**cg';"rL M–$-v\_**

**;dfh sNof0f kl/ifb**\

;+u cfj4

-;+:yfsf] gfd\_=====================================================åf/f ;Grflnt kl/of]]hgfsf]

**d"Nof+sg ;DaGwL sfof{b]z (TOR for NGO)**

**!= ;+:yfsf] ;+lIfKt k[i7e"dL M–**

**@= kl/of]hgfsf] p2]Zox? M–**

**#= kl/of]hgf ljj/0f M–**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| s|=; | kl/of]hgfsf] gfd | cjlw | s"n nfut | bft[ lgsfo | ;Grflnt k|b]z÷ lhNnf ÷kflnsf  | cGo ;xof]uL ;+:yf ePdf ;f] sf] gfd  | kl/of]hgsf lqmofsnfkx? |
| ! |  |  |  |  |  |  |  |
| @ |  |  |  |  |  |  |  |

**$= d"Nof+sgsf p2]Zox? M**

* kl/of]hgfsf] k|ult ;dLIff ug]{ .
* kl/of]hgfn] NofPsf] kl/jt{g, o;sf] k|efjsf/Ltf / pknJwLsf] cWoog ljZn]if0f ug]{ .
* kl/of]hgfsf] pknJwLn] kl/of]hgfsf] p2]Zo / nIo k|fKtLdf k'¥ofPsf] of]ubfgsf] cWoog ljZn]if0f ug]{ .
* kl/of]hgfsf]] :ynut lg/LIf0f u/L sfof{Gjog l:yltsf] ljZn]if0f ug]{ / sfof{Gjog ;DalGw k|s[of / /0fgLlt jf/] cWoog ljZn]if0f ug]{ .
* kl/of]hgfsf] /fli6«o gLlt;Fusf] tfbDotf / ;/sf/sf] lgtL sfof{Gjogdf kl/of]hgfsf] e'ldsfsf] ljZn]if0f ug]{ .
* kl/of]hgfsf] lg/Gt/tf, ldtJooLtf / lbuf]kgfsf]] ljin]if0f ug]{ .
* kl/of]hgf ;Grfngdf cfPsf jfwf cj/f]w / ;dfwfg ul/Psf dxTjk"0f{ ljifox?df ljin]if0f ug]{ .
* kl/of]hgf tyf ;+:yfsf] :yflgo :yfgLo tx;Fusf] ;dGjo Pj+ ;fem]bfl/sf] ljin]if0f ug]{ .
* cfly{s kIfsf] ljin]if0f ug]{ -:jLs[t ah]6sf] t'ngfdf oyfo{ cfo / :jLs[tsf] t'ngfdf oyfy{ sfo{qmd ÷ k|zf;lgs vr{ sf] t'ngfTds ljin]if0f, cfly{s lgoldttf, ljlQo cg'zf;g tyf kf/blz{tfsf] cWoog ug]{ \_
* kl/of]hgfsf] ;fdflhs n]vfkl/If0f÷;fj{hlgs ;'gjfO{ u/]÷gu/]sf] ljZn]if0f ug]{ .
* ;+:yf÷kl/of]hgfsf] vKg] tyf gvKg] dfn;fdfgx?sf] clen]v tyf k|of]u l:yltsf] cjnf]sg ug]{ .
* cfly{s cg'zf;g sfod ug{ gLlt÷lgodsf] Joj:yf / ltgsf] sfof{Gjogsf] cj:yf jf/] cWoog ug]{ .
* ;+:yfsf] lgoldt ?kdf gjLs/0f, n]vfk/LIf0f, ljwfg jdf]lhd lgjf{rg / ;dfh sNof0f P]g @)$( jdf]lhd ;dfh sNof0f kl/ifb\\df cfjlws k|ltj]bg k]z ug]{ u/], gu/]sf] ljifodf 5nkmn u/L oyfy{ k|:t't ug]{ .

