

CARE Nepal

Terms of Reference (ToR)

to prepare a country specific approach and strategy paper including recommendations for scaling and sustaining HPP initiative

Background

CARE is an international relief and development organization. CARE began working in Nepal in 1978. It has been supporting the most vulnerable communities of Nepal to fight poverty and social injustice while providing capacity to empower communities both in policy and economic aspects over the last four decades. It is one of the key development actors in Nepal providing aid, relief and response in different scale of emergencies caused by various natural and non-natural disasters such as storm, flood, landslides and earthquake. CARE Nepal works closely with a vast network of donor's development actors, government entities, academia research institutes, NGOs and civil society actors. From working around disaster risk reduction and humanitarian response to sexual reproductive health to mobilizing male influencers for gender equality, preventing gender based violence, establishing mother networks to mobilizing clubs for issues related to adolescent girls, livelihood trainings, and awareness on sanitation, increased access to natural resource, and access to safe drinking water to nutrition security initiatives, CARE Nepal works around varied humanitarian spectrum. CARE has zero tolerance towards any forms of GBV, sexual harassment, fraud and believes strongly in equality, diversity and inclusion.

CARE Nepal has been working through a Humanitarian Partnership Platform (HPP) model to reinforce the role of local partners in disaster preparedness and response. The approach extends beyond simply engaging with local organizations for disaster preparedness and response to building local voice and leadership through representation and participation of CSOs representing at-risk populations across all phases of the DRM cycle. The platform aims to cultivate and foster enduring capacities, relationships, and mobilizing local and national networks beyond any specific project timeframe. The platform supports its members to develop their agency through knowledge, skills and institutional capacity strengthening in the areas of disaster preparedness and response by assisting them in preparing fit for purpose policies and gender response and inclusive Emergency Preparedness Plans (EPP). Additionally, the platform convenes the partners to unite for coordinated response actions and collective advocacy for gender responsive and inclusive response in order to ensure that concerns of marginalized and vulnerable communities are addressed in provincial and local level response plans. The HPP architecture is intended to be an extensive network of diverse actors at the local level. It is different from the existing humanitarian cluster as it has representation from wider actors such as legitimate CSO networks, women, adolescents and youth groups; private sector and media. CARE Nepal strongly believes in localization of humanitarian response hence has introduced some concentrated efforts to strengthen institutional capacities (policies, planning, structure, coordination and operation) for transforming an existing vibrant CSO platform into an independent secretariat. This will contribute in filling the gap of strong local network of diverse humanitarian actors essential for localizing humanitarian response.

Objective:

The general objective of this assignment is to prepare a country specific approach and strategy paper of HPP initiative by reviewing major achievements, learnings and gaps challenges and recommend for resourcing and revenue generation so that a self-driving mechanisms can be created for **scaling and sustaining** it. The specific objectives are as follows.

- The consultant will lead and facilitate different sessions with CARE Nepal and partners to develop a country-level strategy to strengthen humanitarian partnerships with local organizations
- Facilitate several sessions with the HPP partners to help articulate the HPP business model in Nepal, including reviewing the financial model to ensure the sustainability of the HPP and provide recommendations on the models' financial viability and sustainability Working with partners and CARE team, the consultant will help drafting the country level change management plan, i.e., identify the necessary changes that CARE and partners need to take to ensure the effectiveness of the HPP model.
- The consultant will help develop the following materials after consultations and sessions with the HPP partners: articulate the Importance of the HPP and its differentiated value, rough timeline of CARE's activities with partners, partner's capacity Map (Strengths of the Members), HPP Governance Structure
- Produce a strategy paper and a 2 pagers pitch for donors on the HPP model including its objective, value add, and business model

To analyze the effectiveness of the HPP to promote localization, locally-leadership for preparedness and response and delivering efficient and effective principled humanitarian response To recommend the different pathways that CARE and HPP member partners need to consider to scale the HPP model and further strengthen its legitimacy among donors, governments and other stakeholders

Study site:

HPP working area in Nepal primarily western Terai (Banke, Bardiya, Kaillai and Kanchnapur)

Methodology and Scope of Work:

The study will be based largely by reviewing existing HPP documents, reports, assessments and different actions and initiations taken by HPP partners. However, the information will also be triangulated through primary data collected from the field by consulting and facilitating workshops with HPP partners. The consultant is expected to develop appropriate method and tools and checklists of questionnaires to accomplish the given objectives provided under Section 2 in consultation with DRR and GiE team. Followings are the major steps to be followed by the consultant.

