



Request for Proposal (RFP) and Terms of Reference (ToR) of Programme Needs Assessment

About SOS Children's Villages Nepal

SOS Children's Villages Nepal is established as a not-for-profit social organisation that primarily works for the best interests of children those who have lost parental care or are at risk of losing it. It contributes to providing the basic rights in accordance with the fundamental human rights principles and instruments such as United Nations Guidelines on Alternative Care, United Nations Convention on the Rights of the Child and prevailing national law. It operates various alternative care services such as family like care, kinship care, small group homes, etc. It also runs schools and training centres. Through its family strengthening programmes, it supports children and families by ensuring access to education, health, nutrition, hygiene, and income generation activities- the fundamental elements that will help prevent family separation. In addition, SOS Children's Villages Nepal actively advocates for the rights of children and young people nationwide.

Short description of programmes

For over five decades, SOS Children's Villages Nepal has been committed to ensuring that every child grows up in a safe, loving and nurturing environment. The organisation operates across all seven provinces of Nepal, with programme locations in Bharatpur, Dhangadhi, Gandaki, Itahari, Jorpati, Kavre, Lumbini, Pokhara, Sanothimi and Surkhet. In addition, it implements multiple community-based projects in Madhesh Province, along with humanitarian assistance initiatives in Bagmati and Karnali provinces. Through this extensive presence, the organisation reaches children and families across multiple levels of need.

Grounded in the belief that strong family bonds and trusted relationships enable children and young people to thrive, SOS Children's Villages Nepal works to create lasting, positive change that extends beyond individuals to strengthen communities and shape a better future for generations. To this end, the organisation delivers a comprehensive range of programmes, including 10 Children's Villages (family-like care), 10 Small Group Homes and Supervised Independent Living arrangements, 14 Family Strengthening Programmes, and 7 SOS Hermann Gmeiner Schools, alongside humanitarian response initiatives, vocational training and care practitioner development programmes.



The organisation supports children who have lost parental care, while also working proactively with families at risk of separation to prevent child-family breakdown and address underlying vulnerabilities. Through these interventions, SOS Children's Villages Nepal seeks to restore stability, build resilience, and foster a strong sense of belonging among children and young people. Its vision is that every child grows up within a loving family, surrounded by respect and security. In line with this vision, its mission is to build families for children in need, empower them to shape their own futures, and enable them to contribute meaningfully to the development of their communities.

Rationale and objectives of the programme needs assessment

SOS Children's Villages Nepal remains committed to promoting and protecting children's rights, particularly their right to parental care. Through a range of interventions, including family strengthening, education support, humanitarian assistance, vocational skills development, youth care and development, and advocacy, the organisation addresses vulnerabilities faced by children, young people and families, especially those at risk of separation. In this context, the programme needs assessment seeks to validate and refine the priorities of existing programmes, inform innovation in programme actions, and identify the most urgent needs of children and young people within target communities. The assessment will contribute to enhancing programme relevance, effectiveness, and impact.

Through the systematic identification of gaps and assessment of the severity of needs, the needs assessment will ensure that interventions are responsive to the lived realities of children and families. Its findings and recommendations will directly inform results frameworks, project proposals, and programme design, thereby strengthening alignment with local priorities and fostering effective collaboration with partners.

In doing so, the assessment will provide an objective analysis of contextual factors, vulnerabilities, and Gender, Diversity, and Inclusion (GDI) considerations, while also mapping key stakeholders and local resources.



Objectives

The proposed needs assessment aims to:

- Validate and refine current programme priorities.
- Identify the urgent needs of children, youth, and families in vulnerable contexts.
- Ensure interventions are context-specific, evidence-based, and aligned with local capacities and resources.
- Promote innovation in programme actions to achieve sustainable results and long-term impact.
- Integrate Gender, Diversity, and Inclusion (GDI) considerations into programme planning and implementation.

Scope of work

The consulting firm will carry out a comprehensive and well-structured needs assessment for SOS Children's Villages Nepal. This will include both a detailed desk review and field-based data collection and analysis to ensure a complete understanding of the situation.

An action plan outlining key activities, timelines, and deliverables will be developed and submitted for approval prior to implementation. The consulting firm is expected to adhere to the approved plan, with exceptions only in the case of unforeseen humanitarian crises or significant contextual changes.

The assignment will begin with an in-depth review of existing programmes, projects, achievements, and relevant secondary data. This step will help build a strong foundation by understanding current interventions and the broader context in which the organisation operates.

