

Terms of Reference (ToR)

Part-Time Legal Consultant

Project: PRAYASS (Protection from Risk and Assisting Young Girls and Women in Accessing Social Services) II

Organization: Right4Children (R4C)

Duty Station: Pokhara Metropolitan City with travel to project municipalities and government offices as required

Contract Type: Individual Consultancy (Part-Time)

Duration: Six (6) Months (September 2026 – February 2027)

Level of Effort: Up to **60 working days** (approximately **10 working days per month**)

Reporting to: Project Manager, PRAYASS II

1. Background

Right4Children (R4C) is a national non-governmental organization committed to protecting the rights of children, adolescents, and vulnerable women through integrated interventions in education, protection and livelihoods.

PRAYASS (Protection from Risk and Assisting Young Girls and Women in Accessing Social Services) II is one of R4C's projects that works to improve the well-being and resilience of Adult Entertainment Sector (AES) workers, vulnerable adolescents, and communities through integrated livelihood, education, health, protection, and social protection interventions.

Under Objective 1, PRAYASS II supports AES workers to obtain citizenship certificates, birth registration, and other legal identity documents through the SHE Centre. These documents are essential for accessing government services, social protection schemes, financial services, education, health care, and livelihood opportunities.

To strengthen these services, R4C seeks to recruit a qualified **Part-Time Legal Consultant** to provide specialized legal support and facilitate documentation processes through close coordination with beneficiaries and government authorities.

2. Purpose of the Consultancy

The Legal Consultant will provide technical legal assistance to AES workers requiring citizenship certificates, birth registration, and other legal documents. The consultant will support legal case assessment, documentation verification, legal counseling, and coordination with local government offices to ensure eligible beneficiaries can access legal identity documents in a timely manner.

3. Scope of Work

The consultant shall undertake the following responsibilities:

A. Legal Assessment and Case Planning

- Review beneficiary referrals received from the SHE Centre.
- Assess legal eligibility and identify documentation requirements.
- Develop case-specific action plans for document processing.

B. Legal Counseling

- Provide legal counseling to beneficiaries regarding citizenship, birth registration, relationship verification, and other civil documentation.
- Explain legal procedures, eligibility criteria, and required evidence.

C. Documentation Review

- Verify supporting documents before submission.
- Identify missing documents and provide recommendations for obtaining them.
- Ensure legal compliance of submitted applications.

D. Government Coordination

- Coordinate with Ward Offices, Municipalities, District Administration Offices, and other relevant authorities within and outside Pokhara.
- Facilitate submission and follow-up of applications.
- Support resolution of legal and administrative barriers affecting case completion.

E. Technical Support to SHE Centre

- Provide technical guidance to SHE Centre staff on documentation requirements and legal procedures.
- Advise project staff on complex legal cases.
- Recommend improvements to legal documentation processes.

F. Case Follow-up

- Review progress of all assigned cases.
- Conduct follow-up meetings with beneficiaries and government offices as required.
- Support resolution of delayed or complicated cases.

G. Documentation and Reporting

- Maintain confidential legal case records.
- Submit monthly progress reports.
- Document challenges, lessons learned, and recommendations.
- Prepare a final consultancy report at the end of the assignment.

4. Level of Effort and Working Arrangement

This is a **part-time consultancy** requiring a maximum of **60 working days** over six months.

The consultant is expected to:

- Provide approximately 10 working days per month, equivalent to an average of 2.5 working days per week, with the schedule determined in consultation with R4C based on project needs and government office availability.
- Prepare a monthly work plan in consultation with the Social worker and Rescue Rehabilitation and Reintegration Officer.
- Allocate working days flexibly based on beneficiary needs and government office schedules.
- Attend the SHE Centre on scheduled consultation days for beneficiary counseling and case review.
- Conduct field visits to municipalities, ward offices, and District Administration Offices as required.
- Remain reasonably available by telephone or email during normal working hours to provide legal advice on urgent cases between scheduled consultancy days.

The exact schedule may be adjusted with prior approval from R4C depending on workload and case requirements.

5. Deliverables

The consultant will deliver:

Deliverable	Timeline
Monthly work plan	Beginning of each month
Legal assessment of referred beneficiaries	Continuous
Verified documentation for each assigned case	Continuous
Evidence of coordination and follow-up with relevant government offices	Continuous
Monthly progress report	End of each month
Updated legal case tracking records	Monthly
Final consultancy report with recommendations	End of assignment

6. Expected Results

By the completion of the assignment:

- At least **90% of the targeted AES workers** receive the required legal documentation support.
- Eligible beneficiaries successfully obtain citizenship certificates, birth certificates, or other legal identity documents.

- Improved access of AES workers to social protection and public services.
- Strengthened coordination between the SHE Centre and government authorities.
- Enhanced capacity of R4C staff to continue providing legal documentation support.

7. Required Qualifications

Education

- Bachelor's Degree in Law (LL.B.).
- Valid Advocate License issued by the Nepal Bar Council is preferred.

Experience

- Minimum three years of experience in legal practice or legal aid.
- Demonstrated experience in citizenship, birth registration, and civil documentation matters.
- Experience working with District Administration Offices and local governments.
- Experience with NGOs or development organizations is desirable.
- Experience working with women and marginalized communities is an advantage.

8. Required Competencies

The consultant should demonstrate:

- Strong knowledge of Nepal's citizenship laws and civil registration procedures.
- Excellent legal counseling skills.
- Strong coordination and negotiation skills.
- Ability to manage multiple legal cases simultaneously.
- High level of confidentiality and professional ethics.
- Good report-writing and documentation skills.
- Proficiency in Microsoft Office.
- Fluency in Nepali and working knowledge of English.

9. Reporting

The consultant will report directly to the **Project Manager, PRAYASS II**, and work closely with the SHE Centre team, RRRPO, Counselor, Social Worker and relevant government stakeholders.

10. Ethical Responsibilities

The consultant shall comply with all Right4Children policies, including:

- Child protection and Safeguarding Policy
- Prevention of Sexual Exploitation and Abuse (PSEA)
- Code of Conduct

- Data Protection and Confidentiality
- Gender Equality and Social Inclusion principles

11. Application Procedure

Interested consultants are requested to submit:

- Cover Letter
- Updated CV
- Copy of academic certificates and Advocate License (if applicable)
- PAN registration
- Proposed consultancy rate (inclusive of all applicable taxes)
- Contact details of two professional referees.

Applications should be submitted to: vacancy@right4children.org

Application Deadline: 17th August 2026

Only shortlisted candidates will be contacted for the next stage of the selection process.

Payment Modality

As this is a part-time consultancy, remuneration will be made on a monthly basis, subject to the consultant's completion of the agreed level of effort, submission of an approved monthly timesheet and progress report, and satisfactory performance as certified by the Project Manager.