

**TERMS OF REFERENCE
(ToR)**

For

**" Consultancy Service for Child-Centric Budget Tracking, Analysis, and
Report Writing"**

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SOSEC Nepal, Dailekh

2 September 2025



Provide Consultancy Services to Conducting Child-Centric Budget Tracking, Analysis, and Report Writing

1. Background

SOSEC Nepal is a non-governmental, non-profit organization established in 1997 with the mission of improving the socio-economic and cultural status of disadvantaged and marginalized communities in rural Nepal. Since its inception, the organization has worked to enhance education, health, livelihood opportunities, disaster risk reduction, and human rights, while strengthening social inclusion and institutional capacities at the grassroots level.

The organization was founded by youths of Dailekh who envisioned a prosperous and equitable society that actively includes Dalits, women, and diverse ethnic groups in development processes. Over the years, SOSEC Nepal has successfully implemented projects across Dailekh, Kalikot, Surkhet, and Achham districts in close coordination with local governments, line agencies, and donor partners.

Our vision is to build an equitable society through empowered institutions that play a vital role in integrated community development.

Our mission is to inspire breakthroughs in the way society treats children and to achieve immediate and lasting change in their lives.

Our values include accountability, ambition, collaboration, creativity, and integrity. We strive to ensure that resources are used efficiently to maximize impact, particularly for children.

2. Rational for the Assignment

Since 2024, SOSEC Nepal has been implementing the Sahayatra III Project in partnership with Save the Children at Chamunda Bindrasaini Municipality, Dailekh. One of the project's key priorities is strengthening child rights governance by ensuring that children's needs are prioritized in government planning and budgeting processes.

The Government of Nepal allocates child-focused budgets annually across different thematic areas such as survival, protection, development, participation, infrastructure, and institutional strengthening. However, there is limited analysis of how these budgets are allocated, spent, and translated into actual outcomes for children.



Tracking and analyzing child-centric budgets will provide crucial evidence for policymakers, civil society, the private sector, and children themselves to engage in informed dialogue, advocate for resource mobilization, and promote accountability at local, provincial, and federal levels. This consultancy is designed to generate such evidence and disseminate the findings widely to influence policy and practice.

Objective of the Consultancy

The overall objective of this consultancy is to track and analyze child-focused budgets and disseminate findings to strengthen evidence-based advocacy for children's rights and wellbeing.

Specific Objectives:

1. To track child-centric budgets over a five-year period (Fiscal Years 2078/79 to 2082/83) in Chamunda Bindrasaini Municipality and Gurans Rural Municipality, Dailekh.
2. To analyze budget allocation trends across thematic areas and prepare a comprehensive report.
3. To disseminate the findings of the budget analysis report among government institutions, civil society organizations (CSOs), the private sector, and children at Chamunda Bindrabaini Municipality and and Guras Rural Municipality, Dailekh.

3. Location and Official Travel

The consultancy will be carried out primarily in Dailekh District, with specific focus on Chamunda Bindrasaini Municipality and Gurans Rural Municipality. The consultant will be required to undertake field visits for required data collection, and consultations.

4. Service the consultant will provide

The consultant (individual or firm) will be responsible for the following:

- Prepare and Submit an inception report with a detailed technical and financial proposal.
- Review relevant policies, budget documents, and reports from federal, provincial, and local governments.
- Conduct field surveys and consultations with municipal authorities, line agencies, CSOs, and community stakeholders.
- Track, compile, and analyze child-centric budget allocations and expenditures for the specified fiscal years.
- Prepare a comprehensive analysis report, highlighting trends, gaps, challenges, and opportunities.
- Organize dissemination events to present findings to government, CSOs, the private sector, and children.
- Advocete for increasing child centric budget incorporating feedback.



5. Timeline

The consultancy assignment will be completed by **30 September 2025**.

6. Reporting and Coordination

The consultant will work in close coordination with the **Thematic Lead of Sahayatra III, SOSEC Nepal**, and provide regular updates as per the agreed timeline.

7. Key deliverables

SOSEC Nepal expects underneath deliverables to be provided by the consultant/s.

SN	Deliverables	Delivery Timeline	Support Provided By	Description
1	Agreement Signing and Orientation	Within 3 days of notification or formal engagement	SOSEC Nepal (Logistics & Supply Chain Dept.)	Introductory meeting and project briefing session
2	Field Survey and Data Collection	Within 7 days of assignment commencement	Consultant	Conduct budget tracking in selected municipalities
3	Preparation and Submission of Comprehensive Report	Within 21 days of assignment commencement	Consultant	Analyze budget trends and submit a detailed draft report
4	Dissemination Workshop and Budget Advocacy	To be scheduled in consultation with relevant stakeholders	Consultant	Present findings to stakeholders and submit the finalized report

8. Budget and Payment Terms

The total cost of the consultancy should include with proposal and payments will be made after final deliverables are approved.

9. Experience and required Competencies

The consultant/team should meet the following criteria:

- Master's degree in Social science/Development studies, public administration, Economics or a related discipline.



- Minimum 7 years of proven experience in child rights and child protection programming in Nepal and the budget system of government of Nepal including local and province as well.
- Strong understanding of Nepal's intergovernmental fiscal system and legal frameworks related to local governance and budget allocation.
- Demonstrated working experience in budget tracking/analysis and in facilitating training or dialogues with government and civil society stakeholders.
- Excellent analytical, communication, facilitation, and research study and report-writing skills in both Nepali and English.
- Prior experience in Karnali Province or similar socio-economic contexts will be an asset.

10. Application Process

Interested individuals or firms are invited to submit the following documents by **30 August 2025**:

- Updated CV(s) of key consultant(s)
- Technical proposal outlining methodology, work plan, and deliverables
- Financial proposal (with PAN registration)
- Relevant supporting documents highlighting prior experience

11. Contact Information

For inquiries and submission, contact:

SOSEC Nepal,

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