

Terms of Reference (TOR)

To manage Awareness and Orientation sessions on Safe Abortion Services for policy makers and law enforcement agencies in Dang, Surkhet, Kailali and Dhanusha.

1. Purpose

The Resource agency or individual will be responsible for coordinating, facilitating, and implementing the Fight Fund–supported National Awareness and Orientation Programme on Safe Abortion Services, targeting policymakers, law enforcement agencies, and other key stakeholders. This role includes supporting high-level engagement with government and institutional actors, developing and applying standardized national orientation and training materials, leading awareness and training sessions, and fostering networks among legal and institutional stakeholders to strengthen collaboration and advocacy. In addition, the agency or individual will document session proceedings, key outcomes, and recommendations to inform future policy, programmatic planning, and advocacy initiatives, contributing to a stronger enabling legal and policy environment for safe abortion services in Nepal. The initiative is planned for implementation. The Resource Person will work closely with SPN to ensure effective logistical planning, participant engagement, and overall program quality.

2. Background

Although Nepal has a progressive legal framework for safe abortion services, gaps in awareness, interpretation, and coordination among policymakers, law enforcement agencies, and institutional stakeholders continue to limit effective implementation. Strengthening understanding of legal provisions and fostering collaboration among key actors is essential to creating an enabling environment for safe abortion services. With support from the Fight Fund, a National Awareness and Orientation Programme on Safe Abortion Services will be implemented to enhance knowledge, promote rights-based approaches, and strengthen coordination among legal and institutional stakeholders. A Resource Agency or Individual will be engaged to coordinate and facilitate orientation sessions, develop and apply standardized training materials, support high-level engagement, and document key outcomes and recommendations.

2.2 Agreed Activities

Resource Individual or Agency will agree to:

- Coordinate closely with government authorities, policymakers, and law enforcement including Chief District Officer, Representative from District Police Office, Representative from High Court and District Court officials, District office of the Attorney General and Provincial and local level to ensure effective engagement and participation.
- Plan, organize, and facilitate a minimum of three Awareness and Orientation Sessions on Safe Abortion Services in, with the flexibility to expand to additional locations based on program review and need.

- Ensure the participation of at least 20 relevant stakeholders per session, in coordination with concerned government and institutional authorities.
- Take full responsibility for organizing and managing all logistical arrangements for the orientation sessions, including venue coordination, participant travel, and other operational needs.
- Manage and disburse transportation costs and/or Daily Subsistence Allowance (DSA) for participating government and law enforcement officials in accordance with approved organizational policies and guidelines.
- Support high-level engagement and strengthen networks among legal, policy, and institutional stakeholders to promote an enabling environment for safe abortion services.
- Develop, adapt, and apply standardized national awareness and orientation materials to ensure consistency, quality, and alignment with national legal and policy frameworks.
- Coordinate session logistics, including scheduling, participant communication, on-site facilitation, and overall session management.
- Prepare and submit a comprehensive report for each orientation session immediately upon completion, documenting objectives, participant details, key discussions, outcomes, challenges, and actionable recommendations.

Ensure timely and effective implementation of all activities in line with the approved workplan, with all deliverables completed .

2.3. Scope of Work

- Coordinate, facilitate, and implement the National Awareness and Orientation Programme on Safe Abortion Services supported by the Fight Fund.
- Engage policymakers, law enforcement agencies, and key institutional stakeholders at national and provincial levels.
- Develop, adapt, and apply standardized orientation and training materials.
- Lead awareness and training sessions in selected provinces in coordination with SPN.
- Support high-level engagement and foster networks among legal and institutional actors.
- Document session proceedings, key outcomes, and recommendations to inform policy, programme planning, and advocacy and prepare a report after each session.
- Work closely with SPN to ensure effective logistical planning, participant engagement, and overall programme quality.

3. Payment Schedule

Financial Reporting, Disbursement and Compliance Requirements

Funds will be disbursed on an event-by-event basis as follows:

- 50% of the approved event budget will be disbursed at the commencement of each event.
- The remaining 50% will be released upon submission of the final report and VAT bill, and following approval of the report by the designated Program Focal Person.

For subsequent events in new locations, the same disbursement process will apply. Upon request by the consultant and approval of the respective event budget, 50% of the funds will be disbursed at the start of the event, with the balance released after submission and approval of the final report and VAT bill of each event.

Budget Disbursement Schedule Per Event (4)	%
At Beginning of the event	50%
At completion of event	50%

4. Experience

1. Experience:

- Minimum 3 years of experience in programme coordination, advocacy, legal or rights-based work in Nepal.
- Proven experience working with parliamentarians, police, legal institutions, or government partners.
- Strong expertise in SRHR, safe abortion laws, and rights-based frameworks.
- Experience facilitating multi-stakeholder sessions, trainings, and dialogues.
- Demonstrated ability in policy analysis, communications, and documentation.
- Experience preparing training materials, guidelines, and advocacy tools.
- Prior experience in video documentation or communication coordination (preferred).
- Excellent written and verbal communication in Nepali and English.

APPLICATION PROCEDURE

- a. Technical Proposal
 - Proposed methodology, work plan and budget
 - Relevant previous experience
 - CV of the resource person in detail.
- b. Company Registration
- c. PAN Number
- d. Tax Clearance

4. Budget Assumptions

Total Sessions:

The total engagement consists of four (4) sessions in total. To ensure quality and alignment, the project will be executed in the following.

- **Full Implementation:** 4 sessions in Dang, Surkhet, Kailali and Dhanusha will be conducted, and final report along with a separate invoice of each session will be submitted.

Payment Terms

- Payments will be processed based on the following conditions:
- **Reporting Requirements:** The Consultant/Agency must submit a report following the completion of each event/session and invoice at the end of each session.
- **Tax Documentation:** * For Agencies: A valid VAT/PAN invoice must be submitted at the conclusion of the project or per agreed payment milestone.
- **For Individual Consultants:** Applicable TDS (Tax Deductible at Source) will be withheld as per local tax regulations.