

**Youth for Climate Action Project**

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# **Guidelines for Call for applications for delivery partner**

23 September 2022

## **Section I: Introduction**

### **1.1 Background**

Nepal is one of the lowest carbon emitting countries in the world, yet it is one of the most vulnerable to the effects of climate change. The climate risks and vulnerability in Nepal is high due to its geography and its exposure to risk of natural disasters and impacts on the lives and livelihoods of Nepali people due to effects of climate change. It will also adversely affect Nepal's development ambitions since its economic growth is highly dependent on climate-sensitive sectors - be it tourism, agriculture, or hydropower. In response to global climate conventions, Nepal has devised legislation, policies, programs, and institutional and financial arrangements towards climate resilience, but their effective implementation remains a challenge. Climate change is a shared responsibility of individuals, communities, nations, and generations - to raise voice and act for green growth and climate action. Young people have a special role to play in post covid recovery, tackling climate challenges and advocating and acting for green growth. Although young people are most affected by climate change, and their involvement on the agenda is crucial, representation of their voices at policy making level is limited. Youth need more capacity, networks, and resources to engage on climate issues creatively and effectively from multiple dimensions – ethical, political, economic, social, or human rights perspectives.

Nepal's 15th Development Plan has recognized climate change as a major issue and provides direction and strategies to tackle it with a vision of "building a climate-resilient society". Nepal has ratified Sustainable Development Goals, and Paris Agreement on climate change and the roadmap for its implementation. National Climate Change Policy 2019 identifies eight thematic and four cross-cutting areas including gender equality and social inclusion, awareness raising and capacity building, research, and climate finance. Roles for youth, civil society and the private sector have also been highlighted in the policy. Youth civil society has a major role to play to support government to effectively implement climate related policies and programs as well as to monitor and hold government to account. Youth mobilization for country's development agenda including on tackling climate change have been prioritized in number of Nepal's plans and policies. One of the five pillars of National Youth Strategy 2025 is related to mobilization, participation and developing leadership capacity of youth, which the project directly contributes to.

### **1.2 Introduction to the project**

Through 'Youth for Climate Action (YCA)' project, British Council in Nepal intends to offer Nepalese youth an opportunity to engage in community level climate action (raising awareness, mitigation and adaptation) to develop their knowledge, skills, and networks to offer better, more impactful, and sustainable solutions to pressing social, economic, and environmental climate related issues through engagement of local communities. The project will support to bridge the gap of involvement of young women and men in policy advocacy and climate action, by building their capacity as well as providing them platforms and networks. The project will provide skills and capability to young people, provide connections to young changemakers to enable them to take actions, and provide them voice and skills to deliver outcomes in their communities. British Council Nepal is planning to implement the project as a pilot until March 2023, and based on the learnings, the project may be extended.

## 1.3 Project objectives and outputs

The project's anticipated impact and outcomes are as follows:

- **Impact:** To support young people in Nepal to become agents of positive change to combat climate change.
- **Outcome 1:** Quality and scale of engagement by young women and men on climate change awareness, adaptation and mitigation enhanced.
- **Outcome 2:** Young women and men develop capacity to participate in policy making, planning, and monitoring; and demonstrate learning, and innovation through climate-focused social actions.

The project will have **three outputs**,

Output 1: Youth-led, evidence-based policy engagements delivered

Output 2: Leadership and capacity of young women and men to engage in climate issues enhanced

Output 3: Climate-focused social actions implemented

## 1.4 Project stakeholders

The project will primarily work closely with youth organizations and young women and men in Nepal. At policy makers and government level, Ministry of Forestry and Environment (MoFE) and National Youth Council (NYC) are key stakeholders. Local level climate actions will be implemented in coordination with Local and provincial governments. Private Sector would be another key stakeholder for promoting green growth agenda. Young creative artists, media, academics, climate experts, teachers and universities are other key stakeholders.

## Section II: Overview of Delivery Partner Grant

### 2.1 Scope of Work for Delivery Partner

British Council is seeking for application for grants from potential delivery partners. The delivery partners will support the British Council to implement Output 2 and 3 of the Project in Nepal for the pilot phase until March 2023. Delivery Partners will initially take part in the training material review/development facilitated by the British Council and thereafter, will lead on the delivery of the capacity building programme for youth, following a Training of Trainer (ToT) workshop organized by the British Council. Training material development will be led by the British Council. Delivery partner will then administer and monitor climate social action grants to the selected trained youth in individual or group setting.

Specific activities for the delivery partner will include:

- Identification of local trainees from target geographical region, mentors and facilitators
- Reviewing pilot **community climate training** content developed by the British Council
- Planning and administration of 5 days community climate training in two geographical locations (trainers and trainer fee to be managed by the British Council)
- Supporting British Council in designing small scale climate social action project grant scheme
- Administering award of small-scale climate social action project grant to selected trainees who have completed community climate training on individual or a group setting
- Monitoring the small-scale social action grant
- Supporting British Council in youth led policy advocacy and climate communication in federal level and target geographical regions
- Report to the British Council with results and lessons from the pilot project.

All partners applying should have experience of working with a wide cross section of youth on community engagement initiatives and should have experience of designing and providing similar training experiences. It is essential that the delivery partner has a wide reach and access to networks that connect them with community-based organisations and local authorities that can support delivery.

Partners should also be able to identify the potentials of youth climate initiatives for further improvement and guide and mentor youth to create a bigger impact.

