



## **Terms of Reference (ToR) for an Impact Study of SOS Children's Villages Nepal's 50 Years of Services**

### **1. INTRODUCTION:**

This Terms of Reference serves as a formal request for proposal from the Research organizations and/or Consultancy Firms, who are interested to conduct an impact study of SOS Children's Villages Nepal (SOS CV Nepal)'s 50 years of services towards the welfare and development of targeted children and families in Nepal. The study is expected to generate feasible information for SOS Children's Villages Nepal to continue and expand its services based on the findings. Details regarding SOS CV Nepal's interventions, content of the proposal and submission procedures are explained below.

SOS Children's Villages International (SOS CVI) is a child-centered development organization that has been active in the field of child care, child protection and child rights. It is committed to children's needs and concerns without religious and political affiliations. The mission of SOS CVI is to build families for children in need, help them shape their own futures and share in the development of their communities.

The first SOS Children's Village was founded by Prof. Hermann Gmeiner in 1949 A.D. in Imst, Austria with the motive to help children in need, who had lost their homes, families and security as a result of the Second World War. SOS Children's Villages pioneered a family approach to the long-term care of children without parental care and has been operating in 136 countries and territories since then. As the largest, non-political, non-denominational child welfare organization in the world, SOS CVI offers an effective alternative care through its services to the children and families. It is working towards the provision of family like alternative care and strengthening families for the children who are deprived of parental care or at the risk of losing parental care and living in vulnerable circumstances. SOS Children's Villages International's 2030 Strategy, primarily focuses on seven broad key areas to ensure innovative and creative approaches in order to achieve sustainable goals through practical measures such as:

1. Innovative Alternative Child Care
2. Strengthen Families
3. Empower Young People
4. Advocate for Children
5. Create a Movement by Mobilizing People for Quality Childcare
6. Simplify SOS
7. Invest for Funding Growth

All these strategic initiatives are focused on the welfare and development of targeted children.



### **1.1 Overview of the SOS CV Nepal's Interventions**

SOS Movement in Nepal started with the visit of Prof. Hermann Gmeiner to Nepal in 1968 AD to explore the possibility of establishing SOS Children's Village in Nepal. In 1970, sites were selected for SOS Children's Village Sanothimi, the first SOS Children's Village in Nepal, and the foundation stone was laid in 1971 A.D. The first group of SOS Mothers were selected in the same year and late Mrs. Edith Pohl from SOS Children's Villages International took the keen initiative to train the SOS Mothers and start the very first family houses in 1972 A.D. Likewise, SOS Hermann Gmeiner School Sanothimi, the first SOS Hermann Gmeiner School in Nepal, was established in 1973 A.D. Since its establishment, SOS Children's Villages Nepal expanded Children's Village in ten locations and SOS Hermann Gmeiner School in seven locations. Currently, SOS CV Nepal has been providing effective alternative care services to the children and families through its various programs such as SOS Family Care (SFC), Family Strengthening Program (FSP), Youth Care (YC), Education (EDU), Employment and Entrepreneurship training (EET) and Care Training (CT).

#### **SOS Family Care Program (SFC):**

SOS Children's Villages believes that every child has the right to grow up in family of origin with love, respect and security. SOS CV provides a loving home, where a child lives together with an SOS mother, brothers and sisters in a loving family. This service falls under the SOS Family Care (SFC) Program, through which targeted children receive individualized care, support and quality education for a long-term until they become self-dependent. In Nepal, there are 11,350 children and young people receiving care services from 489 childcare homes at present. Among them, SOS CV Nepal is taking care of 1942 (1137 children + 805 young people) children and young people through dedicated SOS mothers, aunts and co-workers. This number is the 17% of the total service receivers of childcare homes in Nepal. With this reference, SOS CV Nepal can claim itself to be the country's highest contributor in the sector of Family Like Care.

#### **Youth Care (YC) Programme:**

SOS Children's Villages Nepal is supporting youths grown up in SOS families and living semi-independent life at Youth Care Program through various initiatives to help them prepare for the job market and increase their employment prospects. When children reach sixteen years of age or appear Secondary Education Exam (SEE), they move to SOS Youth Care or rented rooms where they live a semi-independent life. They are enrolled in colleges and universities, attend training and workshops to learn new skills and hone their existing ones in order to become



independent in their lives. The young people cook for themselves, maintain hygiene and sanitation and manage their day-to-day activities. Currently, 805 young people are under the care of SOS Youth Care. (as of May, 2021)