The consulting firm will then organise and facilitate a structured workshop for co-workers from ten programme locations. The purpose of this workshop is to build a shared understanding of the needs assessment process, tools, and questionnaires. Following the workshop, the consulting firm will conduct hands-on fieldwork in one selected programme location while also guiding participants from programme locations on how to carry out data collection in a consistent and standardised way.

After the workshop and practical sessions, co-workers from the remaining nine programme locations will independently conduct field data collection applying questionnaires and processes agreed during the workshop or afterwards.

At the same time, the consulting firm will complete the full needs assessment process in one selected location. The consulting firm will conduct an empirical study based on the approved methodology,



ensuring adequate and representative participation of target groups, stakeholders, organisational representatives, and duty bearers.

Throughout this phase, the consulting firm will provide ongoing technical support, ensure data quality, and guide evidence collection across remaining nine programme locations, who will be field-based data collection.

The consulting firm will then analyse the data collected from ten locations. Based on this analysis, the consulting firm will prepare individual needs assessment reports for each programme location, followed by a consolidated report that presents an overall picture of SOS Children's Villages Nepal's programmes and key findings.

The scope of work also includes:

- Providing strategic guidance for programme innovation and improvement.
- Validating existing programme priorities and identifying replicable best practices.
- Recommending sustainability approaches aligned with national and international frameworks, including the Sustainable Development Goals (SDGs), the UN Convention on the Rights of the Child (UNCRC), the Act Relating to Children (Nepal), and the Sixteenth Plan of Nepal.

The consulting firm will develop a comprehensive assessment methodology, including tools and approaches, which must be reviewed and approved by the management of SOS Children's Villages Nepal prior to implementation.

Before commencing fieldwork, the assessment team will obtain necessary approvals and consent from the relevant government authorities, ensuring full compliance with ethical standards and child safeguarding requirements. The assessment must adhere to child-sensitive and ethical research practices throughout.

Finally, the consulting firm will submit:

- Individual needs assessment reports for each programme location; and
- A consolidated Needs Assessment Report for SOS Children's Villages Nepal,

All reports will be subject to review and formal endorsement by the management of SOS Children's Villages Nepal.



General information on the request for proposals

Interested consulting firms are invited to submit proposals to conduct a programme needs assessment across ten programme locations of SOS Children's Villages Nepal: Itahari, Bharatpur, Kavre, Sanothimi, Jorpati, Gandaki, Pokhara, Lumbini, Surkhet, and Dhangadhi.

This call for proposal is open to national consulting firms with demonstrated capacity and expertise to deliver the services outlined in the Scope of Work. The consulting firm shall bear all costs associated with the preparation and submission of the proposal. Such costs will not be reimbursed and may not be included as a direct cost of the assignment.

All proposals, including supporting documents, must be submitted in English. The financial proposal must clearly indicate the total proposed cost in Nepalese Rupees (NPR), inclusive of all applicable government taxes.

Process for proposal submission

Proposals must be duly completed, signed, and stamped, and submitted in hard copy to the address mentioned below within the deadline. .

SOS Children's Villages Nepal

Madhyapur-2, Sanothimi

Bhaktapur, Nepal

Tel: +977-1-6630391/5970428

Or

SOS Children's Villages Nepal

GPO Box 757,

Kathmandu, Nepal.

Required documents

The technical and financial proposals must be submitted separately. Technical Proposal and all required documents must be enclosed in a sealed and clearly marked envelope and Financial Proposal must be enclosed in another sealed and clearly marked envelope.

The proposal must include the following documents:

1. Proposal submission / identification form
2. Previous experience profile (in the prescribed format)
3. Technical Proposal, including CVs of the research team members and their current geographical locations



4. Financial Proposal (submitted separately; sealed in an envelope for hard copy)
5. Proposed timeline of the assignment
6. Three professional references (at least two of whom are familiar with the applicant's work)
7. A sample of a recent and relevant evaluation or programme needs assessment report (if publicly available)
8. Administrative documents: Copy of Registration Certificate, PAN/VAT Certificate, Tax Clearance Certificate

Proposal labeling requirements

While submitting proposal, required documents must be enclosed in two separate, sealed envelopes, each clearly labeled as follows:

- "Technical Proposal for Programme Needs Assessment in Nepal – [Name of Consulting Firm]"
- "Financial Proposal for Programme Needs Assessment in Nepal – [Name of Consulting Firm]"

Deadline for submission

Proposals must be received no later than **15 May 2026, by 5:00 PM**. Proposals submitted after the deadline will not be considered under any circumstances.

