

Safer Migration Project (SaMi)

HELVETAS Swiss Intercooperation Nepal

Terms of Reference (TOR) for the CONSULTANCY SERVICES for Management of selection process for partner organizations in three districts

1. Background

HELVETAS Swiss Intercooperation Nepal with the financial support from Swiss Agency for Development and Cooperation (SDC) is implementing the Safer Migration (SaMi) project. SaMI is presently operational in Kathmandu and in two districts (Khotang and Sarlahi), but is planning to expand in three more districts: Kailali, Nawalparasi and Ramechhap. SaMI works through district based organizations. In each district, SaMI works with 2 local organizations. One of them is in charge of the Information and Counseling Center (ICC) about the migration process and related outreach activities and the other NGO is in charge of information activities about migration in schools and activities related to the media.

The district based organizations in the new districts, i.e. Kailali, Nawalparasi and Ramechhap, will have to be selected through a tender. The consultant will be managing this selection process.

2. Objectives of the Assignment

The main objective of this assignment is the selection of 6 NGOs, i.e. 2 in Kailali, 2 in Nawalparasi and 2 in Ramechhap.

The selection process is planned as follows:

- a) Orientation of district stakeholders (i.e. local government, NGOs, media) about the project and its mandate and about the planned selection process. During the orientation visits which will be undertaken by SaMI, the representative of the local government for the selection committee will be identified
- b) Preparation of tender papers
- c) Publish add in local newspapers/media and two national papers
- d) Shortlisting of NGOs in Kathmandu
- e) Final selection in the districts

3. Roles and Responsibilities

The consultant has the overall responsibility for the management of the selection process. The consultant will prepare the process and all related documents and activities in close cooperation with the SaMI Team Leader or her representative. The consultant will have the following responsibilities:

- Prepare a realistic time plan for the full assignment
- Prepare the tender papers, including TOR and selection criteria for the 6 NGOs (3 NGOs to run the Information Center and related activities and 3 NGOs to conduct school programs and media activities).
- Publish invitation to submit proposals in two national dailies and in major local media; manage the publication of the adds in the districts. Ensure that the relevant documents, i.e. TOR and guidelines for the submission of the proposal is

available/accessible to interested parties in the districts. The adds have to be approved by SaMI before publication

- Short list the applicants according to selection criteria
- Finalize short listing together with SaMI and with the selection committee members in the districts
- Organize final selection process in the districts
- Participate in final selection process in the districts

The responsibility of SaMI is to provide information about the tasks of the organizations to be selected, the tender guidelines of HELVETAS and the contact details of the selection committee member from the districts. SaMI will provide feed-back on all documents necessary for the process.

4. Outputs of the Assignment

The consultant will produce the following outputs:

- Tender documents
- Published Invitation to submit proposals
- Shortlists of applicants for all three districts
- Schedule and organize district visits and meeting arrangements for all three districts for final selection
- Short report on lessons learnt

Each output will be finalized in consultation with SaMI.

5. Required Qualifications of the Consultant

- Proven experience with selecting implementing organizations in the districts
- Excellent writing skills in Nepali and English

6. Timeline

The timeline for this assignment is 1 October – 30 January 2014.

7. Payment

The payment for this assignment will be based on the number of days required:

- 20% after signing of agreement
- 50% after shortlisting of candidates
- Remaining amount after the submission of the final report.

9. Basic Documents Required:

In order to be considered for this assignment by SaMi/HELVETAS, the following basic documents need to be submitted by interested persons/organizations along with their letter of interest (LoI)

- I. Technical and Financial Proposal including Letter of Interest (LoI)
- II. Bio-data of key persons involving in this assignment
- III. Copy of documents/materials with evidence of engagement and or successful completion of similar initiatives in the past; reference from other clients
- IV. Copy of VAT registration certificate
- V. Tax clearance certificate of last fiscal year
- VI. Detail contact address including telephone, mobile, fax, street and postal address, email etc.
- VII. In case of organizations-copy of firm registration with updated renewal, details of founder members, copy of Article of Association & Memorandum and any other relevant documents
- VIII. Financial Audit Report of last 2 fiscal years

11. Major Components for Technical and Financial Proposal

a. Technical Proposal

- Background
- Past experience and engagement in similar assignments
- Short description of methodology: what will you do how?
- Number of days required for the tasks

b. Financial Proposal

- Cost on per day basis
- Travel costs for the final selection process in 3 districts
- Any other administrative/logistic costs relevant for the completion of the assignment
- Total costs for the assignment

12. Submission and Acceptance of Proposal

Interested individuals/organizations are requested to submit their detailed Technical and Financial Proposal in a sealed envelope to SaMI, Sanepa 2, Peace Lane 1, Lalitpur. The proposals not meeting the requirements mentioned in this ToR including all supporting documents will not be considered for the evaluation.

SaMi/HELVETAS reserves the right to reject any or all the proposals submitted if they are not found to be satisfying the demand.

The decision made by SaMi/HELVETAS for awarding and or rejecting the proposals submitted for this assignment will be final.

Approval

Cleared by:

Approved by: