

Terms of Reference (ToR)

Two Trainers (Individual Consultants or an Institutional Team) to Deliver Concurrent Five-Day Barefoot Counsellor Training for Nuwakot and Rasuwa

1. Background and rationale

In the aftermath of floods and other climate-related shocks, women, persons with disabilities, older people, single women, and other marginalized groups face heightened protection risks, including gender-based violence (GBV), separation from family, loss of livelihoods, and limited access to information and services. While formal clinical mental health and psychosocial support (MHPSS) services exist in many districts, they are often overstretched, geographically distant, or not perceived as safe and accessible by all community members.

To address this gap, the programme is strengthening community-level, low-threshold psychosocial support through “Barefoot Counsellors” – trusted community volunteers who can provide immediate emotional and practical support, basic follow-up, and safe referral to specialized services when needed. This approach aligns with national and international guidance on layered MHPSS, where non-specialist community workers deliver Psychological First Aid (PFA) and basic support under a clear referral pathway, while clinical cases are managed by trained professionals.

A “Barefoot Counsellor” is a community-based, non-specialist volunteer who provides basic psychosocial support and practical assistance, similar to the concept of “barefoot doctors” in primary health care. They are selected from the communities they serve, do not diagnose or treat mental health conditions, and instead provide Psychological First Aid, active listening, emotional support, problem-solving assistance, and psychoeducation on stress, grief, and coping. They operate at the base of the MHPSS pyramid, offering low-intensity, high-coverage support, while identifying and referring more complex cases to specialized services (clinical psychologists, counsellors, psychiatrists, GBV case managers, etc.). They are trained to apply survivor-centred, do-no-harm, and safeguarding principles; to prioritize the safety and dignity of women, girls, persons with disabilities, older people, and other at-risk groups; and to work closely with local protection mechanisms and help desks. Beyond immediate psychosocial support, they act as connectors to recovery resources helping people access civil documents, livelihood schemes, social allowances, training opportunities, and government recovery plans.

In this assignment, “Barefoot Counsellor” refers specifically to community volunteers who will be trained to deliver PFA, conduct follow-up, and facilitate referrals and information sharing as part of the programme’s protection, GEDSI, and recovery objectives.

The proposed 5-day Barefoot Counsellor training is designed to equip selected community volunteers with the knowledge, skills, and ethical grounding to provide timely, compassionate, and culturally appropriate Psychological First Aid; conduct simple, structured follow-up; safely and confidentially refer survivors of GBV and other high-risk cases; and function as a community-based information hub that connects people to available recovery assistance, civil documentation support, livelihood opportunities, and government schemes. By institutionalizing this cadre of Barefoot Counsellors within local government and community structures in Nuwakot and Rasuwa, the programme aims to improve early access to psychosocial support, strengthen protection and safeguarding at the community level, and enhance the inclusion of women and marginalized groups in recovery and “build back better” processes.

2. Objectives of the assignment

- Build the capacity of 50 Barefoot Counsellors (25 in Nuwakot and 25 in Rasuwa) to deliver Psychological First Aid, conduct structured follow-up, and make safe, ethical referrals in line with the approved training curriculum.
- Ensure consistent, quality delivery of the training across both districts, with strong emphasis on inclusion, safeguarding, and survivor-centred approaches.
- Equip trainees with practical skills, job aids, and validated district-specific referral pathways to operate effectively and safely in their communities.
- Strengthen the linkage between community-level psychosocial support and formal protection, health, and recovery services at the local government level in Nuwakot and Rasuwa.