Modification and withdrawal of proposals

The consulting firm may withdraw their proposals by submitting a written request prior to the submission deadline. Any modifications or amendments to a submitted proposal must also be received before the closing date.

All changes must be clearly identified and presented in comparison to the original submission. Failure to clearly indicate modifications may result in the changes not being considered, at the consulting firm's own risk.



Signing of the contract

After completing all selection processes, SOS Children's Villages Nepal will notify the successful consulting firm via email and issue the contract within one week following the proposal submission deadline.

The selected consulting firm is required to sign, date, and return the contract within seven (7) calendar days of receipt. Upon signature by both parties, the consulting firm shall commence and deliver the services in accordance with the agreed scope of work and delivery schedule outlined in the contract.

Rights of SOS Children's Villages Nepal

SOS Children's Villages Nepal reserves the right to:

- Contact any or all references provided by the consulting firms
- Request additional support or supplementary information from the consulting firms
- Conduct interviews with short-listed consulting firms
- Reject any or all proposals without obligation to provide justification;
- Accept any proposal as a whole or in part;
- Enter into negotiations with the consulting firm achieving the highest ranking or best overall value;
- Award contracts to one or multiple consulting firms, as deemed necessary to meet the objectives of the assignment.

Evaluation process

The evaluation of proposals will be conducted in two stages. In the first stage, technical proposals will be reviewed and assessed against the requirements outlined in the Terms of Reference (ToR). Only those proposals that meet the minimum technical criteria and are shortlisted will proceed to the second stage, during which the corresponding financial proposals will be evaluated.

Following the review of proposals, shortlisted consulting firms will be interviewed focusing on technical quality, compliance with the ToR, and overall cost. The contract will be awarded to the consulting firm offering the best overall value, taking into account both technical merit and financial proposal.

While evaluating the proposal in the first stage, following aspects will be considered.

Quality and relevance of the technical proposal

- A clear description of the proposed approach and methodology for designing and implementing the programme needs assessment, including all key data collection activities;



- A realistic and well-structured work plan with a clear timeline aligned with the Terms of Reference (ToR);
- A detailed description of the quality assurance mechanisms for data collection, processing, and analysis to ensure validity, reliability, and consistency;
- A clear approach to Gender, Diversity, and Inclusion (GDI) integration, including sex-, age-, and disability-disaggregated (SADD) data collection and analysis;
- Description of participatory and inclusive methods, particularly ensuring meaningful engagement with children and marginalised groups.

Qualifications and expertise of the organisation / team

- Overall profile, reputation, and track record of the consulting firm, including demonstrated competence and reliability in conducting similar assignments;
- Evidence of relevant experience in:
 - Formative evaluations, needs assessments, and contextual analyses;
 - Gender-sensitive and inclusive research approaches;
 - Work with children, youth, and vulnerable or marginalised populations;
- Demonstrated Gender, Diversity, and Inclusion (GDI) expertise, including experience with intersectional analysis and participatory methodologies;
- Curriculum Vitae (CVs) of key team members, including the designated GDI Specialist (if applicable), highlighting relevant qualifications and experience.

SOS Children's Villages Nepal reserves the right to request additional information or clarifications from consulting firms as part of the evaluation process. This may include virtual presentations or interviews to further assess the proposed approach and team capacity.

Evaluation criteria

Proposals will be evaluated based on the following criteria:

- **Methodology:** The proposed approach is appropriate, clearly articulated, and demonstrates the use of participatory methods, particularly with marginalised groups. It should include robust plans for sex, age, and disability (SADD) disaggregation and reflect gender-sensitive and inclusive frameworks.
- **Work plan and timeline:** The proposed timetable is realistic, well-structured, and aligned with programme needs and operational feasibility.
- **Cost effectiveness:** The financial proposal is reasonable, transparent, and proportionate to the scope and quality of the proposed services.



- **Experience and capacity:** Demonstrated experience of the consulting firm and team members in conducting similar assessments, including relevant qualifications and positive references from previous assignments.
- **Gender, diversity and inclusion (GDI) expertise:** The proposed team includes at least one specialist with proven expertise in gender-sensitive assessments, participatory approaches with marginalised populations, and intersectional analysis.

