


# Terms of Reference (ToR)

For

## Consultancy to Develop RM Child Profile and Investment plan



**Purbichauki Rural Municipality Sanagaun,  
Doti Sudurpachim Province Nepal**

  
देवी प्रसाद जोराला  
प्रमुख प्रशासकीय अधिकृत

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**Abbreviations and Acronyms:**

|           |  |
|-----------|--|
| CP        | : Child Protection                     |
| CP&A      | : Child Protection and Advocacy        |
| CPMR      | : Child Protection Minimum Requirement |
| CWB       | : Child Well-being                     |
| GBV       | : Gender Based Violence                |
| GESI      | : Gender Equality and Social Inclusion |
| GTC       | : General Terms and Conditions         |
| MVC       | : Most Vulnerable Children             |
| IPF       | : Integrated Programming Framework     |
| CP-Core   | : Child Protection Core                |
| VAC       | : Violence Against Children            |
| WVI Nepal | : World Vision International Nepal     |
| LGs       | : Local Government                     |
| NGOs      | : Non-Government Organization          |

## 1. CONTEXT AND PROJECT SUMMARY

Purbichauki Rural Municipality is a hilly rural local government located in Doti District under Sudurpashchim Province. This rural municipality was formed according to the federal structure by incorporating the former seven Village Development Committees (VDCs). The administrative center of the municipality is located in Sanagaun, and it represents rural lifestyle, traditions, and social harmony.


Geographically, Purbichauki Rural Municipality is spread across hilly terrain. Due to its elevated and sloping landscape, agriculture has developed as the main occupation of the local people. Crops such as maize, rice, wheat, millet, barley, and potatoes, along with livestock farming, are the primary sources of livelihood. Natural beauty, forests, streams, and a clean environment are some of the key features of this rural municipality.

From a cultural and social perspective, Purbichauki Rural Municipality is a multicultural area. The Doteli language is mainly spoken here, and the majority of the population follows Hinduism. People from various ethnic and community groups reside in this municipality, where major festivals such as Dashain, Tihar, Holi, Bhuwa, Gaura, Olke, and Maghi are celebrated. On the upper side of this municipality lies Khaptad National Park, while the Seti River flows along its lower region.

Purbichauki Rural Municipality is a historically, culturally, and naturally rich local government located in Doti District under Sudurpashchim Province. This area is believed to have been part of the sphere of influence of the ancient Doti Kingdom since ancient times. The Doti Kingdom was one of the powerful Baise-Chaubise kingdoms of medieval Nepal, and its administrative, religious, and cultural influence can still be clearly seen in the Purbichauki region.

Within Sudurpashchim Province, Purbichauki Rural Municipality lies in the eastern part of Doti District. Since it is situated in the eastern side of the district, it came to be known as "Purbichauki" (Eastern Chauki). This rural municipality was officially established on Chaitra 1, 2073 B.S. (March 14, 2017 A.D.) in accordance with the decision of the Council of Ministers of the Government of Nepal.

According to the approved annual program of Fiscal Year 2082/083 of Purbichauki Rural Municipality, and with the objective of declaring the municipality as a Child-friendly

  
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Local Government, it is necessary to prepare a municipality-level Child Profile by identifying, analyzing, and collecting data on the overall condition of children in wards (2–6) within the municipality, in accordance with Section 23 of the Child-Friendly Local Governance Implementation Procedure, 2078. Therefore, this public notice has been published.

In joint partnership between Purbichauki Rural Municipality, Sanagaun, Doti, and Centre for Equal Access Development (CEAD Nepal), Child Profiles will be prepared for six wards (Ward Nos. 2 to 7) of Purbichauki Rural Municipality in order to declare them as Child-Friendly Local Governance wards. Under this initiative, both ward-level profiles and a municipality-level profile will also be developed.

At the local level, governments are adopting the **Child-Friendly Local Governance (CFLG) framework** to institutionalize child rights within planning, budgeting, and service delivery systems. CFLG aims to ensure that children's needs and rights are systematically addressed across all sectors of local governance.

