



Terms of Reference

Consultancy for Institutional Capacity Building Training

1. Context

The Non-Resident Nepali Association (NRNA), as a global diaspora organization, has been actively working for the welfare and rights of Nepali migrants and Non-Resident Nepalis (NRNs) across various countries of destination (CoDs). Labor migration remains one of NRNA's core focus areas, where volunteers in different CoDs collaborate with Nepali diplomatic missions to support migrants through passport renewal, documentation assistance, legal aid, health and mental health awareness, emergency relief, and repatriation—often on a voluntary basis.

NRNA intends to hire a qualified consultancy firm/organization to design and deliver a 4 days' residential institutional capacity building training for NRNA executives, volunteers, and secretariat staff.

2. Objective of the Assignment

To design and deliver a comprehensive institutional and organizational development training package that strengthens leadership, governance, and program management capacities of NRNA.

3. Scope of Work

The selected consultant/firm will be responsible for:

1. Training Design
 - Conduct a brief needs assessment (desk review and consultation with NRNA)
 - Develop a customized institutional development training package
 - Prepare detailed session plans, agenda, and training materials
2. Training Delivery
 - Facilitate a 4 days residential training
 - Use participatory methods including group work, case studies, role plays, and discussions
 - Ensure gender-sensitive and inclusive facilitation
3. Documentation & Reporting
 - Prepare a training completion report
 - Submit participant list, training materials, photos, and key outcomes
 - Provide recommendations for future capacity-building initiatives

4. Key Training Themes (Indicative)

- Institutional and organizational development
- Leadership and governance
- Strategic planning and coordination
- Resource and program management
- Communication and teamwork; Mental Health (Stress Management; Work Life Balance)
- Sustainability and service delivery mechanisms for Migrant Workers

5. Deliverables

- Inception note and training design
- Training materials and facilitation
- Final training report with recommendations

6. Duration and Timeline

Activity	Timeline
Training Design and Preparation	Last Week of January, 2026
Training Implementation	Second Week of February 2026
Final Report Submission	Within 7 days after training

7. Reporting & Coordination

The consultant/firm will work under the overall supervision of the NRNA and coordinate closely with the MiRiDeW Project Team.

8. Payment Schedule

Payment will be made upon:

- Successful completion of the training, and
- Submission and approval of the final report and deliverables, as per the agreed contract terms.

9. Eligibility Criteria

- Proven experience in institutional/organizational development training
- Experience working with CSOs, networks, or migration-related institutions
- Strong facilitation expertise

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** by **14 January 2025**. For any information, please contact +977-1-4511530/ 4526005.