

Women in Leadership

Guidelines for call for application for implementation partner

20 November 2022

Section I : Introduction

1.1 Background

In the past five decades, South Asia has seen more women at the apex of political power than any other region in the world; girls are becoming healthier and better educated; and more women than ever before are entering Asia's workforce. Women in South Asia are closing some of the gap with males in health, education and employment, but they continue to be severely under-represented in the top echelons of formal leadership. Women also continue to be paid less than men for similar work, and more women in South Asia are dropping out in the transition from middle to top management roles, thus creating a "leaking pipeline" of leadership. Finally, cultural and social norms continue to disadvantage women who aspire and work towards positions of leadership.

Women in Leadership project seeks to provide opportunities to young women leaders and aspirant women leaders. It will also develop collaboration spaces by supporting collaborative projects between young women leaders in South Asia and the UK, building cross cultural linkages and addressing global challenges affecting women in their local communities by using the learning gained from CLORE Social leadership learning programmes.

1.2 Introduction to the project

Women In Leadership (WIL)

British Council has developed a Women in Leadership programme in South Asia to provide learning, development, and networking opportunities to Women in leadership position or aspiring women leaders in their professional domains to create a network of young Women leaders in their professional domains. Based on the learning of the programme we are looking to pilot the intervention in Nepal. The project focuses on building a network of emerging and aspiring women leaders (aged 24 – 35 years) in Nepal, who are engaged in a wide range of sectors including education, technology, enterprise and business, arts and culture, and development sectors as emerging leaders. This concept is thought to be a unique one as there are very few platforms available to young women in the region which brings them together cross-sectorally and offers opportunities to connect and collaborate with other women in the region or with the UK.

The Women in Leadership project will develop the participant's ability to lead interventions to support gender equality and women's leadership within their sector and community.

Key objectives of the project are:

- To improve capacity and skills of emerging and potential leaders, particularly among women.
- To develop women leader's ability to support gender equality and women's leadership within their sector and/or community
- Improved access to case studies, role models and networks progressing gender equality and women's leadership among young leaders.

Section II: Project and implementation partner's scope:

2.1 Scope of Work

British Council is seeking for grants applications from potential eligible Nepali organizations to act as implementation partner for Women in Leadership project. The project's core offer is leadership skills for the participants through a digital fellowship which will include training, online networking, mentorship, collaboration opportunities and access to small grants for collaborative projects. The small grants will be an opportunity for the participants to put their learning into action in their respective fields by developing and implementing joint projects (Nepal - South Asia – UK). These projects will mainly focus on global challenges that affect women and girls, issues that cause challenges for women leaders to excel, and support intercultural dialogue.

Women in Leadership fellowship journey will have the following activities:

1. Identification of participants with the help of British Council and partner organizations.
2. Orientation session and Pre-Course Briefing
3. Run 08 weeklong self-paced digital learning programmes
4. Run 08-week peer learning sessions with country facilitators and mentors to put the learning into their own context
5. Monthly Networking sessions with the regional participants, facilitators and mentors.
6. Networking events and closing event celebration
7. Collaborative Grants disbursements and monitoring
8. Lessons and impact sharing

For enhancing leadership skills of emerging and aspirant women leaders, the British Council, in partnership with [Clore Social Leadership](#) will offer them opportunity to develop their leadership capacity and skills through an eight week online, self-access leadership course. The course will develop their ability to become more effective in leading interventions to support gender equality and women's leadership within their sector and/or community.

The profile of training participants will be diverse, representing members of civil society, government employee, and the private sector. The group will be intentionally diverse, designed to bring in a richness in the learning and discussions. The participants need to have some experience and interest in leadership and should have track record and commitment to work in the area of women's rights and gender equality.

At the end of the training, small grants for collaborative projects will be provided to selected participants for wider reach and to address inclusion of marginalized women, involving local marginalized aspiring women leaders – to also provide opportunity to cascade and practice learnings like a mentorship model.

Implementation partner is expected to work closely with relevant stakeholders including National Youth Council.

Key project deliverables for the pilot project (December 2022 to March 2023) and milestones for the implementation partner will include:

- Provide input to finalize scope of Women in Leadership programme pilot in Nepal. (By end of December 2022)
- Identify participants matching participant profile from civil society, government, and private sector. (By end of December 2022)
- Manage participants and facilitators for the programme and lead live sessions on weekly basis. (Ongoing until May 2023)
- Arrange weekly sessions with the participants and facilitators as a follow up and brainstorming sessions with the participants after attending the CLORE weekly sessions. (January – February 2023)
- Mobilize consultant / facilitator to support session content and delivery (Ongoing until mid-March)
- Provide technical support for organising networking and showcasing opportunities for the project participants, stakeholders with support from British Council team. (Ongoing until mid-March)
- Provide technical support for programme's digital engagement through cascade training and networking opportunities. (Ongoing until mid-March)
- Propose and implement modality for networking and mentoring for aspirant and emerging leaders. (February – March 2023)
- Develop collaboration grant project with participants for wider reach to address inclusion of marginalized women, involving local marginalized aspiring women leaders. (March 2023)
- Provide project completion & evaluation report based on pre and post training surveys and overall programme lessons learnt to British Council. (January – March 2023)

2.2 Funding Availability

The maximum grant available for implementation partner is NRs. 1,500,000 up to March 2023.

The expenses incurred by the organisation prior to the effective start date, including any costs incurred in the production of the application, cannot be charged.

To ensure value for money, the budget requested in your application should cover only costs that are essential, appropriate, and relevant to the implementation of activities.

The overhead cost that can be charged but cannot exceed five per cent (5%) of total direct project cost.

The partner is expected to include at least total of NRs. 500,000 as an allocation for the small sub-grants to programme participants.

