Terms of Reference (ToR)

For

Age Spefic life skills Training of Trainer (ToT)
for Facilitator
In
Kanchanpur, Dailekh and Jajarkot

Integrate Programming Framework
(IPF)

World Vision International Nepal

CONTENTS

Abbreviations and Acronyms:

IPF	: Integreted Programming Framework
CP	: Child Protection
CP&A	: Child Protection and Advocacy
CPMR	: Child Protection Minimum Requirement
CWB	: Child Wel-being
GBV	: Gender Based Voilence
GESI	: Gender Equality and Social Inclusion
GTC	: General Terms and Conditions
MVC	: Most Vulnerable Children
PCESP	: Protection and Community Engagement and Sponsorship Plan
TOT	: Training of Trainers
UNICEF	: United Nations International Children's Emergency Fund
VAC	: Voilence Against Children
WVIN	: World Vision International Nepal

CONTEXT AND PROJECT SUMMARY

World Vision International officially started to work in Nepal in 2001, following an agreement with the Government of Nepal. Since then, World Vision International Nepal (herein after WVIN) has worked in long-term development, relief, and rehabilitation programmes in Nepal. WVIN implements the Integrated Programming Framework is on of the major programme which include protection, education, health and nutrition and resilience sector and aim to ensure all children experience an environment of nurturing care for their growth and development, Families are empowered and resilient for the well-being of children, Communities create a safe, learning, and healthy environment for all children and Government systems are functional and are inclusive and accessible at all levels to address child well-being issues. in Nepal.

Through PROTECT core project model for child protection, WVIN is facilitating the strengthening of child protection system (formal & informal) to functionalize the services regarding child protection. Some of the major components that we implement are Local level Child Protection Context analysis, strengthening Reporting and Referral mechanism, efficient CP services, Complaint Hearing Mechanism in School, life & protective skills, empowering child clubs, positive parenting and positive discipline. The CP programme contributes to creating a safer, protective environment at the community/School for most vulnerable children so that they cared, protected and empowered to participate and decide well for them. The organization is also advocating child well-being and other important issues both locally and nationally.

AIM AND OBJECTIVES OF CONSULTANCY SERVICE:

2.1 Overall objective

WVI Nepal implements the PROTECT model to safeguard children by empowering them, adolescents, and communities to build resilience and create a protective environment. This project model has also targated to provide Age specific life skills to all registered children under IPF and other most vulnerable children of working area, which aims to empower children of all age group to deal effectively with the demands of everyday life by improving self-regulation, making informed decisionsm building supportive social relationships and prepare self protective environment inside the community. The adolescents educators will be trained on the age specific curriculam and they will transfer the knowledge to children along with register and other most vulnerable children of WVI Nepal working area. One TOT will be conducted for different adolescents facilitator on the age specific Life skills after which they will be able to deliver sessions for the children of different age group inside the community.

2.2 Specific objectives

The overall objective of the Training of Trainers (TOT) is to train selected adolescents as a facilitator in the Age specific Skills. This will be a TOT. The trained facilitator will be delivering the life ` Skills sessions to the children of different age group(6-12) in their own communities. The TOT is expected to deliver the following:

- Train adolescents, partner and project staffs on Age specific life skills.
- The trained adolescents have the skills to plan and conduct sessions on each module of the age specific life skills manual. They will also be able to prepare the report of the sessions.

2.2.1 Age specific Life Skill

Based in different document and manual, project has developed the manual for age specific life skills, which has focused to age group 6-12 . The project model is adopt the RUPANTARAN life skill model mainly for 13^{+} age group and somehow in the manual for 6-12 age group to empower and improve the resilient of children. Rupantaran teaches children to take more responsible and accountable life decisions and actions with problem solving and coping skills. All the session has divided in 4 different components including self awareness, interpersonnel skills, protective skills and social responsibility. The manuals of 6-12 covers the relation mapping skills, confident/Belief development, challenge identification and problem solving skills, protective skills, team work and cooperation. It also helps children to develop their coping skills and negotiation skills. The life skills curriculam includes different components including interpersonal communication, goal setting, managing feelings, self-esteem, active listening, team building, group facilitation, problem solving, critical thinking, and creative thinking, meditation. The adolescents will be trained on the curriculam and they will transfer the knowledge to children and adolescents of different age groups in the community through a curriculum. The ToT will cover mainly below mentioned content during the delivery :

Age Specific Life skills				
Model-I : Self Awarness	Model-II : Interpersonal Skills	Model-III:	Model- IV :	Model-V: Strees management
Lesson 1: Identifying Family Members, Friends, and Different People in the Community **Lesson 2:** Building Self-Confidence **Lesson 3:** Effective Communication	**Lesson 1:** The Difference Between Dreams and Goals **Lesson 2:** Identifying and Managing Challenges in Achieving Goals **Lesson 3:** Identifying Good Habits and Habits That Need Improvement	**Lesson 1:** Safe and Unsafe Touch **Lesson 2:** Harm and Abuse Against Children and Measures for Protection **Lesson 3:** Online Safety	**Lesson 1:** Teamwork **Lesson 2:** Respect, Cooperation, and Collaboration **Lesson 3:** Rights and Responsibilities **Lesson 4:** Leadership	**Lesson 1:** Meditation

SCOPE OF CONSULTANCY SERVICE

The major scopes of the work are:

- Facilitation of the Master TOT and General TOT on Age specific life skills (Suggested above) during the whole period, and all the necessary preparation as required.
- Review of the Age specific life skills ToT after delivery of half of the session (contation with the Partner organization)
- Consultation with the Partner and WVIN Protection Programme staffs for all necessary preparations for the assignment in the need of additional support required to conduct the training.
- Drafting and sharing the schedule for the training with Partner and WVIN Protection Project staffs.