## **2.2 Target geographic focus:**

Kathmandu (for any federal level activities). Any two of the following provinces – Madhesh, Gandaki, Karnali or Sudurpaschim for climate community training and climate social action

**Target trainees:** Total 50 youths in the age bracket of 18 – 35 years (25 from each province for 2 training programmes)

## **2.3 Anticipated Human Resources:**

Selected delivery partner will need to identify and nominate human resources needed for delivery of the project. They would need to identify facilitator(s), who can be outsourced, depending on your proposed delivery model. Also, a part time Project manager, part time Finance manager and local Coordinator(s) may be proposed.

## **2.4 Participants**

Participants (youth) should meet the profile outlined below.

- The youth to be selected for this project should have some experience in climate/environment action or have strong interest/case for future climate action.
- Must be willing and committed to undertake the full training through the workshop.
- Must have good communication skills.
- Must be ready and committed to develop individual and group intervention focusing on climate action.
- Must be open to engage wider community organisations, local authorities, and volunteers in their intervention.
- Must be willing to explore potential new relationships, innovations, and new ways of thinking and understanding through learning, unlearning, and relearning.

*Delivery Partners' recruitment of participants should be inclusive and value the diversity of the communities in which they work, for example in relation to gender, faith, ethnicity, socio-economic background, sexual orientation, professional and personal interest groups, and disability and non-disability.*

## 2.5 Key project milestones and expected deliverables for delivery partner

1. **Delivery Partner staff briefing in Kathmandu** –This will be organised/funded by the British Council separately. –*Late October*
2. **Training material review / development.** –This will be organised/funded by the British Council and will include review of the training materials developed by the British Council. – *Late October*

The training material for this programme will utilise and build upon the content and methodology of British Council's youth programmes which promote intercultural dialogue and social responsibility, supports community-led social development.

3. **Recruitment of youth participants.** – Delivery partner to lead on selection of 50 youth participants. Mid November
4. **Training of Trainers programme (Facilitator Development Workshop)** –to be managed / funded by the British Council. During the workshop, participants will learn how to contextualise and deliver the project, taking youth participants through the learning journey. – *Mid November*
5. **Youth capacity building workshops** – To be organised by the delivery partner - End –November – Early December

- Core programme: 5 days residential training

Besides the preparation and delivery of the programme, the delivery partner will be responsible for arranging:

- Training venue, audio-visual equipment, stationery etc.
- Meals and refreshments during training programmes

- Accommodation for participants during residential phases (if required)
- Transport / transport allowances for participants to take part in the capacity building programme

The required training manuals will be provided by the British Council. The delivery partner will have to ensure the training venue is easily accessible, equipped, and comfortable with adequate health and safety measures.

*Delivery partner is expected to submit **an interim report** upon successful conclusion of the capacity building programme.*

- 6. Youth climate action plan development** to broaden/sustain the impacts of their climate action. This will be co-developed by the British Council and delivery partner – December
- 7. Climate Social Action plan presentation by youth** – Delivery partner will have to organise a one-day event for the action plan presentation. Selected participating youth who develop an impactful plan will be awarded a small grant to the value of around Rs.20,000 by the British Council to put their plan into action. For group projects, consolidation of individual grants will be a possibility. Delivery partner is expected to manage the grant disbursement which may be on a competitive basis among participating youths who completed the training. – January 2023
- 8. Implementation of Climate Social Action projects** by the youth, with monitoring and support from the delivery partner – January – End of February 2023
- 9. Provide mentoring support to youth** participants to develop their action plans and during the implementation phase of those plans. Support youth to form links with community organisations, local authorities etc. – This will be delivery partner's responsibility. November – February 2023
- 10. Project communications and M&E** – process will be guided by the British Council.

The British Council collects data about the project in relation to the following areas:

- a. Programme management and delivery
- b. Programme relevance
- c. Learning resulting from the project for participants and partners
- d. Actions that result from the project
- e. Project legacy, or potential legacy

This data will then be used to understand the impact pilot project is having at an individual, group, organisational and network level.

- 11. Project concluding event** - British Council to organise in collaboration with

delivery partner. – Mid March 2023

*Delivery partner is expected to **submit the final report before the concluding event.***

## 2.6 Funding availability

- The maximum grant available for delivery partner is NRs. 3,300,000.
- 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 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.

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.

### **Co-financing:**

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

### **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](mailto:consultant@britishcouncil.org.np) by **23.59 Nepal Standard Time on Sunday 9 October 2022**.

If you have any questions regarding the submission of the application, please contact [consultant@britishcouncil.org.np](mailto:consultant@britishcouncil.org.np) **no later than 17:00 Nepal Standard Time on Wednesday 28 September**. Clarification responses will be published on the website.

### 3.2 Eligibility Criteria for delivery 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 youth, youth leadership development, mobilizing youths on social issues like environment sustainability, and/or climate
- 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

QUALITY ASSESSMENT CRITERIA	
<b>1</b>	<b>Organisational strengths and experience (30%)</b>
1.1	Institutional experience of similar projects on youth leadership development for tackling global issues like climate change
1.1	Prior experience and capacity of project/grant management
1.2	Established networks with youth leaders and policy makers, and reach on the ground
<b>2</b>	<b>Technical Quality of Application (40%)</b>
2.1	Clear understanding of scope for delivery partner
2.2	Quality of approach and methodology for implementation
2.3	Consideration given to Equality, Diversity, and Inclusion agenda
<b>3</b>	<b>Quality of Budget (30%)</b>
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.

### 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](mailto:inforgovernance@britishcouncil.org)

Or see our website: [www.britishcouncil.org/privacy-cookies/data-protection](http://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.