

TERMS OF REFERENCE
for
Return and Reintegration Plan (RRP) Formulation, Supervision and Mentorship on Gender Action Learning System (GALS)
December 2025

1. Background & Rationale:

The Reintegration of Migrant Workers (ReMi) project, initiated in July 2022, is a bilateral initiative of the Governments of Nepal (GoN) and Switzerland. The project is funded by the Swiss Agency for Development and Cooperation (SDC) and implemented through a partnership between the Ministry of Labour, Employment and Social Security; respective provincial line ministries and 20 local governments in Province Koshi and Madhesh Province, with technical assistance from Helvetas Nepal.

Gender Action Learning System (GALS) is a participatory methodology designed to promote gender justice, social inclusion, empowerment, and sustainability. It was developed to help women, men, and youth analyze their lives, envision a better future, and create realistic plans for change. GALS uses simple visual diagrams and participatory tools to promote gender justice, social inclusion, and equitable livelihoods, while also fostering collaboration and challenging unequal power relations.

The ReMi project aims to support the social and economic reintegration of returnee migrant workers in Nepal. To ensure sustainable reintegration, the project promotes the development of a Return and Reintegration Plan (RRP) jointly with the returnee and their family. This approach was successfully piloted in two local governments, each in Koshi and Madhesh Province. With the good experience of pilot initiatives, the project will scale up this toll across all 20 project locations to prepare RRP. The following tools will be applied while formulating RRP of returnee migrant workers.

- a) **Road Vision Journey:** A tool for individuals and households to map out a vision for a better life, identify opportunities and challenges, and set practical milestones.
- b) **Gender Balance Tree:** A tool that helps families and communities analyze the distribution of workloads, resources, responsibilities, and benefits between men and women to work toward more equitable sharing.

2. Objectives:

- Support and capacitate returnee migrants and their families to develop Return and Reintegration Plan
- Promote family dialogues and gender-equitable decision-making within households.
- Provide onsite mentorship to the returnees and LG staff working for ReMi project in development of RRP by using GALS tools to identify and address barriers and opportunities for socioeconomic reintegration.

3. Scope of Work / Consultant Tasks:

The consultants will be responsible to formulate RRP of returnee migrant workers registered at ESC including onsite mentoring and coaching to LG staff working for ReMi project in Koshi and Madhesh province.

Specific tasks include:

i. RRP formulation:

- Support returnee migrant workers to formulate RRP and skills transfer regarding GALS methodology, focusing on its principles and participatory approaches with demonstration in field.
- Provide support in upgrading practical skills of all ReMi project staff of LGs & Provinces of Koshi and Madhesh on how to use the Road Vision Journey to develop personal and household visions for Reintegration and Gender Balance Tree (as a family dialogue session) tool to analyze

gender roles, workloads, and resource distribution within households, identifying areas for greater equity and collaboration.

ii. Mentorship, Supervision and Final Reporting:

- Facilitate, mentor and supervise the LG-ESC team on a need basis to support the facilitation of two tools (Road Vision Journey & Gender Balance Tree) in Reintegration of Returnee Migrant Workers.

iii. Documentation and Reporting:

- Monthly report including updates of RRP formulation by applying two tools of GALS.
- RRP Formulation guideline.

4. Deliverables and Expected Outputs:

The expected deliverables and outputs are as follows:

i. Induction meetings:

- Induction meeting with the Provincial Project Support Unit to review the status of RRP formulation, understand the context to develop a work plan that includes the methodology for transferring GALS tools and skills to the ESC.

ii. Backstopping in RRP formulation:

- Conduct joint field visits with ESC staff to apply GALS tools (Road Vision Journey and Gender Balance Tree) for demonstrating and developing RRP for returnees and support the formulation of RRP for 500 returnees in each province in close coordination with ESC and local government staff.

iii. Final Documents for Consultancy:

- Develop and submit a comprehensive RRP formulation manual by applying Road Vision Journey and Gender Balance Tree for knowledge transfer and its sustainability.
- Final report with recommendations.

5. Budget & Payment schedule:

Maximum available budget is NPR 5 Lakh to each province including field travel cost and all applicable taxes.

Payment will be made on monthly basis and will be linked with the deliverables.

6. Duration:

The consultancy is expected to start from January 2026 for approximately 5 months. Field visits to the project sites will be arranged in coordination with the project team.

7. Number of consultants:

To carry out this assignment the project is looking for 2 qualified consultants for Koshi and Madhesh province (1 consultant for each province). Applicants can apply for only one province.

8. Require Qualification, Experience and Skills:

i. Qualification:

At least bachelor's degree in social sciences, gender studies, rural development, or a related field.

ii. Experience:

Proven experience in the Gender Action Learning System (GALS) methodology, including the facilitation of the Road Vision Journey and Gender Balance Tree tools including at least 3 years of professional experience in GALS methodology or gender equality or social inclusion, and community development.

iii. Skills:

- Demonstrated ability to facilitate participatory planning processes and build local capacity.

- Analytical, documentation, and report-writing skills.
- Local language proficiency would be an advantage.

9. Evaluation Criteria:

- Technical proposal (80%)
- Financial proposal (20%)

10. The Consultant is Required to submit:

- a) Technical and Financial Proposal
- b) Curriculum Vitae
- c) Copy of PAN/VAT registration
- d) Enroll in the Helvetas Nepal Roster

ANNEX

TECHNICAL PROPOSAL TEMPLATE

1. Consultant Information:

Name of Consultant:

Address:

Contact Number:

Email:

PAN/VAT Number:

Province Applied for: Koshi Province Madhesh Province

2. Summary of Understanding of the Assignment (max. 1 page)

Briefly explain:

- Your understanding of the ReMi project and the importance of RRP for returnee migrant workers
- How GALS methodology (especially Road Vision Journey and Gender Balance Tree) contributes to sustainable reintegration

3. Proposed Methodology and Approach (max. 2 pages)

3.1 Overall Approach How will you ensure participatory RRP formulation using GALS tools.

3.2 Capacity Building and Mentoring Strategy

Explain how you will:

- Transfer skills to ESC and LG staff
- Conduct joint field visits and on-site coaching
- Ensure at least 500 RRPs are prepared in the province with quality

3.3 Sustainability and Knowledge Transfer

How you will ensure LG staff can independently use the two tools after your consultancy ends (including the comprehensive RRP formulation manual you will develop).

4. Detailed Work Plan

Name & Signature: Date:

FINANCIAL PROPOSAL TEMPLATE

No.	Description	Unit	No. of Units	Rate (NPR)	Total Amount (NPR)
1	Consultant fee including field travel cost	Month	5		
	Grand Total (inclusive of all taxes)				