

Community Based Organization Development Organization

Dhangadi Kailali

Conduct 3 days' workshop and develop the 5 years Strategy plan of CBODC.

I. ORGINATION BACKGROUND:

CBODC is a community based organization's federation (CBO-F), which has formally established in 2062 B.S. by the representation of different 5 CBOs, & one cooperative and registered in 2063 in Kailali district. It has 168 member groups, 2711 HHs and covering around 22,715 populations. All the groups have formed representation of poor, marginalized and disadvantaged people and have been practicing the right based development process at the community level. Most of the groups are from female and poor, marginalized, Janajati and dalits as well. Now CBODC had worked different project in 2 Rural Municipality and 6 Municipality. Now CBODC have been implementing SULAV project in Kailari and Mohanyal Rural municipality, Ghodaghodi Municipality and Dhangadi sub metropolitan city support with Development fund Norway.

2. Name of activity: Develop the 5 year's Strategy plan of CODC with 3 day's workshop (5.5.A)

3. Objective of the activity (Strategy workshop plan)

- To facilitate discussion about organization history and find out SWOR of organ.
- Mainly focused on making 5 Year Strategy Plan of CBODC with analyzing organization.
- Finalized the 5 Year strategy plan.

4. Role & responsibility of organization:

- Organization will ensure the right participants, Venue as per budget.
- Organization will manage Overall logistics during the training.
- Provide consulting cost to resource person for the both training.
- Tax deduct in above amount as per government policy.
- Payment will make by cheque.
- Conduct and collect the information by FGD and KII.

5. Role & responsibility of facilitator:

- Submit the personal Bio-date and citizenship photocopy
- To write down the 5 Year strategy plan and submit.
- Prepare the workshop schedule.
- Manage the whole day time as per activity requirement.
- Submit the Final plan before the payment.

6. Time frame and estimated working days:

6.A Consultant

S.N.	Activities	Estimated Works Days	Remarks
1.	Preparation and document analysis	1 Days	Consultant
2	Kick up Meeting and develop guide question for FGD and KII	1 Days	Consultant
3	Strategy plan workshop facilitation	3 Days	Consultant
4	Preparation and traveling	1 Days	Consultant

5	Report Writing	2 Days	Consultant
	Total	8 Days	

Total estimate: Effective working days: 7 days

6.B Organizer

S.N.	Activities	Estimated Works Days	Remarks
1	Conduct the FGD with CBO's Board Member	2 Days	CBODC's Staff/Board
2	Conduct the FGD with Group Leader	1 Days	CBODC's Staff/Board
3	Conduct the KII with NGO Key Stakeholder	1 Days	CBODC's Staff/Board
4	Report writing	2 Days	CBODC's Staff/Board
	Total	6 Days	

Estimated working Starting Date: 5 November 2025

Final Report submit Date: 15 December 2025

7. REQUIRED COMPETENCY

- At least Bachelor Degree experience with 10 years on Strategy planning & workshop facilitation and master degree will be preferable.
- Politeness and adult friendly behave.
- Sound knowledge on existing strategy & policies and familiar with the processes of organization policy, guidelines and strategy plan development of Organization.
- Good coordination, facilitation, analytical, communication and reporting skill.
- Willingness to travel to remote villages.

8. TIME FRAME OF ENGAGEMENT

Start date: 5th November 2025

End date: 15th December 2025

9. TO APPLY:

Interested individuals/organizations are requested to submit your interest letter to cbodckailali@gmail.com no later than 02 November, 2025.

10. 10 Required to Finalize:

We want to request Please Submit your required financial aspect. It will be better in per day or we will accept as per your practice. But we will discuss about it and will finalize with common understand. We request to submit the following document in email. your Bio-data and draft workout schedule. Thank You.

- Expected financial proposal
- Bio-data of consultant
- Draft workout Schedule.
- Legal registration document for the origination and Citizenship photocopy for the individuals.