Terms of Reference (ToR)

for proofreading of CoC Contextualization modules

First Published Date: Chaitra 20, 2081 (2 April 2025)

1. Introduction:

SISo Nepal, Skill Information Society Nepal established in 2003, is a national level non-governmental, non-political and non-profit making organization. It is registered under organization registration act 2034 BS in District Administration Office Kathmandu and affiliated with Social Welfare Council (SWC) of Nepal. SISo Nepal works for the human resource and health development of the underprivileged people of Nepal with the aim to establish congenial environment for ensuring basic health rights. SISo Nepal has experience in designing, developing and implementing the programs on educating the people (with special focus on Young People) about Comprehensive Sexuality Education, Adolescent Friendly Service, Menstrual Hygiene Management, Family Planning, Establishing and Management of Adolescent Friendly Information Corners (AFIC) in Schools, End Child Marriage, linkages between Population Sexual and Reproductive Health and Climate Change Adaptation; Gender and Education with an effective approach without evoking the existing social values and cultures.

2. Background:

Champions of Change (CoC) is a flagship program of Plan International Nepal and has been one of the much-appreciated intervention by adolescents and young people in Plan International Nepal's working areas. CoC embraces a community-wide strategy for promoting gender equality and social norm change through child and youth engagement and peer-to-peer mobilization, tackling the root causes of discrimination and challenging stereotypes. It aims to advance gender equality by engaging girls in the process of empowerment and by working with boys to challenge dominant masculinities and to support girls' empowerment. It is a foundational and key life skills-based approach to educate adolescent and youths through a curriculum of activity-based modules developed by Plan International.

This global curriculum was developed together with staffs, partners and young people across the world. The key purpose of the assignment therefore is to contextualize the CoC curriculum based on the local context and need, optimizing the impact of the CoC program. The target groups of the program are the adolescents and youths aged 13-19 years, including both in school and out of-school adolescents.

3. Objective

The primary objective of this assignment is conducting a comprehensive proof reading and language editing of the CoC modules translated into Nepali to ensure Nepali grammar and language accuracy, consistency and overall readability while maintaining the intended meaning and context.

4. Users

The primary users of this modules are the facilitators of Champion of Change (CoC) sessions to organize for the in school and out of-school adolescents adolescent Boys and Girls   and parents including key gatekeepers.

5. Scope of Work

The consultant will be responsible for the following tasks:

- Conduct a detailed review of the Nepali version CoC modules to identify and correct any language, grammatical and typographical errors.
- Ensure consistency in terminology, style and formatting across all modules.
- Verify the clarity and readability of the content to align with the intended audience's comprehension level.
- Maintain the original meaning and intent of the content while improving its language flow.
- Provide suggestions for enhancing the quality of translation where necessary.
- Work in close coordination with SISo Nepal to incorporate feedback and finalize the modules.

6. Key Deliverables

The consultant is expected to deliver:

- Proofread and edited versions of all CoC modules in Nepali, free from errors.
- A summary report highlighting key corrections and recommendations for future translation improvements.
- Nepali language edited versions of the modules incorporating necessary changes.

7. Qualification and Experience

The consultant should meet the following criteria:

- Proven experience in proofreading and editing Nepali-language documents, preferably in legal, ethical or training materials.
- Strong command of Nepali languages.
- Familiarity with Code of Conduct-related content is an advantage.
- Ability to work independently and meet deadlines.
- Excellent attention to detail and consistency in language structures.

8. Duration and Timeline
- The consultancy is expected to be completed within May 25, 2025. The detailed work schedule will be finalized in coordination with SISo Nepal.

9. Review and Approval Process

- The consultant will submit drafts for review to SISo Nepal and refinement based on feedback from Program Director of SISo Nepal.
- Final approval will be granted after meeting all quality of language requirements.

10. Terms of Payment

- Payments will be made based on agreed-upon milestones that will be included in agreement on mutual understanding.
- Final payment upon satisfactory completion and approval of the modules from SISo Nepal.

11. Application Process

Interested candidates should submit:

- A brief technical proposal outlining their approach to the assignment.

- A financial proposal with the proposed consultancy fee.

- Updated CV highlighting relevant experience.

12. Confidentiality and Intellectual Property

- The content produced will be the property of the Skill Information Society Nepal.

- Consultant must maintain confidentiality regarding all proprietary information.

13. Selection Criteria

The selection will be based on the consultant's experience, technical competence, proposed methodology, and cost-effectiveness based on the work experience.

- Experts having previous work history of similar work will be added value for selection.

Note: The SISo Nepal reserves right to select or reject any or all application/proposal (technical and financial) and selection will be based on the qualification and relevant work experience.

14. Deadline for Submission of Quotation

Invitees and interested individual to submit the following documents by Chaitra 22, 2081 (April 4, 2025) the interested parties should submit the following documentation:

- Technical proposal of proof reading of CoC modules (approx. 16 modules).

- Financial proposal **mentioning per day rate** for proof reading.

Interested parties/individuals should submit the hard copy in sealed envelope of documentation stated above in this document to (5 PM Nepal time) to the addresses below.

- **Skill Information Society Nepal, New Baneshwar, Kathmandu**

Contact Information: For further details, please contact: **01-5244696**.