

## Terms of Reference (TOR) for Facilitation of Knowledge-Harvesting Training

### 1. Background

Good Neighbors International (GNI) has been working in Nepal since 2002 for improving the lives of poor people, especially children through child protection, education, income generation, health services, water, sanitation and hygiene, disaster risk reduction/climate change adaptation, and advocacy programs. Currently, GNI Nepal serves marginalized, vulnerable, and poor children, families, and communities in 20 districts across Nepal.

Being a value-based organization, GNI Nepal deals every day with many types of knowledge which are integral to the organization's work, deriving from collaboration with its partner organizations. However, most of such knowledge remains "tacit" and yet to be systematically codified. Although several periodic reports and other documents are prepared to capture and disseminate knowledge, there is a vast pool of knowledge that remains to be documented, archived, and disseminated. Likewise, the organization has conducted research and studies in child protection, public health, child education, and livelihood and the task of deriving insights from such studies for preparing learning series and documenting best practices is yet to be undertaken.

Sensing the need for training to capacitate its team members to produce different knowledge products using the vast pool of experience and information, the organization intends to take services from qualified expert to facilitate a 3-days knowledge harvesting training in Kathmandu.

### 2. Scope of the Work

To facilitate knowledge-harvesting training to enable the staff of GNI Nepal to identify possible areas of knowledge products and know the technicalities of preparing such knowledge products (for instance: result reporting, success stories, case studies, learning series, and best practices).

### 3. Scope of the Work

- Date: 26-28 July 2023 (3 days)
- Time: 09:00 – 17:30 (daily) non-residential
- Location: Kathmandu
- Number of participants: approximately 40

## 4. Deliverables

The expert is anticipated to facilitate knowledge-harvesting training, with the specific content mentioned below. The key emphasis must be incorporated to illustrate the idea, discussions and examples related to community development projects implemented by various non-governmental organizations (NGOs).

*The suggested contents:*

<i>Content</i>	<i>Details</i>
Overview of knowledge management	<ul style="list-style-type: none"><li>▪ Concept</li><li>▪ How do development organizations use the KM practice?</li><li>▪ Why is KM important?</li></ul>
Key Knowledge products	<ul style="list-style-type: none"><li>▪ Types of knowledge products applying by various organizations</li><li>▪ Concept of different knowledge products and their technical know-how</li></ul>
Lesson-learned and best practices	<ul style="list-style-type: none"><li>▪ What? How can lessons be learned or realized?</li><li>▪ Capturing and documenting lesson-learned and best practices</li></ul>
Result reporting	<ul style="list-style-type: none"><li>▪ Approach of capturing and documenting demonstrable results</li></ul>
Implication for knowledge harvesting	<ul style="list-style-type: none"><li>▪ Action plan (individual or group) for knowledge harvesting</li></ul>

- Overview of knowledge management
- Example of key knowledge products and their technical know-how (success stories, case stories, learning, photo documentation, etc.)
- Capturing and documenting lesson-learned and best practices
- Overview of reporting results

After facilitating the training, the applicant must provide a training report as a final delivery.

## 5. Expected outcomes

After the training, it is expected that participants will be able to use a range of knowledge management tools, methods, and techniques to capture, document and disseminate their work effectively. They will also be able to identify the possibility of introducing knowledge management models in their work.

## 6. Responsibility of GNI Nepal

GNI Nepal will be responsible for the overall management of the event as follow:

- Review and provide feedback on the content drafted by the facilitator.
- Provide GNI-related required documents.
- Arrange meetings with experts for the preparation of the event.
- Arrange the venue, including the stationery and supplies required for the session.

- Communicate with the participants for their arrival at the event.
- Make financial payments as per the agreement.

## **7. Budget and Payment Procedures**

The applicant shall propose a **total budget** (including tax) with a detailed breakdown including applicable taxes at the time of proposal submission. The budget covers consultancy fees of thematic experts and other direct costs related to the scope of work.

The total agreed cost will pay in two installments:

- 80% after facilitating the event
- 20% after submission of the event report

Total budget for the consultancy fee is NRs. 1,10,000/- inclusive of all applicable taxes.

## **8. Qualification of Facilitator**

The facilitator must have relevant academic qualifications (at least a master's degree) and sound experience (at least ten years) in facilitating similar events.

## **9. Conflict Resolution and Cancellation of Contract**

- Any disagreements arising during the performance of this assignment, beyond the clauses mentioned in this contract, shall be resolved by mutual agreement between the parties.
- GNI Nepal reserves the right to terminate the contract in the case of poor-quality work, unjustified delays, or negligence towards the conditions of the contract and agreed requirements.
- In case of any fraudulence on the part of the consultant, it will be considered a serious breach of the contract and GNI Nepal holds the right to terminate this contract immediately and seek further legal action.

## **10. Confidentiality**

The applicant shall not disclose or make use of any confidential information relating to GNI, the projects and participants. The applicant should strictly maintain confidentiality during and after the completion of the assignment. Failing to do so will be considered a breach of contract and will be obliged to face legal action.

## **11. Documents need to submit**

- A brief concept note, including the proposed schedule and methodology
- CV of the expert/facilitator
- Financial proposal: detailed budget breakdown including taxes
- Copy of PAN/VAT

- Copy of company registration, tax clearance, VAT registration, and organization profile (if the application is from company)

The proposal should reach the address below **via email or hand delivery** by **13 July 2023** by 17:00 Hrs. (Nepal Local Time). Please, enclose the proposal in an envelope (or subject of email) and mark it "**Proposal for Knowledge Harvesting Training**" and drop it at the following address:

**Good Neighbors International Nepal**

**Ekantakuna-13, Lalitpur**

**Email:** [procurement@gninepal.org](mailto:procurement@gninepal.org)

GNI Nepal reserves all rights to make the final decision regarding the selection of the expert/facilitator without any obligations.