British Council will separately pay enrolment fee for Clore Social Leadership course, so this cost does not need to be included in the budget.

Implementing partner is expected to budget for consultant / facilitator(s), project coordinator, and any other necessary staff on a part time basis.

Applicants may be asked to adjust their budget if their request does not fit within funding guidelines or if this is considered not appropriate by the application reviewers.

Partners are required to account for how funding has been spent by completing financial reports (interim and final) providing receipts / evidence of payments, and evidence of staff time. Partners must retain all receipts and delivery documentation for seven years after project closure, as 20% of all grants awarded are subject to full post-activity audits by the British Council.

2.2.1 Co-financing:

A co-financing contribution of around 10% or more of the value of the implementation partner grant is highly encouraged. This may be in-kind/from the partner's own resources and/or financial contributions from third parties.

2.2.2 Ineligible cost:

Example of costs not eligible are as follows:

- Loans to staff and others
- Fines or penalties resulting from violations of, or failure to comply with local law etc.
- Compensation to individual employees that is not reasonable for the services rendered or that does not conform to the established policy of the organisation other than costs agreed in the budget
- Expenditure in excess of the grant amount and approved budget.
- Payment of debts, bad debts and related collection and legal costs and provisions for losses
- Interest payments
- Items already financed in another framework or funded by other donors
- Cost not agreed under the contract
- Hiring of its assets/goods/services such as building, vehicle etc. for the project at a cost
- Purchases of land, buildings or vehicles
- Cost incurred before and after the official grant period (unless permitted by a Special Condition or otherwise noted in the grant agreement or correspondence)
- Entertainment, amusement, social activities, ceremonials and related costs
- Bribes, contributions, donations, gifts to individuals or organisations including tips.
- International travel
- Goods and services for personal use of employees (e.g. personal travel, personal calls) or for other work not agreed under the proposal/contract

Section III: Instructions for submission of Application

3.1 Submitting Applications

Interested eligible applicants must submit the application in the prescribed format. All submissions must be sent in soft copies to consultant@britishcouncil.org.np by **17.00 Nepal Standard Time on Thursday 8 December 2022**.

If you have any questions regarding the submission of the application, please contact consultant@britishcouncil.org.np **no later than 17:00 Nepal Standard Time on Wednesday 30 November 2022**. Clarification responses will be published on the website.

3.2 Eligibility Criteria for implementing partners

Applicants must fulfil the following criteria to be eligible for selection under this programme:

- Be a registered Non-Governmental Organisation / Not-for-profit organization in Nepal, working in different provinces of Nepal.
- Have project implementation experience in the field of gender equality, women empowerment, and women leadership development.
- Have access to network of young women and girls.
- The organization must have a valid registration certificate from the Government of Nepal, and have been registered for at least 2 years
- Have a valid Tax Clearance Certificate or approved time extension letter from IRD for last fiscal year (FY 2077/78)
- Have sufficient technical and financial capacity within the organisation to ensure transparent, responsible use of funds and project delivery.

3.3 Quality review criteria for evaluating applications

1	Organisational strengths and experience (30%)
1.1	Institutional experience of similar projects on women leadership development
1.1	Prior experience and capacity of project/grant management
1.2	Expertise and access to role models and networks on gender equality and women's leadership among young leaders.
2	Technical Quality of Application (40%)
2.1	Clear understanding of scope for implementation partner
2.2	Quality of approach and methodology for implementation
2.3	Consideration given to Equality, Diversity, and Inclusion agenda
3	Quality of Budget (30%)
3.1	Ratio of co-financing contribution
3.2	Clarity and relevancy of budget, and reflection of market value / offering value for money

Highest ranked applicant may be called for a meeting to present their application.

Key Project Dates

SR No.	Activities	Date/Month
1	Date of advertisement for call for proposals	23 November 2022
2	Last date for receipt of queries related to submission of application	30 November 2022
3	Response to queries	2 December 2022
4	Last date for submission of application	8 December 2022; 17:00 Nepal Time
5	Contract signing	21 December 2022
6	End of the project	31 May 2023
7	Final narrative and financial report by the grantee	30 April 2023

- The project will close in March 2023. Any possible extension will be agreed separately with the British Council.
- Final reporting of activities and data may happen till end of April 2023
- The contract will be officially closed on 31st March 2023

3.4 Data protection

How we use your information:

The British Council will use the information that you provide to process your application, make any awards, monitoring and review of any grants. The legal basis for processing your information is in agreement with our terms and conditions of the contract.

We may share data with the agencies responsible for monitoring and evaluation as and when an agency is procured or contracted.

The British Council complies with the General Data Protection Regulations 2016/679 (GDPR). We process and handle personal information according to these regulations. The personal information that you provide on this form will only be used to process your application. The information will be viewed by the British Council staff and those who are a part of the decision-making process.

Your information will not be used/shared beyond any partners listed above for any other purpose without your specific consent. The British Council reserves the right to publish and share anonymised aggregated information with the stakeholders' organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, are used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided under the UK Data Protection law, you have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccuracies in that information.

If you want more information about this, please contact your local British Council office or the Data

Protection Team at: inforgovernance@britishcouncil.org

Or see our website: www.britishcouncil.org/privacy-cookies/data-protection

We will keep your information for a period of seven years after the project.

3.5 Applicant screening

In order to comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant nor any of the applicant's employees, partners, directors, shareholders is listed:

- as being wanted by Interpol or any national law enforcement body in connection with crime.
- as being subject to regulatory action by a national or international enforcement body.
- as being subject to export, trade, or procurement controls or (in the case of an individual) as being disqualified from being a company director.
- and/or as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.
- If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.