



बागमती प्रदेश सरकार
वन तथा वातावरण मन्त्रालय
वन निर्देशनालय
भू तथा जलाधार व्यवस्थापन कार्यालय
रामेछाप बजार, रामेछाप

प्रस्ताव आह्वान सम्बन्धी सूचना

प्रथम पटक प्रकाशित मिति २०८२।०८।१६

यस कार्यालय मार्फत संचालित नेपालमा जलवायु परिवर्तनसँग समुदायको उत्थानशीलता वृद्धिका लागि जलाधार व्यवस्थापन परियोजना (Managing Watersheds for Enhanced Resilience of Communities to Climate Change in Nepal Project) अन्तर्गत आ.व. २०८२/०८३ स्वीकृत कार्यक्रम अनुसूचि तपसिल बमोजिमका परामर्श सेवा खरिद गर्नु पर्ने भएकाले इच्छुक, योग्य र भ्याटमा दर्ता भएका परामर्शदाताहरूले मिति २०८२/०९/०९ कार्यालय समय भित्र आवेदन पेश गर्नुहुन यो सूचना प्रकाशित गरिएको छ । विस्तृत कार्य क्षेत्रगत शर्त (ToR) बागमती प्रदेश सरकार, वन तथा वातावरण मन्त्रालय, हेटौडा (<https://mofc.bagamati.gov.np/>) र परियोजनाको वेबसाइट (<https://mawrin.bagamati.gov.np/>) मा रहेको व्यहोरा अनुरोध छ ।

तपसिल:

१. नगरपालिका र गाउँपालिकाका योजना र नीतिहरूको पुनरावलोकन गर्दै, स्थानीय जलवायु जोखिम र संकटासन्नताको जानकारीलाई आधार बनाई, जलवायु परिवर्तन अनुकूलनका विषय र आवश्यकताहरू पहिचान ।
२. जलाधार स्तरीय बहु-सरोकारवाला मञ्चको परिचालन प्रक्रिया, संरचना, काम र जिम्मेवारीहरूको लागि निर्देशिका तयार ।
३. जनजाती तथा स्थानीय समुदायका लागि उपयोगी लैंगिक मैत्री र जलवायु परिवर्तन अनुकूलनका उपयुक्त औजार र प्रविधिहरू अध्ययन ।
४. परियोजना क्षेत्रमा जलवायु उत्थानशील विधि र अभ्यासहरूमा स्थानीय ज्ञानको अध्ययन र दस्तावेजीकरण मार्फत कृषि, पशुपन्छी व्यवस्थापन, पानी व्यवस्थापन, सामुदायिक/कबुलियती वन व्यवस्थापन र जलवायु जन्य जोखिम न्यूनीकरणको लागि जलवायु अनुकूलनका समाधानहरूका विधि र अभ्यासहरू विस्तार, प्रवर्द्धन र एकीकरणमा सहयोग ।

आवेदन दिन सकिने स्थानहरू:

१. बागमती प्रदेश सरकार, वन तथा वातावरण मन्त्रालय, हेटौडा, नेपाल, फोन नं. ०५७-५२५६१७
२. भू तथा जलाधार व्यवस्थापन कार्यालय, रामेछाप बजार, रामेछाप, फोन नं. ०४८-४०००५८
३. नेपालमा जलवायु परिवर्तनसँग समुदायको उत्थानशीलता वृद्धिका लागि जलाधार व्यवस्थापन (MaWRiN), परियोजना, परियोजना व्यवस्थापन इकाई, सिन्धुली, नेपाल, फोन नं. ०४७-५९०००९

इमेल मार्फत आवेदनका लागि swco.ramechhap@bagmati.gov.np

थप जानकारीका लागि

भू तथा जलाधार व्यवस्थापन कार्यालय
रामेछाप बजार, रामेछाप
फोन नं. ०४८-४०००५८/९८४००९०३४३



Terms of Reference (TOR)

For

Review municipality plans and policies for key sectors and assess the integration of climate change adaptation needs in these plans and policies, taking into account the information generated by the participatory assessments of climate risks and vulnerabilities

1. Background

Climate change emerges as one of the biggest challenges to prosperity and sustainable development in Nepal. As a least developed country with a high poverty rate of 18.7% and a predominantly agrarian economy mainly influenced by the monsoon, Nepal is highly vulnerable to climate change. Nepal's rugged topography and fragile geology also render it vulnerable to climate change. The Managing Watersheds for Enhanced Resilience of Communities to Climate Change in Nepal (MaWRiN) Project¹ considers watershed approach to ensure the longer-term resilience of local and indigenous communities against climate emergencies. Funded by the Global Environment Facility (GEF), the project is implemented through an agreement between the World Wildlife Fund (WWF) (WWF GEF Agency) and the Ministry of Forests and Environment (Project Executing Agency), Government of Nepal, and the Ministry of Forests and Environment, Bagmati Province (Project Executing Partner). The project area² covers two major rivers, i.e., Marin and Kyan in the midwestern part of Sindhuli District, within the Churia belt of Nepal. The watershed is highly vulnerable to climate change, with higher exposure to multiple hazards such as landslides, floods, and droughts and higher sensitivity to indigenous and local people in terms of livelihood depends on subsistence agriculture.

The objective of the project is “to enhance climate resilience of Indigenous people and local communities (IPLCs) through nature-based solutions and livelihood improvement.” The project's objective will be achieved through the following three inter-connected components:

Component 1: Enabling environment for mainstreaming climate change through development of capacity of the municipalities and other key local agencies to assess and understand climate risks and vulnerabilities, and accordingly mainstream climate change adaptation strategies and actions in local policies and plans. Also, through the establishment of a multi-stakeholder platform for dialogue and coordinated actions on climate change adaptation at the watershed level.

Component 2: Enhanced Resilience of Local Communities to Climate Change through a) community-based natural resource management such as community identification of adaptation interventions, support and demonstration of sustainable and climate-resilient agriculture and livestock practices, improved water

¹ <https://mawrin.bagamati.gov.np/>

² Partly/fully covering area of Kamalamai Municipality, Marin Rural Municipality, Ghyanglekh Rural Municipality, and Hariharpurgadhi Rural Municipality



management, strengthened management of community and leasehold forests, and b) Nature-based Solutions (NbS) that reduce climate impacts and risks.

Component 3: Monitoring, evaluation and knowledge management, through tracking of project progress on a regular basis; garnering and analysis of lessons and good practices; and development and dissemination of knowledge that reinforces project results from components 1 and 2, providing sound basis for their replication, adaptation and sustainability.

A systematic understanding of local climate risks, vulnerabilities, and their impacts on key sectors such as agriculture, livestock, forestry, and water is critical for building climate-resilient livelihoods. However, such assessments are largely missing at the municipal level. Available data are generalized at the district scale and do not adequately capture watershed and sub-watershed contexts, limiting their usefulness for local adaptation planning. At the same time, municipalities and local stakeholders face significant capacity and knowledge gaps in assessing climate risks and integrating climate change adaptation (CCA) into local plans, policies, and budgets. Although national frameworks such as the Climate Change Policy, the National Adaptation Plan (NAP), and Local Adaptation Plan of Action (LAPA) guidelines exist, most municipalities in the project area have yet to align their sectoral plans and programs with these frameworks, particularly with dedicated budget allocations. Given these gaps, there is an urgent need to review municipal plans and policies to assess the extent to which CCA considerations are currently integrated, and to identify opportunities for strengthening mainstreaming across key sectors. This will ensure that adaptation priorities are systematically embedded in local governance, planning, and implementation processes, thereby safeguarding local development and livelihoods.

