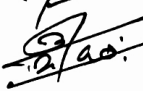
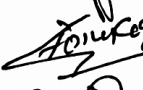
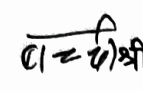
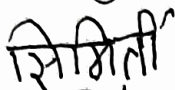


आज मिति २०८२/०६/२९ गते बुधबारका दिन यस रामग्राम नगरपालिकाका नगर प्रमुख श्री धनपत यादव ज्यूको अध्यक्षता तथा तपसिलका कार्यपालिका सदस्यहरुको उपस्थितिमा नगर कार्यपालिकाको बैठक बसियो ।

उपस्थिति :

नाम	वडा नं	पद
 श्री धनपत यादव		नगर प्रमुख
श्री सम्झना चौधरी		नगर उपप्रमुख
 श्री रुद्र प्रकाश उपाध्याय	१	वडा अध्यक्ष
 श्री निरज रौनियार	२	वडा अध्यक्ष
 श्री उज्ज्वल न्यौपाने	३	वडा अध्यक्ष
 श्री मदन यादव	४	वडा अध्यक्ष
श्री रामवृक्ष अहिर	५	वडा अध्यक्ष
 श्री विद्या सागर त्रिपाठी	६	वडा अध्यक्ष
 श्री रबिन्द्र यादव	७	वडा अध्यक्ष
श्री महेन्द्र ठाकुर	८	वडा अध्यक्ष
 श्री भोजनारायण यादव	९	वडा अध्यक्ष
 श्री सुरेश यादव	१०	वडा अध्यक्ष
 श्री धनिराम यादव	११	वडा अध्यक्ष
 श्री लोक बहादुर चौधरी	१२	वडा अध्यक्ष
 श्री असनारायण प्रसाद चौधरी	१३	वडा अध्यक्ष
 श्री ओम प्रकाश यादव	१४	वडा अध्यक्ष
 श्री धनपत यादव	१५	वडा अध्यक्ष

	श्री बिजय कुमार यादव	१६	वडा अध्यक्ष
	श्री कन्है प्रसाद कोईरी	१७	वडा अध्यक्ष
	श्री त्रिवेणी प्रसाद चौधरी	१८	का.वा. वडा अध्यक्ष
	श्री बच्ची कहार	५	कार्यपालिका सदस्य
	श्री भगवती कुमारी चौधरी	११	कार्यपालिका सदस्य
	श्री सिमिती देवी कुर्मी	४	कार्यपालिका सदस्य
	श्री सिता मइया चौधरी	१४	कार्यपालिका सदस्य
	श्री नानु कुमारी थापा खड्का	३	कार्यपालिका सदस्य
	श्री सुरेश पासवान	५	कार्यपालिका सदस्य
	श्री अमृत सिंह जि.सि.	२	कार्यपालिका सदस्य
	श्री कमलेश्वर ठाकुर	१५	कार्यपालिका सदस्य
	श्री भूपेन्द्र पाण्डेय	रामग्राम प्रमुख प्रशासकीय नगरपालिका अधिकृत, सचिव	

बैठक संचालन सहयोगी कर्मचारीहरु :

मिति २०८२/०६/२९ गतेको कार्यपालिका बैठकमा पेश गरिएका प्रस्तावहरु:

१. अधिल्लो बैठकको निर्णय समिक्षा सम्बन्धमा ।
२. करार कर्मचारीहरुको म्याद थप सम्बन्धमा ।
३. GBV Case Manager ToR स्वीकृत गर्ने सम्बन्धमा ।
४. CLC सञ्चालन कार्यविधि पारित गर्ने सम्बन्धमा ।
५. भण्डार बिक्री सम्बन्धमा ।
६. रामग्राम नगरपालिकाको विभिन्न खोलाहरुको IEE गर्ने सम्बन्धमा ।

निर्णयहरु

निर्णय नं.१. प्रस्ताव नं १ माथि छलफल हुँदा मिति २०८२।०५।१९ गतेको कार्यपालिका बैठकका अधिल्लो निर्णयहरुको समीक्षा गरियो ।

