

**Term of Reference (ToR)
for**

**Conducting Gender Equality, Disability and Social Inclusion (GEDSI) Analysis and
Preparation of GEDSI Action Plan**

1. Background

WWF is the world's leading independent conservation organization originated from Switzerland in 1961 and currently running in more than 100 countries across 6 continents. In 1967, WWF initiated WWF Nepal with a rhino conservation program in Chitwan. To keep up with the evolving face of conservation and environmental movement, WWF Nepal's focus has progressed from its localized efforts in conservation of a single species in the 1960s, to integrated conservation and development approach in 1990s, to a new horizon of landscape-level conservation encompassing national, regional, and global scales of complexity in the early 2000s. WWF Nepal set up office formally on 19 May 1993.

WWF Nepal, in close collaboration with the Department of Forests and Soil Conservation and the Department of National Parks and Wildlife Conservation, is implementing the project "Together for People, Nature and Climate (T4PNC)" in the Terai Arc Landscape and the Eastern Chure Terai Complex. The project aims to strengthen sustainable forest management, build ecosystem and community resilience to climate change through ecosystem-based adaptation and nature-based solutions, while promoting sustainable livelihoods. It also focuses on fostering inclusive and sustainable natural resource governance and strengthening capacity by developing effective partnerships with governments, civil society, and the private sector.

The major outcomes of the project are:

Outcome 1: Biodiversity and People's Wellbeing Secured: Strengthening inclusive conservation and effective management of ecosystems and wildlife to strengthen people's livelihoods, enhance biodiversity, and improve ecosystem services, ultimately benefiting both people and nature.

Outcome 2: Climate Resilience Enhanced: Strengthening adaptive capacity of ecosystems and communities to climate change impacts, enhanced by climate advocacy and ecosystem-based adaptation and supporting sustainable and equitable development.

Outcome 3: Inclusive Governance and Civil Society and Private Sector Engagement Advanced: Improving environmental governance and strengthening civil society together with private sectors that generate inclusive growth within planetary boundaries, enabling more equitable, fair and secure societies.

WWF Nepal is committed to Inclusive Conservation and upholds a Human Rights Based Approach (HRBA) across its conservation initiatives. WWF Nepal promotes a Gender Equality, Disability and Social Inclusion (GEDSI) transformative programming to ensure meaningful participation, equitable access, and fair distribution of benefits among community members. To achieve this, WWF Nepal undertake a comprehensive GEDSI Analysis, followed by the development of GEDSI Action Plan. This analysis aims to identify and address barriers and inequalities that individuals and groups may face due to their social identities within a specific context.

In this regard, WWF Nepal is seeking consulting services to conduct a comprehensive GEDSI Analysis and develop a GEDSI Action Plan for the T4PNC project, with a specific focus on Persons with Disabilities. This assignment will generate evidence and actionable recommendations to inform project implementation, annual work planning, budgeting, monitoring, and partnerships/advocacy actions in the targeted sites.

To strengthen inclusive conservation programming under the T4PNC project, WWF Nepal is seeking consulting services to undertake a comprehensive GEDSI Analysis followed by the development of a GEDSI Action Plan. The assignment will provide actionable recommendations for GEDSI transformative measures to guide project implementation, annual work planning, budgeting, and monitoring.

2. Objectives

The overall objective of this assignment is to conduct a comprehensive GEDSI Analysis and prepare a GEDSI Action Plan for the T4PNC project to strengthen inclusive and equitable programming.

Specific Objectives

- Conduct an intersectional GEDSI Analysis to identify drivers of inequality, exclusion, discriminatory norms, unequal power relations, and barriers affecting participation and benefit sharing within project interventions.
- Assess gender dynamics, social inclusion gaps, institutional barriers, and risks related to exclusion and gender-based violence (GBV) within the project context.
- Collect and analyze disaggregated data on Persons with Disabilities within the project areas, including disability types and barriers affecting participation, accessibility, leadership, and access to project benefits.
- Identify opportunities and recommendations to meet the distinct needs of addressing agency, structure, and relations within project interventions.
- Develop a practical and implementation-oriented GEDSI Action Plan, including disability inclusion actions, tracking targets and indicators, and budget considerations integrated into the project annual workplan.

3. Scope of Work

The assignment will be carried out in the following areas:

1. **Satbariya-Lamahi corridor** (geographic area covering Narti Community Forest Coordination Committee and Uttar Chure Community Forest Coordination Committee), Dang
2. **Rajpur-Dhankhola corridor** (Gadhwa Community Forest Coordination Committee), Dang
3. **Chirai-Banganga corridor** (Gautam Buddha Collaborative Forest Management cluster), Kapilvastu

3.1 Inception of the assignment

- Conduct a desk review of relevant project documents, policies, strategies, legal frameworks, and existing studies related to GEDSI, disability inclusion, forestry, climate resilience, Indigenous Peoples, and conservation governance.
- Discussions and finalization of methodology with WWF Nepal team to confirm the conceptual framework, methodology and sampling approach, data collection tools.

- Prepare and submit an inception report detailing methodology, sampling framework, stakeholder mapping, data collection tools, field plan, timeline

3.2 Field work and Data collection

- Conduct fieldwork using participatory approaches including a mix of Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and in-depth interviews, ensuring representation across gender, disability, caste/ethnicity, Indigenous identity, age, and socio-economic groups.
- Gather information on the status of Persons with Disabilities and identify barriers and specific needs and potential challenges affecting their full and effective participation and benefit sharing in project interventions.
- Collect signed consent from all participants.

