

Family Planning Association of Nepal

Terms of Reference (TOR)

Document evidence on the impact, effectiveness and learning of “Advancing sexual and reproductive health and rights of persons with disabilities in Nepal” under the Väestöliitto project

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1 **Background:**

Family Planning Association of Nepal (FPAN), established in 1959, is the first and foremost NGO to work for advocacy of, increasing awareness on and increasing access to family planning (FP) and sexual and reproductive health (SRH) in Nepal. It has started FP and SRH programs even before the Nepal government launched its own Family Planning and Maternal and Child Health Project in 1969. FPAN has been a member association of the International Planned Parenthood Federation (IPPF), since 1969. This has made FPAN a locally owned, globally connected civil society, enabling it to advocate for, to increase awareness on, and to provide a wide range of SRH service and rights (SRHR) to everyone without any discrimination by gender, age and socioeconomic status. As a member association of IPPF, we share a common vision that all people are free to make choices about their sexuality and wellbeing, in a world without any discrimination. FPAN works in 44 districts, focusing on the poor, marginalized, socially excluded, and underserved (PMSEU) populations, which include female sex workers, people living with HIV (PLHIV), LGBTIQ people, people who inject drugs (PWID), men who have sex with men (MSM), migrant workers, people with disabilities, survivors of sexual gender-based violence (SGBV), urban slum dwellers and people affected by disaster and crisis.

The project “Advancing sexual and reproductive health & rights of persons with disabilities in Nepal” is implemented since 2019 in support of Väestöliitto (the Family Federation of Finland) with a goal to improve sexual and reproductive health and rights of person with disability. The major working areas under the project is capacity building of right-holders, awareness raising in societies, capacity building in civil society, advocacy and learning and capacity building of program partners. In Nepal, there is a significant gap in sexual and reproductive health and rights program targeted for persons with disabilities. In this context, the Family Planning Association of Nepal (FPAN) partnered with eight pioneering disability organizations - Action on Disability Rights and Development-Nepal (ADRAD-Nepal), Nepal Disabled Women Association (NDWA), Blind Youth Association of Nepal (BYAN), Community Based Rehabilitation (CBR), Disable Empowerment and Communication Center (DEC) Nepal, Parent Association Person with Intellectual Disability (PAPID), National Disable Albino Nepal, & Banke Association of Blind (BAB) with technical support from Abilis Foundation for successful implementation of the project. Since 2019, sexual and reproductive health services have been delivered to more than 20,000 persons with disabilities and thousands of demand generation and awareness raising activities were organized. In addition, 12 young persons with disabilities are working at the grass-root level in peer approach to aware the society and communities on disabilities issues and challenges. Similarly, advocacy work in coordination and partnership with like-minded organization is ongoing for inclusive, successive and friendly environment.

2 **Objective of Assignment**

The main objective of this assignment is to document evidence on the impact, effectiveness and learning of “Advancing sexual and reproductive health and rights of persons with disabilities in Nepal” under the Väestöliitto project. This documentation will provide comprehensive insights into how these initiatives have contributed to improving sexual and reproductive health and rights of person with disabilities in the project areas.

The specific objectives are to

- 2.1 Assess the integration of SRHR into person with disability in the project cycle, and identify whether it has supported to improve sexual and reproductive health and rights of person with disabilities.
- 2.2 Identify and document examples of disability friendly SRHR services, highlighting the skills developed by service providers, peer educators and whether the changes achieved are sustainable.
- 2.3 Document the influence of project on policy and advocacy, specifically related to government policies, planning, and resource allocation, and networks of people with disabilities in advocating for inclusive policies and programs.
- 2.4 Identify key challenges encountered during the implementation of project and how these challenges were addressed. Also, document lessons learned to inform future disability related projects and interventions.

3 Project Location: 2 Branch Offices

- 3.1 Valley Branch (Kathmandu, Lalitpur & Bhaktapur);
- 3.2 Banke Branch (Banke).

4 Methodology

The methodology required to undertake this assessment will be finalized by the consultant based on the information provided in these terms of reference. However, it is envisioned that a mixed methods approach involving rigorous qualitative and quantitative will be used and the work will be carried out in both locations i.e. Valley & Banke. The detail methodology along with tools and checklists should be finalized in consultation with FPAN before carrying out the field work.

5 Duration of Assignment

The assignment will start upon the signed date of agreement. The consultant will complete the assessment within one month after signing the contract.

6 Deliverables

The consultant will deliver a full report detailing the methodology used in the project, findings, recommendations, and conclusions from the field assessment.

7 Terms and conditions

- 7.1 After signing the agreement, the consultant will develop a detail action plan including field visit.
- 7.2 Consultant will work closely with head office including two operational branches i.e. FPAN Valley & Banke Branch including ultimate beneficiaries and service providers to capture their views in regard to expected impact and outcomes of the project.
- 7.3 Consultant will discuss with partner organization of person with disability from both Valley and Banke branch (there are altogether 8 partners out of which minimum 2 from each branch should be reached).
- 7.4 Consultant will conduct interview with individual beneficiaries and service providers.
- 7.5 Consultant should maintain the confidentiality and privacy while conducting the interview.
- 7.6 Consultant must ensure and document the consent form.