2. Objectives

The objective of this assessment is to review plans and policies of Kamalamai Municipality and Hariharpurgadhi, Marin, and Ghyanglekh Rural Municipalities within the Marin watershed and to integrate climate adaptation needs and priorities, identified through participatory assessments of local climate risks and vulnerabilities, into the plans, policies, and budgets.

3. Methodology and Scope

3.1. Methodology

The consultant should prepare and propose a detailed phenomenological methodology, including but not limited to the following outline. All the processes, reviews, workshops, consultations, Focus Group Discussions (FGDs), Key informant interview (KIIs) etc. should ensure the participation of IPLCs, women, Dalits and other socially excluded groups.

Literature Review

The literature review should include, but not be limited to, a review of published and grey literature on climate change risk and vulnerabilities assessment and municipal plans and policies in the key sectors, etc. For example, it should cover National Climate Change Policy 2019, Agriculture Development Strategy (ADS), the National Adaptation Plan (NAP) 2021-2050, reports on Vulnerability and Risk Assessment and Identifying Adaptation Options 2021, Vulnerability and Risk Assessment and Identifying Adaptation Options in the Forest, Biodiversity and Watershed Management in Nepal 2021, the National



Framework on Local Adaptation Plans for Action (LAPA) framework 2019, Nationally Determined Contributions (NDC) 3.0, National River Basin Management Strategies 2024, and so on. Additionally, it should include reviews of MaRWiN project documents, as well as policies, plans, frameworks, and guidelines of the local governments.

Focus Group Discussions (FGDs)

The consultant is required to conduct a minimum of 20 Focus Group Discussions (FGDs) with 2 each in 10 sub-watersheds of Marin watershed. These FGDs should involve, but are not limited to, the following groups: Women's groups, Agriculture groups, Peoples with disabilities, Indigenous Peoples Organizations (IPOs) Youth and adolescents, Forest User Groups, Water Users Groups, Community Forest Users Groups, Leasehold Forest User Groups, and other relevant stakeholders.

Key Informant Interviews (KIIs)

The Key Informant Interviews (KIIs) should be conducted with key stakeholders from the watershed; local, districts, provincial and federal government agencies. Among others, KII should be conducted with representatives from the Local Governments, Division Forest Office, Sub-Division Forest Offices, the Nepal Federation of Indigenous Nationalities (NEFIN), the Federation of Community Forestry Users Nepal (FECOFUN), Livestock Service Office, Agriculture Knowledge Centers, Cooperative Associations, Nepal Red Cross Society, local government and other relevant organizations.

Field Observation

Field observations should be conducted at a minimum of 20 socio-ecologically vulnerable sites within the 10 sub-watersheds of the Marin watershed to understand the vulnerable socio-ecological communities' needs and priorities. The field visit checklist should include an assessment of ongoing and future climate risks and vulnerabilities, with global positioning system (GPS) coordinates. Additionally, it should verify the primary information provided by respondents during the FGDs.

Sub-watersheds level consultations

At least six sub-watershed-level consultations should be conducted, engaging multi-stakeholders from upstream, midstream, and downstream areas. These consultations should focus on identifying potential climate risks and vulnerabilities, as well as adaptation needs and priorities at the sub-watershed level. In addition, indigenous and traditional knowledge and practices should be explored for possible integration into local government policies and plans.

Municipality level consultation

The team shall consult and hold discussions with each Rural/Municipality to review identified climate risks and vulnerabilities during the assessment process. In addition, consultations with municipal representatives and officials will be carried out to identify gaps in municipal plans and policies across key sectors and to evaluate the extent to which climate change adaptation needs are integrated. Furthermore, the team will conduct at least one separate meeting with each relevant sectoral committee and section of the Rural/Municipality, including, but not limited to, the Climate and Disaster Management Committee,



Infrastructure Development Committee, Legislative Committee, Social Development Committee, Agriculture Section, Livestock Section, forest section and Women and Children Section.

Soil and Watershed Management Office (SWMO)/Program Management Unit (PMU) Office Consultation

At least two SWMO/PMU office-level consultation events should be conducted: one at the beginning of the fieldwork to gather feedback and suggestions on the questionnaire and checklist designed for the assessment, and another to share the findings of the assessment before consulting with stakeholders.

Stakeholder Consultations

Stakeholder consultations should ensure inclusivity and validate the findings of the assessment. Four consultation and validation workshops should be organized to present the draft report including assessment of existing and future climate risks and vulnerabilities, Municipality wise adaptation gaps and needs in key sectors after reviewing municipal plans and policies, and adaptation priorities that need to be integrated in short and long run considering provincial and federal priorities. Participants will include representatives from local government, sections/sector head of the Municipalitys, government line agencies, private sectors, civil society organizations, subject experts, community leaders, and sub-watersheds representatives engaged in field assessment.

Final Report Submission

The final report should incorporate feedback and suggestions from the SWMO/PMU Office and Stakeholder Consultations. Along with the final report Policy brief to share with local government and other stakeholders should be submitted.

3.2. Scope

The consultant/firm should perform the following tasks within the scope outlined below:

- **Assessments and review of climate risk, vulnerability and adaptation needs**

The study will assess primary information on climate risks, vulnerabilities, adaptation needs, and priorities. In addition, it will review and analyze secondary sources, including project assessment reports, annual reports, and other relevant project documents, to integrate the findings into Municipality-level policies and plans.

- **Review of Municipal Policies and Plans**

The study will systematically review key climate change policies and plans (as listed below) with major focus to municipality-level development plans, periodic plans, sectoral strategies, and policies to identify adaptation gaps and issues. This includes examining key sectors such as agriculture, livestock, forestry, water, energy, infrastructure, women & children and so on. The review of policies and plans should encompass, but not be limited to, areas related to climate change, climate-adaptive watershed management, and Gender, Equality, Disability and Social Inclusion (GEDSI).

Table 1: Key climate change policies and plans

Level	Policies
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National	Climate Change Policy, 2019, National Adaptation Plan (NAPA, 2021-2050), National Framework on Local Adaptation Plans for Action (LAPA Framework, 2019), National Adaptation Plan (NAP, 2021–2050), Nationally Determined Contributions (NDC) 3.0, Agriculture Development Strategy (ADS, 2015–2035), Climate-Smart Agriculture (CSA) Policy (2016), Agribusiness Promotion Policy (ABPP, 2063 BS), Agriculture Biodiversity Policy (2063 BS), Soil and Watershed Conservation Act, 1982, Environmental Protection Act and regulation, 2019 & 2020, Disaster Risk Reduction and Management Act, 2017
Local	Local government operating act 2017, Disaster Risk Reduction and Management Act, 2017, Existing sectoral plans and policies of the local governments, Environment and Natural Resources Conservation Act/plan, Gender Equality and Social Inclusion Strategy, Agribusiness Promotion Act 2075, Disaster Risk Reduction and Disaster Management Act 2075, Local Climate Adaptation Action Plan 2075, Gender-based violence-free policy and action plan 2076

- **Recommendations Municipality wise adaptation needs and priorities**

This review will identify and propose municipality-specific adaptation needs and priorities to be integrated into municipal policies and plans, ensuring alignment with the needs and priorities of IPLCs, as well as with provincial and national priorities and international commitments.

