

# TERMS OF REFERENCE

## Social and GEDCI Audit

Fiscal Year 2082/083

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Issued by

**SOSEC Nepal**

Narayan Municipality-1, Dailekh, Karnali Province

Tel: 089-410096 / 410187 | [www.osec.org.np](http://www.osec.org.np)

*Proposal Submission Deadline: 24:00 hrs, 12 AshaR 2083 (Nepal Local Time)*

## 1. ORGANIZATIONAL BACKGROUND

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SOSEC Nepal (Social Service Centre Nepal) was established in 1997 as a non-political, non-profit social organization dedicated to improving the lives of marginalized populations in remote and underserved areas of Nepal. It is formally registered under the Organization Registration Act 2035 (11 Bhadra, 2054) with the District Administration Office (DAO), Dailekh, and holds affiliations with the Social Welfare Council, the NGO Federation of Nepal, and the Inland Revenue Office.

SOSEC Nepal's primary mission is to advance the educational, health, and economic conditions of its target populations through social inclusion and rights-based empowerment. Working in close coordination with government and non-government partners, SOSEC Nepal operates across three provinces:

- Karnali Province: Dailekh, Salyan, Jumla, Kalikot, Surkhet, Jajarkot, and Rukum-West
- Sudurpaschim Province: Achham
- Lumbini Province: Dang and Kapilbastu

Committed to gender equality, diversity, and social inclusion, SOSEC Nepal is commissioning an independent Social, Gender, and GEDCI Audit for fiscal year 2082/083.

## 2. PURPOSE OF THE AUDIT

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The Social, Gender, and GEDCI Audit aims to provide a credible, evidence-based assessment of SOSEC Nepal's progress in mainstreaming Gender Equality, Disability, and Social Inclusion (GEDCI) across its policies, programs, and operations. Specifically, the audit will:

- Assess the alignment between SOSEC Nepal's stated GESI commitments and actual organizational practices.
- Evaluate the effectiveness, reach, and inclusivity of project interventions from the perspective of rightsholders.
- Capture perceptions of staff, management, and board members regarding GEDCI capacity and gaps.
- Identify good practices and areas requiring improvement in social responsibility and gender equality.
- Support the development of a targeted action plan to strengthen GEDCI mainstreaming across the organization.

## 3. SPECIFIC OBJECTIVES

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1. Verify project implementation and results with beneficiary communities, including active participation of primary stakeholders—farmers, water user groups, women's groups, child clubs, youth clubs, and cooperatives—as well as local institutions and local governments.
2. Assess the extent to which the organization engages marginalized and vulnerable groups beyond women in its programming.
3. Document good practices, identify GEDCI mainstreaming gaps, and build organizational ownership of GEDCI responsiveness.
4. Examine the alignment of project implementation with SOSEC Nepal's endorsed policies, plans, and operating procedures.

5. Measure the transparency and participatory quality of implemented interventions.
6. Analyze the contribution of endorsed programs and projects to the broader socio-economic development of target communities.
7. Assess the gender-transformative approaches and tools practised by projects, and their effectiveness.

## 4. SCOPE OF WORK

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The audit covers SOSEC Nepal's ongoing projects and programs **across 13 Palikas and their respective wards**. The consultant/firm is expected to:

- Review SOSEC Nepal's project documents, reports, policies, and program outcomes.
- Develop a detailed inception report including methodology, tools, and a plan of action, and present it to SOSEC Nepal for approval before fieldwork begins.
- Design data collection checklists and instruments for each of the four thematic sectors.
- Conduct field visits to observe project interventions and materials/equipment provided by the organization.
- Interview project beneficiaries, local institution representatives, and local government officials.
- Facilitate Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs) across all target communities.
- Conduct a Social and Gender Audit Workshop at SOSEC Nepal's Dailekh headquarters to present and validate preliminary findings.
- Prepare and submit draft and final audit reports incorporating SOSEC Nepal's feedback.