8 Knowledge and Experiences

To complete this task, the consultancy should have following experience and qualification:

- Desired Master's degree in Gender studies / Sociology/ Development Studies or in any of the following fields: Public Health, Social Sciences, management, statistics, or any other related field of study and having at least 5 years of proven experience working in conducting, analyzing and documenting of documentation assessment/study in the field of Sexual and Reproductive Health and Rights (SRHR) programmes within the country;
- Proven record of developing project documentation and project closure;
- Strong interpersonal skills for collaborative work in a diverse environment, demonstrated initiative, positive attitude, and respect for professional and socio-cultural values;
- Skills in quantitative and qualitative data collection and analysis, specifically social norms approach to draw findings from multiple sources for the work. Therefore, consultant must have good logical analysis, and writing skills to capture and communicate the process well;
- Previous experience working with the SRH related organization on similar or related assignments is desirable and will be added advantage;
- Understanding of statutory regulations and compliances for civil society organizations in Nepal will be added advantage.

9 **FPAN's Responsibilities:**

FPAN will make available all documentation, information and staff required by the consultant to complete the tasks outlined in this ToR and responsibilities are as follows:

- Provide relevant documents, reports and service statistics to the consultancy agency
- Cooperate with the consultant to develop appropriate research methodology and field plan.
- Cooperate with the consultant for visit FPAN branch office and clinics to collect the relevant secondary and primary data.
- Provide proposed consultancy fee to the consultancy form, if successful proposal.
- Provide timely feedback to the consultant once s/he submits the draft report for finalization.

10 **Submission of Proposal:**

Interested consultant can submit their proposals demonstrating their ability to deliver on this Request for proposal must be submitted to the Central office of FPAN, Harihar Bhawan, Pulchowk, Lalitpur by hand on or email to procurement@fpan.org.np before 17:00 Hours on **9-December -2024**. Proposals received after this deadline will be rejected.

The consultant shall prepare two **Technical** and **Financial** proposals. The consultant shall submit the request for proposal (RFP):

- Cover letter clearly demonstrating the suitability of applicant for stated assignment (Maximum 3 pages),
- Curriculum Vitae (CV/CVs) that indicates their experience, capacity and capability to undertake the scope of work within the specified timeframe (Maximum 3 pages each),
- Description experience in undertaking similar assignment especially in field of similar or same information system development or at least one example of previous similar work,
- Two references or appreciation letters from agencies to whom the consultant has provided services described in this ToR,
- Proposed approach for the consultancy, supported by a project plan with timeliness indicating the key activities, milestones and deliverables; and
- The financial proposal should show detailed breakdown of costs professional fee and other expenses. The cost estimates should be in local currency. Please indicate daily rate and number of days' work. Fees should exclude VAT. Where indicated, VAT should be shown separately.

Note: If a consultant submits the financial proposal (budget) within or in the same envelop/folder as the technical proposal, it will be automatically disqualified.

11 Criteria for Selection:

Before conducting the technical and financial evaluation of the proposals received, the FPAN's evaluation committee will perform a preliminary examination of these proposals to determine whether they are complete, whether any computational errors have been made and whether the documents have been properly signed. A two-stage procedure (combined scoring method) is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The technical proposal is evaluated on the basis of its responsiveness to the ToR. The evaluation committee will evaluate the technical merits of all the proposals which have passed the preliminary examination of proposals. The evaluation of the proposal will be based on Combined Scoring method – where the technical evaluation is given 60% weightage (which pass the minimum technical score of 60%) and financial offer with be given 40% weightage. The contract will be awarded to the consultant scoring the highest combined scores. An evaluation committee in FPAN Head Office will evaluate the technical and financial proposal based on ToR, other eligibility criteria and the following considerations:

12 Technical Evaluation:

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

Description	Score
Qualification: Qualification and competencies of the consultant	30
Experience: Specific experience of the lead consultant having at least 5 years of conducting, analyzing and documenting of similar assessment/study.	20
Relevant Experience: Prior experience of working on similar assignments in the field of organization development similar or same platforms.	20
Approach and methodology: Scope and appropriateness of services proposed; clear understanding by the applicant of work to be performed.	30
Total	100

13 Financial Evaluation:

The submission that passed the minimum technical score of 60% of the obtainable score of 100 points in the evaluation of the technical proposals. In the second stage, the financial proposal of all consultant, who have attained minimum 60% score in the technical evaluation, will be evaluated. The financial proposal carries a total score of 40 points. In evaluating the financial proposal, the FPAN shall determine for each sealed proposal, the evaluated financial proposal by adjusting any corrections for errors. The financial proposal shall be checked by the FPAN for any arithmetic errors.

14 Copy Right of the Report:

FPAN deserves the copy right of the report. The consultant will not use the partial and full information collected during the study in any other purpose. A separate agreement will be made between FPAN and the consultant after the awarding of the contract, which will include

- Mode of Payment
- Taxes
- Others

15 Accountability to Participants:

The individual consultant is expected to support all efforts towards accountability, specifically to our participants and to international standards guiding international relief and development work, while actively engaging participant communities as equal partners in the design, monitoring and evaluation of our field projects.

16 Ethics and Integrity:

The consultant will be expected to sign and adhere to FPAN's code of conduct and safeguarding on signing the contract. FPAN has zero tolerance to any form of fraud, corruption, abuse, harassment or exploitation. Any breach of our policies or misconduct will lead to disciplinary action or may lead to termination of the contract. Queries & Clarifications

For any query and clarification, please contact, Mr Bibek Risal at brisal@fpan.org.np, FPAN.

Note:

FPAN reserves the rights to accept or reject all or any of the application. Failure to abide by the ToR may lead to termination of the contract. The terms not explicitly mentioned herein may be mutually agreed at the time of contracting.

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