

Terms of Reference (TOR) for Consultancy Service to develop toolkits

Project Title	Development for Employability, Entrepreneurship, and Soft Skills Development for Adolescents and Youth
Work Type	1. Training content development (Fully packages) 2. Piloting 3. Consultation / discussion meeting with Stakeholders
Type of Project	Consultancy Service
Location	1. Kathmandu 2. Any one Municipality of each Province (Madhesh, Lumbini and Sudurpaschim Province)
Date of RFP Publication	25 February 2026
Deadline for Submission of the RFP	11 th March 2026
Contract Award	23 rd March 2026
Anticipated Completion Report Submission Date	25 th April 2026

1. Background and Context:

Good Neighbors International Nepal has been working in Nepal since 2002 for improving the lives of poor people, especially children through child protection, education, income generation, health services, water, sanitation and hygiene, disaster risk reduction/climate change adaptation, and advocacy programs. Currently, Good Neighbors International Nepal serves marginalized, vulnerable, and poor children, families, and communities in 20 districts across Nepal.

The Safe and Enabling Environment for Adolescent Girls and Young Women (SAFE- Girls) Project (2024-2027) is funded by the Korea International Cooperation Agency (KOICA) and UNFPA, implemented by Good Neighbors International (GNI) Nepal and Plan International Nepal. The project operates across 6 districts and 20 municipalities in Lumbini, Madhesh, and Sudurpashchim provinces, targeting 157,790 adolescents aged 15-19 years.

The SAFE Girls project addresses harmful practices and Gender-Based Violence (GBV) experienced by adolescent girls and young women in provinces of Nepal where levels of GBV and harmful practices are particularly high. The project aims to create safe spaces for adolescents and young women to build support networks that promote knowledge and skills, strengthen GBV response services, and enhance comprehensive sexuality education (CSE).

The project focuses on three key outcomes:

1. Increasing the capabilities of adolescent girls and young women to act as agents of change in their communities
2. Enhancing support and prevention systems for survivors of GBV – including the technology-facilitated GBV, including adolescents and youth in the community

3. Strengthening the quality and reach of CSE, responsive to the emerging protection needs of the adolescents and youth

Among the various pillars of the project, empowering adolescents and youth to act as change agents is a key priority. Adolescents and young people are engaged in diverse programmes designed to strengthen their knowledge, enhance their skills, and build both individual and collective agency to promote Sexual and Reproductive Health and Rights (SRHR) and challenge GBV and harmful practices.

Socioeconomic empowerment is directly relevant to achieving these outcomes because it addresses the structural drivers that keep adolescent girls and young women vulnerable to GBV and harmful practices — namely poverty, limited livelihood options, and unequal power dynamics in households, schools, workplaces, and intimate relationships. When girls and young women acquire practical employability and entrepreneurship skills, financial literacy, and pathways to safe and decent work, they are better positioned to remain in education or transition into income-generating opportunities, negotiate safer choices, and access SRHR and GBV services without fear of dependence or retaliation.

This economic agency also strengthens their capacity to act as change agents within their communities — mobilizing peers, challenging discriminatory norms, and sustaining youth-led prevention efforts. At a systems level, it reinforces the project's broader outcomes by linking empowerment programming with referral networks, safe spaces, and multisectoral service providers.

In short, socioeconomic empowerment is not an add-on; it is a core enabling pathway that supports the SAFE Girls project's three outcomes by reducing risk factors, increasing agency, and making prevention and response measures more sustainable over time.

In this regard, a curriculum on "Employability, Entrepreneurship, and Life Skills Development for Adolescents and Youth" has been jointly developed by the UNFPA, GNI, and Plan International SAFE Girls project team. The project now seeks consultancy services to develop detailed training content based on this curriculum. The content for each proposed module will serve as a comprehensive guiding document for facilitating training sessions with adolescents and youth.

In addition to the detailed content for each module, the consultant will be responsible for developing a training facilitator guide and a participants' workbook. The workbook will function as a learning resource and reference material for training participants, supporting both in-session engagement and post-training application.

2. Objectives of the Consultancy

The overall objective of this consultancy is to develop comprehensive, practical, and adolescent- and youth-friendly training content and reference materials based on the "Employability, Entrepreneurship, and Life Skills Development for Adolescents and Youth" curriculum. These materials are aimed at strengthening economic empowerment, agency, and preparedness of adolescents and young people for safe and inclusive livelihood building.

Specific Objectives:

1. Develop detailed training content for each module based on the existing curriculum, providing clear guidance for mentors and facilitators to effectively deliver training and ensure comprehension among adolescent and youth participants.
2. Design participatory and learner-centered training approaches, incorporating session objectives, key messages, facilitation notes, practical exercises, and learning assessments.
3. Develop a user-friendly facilitator guide and participants' workbook that support effective content delivery and in-session learning, while also serving as a reference for post-training application of skills.
4. Develop a training assessment tool to be administered at pre-, mid-, and post-training stages.

