

**Terms of Reference (ToR) for
Designing & Developing of Participatory Planning, Monitoring and
Evaluation Training Manual**

Department	Monitoring Evaluation Accountability & Learning (MEAL)
Types of Assignment	Development of Training Manual
Location	Kathmandu
Deadline for Application	Jan 31, 2018
Expected Delivery Date	March 15, 2018

1. Background of the Organization:

Good Neighbors International (GNI) is an international, non-profit humanitarian organization established in 1991 and working in 37 countries around the world. 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.

2. Background of the Assignment:

Through Community Development Project (CDP) and annex projects, GNI Nepal has been working along with 24 implementing partners (NGO) in 20 districts in Nepal. The CDP Project is mainly focused to implement education, income generation, health, water, sanitation and hygiene, child protection, disaster risk reduction as well as advocacy and network building. Through these projects, GNI Nepal has been supporting over 27 thousands children, their family members as well as communities they are residing in. The project intervention modality of GNI Nepal is participatory involving local people in project's planning, resource mobilization, implementation, monitoring and evaluation. For this purpose, GNI Nepal has provisioned Project Management Committee (**PMC**) in each working district, and Community Development Committee (**CDC**) mostly in ward level. Both these committees are formed with the representatives of local people, and these committees are assigned for ensuring the smooth implementation of projects in the district and local level. These local committees are more responsible to involve in planning, implementation and monitoring of GNI Projects in local level.

Similar to these local structures, GNI Nepal is also working with Cooperatives, Income Generation Groups (IGG), Schools, Local Health Institutions, and local formal and informal institutions such as Water Users Committee, Child Protection Committee, etc.

The main purpose of working jointly with these formal and informal institutions is to ensure effectiveness & efficiency in project delivery, ensure accountability & good governance, strengthen coordination & collaboration in local level, and facilitate for democratic representation of project's stakeholders in overall project management process.

Referring to the above mentioned local committees as initiated by GNI Nepal, this assignment is expected to design and develop a specific training manual on Participatory Planning, Monitoring and Evaluation (PM&E) targeting to enhance institutional capability of those local committees. Further, the developed training manual will be used for organizing training programme for enhancing the individual and institutional capacity of local committee for their effective engagement in planning, monitoring and evaluation of GNI Project in local level.

3. Objective of the Assignment:

The overall objective of the assignment is to develop and design a **practical training manual on Participatory Planning, Monitoring and Evaluation** for local project committees of GNI Nepal.

The specific objectives are:

- Review and assess the GNI Project development and implementation process as well as role & responsibility of local formal & informal committees
- Identify & define the contents of training manual
- Prepare a practical training manual on PM&E targeting to deliver training for local committees

The training manual will be a simplified and practical tool that covers a variety of participatory methods relevant and adaptable to the themes of GNI Projects and working approaches. Additionally, the manual will present an easy to use reference with a step-by-step and practical instructions in how to apply the various participatory methods, with further summary notes regarding when to apply the methods, how to organize the sessions, how to capture the information, and advantages and limitations of the methods, etc.

4. Expected Deliverables:

- A Specific and practical 3 days training manual (both in English & Nepali Language) on Participatory Planning, Monitoring and Evaluation targeting to delivery training programme for local committees of GNI Projects

5. Duration of the Assignment:

This assignment may require estimated 15 working days as follow:

SN	Major tasks	No of Days
1	Review the GNI project Documents	3
2	Designing the draft Training Manual	9
3	Sharing the draft manual to GNI Staffs	1
4	Feedback incorporation to draft manual	4
5	Final design and translation	3
	Total days	20 days

6. Budget:

The consultant/firm shall submit a total budget with detailed breakdown including applicable taxes at the time of proposal submission. The budget covers consultancy fees including all applicable tax.

GNI Nepal will make payment in two instalments;

- **First instalment:** 30 % of the agreed amount upon contract and inception report
- **Second instalment:** 70% of the agreed amount upon submission final Manual

8. Management of Assignment:

The selected consultant/firm shall be accountable to manage the assignment as suggested by the ToR; and further accountable for the timely delivery of the quality products. Responsibilities of consultant/firm and GNI Nepal will be as follows:

The role of consultant/firm:

The consultant/firm shall

- Coordinate with GNI MEAL Department and acquire the relevant information/reports for the assignment.
- Assess and analyse GNI Project Operation & Management System including project design, implementation, monitoring, and evaluation procedures.
- Assess and analyse the structures, and roles & responsibilities of local committees as initiated by GNI Project.
- Draft and share a specific training manual as expected throughout the objective of the TOR for enhancing capacity of local committees.
- Undertake consultations with key GNI Staffs for inputs and approvals

- Produce a final training manual incorporating feedbacks from GNI key Staffs.

The Role of GNI Nepal:

- Provide information/reports/documents as per the objective of assignment
- Involve in meeting as planned by consultant/firm
- Provide timely feedback/suggestion to consultant/firm
- Make payment on timely basis as per agreement.

9. Confidentiality:

During the performance of the assignment or any time after expiry or termination of the agreement, the consultant shall not disclose to any person or otherwise make use of any confidential information which the company/firm has obtained or may obtain during the project relating to partner organizations and GNI Nepal. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of GNI Nepal.

10. Intellectual Property Rights:

All data/information pertaining to this assignment belonging to GNI Nepal, which the consultant may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the GNI Nepal who shall have exclusive rights over their use.

The copyright of the entire outputs/deliverables/products under this ToR will belong to GNI Nepal.

11. Termination of the Contract:

GNI Nepal will terminate the contract if the consultant commits a breach in the performance or observance of its obligation under this ToR. The consultant shall be notified in written form within a week prior to the termination of the agreement.

12. General Qualification of the Consultant/Firm

A registered firm/ company or individual consultant can apply for the assignment. The consultant shall have at least master degree in social science, development studies and other related field and have extensive experiences (more than 5 years) on designing training manuals, training references books, and conducting trainings on development themes. The working knowledge and competency on participatory planning, monitoring and evaluation will value add for the assignment.

13. Proposal Submission Process:

The interested individual consultant/firm shall apply for the assignment with indicating the **technical and financial proposal** in a single envelop to the GNI Office as mentioned in the below. The technical proposal should be maintained with working approaches, contents of proposed training manuals, work plan and team composition with their CV. Similarly, the financial proposal should be details of budget breakdown including the applicable tax.

The proposal should include with the following documents:

In case of firm/company:

- Company/firm profile with relevant experience
- CV of team leaders & members
- A copy of firm/company registration with renewal document
- A copy of VAT registration
- A copy of tax clearance
- Audit Reports (at least 2 FY)
- Other relevant documents

In case of individual consultant:

- CV of the consultant team
- Copy of PAN Registration
- Other relevant documents

[Note: *the GNI Nepal will not be responsible to provide insurance and other hidden costs for consultants*]

14. Acceptance of Proposal

All rights are reserved with GNI Nepal either to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

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The technical and financial proposal should reach the address below via courier/ hand delivery and/or e-mail by **31 January 2018**, 17:00 hrs (Local Time). The application can be forwarded via email to eoig@gninepal.org or dropped to the following address. Please, enclose the application and proposals in an envelope and mark it "**Consultant Service for Developing Training Manual**"

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