



Terms of Reference

Consultant for Final Project Report Writing

Project: Enhancing Migration Services to Nepali Migrant Workers in Countries of Destination through strengthening institutional capacity of Non-Resident Nepali Association (NRNA)

Background

The Migrants' Rights and Decent Work (MiRiDeW) Phase II Project implemented by NRNA aims to enhance migration services to Nepali migrant workers in destination countries. As the project is coming to an end, NRNA needs an individual consultant to compile, edit, and write the final project report.

Scope of Work

The consultant will work with the project team to:

- Review project files, event reports, and progress data.
- Summarize key achievements and targets reached.
- Include beneficiary numbers and relevant case stories.
- Highlight major lessons learned and practical recommendations for future programs.
- Write, edit, and proofread the complete report in clear English.

3. Expected Deliverables

- **Inception Report:** A brief work plan and proposed table of contents.
- **First Draft:** Initial full report containing achievements, data, case stories, and recommendations.
- **Final Report:** Completed report updated with feedback from NRNA (Word and PDF format).

4. Required Qualifications

- Master's degree in Social Sciences, Development, Communication, or a related field.
- Proven experience writing project reports or documentation for NGOs/INGOs.
- Good understanding of labor migration issues in Nepal.
- Excellent writing and analytical skills in English.

Application Process

Interested individuals or organizations should submit:

- Letter of Interest with relevant legal documents (Registration, VAT Registration, Pan No. Tax Clearance and experience letter)
- CV/organizational profile highlighting relevant experience.
- Technical proposal (methodology and work plan).
- Financial proposal, including consultancy fee and applicable taxes.

Applications should be sent to **procurement@nrna.org** and pramila.lama@nrna.org **September 05, 2026**. For any information, please contact 9801861127.