3. Scope of Work (Key Responsibilities)

Duties and Responsibilities:

3.1. First Party (referred to Good Neighbors International Nepal for this assignment)

- Ensure coordination and participation of relevant local stakeholders, finalize the date, time, and venue, and manage all necessary logistical arrangements for feedback, validation, and sharing events if required during the course of work.
- Provide quality assurance throughout the consultancy, including timely review, feedback, and approval of deliverables at each stage.
- Support the second party as required.
- The First Party will do the payment to the Second Party on installment basis as indicated in the ToR.

3.2. Second Party (referred to the consulting firm or coalition selected for this assignment)

- The Second Party (Consultant/Service Provider) shall be responsible for leading and executing all activities related to producing training content and materials of

“Employability, Entrepreneurship, and Life Skills Development for Adolescents and Youth”

- Review existing curriculum developed under SAFE-Girls and other relevant materials (The curriculum can be found on the organization website) aligned with the short-term 21st century skills development courses of TVET and local labour market demand in reference to the Market Assessment (2026).
- Conduct consultations and coordination meetings with relevant governments including Ministry of Labour, Employment and Social Security (MoLESS), TVET unit of the Ministry of Education, Science and Technology (MoEST), National Youth Council, and local government Employment Service Centers (ESCs) and other stakeholders if required.
- Prepare a detailed work plan outlining methodology, timelines, and resource requirements for the content development process in consultation with Good Neighbors International Nepal’s and UNFPA team.
- Draft the training content ensuring that it is age-appropriate, inclusive gender-transformative, culturally relevant, rights-based and aligning with the overall principal of SAFE-Girls.
- Develop detailed session plans with indicative timelines for each module.
- Develop a comprehensive facilitator's guide to support effective delivery of the training content.
- Develop a participants' workbook that functions as both an in-session learning resource and a post-training reference material.
- Develop PowerPoint slide decks for each module to support facilitation.
- Design participatory learning tools, including case studies, games, and role-play exercises, to enhance learner engagement.
- Develop pre-, mid-, and post-training assessment questionnaires to measure participant learning outcomes.
- Organize and facilitate validation workshops with relevant stakeholders, including Good Neighbors International Nepal and UNFPA
- Submit the final version of the training contents, reference materials, pre-post test questionnaire and participants workbook for Employability, Entrepreneurship, and Life Skills Development for Adolescents and Youth in English and Nepali languages, incorporating feedback and ensuring alignment with the proposed curriculum.
- Pilot and validate the curriculum at the local level in collaboration with Employment Service Centres (ESCs) by organizing skill and job fairs that engage the private sector, FNCCI, youth clubs, and local governments, fostering government ownership and strengthening pathways for youth employability and workforce integration (Target: three municipalities - one per province).

- Provide structured, youth-friendly career guidance and transition support to enable informed decisions on technical education, skills development, employment, and life pathways, with a focus on adolescent girls and marginalized youth.
- Ensure all deliverables are completed within the agreed timeline and of high professional and technical quality, following Good Neighbors International Nepal's standards and safeguarding principles.
- Align content with the project objectives and national/international child protection standards.
- Submit contents and all finalized resource materials to Good Neighbors International Nepal within the agreed timeline.
- Be available for coordination and consultation throughout the consultancy period.
- Submit inception report at the beginning and detail completion report at the end of the assignment

4. Deliverables & Outputs

- Inception report detailing methodology, tools, and timeline
- Training content for each module inclusive of participatory learning tools (e.g., case studies, games, and role-play exercises)
- Detailed session plans with indicative timelines (expected duration of the session)
- Facilitator's guide
- Participants' workbook
- PowerPoint slide deck for the dissemination of the developed contents
- Pre-, mid-, and post-training assessment questionnaires
- Presentation of the developed training materials upon submission of the draft deliverables
- Organize skill and job fairs in three municipalities (one per province: Madhesh, Lumbini, Sudurpaschim) of the SAFE-Girls including career guidance to marginalized girls and youth and submit the report

5. Methodology & Approach

- Desk review of curriculum
- Review of existing resource materials (Folder will be shared separately)
- Interviews and/or Focused Group Discussion and/or Consultation with subject experts
- Drafting, piloting, and revising materials
- Alignment with adolescents and youth learning principles

6. Duration & Timeline

The service provider will deliver their services according to the following schedule. The assignment timeline is from March 23, 2026 to April 27, 2026. The timeline may be adjusted

based on project requirements, and any changes will be communicated at least three days in advance. Within this period, the Consultancy firm/coalition is expected to work for a total of no more than 25 days.

Piloting along with stakeholder meeting in three municipalities of three provinces will be conducted in May with a total working day not exceeding 15 days including report)

Good Neighbors International Nepal reserves the right to deduct a penalty based on Good Neighbors International Nepal’s policy from the service provider's fee if the service provider delays in completing the timeline/schedule or production of the finished product as per this agreement.

