



Terms of Reference

Assessment of Governance of NRM institutions and Communities' Stewardship on Conservation

Background

WWF is the world's leading independent conservation organization originated in Switzerland in 1961 and currently running in more than 100 countries across 6 continents. WWF initiated work in Nepal with a rhino conservation program in Chitwan in 1967 while the WWF Nepal set up its office formally on 19 May 1993. Currently, WWF Nepal works in five thematic areas- Wildlife, Freshwater, Forests, Climate and Energy and Governance. 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 since the early 2000s

Indigenous people and local communities (IPLCs) living in buffer zone of the Protected Areas (PAs) and biological corridors play a critical role in conservation. WWF Nepal promotes their meaningful engagement and stewardship by enhancing conservation knowledge, fostering positive attitudes and practices through awareness campaigns, preventing and mitigating human-wildlife conflict (HWC), supporting livelihood diversification to reduce dependency on natural resources and implementing various interventions to build communities resilience, and their wellbeing. In the year 2022, a Knowledge, Attitude, and Practice (KAP) survey was conducted in priority working sites among communities to assess their stewardship on conservation and establish the baseline for the Goal 3.

Among eight outcomes outlined by the Strategic Plan, the sixth outcome is 'Governance of natural resource management institutions in priority sites improved'. An effective and equitable governance system within Natural Resource Management (NRM) institutions is fundamental in achieving and sustaining long-term conservation outcomes while fostering equitable benefit sharing among natural resources dependent communities. WWF Nepal works with NRM institutions to implement the program in local level. Hence, WWF Nepal supports to capacitate these NRM institutions for making them transparent, inclusive, and accountable to their right holders. In 2022, to establish the baseline for Outcome 6, governance status of 55 NRM institutions, an assessment was conducted using community score card method. These 55 institutions include Community Forests User Groups (CFCC), Buffer Zone User Committee (BZUC), and Snow Leopard Conservation Committees (SLCCs).

FY26 is the final year of current Strategic Plan implementation. Hence, WWF Nepal seeks the services of a consultant to conduct an endline assessment to measure the progress made in last five years from implementation of different projects in enhancing KAP level of communities and governance status of NRM institutions.

Objective

The objective of this assignment is to collect endline values for Goal 3 and Outcome 6 of WWF Nepal's Strategic Plan 2022 – 2026. The specific objectives are:

- Conduct KAP Survey with sampled community members to measure their level of Knowledge, Attitude, and Practice regarding conservation.
- Conduct Governance assessment of NRM institutions using Community Scorecard method.

Scope

As outlined in the objective, this assignment contains two different types of assessments. The household survey is planned for assessing changes in Knowledge, Attitude and Practice (KAP) level of communities on natural resource management over the period in our priority working sites. The potential list of districts to be covered for the KAP assessment are Banke Bara, Bardia, Chitwan, Dolpa, Nawalpur, Makawanpur, Parsa, Kailali and Kanchanpur.

Likewise, the governance assessment of the 55 NRM groups located in Banke, Bara, Bardia, Chitwan, Dang, Dolpa, Kailali, Kanchanpur, Makwanpur, Nawalpur and Parsa districts will be done in a workshop like setting.

Methodology

For KAP, the household survey with household head will be conducted, with sample size of around 265 individuals. The households who received tangible benefits such as livelihood support, alternative energy, enterprise and homestay operation support, integrated livestock management and predator proof corrals will be considered for sampling.

For governance, Community Scorecard Workshops will be conducted in all 55 NRM institutions. Separate sessions will be organized with executive members and with users, followed by combined sessions at the

end to develop the consolidated summary scores. Mobilization of resource persons who facilitated the sessions during baseline is planned depending their availability.

For both the KAP Survey and Community Scorecard methods, the baseline questionnaire and checklist will be used with adjustments made as required.

WWF Nepal aims to recruit a consulting firm to facilitate and coordinate the Household Survey and Community Scorecard Workshops by mobilizing the existing resource persons in the pool as much as possible. In case of Dolpa, the coordination and facilitation of studies will be done virtually with local resource person/s. The consulting firm will analyse the data and prepare a detail report.

Deliverables

- Inception report with details of methodology and work plan.
- Field work, data analysis and draft report.
- Final report incorporating WWF feedback.
- Coded, raw data set of the field surveys.

Timeframe

The assignment is expected to be completed within two months, starting from **December 2025** and ending by **February 2026**.

Specific tasks	Timeline
Inception report	30 Dec 2025
Field work	30 Jan 2026
Data analysis, and Draft report preparation	15 Feb 2026
Final report	27 Feb 2026

Reporting and Coordination

The consultant will work in close coordination with the Monitoring, Evaluation, Learning Unit. WWF Nepal will support for the coordination and communication in the field to execute the study and provide details of LRPs mobilized during the baseline.

Required Qualifications

This assignment requires a team lead with master's degree (or higher) and 10+ years' experience in working and undertaking evaluations and assessments of conservation projects, with preferable experience on natural resource governance, with strong writing, data analysis, and communication skills.

Proposal Submission Details

Interested VAT registered firms in Nepal are requested to submit technical and financial proposals providing a detailed breakdown of total budget in Nepali rupees, electronically to-

proposalsubmission@wwfnepal.org

Please mention “**Proposal – KAP and Governance Assessment**” as an email subject and submit the proposal by **5 p.m., 12th December 2025**.

The proposal must include the following:

- Signed cover letter specifying the value of the proposal
- Technical proposal
- CV of expert
- Organization profile with experience (Not exceeding 2 pages)
- Financial proposal (see annex 1 for template)
- Organization registration and renewal certificates
- VAT registration certificate
- Latest tax clearance and audit report

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	Local enumerators	Days			
	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	Airfare....				
2.2	Other Costs				XXXXX
2.2.1	Communication	Lumpsum			XXXX
2.2.2	Consultation Meetings (Tea and Snacks)	No			XXXX
2.2.3	Stationaries	Lumpsum			XXXX
	VAT 13% on Other Expense				XXXX
	GRAND TOTAL (1+2)				XXXX

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