4. Team Composition

An independent consultant or organization will carry out this assignment. The team will be multidisciplinary, comprising at least three professionals with expertise in Governance and Development Studies, Environmental Policy and Management, Natural Resource Management (NRM), forestry, agriculture, livestock, enterprise development, and gender equality, diversity, and social inclusion (GEDSI). The team leader/principal consultant should hold at least a master's degree in Governance and Development Studies, Environmental Policy and Management, Agriculture, Animal Science, Climate Change, or Forestry, with more than five years of relevant working experience, particularly in climate change adaptation, watershed management, and gender and social inclusion (GESI). The team leader/principal consultant should also have a strong interest in assessments. The chief of SWMO will be responsible for overseeing the entire assignment, including logistics management throughout the assignment.

5. Deliverables and Timeline

The consultant/firm should deliver the following deliverables within the timeline specified below, within 35 days from the date of the agreement.

S. N	Deliverables	Timeline	Remarks
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1	Inception report	Within 10 days from the date of signing the agreement.	The report should include clear methodologies, questionnaires, checklists for field assessment, and other relevant materials
2	Sharing assessment report	23 Days after signing the agreement.	After field and municipality assessment. This should also include reviewed municipality plans and policies
3	Sharing draft report	31 Days from the date of signing the agreement.	The report should include municipality-wise subsections presenting review findings and specific adaptation needs and priorities for integration into municipal policies and plans
4	Final report	35 Days from the date of signing the agreement.	
5	Policy brief based on the report	40 Days from the date of signing the agreement.	The policy brief should not be more than five pages and should be written in Nepali

6. Coordination, Communication and Management

The assignment will be overseen by the Soil and Watershed Management Office, Ramechhap. The Project Management Unit (PMU) will provide technical support, ensure alignment with the project objectives, priorities, and facilitate the timely delivery of outputs. The focal point assigned by SWMO, Ramechhap will provide technical supervision, guidance, and support throughout the assignment period, reviewing progress and offering constructive inputs for improvement. The firm/consultant will maintain close communication and coordination with the SWMO/PMU throughout the assignment. The firm/consultant will coordinate with stakeholders, develop the methodology and work plan, lead and guide field data collection, and oversee the analysis and interpretation of results and findings. The firm/consultant will also be responsible for managing all logistics, including laptops, workspace, printers, scanners, human resources, vehicles, etc. Additionally, the firm/consultant will share review findings with stakeholders and be responsible for writing and finalizing reports. The assessment report and primary data collected cannot be shared or published without prior approval from the SWMO /PMU.

7. Mode of Payment

The payment will be made based on the existing norms of Public Procurement Act 2063 and Regulation 2064, Nepal government. The payment will be made through cheque in the following installments:

- First installment – 50% before field assessment
- Final installment – 50% after receiving final report



8. Evaluation Criteria

Applicants will be evaluated based on work experience in the required field, value for money, and quality of submitted proposals. Proposal selection criteria will have a weightage of 80% for technical proposal and 20% for financial proposal.

The evaluation process will be carried out in two stages (i.e. technical evaluation and financial evaluation):

1. Technical Evaluation (Stage One): The technical proposal scoring a minimum of 60 out of 80 will be considered for financial evaluation. The financial proposal of the selected consultant will then be evaluated.
2. Financial Evaluation (Stage Two): The financial proposals of the consultant who passes stage one will be evaluated. Proposals that fall within the budget limit of the consultancy will be assigned maximum 20 scores. The award of the contract shall be based on the consultant who receives the highest cumulative score.

9. Proposal Submission

Interested VAT registered firms/consultants in Nepal are requested to submit technical and financial proposals providing a detailed breakdown of total budget in Nepali Rupees along with an application letter electronically to: proposals-mawrin@wwfnepal.org. Please mention "Proposal– Policy Review" as the email subject. Submit the proposal by 5 p.m. Nepal Standard Time, 16 December 2025. The proposal must include the following:

- Signed cover letter
- Financial proposal (as mentioned in Annex 1)
- Technical proposal
- Signed CV of all experts
- Organizational profile with relevant experiences
- Organization registration and renewal certificates
- VAT registration certificate
- Latest tax clearance and audit report

Please refer to Annex 1 for the financial proposal template. Only selected applicants for further consideration will be contacted.

Annex1: Financial Details/Budget Template

S. N	Description	Unit	Quantity	Rate	Amount (NRs.)
1.	Fee (1.1+1.2...VAT)				
1.1	Team Leader-Name	Days			
1.2	Expert-Name 1	Days			



S. N	Description	Unit	Quantity	Rate	Amount (NRs.)
	VAT 13 % on Fee				
2	Other Expenses (2.1+2.2+VAT)				
2.1	Field Expenses				
2.1.1	Transportation				
2.1.2	Food & Accommodation				
2.5	Airfare....				
2.2	Others Cost				
2.2.1	Communication	Lumpsum			
2.2.2	Stationaries	Lumpsum			
	VAT 13% on Other Expense				
	TOTAL COST				

Note: please add/edit rows as required



Terms of Reference (TOR)

For

Develop operational modality, structure and functions for the multi-stakeholder platform (MSP)

1. Background

Climate change emerges as one of the biggest challenges to prosperity and sustainable development in Nepal. As a least developed country with a high poverty rate of 18.7% and a predominantly agrarian economy mainly influenced by the monsoon, Nepal is highly vulnerable to climate change. Nepal's rugged topography and fragile geology also render it vulnerable to climate change. The Managing Watersheds for Enhanced Resilience of Communities to Climate Change in Nepal (MaWRiN) Project¹ considers watershed approach to ensure the longer-term resilience of local and indigenous communities against climate emergencies. Funded by the Global Environment Facility (GEF), the project is implemented through an agreement between the World Wildlife Fund (WWF) (WWF GEF Agency) and the Ministry of Forests and Environment (Project Executing Agency), Government of Nepal, and the Ministry of Forests and Environment, Bagmati Province (Project Executing Partner). The project area² covers two major rivers, i.e., Maru and Kyau in the mid-western part of Sindhuli District, within the Churia belt of Nepal. The watershed is highly vulnerable to climate change, with higher exposure to multiple hazards such as landslides, floods, and droughts and higher sensitivity to indigenous and local people in terms of livelihood depends on subsistence agriculture.

The objective of the project is “to enhance climate resilience of Indigenous people and local communities (IPLCs) through nature-based solutions and livelihood improvement.” The project's objective will be achieved through the following three inter-connected components:

Component 1: Enabling environment for mainstreaming climate change through development of capacity of the municipalities and other key local agencies to assess and understand climate risks and vulnerabilities, and accordingly mainstream climate change adaptation strategies and actions in local policies and plans. Also, through the establishment of a multi-stakeholder platform for dialogue and coordinated actions on climate change adaptation at the watershed level.

Component 2: Enhanced Resilience of Local Communities to Climate Change through a) community-based natural resource management such as community identification of adaptation interventions, support and demonstration of sustainable and climate-resilient agriculture and livestock practices, improved water management, strengthened management of community and leasehold forests, and b) Nature-based Solutions (NbS) that reduce climate impacts and risks.

¹ <https://mawrin.bagamati.gov.np/>

² Partly/fully covering area of Kamalamai Municipality, Maru Rural Municipality, Ghyanglekh Rural Municipality, and Hariharpurgadhi Rural Municipality



Component 3: Monitoring, evaluation and knowledge management, through tracking of project progress on a regular basis; garnering and analysis of lessons and good practices; and development and dissemination of knowledge that reinforces project results from components 1 and 2, providing sound basis for their replication, adaptation and sustainability.

