

Terms of Reference (ToR)

PROGRAM DEVELOPMENT CONSULTANT

1. Background:

Good Neighbors International (GNI) is an international, non-profit humanitarian organization established in 1991 and working in 37 countries around the world. It is headquartered in South Korea. GNI has fundraising offices in the USA, Korea, and Japan, and an International Cooperation Office in Geneva. GNI currently implements 318 community development projects (CDPs), covering a variety of areas including rural development, income generation, health, water, sanitation and hygiene, child education, protection, disaster risk reduction as well as advocacy and network building to improve the impact of the projects, thereby benefitting approximately 16.8 million people, including 9.6 million children.

GNI has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Currently, GNI Nepal has been operating its activities in 17 districts.

GNI Nepal is planning to bid the proposals for fund raising in different thematic areas.

2. Objectives of the service:

The main objective of the service is to develop proposals in following areas:

- **Education**
 - Girls Education from Remote Areas
 - ICT in Education
 - Early Grade Reading Program
 - Non Formal Education
 - Higher Education Support
 - System Strengthening at Local Level
 - Vocational Education
 - Education for Mentally Retarded People
 - Improving Quality of Secondary Education
- **Livelihood**
 - Income Generation
 - Cooperative Development

- Micro-enterprise Development
- Value Chain Development
- **Health and WASH**
 - Menstrual Hygiene Management
 - Household based Total Sanitation
 - Adolescent Sexual and Reproductive Health
 - WASH in School
 - Local System Strengthening
- **Child Protection**
 - Reducing Early Marriage
 - Rehabilitation of Street Children
 - Child Friendly Local Governance
 - Local System Strengthening
 - Violence against Children
 - Child Trafficking

3. Scope of the Work:

- Conduct assessment and research as applicable to understand the context.
- Support to develop the project proposals in line with national and international development trend and practices of various donors.
- Strategically analyze plan and policies of Government of Nepal and other donor agencies.
- Debrief the plan and incorporate the required ones in proposals and concept note.

4. Expected Deliverables :

- Concept Note
- Proposal on specific theme.

5. Budget:

The individuals/consultancy firms/organizations shall submit per day cost for concept note and proposal development including applicable taxes at the time of EOI submission.

The individuals/consultancy firms/organizations shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work. GNI Nepal will release 30% of the agreed amount upon signing of the contract. Upon receipt of the final concept note/proposals, GNI Nepal will make the final payment.

6. Acceptance of Proposal:

All rights to accept or reject a proposal, without giving any reasons, shall be reserved with GNI Nepal. If deemed necessary, individuals/consultancy firms/organizations shall be asked for modifications.

7. Management of the Service:

The selected individuals/consultancy firms/organizations shall manage all of the program development related work and be accountable for the timely delivery of the expected quality products.

8. Subcontracting:

The individuals/consultancy firms/organizations shall not subcontract any part without the prior written consent of GNI Nepal.

9. General Qualification of the individuals/consultancy firms/organizations

Public, private, and non-governmental individuals/consultancy firms/organizations registered with an authorized agency of the Government of Nepal and having proven experience in the field of "Program Development" are eligible to apply. Minimum qualification of individual shall be as follows:

- Master Degree (PHD preferred) from recognized university with minimum 10 years of experience in program development with demonstrated track record.
- Substantial experience in development of proposals on aforementioned thematic areas.
- Excellent analytical skills.
- Exceptional written and verbal communication skills with excellent command in English language.

10. Copyright:

Copyright of all of the developed documents will remain with GNI Nepal.

11. Termination of the Contract:

GNI Nepal may terminate the agreement, if the individuals/consultancy firms/organizations commits a breach in the performance or observance of any of its obligations under this ToR. Individuals/consultancy firms/organizations shall be notified in writing seven days prior to the termination of the agreement.

12. Confidentiality:

During the performance of the assignment or any time after expiry or termination of the agreement, the individuals/consultancy firms/organizations shall not disclose to any person or otherwise make use of any confidential information which the individuals/consultancy firms/organizations has obtained or may obtain in the course of the survey relating to partner organization/GNI Nepal, the respondents or otherwise.

13. Documents to be Submitted:

The application shall contain following documents;

A. Price quotation and work time-line

B. Detail of the individuals/consultancy firms/organizations

- Organization profile with relevant experiences
- A copy of company/firm registration
- Organization profile
- A copy of Tax clearance certificate
- VAT/PAN registration
- Audit report
- Any other relevant documents

The EOI should reach the address below via email or post by 28 November, 2016, 17 Hrs. (Nepal Local Time). In case of email, please mention the subject "**EOI, Program Development Consultant**".

Good Neighbors International, Nepal

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Email: eoigoodneighbors.org