3. Scope of work and key tasks

Caritas Nepal (CN) seeks two trainers, engaged as individual consultants or through an institution, to deliver two five-day training programmes simultaneously at the same venue: one for 25 participants from Nuwakot and one for 25 participants from Rasuwa. Each trainer will primarily facilitate one district group. Selected sessions may be exchanged between the trainers so that both groups benefit from their respective expertise, without interrupting either group’s training. The trainers will coordinate to:

- Jointly review and finalize the five-day training agenda, session plans, and participatory methodologies based on the programme’s existing training content and tools. Agree on primary facilitation responsibilities and identify any selected sessions to be exchanged between the trainers across the two district groups.
- Facilitate two concurrent five-day participatory training programmes at the same venue for the following district groups:

- 25 participants from Nuwakot
 - 25 participants from Rasuwa. Both programmes will be conducted in person, with separate district groups, ensuring inclusion, accessibility, and adherence to safeguarding and PSEA standards.
 - Conduct pre- and post-training knowledge assessments and practical skill demonstrations (e.g., PFA role-plays, referral mapping, case discussion exercises) separately for each district group.
- Provide participants with job aids and reference materials, such as:
 - PFA checklist and do's/don'ts
 - District-specific referral directory and pathway map (health, GBV, legal, social protection, livelihoods) for Nuwakot and Rasuwa
 - Follow-up log/template and basic case note format
 - Code of conduct, confidentiality, and safeguarding reminders
- Support participants to develop simple community action plans for PFA, follow-up, and referral in their respective wards/municipalities.
- Coordinate with local government focal points and partners to validate referral pathways and ensure alignment with existing services in both districts.
- Jointly prepare and submit a consolidated training report covering both district groups, with district-specific attendance, pre/post results, key learnings, challenges, and recommendations for follow-up, mentoring, and supervision.
- **4. Expected deliverables**
 - Finalized five-day agenda and detailed session plans aligned with the approved training content and adapted to the Nuwakot and Rasuwa contexts, including a coordinated facilitation schedule identifying each trainer's responsibilities and any selected sessions to be exchanged between them.
 - Training delivery: two trainers delivering concurrent five-day programmes at the same venue, with selected sessions exchanged between trainers as agreed in the facilitation schedule:
 - Five days for 25 Barefoot Counsellors from Nuwakot
 - Five days for 25 Barefoot Counsellors from Rasuwa, including all participant materials, job aids, and any required visual aids for both district groups.

- Pre/post assessment summary and skills observation checklist results for each district (disaggregated by sex, age, disability status where available).
- Consolidated final training report (max 8–10 pages) with annexes:
 - Attendance lists for Nuwakot and Rasuwa
 - Photos if permitted
 - Tools used (PFA checklist, referral directory, follow-up log, code of conduct)
 - Community action plan summaries
 - District-specific referral directories

5. Duration, location, and timeline

- **Duration:** Five training days delivered simultaneously by two trainers, equivalent to 10 trainer-days of training delivery, plus up to 3 days for preparation, travel, and consolidated reporting.
- **Location:** One shared venue for both district groups, to be confirmed by CN in coordination with local governments and partners. The venue must accommodate two concurrent training groups.
- **Tentative timeline:** Both training programmes will commence simultaneously in late October 2026, with the same five-day dates to be finalized in coordination with local governments and partners.

Final report submission: Within 7 working days after completion of both concurrent training programmes.

6. Qualifications and experience

For each trainer (whether engaged individually or through an institution):

- Master's degree in Psychology, Social Work, Counselling, Gender Studies, Public Health, or a related field.
- Minimum 5 years of experience facilitating community-based PFA/psychosocial support and referral training, preferably in humanitarian or post-disaster settings in Nepal.
- Demonstrated experience integrating GBV/PSEA-informed, disability-inclusive, and survivor-centred approaches into training and community work.
- Strong facilitation skills in Nepali and/or local language; prior experience training Barefoot Counsellors or community psychosocial volunteers is highly desirable.

- Familiarity with local government structures, protection clusters, and MHPSS referral systems in Nuwakot and Rasuwa is an asset.

For institution/firm:

- Proven track record delivering similar community psychosocial and protection-related training in Nepal, preferably in hill/mountain districts (provide at least two relevant references).
- Provide two trainers, each meeting the individual qualifications above, who are available for all five concurrent training days and able to coordinate delivery and exchange selected sessions between the two district groups.
- Institutional capacity to manage training logistics (venue coordination, materials, refreshments, travel, etc.) if included in the scope.

