



Family Planning Association of Nepal

Terms of Reference (ToR)

for

Consultancy Service for Strengthening Pre-Service Education on Family Planning at the Federal Level

(Re-Advertise: 10 July 2026

First Date of Publication: 10-June-2026)

1. Background:

1.1 Introduction

The Family Planning Association of Nepal (FPAN), established in 1959, is Nepal's first national organization delivering family planning (FP) and sexual and reproductive health and rights (SRHR) services. A Member Association of the International Planned Parenthood Federation (IPPF) since 1969, FPAN is a key partner of the Government of Nepal's national family planning programme, contributing a significant share of Family Planning (FP) and reproductive health services annually.

FPAN provides inclusive and essential SRH services through static clinics, outreach services, community-based distribution, and digital platforms. Its services prioritize poor, marginalized, socially excluded, and underserved (PMSEU) populations, including female sex workers, people living with HIV, LGBTQI+ individuals, people who inject drugs, migrant workers, survivors of gender-based violence (GBV), persons with disabilities, and populations affected by disasters and humanitarian crises.

Pre-service education institutions serve as key platforms for developing the competencies of future health professionals. However, gaps and inconsistencies exist in the integration of FP content within academic curricula, teaching methodologies, practical training opportunities, and assessment systems across universities and health training institutions. Variations in training quality and limited capacity among academic faculty further affect the effectiveness of FP education.

To address these gaps, there is a need to strengthen pre-service education through a comprehensive assessment of the current situation, development of a standardized competency-based training package aligned with national guidelines and competency standards, and enhancement of the capacity of academic trainers for effective curriculum delivery.

This consultancy will support federal-level efforts to institutionalize quality family planning education within pre-service academic systems and contribute to sustainable human resource development for reproductive health services in Nepal.

1.2 Rational

Strengthening pre-service FP education ensures that graduating health professionals possess the knowledge, skills, and attitudes required to provide quality FP services from the beginning of their professional careers. Institutionalizing FP competencies within academic systems reduces reliance on repeated in-service training and contributes to the sustainability and cost-effectiveness of capacity-building investments.

The development of a standardized training package and strengthened academic faculty capacity will harmonize FP teaching approaches across institutions, improve competency-based learning, and enhance the quality of future healthcare providers. This initiative aligns with Nepal's national health priorities, reproductive health strategies, and commitments toward universal access to family planning services.

2. Goal

To strengthen pre-service education systems for family planning through standardized competency-based training and enhanced capacity of academic trainers at the federal level.

3. Objective of Assignment

3.1 General Objective

- 3.1.1 Strengthen the integration and effective delivery of family planning components within pre-service education programs in Nepal.

3.2. Specific Objectives

- 3.1.1 Assess the current status of family planning content and training practices within pre-service education institutions.
- 3.1.2 Identify gaps and challenges related to curriculum implementation, teaching methodologies, practical skills training, and assessment systems.
- 3.1.3 Develop a standardized competency-based family planning training package for pre-service education programs.
- 3.1.4 Strengthen the capacity of academic faculty and trainers to effectively deliver FP-related curriculum using participatory and competency-based approaches.
- 3.1.5 Recommend strategies for institutionalizing and sustaining quality FP education within academic systems.

4 Scope of Work

The consultant/consulting firm shall undertake the following activities:

4.1 Assessment of Current Training Situation:

- 4.1.1 Review existing pre-service curricula, teaching materials, training manuals, competency standards, and related documents on family planning.
- 4.1.2 Conduct consultations with key stakeholders, including federal ministries, universities, academic institutions, professional councils, and development partners.

- 4.1.3 Assess current teaching methodologies, practical skills training arrangements, faculty competencies, and student assessment mechanisms.
- 4.1.4 Identify strengths, gaps, challenges, and opportunities for improving FP integration within pre-service education systems.

