

Terms of Reference
for
Project Management and Leadership Development Program

1. Background:

CARE Nepal for MCW/ Poshan project is seeking to enhance the project management and leadership capabilities of project staffs from its implementing partners. To achieve this, we intend to hire a specialized training company/consultant with expertise in project management and leadership development. The selected company/consultant will design and deliver a comprehensive project management leadership development program tailored to our specific needs and objectives.

The Poshan Program aims to improve the wellbeing of children and their mothers in targeted districts of Nepal. The activities of this program aim to increase availability and consumption of nutritious foods, improve quality and equitable health systems, improved knowledge and adoption of positive Maternal, Infant, Child Health and Nutrition (MICHN) behaviors, improve food safety and WASH and increase women's control over household decision-making. This baseline study of the Poshan Program assessed key indicators to establish benchmarks for the program's impact and identify critical areas of intervention. To reach the collective goal of **women and children in marginalized households within target municipalities are healthy, well-nourished, and food secure**, the program focuses on three strategic objectives:

SO1: Increased equitable consumption of diverse, nutritious, safe, and healthy diets

SO2: Increased equitable access to and use of quality health and nutrition services

SO3: Improved delivery of multi-sectoral nutrition services and supplies by local government

This capacity building program on project management and leadership skills aims to equip participants with the necessary tools, skills and knowledge to effectively manage the project, lead consortium structure teams, make strategic decisions, create an enabling working environment, and drive organizational success.

Management and Operation Structure:

The consortium-based project is being implemented in five districts by the district based five implementing partners. Each partner consists of Project Coordinator, Health Officer, Agriculture and Marketing Officer, Gender Officer and M&E Officer. The Project Coordinator have to manage 25 team members in the district and other officers lead on the specific functions of a multi-sector nutrition program. As the district lead and functional lead, these team members must frequently coordinate and collaborate with the provincial team, CARE's central team, and the consortium partners. The organogram is attached as an annex.

2. Objectives:

The objective of the program is as follows.

- To enhance inclusive leadership skills and project management skills of project staff (Project Coordinators and Officers)
- To understand and apply techniques for managing team, leading own self and leading others.

- To enhance communication skills and workload management skills of officers and project coordinators.

3. Scope of Work of consultant

To achieve the overall objectives, the consultant/vendors shall.

- Develop a comprehensive framework for the project management, leadership building program, including modules on project planning, goal setting, prioritization, communication skills, team management, inclusive leadership, etc.
- Conduct meetings with CARE Nepal and few Project Coordinators (virtually) to understand and evaluate participants needs and capacity for building over all programs.
- Deliver engaging and interactive workshop sessions and mentoring program as per the modules.
- Update CARE Nepal team on progress of the participants skills and recommended areas for capacity enhancement of DAMs.
- Provide a brief report on the change in capacity skills through pre-testing and post-training assessments and participant feedback.

3. Scope of Work of CARE

To achieve the overall objectives, CARE shall.

- Arrange for meetings with the CARE team and Program Coordinators to sharpen the need assessment.
- Review and provide feedback on project management and leadership development program framework and timeline.
- Provide logistic arrangement for arranging in person workshop and mentoring.
- Provide a comprehensive report on the capacity building event.

4. Deliverables:

- Framework for project management and leadership development program.
- Training/workshop materials and resources, including presentations, handouts, and case studies.
- Pre-training assessments
- Post-training evaluation reports, including analysis of participant feedback and recommendations for improvement.
- Final reports and invoices

Reporting Line

The consultant will report to CARE Nepal- Finance and Administration Manager

5. Period of Performance

The effective date of this agreement and scope of work will be from 1 – 30 June 2025.

6. Payment Structure

On consultant's requests, 40% of the payment can be made in advance after finalization of training modules and the remaining 60 % of the payment will be made after the accomplishment of the task and acceptance of final report by CARE management. TDS shall be applicable as per government rules and regulations.

7. Reporting:

A pre-assessment report before starting the training and final report summarizing the outcomes and impact of the program will be submitted upon completion. The report should also include key project management skills developed and observed behavior changes in leadership of the participants after the program.

8. Conclusion:

The successful implementation of the project management and leadership development program will contribute to building strong and effective leadership within the organization, ultimately driving effective project delivery, professional and organizational growth and success.

