

Terms of Reference (ToR) for Consultancy Services for Developing Provincial Level Guidelines on Early Action Framework and Integrating Shock Responsive Social Protection (SRSP) in Sudurpashchim Province

1. Background

Nepal National Social Welfare Association (NNSWA), established in 1990 and registered in 1994, is a leading NGO headquartered in Mahendranagar, Kanchipur, working across Sudur Paschim Province to promote social justice and inclusive development. It focuses on empowering marginalized 3D communities (Dalits, persons with disabilities, and deprived populations) including freed Kamaiyas, displaced groups, women, children, PLHIVs, and those affected by leprosy through education, health, disaster preparedness, livelihoods, economic empowerment, rights advocacy, capacity building, and research. Collaborating with local governments and development partners, NNSWA builds resilient communities and fosters equity for Nepal's most vulnerable groups.

In Kailali and Kanchipur districts, where communities face climate-induced hazards such as floods, droughts, and landslides, NNSWA, in partnership with Prosper Global and funded by The Coca-Cola Foundation, implements the SAAN project to strengthen early warning systems, enhance institutional and community capacities, and promote evidence based coordination and advocacy.

Moving away from the traditional practice that has long been limited only to post-disaster rescue and relief, there is an urgent need to develop an integrated guideline for the Early Action Framework, which takes preemptive action prior to a disaster based on scientific forecasts, triggers, and risk analysis and Shock Responsive Social Protection (SRSP), which links existing social protection systems to provide rapid relief and safety to affected families during a disaster.

In this context, this consultancy has been envisioned to develop these provincial level guidelines in coordination with NNSWA and the SAAN project, and in collaboration with the Sudurpashchim Provincial Government (specifically the Ministry of Internal Affairs and Law and the Ministry of Social Development).

2. Objective of the Consultancy:

The overall objective of this consultancy is to develop an effective and context specific provincial guideline that bridges Disaster Risk Reduction (DRR), Anticipatory Action, and Social Protection.

Specific Objectives:

- To prepare clear operational mechanisms for integrating Shock-Responsive Social Protection (SRSP) into existing provincial and municipal social welfare and safety net systems.
- To clarify institutional roles, responsibilities, and coordination pathways among provincial ministries, local governments (Palikas), District Disaster Management Committees (DDMCs), NNSWA, **Prosper Global**, and humanitarian partners.
- To develop actionable Standard Operating Procedures (SOPs) for pre-disaster financing, rapid targeting, and efficient benefit delivery to vulnerable households before a crisis escalates.

3. Scope of Work

The selected consultant or consulting firm will work closely with NNSWA and Prosper Global to perform the following tasks:

- **Desk Review & Policy Analysis:** Review national DRR policies, social protection frameworks, provincial laws, municipal disaster management plans, and past reports of the NNSWA/SAAN project.
- **Stakeholder Consultations & Workshops:** Conduct inclusive consultations, key informant interviews, and participatory workshops with provincial ministry officials, municipal representatives, the NNSWA project team, Prosper Global, and community stakeholders.
- **Drafting the Guidelines:** Develop a pragmatic and user-friendly provincial guideline document incorporating the Early Action Framework and SRSP integration strategies (covering targeting criteria, social registry linkage, rapid financing mechanisms, and pre-emergency institutional readiness).
- **Validation & Finalization:** Organize a provincial level validation workshop to present the draft guidelines, gather feedback from key stakeholders, incorporate necessary revisions, and finalize the document.

4. Deliverables:

The consultant or firm will be responsible for submitting the following key outputs:

- **Inception Report:** Outlining the detailed methodology, work plan, timeline, and stakeholder engagement strategy within 5 days of contract signing.
- **Draft Provincial Guidelines:** A comprehensive draft guideline document based on the Early Action Framework and SRSP integration in Sudurpashchim Province.
- **Final Consolidated Report and Guidelines:** The finalized provincial guideline document incorporating feedback from the workshop and NNSWA/Prosper Global, along with a summary report of the validation process.

5. Time frame

This consultancy service must be fully completed within 20 working days from the date of contract signing.

6. Education and Eligibility Criteria of Consultant

- **Academic Qualification:** Master's degree or higher in Disaster Risk Reduction (DRR), Sociology, Public Administration, Climate Change Adaptation, Economics, Environmental Science, Geography, or a related field.
- **Professional Experience:** Minimum 5 years of relevant experience in disaster management, early warning systems, anticipatory action, or social protection policy formulation in Nepal (with a good understanding of Sudurpashchim Province's topography and social context).
- **Skills:** Strong analytical, policy-writing, and coordination skills, with fluency in both English and Nepali.

7. Criteria for Contract Award

The selection will be based on a 70% Technical Score and 30% Financial Score.

A. Experience (20 Marks): Experience in DRR, early warning, or anticipatory action systems.

B. Methodology (30 Marks): Clear work plan, approach, and timeline.

C. Expertise & Qualifications (20 Marks): Academic background and past work record with local governments/Nepal government.

Total Technical Score: 70 Marks

Financial Proposal: 30 Marks (Lowest price gets the highest financial score).

8. Focal Person for Consultancy

To successfully carry out the assignment, the Project Coordinator at NNSWA Kanchanpur will serve as the overall person responsible for managing the consultancy. The Project Coordinator will oversee the agreement process, coordinate with concerned stakeholders, and finalize the schedule for the assignment. The consultant/consultant will be responsible for reporting and work closely with the Project coordinator to complete the assignment.

9. Nature of Consultancy

Short term, task-specific consultancy focused on **Developing Provincial Level Guidelines on Early Action Framework and Integrating Shock Responsive Social Protection (SRSP) in Sudurpashchim Province**

10. Consultancy firms or individuals are required to submit the following documents:

- Letter of interest
- Technical proposal, which includes objectives and methods with detailed timeline.
- CVs of professional personnel proposed for this project
- One-page financial proposal covering all major costs
- Copy of company registration certificate (not applies for Individual consultant)
- Copy of Citizenship Certificate for Individual Consultant
- Copy of PAN/VAT registration certificate
- Sample of similar previous production

Interested candidates/firms/companies are requested to submit all required documents as mentioned above to the NNSWA Head Office, Kanchanpur, during office hours, or via email at nnswasaan@gmail.com no later than **14th October, 2026**. Proposals must be submitted in separate technical and financial sealed envelopes/folders.

11. Administrative and Financial Management

- The consultant will be contracted by NNSWA under the terms and conditions agreed upon in the consultancy agreement
- The consultant shall be responsible for maintaining accurate records of workdays, deliverables, and field activities
- Payments will be made upon submission and approval of deliverables as per the agreed schedule
- Any applicable taxes will be deducted at source in accordance with prevailing government regulations
- The consultant is expected to work independently while maintaining close communication with NNSWA and Prosper Global throughout the assignment period

For more details:

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