### 4.1 Thematic Areas

The audit will focus on the following four thematic areas:

- **Human Resources:** Recruitment and promotion practices, compensation and benefits, training and development, and diversity and inclusion initiatives.
- **Operations and Effectiveness:** Environmental sustainability, community engagement, supply chain and partner management.
- **Organizational Culture:** Staff engagement, focus groups, and interviews across all levels of the organization.
- **Policies and Procedures:** Review of all relevant policies and procedures related to social responsibility, gender equality, and GEDCI mainstreaming.

## 5. APPROACH AND METHODOLOGY

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The audit is a participatory, rights-based process. The consultant shall use a mixed-methods approach, combining qualitative and quantitative data collection to ensure a comprehensive and triangulated assessment. At minimum, the team must interview **500 project beneficiaries across at least 20 groups or clusters within the project area**.

## 5.1 Data Collection Methods

- Document review of SOSEC Nepal's project files, reports, plans, and policies.
- Key Informant Interviews (KIIs) with SOSEC Nepal staff, management, board members, local government officials, and representatives of peer organizations.
- Focus Group Discussions (FGDs) with differentiated groups of beneficiaries (women, youth, children, persons with disabilities, marginalized communities, farmers, water user groups, cooperative members, etc.).
- Direct field observation of project sites, constructed infrastructure, and distributed materials/equipment.
- Structured beneficiary survey using pre-tested tools developed in both English and Nepali.

## 5.2 Participant Groups

Participants should represent a wide and inclusive cross-section, including but not limited to:

- Project beneficiaries: Farmers, Water User Group (WUG) members, child clubs, women's groups, Self-Help Groups (SHGs), youth groups, School Management Committees (SMCs), Parent-Teacher Associations (PTAs), Ward Child Protection Committees (WCPCs), Village Child Protection Committees (VCPCs), and other community groups.
- Local government: Mayors/Chairpersons and ward chairpersons of relevant local governments.
- Local institutions: WUGs, cooperatives, schools, health facilities, networks, and clubs.
- Civil society: Representatives of other NGOs working on similar issues in the area.
- SOSEC Nepal personnel: Project staff, field coordinators, program managers, senior management, and board members.

## 5.3 FGD Structure (by Group Type)

Project / Program	Palika	Institution / Group	No. of FGDs	Remarks
		Cooperative		
		Water User Group		
		Local Government		
		SMC / PTA		
		Farmers Group		
		Child Group		
		Youth Group		

## 6. EXPECTED OUTCOMES

- Accountability strengthened by identifying gaps between SOSEC Nepal's stated policies and actual implementation practices.

- Management equipped with reliable data and insights to design more effective, targeted, and inclusive policies and project strategies.
- Gender-sensitive and GEDCI-responsive policies and practices promoted across the organization and its programs.

## 7. DELIVERABLES

The selected consultant/firm shall produce the following deliverables in English. All reports must be factual, clearly written, well-illustrated with photographs (with written consent), and free from errors. Report formats will be proposed by the consultant and finalized with SOSEC Nepal.

SN	Deliverable	Description
1	Inception Report	Detailed methodology, survey plan, and data collection tools (in English and Nepali), approved by SOSEC Nepal before fieldwork.
2	Beneficiary Survey Checklists	Sector-specific checklists covering all four thematic areas.
3	FGD Checklists	Tailored discussion guides for each participant group.
4	Field Visit and Consultation Report	Summary of field observations, FGDs, KIIs, and stakeholder interactions.
5	Draft Audit Report	Analysis of findings—segregated by relevant attributes—including strengths, weaknesses, and preliminary recommendations.
6	Workshop Facilitation	Presentation of findings at the Social and Gender Audit Workshop, Dailekh headquarters.
7	Final Audit Report	Revised report incorporating SOSEC Nepal's feedback; structured, illustrated, and ready for publication.
8	Action Plan	Short-, medium-, and long-term recommendations with timelines and resource allocation.

## 8. ASSIGNMENT TIMELINE

The audit runs from 29 Aashad to 5 Srawan 2083 — a total of nine working days. The final report and action plan must be submitted to SOSEC Nepal no later than 20 Srawan 2083. The timeline may be adjusted by mutual agreement.