7. Consultant Qualifications & Experience

General requirement:

- Proven experience in developing training content and materials related to youth skills development.
- Subject matter expertise in relevant areas such as SRHR, GBV, education, financial literacy, digital literacy, administrative capacity building, self-management, business skills, and communication - Find **Module Specific Requirement** below for reference.
- Experience adapting curriculum into training materials for adolescent and youth capacity building.
- Strong instructional design and writing skills.
- Familiarity with Nepali and project’s working areas context.
- Experience working with adolescents and youth
- Experience and understanding of Nepal's federal, provincial, and local government policies, strategies, and plans related to adolescent and youth socioeconomic development, employability skills building, decent work promotion, and Gender Equality and Social Inclusion (GESI) will be an asset.

Module Specific Requirement:

Reference for the eligibility criteria for the consultancy firm or coalition.

Qualification & Experience	Module title
1. Masters of Arts in Labour Studies or MBA or Master of Public Administration (MPA) or Master in other relevant field	Module 1: Self-Discovery & Career Exploration
	Module 2: Rights, Responsibilities & Workplace Safety
2. Having 3-5 years of experience in related field	

<ol style="list-style-type: none"> 1. Masters in Inclusive Education/ Gender Studies 2. Having 3-5 years of experience 	Module 3: Gender Equality, Disability & Social Inclusion (GEDSI) in Practice + Youth in Governance (Community score card: Youth reviewing the policies and sharing the ideas)
<ol style="list-style-type: none"> 1. Masters in International Relation or Migration or Sociology 2. Having 3-5 years of experience 	Module 14: Safe Migration & Foreign Employment
Experience with existing guiding laws and policies) (ILO, Nepal labor market, industries, safer migration, workplace safety, GESI,)	
<ol style="list-style-type: none"> 1. Masters in IT 2. Having 3-5 years of experience 3. Proven experience of using digital tools and office package 	Module 4: AI, Media and Digital Literacy, Online Safety (Digital Safeguarding)
<ol style="list-style-type: none"> 1. Master's in management/ finance/ HR 2. Having 5-7 years of experience in the related field. 3. Experience working in Human resource sector, career counselling, interpersonal communication skill development 	Module 5: Job search and career navigation
	Module 13: Practical Placement & Mentoring
	Module 6: CV, Application & Interview Skills + self presentation and personal branding
	Module 10: Time and productivity management
<ol style="list-style-type: none"> 1. MBA/ Master in Finance 2. Having 5-7 years of experience in relevant field 3. Proven experience in business development 	Module 8: Entrepreneurship & Business Development
	Module 9: Financial & Administrative Literacy
<ol style="list-style-type: none"> 1. MSc agriculture or relevant 2. Having 5-7 years of experience in the related field 3. Experience of developing climate smart business ideas. 	Module 7: Climate-Smart Jobs & Opportunities
<ol style="list-style-type: none"> 1. MSc Psychology or relevant 2. Having 5-7 years of experience in related field 3. Experience working in psychosocial wellbeing and youth development 	Module 12: Mental health and resilience

8. Reporting & Supervision

The Consultant will report to Good Neighbors International Nepal:

- Ms. Shrijana Joshi, Team lead-Public Health (Maternity cover of Team Lead of SAFE-Girls)/ Ms. Pabitra Neupane, Team Lead, SAFE-Girls
- Mr. Prem Krishna Maharjan, Senior Administration and Finance Officer, SAFE-Girls for admin and finance related arrangements.

The technical guidance will be provided by Ms. Ji Sun Park, Project Specialist, SAFE-Girls, UNFPA and Mr Abhiram Roy, Youth and CSE Program Analyst

9. Payment Terms & Budget

Payments will be made in installments, based on satisfactory delivery of outputs, as per Good Neighbors International Nepal's policies.

- First Installment (40%): Upon submission of the first draft.
- Second Installment (40%): Upon submission and approval of all agreed deliverables of Training content development within agreed timeline.
- Final Installment (20%): After completion of piloting and report submission

The payment for services under this agreement shall not exceed the amount attached below (including 15% tax/vat applicable)

S. N	Name of theme	Quantity	Days	Unit Rate	Total
1	Consultancy cost				
2.	DSA (lumpsum)				
	Total				
	VAT				
	Grand Total				

The organization shall not be entitled to any benefit, payment, subsidy, compensation, or entitlement, except as expressly provided in this contract.

- Good Neighbors International Nepal will bear the cost associated with lodging and fooding of the consultant as per actual basis in case of engagement in project sites. The consultant must submit all the original bills, boarding pass and other expenses receipts to Good Neighbors International Nepal.
- The first party shall do the payment through online transfer or account payee cheque to the second party's bank account as per milestone basis within 7 days of sharing event completion report and valid invoice.

10. Submission Requirements (for selection)

Interested experts (coalition covering all the modules) and consultation firm are invited to submit the following documents:

If Coalition

- Cover letter specifying the role
- Technical proposal
- Workplan
- CV
- Sample previous work
- Financial proposal
- Two professional references

If company/firm

- Cover Letter
- Brief profile of the firm
- Updated CV (relevant competency and experience) of the proposed team
- Company/Firm registration certificate
- VAT certificate
- Tax clearance certificate (FY 081/82)

11. Dispute Resolution

Any misunderstanding or dispute between the first party and second party will be resolved through mutual understanding and discussion but the decision-making authority should be with the first party.