Watershed management encompasses multiple interconnected components of nature and society, including water, forests, land, livestock, biodiversity, climate change, and livelihoods. These elements reflect the diverse expertise and interests of multiple stakeholders. The Marin Watershed in Sindhuli is one of the most important in the region, home to a large population of indigenous and subsistence-based agrarian communities. The area is highly vulnerable to landslides, floods, droughts, and forest fires. Since the watershed provides essential ecosystem goods and services such as water and other natural resources, their sustainable management is critical for community well-being. Upstream areas contribute to ecosystem services like water regulation and forest conservation, while downstream communities provide markets and economic opportunities. This interdependence links their social, economic, and environmental well-being. Effective watershed management, however, requires collaboration beyond administrative boundaries, as the Marin Watershed spans four local governments: Kamalamai Municipality, Ghyanglekh Rural Municipality, Marin Rural Municipality, and Hariharpurgadi Rural Municipality. Although Nepal's policy and constitutional provisions recognize the right to conserve watershed, there is currently no institutional mechanism at the watershed level to ensure coordination among these stakeholders.

In this context, the Multi-Stakeholder Platform (MSP) serves as a crucial mechanism. It provides a collaborative forum that brings together governments, communities, civil society, and the private sector to coordinate efforts, share information, and make joint decisions for integrated watershed management. The MSP helps identify key issues, prioritize actions for climate change adaptation, and define the roles and responsibilities of different stakeholders. By fostering coordination across sectors and jurisdictions, it promotes harmonized and cost-effective actions to address challenges such as floods, erosion, landslides, forest fires, and other climate-induced disasters. However, the effective establishment and operation of an MSP require clear operational modalities, a defined structure, and well-outlined functions to ensure it operates in a transparent, coherent, and inclusive manner.

2. Objectives

The objective of this assignment is to develop operational modality, structure and functions for the multi-stakeholder platform at the Marin Watershed level to ensure the platform's regularity, effectiveness, and accountability, while strengthening coordination, dialogue, decision-making, integrated planning and the implementation of joint activities and programs among stakeholders.

3. Methodology

3.1. Methodology

The consultant should prepare and propose a detailed phenomenological methodology, including but not limited to the following outline. All the processes, reviews, workshops, consultations, Focus Group Discussions (FGDs), Key informant interview (KIIs) etc. should ensure the participation of IPLCs, women, Dalits and other socially excluded groups.



Literature Review

The literature review should include, but not be limited to, a review of published and grey literature on multi-stakeholders' engagement, policy formulation, upstream and downstream linkages, integrated river basin management, integrated watershed management, climate change adaptation and relevant research papers, publication, policies etc. For example, it should cover National Climate Change Policy 2019, Chure Watershed Conservation Master Plan, Water Resources Act 2049, National Water Resources Policy, 2077, Local Government Operation Act 2074, the National Adaptation Plan (NAP) 2021-2050, Forest Act 2076, Forest Regulations 2079, reports on Vulnerability and Risk Assessment and Identifying Adaptation Options 2021, Vulnerability and Risk Assessment and Identifying Adaptation Options in the Forest, Biodiversity and Watershed Management in Nepal 2021, the National Framework on Local Adaptation Plans for Action (LAPA) framework 2019, Nationally Determined Contributions (NDC) 3.0, National River Basin Management Strategies 2024, and so on. Additionally, it should include reviews of MaRWiN project documents, as well as policies, plans, frameworks, and guidelines of the local governments.

Focus Group Discussions (FGDs)

The consultant is required to conduct a minimum of twenty (20) FGDs, encompassing communities, line agencies and relevant stakeholders from upstream, midstream, and downstream areas. The FGDs should focus on the rationale of developing MSP and its structure, roles and operational modalities, identify the diverse perspectives, priorities, and needs, of multiple stakeholders. These discussions also identify potential risks, overlaps, or institutional gaps that may hinder effective operation of the MSP. These discussions should involve, but are not limited to, the following groups: women's groups, agricultural groups, persons with disabilities, Indigenous Peoples' Organizations (IPOs), youth and adolescents, Water Users' Groups, Community Forest User Groups, Leasehold Forest User Groups, government agencies and other relevant stakeholders.

Key Informant Interviews (KIIs)

The Key Informant Interviews (KIIs) should be conducted with key stakeholders from the watershed; local, districts, provincial and federal government agencies. Among others, KII should be conducted with representatives from the federal and provincial MoFE and relevant sections, President Chure Terai Madesh Conservation Development Board, Local Governments, Soil and Watershed Management Office, Division Forest Office, Sub-Division Forest Offices, the Nepal Federation of Indigenous Nationalities (NEFIN), Building a Resilient Churia Region in Nepal (BRCRN), the Federation of Community Forestry Users Nepal (FECOFUN), Livestock Service Office, Agriculture Development Office, Cooperative Associations, Nepal Red Cross Society, local government and other relevant organizations.

Sub-watersheds Level Consultations

10 sub-watershed-level consultations workshops should be conducted, engaging multi-stakeholders from upstream, midstream, and downstream areas. These consultations workshops should focus on the rationale of developing MSP and its structure, roles and operational modalities, identify the diverse perspectives, priorities, and needs, of multiple stakeholders. These discussions also identify potential risks, overlaps, or



institutional gaps that may hinder effective operation of the MSP. In addition, consultant team should ensure the inclusive participation representing multi-stakeholders.

Municipality Level Consultation

The team shall consult and hold discussion with each Rural/Municipalities of MaWRiN project area. The consultation workshop should focus on rationale for MSP across the watersheds, institutional structure, operational guidelines, inclusiveness and ownership of the respective local government. The consultation should emphasize that while Nepal's policies and constitutional provisions recognize the right to conserve watersheds, there is currently no institutional mechanism at the watershed level to ensure coordination among multiple stakeholders. It should also identify municipal priorities and needs to be incorporated into the guidelines. Furthermore, the consultations should seek common consensus from local governments for the endorsement and implementation of the finalized guidelines. Participants will include representatives from local government (Chairperson, Vice-chairperson, Mayor and Deputy mayor participation is must), sections/sector head of the Municipalities, government line agencies, private sectors, civil society organizations, subject experts, community leaders, and sub-watersheds representatives engaged in field consultations.

Soil and Watershed Management Office (SWMO)/Program Management Unit (PMU) Office Consultation

At least two SWMO/PMU office-level consultation should be conducted: one at the beginning of the field work to gather feedback and suggestions on the questionnaire and checklist designed for the fieldwork, discuss the compliance and requirements of the project, and another to share the draft final guideline before consulting with district level consultations.

District Level Consultations

One event district level consultation representing stakeholders across the Maru watershed organized to present the draft final guideline including operational modality, structure and functions for the multi-stakeholder platform. Stakeholder consultations should ensure inclusivity and validate guideline. Participants will include representatives from government line agencies, local government, sections/sector head of the Municipalities, private sectors, civil society organizations, subject experts, community leaders, and sub-watersheds representatives engaged in guideline development process.

Final Report Submission

The final guidelines and report should incorporate feedback and suggestions from the SWMO/PMU Office and district level consultation. The final submitted guideline should in Nepali language with language and grammar check.

4. Team Composition

An independent consultant or organization will carry out this assignment. The team will be multidisciplinary, comprising at least three professionals with expertise in Governance and Development Studies, Environmental Policy and Management, Natural Resource Management (NRM), Forestry, Agriculture and gender equality, diversity, and social inclusion (GEDSI). The team leader/principal



consultant should hold at least a master's degree in Governance and Development Studies, Environmental Policy and Management, Agriculture, Climate Change, or Forestry, with more than five years of relevant working experience, particularly in policy and practical aspect of climate change adaptation, watershed management, and gender and social inclusion (GESI). The team leader/principal consultant should be interested and have proven experience in policy and guideline formulation. The Chief of SWMO will be responsible for overseeing the entire assignment, including logistics management throughout the assignment.

