

# **TERMS OF REFERENCE (ToR)**

**For**

**" Consultancy Service for Preparation of Child Profile of Chamunda  
Bindrasaini Municipality for Child-Friendly Local Governance  
(CFLG)"**



**SOSEC Nepal, Dailekh**

**2 September 2025**



# Provide Consultancy Services for Preparation the Child Profile of Chamunda Bindrasaini Municipality for Child Friendly Local Governance

## 1. Background

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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

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Since 2024, SOSEC Nepal has been implementing the *Sahayatra III Project* in partnership with Save the Children in Chamunda Bindrasaini Municipality, Dailekh. A key focus of the project is Child-Friendly Local Governance (CFLG) a framework that ensures children's rights are safeguarded and prioritized in local governance, planning, and budgeting processes.

One of the foundational steps toward institutionalizing CFLG is the development of a Child Profile, a comprehensive document that captures the status, needs, and rights of children within the municipality. This profile serves as a crucial planning and decision-making tool, enabling evidence-based interventions and tracking progress towards child rights outcomes.



## Objective of the Consultancy

The main objective of this consultancy is to prepare a detailed and accurate **Child Profile** for Chamunda Bindrasaini Municipality, in alignment with the CFLG Implementation Guideline 2078, and to develop a **Child Investment Plan** to guide local budgeting and program implementation.

### Specific Objectives:

1. To review and validate raw data during survey. (data will collect by SOSEC Nepal)
2. To analyze and present child-related indicators (servival, protection, devlopment, participation, and institutional).
3. To prepare a comprehensive Child Profile report based on CFLG Guideline 2078.
4. To develop a realistic and actionable Child Investment Plan in consultation with local stakeholders.

## 3. Location and Official Travel

The consultancy will be carried out primarily in Dailekh District, with specific focus on Chamunda Bindrasaini Municipality. The consultant will be required to undertake field visits for developing child investment and stakeholder consultations.

## 4. Service the consultant will provide

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

- Submit an Inception Report, including a detailed methodology, work plan, and updated technical and financial proposal.
- Review relevant national, provincial, and municipal policies, budget documents, and CFLG guidelines.
- Assess and validate the existing raw data collected by SOSEC Nepal or other stakeholders.
- Conduct consultations with municipal officials, service providers, and community representatives, including children where feasible.
- Analyze data and prepare a comprehensive Child Profile report using CFLG standards.
- Develop a Child Investment Plan that aligns with municipal planning and budgeting cycles.



- Present findings in a validation workshop with key stakeholders and incorporate feedback.

## 5. Timeline

The consultancy assignment will be completed by **31 October 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	Timeline	Support Provided by SOSEC	Description
1	Contract Signing & Orientation	Within 3 days of engagement	Logistics & Admin Team	Introductory meeting and orientation on project objectives and methodology
2	Inception Report	Within 7 days of orientation	Thematic Team	Includes detailed work plan, methodology, tools, and timeline
3	Data review and validation	During Survey	Thematic Team	Based on data analysis and stakeholder consultations
4	Final Report Submission	After 20 days of Data finalization	Thematic Team	Revised report integrating stakeholder feedback and final deliverables
5	Child Investment Plan and Workshop	To be scheduled in consultation with relevant stakeholders	Consultant	Present findings to stakeholders and submit the finalized report

## 8. Budget and Payment Terms

The consultant shall submit a financial proposal covering all consultancy costs, including travel, accommodation, taxes, and service fees.

Payment will be made in installments, subject to satisfactory completion of deliverables:

- a. 70% upon submission of the child profile report



- b. 30% upon development of a child investment plan consultation with stakeholder

## 9. Experience and required Competencies

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The selected consultant (individual or firm) must demonstrate the following:

**Academic Qualifications:** At least a Master's degree in Social Sciences, Child Rights, Public Policy, Development Studies, or a related field.

**Experience:**

- Minimum 5 years of professional experience in conducting research, assessments, or profile development in the field of child rights, governance, or local development.
- Proven experience in developing Child Profiles, Municipal Investment Plans, or similar documents aligned with government guidelines.
- Familiarity with CFLG principles, the CFLG Implementation Guideline 2078, and local governance structures in Nepal.

**Skills and Competencies:**

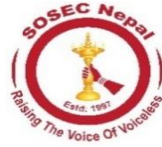
- Strong data analysis and reporting skills.
- Excellent facilitation and communication skills.
- Ability to coordinate with local government officials and community stakeholders.
- Proven track record of timely delivery and high-quality reporting.

## 10. Application Process

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Interested and qualified consultants (individuals or firms) are invited to submit the following documents via email by **10 September 2025**:

- Updated CV(s) of key team members
- Technical proposal, including:
  - Proposed methodology and tools
  - Detailed work plan and timeline



- Financial proposal with PAN/VAT registration
- References or testimonials from past clients

## 11. Contact Information

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For queries or to submit your application, please contact:

**SOSEC Nepal – Field Office, Dailekh**

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