- Developing tools and contents for the training and sharing them with Partner and WVIN Protection Programme staffs.
- The training should be delivered in a manner that equips the adolscents with tools, capacity and skills to deliver sessions on Age specific life skills to their peer groups. The training period should not exceed 5 days covering all of the session mentioned above.
- Submission of the Completion Report of the training within 7 days of each training completion.

METHODOLOGY FOR CONSULTANCY SERVICE

The team shall use appropriate methods in order to achieve the objectives. These could include both quantitative and qualitative tools.

Overall methodology will include (but not limited to):

1. Preliminary Meeting with the selected consultancy firm/team of individual to clarify the understanding the task and deliverables
2. Consultant encouraged to adapt more interactive way of delivery of contant besides mentioned below
   - Presentations
   - Game playing
   - Practice
   - Mock sessions
   - Group Discussion
   - Story telling

DELIVERABLES:

- - Final delivery of completion of the assignment along with the below;

- Detailed Schedule of the TOT at least 3 days before the date of the training
- Training completion report with relevant annexes within 7 days of completion of each training.
- Incorporate feedbacks from the training
- Photographs and other evidences.
- At least 4 success stories of group member with before and after scenario.
- Compy with Child Protection policy and behaviour protocol

CONSULTANCY SERVICE TIMELINE

The service is to be completed by Nov. 17, 27
All deliverables need to be completed and reported within November 17, 2027.

S.N.	Activities	Mile stone	Time Frame
1	RFP opening	RFP published	1 November 2026
2	Consultant Finalization	Consultant finalized	17th November 2026
3	Agreement with Consultant	Agreement done	
4	Preliminary / Inception Meeting / Orientation on the task	Orientation to Consultant	

5	Submission of Schedule by Consultant	Schedule	
6	Delivery of ToT		
8	Payment of ToT		
9	Submission of Report		
10	Facilitation of Review meeting		As per suggested by programme team

CONSULTANCY TEAM

The team can be from an Individual Consultant, Consultancy Firm or Institution

CONSULTANT QUALIFICATIONS

The expected qualifications and competencies required for the lead consultant include:

i. The organization/individual consultant should have previous experience of conducting Life and protective Skills Training. (please provide references to your previous works).
ii. Work experience in Child Protection sector at grassroot level is advantageous.
iii. Sound knowledge on GBV, GESI and child protection issues in Nepal
iv. Familiar with child focused development and at least 2–3 years of experience working in related field.
v. Good facilitation, analytical and reporting skill.
vi. Previous experience to work with adolescents/adolescent mobilization skills
vii. Have knowledge of psychosocial first AID or basic knowledge on psychosocial counselling
viii. Good command on qualitative and quantitative data analysis and reporting.
ix. Language skills: Proven proficiency in Nepali and local.
x. Working experiences with the government of Nepal and other development partners life skill based programme in project area.

PROPOSAL REQUIREMENTS

Context of the Requirement	The scope of the consultancy is to deliver TOT on Life and Protective Skill to peer educator of adolescent group to enhance their resilence, confidence and make able to beter protect themselves.
Work Unit	Child Protection
Department to supervise the Work/Performance of the Service Provider	**Child Protection Department**
Frequency of Reporting	Not Applicable
Working Modality	Independent
Expected duration of work	5 Days
Target start date	
Latest completion date	
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required ☐ Not Required

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	
Criteria for Contract Award	☐ Quality based with least cost selection. ☒ Quality and Cost Based selection (As per 70% technical offer and 30% price weight distribution) ☐ Quality Based Selection. Full acceptance of the WVIN Contract General Terms and Conditions is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	**Technical Proposal (70 Marks)** • Quality of Technicala proposal/ outline/ concept/ Description of key delivery and detail work plan - 40 Marks • Subject Matter Expertise /relevant past experience -20 Marks • Qualification and Experience of Lead Trainner-10 Marks Total-70 Marks **Note1:** at least 60% score in technical proposal should secure to qualified for consultancy.Lead Trainner must be present throughout the Trainning period. **Financial Proposal (30 Marks)** To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by SOSEC Dailekh.
Payment Terms (Please indicate your desired disbursements of payment that are acceptable to you)	The payment will be made after successfully completing the training and submitting the event completion report.
Contact address for technical Inquiries	Please mention the designation of technical supervisor. Kripraj Joshi World Vision International Nepal

Prepared by

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