7. Safeguarding, protection, and inclusion requirements

- Adhere to the organisation's safeguarding, PSEA, and code of conduct policies; ensure safe, confidential, and inclusive training environments for all participants.
- Apply do-no-harm, survivor-centred, and rights-based principles throughout the training and all related activities.
- Ensure accessibility for persons with disabilities and accommodate diverse participation needs (e.g., timing, language, venue accessibility, childcare considerations where feasible).
- Establish and communicate clear mechanisms for participants to report safeguarding concerns or protection incidents during and after the training.

8. Reporting and supervision

- **Reporting line:** Both trainers, whether engaged individually or through an institution, will report to the Protection Officer of Caritas Nepal and coordinate their delivery schedules, session exchanges, and consolidated reporting.
- Coordinate with local government focal points in Nuwakot and Rasuwa (e.g., Women and Children Office, Social Development Section, Health Section), partner organisations, and relevant clusters for participant mobilization, referral pathway validation, and alignment with existing services.
- Share draft deliverables (agenda, session plans, training report) for review and incorporate feedback before finalization.

9. Payment terms

- 30% upon approval of the finalized agenda and session plans.

- 70% upon satisfactory completion of training for both district groups and submission of the consolidated final report.
- All payments subject to standard withholding tax as per Nepal law.

10. Application requirements

Please submit:

A. Technical proposal including:

- Understanding of the ToR and context
- Detailed five-day agenda and session outlines for the two concurrent district groups at one venue, indicating district-specific adaptations, trainer responsibilities, and any proposed session exchanges between trainers.
- Proposed methodology and participant engagement strategies
- CV of the proposed trainer for individual applicants, or team profile and CVs of both proposed trainers for institutional bidders. Individual applicants must confirm availability for all five training days and willingness to coordinate with the other trainer selected by CN.

B. Financial proposal:

S.N.	Cost Heading	Unit	Rate (NPR)	Unit Number	Amount (NPR)
1	Consultancy fee, including training package preparation, training facilitation, and completion report				
2	Other relevant costs (please specify)				
	Subtotal				
	Tax (13% or 15%, as applicable)				
	Total Amount				

- Daily rate, clearly indicating the proposed trainer-days and what is included (facilitation, travel, per diem, taxes, and logistics if applicable). Individual applicants should quote for their own assignment; institutional bidders should provide a breakdown for both trainers delivering the two programmes simultaneously over five training days.
- c. Two relevant past performance references with contact details (organisation, focal person, email/phone).

11. Evaluation criteria (indicative)

- Technical understanding and methodology: 40%
- Relevant experience and team qualifications: 40%

- Cost-effectiveness and value for money: 20%

12. Safeguarding

Caritas Nepal maintains a zero-tolerance policy towards abuse, sexual harassment, exploitation, and any form of harm against children and vulnerable adults. All consultants and resource persons engaged in this assignment must comply with Caritas Nepal's safeguarding policies and procedures, including Child Safeguarding, Protection from Sexual Exploitation and Abuse (PSEA), and Safety and Security.

Any violation of these policies may result in appropriate action by Caritas Nepal and, where applicable, legal action in accordance with the laws of Nepal.

Any suspected or identified misconduct should be reported through the following channels:

- **Toll-Free Number:** 16600143726 (NTC) / 9801571110 (NCELL),
- **Email:** support@caritas.org.np,
- **Postal address:** GPO Box 9571, Post Box: 8975, EPC 2452

Caritas Nepal has a whistleblower policy and is committed to protecting whistleblowers from retaliation and maintaining the confidentiality of reports, to the extent possible and in accordance with applicable policies and laws.

Applications must be submitted by 28th October 2026 at 5 pm to the following email addresses:

- procurementdepartment@caritas.org.np and cc to admin@caritas.org.np