- a) Secondary Data Collection:** The consultant will conduct a review to extract required information on CARE Nepal's overall approaches and interventions related to HPP efforts, relevant documents on HPP and action plan with its achievements, preliminary finding report and other relevant documents generated particularly from CARE Nepal's DRR & GiE program. Additionally, consultant will also review the policy landscape on DRR and Humanitarian architecture to identify the policy opportunities to scale the HPP model
- b) Primary Data Collection:** Considering the context the consultant will develop appropriate method and tools for collecting information from the field including virtual meetings/key informant's interviews (KIIs) with CARE Nepal's staffs (ACD PQ, DRR and Humanitarian Program Coordinator, Scale and sustainability advisor, Partnership manager, GiE specialist and other relevant sector leads) and representatives of HPP partners. This will be mainly done to address any gaps in the secondary information and/or to validate selected statements/evidences given in the secondary information. The consultant also have to conduct the workshops or consultation meetings **to prepare a country specific approach and**

strategy paper of HPP including recommendations for resourcing so that a self-driving mechanisms can be created for scaling and sustaining it.

- c) Information analysis and draft report:** Consultant will analyse both primary and secondary information to draft the approach paper. The consultant will work closely with CARE Global Humanitarian Partnership and localization team and international consultant in shaping the approach and strategy paper. The draft report will be shared with CARE Nepal team for the feedbacks.
- d) Finalization of Report and submission:** Final report development with incorporating feedback of CARE Nepal will be submitted to CARE Nepal

Key deliverables

- Inception report including study framework, methodologies and reporting format/content
- Final report in English language (hard and soft copy)

Timeframe and schedule

This assignment is expected to take 25 days (maximum). The assignment need to complete within two months within 2nd week of June 2023. Consultant should submit a detail timeframe for carrying out this task based on the scope of the work and deliverables. The consultant is expected to strictly follow the time-line and complete work on time.

Sn	Details	Timeline	Remarks
1	Review of HPP document	17 th April 2023	
2	Preparation and submission of inception report	21 st April 2023	
3	Collection of primary and secondary data, Meeting with HPP members and KII with CARE program team	10 th May 2023	Work closely with international consultant for drafting to tools, governance and self financing model
4	Preparation of draft report	21 st May 2023	draft a report working closely with international consultant
5	Review of draft report	30 th May 2023	
6	Preparation of final report	10 th June 2023	

Total working days: 25

Role and Responsibilities

CARE Nepal:

The focal point from CARE Nepal for this task will be responsible to:

- Coordinate meeting with consultant, CARE Nepal team members as per requirement
- Provide relevant documents to review and build clarity on required work.
- Review the methodology proposed by consultant and provide feedbacks
- Coordinate with HPP member partner, to support to the consultant
- Establish coordination with international consultant and CARE Global Humanitarian Partnership and localization team
- Provide technical and conceptual support while finalizing different possible knowledge products with different stakeholders in mind and also in finalizing the report/products.
- Ensure timely payment

Consultant:

- Review the relevant documents provided by CARE and its partners related to HPP initiative
- Collect the required primary and secondary data mentioned in scope of work
- Work with international consultant to provide the information as per the national finding to finalize the strategy.
- Prepare the draft report working closely with international consultant based on national findings
- Work with HPP partner and develop governance models and self financing model in the spirit of localization to sustain and scale across the geography
- Prepare the final report incorporating the all feedbacks
- All the cost of the study will be done by consultant

Qualification and Competency of the consultant

- Over 10 years of experience in developing strategy, program review, carrying out research, and process documentation with excellent English writing skills.
- 5 years of work experience in the field of Humanitarian and DRR context
- More preferences will be given to candidate holding Master's Degree in Gender studies, women development or other relevant subjects.
- Sensitive towards caste, religion, gender, culture, social exclusion and respect to the diversity
- Should have similar work experience with INGOs and familiar with GESI advocacy and women/girls empowerment work.

CARE Contact Person

The primary reporting and contact person will be Suraj Shrestha, Coordinator, DRR and GiE.

Logistic Support

Consultant herself/himself is responsible for all necessary logistics and its associated cost

Payment Modality

40% of payment will be paid after approval of Inception report and remaining payment will be paid after the satisfactory completion of work. Tax will be deducted as per the Government rule.

Proposal submission deadline

The interested and qualified consultant must submit their technical and financial proposal, including legal documents (registration & tax clearance in case of consulting firm and VAT registration card) and CV by **COB dated 7th April 2023** via email address: **npl.carenepal@care.org**

Evaluation and Award of Consultancy:

CARE Nepal will evaluate the proposals and award the assignment based on technical (70%) and financial (30%) criteria. CARE reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, highest or any bidder