निर्णय नं.२ - प्रस्ताव नं २ मा छलफल गर्दा यस रामग्राम नगरपालिका नगर कार्यपालिकाको स्वीकृत दरबन्दीमा करारमा कार्यरत र संघ तथा प्रदेश र विभिन्न दातृ निकायहरुको सहयोगमा सञ्चालन भई चालु अवस्थामा रहेका कार्यक्रम तथा परियोजना बाहेकका विभिन्न पद तथा तहमा करार तथा ज्यालादारीमा कार्यरत कर्मचारीको म्याद थप सम्बन्धमा संघिय मामिला तथा सामान्य प्रशासन मन्त्रालयको च नं ११३ मिति २०८२।०६।०८ गतेको पत्र तथा अर्थ मन्त्रालयको च नं ११८ मिति २०८२।०६।०७ गतेको परिपत्र एवं लुम्बिनी प्रदेशको स्थानीय निजामती सेवा ऐन, २०८१ को व्यवस्था बमोजिम करार सम्झौता मिति २०८२।०७।०१ गते देखि लागु हुने गरि रद्द गर्ने निर्णय गरियो । साथै स्वीकृत दरबन्दी मा कार्यरत करार तथा ज्यालादारी कर्मचारीको करार सम्झौता नविकरण गर्ने निर्णय गरियो ।

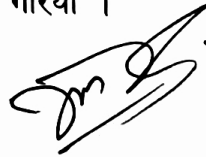
निर्णय नं. ३ प्रस्ताव नं. ३ माथि छलफल गर्दा विश्व बैंक द्वारा संचालित लैङ्गिक हिंसा रोकथामको लागि एकिकृत सेवा पहुच परियोजना अन्तर्गतका कार्यक्रम सञ्चालन गर्न १ जना Case Worker, १ जना Case Manager र १ जना Psychosocial Counselor नियुक्ति गर्नको लागि सूचना प्रकाशन गर्ने साथै Case Manager को लागि PIU बाट पेश भए अनुसारको TOR, लागत अनुमान तथा छनोट मापदण्ड अनुसूची १ र अनुसूची २ बमोजिम स्वीकृत गर्ने निर्णय गरियो ।

~~असहमत सम्बन्धमा~~ : , मिति २०८२।०६।२९ गते बैठकको ४६ औं रामग्राम नगरपालिका बैठकमा प्रत्यतः २ माथि छलफल गर्दा केही कर्मचारीको म्याद थप लगाउनु कुनै आधारभूत नभएकोले नगरपालिका कार्यपालिका सदस्यहरुको असहमति रहेको छ । के.स. 

निर्णय नं. ४ प्रस्ताव नं. ४ माथी छलफल गर्दा यस रामग्राम नगरपालिका भित्रका रहेका सामुदायिक सिकाइ केन्द्रमा सामुदायिक परिचालक छनौट तथा सिफारिस कार्यविधि, २०८२ स्वीकृत गर्ने निर्णय गरियो ।

निर्णय नं. ५ प्रस्ताव नं. ५ माथी छलफल गर्दा यस नगरपालिका अन्तर्गतको ठेक्का नं. ७/RAM/REV/2081-2082 घिनाहा-डिघवल (बायोग्यासको दक्षिण पश्चिम) रामग्राम-१५ जम्मा परिमाण घ.फि. २१३९०२.५५ का लागि परेका आवेदन मध्ये सुलभ सप्लायर्स, बर्दघाट-१३, नवलपरासीको सबैभन्दा बढी कबोल दर प्रति घ.फि. रु.८।९० (VAT सहित) रहेको र ठेक्का नं. RAM/REV/2081-2082 सण्डा पुलको उत्तर पुर्व रामग्राम-१ जम्मा परिमाण घ.फि. १७५१२९.९२ का लागि परेका आवेदन मध्ये सुलभ सप्लायर्स, बर्दघाट-१३, नवलपरासीको सबैभन्दा बढी कबोल दर प्रति घ.फि. रु.७।९० (Vat सहित) रहेको हुँदा उक्त फर्मका दरहरु सबैभन्दा बढी रहेकोले बोलपत्र÷दरभाउपत्र मूल्याङ्कन समितिको मिति २०८२।०६।२० गतेको निर्णयानुसार सिफारिस भैआएको हुँदा उक्त फर्मका दरहरु स्वीकृत गरी कार्यदिश दिन रामग्राम नगरपालिका, नगर कार्यपालिकाको कार्यालयलाई निर्देशन दिने निर्णय गरियो ।

