1. TERMS OF REFERENCE (TOR)

(a) Objectives: To provide protection and rehabilitation services to victims of cross-border trafficking in Nepal.

(b) Background: UNODC in partnership with the Governments of India, Bangladesh and Nepal is implementing a project focused on “Strengthening service provision for protection and assistance to victims of cross-border trafficking between Nepal, Bangladesh and Nepal”.

Human trafficking is one of the critical issues concerning South Asia. The Governments of India, Nepal and Nepal are making concerted efforts to counter human trafficking. All three countries ratified the United Nations Convention against Transnational Organized Crime (UNTOC) and Nepal also ratified the TIP Protocol. In addition, Bangladesh and Nepal have enacted comprehensive legislations addressing trafficking for all forms of exploitation. In light of these developments and in line with proposed National Plan of Actions of these Governments to counter human trafficking, the project aims to assist the Governments in preventing human trafficking whilst strengthening protection and assistance to victims of cross-border trafficking between Nepal, India and Bangladesh.

It is felt that in many countries, there is lack of an environment that adequately assists and protects victims of trafficking. Similarly, many countries do not adequately recognize the need for protection of the rights of trafficked survivors and exemption from criminal liability as called for in the Trafficking Protocol. Through the provision of protection and appropriate referral procedures, trafficked survivors can gain the confidence and security to provide evidence against their traffickers during the criminal investigation.

Through this project, UNODC aims to provide enhanced protection and rehabilitation services to trafficked survivors by providing support to an NGO (based in Nepal) who has already a functional shelter home and is providing services to victims of cross-border trafficking.

(c) Scope of work and expected outputs / deliverables: The NGO should have a shelter home to provide protection and rehabilitation services to the rescued persons who are victims of cross-border trafficking. The NGO must provide services in line with the Minimum Standards of Care and Protection, whilst respecting human rights of residents. The NGO should provide services to a minimum of 80 trafficked survivors of cross-border trafficking. The scope of work and expected outputs/deliverables will be the following:

1. The NGO should be capable of delivering and implementing programs for
prevention of trafficking. The NGO should be available for assistance to the law enforcement agencies in Nepal for AHT activities as well as when called upon.

2. Should be proactive in liaising with all stakeholders including police and undertake/facilitate the rescue process and post rescue activities.

3. Provide assistance in recording statements given by the trafficked survivor and file for protective custody.

4. The NGO should undertake entrepreneurship development and economic empowerment programmes of rescued victims, capacity to market their products and help the victims to earn a sustained livelihood.

5. Provide professional legal counseling to the rescued persons.

6. Extend medical and psychiatric check-up and treatments to the survivors, if necessary.

7. Provide proper food and shelter during the stay in the Home and during the movements in connection with legal and other procedures.

8. NGO should create action plans at local as well as national levels in the best interest of the survivors and be able to showcase outstanding models of rehabilitation of rescued persons. This will be an important aspect of assessing their performance.

9. Perform any other activity that would be entrusted upon the NGO by UNODC with respect to victim care and protection.

(c) Geographical coverage: Should definitely cover cross border trafficking routes.

(d) Timeframe and deadlines: This assignment is for Nepal based NGO and a contract will be issued to the NGO for a period of 12 months and extension may be provided based on good performance.

(e) Impact of Results: The services will enhance the protection and rehabilitation services for trafficking victims, especially victims of cross-border trafficking.

(f) Supervision: The NGO will report the results to the UNODC Project team at Nepal and the Regional Office for South Asia (New Delhi) on a quarterly basis and share the progress of activities from time to time under this contract.

(g) Payment Method:

The financial proposal shall specify a detailed budget breakdown (not exceeding NPR 1,100,000).

The payment modality will be as follows: (i) An advance of 20% will be made available on submission of plan of action and signing of the contract; (ii) 50% will be paid on
submission of interim narrative report (after 5 months of signing the contract) highlighting numbers and profiles of victims reached and type of services provided (including case studies and testimonies) along with a financial statement of expenditure. (iii) The balance 30% will be paid on completion of the activities and submission of final narrative report (the format for which will be provided by UNODC) and an audited statement of accounts for the entire contract period.