Submission of Application

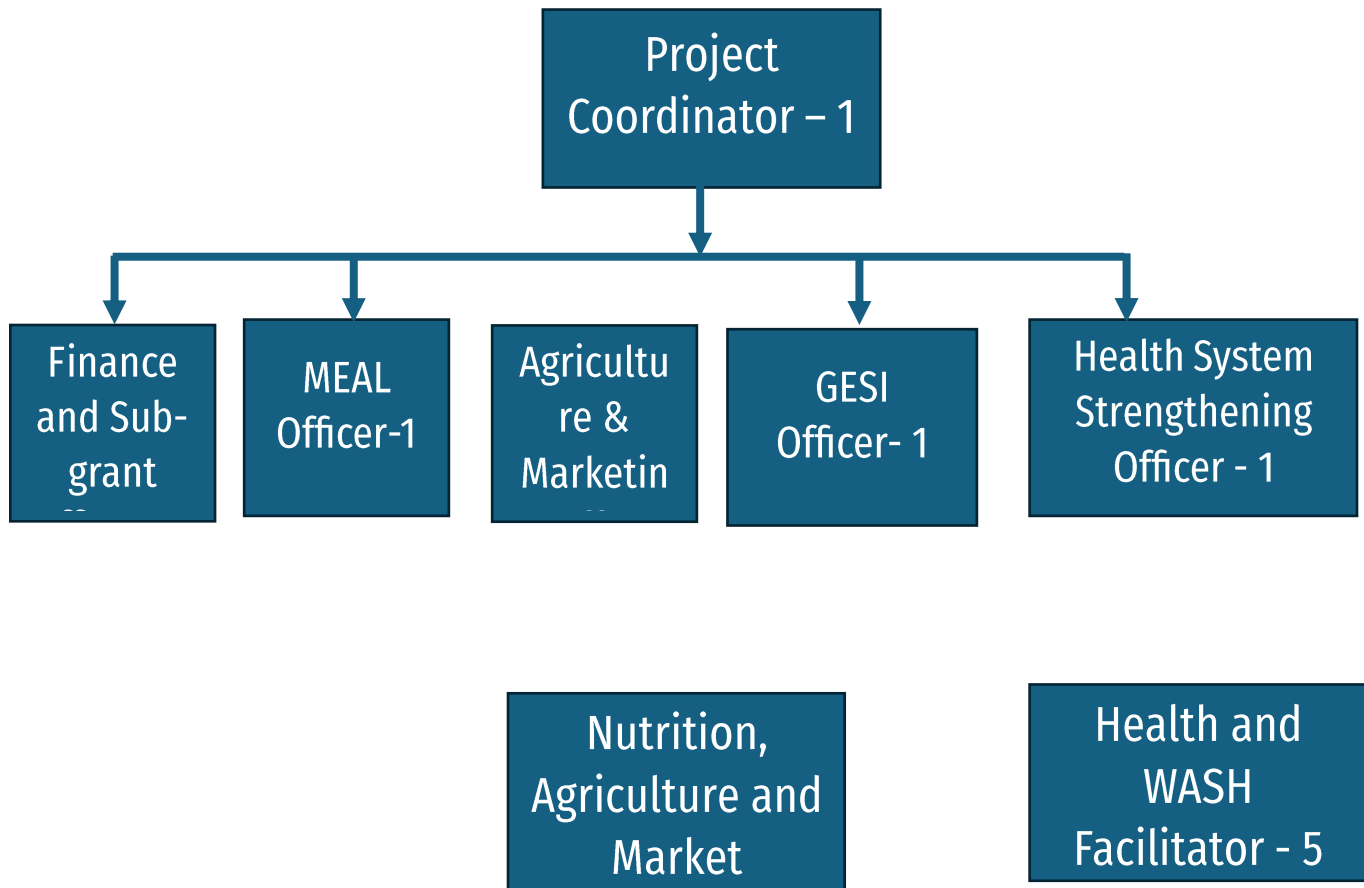
Interested consultants or consulting firms should submit the following documents with their expression of interest (Eoi):

1. Technical and financial proposals in separate files (technical proposal should contain approaches to the training workshop including probable content to be covered in the event following the given information)
2. Consultant's/Firm's profile detailing past assignments
3. CV(s) of team members highlighting their areas of expertise and experience
4. Company registration certificate for firms
5. Latest tax clearance certificate for firms
6. PAN/ VAT registration certificate (for both firms and individual consultants)

Deadline for proposal

Interested and qualified consultants or consulting firms must submit their financial proposals, along with legal documents (registration and tax clearance for consulting firms and PAN/VAT registration card for individuals and firms) and CVs of key personnel by May 11, 2025, via email npl.carenepal@care.org

Annex: Organogram at Partner Office



Organogram at CARE and iDE

