demand for civic spaces for CSOs at local to national level.

Specific objective of the assignment:

To prepare a learning package useful for national to regional level CSOs (Youth and Women lead)

- To understand about civic and democratic space and its importance for active citizenship
- To understand about engagement of youth and women in civic and democratic space
- To understand about shrinking Civic and democratic space
- To facilitate their learning in exercising active citizenship and expansion of civic and democratic space
- To facilitate their learning in monitoring civic and democratic space and claiming their rights as active citizen.

Scope of Work

A comprehensive learning package will be developed in English and a Handbook of consized version of the package suitable for local CSOs will have of be developed in Nepali language.

Methodology

The consultant is encouraged to present participatory methodology including desk reviews and KII (including CSOs from Nepal, Thailand and Bangladesh) to develop learning package. The consultant is expected to provide an inception report detailing the proposed methodology including chapters' titles that will be included in the package. The inception report will be finalized after feedback from FEDO Nepal and Plan International Nepal.

The data collection methods can include but not be limited to the following:

Desk review: Review literatures available on current laws and policies of three tiers of governance – national, provincial and local as well as other assessments of civic and democratic space along with relevant tools created from other organization.

KII: Key informant interviews from key CSOs from different countries outlined above will have to be done.

Workshop: Workshop at National level with youth and women from CSOs to gather more information on the outline and areas to be covered by the manual.

B. Terms and Condition:

The **consulting firm/Independent Consultant** will develop the manual and also serve as Resource Person (RP) to roll out learning package useful for local to national level CSOs (Youth and Women lead). The RP is expected to fulfill following roles and responsibility with high quality deliverables:

1. Review and collect the information from secondary source and analyze it in the perspective of need of Youth and Women lead CSOs on the issues of civic space and democratic space.
2. Conduct KII to gather needed information.
3. Prepare a draft of Learning package from review and findings.
4. Conduct a national level workshop to share and test the draft of Learning Package in participation of Youth and Women CSOs and experts in Nepal and gather needed inputs.

incorporates all provided inputs in the Learning Package and submit the final manual to FEDO for approval.
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C. Total days of contract:

The commencement days and time of the contract will be **15 days**.

Activity	Estimated days of work days
Desk review	3 days
Submit inception report including tools	5 days
Conduct KII	2 days
Draft learning package	7 days
Workshop to share the draft of Learning Package in participation of youth and women CSOs and experts.	2 days
Final report preparation	2 days
Final Report/Learning Packaging sharing and validation	1 day
Total work day	22 days

D. Contract Cost and Payment Terms:

1. FEDO will deduct TDS at the time of payment under the prevailing Tax Rules and Regulations of the Government of Nepal.
2. The payment will be made in two installments (40% amount of total agreement will be provided as initial amount and remained 60% amount will be provided after the submission of report.)

E. Reporting:

The consultant will work under the direct supervision of the FEDO team and provide updates on progress to the project focal person.

F. Deliverables/ Expected Product:

1. Regional learning package in English
2. Handbook of learning package in English and Nepali
3. Brief report of the workshop

G. Required Qualification and Experiences:

1. The lead consultant must have at least a master's degree in relevant discipline with a minimum of 3 years work experience with similar assignment.

2. The consulting firm should have prior experience of developing similar manuals or learning packages.
3. S/he must have understanding and experiences of similar work around Civic space, democratic space, Rights Based Approach, political participation and empowerment of the youth, Dalit women and marginalized community people.
4. The Consultant should have an adequate understanding of UN Mechanism, Civic and democratic space, human rights, justice, democratic governance and the social and political dynamics in Nepal, including the rights of Dalit women and Youths.
5. She/he will also have good knowledge of political participation, representation and empowerment in the perspective of GESI. Additionally, the consultant will have enough understanding of the dimension of caste and gender based discrimination issues in Nepal.
6. The Consultant should demonstrate excellent facilitation, and analytical writing skills.
7. The team should be well balanced in terms of expertise.

H. Ethical and Safeguarding Children and Young people Statements:

FEDO and Plan International recognise that violence against children and young people is prevalent throughout the world and in all societies. Violence against children includes physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and sexual abuse. In addition, children and young people may be vulnerable and at risk due to reasons of gender, sexual orientation, ethnic origin, disability and age or illness. Plan International is fully committed to ending violence against children and acknowledges that we have a duty to promote the gender responsive safeguarding of children and young people and particularly those with who we work or are in contact.

Plan International's Global Policy- Safeguarding Children and Young People emphasizes the safeguarding of children and young people who come in contact with Plan employees, volunteers, partner organisations and individuals, including consultants, who are working on behalf of Plan International. This is regarded as strict global compliance issue and has to follow it mandatorily. In this respect, the consultant should include statements in the proposal on how s/he will ensure ethics and safeguarding of children and young people 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/study/research. The consultant is strongly recommended to take written consent of the respondents and/or children's guardian before taking photographs/interview and ask if their photographs, verbatim or case stories could be used in report for public dissemination. Such consent must be documented and submitted to Plan International Nepal along with the final report.

Further, the consultant should be responsible to take ethical approval from the concern authorities which need to take ethical approval before data collection.

I. How to Apply:

Interested researchers whom the above requirements should apply by submitting their **Expression of Interest with short proposal, Rate of per day and CV** (not more than five pages) in **sealed quotation** to the Procurement Department of FEDO with subject line "**Develop Learning Package on Civic and Democratic Space**" before **20th Sep, 2022**. Only short-listed applicants will be contacted for the next stage of EOI selection process. All selection rights will be reserved with FEDO.