Criteria Max. Point

Technical: 70

- Demonstrate experience in having and running a shelter home for trafficked survivors. - 20 Marks
- Demonstrate key achievements/activities on running a shelter home on human trafficking issues- 10 Marks
- Methodology, activities, work plan, M&E Plan- 20 Marks
- Team composition/experience and skills- 10 Marks
- Demonstrate organizational mandates, sound structure, sound programmatic and financial proven track record-10 Marks

Financial: 30 points

(1) HOW TO SEND THE PROPOSAL

Those NGOs interested in carrying out the task and possessing the required qualifications and experience, are advised to send their proposal and budget (not exceeding NPR 1,100,000) with the specific identification number and title i.e. UNODC/XSAZ12/Grant to NGO/2015 and bid for the ‘NGO grant for protection services to trafficked survivors’ at the address given below:

Ms. Srijana Manandhar
Administrative Assistant
UNODC, Project Office Nepal
UN House Annex 4, KSK 4th Floor, Pulchowk, Nepal

(2) Deadline for Submission of proposal: 06 April 2015

Please note: The NGO selected will have to give an affidavit, stating that:

- The NGO will be/ is being run in the address given in the Proposal.
- This accommodation is in the possession of the undersigned and is on ownership/ rent/ lease, which is based on a legal deed.
- There is no litigation whatsoever pending on this accommodation.
- The NGO / Shelter home will be run as per the rules/ regulations/ orders of the State Government and in compliance of all such regulations.
• The NGO / Shelter home will be always available to the law enforcement agencies for the post rescue care and attention of all rescued persons in the State.
• Any change of address will be intimated to UNODC in writing in advance, at least 30 days prior to change. The changed address will also be in compliance of all regulations mentioned above.
• Ensure safety and security of the Shelter Home/NGO

(3) DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

While submitting the Technical Proposal, the Applicant organization shall, in particular, ensure to attach the following:

i. Profile of the NGO (max 1 page) explaining why they are the most suitable for the work brief overview of the organization including year of establishment, main area of expertise (thematic and sector), past client organizations (credentials), last three years’ audited statement of accounts, geographic scope of work and contact information of key focal point.
ii. Relevant Experience (max 2 page).
iii. Detailed methodology and conceptual framework with expected deliverables and timelines, team composition, man days required (3-5 pages).
iv. Geographic scope of work, Justification (max 1 page)

Recent CV of the Key Staff(s)

4. FINANCIAL PROPOSAL

2. HOW TO SEND THE BID/PROPOSAL

Interested eligible bidders may submit their proposal both in sealed envelope and through email (only technical and financial proposal) detailing the individual costs for carrying out the assignment as well as the consolidated cost along with documents to support qualification and experience.

3. LANGUAGE OF BID:

The bid, as well as all correspondence and documents relating to the bid shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language.

4. CURRENCIES OF BID:

All financial information should be provided in Nepal (NPR) currency. Both, hard copy (sealed and signed) quotations and soft scanned copies of proposals should be submitted.
5. **PERIOD OF VALIDITY OF BIDS:**

Bids shall remain valid for the period of 90 days after the date of bid submission. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

6. **FORMAT AND SIGNING OF BID:**

The Bidder shall prepare one original and one copy of the bid, clearly marking each one as "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. Any interlineations, erasures, or overwriting to correct errors made by the Bidder should be initialed by the person or persons signing the bid.

7. **SEALING AND MARKING OF BIDS:**

The bidder is expected to submit the proposal both in hard copies and electronically.

1) **Electronically (only the technical and financial proposal) to Ms. Srijana Manandhar (srijana.manandhar@unodc.org)**

2) **Hard copy (technical and financial proposal including annexures):** The bidder shall enclose the original and a copy of the bid in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes containing the original and copy shall then be enclosed in another envelope