



Terms of Reference (TOR)
for
Preparation of Plan for Inclusion of People with Disabilities in
conservation efforts

1. 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.

WWF Nepal is committed to Inclusive Conservation by upholding a Human Rights-Based Approach (HRBA) to ensure conservation efforts are effective, equitable, and long-lasting. Recognizing the diverse identities and experiences of rights-holders—particularly Indigenous Peoples, women, caste and ethnic minorities, people with disabilities (PWD), and those vulnerable to climate risks and human-wildlife conflict—WWF Nepal strives to ensure meaningful participation for all. However, PWDs often face systemic barriers to accessing and engaging in conservation efforts.

To address this, WWF Nepal is seeking the services of a consultancy team to assess the status of PWD engagement in the ***Resilience for People and Biodiversity*** project, which is going to conclude in December 2025. The assessment will identify existing gaps and opportunities and inform the design of the project's next phase, expected to launch in a new site in January 2026. Based on findings, the consultant will develop a practical and inclusive plan to enhance PWD participation, representation, and benefit-sharing in conservation initiatives, ensuring that conservation outcomes are just and inclusive for all members of the community.

About the Project:

The project entitled Resilience for People and Biodiversity is in implementation to enhance ecosystem services and to build the ecological connectivity between Dudhuwa National Park of India and Shuklaphanta National Park of Nepal along with Terai, Chure and Mid-hills ecological region of Nepal. In the project, the inclusion of PWD is ensured through livelihood support. The project operates with 3 major outcomes:

Outcome 1: BIODIVERSITY IN LANDSCAPES SECURED Inclusive conservation and management of landscapes improved to enhance biodiversity and species habitats and movement, and ecosystem services to benefit people and nature.

Outcome 2: CLIMATE RESILIENCE ENHANCED Improved resilience of ecosystems, species and people to climate change impacts to advance sustainable and equitable development in landscapes and enhanced carbon sequestration.

Outcome 3: INCLUSIVE AND JUST NATURAL RESOURCES GOVERNANCE IMPROVED Enhanced capacity of WWF and wider civil society governments and private sector to advance inclusive and fair natural resources governance, finance and investments and to reduce illegal practices.

2. Objectives

The overall objective of this assignment is to prepare a plan for the inclusion and empowerment of people with disabilities in conservation efforts of WWF Nepal.

3. Scope of the work

The scope of work for this consultancy includes:

1. Assessment of PWD Inclusion and Engagement in the Current Project

- Evaluate the effectiveness of current project interventions in empowering PWD, particularly their inclusion and engagement in livelihood activities.
- Document at least two success stories highlighting the empowerment of PWD through project activities.
- Identify key gaps, barriers, and challenges limiting the participation of PWD in conservation efforts.
- Recommend strategies to enhance the sustainability of support provided to PWD within the project framework.

2. Development of a Plan for Future PWD Empowerment

- Design a concrete and actionable plan for empowering PWD in upcoming and ongoing WWF Nepal projects, with tailored activities that address the specific needs and barriers faced by PWD.
- Provide practical recommendations to ensure future projects are inclusive, equitable, and responsive to the rights and priorities of PWD, fostering their meaningful participation and benefit-sharing in conservation initiatives.

3. Methodology

The assessment and review could be used but not limited to developing methodologies:

1. Key Informant Interviews (KII)

- Conduct a review of existing support provided to PWD in the selected project sites through interviews with key informants, including project staff, local leaders, and community representatives.
- Identify gaps and areas for improvement based on the feedback from the KIIs.

2. Focus Group Discussions (FGDs)

- Organize FGDs with PWD in the project areas to gain insights into their experiences, challenges, and suggestions for empowerment.

- Gather their perspectives on how WWF can better support and engage PWD in conservation activities.

4. Key Deliverables

- Submission of a comprehensive report assessing the inclusion and engagement of PWD in the MFA project sites along with two success stories by 30th October 2025.
- Submission of a plan with a set of targeted strategies for the empowerment of PWD in future WWF projects by 30th October 2025.
- Submission of consent forms by 30th October 2025.
- Submission of Financial Report along with invoice and human resources by 30th October 2025.

5. Timeline and workplan

The assigned task must be completed within the timeline below. The consultant will report to the Senior Inclusive Conservation Officer at WWF Nepal and provide regular updates on progress. The assessment and review will be carried out within the following timeframe:

[illegible]

6. Team Composition

The consultancy team should comprise a multidisciplinary group of professionals with proven expertise in disability inclusion, community engagement, project assessment, community-based conservation, and policy advocacy. The designated Team Leader must have at least 10 years of experience and demonstrate strong expertise in disability inclusion, inclusive governance, and social development.

7. Required Expertise

- Minimum of a master's degree in development studies, social work, indigenous studies, gender studies, natural resource management, environmental governance and rural development.
- Expertise in disability inclusion, community engagement, and project assessment.
- Experience working with PWD and understanding their unique needs and challenges.
- Knowledge of WWF's conservation projects and objectives will be an added advantage.

8. Proposal Submission Details

Interested individuals and organizations 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- PWD inclusion plan”** as an email subject and submit the proposal by **5 p.m. Nepal Standard Time, 10 August 2025**.

The proposal must include the following:

For organization

- Signed cover letter specifying the value of the proposal.
- Curriculum Vitae of team members
- Technical proposal (Not exceeding 5 pages)
- Organization profile with experience (Not exceeding 2 pages).
- Financial proposal.
- Organization Registration, and latest renewal
- VAT registration certificate
- Latest tax clearance certificate
- Registration with Social Welfare Council, *applicable for NGO*
- Tax Exemption Certificate, if applicable
- Latest Audit Report

For Individuals

- Signed cover letter specifying the value of the proposal.
- Curriculum Vitae of individual
- Technical proposal (Not exceeding 5 pages)
- Copy of Nepali Citizenship or Passport
- PAN Registration Certificate
- No objection letter from current employer, if applicable
- Financial proposal.

Please refer to Annex 1 for Budget Sample.

9. Mode of Payment

The payment will be made as per WWF Nepal norms and upon submissions of satisfactory deliverables. Note that payments are subject to tax deduction as per prevailing government rules.

Annex 1: Budget Sample

S.N .	Description	Unit	Qty .	Rate	Amount (NPR)
1	Fee				XXXX
1.1	Team Leader-Name	Days			XXXX
1.2	Expert-Name	Days			XXXX
1.3					XXXX
1.4					
	Sub-Total Fee (1.1+1.2+1.3+...)				XXXX
	VAT 13% on Fee				XXXX
2	Other Expense				XXXX
2.1	Field Visit Cost				
2.1.1	Accommodation	PersonxNights			XXXX
2.1.2	Food	PersonxDays			XXXX
2.1.3	Transportation				XXXX
2.1.4					
2.2	Training Cost				
2.2.1					
2.2.2					
	Sub-Total Other Expense (2.1+2.2+....)				XXXX
	VAT 13% on Other Expense				XXXX
	GRAND TOTAL (1+2)				XXXX

Note: please add/edit rows as required.