**%= kl/of]hgf d"Nof+sg sfo{ljlw :**

* Literature / Project related documents review ug]{ .
* d'Nof+sg sfo{If]q gd'gf 5gf}6 ug]{ .
* d'Nof+sgsf k|Zgx? tof/ ug]{ .
* Data collection Tools rog ug]{ .
* k|fylds tYof+s ;+sng ug]{ .
* tYof+s ljZn]if0f ug]{ .
* d:of}bf k|ltj]bg tof/ ug]{ .
* k|ltj]bg k|:t'lts/0f, ;'emfj ;+sng ug]{ .
* ;'emfj ;lxtsf] clGtd k|ltj]bg k]z ug]{ .

**^= d"Nof+sg 6f]nLn] cWoogsf s|ddf tklzn jdf]lhdsf sfo{x? ug]{5 M**

* d"Nof+sgsf] nflu pko"Qm /0fgLlt ljsf; ug]{ .
* sfo{qmd If]qsf ;d'bfo, nfOg Ph]G;L, ;+:yfsf kbflwsf/Lx?sf] sfo{qmdsf cg'ejsf] jf/]df wf/0ff j'em\g] .
* kl/of]hgf ;DalGwt :yflgo txsf] jflif{s ah]6 tyf sfo{qmddf ;dfj]z eP÷gePsf] tyf :yflgo txsf] cfjZostf / k|fyldstf;Fu tfnd]n eP gePsf] ;Gbe{df ;dLIff ug]{ .
* nIo cg'?k k|fKt pknJwLsf] t'ngfTds ljZn]if0f ug]{ .
* kl/of]hgfsf ;jn÷b'j{n kIf Pj+ r'gf}lt / cj;/sf] ljZn]if0f ug]{ .
* sfo{qmd ;+u ;DalGwt clen]vx? -Need assessment report, Base line study report, Project Proposal , Progress Report,/ End line Report , Audit report etc ) af/] cWoog ug]{ .
* cfly{s ljj/0fsf] ;dLIff (cfo Joo ljj/0f, vr{ ug]{ tl/sf,;fgf] gubL sf]if ;~rfng, s/) / lhG;L j:t'x?sf] l:ylt, k|of]u Pj+ clen]v cfsng ug]{ .
* kl/of]hgfsf] nflu k|fKt x'g] j}b]lzs ;xfotfsf] ;|f]tsf] ljifodf ;DkQL z'l4s/0f -dlg nfp08l/Ë\_ lgjf/0f P]g @)^$ / lgodfjnL @)&# df ePsf] Joj:yf ;d]tsf] kfngf eP gePsf] cWoog ul/ k|ltj]bgdf pNn]v ug'{kg]{ .
* kl/ifb\sf] :jLs[lt glnO j}b]lzs ;xof]u :jLsf/ u/]sf / ;+:yf gjLs/0fsf] nflu l;kmfl/; dfu u/L cg'df]bg k|s[ofdf cfPsf ;+3;+:yfx?sf] d"Nof+sg ubf{ k|ltj]bgdf ;f] ;xof]usf] pkof]u, k|efj ;d]t x]/L gjLs/0f l;kmfl/; ug]{ jf gug]{ eGg] :ki6 ;'emfj lbg' kg]{5 . ;fy} cg'df]bg ug'{ kg]{ /sd ;d]t k|ltj]bgdf pNn]v ug'{ kg]{5 .

**&= 6f]nL u7g :**

;fdflhs ;+3;+:yfsf] cg'udg, ;'k/Lj]If0f Pj+ d"Nof+sg lgb]{lzsf @)&! sf] kfFrf} ;+zf]wgsf] cg';'rL !) df Joj:yf eP jdf]lhd ? ;f7L nfv ;Ddsf] ah]6 ePsf] kl/of]hgfsf] d"Nof+sgsf nflu lgDg cg';f/sf] 6]an d'Nof+sg 6f]nL u7g ul/g]5 .

kl/ifb\sf] ! hgf clws[t / ! hgf ;xfos :t/sf]] sd{rf/L ePsf] @ ;b:oLo 6f]nL

s\_ ;fdflhs ;+3;+:yfsf] cg'udg, ;'k/Lj]If0f Pj+ d"Nof+sg lgb]{lzsf @)&! sf] kfFrf} ;+zf]wgsf] cg';'rL !) df Joj:yf eP jdf]lhd? ;f7L nfv eGbf dfyL kfFr s/f]8 ;Ddsf] ah]6 ah]6 ePsf] kl/of]hgfsf] d"Nof+sgsf nflu lgDgfg';f/sf] 6f]nL u7g ul/g]5 .