निर्णय नं. ६ प्रस्ताव नं. ६ माथी छलफल गर्दा यस रामग्राम नगरपालिका भित्रका रहेका विभिन्न खोलाहरुको प्रारम्भिक वातावरणीय परिक्षण (IEE) गर्न स्रोत सुनिश्चितता गरि थप कानुनी प्रक्रिया अगाडी बढाउन नगर कार्यपालिकाको कार्यालयलाई निर्देशन दिने निर्णय गरियो ।



अनुसुची १

Ramgram Municipality
Office of Municipal Executive
Institutionalizing GBV Response in Nepal Project
Project Implementation Unit (PIU)- Ramgram

Cost Estimate

Name: Hiring of Individual Consultant

Position: Case Manager

PIU- Ramgram

S. No.	Position	Unit	Quantity	Unit Rate	Total Cost	Remarks
A	Remuneration					
1	Home Office/Field Office	Person-month	29.00	100,000.00	2,900,000.00	
		Sub-Total (A)			2,900,000.00	
B	Out-of Pocket/Reimbursable Expenses					
1	Per diem	days	50.00	2,000.00	100,000.00	
2	National Air Travel	Roundtrip	10.00	12,000.00	120,000.00	
3	Local Travel Cost, Vehicle hiring and fuel for hired vehicle	month	29.00	10,000.00	290,000.00	
4	Communication Expenses	month	29.00	500.00	14,500.00	
		Sub-Total (B)			524,500.00	
	Sub-Total (A+B)				3,424,500.00	
C	Contingency @4%				136,980.00	
D	VAT @ 13%				445,185.00	
		Grand Total			4,006,665.00	


महोदय पाण्डेय
प्रमुख प्रशासकीय अधिकृत

Ramgram Municipality
Institutionalizing GBV Response in Nepal
Project Implementation Unit

Evaluation Criteria

S.No.	Description	Points		
1	Case Manager	100		
A	Academic Qualification and General Experience	15.0		
A.1	Academic Qualifications		5.0	
i	Bachelor's degree or above in Social Science, Gender Studies, Law, Psychology, Public Health, or related field.			5.0
ii	Less than Bachelor's degree in Social Science, Gender Studies, Law, Psychology, Public Health, or related field.			0.0
A.2	General professional experience in project implementation		10.0	
i	More than 5 years			10.0
ii	3 to 5 years			8.0
iii	2 to 3 years			5.0
iv	Less than 2 years			0.0
B	Project Related Experience	70.0		
B.1	Professional experience of working in GBV case management or protection services		20.0	
i	More than 4 years			20.0
ii	3 to 4 years			12.0
iii	2 to 3 years			8.0
iv	Less than 2 years			0.0
B.2	Experience working with multi-sectoral GBV response systems, including coordination with health/legal/psychosocial/ shelter service providers.		20.0	
i	More than 3 years			20.0
ii	2 to 3 years			12.0
iii	1 to 2 years			8.0
iv	Less than 1 years			0.0
B.3	Experience in GBV data management/Analysis		5.0	
i	3 or more projects			5.0
ii	2 projects			3.0
iii	1 project			2.0
iv	Less than 1 project			0.0
B.4	Experience in preparing project progress reports, SOP/guidelines, referral mechanisms, and other relevant protocols and documentation		5.0	
i	3 or more Projects			5.0



मृपेन्द्र पाण्डेय
 प्रमुख प्रशासकीय अधिकृत

TERMS OF REFERENCE

Case Manager

Institutionalizing Gender Based Violence Response in Nepal (P180665)

PIU RAMGRAM

1. Background:

Gender-Based Violence (GBV) is a critical human rights, social and protection issue that extremely affects women and girls. The Government of Nepal has adopted a zero-tolerance policy to address GBV, and has laws and policies aimed at addressing GBV issues, including the Domestic Violence Act, and GESI Policy at federal, provincial and local levels. The Local Government Operation Act 2074 BS, mandates local levels to prevent and address GBV. Accordingly, the local level entails the responsibility to review and monitor programs against GBV and to provide necessary services, including referral, protection, counseling services, and legal assistance to GBV survivors. In this context, the Ministry of Women, Children, and Senior Citizens (MoWCSC), with support from a World Bank-funded initiative, is implementing the *Institutionalizing Gender-Based Violence Response in Nepal (IGBVRN)* project. This project aims to enhance access to multi-sectoral GBV response services for women and girls across six local governments (Ramgram and Tilotama in Lumbini Province; and Urlabari, Mechinagar, Dhankuta, and Bhotkhola in Koshi Province) and strengthen comprehensive, survivor-centered GBV response systems particularly in the health, legal, psychosocial, and referral service sectors. The project focuses on improving service delivery, building institutional capacities, and addressing behavioral change among first responders to ensure that GBV survivors receive timely, ethical, and coordinated support. A dedicated Case Manager will play a crucial role in these efforts, serving as the primary point of contact for survivors, coordinating appropriate support services, and upholding/overseeing principles of confidentiality, dignity, and respect throughout the response process.