### **Family Strengthening Program (FSP):**

SOS CV Nepal is implementing Family Strengthening Program (FSP) in 11 locations of Nepal to support vulnerable families with a view to keeping families intact and preventing child or family separation. Among these 11 Family Strengthening Programs, two are Community Based Family Strengthening Programs. The main objective of the Family Strengthening Program is to create a favorable environment for children in the verge of losing parental care to grow in their root family with quality care and development opportunities. For this, SOS CV Nepal works with the target families in the communities to prevent child-family separation, who have been facing extreme difficulties for survival. SOS CV Nepal firmly believes that preventing family breakdown helps to contribute to the Sustainable Development Goals (SDGs) in key areas such as poverty, health, child protection and decent work. Key intervention areas of FSP include family development plan; parenting and counseling; livelihood support; mental health and psychosocial support; child safeguarding; education support; community partnership, etc. There are total number of 3,122 families in FSP including children in Kinship Care Program. Among these, 900 FSP families fall under extremely vulnerable category in terms of their social and economic status. These extremely vulnerable families are relying on labor work, agriculture, small business, factory worker, mechanical sector, private job etc. for their survival. Total number of FSP beneficiaries including targeted children, their siblings, primary and secondary caregivers is 9352 and 467 children are in Kinship Care (as of May, 2021)

### **Education Program (EDU):**

SOS CV Nepal has been successfully running Hermann Gmeiner Schools (HGS) in Nepal, which offer quality education to the children under the care of SOS Children's Villages and the surrounding communities. At present, seven Hermann Gmeiner Schools in Nepal follow the national curriculum of the Government of Nepal. These schools also offer scholarship assistance to the students whose families cannot cover the education cost of their children, without which, these children would not have access to quality education in their entire life and become resourceful and globally competitive individuals.

Every Hermann Gmeiner School is regarded as a model school in the respective cities and in the country as a whole. These schools put major focus on academics and character building of the



students. In addition, due importance is given to learning beyond classrooms, critical thinking and inculcating humanitarian values in children. These schools work to promote gender equity, social inclusion, social justice, non-discrimination and ecological awareness for sustainable development. Respective SOS Children's Villages are successfully running Hermann Gmeiner Schools in Bhaktapur, Pokhara (one in Rambazar and another in Gharipatan with extension in Chhorepatan), Surkhet, Itahari, Kavre and Bharatpur. These HGSs are offering pre-primary to higher-level education to 5434 students at present. In the year 2018 and 2019, SOS Hermann Gmeiner School Sanothimi and Gandaki respectively bagged the best school award from the Government of Nepal in Institutional Category.

### **Employment and Entrepreneurship Training (EET)**

SOS promotes the employment and entrepreneurship training in different field for young people to help them compete in the global job market. SOS has a Vocational Training Centre (VTC) in Pokhara, which provides vocational training to the young people from SOS Youth Care, SOS Children's Villages and the surrounding community to equip them with the skills they require for secure reliable employment. The VTC was established in 1982 and it has been continuously providing capacity building opportunities to target beneficiaries in the sectors of carpentry, welding, electronics, computer, automobile, secretarial services, etc. through experienced instructors with syllabus designed to meet the demands of job markets. The young people from SOS Youth Care Program, Family Strengthening Programme and disadvantaged young people from surrounding locations are the key target of the training program. Likewise, the VTC also provides job opportunities through possible collaboration with like-minded organizations. In the past, there were two vocational training centres in Nepal, viz. SOS Vocational Training Centre Pokhara and SOS Ceramic Training Centre Sanothimi. At present, SOS Vocational Training Center Pokhara is operational.

### **Care Training (CT)**

Care Training (CT) of SOS CV Nepal has been conducting different programs related to community mobilization to make a lasting impact in the lives of children, young people and their families. For this mission, SOS CV Nepal has its National Training Center (NTC) in Panauti, Kavre, which is operational since 2003 through a dedicated team, well-equipped training halls and accommodation facilities. NTC conducts different programs for young people, co-workers including teachers and care professionals aiming to teach new skills and hone their existing ones in relation to their professional development. Interventions of NTC provide knowledge and skills for community facilitation and mobilization. The knowledge and skills gained by co-workers

benefit the target beneficiaries. NTC also organizes Basic Mothers' Training for newly recruited aunts. After three months of theoretical training, the trainee aunts are placed in different villages for nine months of practical training. This helps to develop newly trained young mothers to replace the retired mothers efficiently. Similarly, training to the village and youth counselors helps to equip them with good knowledge and skill to provide quality care, and support to the children and young people. Likewise, NTC also conducts various training and skill development programs for caregivers and administrators of different childcare homes in Nepal. The main objective of such events is to assure quality care services to the children living under their care programs.

## **1.2 Timing of the evaluation**

The impact study has been planned to conduct between October and December 2021.