1. ljifo lj1 – 6f]nL g]tf
2. kl/ifb\sf] sd{rf/L÷;DjlGwt dGqfnosf] k|ltlgwL – 6f]nL ;b:o

v\_ pk/f]Qm lgb]{lzsfdf Joj:yf eP jdf]lhd ? kfFr s/f]8 eGbf dfyL krf; s/f]8 ;Ddsf] ah]6 ePsf] kl/of]hgfsf] d"Nof+sgsf nflu lgDgfg';f/sf] 6f]nL u7g ul/g]5 .

1. ljifo lj1 – 6f]nL g]tf
2. cfly{s lj1 – 6f]nL ;b:o
3. kl/ifb\sf] sd{rf/L÷;DjlGwt dGqfno jf ljefusf] k|ltlgwL – 6f]nL ;b:o

u\_ pk/f]Qm lgb]{lzsfdf Joj:yf eP jdf]lhd ? krf; s/f]8 eGbf dfyL ah]6 ePsf] kl/of]hgfsf] d"Nof+sgsf nflu lgDgfg';f/sf] 6f]nL u7g ul/g]5 .

1. ljifo lj1 – 6f]nL g]tf
2. cfly{s lj1 – 6f]nL ;b:o
3. kl/ifb\sf] sd{rf/L – 6f]nL ;b:o
4. ;DjlGwt dGqfno jf ljefusf] k|ltlgwL – 6f]nL ;b:o

pNn]lvt u\_ adf]lhdsf] 6f]nLdf ljz]if k|s[ltsf kl/of]hgfdf cfjZostf k/]sf] v08df kl/ifb\n] ljZjljBfnsf ! hgf lj1 yk ul/ % ;b:oLo 6f]nL agfpg ;Sg]5 .

**\*= 6f]nLsf] kfl/>lds tyf e'QmfgL :**

6f]nLsf] kfl/>dLs ;fdflhs ;+3 ;+:yfsf] cg'udg, ;'k/Lj]If0f Pj+ d"Nof+sg lgb]{lzsf @)&! sf] kfFrf} z+;f]wg adf]lhd lgwf{/0f x'g]5 .

6f]nLnfO{ d"Nof+sgsf] sfo{afktsf] kfl/>lds cGtLd k|ltj]bg kl/ifb\df k]z ePkZrft lgodfg';f/sf] s/ s§L ul/ Psd'i6 e"QmfgL ul/g] 5 . o;/L s/ s§L ePsf] /sd ;DjlGwt s/ sfof{nodf hDdf u/Lg] 5 .

 **(= k|ltj]bgsf] efiff**

cg'udg 6f]nLn] ;fwf/0ftof g]kfnL efiffdf k|ltj]bg pknJw u/fpg' kg]{5 . t/ ;DalGwt ;+:yfn] c+u|]hL efiffdf k|ltj]bg pknJw u/fO{ lbg cg'/f]w u/]df ;f] jdf]lhd 6f]nLn] pknAw u/fpg' kg]{5 .