5. Deliverables and Timeline

The consultant/firm should deliver the following deliverables within the timeline specified below, within 35 days from the date of the agreement.

S. N.	Deliverables	Timeline	Remarks
1	Inception report	Within 10 days from the date of signing the agreement	The report should include clear methodologies, questionnaires, checklists for field consultation, and other relevant materials
2	Sharing draft guideline	23 Days after signing the agreement	Before the district level consultation
3	Sharing guideline draft	31 Days from the date of signing the agreement	The guideline should include detail operational modality, structure and functional guidelines. Guidelines should fully align with the policies, laws, and regulations at the local, provincial, and federal levels
4	Final guideline and work completion report	35 Days from the date of signing the agreement.	<ul style="list-style-type: none"> The report shall be prepared in English in a concise manner, whereas the guideline shall be developed in Nepali. Attendance sheet of FGDs, KII, Consultation at different levels. Meeting minute of endorsement of the guidelines by the local government.

6. Coordination, Communication and Management

The assignment will be overseen by the Soil and Watershed Management Office (SWMO), Ramechhap. The Project Management Unit (PMU) will provide technical support, ensure alignment with the project



objectives, priorities, and facilitate the timely delivery of outputs. The focal point assigned by SWMO, Ramechhap will provide technical supervision, guidance, and support throughout the assignment period, reviewing progress and offering constructive inputs for improvement. The firm/consultant will maintain close communication and coordination with the SWMO/PMU throughout the assignment. The firm/consultant will coordinate with stakeholders, develop the methodology and work plan, lead and guide field data collection, and oversee the analysis and interpretation of results and findings for guideline development. The firm/consultant will also be responsible for managing all logistics, including laptops, workspace, printers, scanners, human resources, vehicles, etc. Additionally, the firm/consultant will share draft guideline with stakeholders at different levels and be responsible for writing and finalizing work completion reports and guidelines. The report, guideline and primary data collected cannot be shared or published without prior approval from the SWMO/PMU.

7. Mode of Payment

The payment will be made based on the existing norms of Public Procurement Act 2063 and Regulation 2064, Nepal government. The payment will be made through cheque in the following installments:

First installment	– 50% before field assessment
Final installment	– 50% after receiving final report

8. Evaluation Criteria

Applicants will be evaluated based on work experience in the required field, value for money, and quality of submitted proposals. Proposal selection criteria will have a weightage of 80% for technical proposal and 20% for financial proposal.

The evaluation process will be carried out in two stages (i.e. technical evaluation and financial evaluation):

1. Technical Evaluation (Stage One): The technical proposal scoring a minimum of 60 out of 80 will be considered for financial evaluation. The financial proposal of the selected consultant will then be evaluated.
2. Financial Evaluation (Stage Two): The financial proposals of the consultant who passes stage one will be evaluated. Proposals that fall within the budget limit of the consultancy will be assigned maximum 20 scores. The award of the contract shall be based on the consultant who receives the highest cumulative score.

9. Proposal Submission

Interested VAT registered firms/consultants in Nepal are requested to submit technical and financial proposals providing a detailed breakdown of total budget in Nepali Rupees along with an application letter electronically to: proposals-mawrin@wwfnepal.org. Please mention “Proposal– MSP guideline” as the email subject. Submit the proposal by 5 p.m. Nepal Standard Time, 16 December 2025. The proposal must include the following:

- Signed cover letter



- Financial proposal (as mentioned in Annex 1)
- Technical proposal
- Signed CV of all experts
- Organizational profile with relevant experiences
- Organization registration and renewal certificates
- VAT registration certificate
- Latest tax clearance and audit report

Please refer to Annex 1 for the financial proposal template. Only selected applicants for further consideration will be contacted.

Annex1: Financial Details/Budget Template

S. N	Description	Unit	Quantity	Rate	Amount (NRs.)
1.	Fee (1.1+1.2...VAT)				
1.1	Team Leader-Name	Days			
1.2	Expert-Name 1	Days			
	VAT 13 % on Fee				
2	Other Expenses (2.1+2.2+VAT)				
2.1	Field Expenses				
2.1.1	Transportation				
2.1.2	Food & Accommodation				
2.5	Airfare....				
2.2	Others Cost				
2.2.1	Communication	Lumpsum			
2.2.2	Stationaries	Lumpsum			
	VAT 13% on Other Expense				
	TOTAL COST				

Note: please add/edit rows as required



Terms of Reference (TOR)

For

Study climate adaptive, gender friendly tools and technologies

1. Background

Climate change emerges as one of the biggest challenges to prosperity and sustainable development in Nepal. As a least developed country with a high poverty rate of 18.7% and a predominantly agrarian economy mainly influenced by the monsoon, Nepal is highly vulnerable to climate change. Nepal's rugged topography and fragile geology also render it vulnerable to climate change. The Managing Watersheds for Enhanced Resilience of Communities to Climate Change in Nepal (MaWRiN) Project¹ considers watershed approach to ensure the longer-term resilience of local and indigenous communities against climate emergencies. Funded by the Global Environment Facility (GEF), the project is implemented through an agreement between the World Wildlife Fund (WWF) (WWF GEF Agency) and the Ministry of Forests and Environment (Project Executing Agency), Government of Nepal, and the Ministry of Forests and Environment, Bagmati Province (Project Executing Partner). The project area² covers two major rivers, i.e., Maru and Kyau in the midwestern part of Sindhuli District, within the Churia belt of Nepal. The watershed is highly vulnerable to climate change, with higher exposure to multiple hazards such as landslides, floods, and droughts and higher sensitivity to indigenous and local people in terms of livelihood depends on subsistence agriculture.

The objective of the project is “to enhance climate resilience of Indigenous people and local communities (IPLCs) through nature-based solutions and livelihood improvement.” The project's objective will be achieved through the following three inter-connected components:

Component 1: Enabling environment for mainstreaming climate change through development of capacity of the municipalities and other key local agencies to assess and understand climate risks and vulnerabilities, and accordingly mainstream climate change adaptation strategies and actions in local policies and plans. Also, through the establishment of a multi-stakeholder platform for dialogue and coordinated actions on climate change adaptation at the watershed level.

Component 2: Enhanced Resilience of Local Communities to Climate Change through a) community-based natural resource management such as community identification of adaptation interventions, support and demonstration of sustainable and climate-resilient agriculture and livestock practices, improved water management, strengthened management of community and leasehold forests, and b) Nature-based Solutions (NbS) that reduce climate impacts and risks.

Component 3: Monitoring, evaluation and knowledge management, through tracking of project progress on a regular basis; garnering and analysis of lessons and good practices; and development and dissemination

¹ <https://mawrin.bagamati.gov.np/>

² Partly/fully covering area of Kamalamai Municipality, Maru Rural Municipality, Ghyanglekh Rural Municipality, and Hariharpurgadhi Rural Municipality



of knowledge that reinforces project results from components 1 and 2, providing sound basis for their replication, adaptation and sustainability.

Climate change has significant impacts on natural resources, agriculture, and livestock, with severe consequences for sustaining the livelihoods of IPLCs. These negative impacts exacerbate hardship and challenges faced by such communities, particularly marginalized groups. At the same time, a significant proportion of men have migrated to urban centers or abroad for employment. As a result, agricultural and livelihood responsibilities at the community level increasingly fall on women and children. Consequently, the workload of women is rising day by day. In this context, the identification, development, and dissemination of improved, energy-efficient, gender friendly, and climate-adaptive technologies have become essential. Such technologies are critical to reducing women's workload and hardship while ensuring the continuity of agricultural practices.

