

Terms of Reference (ToR) for hiring Consultancy Firm for Supporting Restructurings Process

Background and context

Family Planning Association of Nepal (FPAN) is a member of the International Planned Parenthood Federation (IPPF) which makes us part of a locally owned, globally connected civil society movement that provides and enables services, and champions sexual and reproductive health and rights for all, especially the underserved. IPPF has a vision where all people are free to make choices about their sexuality and wellbeing, in a world without discrimination. As a member association of IPPF, we are proud to commit ourselves to that Vision.

FPAN is the first and a leading national NGO devoted to Sexual and Reproductive Health Rights (SRHR), which was established in 1959, and started family planning and SRH programs in Nepal, before the government launched its own Family Planning and Maternal and Child Health Project in 1969. FPAN works across 37 districts to provide life saving health services to poor, marginalized, socially excluded, and underserved (PMSEU) communities, including sex workers, people living with HIV (PLHIV), LGBTI people, injecting drug users, men who have sex with men, migrant workers, and survivors of gender-based violence (GBV). In pursuit of harmonizing the organizational set up with the new governance system with federal, provincial and local level forwarded by the new constitution, the present set up of 28 branches of FPAN have been proposed to be clustered into provincial jurisdictions.

Main objective

The main objective for hiring the consultancy firm is to overview of the report submitted by different consultants including FPAN restructuring report of Ernst & Young LLP (EY), India, summarizing the meeting minutes and other related documents & finalization of human resource planning, job description and fitment of existing staff in new organogram for smooth running of the organization.

Scope of work

- To summarize FPAN restructuring reports which were received in 2008, 2016/17 & October 2019 from different consultancy firms.
- Desk review of various meeting minutes which were conducted in 2019 in relation to the restructuring process.
- Summarize minutes of the restructurings meeting organized with all branch managers of FPAN districts.

- Review of all meeting reports including meeting with EY team & staff meeting, conducted in the process of restructuring 2019.
- Assessment of each districts from last three years through financial & programmatic reports and statistics.
- Identify type and number of Service Delivery Points (SDPs) in consultation with the Senior Management Team (SMT) and in line with the EY report.
- Carry out manpower planning with fitment exercise by using best practices and Human Resource (HR) appropriate tools under the guidance of SMT.
- Suggest a practical and cost-effective organogram based on the report of EY and existing FPAN organogram.
- Summarize the reports generated from Volunteer's meeting conducted in three clusters.
- Review the job descriptions of the staff prepared by EY/ FPAN. Based on the review; nature of the positions and anticipated duties, role and responsibilities of the positions, suggest a new job description for the senior staff if required.

Methodology of the assignment

- Individual/group discussion with senior management team and other staff if required.
- Desk review of previous reports, meeting minutes and other relevant documents.
- Documentation

Deliverables/outputs of the assignment

- Final descriptive report
- Detail human resource planning
- Fitment report of existing staff (Identifying right place for the right person)
- Job description (if necessary)
- Analysis of the performance of SDPs

Experiences

- Consultancy firm should have previous experience of restructuring process in development sector, health sector experience along with HR management including HR planning, and fitment exercise.

Time period of the study

- The assignment should start immediately after selection of the consultancy firm. The selected consultancy firm should complete the assignment within 3 weeks after signing the agreement. This is a time bound assignment and shall be completed with the given time frame.

Application process

The consultancy firm should submit financial as well as technical proposal in separate envelop to The Central Office of FPAN, Pulchowk, Lalitpur by 16th December 2019.

Documents required

The consultancy firm should submit their proposal having;

- Technical
- Financial
- Workplan / timeline
- Team structure along with CVs of proposed team

Evaluation criteria

Criteria for evaluation
1. Experience in similar work in immediate past
2. Quality of technical proposal including methodology
3. Academic qualification of the individual consultant and experience of the consultancy firm
4. Timeline plan
5. Financial proposal for the stated work

SMT will evaluate and select the consultancy firm based on technical & financial criteria as mention above.

Note:

1. FPAN reserve the rights to accept or reject all or any of the proposal without assigning any reason to it.
2. The terms not explicitly mentioned herein may be mutually agreed at the time of contracting.



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