Terms of reference

The programme needs assessment will follow a participatory, inclusive, and ethically grounded approach, implemented through the following stages:

1. Preparation phase

The consulting firm will undertake all necessary preparatory activities prior to field implementation.

This includes:

- Participating in an inception/entry meeting with SOS Children's Villages Nepal staff;
- Developing and proposing a detailed assessment methodology;
- Conducting a comprehensive desk review of relevant programme documents, reports, and secondary data;
- Identifying key informants and stakeholders;
- Designing the data collection process, including logistical and operational planning;
- Preparing a detailed fieldwork schedule.

The consulting firm will submit an **Inception Report** for approval, which will include:

- The proposed methodological framework;
- Locally adapted data collection tools (qualitative and quantitative);
- Templates for data disaggregation by sex, age, and disability (SADD);
- Data collection checklists, participant selection criteria, and operational plans.

2. Assessment of Methodology

The consulting firm will design and implement a clear, structured, and contextually appropriate methodology aligned with the objectives of the assessment. The methodology must be:

- Participatory and inclusive, ensuring meaningful engagement of children and marginalised groups;
- Child-friendly and ethically compliant, adhering to safeguarding standards;
- Gender-responsive and sensitive to diversity and inclusion considerations;
- Based on a mixed-methods approach, integrating both quantitative and qualitative data.



Key methodological components include:

- Review and analysis of secondary data from SOS Children’s Villages Nepal, government sources, and other relevant institutions;
- Primary data collection through focus group discussions (FGDs), key informant interviews (KIs), observations, and, where appropriate, quantitative surveys;
- Systematic documentation, validation, and triangulation of findings;
- Presentation and validation of key findings with SOS Children’s Villages Nepal and relevant stakeholders (as required).

3. Key assessment areas and questions

3.1 Local Context Analysis

- What community structures exist to address vulnerabilities among target groups?
- What are the key community assets and strengths?
- What gaps remain unaddressed?
- How do Political, Economic, Social, Technological, Legal, and Environmental (PESTLE) factors affect different population groups (girls, boys, women, men, persons with disabilities, and other marginalised groups)?

3.2 Gender-sensitive vulnerability assessment

The assessment will:

- Identify the most vulnerable groups and analyse their challenges across key well-being dimensions (care and protection, health, education, and livelihoods);
- Examine root causes of inequalities and structural barriers;
- Assess the severity and scale of vulnerabilities using disaggregated data (SADD);
- Combine quantitative data with qualitative insights to understand intersectional vulnerabilities.

The analysis will include Gender, Diversity, and Inclusion (GDI) screening across the following areas:

1. Access to Basic Social Services:

What factors contribute to inequalities in access to education, health, water, sanitation, and hygiene services?

2. Access to and Control over Resources:

What barriers exist in access to and control over land, assets, financial services, and technology? What limits the empowerment of girls and women?



3. **Harmful Practices and Violence:**

What social norms, power relations, and structural factors perpetuate harmful practices and violence against children, girls, and women?

4. **Participation and Decision-Making:**

What limits the participation of marginalised groups in household and community decision-making processes?

5. **Sexual and Reproductive Health and Rights (SRHR):**

What barriers restrict the realisation of sexual and reproductive health rights, particularly for girls and women?

4. **Stakeholder analysis**

The consulting firm will:

- Identify key stakeholders operating within the programme areas, including government entities, civil society organisations, and other service providers;
- Assess stakeholders' roles, interests, influence, and capacities;
- Analyse their potential to respond to and address identified vulnerabilities among children and target groups.

5. **Reporting and dissemination**

The consulting firm will synthesise findings into a programme needs assessment report, supported by evidence-based analysis and actionable recommendations.

The reporting process will include:

- Submission of draft reports for review and feedback;
- Incorporation of comments from SOS Children's Villages Nepal;
- Presentation and validation of key findings (if required).