**!)= 6f]ln g]tf÷;b:osf] e"ldsf M**

d"Nof+sg ;DaGwL ;Dk"0f{ ;"rgf tyf tYof+s ;+sng, 5nkmn, ;Dks{, ljZn]if0f / k|ltj]bg n]vg tyf k|:t'tLs/0fsf] ;Dk'0f{ bfloTj 6f]nL g]tfdf x'g]5 . 6f]nL ;b:on] 6f]nL g]tfsf] lgb]{zg jdf]lhd sfo{ ;Dkfbg ug'{ kg]{5 . 6f]nL ;b:on] lkmN8df hfFbf ;+:yfsf kbflwsf/L ;b:o :yfgLo txsf k|ltlglw tyf ;d'bfo P+j ;d"x;+u x'g] 5nkmn÷cGt{s[ofdf ;xefuL eO{ lnlvt ;'emfj 6f]nL g]tfnfO{ pknAw u/fpg' kg]{5 . ;f] ;'emfj k|ltj]bg k|:t'tLs/0fsf jvt k|:t't ug'{ kg]{5 . ;fy} 6f]nL ;b:on] sfo{qmdsf] n]vf ;DjGwL kIfsf] ljj/0f ;+sng tyf ljZn]if0fdf klg 6f]nL g]tfnfO{ ;xof]u ug'{ kg]{5 .

**!!= ;DjlGwt ;+:yfn] ug'{ kg{] sfo{ M**

d"Nof+sg sfo{ ;DkGg ug{ Field Visit df cfj:os kg]{ nlh:6Ls ;kf]6{ -oftfoft, af;\_ ;d]tsf] Joj:yf ;DalGwt ;+:yfaf6 ug'{ kg]{5 . o;/L kl/ifb\sf] d"Nofs+g 6f]nLsf] nflu ePsf] nlhl:6s vr{ /sdsf] ljj/0f ;DalGwt ;+:yfn] k|ltj]bg k|:t'tLs/0f a}7sdf k]z ug'{kg]{5 .

**!@=ef}uf]lns If]q÷sfo{qmdsf]** Component/Activities **5gf}6M**

d"NofÍg 6f]nLn] ! eGbf j9L lhNnfx?df ;+rflnt kl/of]hgfsf] d"NofÍg ubf{ ;j} kIfjf6 k|ltlglwTj x'g]u/L gd"gf -kl/of]hgfsf] Component/Activities tyf ef}uf]lns If]q\_ 5gf}6sf cfwf/df sfo{ ;Dkfbg ug'{ kg]{5 . 6f]nLn] k|f/lDes a}7ssf] lbgdf g} e|d0f ug]{ kl/of]hgf :ynsf] gd'gf 5gf}6 ul/ cg'udg tyf d'Nof+sg ljefudf k]z ug'{kg]{5 .

**!#= k|ltj]bgsf] nflu ;dofjlw M**

d"Nof+sg 6f]nLnfO{ k|ltj]bg k]z ug{ k|f/lDes a}7s a;]sf] ldltn] $% lbgsf] ;dofjlw pknJw u/fOg] 5 . of] ;dofjlw leq k|ltj]bg k]z ug{ g;Sg] sf/0f;lxt 6f]nLn] ;do yk ug{sf nflu kl/ifb\df lgj]bg k]z u/]df ljefun] !% lbgsf] ;do yk ug{ ;Sg]5 . pNn]lvt ;do l;df leq klg k|ltj]bg k]z gug]{ 6f]nL g]tf÷;b:osf] kfl/>lds /sdaf6 lgb]{lzsfsf] a'bf g+ \*=# cg';f/ hl/jfgf s§f ul/g]5 .

**!$=ljljwM**

d"NofÍg 6f]nLnfO{ pk/f]Qm a'+bf g+= \* / !! df pNn]v ePsf] jfx]s cGo s'g} klg ;xof]u ;'ljwf pknAw ug{ u/fpg' kg]{ 5}g . lgb]{lzsfdf pNn]v ul/Psf] ;t{ / cfrf/ ;+lxtfsf] k"0f{ kfngf ;DjlGwt ;+:yf / d"Nof+sg 6f]nL b'j} kIfn] ug'{ kg]{5 .

 **!%=** d"NofÍg 6f]nLn] k]z u/]s]f k|ltj]bg lrtj'‰bf] gePdf jf k|ltj]bg ;+zf]wg ug'{ kg]{ ePdf jf k'gn{]vg ug'{ kg]{ cfjZos b]lvPdf cg'udg÷d"NofÍg ljefun] 6f]nLnfO{ ;f] ug{ nufpg ;Sg] 5 . ljefun] o;/L lbOPsf] lgb]{zg 6f]nLn] k'/f gu/];Dd kfl/>lds e'QmfgL x'g] 5}g .

