

Feminist Dalit Organization (FEDO)

Develop and pilot tools for monitoring of Civic and democratic space in Nepal

(Activity under 3.1.1: Develop & pilot the tools for monitoring)

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 believes in the power and potential of every child and young people. However, 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, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. Plan 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 its programs are running in 12 districts through our development partners. Plan works to promote active citizenship among adolescents and youths so that they are ab

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 and pilot tools for monitoring of Civic and democratic space in Nepal:

The main objective of this work is to develop a Monitoring Tools for CSOs to understand and track the status of civic and democratic space in Nepal. This tool will be helpful to identify key civic and democratic space at local, provincial and national level and provide tools to monitor civic engagement in those identified areas. These tools will support identified CSOs, local collective action groups and women and youth to understand, identify civic and democratic spaces and accordingly monitor them to ensure meaningful participation of

CSOs have been ensured. This will accordingly help all CSOs to develop action plan to also contribute to project objectives.

Specific objective of the assignment:

- 1.To review the situation and status of participation, access to services and influence in decision making of CSOs, youth and women at local level in relation to civic and democratic space.
- 2.To develop a monitoring tools to track status of civic and democratic space at local provincial and federal level to be used by all CSOs not limited to target CSOs of the project.

Methodology

The **Consulting Firm/Consultant** is encouraged to primarily do desk review in relation to monitoring Civic space that might already be existing with other stakeholders as well as with Plan fraternity. The consultant/firm will need to propose better and suitable participatory methodology not limiting to those provided in this **ToR**. The consultant will need to provide an inception report detailing the proposed methodology including work design, and scope or work with proposed key deliverables. The inception report will be finalized after feedback from FEDO Nepal and Plan International Nepal.

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

Desk Review: Desk review of existing tools and document related to monitoring of civic space. Please refer to key documents by key organization's working on civic and democratic space including those of Plan international fraternity.

Consultation Meeting: Consultation meeting with experts for Monitoring tools development.

Group Workshop: Workshop with key CSOs including women and youths, **CAG** (Citizen Action Group) and FEDO, Plan team members.

Piloting of the tools: Piloting of tools with CSOs and concerned stakeholders before finalization to gather more inputs into the tools developed.

Sharing and Validation workshop: Sharing validation meeting with relevant stakeholders of the project. And Tools will be shared to other CSOs.

C. Total days of contract:

The commencements days and time of the contract will be **20 days**.

Activity	Estimated days of work days
Submit inception report including tools	5 days
Feedback on the report and incorporation of the feedback	2 days
Consultation meeting and Group workshop with stakeholders and beneficiaries	7 days
Second Draft evaluation report to be submitted to FEDO/Plan International	5 days
Incorporating last batch of comments	2 days

Final Monitoring Tools 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/ ExpectedProduct:

The **Consulting Firm/Consultant** will serve as Consultant to prepare a **Monitoring Tools (English and Nepali language)** useful to track expected results and achievements of the project. The Consultant is expected to fulfill following roles and responsibility with high quality deliverables:

1. Review and consult with relevant experts in the perspective of need of Youth and Women lead CSOs on the issues of civic space and democratic space.
2. Prepare a draft of Develop and disseminate the Tools for Monitoring.
3. Conduct a different workshop with CAG and district FEDO team and relevant Women and Youth led CSOs.
4. Develop and disseminate the Tools for Monitoring which will encourage to team and CAG to track and monitor all the activities according to the plans of the Project.
5. The **Consulting Firm/Consultant** will be solely responsible for Develop and disseminate the Tools for Monitoring.

G. Required Qualification and Experiences:

1. The consultant in team must have at least a master's degree in relevant discipline with a minimum of 3 years work experience with similar assignment.
2. **Consulting Firm/Consultant** must have understanding and experiences of developing monitoring tool on Civic space, democratic space, Rights Based Approach, political participation and empowerment of the youth, Dalit women and marginalized community people.
3. The **Consulting Firm/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.
4. **Consulting Firm/Consultant** 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.
5. The **Consulting Firm/Consultant** should demonstrate excellent analytical and writing skills.
6. The **Consulting Firm/Consultant** must have experience on developing monitoring tools.
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 whom 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 concerned authorities which need to take ethical approval before data collection.

I. Evaluation/Selection Area:

The following selection criteria will be used for technical evaluation of the proposals.

- Does the consulting firm have past experience in conducting relevant job/assessment? 50%
- Does the team leader have relevant academic qualification? 10%
- Are the production methods proposed realistic and relevant to the objectives of assignment? 20%
- Is proposed time plan including timeline realistic? 15%
- Is ethical consideration management included in proposal? 5%

J. 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 "**Application for Develop and pilot tools for monitoring of Civic and democratic space in Nepal**" before **31st Oct, 2022**. Only short-listed applicants will be contacted for the next stage of EOI selection process. All selection rights will be reserved with FEDO.