## **2. OBJECTIVES OF THE IMPACT STUDY:**

### **2.1. Overall objective**

The overall objective of the Impact Study is to assess the 50 years of interventions of SOS Children's Villages Nepal, especially its major program areas viz. SOS Family Care (SFC), Youth Care (YC), Family Strengthening Program (FSP), Education (EDU), Employment and Entrepreneurship Training (EET) and Care Training (CT).

### **2.2. Specific objectives**

- To assess the changes and impact of program interventions on the target beneficiaries, groups and communities.
- To assess the outcome and effectiveness of the program interventions.
- To identify the areas of successes and improvements.
- To explore the possibilities of sustaining program achievements including collaboration/coordination with government partners and stakeholders.
- To measure the success of current organizational policies and programs as well as potential risks and opportunities for improvement.
- To make recommendations for future programming of current interventions.

### **2.3. Desired results**

- Analyze the overall program design, results chain, strategy and methodology.
- Draw conclusions, make recommendations, and areas of improvements in implementation of the program on the following five aspects:
  - A. Effectiveness:** Achievement status of program objectives and targets.



- B. Relevance:** Program focus on target group, addressing the need of program beneficiaries, addressing the need of other stakeholders or wider policy, program's focus on addressing underlying causes of problems.
- C. Efficiency:** Relationship between inputs and results and its relevance, cost- benefit ratio, economic use of individual resources, use of alternatives for reaching the result, availability of competent human resources.
- D. Sustainability:** How likely is it that outputs supported by program intervention will be sustained? If SOS CV has to stop funding, how the program interventions can be continued?
- E. Impact:** Positive and negative changes produced by program intervention.

### **3. WORK PLAN:**

The work plan/ methodology shall be formulated by the selected Research organization/ Consultancy Firm, incorporating suggested stages mentioned below.

#### Stage 1: Prepare

The Research organization/ Consultancy Firm undertakes a desk study analyzing all documents related to the program, context, and partners involved in implementation. The Research organization/ Consultancy Firm also discusses and finalizes preparations for the field evaluation: identify key informants; mobilize resources; and finalize TOR and field visit schedule.

#### Stage 2: Conduct

The Research organization/ Consultancy Firm holds preliminary discussions and interviews with key informants from SOS CV Nepal's National Office and key program implementers. The fieldwork consists of workshops with key SOS personnel, beneficiaries, and partners that encourage open exchange of views about the program. The Research organization/ Consultancy Firm gathers values for the indicators identified in the log frame and Monitoring tools and other key statistics. The Research organization/ Consultancy Firm drafts the report based on the discussions and data.

#### Stage 3: Submit findings

The Research organization/ Consultancy Firm submits the first draft report(s) in accordance with the given report format to SOS CV Nepal no later than seven calendar days after the Research organization/ Consultancy Firm's return from the field. SOS CV Nepal provides comments and the Research organization/ Consultancy Firm submits the final draft to SOS CV Nepal no later than seven calendar days after the receipt of comments. Following the completion of Impact



Study, a one-day workshop will be organized to discuss observations and findings of the Impact Study with relevant key informants.

#### **4. REPORTING CRITERIA:**

Findings of the study will be presented in the form of Impact Study Report in English language. The final report should be provided in the form of both electronic copy and hard copy. All confidential information should be submitted in a separate document to protect the confidentiality of participants.

The report format below must be strictly adhered to the topics mentioned below:

1. Cover Page
2. Executive Summary of the study
3. Introduction
  - Description of the distribution of roles and responsibilities in the study team.
  - Short description of the study objective/s, methodologies, overall analysis process, limitations and challenges
  - Description of the legal and policy framework, which the study has analyzed.
  - Description of the involvement of stakeholders.
4. Basic country information
5. Country legal framework:
  - National strategy related to social reform, service delivery, childcare reform, child protection, children and young people, family support, demographic development, etc.
  - National strategy in the sectors of SOS CV Nepal's interventions.
  - Government's priorities in social welfare to ensure family care and development of children and young people (services for children without parental care, services to prevent family breakdown, services for education and health for children and young people's development, etc.)
  - Implementation practice of national strategy by federal, provincial and local government.
6. Findings of the Study
7. Conclusion and recommendations
8. Annexures:
  - List of persons interviewed and sites visited
  - List of documents consulted and secondary data used
  - Data collection instruments
  - Evaluation matrix

- Success stories
- Power point presentation of the main findings and recommendations
- Pictures of the evaluation process, etc.