**!^**= kl/ifb\ sfof{noaf6 :jLs[t e|d0f cfb]z adf]lhdsf lhNnfx?df dfq 6f]nL cWoogsf nflu hfg' kg]{5 . lhNnf yk36 jf kl/jt{g ug{' kg]{ ePdf 6f]nLn] sfof{nosf] :jLs[lt lng' kg]{ 5.

 **!&**= d"Nof+sgsf] qmddf s'g} ljifodf ciki6tf b]lvPdf d"Nof+sg 6f]nLaf6 yk cWoog u/L k|i6 ?kdf /fo ;'emfj k]z ug'{ kg]{ 5 .

 **!\*=**kl/ifb;+u ;DjlGwt gLltut ljifox? p7fg u/L ;'emfj lbg'kg]{ ePdf To:tf] ljifo k|ltj]bgdf g/fvL 5'§} k]z ug'{ kg]{ 5 .

pk/f]Qm pNn]v eP jdf]lhd d"NofÍg ug{ u/fpg dGh'/ eO{ ;xL 5fk u/]sf 5f} .

**;dfh sNof0f kl/ifbsf] tkm{jf6** **;+:yfsf] tkm{jf6 M**

 gfd M gfd M

 kb M ;b:o–;lrj kb M

;Dks{ gDa/ M

 x:tfIf/ M x:tfIf/ M

 ldlt M ldlt M

 ;+:yfsf] 5fk M ;+:yfsf] 5fk M

**cg';'rL $ -3\_**

**d"Nof+sg 6f]nL / ;DalGwt ;+:yfn] kfngf ug'{ kg]{ ;t{ / cfrf/ ;+lxtf M**

 **!\_ d"Nof+sg 6f]nLn] kfngf ug'{kg]{ ;t{ / cfrf/ ;+lxtf M**

s\_ d"Nof+sg 6f]nLn] sfof{b]zdf tf]lsPsf] kfl/>lds tyf ;'ljwf afx]s cGo ;'ljwf lng gx'g] .

v\_ d"Nof+sg 6f]nLn] tf]lsPsf] ;do l;df leq k|ltj]bg k]; ug'{ kg]{5 .

u\_ d"Nof+sg 6f]nLsf] 6f]nL g]tf / ;b:on] sfof{b]zdf pNn]lvt e"ldsf lgjf{x ug'{kg]{5 .

3\_ d"Nof+sg 6f]nLn] lkmN8 guO jf ;+:yfaf6} k|ltj]bg n]vg h:tf sfo{ ug{ gx'g] .

ª\_ kl/ifb\ sfof{non] lbPsf] lgb]{zgsf] kfngf ug]{ .

**@\_**   **d"Nof+sg ug]{ sfo{df ;+:yfn] kfngf ug'{kg]{ ;t{ / cfrf/ ;+lxtf M**

s\_ d"Nof+sg 6f]nLn] dfu u/]sf] sfuhft ljj/0f ;dodfg} pknJw u/fpg] st{Jo ;DalGwt ;+:yfsf] x'g]5 .

v\_ kl/ifb\ sfof{no / ;+:yf aLr cg'udg / d"Nof+sg 6f]nLnfO{ lgwf{/0f ul/Psf] kfl/>lds tyf ;'ljwf jfx]s cGo yk ;'ljwf lbg gx'g] .

u\_ d"Nof+sg 6f]nLnfO{ ;dodfg} gd"gf 5gf]6 u/]sf] :yfg lhNnfdf e|d0fdf n}hfg] sfd ;DalGwt ;+:yfsf] x'g]5 .

3\_ d"Nof+sg 6f]nLnfO{ lkmN8df n}hfbf nlhli6s jfkt ePsf vr{x?sf] ljj/0f ;dfh sNof0f kl/ifb\ sfof{nodf k7fpg] .

ª\_ kl/ifb\ sfof{non] lbPsf] lgb]{zgsf] kfngf ug'{kg]{5 .