To address this gap, the consultancy will develop a comprehensive Child Profile and Child Investment Plan, mapping existing services and interventions related to child well-being. These outputs will provide a strong evidence base to support municipal planning, enhance service delivery, and accelerate progress toward achieving CFLG standards, ensuring that children's needs are addressed in a systematic, strategic, and sustainable manner.

## **2. AIM AND OBJECTIVES OF CONSULTANCY SERVICE:**

### **2.1 Overall objective**

The overall objective of this consultancy is to develop a comprehensive, evidence-based **Child Profile and Child Investment Plan for Purbichauki Rural Municipality**. This initiative aims to strengthen the capacity of the rural municipality to undertake **informed, inclusive, and strategic planning, prioritization, budgeting, and monitoring of child-focused interventions**. The Child Profile will generate detailed, reliable, and disaggregated information on children's demographics, status, well-being, vulnerabilities, and access to essential services across key domains-Safety, Health, Education, Livelihoods, and Care. It will identify disparities and exclusion patterns among

different groups of children, including those who are most vulnerable and marginalized. In parallel, the Child Investment Plan will provide a strategic framework to guide the efficient and equitable allocation of resources for improving child well-being. It will outline priority areas for investment, recommend costed interventions, and align financial planning with identified needs and service gaps.

Both the Child Profile and Investment Plan will be aligned with the standards and indicators of the the Child-Friendly Local Governance Implementation Procedure, 2078. and ensuring coherence with national policies and local development priorities

## **2.2 Specific objectives**

The specific objectives of the consultancy are as follows:

### **2.2.1 Develop a Child Profile that includes ward-wise Child Profiles along with Investment Plans for each ward.**

- To collect, analyze, and present detailed and disaggregated data on children's demographics, well-being, and living conditions.
- To identify disparities, vulnerabilities, and exclusion patterns among different groups of children.
- To develop ward-wise Child Profiles and Investment Plans for each ward of Purbichauki Rural Municipality, and to produce consolidated Rural Municipality-level Child Profile and Investment Plan integrating the findings and priorities of all wards.

### **2.2.2 Conduct service mapping and develop a service inventory**


- To map and document existing child-focused services, facilities, and programs within the municipality.
- To assess gaps in availability, accessibility, quality, and utilization of services.

### **2.2.3 Identify key issues and priority needs**

- To analyze major challenges affecting child well-being across sectors.
- To highlight priority areas requiring immediate and long-term interventions.

### **2.2.4 Develop a Child Investment Plan**

- To prepare a costed and prioritized investment plan based on identified needs and gaps.
- To support efficient, equitable, and strategic allocation of municipal resources for child well-being.

  
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- To develop ward-wise Investment Plans for each ward of Purbichauki Rural Municipality, and to produce consolidated Rural Municipality-level Investment Plan integrating the findings and priorities of all wards.

#### **2.2.5 Strengthen evidence-based planning and decision-making**

- To provide a strong evidence base for local government planning, budgeting, and policy formulation.
- To align findings with national priorities of the Government of Nepal and NCFLG indicators.

#### **2.2.6 Establish baseline and monitoring framework**

- To generate baseline data and indicators for tracking progress toward CFLG status.
- To propose mechanisms for regular updating and use of the Child Profile and Investment Plan.

#### **2.2.7 Enhance local capacity and ownership**

- To engage municipal stakeholders and communities throughout the process.
- To strengthen the capacity of local government to institutionalize and utilize the outputs.

#### **2.2.8 Provide actionable recommendations**

- To develop practical, evidence-based recommendations to improve service delivery and child well-being outcomes.
- To support targeted, inclusive, and sustainable interventions.

### **3 SCOPE OF CONSULTANCY SERVICE**

The scope of work includes, but is not limited to, the following components:

#### **3.1 Inception and Planning**

- Conduct initial consultations with municipal authorities, World Vision International Nepal, CEAD Nepal, and relevant stakeholders to clarify expectations, scope, and methodology.
- Review existing policies, reports, secondary data, and relevant frameworks, including the Child-Friendly Local Governance indicators.
- Prepare and submit an inception report, including detailed methodology, tools, sampling strategy, work plan, and timelines.