4.2 Development of Standardized Training Package:

- 4.2.1 Develop or revise a standardized competency-based family planning training package for pre-service education program.
- 4.2.2 Ensure alignment with national FP guidelines, evidence-based practices, and international standards.
- 4.2.3 Develop facilitator guides, participant manuals, presentations, clinical skills checklists, job aids, and evaluation tools.
- 4.2.4 Incorporate rights-based, gender-responsive, youth-friendly, and adolescent-responsive approaches throughout the package.

4.3 Capacity Building of Academic Trainers:

- 4.3.1 Design and facilitate Training of Trainers (ToT) programs for academic faculty and trainers.
- 4.3.2 Strengthen trainers' capacity in competency-based teaching methodologies, clinical demonstration techniques, simulation-based learning, mentoring, coaching, and student assessment.
- 4.3.3 Facilitate orientation, review, and validation workshops with relevant stakeholders.

4.4 Documentation and Recommendations:

- 4.4.1 Prepare a comprehensive assessment report highlighting findings, gaps, and recommendations.
- 4.4.2 Document lessons learned and provide strategic recommendations for scaling up and institutionalizing FP education within pre-service academic systems.
- 4.4.3 Develop an implementation and sustainability roadmap for long-term integration of FP competencies.

5 Deliverables

Deliverables	Timeline	Remarks
Inception Report (including methodology, work plan, and timeline)	Week 1	
Assessment Report on the status of FP integration in pre-service education	Week 2	
Draft Standardized Competency-Based FP Training Package	Week 2	
Validation Workshop Report	Week 3	
Finalized FP Training Package and Training Materials	Week 3	
Final Consultancy Report with strategic recommendations	Week 3	

6 Methodology

The consultancy shall adopt a participatory and mixed-methods approach, including:

- 6.1.1 Desk review of policies, strategies, curricula, guidelines, and training materials.
- 6.1.2 Key informant interviews (KIIs) with relevant stakeholders.
- 6.1.3 Consultative meetings with universities, academic institutions, professional councils, and development partners.
- 6.1.4 Institutional assessments and observations.
- 6.1.5 Technical review and validation workshops.
- 6.1.6 Incorporation of stakeholder feedback into final outputs.

7 Reporting

- 7.1.1 The consultant/consulting firm will work under the overall guidance under the DoHS- Family Welfare Division and FPAN. Regular coordination will be maintained with relevant stakeholders, including universities, academic institutions, professional councils, and development partners.
- 7.1.2 All deliverables will be reviewed and approved by the designated DoHS- Family Welfare Division in coordination with FPAN.
- 7.1.3 Regular progress updates will be shared with FWD, UNFPA and FPAN.
- 7.1.4 All outputs will require technical clearance from FWD, UNFPA and FPAN.
- 7.1.5 Regular progress updates will be shared through virtual or in-person meetings as required.

8 Expected Outcome

Upon completion of the consultancy, the following outcomes are expected:

- Improved integration of family planning competencies within pre-service education curricula.
- Availability of a standardized competency-based FP training package and supporting materials.
- Enhanced capacity of academic faculty and trainers to deliver quality FP education.
- Strengthened institutional mechanisms for sustainable FP education and skills development.
- Improved preparedness of graduating health professionals to provide quality FP services.
- Contribution to improved quality and accessibility of family planning services nationwide.

9 Assignment Timeline:

The consultancy assignment is expected to take up to a maximum of three (3) weeks starting from the date of signing of the contract by both parties, subject to adjustments as required and mutually agreed upon.

10 Proposed Timeline:

Activity	Timeline
Inception Meeting and Desk Review	Week 1
Stakeholder Consultations and Assessment	Week 1
Development of Draft Training Package	Week 2
Validation Workshop and Revision	Week 3
Finalization of Package and Report Submission	Week 3

11 Knowledge and Experience:

To complete this task, the consultant/consulting firm should have the following experience and qualifications:

The successful firm shall meet the following minimum criteria:

11.1 For Individual Consultant

- Advanced degree in Public Health, Medical Education, Nursing, Reproductive Health, or a related field.
- At least 7 years of professional experience in curriculum development, competency-based education, and family planning programming.
- Demonstrated experience in developing training packages, learning materials, and competency frameworks.
- Proven experience facilitating Training of Trainers (ToT) programs and stakeholder consultations.
- Experience working with universities, academic institutions, professional councils, and government agencies.
- Strong understanding of Nepal's health system, family planning policies, and reproductive health programs.