In the MaWRiN project area, local governments, private sector, and relevant line agencies have undertaken efforts to identify and disseminate energy-efficient, gender friendly, and climate-adaptive technologies to some extent. However, there is a pressing need for more comprehensive and sub-watershed, location-specific studies to identify the most appropriate technologies based on factors such as geography, gender responsiveness, efficiency, and adaptability to climate change. In this context, this consultancy seeks qualified service to assess and identify such tools, technologies and to develop effective distribution strategies.

2. Objectives

The objective of this assessment assesses and identify sub-watershed and location-specific climate-adaptive, gender-friendly, and energy-efficient tools and technologies, along with effective distribution strategies; aimed at strengthening resilient and sustainable agricultural systems in the project area by coordination with multi-stakeholders to reducing workload and hardship caused by climate change impact.

3. Methodology and Scope

3.1. Methodology

The consultant should prepare and propose a detailed mixed-method approach, including but not limited to the following outline. All the processes, reviews, workshop, consultation, Focus Group Discussions (FGDs), Key informant interview (KIIs) etc. should ensure the participation of ICLCs, women, Dalits and other socially excluded groups. In addition, a technical analysis should be conducted to assess and verify the tools and technologies identified through the process.

Literature Review

The literature review will cover both published and grey literature related to gender-inclusive, climate-adaptive, and energy-efficient tools and technologies in the context of Nepal. Specifically, studies and assessments by Ministry of Forest and Environment (MoFE), Ministry of Agriculture and Livestock Development (MoALD), Nepal Agricultural Research Council (NARC), Food and Agriculture Organization (FAO), MaWRiN project documents and so on. The reviewed literature should align with the priorities and program envisioned policies, frameworks, and guidelines from the federal, provincial, and local governments including Climate change policy, National Adaptation Plan (NAP), Nationally



Determined Contributions (NDC) and Vulnerability and Risk Assessment reports, and the National Framework on Local Adaptation Plans for Action (LAPA framework) of Nepal.

Focus Group Discussions (FGDs)

The consultant shall conduct a minimum of 20 Focus Group Discussions (FGDs). At least 10 FGDs shall be held with specific groups, including women's groups and endangered ethnic communities such as Majhi, Hayu, and Danuwar. In addition, 2 FGDs should be conducted with private sector actors such as agrovets, companies, firms, and cooperatives, engaged in the trade and transaction of energy efficient, gender-friendly agriculture tools. These FGDs should involve, but are not limited to, the following groups: community women's groups, youth and adolescents, local government representatives, Community Forest User Groups, Leasehold Forest User Groups, Indigenous Peoples Organizations (IPOs), the Federation of Community Forestry Users Nepal (FECOFUN), the Nepal Federation of Indigenous Nationalities (NEFIN), and other relevant stakeholders

Key Informant Interviews (KIIs)

The Key Informant Interviews (KIIs) should be conducted with key stakeholders from the watershed; local, districts, provincial and federal government agencies. Among others, KII should be conducted with representatives from the Federation of Nepalese Chambers of Commerce & Industry Sindhuli, Division Forest Office, Sub-Division Forest Offices, Local Government, FECOFUN, the Nepal Federation of Indigenous Nationalities (NEFIN), Livestock Service Office, Agriculture Knowledge Centers, Livestock Service Centers, Agriculture & Livestock section of R/Municipalities, Cooperative Associations, Nepal Red Cross Society, and other relevant organizations.

Field Observation

Field observations should be conducted at a minimum of 20 socio-ecologically vulnerable sites within the Maru watershed to understand the necessity of the tools and technologies. The field visit checklist should include an assessment of gender-inclusive, climate-resilient, and energy-efficient tools and technologies. Additionally, it should verify the primary information provided by respondents during the FGDs.

Program Management Unit (PMU) Office Consultation

At least two PMU office-level consultation events should be conducted: one at the beginning of the fieldwork to gather feedback and suggestions on the questionnaire and checklist designed for the field study, and another to share the findings of the field assessment before consulting with stakeholders for validation as well to collect their feedback, observations and learnings.

Stakeholder Consultations

Stakeholder consultations should ensure inclusivity and validate the findings of the assessment. At least four consultation and validation workshops at Palika level should be organized to present the draft report, including gender-inclusive, climate-resilient, and energy-efficient tools and technologies. Participants will include representatives from local government, government line agencies, private sectors, civil society organizations, sectoral experts, community leaders, and individuals engaged in the field study.



Technical Analysis and Validation

Technical analysis should be conducted to assess and verify the tools and technologies identified through the process. This analysis should focus on those tools and technologies that have been promoted by government agencies, NGOs, research institutions, and the private sector, and which have an established track record of success and practical application in the local context.

Final Report Submission

The final report should incorporate feedback and suggestions from the PMU Office and Stakeholder Consultations. Along with the final report Policy brief to share with local government and other stakeholders should be submitted.

3.2. Scope

The consultant/firm should perform the following tasks within the scope outlined below:

- Assess and identify potential, comprehensive, sub-watershed and location-specific innovative gender-inclusive, climate-resilient, and energy-efficient tools and technologies within the sub-watershed of the Marin watershed.
- Assess and identify potential indigenous tools and technologies practicing by the community within the sub-watershed of the Marin watershed.
- Analyze limitations, accessibility issues, and gender-related barriers in adoption and effectiveness of these tools and technologies
- Provide practical strategies for scaling up, mainstreaming tools and technologies into local government planning, and integrating into gender-responsive climate adaptation strategies

4. Team Composition

An independent consultant or organization will carry out this study. The team will be multidisciplinary, comprising at least three professionals with expertise forestry, watershed management, agriculture, livestock, enterprise development, and gender equality, diversity, and social inclusion (GEDSI). The team leader/principal consultant should hold at least a master's degree in Agriculture, Animal Science, Climate Change, or Forestry, with more than five years of relevant working experience, particularly in climate change adaptation, climate adaptive tools and technologies, watershed management, and gender and social inclusion (GESI). The team leader/principal consultant should also have a strong interest in assessments. The team leader will be responsible for overseeing the entire assignment, including logistics management throughout the assignment.



5. Deliverables and Timeline

The consultant/firm should deliver the following deliverables within the timeline specified below, within 35 days from the date of the agreement.

S. N	Deliverables	Timeline	Remarks
1	Inception report	Within 10 days from the date of signing the agreement.	The report should include clear methodologies, questionnaires, checklists for study, and other relevant materials
2	Sharing field findings report	23 Days after signing the agreement.	After field assessment
3	Sharing draft report	31 Days from the date of signing the agreement.	The report should include sub-watershed-wise subsections that clearly present the study findings and recommend appropriate tools and technologies for each sub-watershed
4	Final report	35 Days from the date of signing the agreement.	
5	Policy brief based on the report	40 Days from the date of signing the agreement.	The policy brief should not be more than five pages and should be written in Nepali

6. Coordination, Communication and Management

The assignment will be overseen by the Soil and Watershed Management Office (SWMO), Ramechhap. Project Management Unit (PMU) provide technical assistance and ensure alignment with project objectives, priorities, and timely delivery of outputs. The focal point assigned by SWMO, Ramechhap will provide technical supervision, guidance, and support throughout the assignment period, reviewing progress and offering constructive inputs for improvement. The firm/consultant will maintain close communication and coordination with the SWMO/PMU throughout the assignment. The firm/consultant will coordinate with stakeholders, develop the methodology and work plan, lead and guide field data collection, and oversee the analysis and interpretation of results and findings. The firm/consultant will also be responsible for managing all logistics, including laptops, workspace, printers, scanners, human resources, vehicles, etc. Additionally, the firm/consultant will share findings with stakeholders and be responsible for writing and finalizing reports. The assessment report and primary data collected cannot be shared or published without prior approval from the SWMO/PMU Office.