2. Objective:

- To provide confidential, survivor-centered case management services to individuals affected by GBV.
- To provide strategic and operational leadership to the case management team.

3. Job responsibilities

- Conduct assessments to understand the urgency of each case, including risk of harm or further violence and maintain thorough documentation.
- Develop case action plans in collaboration with survivors, prioritizing their safety, dignity, and informed consent, and support the development of care plan for survivor.
- Coordinate with OCMC, health service, psychosocial, legal, security and interim/ long term shelter providers for need base referral support.
- Maintain updated service mapping and ensure appropriate, confidential referrals to health, psychosocial, legal, shelter, and other relevant services.
- Liaise with service providers, PIU, Safe space, mobile clinic and other project support mechanism to strengthen coordinated care, and ensure survivors receive comprehensive survivor-centered support.
- Ensure compliance with ethical standards to maintain accurate, confidential case records in line with data protection requirements and GBV data management system.
- Contribute to case data analysis and reporting as required by the project and PIU.



अनुराग पौडेल
प्रमुख प्रशासकीय अधिकारी

- Supervise and mentor to case workers and Psychosocial counsellors in their day-to-day activities, including to provide timely and effective support to GBV survivor and ensure safe documentation and accurate data management.
- Support the development and dissemination of IEC (Information, Education, Communication) materials.
- Adhere to the principles of respect, safety, confidentiality, non-discrimination, and do no harm.
- Ensure survivor's informed consent for all actions and referrals
- Contribute to the formulation of SOP/guidelines, referral mechanisms, and other relevant protocols.

4. Qualification and work experience

- Bachelor's degree in Social Science, Gender Studies, Law, Psychology, Public Health, or related field.
- Preferably 5 years of general experience, with at least 2 years of specific experience in GBV case management or protection services. Must demonstrate ability to manage a caseload and work independently.
- Experience working within multi-sectoral GBV response systems, including coordination with health/legal/psychosocial/ shelter service providers preferred.
- Excellent interpersonal, communication, and documentation skills, including GBV data management. Prior experience working on donor-funded project/ World Bank project, is preferred.
- Prior involvement in capacity building or training frontline workers (e.g., health staff, police, paralegals) on GBV case handling is a strong asset.
- Prior experience in supervising a team.
- Proficiency in local language(s); English proficiency is preferred.

5. Duration and Location

The consulting services will span a period of 32 person months, with an intermittent inputs of 29 months. The initial engagement period will be for 7 months, tentatively from November 01, 2025 to June 15, 2026. Any extension beyond June 15, 2026 will be subject to the project being extended beyond its current closing date of July 31, 2026. Should the project not be extended, the contract will automatically terminate at the end of the initial engagement period of June 15, 2026. The commencement date will be confirmed through the Notice to Proceed (NTP). If the NTP specifies a different commencement date from the one outlined in the agreement, the NTP date will take precedence.

Duty station shall be the office of Project Implementation Unit (PIU) Ramgram Municipality, and any other station within the municipality as designated by the PIU. The Case Manager is required to undertake field visits at regular interval.

6. Reporting and Documentation:

The Case Manager will report to PIU focal person in coordination with GBV Specialist and responsible as following

- Prepare monthly, quarterly and annual progress reports.
- Case documentation and reports.

7. Expected key achievement

- Successfully managed and resolved a high number of GBV cases while ensuring confidentiality and survivor-centered care.
- Facilitated timely medical, legal, and psychosocial support for all survivors under case management.
- Produced accurate and timely case reports and data analysis to inform program improvements.
- Strengthened multi-sectoral coordination through active engagement with local authorities and partner organizations.



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गोविन्द पाण्डेय
मुख्य शासकीय अधिकृत