11.2 For Consulting Firm

- Registered consulting firm with demonstrated expertise in public health, medical education, and capacity development.
- Proven experience in curriculum review, training package development, and health workforce strengthening.
- Availability of qualified technical experts with relevant academic and professional experience.

12 Submission of Proposal:

Interested consultant/ consulting firm can submit their proposals demonstrating their ability to deliver on this assignment based on their qualifications and experience by **13 July, 2026 on or before 17:00 Hours**. Any Proposals received by the FPAN after the deadline shall not be accepted and shall be returned unopened to the consultant/ consulting firm upon request.

Components of documents, sealed/glued/taped and marking of proposal:

The consultant/consulting firm shall prepare both the “Technical” and “Financial” proposals. In the cover letter of the proposal, the consultant/consulting firm must mention “Consultancy Service for Strengthening Pre-Service Education on Family Planning at the Federal Level”. The consultant/consulting firm shall sealed/glued/taped the proposal in one outer and two inner envelopes (1. Technical proposal and 2. Financial proposal). The outer envelope should mention - FPAN, Pulchowk and, and marked as: “Consultancy Service for Strengthening Pre-Service Education on Family Planning at the Federal Level”. The consultant/consulting firm shall prepare both the “Technical” and “Financial” proposal. In the cover letter of the proposal, the consultant/consulting firm must have to mention “Consultancy Service for Strengthening Pre-Service Education on Family Planning at the Federal Level ”. The consultant/consulting firm shall sealed/glued/taped the proposal in one outer and two inner envelopes (1. Technical proposal and 2. Financial proposal). The outer envelope should mention - FPAN, Pulchowk and, marked as: “Consultancy Service for Strengthening Pre-Service Education on Family Planning at the Federal Level”. The consultant/consulting firm shall submit the request for proposal (RFP) in a properly sealed/glued/taped envelope containing the following duly signed documents:

Altogether, there should be one separate sealed envelope for the technical proposal and one separate sealed/glued/taped envelope for the financial proposal. The consultant/consulting firm having any queries regarding the ToR can send an e-mail to procurement@fpan.org.np. Answers to questions of the consultant/consulting firm will be sent by email.

The consultant/consulting firm interested in taking up this assignment may indicate in a properly sealed/glued/taped envelope containing the following duly signed documents:

- a. A brief technical proposal (max 3 pages) outlining approach, methodology, and work plan.
- b. Updated CV highlighting relevant experience.
- c. The financial proposal should show a detailed breakdown of costs, professional fee and other expenses. The cost estimates should be in local currency. Please indicate the daily rate and number of days’ work. Fees should exclude VAT. Where indicated, VAT should be shown separately. Total cost of assignment (including Professional Fee and Out-of-pocket expenses)

The items under (a to b) may be considered as a technical proposal, and the item under (c) as a financial proposal.

Note: If a consultant/consulting firm submits the financial proposal (budget) within or in the same envelope as the technical proposal, it will be automatically disqualified.

13 Criteria for Selection:

The evaluation of proposals received from various consultant/consulting firm shall be done qualitatively and financially on the criteria set forth under various sections of this ToR. It is pertinent to note that qualitative evaluation by an expert will be given more weightage than the financial evaluation of the proposals.