#### **3.2 Tool Development and Data Collection**

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- Prepare and submit the final Child Profile report and Child Investment Plan.
- Provide a clear presentation of findings, including visualizations, maps, and actionable recommendations.
- Submit all datasets, tools, and documentation to the CEAD Nepal and municipality for future use.

### **3.9 Capacity Building and Handover**

- Orient municipal officials and relevant stakeholders on the use, updating, and institutionalization of the Child Profile and Investment Plan.
- Provide guidance on integrating findings into local planning, budgeting, and monitoring systems.

## **4 METHODOLOGY FOR CONSULTANCY SERVICE**

The consultancy team will adopt a rigorous, inclusive, and mixed-methods approach to achieve the stated objectives for Purbichauki Rural Municipality. The methodology will combine both quantitative and qualitative techniques, complemented by participatory approaches, to ensure comprehensive, reliable, and context-specific findings.

The overall approach will be flexible and adaptive, allowing the consultant to refine tools and techniques in consultation with Municipal stakeholders, while maintaining alignment with the National Child-Friendly Local Governance framework.

### **1. Inception and Preliminary Engagement**

- Conduct a preliminary consultation meeting with the Municipal stakeholders and key stakeholders to clarify the scope, objectives, deliverables, and expectations.
- Review relevant documents, including policies, previous reports, and available secondary data.
- Develop and submit an inception report outlining detailed methodology, sampling design, data collection tools, and work plan.

### **2. Interactive and Participatory Approach**

The consultant is encouraged to adopt engaging and interactive methods throughout the assignment to ensure meaningful participation and ownership:

- **Presentations:**  
Conduct structured presentations to share objectives, processes, and preliminary findings with stakeholders.

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- **Group Discussions/Meetings:**

Facilitate stakeholder consultations, coordination meetings, and validation workshops at municipal and community levels.

- **Storytelling and Field-Based Tasks:**

Use storytelling techniques and participatory field exercises to build trust, especially with children, and to capture lived experiences and qualitative insights.

### 3. Quantitative Methods

- Design and implement **household surveys** to collect data on children's demographics, well-being, and access to services.
- Conduct **secondary data review** of municipal records, sectoral data, and national datasets.
- Apply appropriate sampling techniques to ensure representativeness and data reliability.
- Use digital tools (where feasible) for efficient data collection, management, and quality control.

### 4. Qualitative Methods

- Conduct **Key Informant Interviews (KIIs)** with local government officials, service providers, teachers, health workers, and other relevant stakeholders.
- Facilitate **Focus Group Discussions (FGDs)** with children, parents/caregivers, youth groups, and community members.
- Capture in-depth insights on perceptions, challenges, service quality, and social norms affecting child well-being.

### 5. Participatory Approaches

- Engage children, caregivers, and community stakeholders actively in the data collection and validation process.
- Apply child-friendly and inclusive tools to ensure meaningful participation of vulnerable and marginalized groups.
- Promote local ownership by involving municipal representatives throughout the process.

### 6. Data Analysis and Reporting

- Perform systematic data cleaning, coding, and analysis using appropriate statistical and qualitative analysis tools.
- Triangulate findings from different data sources to ensure validity and reliability.

- Generate comprehensive reports, including the Child Profile and Child Investment Plan, with clear visualizations, maps, and actionable insights.

#### **7. Ethical Considerations and Safeguarding**

- Ensure strict adherence to ethical standards throughout the assignment.
- Apply child safeguarding principles in all interactions involving children.
- Maintain confidentiality, informed consent, and data protection at all stages of the study.
- Ensure that participation is voluntary, safe, and respectful for all respondents

### **5 DELIVERABLES:**

The consultant/consulting firm will be responsible for the timely submission of the following deliverables to Purbichauki Rural Municipality. All outputs must be of high quality, aligned with the National Child-Friendly Local Governance framework with in CFLG 51 Indicator, and compliant with child safeguarding standards.