Day	Date (2083 BS)	Key Activity	Description
1	29 Aashad	Preparation & Kick-off	Document review; initial briefing with the SOSEC Nepal team; finalization of tools.
2-5	30 Aashad – 2 Srawan	Field Visits & Data Collection	Site visits, observations, FGDs, KIIs, and consultations with beneficiaries and stakeholders across project areas.
6	3 Srawan	Data Analysis & Draft Report	Data cleaning, analysis, and preparation of draft findings.
7	4 Srawan	Audit Workshop	Facilitation of the Social and Gender Audit Workshop at Dailekh headquarters; presentation of preliminary findings.
8	5 Srawan	Feedback & Revision	SOSEC Nepal reviews draft; consultant incorporates feedback.
9	6 Srawan	Final Report & Action Plan	Submission of finalized report and Social and Gender Audit action plan.

## 9. SOSEC NEPAL'S RESPONSIBILITIES

SOSEC Nepal will provide overall management and coordination support throughout the assignment, including:

- Timely provision of all relevant project documents, reports, and data.
- Inputs on the inception report and data collection instruments.
- Facilitation of meetings and consultations with project-related stakeholders.
- Organization of the Social and Gender Audit Workshop.
- Assignment of Community Facilitators (CFs) or volunteer enumerators as needed.
- Review of and feedback on draft and final reports.

## 10. TEAM COMPOSITION AND QUALIFICATIONS

All public, private, and non-governmental organizations/firms registered under an authorized agency of the Government of Nepal, with demonstrated experience in social and gender audits, are eligible to apply. The submitting firm must have a minimum of five years of experience conducting social and gender audits, with preference given to firms with experience in:

- Social and gender audits for local and provincial organizations and local governments.
- Working in Dailekh or adjacent districts.
- Assignments with national or international development agencies.

## 10.1 Key Personnel

Position	Roles and Responsibilities	Qualifications
Team Leader (1)	<ul style="list-style-type: none"> <li>Overall management of the audit</li> <li>Field observations and stakeholder interactions</li> <li>Facilitation of FGDs and the Audit Workshop</li> <li>Preparation and submission of all reports</li> </ul>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>Master's degree in social sciences, population studies, agriculture, management, journalism, or a related field.</li> <li>Minimum 6 years of professional experience in social/public audits.</li> <li>Strong understanding of development projects and GESI frameworks.</li> <li>Proven ability to produce high-quality technical reports in English.</li> <li>Willingness to undertake field visits.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>Expertise in DRR/CCA, human rights, livelihoods, education, children, youth, or women's empowerment.</li> </ul>
Field Coordinator / Documentation Officer (1)	<ul style="list-style-type: none"> <li>Design questionnaires and checklists for household surveys, FGDs, and KIIs.</li> <li>Field observations and beneficiary/stakeholder interviews.</li> <li>Support organization and documentation of public meetings.</li> <li>Assist in drafting and finalizing reports.</li> </ul>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>Minimum 3 years of experience in the development sector.</li> <li>Knowledge of participatory development methodologies.</li> <li>Good analytical and communication skills.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>Familiarity with local culture and ability to communicate in the local language.</li> <li>Ability to produce high-quality technical reports in English.</li> </ul>

Note: The above is a minimum team composition. The consultant/firm may propose additional team members as appropriate.

## 11. BUDGET AND PAYMENT PROCEDURE

The consultant/firm must submit a detailed budget in Nepali Rupees (MS Excel format), including a budget narrative that explains all proposed cost lines. The budget must cover consultancy fees, travel, accommodation, and all other applicable costs. All applicable taxes, duties, and levies are the responsibility of the consultant/firm. The final agreed budget will be formalized in the contract.

Payment will be made in three installments to the selected firm's or consultant's bank account:

SN	Installment	Trigger	Amount
1	First (30%)	Submission and approval of the inception report.	30% of total agreed fee
2	Second (40%)	Submission and approval of the draft audit report.	40% of total agreed fee

3	Final (30%)	Acceptance of the final audit report and action plan.	30% of total agreed fee
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Note: SOSEC Nepal will not be responsible for insurance or any hidden costs related to the consultant/firm's personnel.

