﻿**﻿Request for proposal**

**Safeguarding and GEDSI Training to implementing Partners**

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| **Nature of assignment** | Consultancy service (individual/company) |
| **Duration** | May 2025 and June 2025 |
| **Location** | Habitat Nepal field offices in 3 locations (Bardibas East Office, Biratnagar Satellite Office and Dhangadhi West Office |
| **Published Date** | 16th April 2025 |
| **End date for RFP submission** | 30th April 2025 |

**1. Background**

**Habitat for Humanity International Nepal (Habitat Nepal)** is an international non-governmental organization that is driven by the vision that everyone deserves a decent place to live. In Nepal, we address housing needs of families in need of decent, affordable housing through our partnership with homeowners, duty bearers, civil society, financial institutions, academia, and relevant stakeholders. The organization serves marginalized families and communities, by promoting greener, affordable, and disaster-resilient solutions and technologies for safe housing construction, advocating for land tenure security and joint land titles, and empowering communities at the risk of climate related disasters to apply local knowledge and practices for nature-based solutions. Together with our local implementing partners on the ground, we support families to build strength, stability, and self-reliance through decent and adequate housing.

As a part of our continuous efforts towards strengthening our partners’ capacities across our programs, we aim to further enhance the capabilities of our local implementing partners on Safeguarding and Gender Equality, Disability and Social Inclusion (GEDSI) through this assignment. In this context, Habitat Nepal is seeking to engage a professional training expert company/ individual to conduct a capacity building program focused on enhancing the capacity of its local implementing partners on Safeguarding and GEDSI.

**2. Objectives of the assignment**

The overall objective of the training is to enhance the capacity of the local implementing partners on their safeguarding and GEDSI policies and practices. The specific objectives are:

* To enhance the knowledge of implementing partner staff on safeguarding principles, minimum standards, recognizing and reporting concerns, assessing the safeguarding needs at organizational and at community level and formulating the policies and plans necessary to strengthened safeguarding practices.
* To enhance the knowledge of implementing partner staff on GEDSI analysis and integration at the project level, and to create changes in the project and community.
* To mainstream GEDSI and safeguarding at the organizational and at the project level.

**3. Scope of work**

* Design a tailored training program covering organizational level and community level safeguarding systems and GEDSI integration in Habitat Nepal’s safer housing programs.
* Conduct pre-training assessment to identify partner staff training needs.
* Deliver the tailored training of 1.5 days each in 3 offices to Habitat Nepal partner staff.
* Offer hands-on exercises and real-life simulation activities.
* Conduct post-training assessments to evaluate the impact and effectiveness of the training.
* Prepare the report of the training with pre and post training assessments.
* Prepare a comprehensive report with reflection, learning, recommendations, and way forward to meet the purpose of Habitat Nepal on safeguarding children and adults and GEDSI integration at the project, and community level.

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| **Activities** |
| The consulting service provider is responsible for the following activities:   1. Organize planning meeting with Habitat Nepal Program Director, Sr. HR Manager and DEI and Safeguarding Specialist. 2. Review Habitat Nepal’s Child and Adult Safeguarding Policy and Procedure, GEDSI guideline, Safeguarding assessment reports and other relevant guiding documents and develop an approach/ methodology for capacitating the participants. 3. Assess the needs, discuss the content and methodology, and plan for the session aligning with the objective of the assignment. |

**Deliverables**

1. A detailed training agenda and curriculum.
2. Training materials (hand-outs, presentations)
3. Facilitation and delivery of the 1.5 days capacity building training
4. Pre and Post assessment reports and final training reports.

**4. Proposal submission methodology**

Interested companies/individual consultant shall submit a technical proposal and financial proposal that must include:

* An expression of interest letter that clearly states their interest in and suitability for the role (1-2 pages).
* Detailed design and activities, training plan along with the implementation approaches.
* Copies of Curriculum Vitae (CV) of the trainers proposed.
* A copy of company registration certificate.
* A copy of VAT registration certificate.
* A copy of tax clearance certificate of most recent fiscal year (only applicable for companies.

(Habitat Nepal will cover the logistics, air ticket, accommodation and ground transportation cost for the consultancy. In the financial proposal to include the cost for pre-training, during training and post training cost).

***Note: As required by Habitat Nepal’s Safeguarding Standards, to be eligible for assignments the selected companies/ individual consultants need to fill background check self-declaration form.***

**5. Active Support of HFHI Values**

1. Humility – We are part of something bigger than ourselves.
2. Courage – We do what’s right, even when it is difficult or unpopular.
3. Accountability – We take personal responsibility for HFHI’s mission.

**6. Ethical Protocols  and Safeguarding Statement**

In accordance with its foundational mission principles, HFHI is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve.

We require that all staff take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening, police check and will be held accountable to upholding our policies around ethical behavior, including safeguarding and whistleblowing.

Abiding with the organization, the consultancy service has responsibilities to maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of HFHI’s code of conduct.

Throughout the assignment engagements, the consultants are expected to adhere to HFHI’s code of conduct including the safeguarding policy ensuring that all measures are taken to protect the rights, safety, and welfare of the individuals and communities involved.

**7. Confidentiality**

Confidentiality of Information: All documents and data collected will be treated as confidential and used solely to facilitate analysis.

**8. Instructions to Submit the Proposal**

Interested and qualified companies should submit their technical and financial proposal at [**procurement@habitatnepal.org**](http://habitatnepal.org/) with subject **“RFP for Safeguarding and GEDSI Training”**

**Application deadline: Wednesday, 30th April 2025**

**Proposals not meeting this requirement will not be considered.**