7. Mode of Payment

The payment will be made based on the existing norms of Public Procurement Act 2063 and Regulations 2064, Nepal government. The payment will be made through cheque in the following installments:

First installment	– 50% before field assessment
Final installment	– 50% after receiving final report

8. Evaluation Criteria

Applicants will be evaluated based on work experience in the required field, value for money, and quality of submitted proposals. Proposal selection criteria will have a weightage of 80% for technical proposal and 20% for financial proposal.

The evaluation process will be carried out in two stages (i.e. technical evaluation and financial evaluation):

1. Technical Evaluation (Stage One): The technical proposal scoring a minimum of 60 out of 80 will be considered for financial evaluation. The financial proposal of the selected consultant will then be evaluated.
2. Financial Evaluation (Stage Two): The financial proposals of the consultant who passes stage one will be evaluated. Proposals that fall within the budget limit of the consultancy will be assigned maximum 20 scores. The award of the contract shall be based on the consultant who receives the highest cumulative score.

9. Evaluation Criteria

Interested VAT registered firms/consultants in Nepal are requested to submit technical and financial proposals providing a detailed breakdown of total budget in Nepali Rupees along with an application letter electronically to: proposals-mawrin@wwfnepal.org. Please mention “Proposal– gender friendly tools and technologies” as the email subject. Submit the proposal by 5 p.m. Nepal Standard Time, 16 December 2025. The proposal must include the following:

- Signed cover letter
- Financial proposal (as mentioned in Annex 1)
- Technical proposal
- Signed CV of all experts
- Organizational profile with relevant experiences
- Organization registration and renewal certificates
- VAT registration certificate
- Latest tax clearance and audit report

Please refer to Annex 1 for the financial proposal template. Only selected applicants for further consideration will be contacted.



Annex1: Financial Details/Budget Template

S. N	Description	Unit	Quantity	Rate	Amount (NRs.)
1.	Fee (1.1+1.2...VAT)				
1.1	Team Leader-Name	Days			
1.2	Expert-Name 1	Days			
	VAT 13 % on Fee				
2	Other Expenses (2.1+2.2+VAT)				
2.1	Field Expenses				
2.1.1	Transportation				
2.1.2	Food & Accommodation				
2.5	Airfare....				
2.2	Others Cost				
2.2.1	Communication	Lumpsum			
2.2.2	Stationaries	Lumpsum			
	VAT 13% on Other Expense				
	TOTAL COST				

Note: please add/edit rows as required

Term of Reference

For

Assessment and Documentation of Indigenous Knowledge on Climate-Resilient Practices and Integration into Climate Adaptive Solutions

1. Background:

Climate change emerges as one of the biggest challenges to prosperity and sustainable development in Nepal. As a least developed country with a high poverty rate of 18.7% and a predominantly agrarian economy mainly influenced by the monsoon, Nepal is highly vulnerable to climate change. Nepal's rugged topography and fragile geology also render it vulnerable to climate change. Current changes in the climate and its variability directly impact on the hydrological cycle and increase the risk for a multitude of water- and climate-induced hazards.

The GEF funded MaWRiN Project¹ is being implemented through an agreement between the World Wildlife Fund (WWF) (WWF GEF Agency) and the Ministry of Forests and Environment (Project Executing Agency), Government of Nepal, and the Ministry of Forests and Environment, Bagmati Province (Project Executing Partner). The project area² covers two major rivers, i.e., Marin and Kyan in the midwestern part of Sindhuli District, within the Churia belt of Nepal. The watershed is highly vulnerable to climate change, with higher exposure to multiple hazards such as landslides, floods, and droughts and higher sensitivity to indigenous and local people in terms of livelihood depends on subsistence agriculture.

The objective of the project is “to enhance climate resilience of Indigenous people and local communities (IPLCs) in the Marin watershed through nature-based solutions and livelihood improvement.” The project's objective will be achieved through the following three interconnected components:

Component 1: Enabling environment for mainstreaming climate change through development of capacity of the municipalities and other key local agencies to assess and understand climate risks and vulnerabilities, and accordingly mainstream climate change adaptation strategies and actions in local policies and plans. Also, through the establishment of a multi-stakeholder platform for dialogue and coordinated actions on climate change adaptation at the watershed level.

Component 2: Enhanced Resilience of Local Communities to Climate Change through a) community-based natural resource management such as community identification of adaptation

¹ <https://mawrin.bagamati.gov.np/>

² [Partly/fully covering area of Kamalamai Municipality, Marin Rural Municipality, Ghyanglekh Rural Municipality, and Hariharpurgadhi Rural Municipality](#)

interventions, support and demonstration of sustainable and climate-resilient agriculture and livestock practices, improved water management, strengthened management of community and leasehold forests, and b) Nature-based Solutions that reduce climate impacts and risks.

Component 3: Monitoring, evaluation and knowledge management, through tracking of project progress on a regular basis; garnering and analysis of lessons and good practices; and development and dissemination of knowledge that reinforces project results from components 1 and 2, providing sound basis for their replication, adaptation and sustainability.

The increasing climate variability necessitates the adoption of recognize, preserve, and utilize locally proven sustainable strategies and resilient practices across agriculture, livestock management, water management, forest management, and climate induce disaster risk reduction. Indigenous knowledge, shaped by generations of experience and close interaction with the environment, holds valuable insights for addressing these challenges as well as cost-effective. Therefore, this study aims to assess and document indigenous climate-resilient practices and promote their integration into the design and implementation of adaptive solutions to enhance community resilience and ensure sustainable, inclusive climate actions in the project area.

2. Objectives

The overall objective of the consultants' work is to conduct assessment and documentation of indigenous knowledge on climate-resilient practices and integration into climate-adaptive solutions. The specific objective is details are following:

1. To identify and document climate resilience indigenous knowledge and practices in the project area.
2. To analyze the relevance, effectiveness, and sustainability of these practices in agriculture, livestock management, water management, community/leasehold forest management, and disaster risk reduction.
3. To suggest practical recommendations and strategies to integrate the identified indigenous knowledge and practices into the design, planning and implementation of climate-adaptive solutions.

3. Methodology

The consultant should prepare and propose a detailed phenomenological methodology, including but not limited to the following outline. All the processes, Free, Prior, and Informed Consent (FPIC), reviews, workshop, consultation, Focus Group Discussions (FGDs), Key informant interview (KIIs), Field observations, etc. should ensure the participation of IPLCs, Women, Dalits and other socially excluded groups and sites with Indigenous practices.

Free, Prior, and Informed Consent

FPIC involves engaging Indigenous Peoples and local communities through inclusive consultations, sharing project information, addressing feedback and grievances, and obtaining voluntary consent. The process will be transparently documented, ensuring respect for local decision-making.

Literature Review

The literature review should, but not be limited to, a review of published and grey literatures including academic research, policy documents, technical reports etc. related to indigenous knowledge and climate-resilient practices in Nepal and similar contexts. The review should document good practices, evidence, and success cases, highlighting effective approaches and lessons learned that can be adapted in project area contexts. Additionally, it should include reviews of MaRWiN project documents, as well as policies, frameworks, and guidelines of the local government.

Focus Group Discussions (FGDs)

The consultant is required to conduct a minimum of 20 Focus Group Discussions (FGDs) within 10 sub-watersheds in Marin watershed. These FGDs should involve, but are not limited to, the following groups: Indigenous people's organizations, community women's groups, youth and adolescents, local government representatives, Forest User Groups, Water Users Groups, Leasehold Forest User Groups, and other relevant stakeholders.

