

TERMS OF REFERENCE

NDI NEPAL - NITI SAMBAD PROJECT - NATIONAL ORGANIZATION/FIRM TO IMPLEMENT A PROJECT ENTITLED 'INFORMATION CAMPAIGN ON CLIMATE CHANGE AND GOVERNANCE IN NEPAL'

Founded in 1983, the National Democratic Institute for International Affairs (NDI) is a nonprofit, nonpartisan organization working to strengthen and expand democracy worldwide. NDI works with democrats and democratic institutions in every region of the world to build political and civic organizations safeguard elections and promote citizen participation, openness and accountability in government. Headquartered in Washington, DC, NDI maintains offices in over 55 countries on five continents. Its diverse workforce of employees from 55 countries is united in the belief that democracies promote economic growth and development more consistently and equitably than non-democratic political systems. NDI's office in Nepal has been operational since 1996 and has since collaborated with the Parliament, political parties, government agencies, and civil society.

NDI-Nepal is seeking proposals from eligible Civil Society Organizations (CSOs)/private firms to jointly implement a project titled 'Information Campaign on Climate Change and Governance in Nepal'. The main purpose of this project is to raise awareness on the impact of climate change in Nepal and advocate for climate governance along with political accountability on climate governance at all levels of government in close collaboration with the Ministry of Forests and Environment.

This Terms of Reference (ToR) outlines the basic Scope of Work for a national organization or private firm to implement the project from March to July, 2022 to support NDI Nepal under the USAID funded Niti Sambad ('Policy Dialogue') Project.

Responsibilities

Scope of the agreement:

NDI Nepal will partner with a local CSO or Private Firm that focuses on climate change, green economy and sustainable development to implement the project. NDI and the CSO/firm will undertake the project in close collaboration with the Ministry of Forests and Environment.

NDI Nepal will partner with a local CSO/firm to engage with the Ministry of Forests and Environment to launch an information campaign on climate change and climate governance by developing communication tools and channels.

The CSO/firm will further organize provincial level workshops in all seven provinces to engage and sensitize stakeholder groups including representatives from government, political parties, civil society and marginalized communities on the impact of climate change and the importance of climate governance. In addition to the workshops, the CSO/firm will develop videos, radio jingles and video podcasts relating to climate governance on behalf of the Ministry, who will then share them as public service announcements and messaging through the Government of Nepal. A 'community of practice' approach will be applied to implement the project. The CSO/Firm will also utilize other social media platforms for wider communications.

The project will essentially strive to:

- Strengthen the capacity of the Ministry of Forest and Environment (MoFE) in communicating climate change mitigation and adaptation programs and activities by establishing channels of communication.
- Enhance the communication capacity of MoFE to educate Nepali citizens about the impact of climate change and the importance of climate governance through video, radio and print mediums.
- Engage and sensitize federal, provincial and local governments on climate change issues and climate governance and hence, call for political accountability on climate governance.

The CSO/Firm will be responsible for the following:

The development and implementation of a thorough information campaign that may encompass, but is not limited to the following:

- i) **Capacity Building Workshops**
- ii) **Research Activities**
- iii) **Video/Audio/Print documentation**
- iv) **Information Dissemination via Video/Audio/Print**
- v) **Policy Dialogues/Discussions on climate governance**

Contract Period: Begin in March 2022 to July 2022

Necessary Qualifications for aspirant CSOs/Firms:

- Minimum of five years of organizational experience on climate change and sustainable development related works. (Essential)
- A strong understanding of climate change adaptation, mitigation and resiliency strategies in the context of Nepal. (Essential)
- Demonstrated climate change awareness with an ability to integrate thematic and cross-cutting perspectives into assigned deliverables. (Essential)
- Strong understanding of media and new media tools for outreach (Essential)
- National network of climate associated groups and/or media groups (Highly desirable)
- A close working relationship and past experience working with government agencies on climate change (Highly desirable)
- A strong understanding of the domestic political and electoral framework;
- Institutional capacity to engage in both English and Nepali languages; excellent English and Nepali language drafting skills essential;
- Familiarity with and awareness of NDI and its partners and stakeholders;
- Flexibility and an ability to work under pressure and to meet deadlines;
- Understands the merits and values of professionalism

Budget

The firm/CSO shall submit a total budget with a detailed breakdown, including applicable taxes, at the time of proposal submission. The budget covers consultancy fees plus travel and

accommodation costs (if this is the case) and other applicable budget lines, the amount of which will be agreed between CEPPS/NDI and the firm/CSO.

Documents and Samples to be Submitted

The application shall contain following documents:

A. Technical and Financial Proposal

- Technical Proposal: Detailed information about the approaches and methodologies to implement the project.
- Financial Proposal: Detailed budget breakdown including taxes

B. Samples of prior work

- Link to relevant documentaries or samples of work previously carried out by the firm/CSO.
- ***Details of the Company/firm***
 - Firm/CSO's profile with relevant experiences
 - CV of the team leader and members
 - A copy of company/organization registration
 - A copy of tax clearance certificate
 - VAT/PAN registration
 - Audit report
 - Other relevant documents

The closing date for Expressions of Interest is 5:00 pm Nepali Time on January 25, 2022 and should be emailed to Samma Shakya at sshakya@ndi.org. The Expressions of Interest should be no longer than three pages and include a brief organizational profile that highlights suitability and experience for the execution of the project activities and a tentative budget.