#### **1. Inception Report (including methodology and work plan)**

- Detailed understanding of the assignment, objectives, and scope.
- Comprehensive methodology, including sampling design, tools, and data collection plan.
- Work plan with clear timelines and milestones.
- Risk assessment and mitigation strategies.

#### **2. Data Collection Tools**

- Structured household survey questionnaires (quantitative tools).
- Guides for Key Informant Interviews (KIIs) and Focus Group Discussions (FGDs).
- Participatory tools tailored for children and vulnerable groups.
- Tools must be aligned with National Child-Friendly Local Governance framework and CFLG indicators.
- Pre-tested and finalized tools with necessary revisions.

#### **3. Draft Child Profile Report**

- Preliminary analysis of collected data with key findings.
- Overview of children's demographics, well-being status, and service access.
- Initial service mapping and gap analysis.
- Identification of major vulnerabilities and priority issues.
- Submission for review and feedback from stakeholders.

#### 4. Validation Workshop Report

- Documentation of validation workshops conducted with municipal stakeholders and partners.
- Summary of feedback, comments, and recommendations received.
- Evidence of stakeholder participation and engagement.
- Explanation of how feedback has been incorporated into the final report.

#### 5. Final Child Profile Report (aligned with CFLG indicators)


- Comprehensive and finalized Child Profile report incorporating all feedback and investment plan.
- Disaggregated data and in-depth analysis across all key domains.
- Detailed service mapping and gap analysis.
- Clear conclusions and actionable recommendations.
- Alignment with CFLG indicators and local planning needs.
- User-friendly format with visualizations (charts, graphs, maps).

#### 6. Dataset and Service Inventory

- Cleaned and well-structured dataset (in editable format such as Excel)
- Complete service inventory database of all child-related services and facilities.
- Data dictionary and documentation for ease of future use.
- Compliance with child protection policies, ethical standards, and data confidentiality protocols.
- Proper handover to the municipality for future updating and utilization

#### 7. Report Submission

- Both the Child Profile and Investment Plan were developed and submitted in two languages, with separate copies in Nepali and English including e-copy with word file.
- To provide ward-wise Child Profiles and Investment Plans for each ward of Purbichauki Rural Municipality, and to produce consolidated Rural Municipality-level Child Profile and Investment Plan integrating the findings and priorities of all wards.

  
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## 6 CONSULTANCY SERVICE TIMELINE


The service is to be completed by 23<sup>rd</sup> Ashar 2083 (7<sup>th</sup> July 2026)

All deliverables need to be completed and reported by 17<sup>th</sup> Ashar 2083 ( 1<sup>st</sup> July, 2026.)

| S.N. | Activities   | Milestone                              | Time Frame                |
|------|--|--|---------------------------|
| 1    | RFP opening  | RFP published                          | 28 Baishak-03 Jestha 2083 |
| 2    | Consultant Finalization  | Consultant finalized                   | 05 Jestha 2083            |
| 3    | Agreement with Consultant  | Agreement done                         | 06 Jestha 2083            |
| 4    | Submission of Schedule by Consultant   | Schedule                               | 08 Jestha 2083            |
| 5    | Preliminary / Consultation Meeting / Orientation on the task   | Orientation/meeting to LGs and NGOs    | 10 Jestha 2083            |
| 6    | Field-level intervention, action plan preparation, data collection, enumeration mobilization, consultation and meeting | Training/event/Household survey etc    | 12 Jestha-06 Ashar 2083   |
| 7    | validation meeting and submission of Final Report -Profile and Investment Plan   | Report                                 | 15 Ashar 2083             |
| 8    | Profile and Investment Plan endorsement from LGs   | Report endorsed                        | 17 Ashar 2083             |
| 9    | Final Payment  | Submitted the invoice and final report | 22 Ashar 2083             |

## 7 CONSULTANCY TEAM

The consultancy may be conducted by **Consultancy Firm**, or a recognized **Institution** with relevant expertise. The team should have a strong combination of technical knowledge, field experience, and skills in child-focused research, participatory methods, and data analysis.