Each report will include:

- Scope and objectives
- Methodology
- Key findings
- Conclusions, recommendations, and lessons learned

6. **Expected deliverables**

The consulting firm will be responsible for delivering the following:

1. Inception Report
2. Data collection tools (quantitative and qualitative)
3. Draft needs assessment reports (for each programme location)



4. Final needs assessment reports (location-wise, incorporating feedback)
5. Consolidated draft report
6. Consolidated final report (incorporating feedback)
7. Complete data archive, including cleaned datasets and data analysis files

Qualifications of the researcher / research team

The team of consulting firm is expected to meet the following minimum qualifications and competencies:

- Sound knowledge and experience of child rights and development, programme planning, research, data collection and analysis,
- Strong understanding of development contexts in Nepal;
- Solid knowledge of child rights frameworks and issues affecting vulnerable children and their families;
- At least one expert having sound knowledge on gender, diversity, and inclusion (GDI)
- Proven facilitation, coordination, organisational, and interpersonal skills;
- Experience in participatory research processes and diverse data collection methods, including child- and age-appropriate approaches;
- Strong analytical and conceptual thinking abilities;
- Excellent written and reporting skills in English.

Gender, diversity, and inclusion (GDI) specialist

The research team member with expertise in Gender, Diversity, and Inclusion (GDI) is expected to have the following competencies:

- Demonstrated experience in gender-responsive research, assessments, and evaluations;
- Strong understanding of intersectionality and its application in development contexts;
- Proven experience facilitating participatory methodologies with marginalised and vulnerable groups, including women, girls, and persons with disabilities;
- Knowledge of sex-, age-, and disability-disaggregated data (SADD) requirements and relevant donor standards and frameworks.



Gender, diversity, and inclusion (GDI) integration

The assessment will prioritise the Gender, Diversity, and Inclusion (GDI) lens throughout, in alignment with SOS Children's Villages Nepal's Results-Based Programme Management (RBPM) regulations. At a minimum, all data will be disaggregated by sex, age, and disability (SADD). The analysis will examine how gender, age, disability, and other intersecting factors contribute to differential vulnerabilities and barriers to equality.

The assessment process will ensure the meaningful participation of marginalised and excluded groups, including women, girls, children with disabilities, and other at-risk populations. All recommendations will be gender-responsive and disability-inclusive, supporting equitable and inclusive programme outcomes.

Logistical arrangements

The consulting firm is expected to include all field-related costs in the financial proposal and deliver the assignment independently. In cases where SOS Children's Villages Nepal provides accommodation, transport, or other logistical support, this will be explicitly stated in the Terms of Reference. In such instances, consulting firms should exclude the corresponding costs from their financial proposals.

SOS Children's Villages Nepal will facilitate access at the field level through its programme staff, who will support the organisation of interviews, coordination with internal teams, communication with communities, and liaison with relevant local authorities and stakeholders, as required.

Duration of the contract and terms of payment

The contract duration will be defined in the final agreement signed with the selected consulting firm. Payments will be made only upon formal acceptance of deliverables by SOS Children's Villages Nepal, in accordance with the agreed scope of work and outputs. The financial proposal must include a proposed payment schedule aligned with key deliverables.

Payments will be made via bank transfer in the currency specified in the invoice and will be processed within 30 days of receipt of a valid invoice and acceptance of the corresponding deliverable.

The proposed payment structure is as follows:

- **30%** upon submission and approval of the Inception Report
- **40%** upon submission of the Draft Report(s)
- **30%** upon submission and approval of the Final Report(s)



Notice of delay

If the selected consulting firm encounters any delay in the performance of the contract due to unavoidable or justifiable circumstances, the consulting firm shall notify SOS Children's Villages Nepal in writing within seven (7) days from the occurrence of such delay.

Upon receipt of the notification, SOS Children's Villages Nepal will review the circumstances, assess the extent and validity of the delay, and may grant an extension of the contract period if deemed justified.

Copyright and other proprietary rights

SOS Children's Villages Nepal shall retain full ownership of all intellectual property rights and related proprietary rights, including but not limited to copyrights, trademarks, data, reports, tools, methodologies, and any other materials produced under this assignment.

All outputs, including documents, reports, datasets, recommendations, and other materials developed or compiled by the consulting firm during the assignment, shall be considered works made for hire and shall be the exclusive property of SOS Children's Villages Nepal.

The consulting firm acknowledges that all such materials are confidential and shall not be disclosed to any third party without prior written consent from SOS Children's Villages Nepal. Upon completion of the assignment, all materials, including raw data, interview records, and datasets collected during the assessment, must be fully handed over to SOS Children's Villages Nepal.

Termination

SOS Children's Villages Nepal reserves the right to terminate the Contract at any time without cause, upon providing thirty (30) days' prior written notice to the Contractor. In such cases, SOS Children's Villages Nepal shall reimburse the Contractor for all reasonable costs incurred up to the date of receipt of the termination notice, subject to satisfactory evidence of work completed.