## 12. SELECTION AND EVALUATION CRITERIA

Proposals will be evaluated using Quality and Cost-Based Selection (QCBS): Technical 50% | Financial 50%. Only technically qualified proposals will proceed to financial evaluation.

SN	Evaluation Criteria	Score	Marking Criteria
<b>A</b>	<b>Experience of Bidding Firm</b>		
A1	Surveys, assessments, public hearings, and social/gender audits	15	≥10 assignments = 15   7–9 = 10   4–6 = 5   1–3 = 3   None = 0
A2	Assignments with national/international development agencies	10	≥6 = 10   3–5 = 5   1–2 = 3   None = 0
<b>B</b>	<b>Technical Proposal / Methodology</b>		
B1	Understanding of ToR and methodology	5	Excellent = 5   Very Good = 3   Good = 1   Otherwise = 0
B2	Appropriateness of data collection tools and methods	5	Excellent = 5   Very Good = 3   Good = 1   Otherwise = 0
B3	Clarity of data analysis process	5	Excellent = 5   Very Good = 3   Good = 1   Otherwise = 0
B4	Work plan and task division	5	Excellent = 5   Very Good = 3   Good = 1   Otherwise = 0
B5	Pre-testing of data collection tools	5	Excellent = 5   Very Good = 3   Good = 1   Otherwise = 0
B6	Data validation process	5	Excellent = 5   Very Good = 3   Good = 1   Otherwise = 0
B7	Quality assurance and supervision measures	5	Excellent = 5   Very Good = 3   Good = 1   Otherwise = 0
<b>C</b>	<b>Team Composition</b>		
C1	Team Leader	30	Experience (≥8 yrs = 10) + Similar assignments (≥5 = 10) + Research/publications (≥5 = 10)
C2	Field Coordinator / Documentation Officer	10	Similar assignments: ≥5 = 10   3–4 = 5   1–2 = 3   None = 0
	<b>Grand Total (Technical)</b>	<b>100</b>	

## 13. PROPOSAL SUBMISSION

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### 13.1 Required Documents

#### A. Technical Proposal (maximum 4 pages)

- Summary of instruments and tools to be used in data collection, FGDs, and the survey.
- Detailed plan of processes, tools, and methods for data collection, cleaning, analysis, and storage.
- Activity timeline.
- Updated CVs of the Team Leader and Field Coordinator.
- List of similar assignments completed by the Team Leader and Field Coordinator.

#### B. Financial Proposal

- Proposed budget in Nepali Rupees in MS Excel format, with a narrative explaining all proposed expenses.

#### C. Organizational Profile and Legal Documents

- Organization profile with relevant experience.
- Certificate of firm/company registration.
- Tax clearance certificate.
- VAT/PAN registration certificate.
- Audit report (latest fiscal year).
- Any other relevant supporting documents.

### 13.2 Submission Details

Proposals must be submitted **by 24 :00 hrs (Nepal Local Time) on 12 Ashar 2083**. Mark the envelope or email subject as: "EOI for Conducting Social and Gender Audit". Password-protect all email submissions.

Submit to:

- Email: [procurement@sosec.org.np](mailto:procurement@sosec.org.np) or [hrc@sosec.org.np](mailto:hrc@sosec.org.np)
- Post/Hand Delivery: SOSEC Nepal Central Office, Narayan Municipality-1, Dailekh, Karnali Province

SOSEC Nepal reserves the right to accept or reject any proposal, with or without reason. Shortlisted firms may be asked to make modifications or clarifications.

## 14. CONTRACTUAL PROVISIONS

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### 14.1 Confidentiality

The consultant/firm shall not disclose to any third party, or make use of, any confidential information obtained during the assignment relating to SOSEC Nepal's projects, programs, or respondents — whether during the assignment or after its conclusion.

## 14.2 Copyright and Data Ownership

All data, documents, photographs, and other materials collected or produced during the assignment remain the sole property of SOSEC Nepal. The consultant/firm must obtain written consent from participants before capturing photographs or videos. The consultant/firm may not publish or use the findings without prior written authorization from SOSEC Nepal.