Before conducting the technical and financial evaluation of the proposals received, the FPAN’s evaluation committee will perform a preliminary examination of these proposals to determine whether they are complete, whether any computational errors have been made, and whether the documents have been properly signed. A single-stage two-envelope procedure (combined scoring method) is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The technical proposal is evaluated based on its responsiveness to the ToR. The evaluation committee will evaluate the technical merits of all the proposals that have passed the preliminary examination of proposals. The

evaluation of the proposal will be based on the Combined Scoring method – where the technical evaluation is given 70% weightage (which passes the minimum technical score of 60%) and the financial offer will be given 30% weightage. The contract will be awarded to the consultant scoring the highest combined score. An evaluation committee in FPAN Head Office will evaluate the technical and financial proposal based on ToR, other eligibility criteria, and the following considerations:

13.1 Compliance-based eligibility criteria

The sealed/glued/taped proposal is open to registered consultants/consulting firms with eligibility criteria specified below:

- Up- to- date Firm/Company Registration Certificate or Updated CV in case of individual,
- VAT and PAN Registration Certificates,
- Tax Clearance Certificate for the Fiscal Year 2081/82 in case of Consulting Firm.

13.2 Financial Evaluation:

The submission that passed the minimum technical score of 60% of the obtainable score of 100 points in the evaluation of the technical proposals. In the second stage, the financial proposal of all consultants/consulting firm, who have attained a minimum 60% score in the technical evaluation, will be evaluated. The financial proposal carries a total score of 30 points. In evaluating the financial proposal, the FPAN shall determine for each sealed/glued/taped proposal, the evaluated financial proposal by adjusting any corrections for errors. The financial proposal shall be checked by the FPAN for any arithmetic errors.

14 Cost and Payment:

The payment will be done in three installments based on meeting below-mentioned deliverables and will be made as per government norms and regulations (e.g. tax deductions). The consultant/consulting firm should submit the total budget in the proposal with a detailed breakdown (Travel to the field and accommodation will be provided by FPAN. Per diems will be based on the FPAN standard per diems. FPAN will bear the training cost associated with training if it is required which will be dealt separately. Fees must be quoted in local currency i.e NPR. Please indicate the daily rate and the number of days' work. Fees should exclude VAT. Where indicated, VAT should be shown separately, including applicable taxes except for field and travel costs. The final product will be reviewed by FPAN before paid off agreed amount. The proposal should include professional consultancy fees only. Costs associated with meetings, workshops, travel, venue arrangements, refreshments, and logistics will be managed separately by FPAN.

Milestone	Payment
Upon signing the contract	40%
Upon submitting the consultative workshop report	40%
Upon submission and acceptance of final formatted versions of the guidelines	20%
Total	100%

15 Copy Rights:

FPAN reserves the copyright of the produced materials. The consultant/consulting firm will not use the partial and full information collected in this task in any other purpose without taking prior approval from FPAN.

16 Ethics and Integrity:

The consultant/consulting firm will be expected to sign and adhere to FPAN's code of conduct and safeguarding upon signing the contract. FPAN has zero tolerance for any form of fraud, corruption, abuse, harassment, or exploitation. Any breach of our policies or misconduct will lead to disciplinary action or may lead to termination of the contract.

- The consultant/consulting firm shall maintain confidentiality of all documents and stakeholder consultations.
- All deliverables produced under this consultancy will remain the property of MoHP/FWD and UNFPA and FPAN.
- The consultant/consulting firm must declare any potential conflict of interest.
- All revisions must adhere to evidence-based and rights-based FP principles.

17 Accountability to Participants:

The consultant/consulting firm and its members are expected to support all efforts towards accountability, specifically to our participants and to international standards guiding international relief and development work, while actively engaging participant communities as equal partners in the design, monitoring, and evaluation of our field projects.

18 Queries & Clarifications

For any queries and clarifications, please contact Dr. Prabin Shakya, Executive Director.

Disclaimer

FPAN reserves the right to determine the structure of the process, the number of shortlisted bidders, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this bid process at any time and without prior notice. FPAN reserves the right to accept or reject all or any of the application. Failure to abide by the ToR may lead to termination of the contract. The terms not explicitly mentioned herein may be mutually agreed upon at the time of contracting.

(This space has intentionally been left blank)

Updated Date: 13th July 2026