  
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## 8 CONSULTANT QUALIFICATIONS

### Proposed Team Composition and Expertise

#### 1. Team Leader / Lead Consultant

- Bachelor degree in Social Sciences, Child Development, Public Health, Education, or related fields.
- Proven experience (2-3 years) in conducting child-focused research, child profile preparation service mapping, and investment planning.
- Strong understanding of the National Child-Friendly Local Governance framework and municipal planning processes.
- Excellent report writing, coordination, and stakeholder engagement skills.

#### 2. Child Protection and Safeguarding Specialist

- Expertise in child rights, protection, and safeguarding protocols.
- Experience in applying ethical standards in research involving children and vulnerable populations.
- Ability to ensure compliance with Child Protection Policy and behavior protocols throughout the consultancy.

#### 3. Data Analyst / Statistician


- Strong quantitative and qualitative analysis skills.
- Experience in survey design, database management, and statistical software (e.g., SPSS, Excel, Cobo tool).
- Capable of generating visualizations, maps, and evidence-based recommendations.

#### 4. Field Researchers / Enumerators

- Experience in conducting household surveys, KIIs, and FGDs.
- Familiarity with participatory approaches and child-friendly techniques.
- Local language skills and understanding of the community context.

#### 5. Report Writer / Documentation Specialist

- Strong technical writing skills for producing high-quality, structured reports.
- Experience in preparing user-friendly reports, summaries, and presentation materials.

  
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|   | 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 | <p><b>Technical Proposal (70 Marks)</b></p> <p><b>Technical Proposal (Total 70 Marks)- (Pass 42 Marks- (60% out of total technical proposal marks)</b></p> <ol style="list-style-type: none"> <li>1. Subject Matter Expertise of the Consulting firm/Individual, like relevant past experience <b>-50 Marks</b></li> <li>2. Methodology and timeliness of the Delivery <b>- 10 Marks</b></li> <li>3. Qualification of Key personnel <b>- 10 Marks</b></li> </ol> <p><b>Financial Proposal (30%)</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by Purbichauki RM, Doti.</p> |             |  |   |                           |                           |      |      |  |
|   | <table border="1"> <thead> <tr> <th>Installment</th> <th>Amount (NRs.)</th> <th>%</th> <th>Payment will be made upon</th> </tr> </thead> <tbody> <tr> <td>Full and Final Instalment</td> <td>100%</td> <td>100%</td> <td>Submission of reports (Child Profile, Investment plan)</td> </tr> </tbody> </table>   | Installment | Amount (NRs.)  | % | Payment will be made upon | Full and Final Instalment | 100% | 100% | Submission of reports (Child Profile, Investment plan) |
| Installment                             | Amount (NRs.)  | %           | Payment will be made upon                              |   |                           |                           |      |      |  |
| Full and Final Instalment               | 100%   | 100%        | Submission of reports (Child Profile, Investment plan) |   |                           |                           |      |      |  |
| Contact address for Inquiries for RFP   | <p>Purbichauki Rural Municipality Sanagaun, Doti</p> <p>Contact No : 9851338111/9858491244</p> <p>Email : <a href="mailto:ito.purbichaukimun@gmail.com">ito.purbichaukimun@gmail.com</a></p> <p>website : <a href="http://www.purbichaukimun.gov.np">www.purbichaukimun.gov.np</a></p>   |             |  |   |                           |                           |      |      |  |
| <b>Note</b>                             | <b>Any proposal with a financial bid exceeding NPR 500,000 must be submitted by a VAT-registered entity</b>  |             |  |   |                           |                           |      |      |  |

**Purbichauki RM, Doti reserves the right to accept or reject any proposal, in whole or in part, at its sole discretion, without assigning any reason whatsoever.**

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