## 14.3 Consortium

Consortium arrangements are discouraged. If unavoidable, the lead firm is fully accountable for the quality and timeliness of all deliverables and must manage the assignment in close consultation with SOSEC Nepal.

## 14.4 Termination

SOSEC Nepal may terminate the contract if the consultant/firm breaches any obligation under this ToR. Written notice will be provided at least one week before the effective date of termination.

## 14.5 Safeguarding

The consultant/firm must adhere to SOSEC Nepal's safeguarding policies throughout the assignment. All team members must be sensitive to child protection and vulnerable persons' safeguarding issues.

## Annex 1: List of Projects and Programs

SN	Name of Project / Program	Location (Palika)	Remarks
1	WASH Recovery Project	<ul style="list-style-type: none"> <li>Nalgad Municipality, Jajarkot District</li> </ul>	
2	Bihani Project	<ul style="list-style-type: none"> <li>Birendranagar, Surkhet, and Chandannath Municipality, Jumla District</li> </ul>	
3	AADHAR Project	<ul style="list-style-type: none"> <li>Bhairabi Rural Municipality, Dailekh, and Khadachakra Municipality, Kalikot District</li> </ul>	

4	Raute Project	<ul style="list-style-type: none"> <li>Lekbesi Municipality, Surkhet District</li> </ul>	
5	Girls Matter Project	<ul style="list-style-type: none"> <li>Birendranagar, Chaukune, and Simta of Surkhet District, and Dullu of Dailekh District</li> </ul>	
6	Sahayatra III Project	<ul style="list-style-type: none"> <li>Chamunda Bindrasaini Municipality, Dailekh District</li> </ul>	
7	Little Step Bright Future Project	<ul style="list-style-type: none"> <li>Chamunda Bindrasaini Municipality, Dailekh District</li> </ul>	
8	EWPN Program	<ul style="list-style-type: none"> <li>Sanibheri, Rukum West; Birendranagar, Surkhet; Narayan, Dailekh; and Subhakalika and Khadachakra, Kalikot District</li> </ul>	
9	IPF/SHIELD	<ul style="list-style-type: none"> <li>Bhagawatimai Rural Municipality, Dailekh District</li> </ul>	
10	Sahakarya Project	<ul style="list-style-type: none"> <li>Thantikandh Rural Municipality, Dailekh District</li> </ul>	
11	Hatemalo Project	<ul style="list-style-type: none"> <li>Narayan, Naumule, Dullu, and Bhairabi Rural Municipality, Dailekh District</li> </ul>	
12	NLRP Project	<ul style="list-style-type: none"> <li>Bhagawatimai Rural Municipality, Dailekh District</li> </ul>	
13	SRHR	<ul style="list-style-type: none"> <li>Dullu and Aathbis Municipalities, Dailekh District</li> </ul>	
14	A2J	<ul style="list-style-type: none"> <li>Narayan and Dullu Municipalities, Dailekh District</li> </ul>	

15	Green Karnali Project	<ul style="list-style-type: none"> <li>Turmakhand, Achham District, and Gurans and Dullu, Dailekh District</li> </ul>	
16	Sustainable agriculture food empowerment (safe project)	<ul style="list-style-type: none"> <li>Chandannath, Jumla District, and Barahatal Rural Municipality, Surkhet District</li> </ul>	
17	Health system resiliency	<ul style="list-style-type: none"> <li>Narayan, Naumule, and Dungeshwor Municipalities, Dailekh District</li> </ul>	
18	Women and Children Service Center	<ul style="list-style-type: none"> <li>Narayan, Dailekh District, and Khadachakra, Kalikot District</li> </ul>	
19	Bee Keeping	Nalgad Municipality, Bheri Municipality and Barekot Rural Municipality - Jajarkot District) and (Aathbiskot Municipality and Sanibheri Rural Municipality- Rukum West District)	

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**Coordinator, Procurement Committee | SOSEC Nepal**

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Procurement Committee  
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