I. Position Information

Title: “Developing and Piloting a programme of sustainable civic and voter education for the community of the hearing disabled in Nepal”

Department/Unit: Electoral Support Project, UNDP

Reports to: CTA and Project Manager, Electoral Support Project

Location, Country: All over Nepal

Duration of Assignment: 5 months (1 July to 28 Nov 2019)

Execution Modality: Cooperation agreement between UNDP and NGO/CSO

Number of contracts: At least one NGO/CSO will be contracted under this ToR

II. Background Information

The UNDP Electoral Support Project has been providing advice, technical assistance and operational support to electoral processes in Nepal since 2008, including throughout the 2013 and 2017 elections. The project was extended to the end of 2019.

One of the project’s main outputs is “Increased democratic participation in the next cycle of elections, particularly for disadvantaged and underrepresented segments of the Nepali society.” The project has been supporting the Election Commission, Nepal, in its efforts to make elections more inclusive. Since 2013, this has involved the organization of programmes for people living with disabilities, and particularly those living with visual and hearing disabilities. In view of the end of ESP in December 2019 and in order to consolidate the support provided, ESP will facilitate the development and piloting of manuals and tools so that civic and voter education to these two communities can be sustained in the future.

For this purpose, ESP is seeking to contract a national level organization working in this field.

III. Objective of the Assignment:

The overall objective of the assignment is to increase democratic participation of people living with disability. For this purpose, ESP seeks to enhance Nepal’s capacity to deliver civic and voter education to people with hearing and visual disability. The content should be designed in a manner so that it can be delivered by members of the community concerned. This will involve:

a) Formulating an appropriate adult learning methodology to deliver capacity building to the groups concerned.

b) Preparing messages and materials targeting these groups, including a training manual for the implementation of the methodology through a two- to three-day course;

c) Piloting the use of the manual and materials;

d) Building the capacity of trainers and facilitators to deliver the methodology;
a) Delivery of the course.

### IV. Scope of work Expected Results/Deliverables/Final Products Expected

**Duties and Responsibilities:**

The contracted organization is expected to base its work on relevant national and international sources and best practices. The deliverables are the following:

1. A note setting out the envisaged methodology;
2. A list of proposed messages and content;
3. A detailed implementation plan;
4. A list of NGOs working for the hearing disabled;
5. A draft manual for a two-day course, including resource materials, based on the approved methodology and list of messages and content;
6. Four test-runs of the course using the draft manual, in two different locations, for a total of between 60 and 100 participants. In each location one test will be for high-level experts and one with local-level beneficiaries from nearby districts and areas.
7. Activity reports from the four tests with evaluations and feedback as well as a consolidated analytical review report documenting the lessons;
8. The updated manual after incorporation of the lessons from the tests;
9. A trainers’ instruction manual to prepare trainers before they deliver the training. It should include activities, process, methodology, evaluation and feedback, reporting, and materials to be used in the training.
10. A training-of-trainers (TOT) program at the central level with between 25 to 30 experienced facilitators for programmes for people with hearing impairments.
11. Edited, complete video footage of each TOT session with high-quality audio.
12. Delivery of the two-day course in five different provincial hubs with 25 to 30 participants with hearing disabilities in each course. Participants should include facilitators and leaders from local organizations and schools specialized in working with the hearing disabled.
13. Conduct of a one-day awareness programme for all students aged 16 or above in all educational institutions specialized in students with hearing disability.
14. A comprehensive report for each event and training including feedback and evaluation.
15. A final completion report covering all events, their evaluation, analysis and lessons learnt as well as a financial report using FACE form.
16. Final versions of the course manual and of the trainers’ instruction manual, updated based on the lessons from the programmes conducted.

### V. Payment module

Payment will be done in instalments basis upon submission of progress/update and financial report of the preceding months. ESP, UNDP will issue advance payment based on the deliverables set in the AWP, prepared jointly by ESP and NGO/CSO. The Project will release advance payments upon settlement of the preceding advance.

### VI. Requirements
| Characteristics (Minimum Standards) | • NGO/CSO with valid registration  
• Minimum of 10 years of experience working with the hearing impaired  
• Minimum 5 years of experience in conducting workshops.  
• Prior experience of developing manuals for the hearing impaired.  
• Team of at least 5 facilitators experienced in conducting training for hearing impaired.  
• Presence of established networks across the seven provinces.  
• Demonstrated track record of sound financial management.  
• Preference would be given to those having experience working with UNDP and other UN system in previous years. |
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| Documents | • Technical proposal covering the understanding of TOR, proposed methodology, work plan and timeline (in a separate sealed envelope). Finalization of workplan and budget will be done jointly by ESP, UNDP and NGO/CSO. ESP will not provide any other additional budget or extra costs than mentioned in the agreed work plan.  
• Financial proposal (in a separate sealed envelope) covering detail of expenditures of items included in program.  
• Registration certificates  
• PAN certificate  
• Profile of Organisation  
• Latest Audit Report  
• CVs of experts for drafting the manual. |

**VII. EVALUATION CRITERIA**

Technical proposal: 70%

Financial proposal: 30%