Key Informant Interviews (KIIs)

The KIIs should be conducted with relevant stakeholders from the watershed; local, districts, provincial and federal government agencies. Among others, KII should be conducted with representatives from the Division Forest Office, Sub-Division Forest Offices, local government, Indigenous Peoples Organizations (IPOs), the Federation of Community Forestry Users Nepal (FECOFUN), the Journalist Federation, NGO Federations, the Nepal Federation of Indigenous Nationalities (NEFIN), the Livestock Service Office, Agriculture Knowledge Centers, Livestock Service Centers, Cooperative Associations, Nepal Red Cross Society, and other relevant organizations.

Field Observations

Field observations should be conducted at a minimum of 20 socio-ecologically vulnerable and indigenous community sites to observed indigenous practices within the 10 sub-watersheds of the Marin watershed. The field visit checklist should include documentation of indigenous practices with global positioning system (GPS) coordinates and photographs. Additionally, it should verify the primary information provided by respondents during the FGDs.

Soil and Watershed Management Office (SWMO)/Project Management Unit (PMU) Office Consultation

At least two SWMO/PMU office-level consultation events should be conducted: one at the beginning of the fieldwork to gather feedback and suggestions on the questionnaire and checklist designed for the assessment, and another to share the findings of the assessment before consulting with stakeholders.

Municipality Level Consultations

Stakeholder consultations should ensure inclusivity and validate the findings of the assessment. At least four consultation and validation workshops should be organized to present the draft report, including climate adaptive indigenous knowledge and practices. Additionally, the consultations should identify R/Municipality-level priorities and explore opportunities to integrate indigenous knowledge and practices into the design, planning, and implementation of climate-adaptive solutions. Participants will include representatives from local government, civil society organizations, sectoral experts, community leaders, and individuals engaged in the field assessment.

District Level Consultation

District level consultation helps to build consensus among diverse stakeholders on the assessment's findings. At least one consultation and validation workshop should be organized to present a draft report on best climate resilience indigenous knowledge and practices. The workshop will analyze the relevance, effectiveness, and sustainability of these practices in agriculture, livestock management, water management, community and leasehold forest management, and disaster risk reduction. It will also provide practical recommendations and strategies to integrate the identified indigenous knowledge and practices into the design, planning, and implementation of climate-adaptive solutions. Participants will include representatives from the District Coordination Committee, Community Forestry Users Nepal (FECOFUN), the Journalist Federation, NGO Federations, the Nepal Federation of Indigenous Nationalities (NEFIN), Agriculture Development Office, Livestock Service Office, District Forest office (division/sub-division), I/NGO, Civil Society organization, District Cooperative association, and community representatives.

Final Report Submission

The final report should incorporate feedback and suggestions from the PMU Office and Stakeholder Consultations. Along with the final report Policy brief to share with local government and other stakeholders should be submitted in Nepali.

4. Team Composition

The consultancy team should be multidisciplinary, with proven expertise in indigenous studies, community engagement, project assessment, community-based conservation, and policy advocacy. The Team Leader must have at least 10 years of experience with proven expertise in Natural Resource Management, climate change, indigenous studies, inclusive governance, and social development. Team members should hold a master's degree in relevant fields, such as development studies, social work, indigenous studies, gender studies, natural resource management, environmental governance, or rural development. The team should also have expertise in marginalized group inclusion, community engagement, and project assessment, with

experience working with indigenous communities and understanding their unique needs and challenges.

5. Deliverables and Timeline

The consultant/firm should submit the following deliverables within the timeline specified below, within 40 days from the date of the agreement.

S. N	Deliverables	Timeline	Remarks
1	Inception report	Within 10 days from the date of signing the agreement.	The report should include clear methodologies, questionnaires, checklists for field assessment, and other relevant materials
2	Sharing assessment report	23 Days after signing the agreement	After field and municipality assessment
3	Sharing draft report	30 Days from the date of signing the agreement.	The report should include municipality-wise subsections
4	Final report	35 Days from the date of signing the agreement.	
5	Policy brief based on the report	40 Days from the date of signing the agreement.	The policy brief should not be more than five pages and should be written in Nepali

6. Coordination, Communication and Management

The assignment will be overseen by the SWMO, Ramechhap. The Project Management Unit (PMU) will provide technical support, ensure alignment with the project objectives, priorities, and facilitate the timely delivery of outputs. The focal point assigned by SWMO, Ramechhap will provide technical supervision, guidance, and support throughout the assignment period, reviewing progress and offering constructive inputs for improvement. The firm/consultant will maintain close communication and coordination with the SWMO/PMU throughout the assignment. The firm/consultant will coordinate with stakeholders, develop the methodology and work plan, lead and guide field data collection, and oversee the analysis and interpretation of results and findings. The firm/consultant will also be responsible for managing all logistics, including laptops, workspace, printers, scanners, human resources, vehicles, etc. Additionally, the firm/consultant will share results with stakeholders and be responsible for writing and finalizing reports. The assessment report and primary data collected cannot be shared or published without prior approval from the SWMO/PMU Office.

7. Mode of Payment

The payment will be made based on the existing norms of Public Procurement Act 2063 and Regulation 2064, Nepal government. The payment will be made through cheque in the following installments:

First installment	– 50% before field assessment
Final installment	– 50% after receiving final report

8. Evaluation Criteria

Applicants will be evaluated based on work experience in the required field, value for money, and quality of submitted proposals. Proposal selection criteria will have a weightage of 80% for technical proposal and 20% for financial proposal.

The evaluation process will be carried out in two stages (i.e. technical evaluation and financial evaluation):

1. Technical Evaluation (Stage One): The technical proposal scoring a minimum of 60 out of 80 will be considered for financial evaluation. The financial proposal of the selected consultant will then be evaluated.
2. Financial Evaluation (Stage Two): The financial proposals of the consultant who passes stage one will be evaluated. Proposals that fall within the budget limit of the consultancy will be assigned maximum 20 scores. The award of the contract shall be based on the consultant who receives the highest cumulative score.

9. Proposal Submission

Interested VAT registered firms/consultant in Nepal are requested to submit technical and financial proposals providing a detailed breakdown of total budget in Nepali Rupees along with an application letter electronically to: swco.ramechhap@bagamati.gov.np

Please mention “Proposal- Assessment and Documentation of IKP” as an email subject. Submit the proposal by 4 p.m. Nepal Standard Time, 16 December 2025.

The proposal must include the following:

- Signed cover letter
- Financial proposal (as mentioned in Annex 1)
- Technical proposal
- Signed CV of all experts
- Organizational profile with relevant experiences
- Organization registration and renewal certificates
- VAT registration certificate
- Latest tax clearance and audit report

Please refer to Annex 1 for the financial proposal template. Only selected applicants for further consideration will be contacted.

Annex1: Financial Proposal Template

S. N	Description	Unit	Quantity	Rate	Amount (NRs.)
1.	Fee (1.1+1.2...VAT)				
1.1	Team Leader-Name	Days			
1.2	Expert-Name 1	Days			
	VAT 13 % on Fee				
2	Other Expenses (2.1+2.2+2.3)				
2.1	Field Expenses				
2.1.1	Transportation	Days*Person			
2.1.2	Food & Accommodation	Days*Person			
2.2	Others Cost				

2.2.1	Communication	Time			
2.2.2	Stationaries	Time			
2.3	VAT 13% on Other Expense				
	TOTAL COST				

Note: please add/edit rows as require