#### **5. REQUIRED SKILLS FOR THE RESEARCH ORGANIZATION/ CONSULTING FIRM:**

- A well-established Research Organization/Consulting Firm of Nepal with excellent knowledge and robust experience in the areas of evaluation of programs related to child development, youth development, education, child safeguarding, livelihood promotion and project management.
- Competent in personnel management and field management skills to organize large scale assessment of the development sector.
- Well-versed in data analysis and report writing skills.
- Have proven proficiency in English, Nepali and local dialect, and a thorough understanding of the cultural values with the team leader along with field researchers.
- Able to respect the mutually agreed time line at each stage and all through the processes as per mutually agreed work plan.
- Ability to handle issues of sensitivity while dealing with children, young people and other beneficiaries in the field.
- The Research Organization/ Consulting Firm has to ensure dedicated time period (from commissioning to the final report submission) with committed team members, who will be fully engaged and available in the assignment period.

#### **The criteria for selection are:**

- **Method:** The proposed method for the impact study is suitable.
- **Timetable/work plan:** The timetable/work plan is realistic and meet the needs of the program.
- **Cost:** The cost of the proposal is reasonable and feasible, given the other aspects of the proposal.
- **Experience:** The training and experience of the consultants in the impact study

#### **6. TIMETABLE:**

The evaluation shall begin in October 2021 and the final report should be submitted as per agreement with SOS CV Nepal.



## **7. PROPOSAL SPECIFICATION:**

The Research Organization/Consulting Firm will have to submit a competitive technical proposal and the financial proposal.

**7.1 The Technical Proposal** should demonstrate knowledge and understanding of the tasks set forth above as well as the candidate's capability and capacity to perform the assignment. The following information should be provided in the technical proposal:

- A complete description and explanation of the proposed methodology for the Assignment (work plan)
- Time-line (Estimated days for preparation and completion)
- Staffing, names and qualifications of allocated personnel (if required) along with team leader
- Any other resources that the Research organization/ Consultancy Firm will make available to execute the assignment and achieve the objective.

**7.2 The financial proposal** should be submitted in Nepalese Rupees (NRs) in the format normally used by the Research organization/ Consultancy Firm. It must provide sufficient detail to allow cost comparison and assessment. The Research organization/ Consultancy Firm must, at least, specify the cost of

- Consultant fees
- Per diem
- Travel/transportation
- Other direct costs

The total cost presented in the proposal should include all applicable government tax.

These are minimal specifications. Detailed budgets with clearly defined and descriptive cost notes are highly recommended. The financial proposal of the selected Research organization/ Consultancy Firm will be reviewed during contract negotiations to determine the final contract price. The contract will be drawn up during the negotiation stage.

Apart from the technical and financial proposal, following documents should be submitted along with proposal.

- Registration Certificate
- Tax Clearance Certificate
- Firm Profile
- Bio-data of Key Consultant/s



## **8. TERMS OF PAYMENT:**

- First instalment of 30% will be paid after receiving the Inception Report along with detail work plan and schedule.
- Second instalment of 40% will be paid after the submission of the Draft Report.
- The final instalment of 30% will be paid after the submission of satisfactory final report, incorporating all comments/inputs provided by SOS CV Nepal's team. Other documents/materials required for the final payment include all soft and hard copies of documents and reports collected from SOS, data-base sheet prepared for the study in all formats, audio-video records, transcripts, PPTs on final report and the summary report of dissemination workshop.

*(Note: All payments are linked to specific deliverable as per the existing policies of SOS Children's Villages Nepal and the payment will not be made to Research Organization/Consulting Firm without satisfactory deliverable/s.)*

## **9. CHILD SAFEGUARDING / PROTECTION POLICY:**

As a mandatory requirement, the Research Organization/Consulting Firm need to sign and adhere to SOS CV Nepal's Child Safeguarding/ Child Protection Policy and Code of Conduct.

## **10. APPLICATION PROCEDURE:**

Interested Research Organization/ Consulting Firm who meet the above requirements should apply by submitting:

- Cover Letter
- Technical and financial proposal as mentioned in the above section
- Curriculum Vitae of team members
- Legal document of company registration
- At least one abstract of similar previous work

It is expected that the Research Organization/Consulting Firm has read well and understood the objective/s of the work, proposal evaluation criteria and requirements for proposal submission.

Selection of Research Organization/Consulting Firm will based on technical and financial assessment of the proposal as outlined above. Detailed technical and financial proposals must be submitted in English language. Proposal should be submitted in hard copy at the National Office of SOS Children's Villages Nepal, Sanothimi (Bhaktapur) or the soft copy by email to [procurement.soscv@sosnepal.org.np](mailto:procurement.soscv@sosnepal.org.np) before 29 September 2021 (5:00 pm).