SOS Children's Villages Nepal also reserves the right to terminate the Contract with immediate effect and without financial obligation in the event of material breach or failure by the Contractor to meet its contractual obligations, including but not limited to the following:

- Failure to adhere to the agreed work plan and time schedule;
- Unauthorised withdrawal or replacement of key personnel without prior written approval from SOS Children's Villages Nepal;
- Deliverables that do not comply with the requirements of the Terms of Reference (ToR), agreed methodology, or research guidelines.

In such cases, SOS Children's Villages Nepal shall not be liable for any payments beyond work satisfactorily completed and formally accepted prior to termination.



Annexes

Annex 1:

Child Safeguarding Policy and Code of Conduct

SOS Children's Villages International maintains a comprehensive Child Safeguarding Policy and Code of Conduct, with which all consulting firms are required to comply. The selected consulting firm will be required to sign a formal declaration of commitment to these standards upon contract signing.

An orientation will be provided to familiarise the consulting firm with SOS Children's Villages Nepal's internal child safeguarding procedures and applicable data protection requirements.

Where the assignment involves direct interaction with children, programme participants, or access to sensitive data, the consulting firm must provide a valid police clearance certificate prior to the commencement of data collection.

All assessment activities must adhere to established ethical standards for research involving children. Consulting firm is expected to follow recognised ethical guidance, including resources such as:

- Ethical guidance for research involving children (<http://childethics.com/ethical-guidance/>)
- Graham, A., Powell, M., Taylor, N., Anderson, D., & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research – Innocenti.

The successful consulting firm must ensure that informed, written consent is obtained from all participants involved in the assessment. In the case of children or individuals unable to provide consent independently, consent must be obtained from their parents, guardians, or authorised representatives, in accordance with ethical and legal requirements.



Annex 2:

Proposal Submission / Identification Form

Note: This proposal submission/ Identification form must be duly completed, signed, stamped, and returned to SOS Children's Villages Nepal. All proposals must strictly comply with the instructions outlined in the Request for Proposal (RFP) and the Terms of Reference (ToR). Any requests for clarification regarding this RFP should be directed to procurement@sosnepal.org.np

Format:

The undersigned, having carefully read and understood the complete Request for Proposals, including all annexes and attachments, hereby submits an offer to provide the services specified in the Terms of Reference of Programme Needs Assessment. The proposals and other documents are submitted in accordance with the requirements of this document, and the financial offer is detailed in the Price Schedule Form.

<p>Offering service for: SOS Children's Villages Nepal</p> <p>1. Name of the Consulting Firm _____</p> <p>2. Address, Country: _____</p> <p>3. Telephone: _____ Website _____</p> <p>4. Date of establishment: _____</p> <p>5. Name of legal representative (if applicable): _____</p> <p>6. Contact person: _____ Email: _____</p> <p>7. Type of company: _____</p> <p>8. Number of Staff: _____</p> <p>9. Subsidiaries in the region:</p> <p style="padding-left: 40px;">Indicate name of subsidiaries and address</p> <p>a) _____</p> <p>b) _____</p> <p>c) _____</p> <p>Validity of Offer: valid until: _____</p> <p>Date:</p> <p>Signature and stamp</p>



Annex 3:

Timeline of the Assignment (format)

Format:

SN	Activity	Start date	End date	Remarks

Note:

- *The programme assessment is expected to be conducted over a period of two (2) months, possibly within July 2026. The consulting firm is required to complete and submit the timeline template provided above, outlining key activities and deliverables in accordance.*
- *Incorporating the given information in the table, the consulting firm can develop own time-line format for submission.*



Annex 4:

Previous Experience Profile (format)

SN	Description (services and products provided to the clients relevant to the proposed assignment)	Client	Contact person, phone no. and Email address	Date of assignment (from/to)



Annex 5:

Financial Proposal Format

Project Title: _____

Name of the Consulting Firm: _____

PAN/VAT No.: _____

Date: _____

S.N.	Activity	Staff Involved	No. of People (A)	No. of Days (B)	Total Person-Days (A × B)	Rate per Day (NPR)	Total Cost (NPR)
1							
2							
3							
4							
5							
6							
	Sub-Total (NPR)						
	VAT (13%)						
	Total Price Including VAT (NPR)						

Notes

- Accommodation and local transportation will be arranged and covered by SOS Children's Villages Nepal; therefore, these costs should not be included in the financial proposal.
- A withholding tax (TDS) of 1.5% will be deducted at source for payments made to VAT-registered vendors, in accordance with applicable regulations.
- For PAN-registered (non-VAT) vendors, a 15% TDS will be deducted as per the prevailing Income Tax Act of Nepal.
- The proposal must be duly authorised, signed, and stamped by the authorised representative of the consulting firm.
- The validity period of the quoted proposal from the date of submission should be mentioned.
- Incorporating the given information in the table, the consulting firm can develop own Financial Proposal Format for submission.