3.3 Data analysis and preparation of draft reports

- Compile all quantitative and qualitative data in excel or appropriate format.
- Analyze data using an intersectional GEDSI lens; summarize findings by theme, stakeholder group, and triangulate across data sources.
- Analyze compiled disaggregated data and prepare a draft report presenting key findings, disability profiles, and actionable recommendations.
- Prepare and submit a Draft GEDSI Analysis Report to WWF Nepal for review and comments, and present preliminary findings.
- Develop a draft GEDSI Action Plan with a strong focus on Persons with Disabilities. Ensure the plan identifies and includes actions to remove barriers and recommend GEDSI transformative measures to be integrated across the project's annual workplan.

3.4 Finalization of report

- Share the draft reports and finalize the report once clarification; questions and feedback have been addressed.

4. Methodology

The consultant is expected to adopt a participatory and inclusive approach, including:

- Desk review of relevant literature, policies, and project documents.
- Stakeholder engagement through KIIs, FGDs, and in-depth interviews with community institutions including Indigenous Peoples Organizations, Divisional Forest Offices, and Organizations of Persons with Disabilities (OPDs), Local Government (ward offices) where relevant.
- Primary data collection tools to be shared with WWF Nepal as annexes (e.g., interview guides, FGD checklists, consent forms, and Persons with Disabilities profiling template).
- The GEDSI analysis will be guided by following checklist, among others:
 - Gender roles and their influence on access to resources and decision-making power
 - Needs, roles, relationships, capacities and vulnerabilities of people of all genders
 - Power dynamics within and between individuals and groups

- Barriers to gender equality, disability and social inclusion
- Opportunities to advance gender equality across three key dimensions:
 - 1) Building individual agency
 - 2) Changing gender relations
 - 3) Transforming structural systems

5. Deliverables and Timeline

- Inception report (methodology, sampling plan, tools, safeguarding approach, accessibility plan, work plan, and timeline).
- Fieldwork documentation (schedule, participant lists disaggregated, and brief field notes).
- Summary notes of KIIs, FGDs, and in-depth interviews.
- Cleaned coded/raw dataset(s) (as applicable), and supporting evidence (relevant photos, videos, geo-locations, and other field verification materials).
- Draft GEDSI Analysis Report.
- Disability inclusion assessment report (including disaggregated data by types of disability, summary of key barriers and recommendations, and build disability inclusion in project annual workplan and budget).
- Final GEDSI Analysis Report (incorporating WWF Nepal feedback).
- Final GEDSI Action Plan with prioritized, time-bound and budget-linked actions, indicators including dedicated actions for Persons with Disabilities and mainstreaming actions within the project annual workplan and budget.
- Signed informed consent forms for all field interactions
- Financial report with invoice and human resource timesheets.

Timeline

The assignment is expected to be completed within three months, starting from July and ending by September 2026.

Tasks	Timeline
Inception report	1 st week of July 2026
Fieldwork Completion	2 nd week of July – Last week of July 2026
Data analysis	2 nd week of August 2026
Draft report and presentation with the team	1 st week of September 2026
Final report	Last week of September 2026

6. Reporting and Coordination

The consultant will report to the Inclusive Conservation team of WWF Nepal and work in close coordination with the project team. All deliverables will be subject to review and approval by WWF Nepal.

7. Required Qualifications

Interested VAT registered individuals or firms with the following expertise and skills.

- Experience in conducting GEDSI analysis and preparation of GEDSI Action Plan
- Experience in GEDSI responsive research, assessments, and studies, including participatory methods.
- Expertise in conservation with experience of applying gender, inclusion and human-rights based approaches.
- Experience working with Persons with Disabilities and advancing disability inclusion.
- Strong stakeholder engagement and facilitation skills
- Fluent in Nepali, with strong communication skills to engage effectively with diverse, marginalized and underrepresented stakeholders.
- Strong documentation and report-writing skills
- Strong understanding of the intersectional socio-cultural context of the TAL area.

8. Proposal Submission Details

Interested VAT registered individuals or firms in Nepal are requested to submit technical and financial proposals providing a detailed breakdown of total budget in Nepali rupees, electronically to Proposals-Inclusive@wwfnepal.org

Please mention “**Proposal – GEDSI Analysis and GEDSI Action Plan**” as an email subject and submit the proposal by 12 June 2026. The proposal must include:

For organizations:

- Signed cover letter
- Technical proposal
- Financial proposal (Please refer annex 1 for template)
- CVs of team members
- Organization registration certificate
- VAT registration certificate
- Tax clearance for 2081-82

Only shortlisted applicants will be contacted for further consideration. Additional documents may be requested for contracting purposes.

Mode of payment

The payment will be made based on the existing norms of WWF Nepal. Fund disbursement will be done in two steps. Other expenses (field costs including travel and accommodation and expenses associated with workshops and consultations) except the consultancy fee will be provided as advance upon the signing of the contract. The second and final instalment will be released after the final acceptance of the deliverables by WWF.

Annex 1: Budget Template

S.N.	Description	Unit	Qty.	Rate	Amount (NPR)
1	Fee (1.1+.... VAT)				XXXX
1.1	Team Lead-Name	Days			XXXX
1.2	Team Assistant – Name	Days			
1.3					
	VAT 13% on Fee				XXXX
2	Other Expense (2.1+2.2+VAT)				XXXXX
2.1	Field Expenses				XXXXX
2.1.1	Transportation				XXXX
2.1.2	Food & Accommodation				XXXX
2.1.3					
2.2	Other Costs				XXXXX
2.2.1	Consultation Meetings (Tea and Snacks)	No			XXXX
2.2.2	Stationaries	No			XXXX
2.2.3					
	VAT 13% on Other Expense				XXXX
	GRAND TOTAL (1+2)				XXXX

**Note: please add/edit rows as required*