Annex 6:

Technical Proposal (Guidelines)

Name of Organization/Firm/Independent Consultant:	
Name of contact person for this proposal (for organization/firm):	
Address:	
Phone/Fax:	
E-mail:	

The technical proposal should be concisely presented and structured in the following order to include but not necessarily be limited to the following information listed below.

1. Quality and Relevance of Technical Proposal

- Describe all actions related to defining data collection methodology and conducting the gender-sensitive needs assessment
- Realistic work plan with timelines in accordance with ToR
- Detailed quality assurance process for data collection and analysis
- Approach to GDI integration, SADD disaggregation, and participatory methods

2. Qualification and expertise of organization/team of consultants/consultant submitting proposal

- Reputation of firm/organization and staff and individual consultant/s (competence and reliability) in carrying out evaluations
- Relevance of:
 - Specialized knowledge
 - Proven expertise in carrying out formative evaluations and context analyses
 - GDI expertise and experience with marginalized populations
 - CVs for key staff including GDI Specialist



Annex 7:

Structure of the Programme Needs Assessment Report

The final programme needs assessment report shall follow the structure outlined below:

Cover Page (1 page)

The cover page shall include:

- Title of the report
- Programme location(s) and country
- Date of submission
- Name of the implementing agency (SOS Children's Villages Nepal)
- Name(s) of the author(s)/consulting firm

Executive Summary (1–2 pages)

A concise summary highlighting:

- Key findings
- Major vulnerabilities and needs identified
- Key recommendations
- Overall conclusion

1. Introduction (1–2 pages)

1.1 Context Overview

- Brief description of the programme location(s)
- Summary of the national child rights situation and relevant context

1.2 Objectives and Key Assessment Questions

- Overview of the purpose of the assessment
- Key research questions guiding the study

2. Methodology (2–3 pages)

2.1 Overall Assessment Design

- Description of the assessment approach and process
- Composition and role of the research team
- Ethical considerations and safeguarding measures

2.2 Data Collection Methods

- Description of qualitative and quantitative methods used
- Tools applied (FGDs, KIs, surveys, observations, etc.)
- Sampling approach and participant selection
- Data analysis methods and limitations



3. Programme Needs Assessment Results (3–5 pages)

3.1 Community Assets and Needs Analysis

- Overview of community structures, strengths, and resources
- Key gaps and unmet needs
- Summary of PESTLE analysis (Political, Economic, Social, Technological, Legal, Environmental)

(Full table to be included in Annex/Appendix)

3.2 Vulnerability Assessment and GDI Analysis

- Identification of vulnerable groups and key challenges
- Analysis of inequalities across sectors (care, protection, health, education, livelihoods)
- Gender, Diversity, and Inclusion (GDI) analysis, including intersectional vulnerabilities

(Supporting tables to be included in Annex/Appendix)

3.3 Stakeholder Analysis

- Identification of key stakeholders and their roles
- Assessment of influence, interest, and capacity
- Analysis of stakeholder potential to address identified vulnerabilities

(Detailed stakeholder mapping table to be included in Annex/Appendix)

4. Narrative Summary and Recommendations (3–5 pages)

- Integrated analysis of key findings
- Interpretation of main trends and priorities
- Evidence-based recommendations
- Strategic guidance on whether and how SOS Children's Villages Nepal should engage or implement a programme in the location
- Considerations for programme design, innovation, and sustainability

Annexes

The final report shall include the following annexes:

- Terms of Reference (ToR) for the assessment
- Summary sheets of data collected
- Data collection instruments used (e.g., interview guides, focus group discussion guides, survey questionnaires)
- List of individuals and organisations consulted
- List of documents, reports, and secondary sources reviewed
- Summary tables and additional analytical outputs not included in the main report body

Note: The final reporting format may be agreed with the selected consulting firm during the assignment handover.