

**Terms of Reference (TOR) on
Development of a business plan for an Autism Resource Center under a social Enterprise
Model**

1. Introduction

Social Network for Justice and Development (SNJD) is a non-governmental, non-political, and non-profit organization established in 2008 and headquartered in Jhapa District, Nepal. Since its inception, SNJD has been actively engaged in implementing a wide range of programs in humanitarian assistance, community development, natural resource conservation, social inclusion, and environmental protection within the Jhapa District.

In 2023, with support from the Australian Government's Department of Foreign Affairs and Trade (DFAT), SNJD established a Parents Child Training Center (PCT) for children with autism. The center has successfully conducted seven training batches, positively impacting the lives of many children and their families. Following the successful completion of this project phase, SNJD, in collaboration with the Lutheran World Federation (LWF) Nepal, is expanding the initiative by upgrading PCT Center to **Autism Resource Center** in Birtamode, Jhapa.

This expanded center aims to provide comprehensive and specialized services for children with autism while offering continued support to their families through tailored therapeutic, educational, and training programs. To ensure the long-term sustainability and effectiveness of the Autism Resource Center, SNJD is seeking to develop a business plan grounded in a social enterprise model. This Terms of Reference (TOR) outlines the objectives, scope of work, and expected deliverables for developing such a plan.

2. Objective:

The primary objective of this TOR is to engage a consultant or firm to develop a comprehensive and practical **business plan** for the Autism Resource Center. The business plan should ensure financial sustainability, scalability, and alignment with SNJD's mission while providing high-quality services to children with autism and their families.

3. Scope of Work The consultant/firm will be responsible for the following tasks:

- **Market Analysis:** Conduct a needs assessment to evaluate the demand for autism-related services in Birtamode and surrounding areas.
- **Service Design:** Define and structure the services offered, including:
 - Parents Child Training Center (PCT Training)
 - Behavior Therapy
 - Day Care
 - Functional Assessment
 - Occupational Therapy
 - Vocational Training Unit
 - Consultation services for capacity building and awareness raising in the autism sector
 - Connecting parents training in academic learning .
- **Financial Plan:** Develop a sustainable revenue model that may include service fees, grants, donations, and other income sources.
- **Operational Plan:** Outline the staffing structure, infrastructure needs, and service delivery mechanism.
- **Marketing & Outreach Strategy:** Identify ways to promote the center and increase awareness about autism in the community.
- **Legal & Compliance Framework:** Ensure all recommended operations are in compliance with Nepalese laws, including NGO regulations, disability rights, and education standards.
- **Monitoring & Evaluation Framework:** Establish key performance indicators (KPIs) to assess the effectiveness of the center.

4. Deliverables The consultant/firm will deliver the following:

1. **Draft Business Plan** – A preliminary version for review and feedback.
2. **Final Business Plan** – A comprehensive business plan incorporating feedback with detailed sections on market analysis, service design, financial modeling, operations, marketing, and recommendations.

5. Duration and Timeline:

The assignment is expected to be completed within **one months** from the date of contract signing. A detailed work schedule will be agreed upon with the selected consultant/firm.

6. Qualifications and Experience:

The consultant/firm should have:

- Firm Registration Copy, VAT/PAN Registration Copy, Latest tax clearance Copy. (If Individual PAN Copy).
- More than 10 years of working experience in the sector of disability inclusion.
- Proven experience in business planning, preferably in the social services sector.

- Experienced in inclusive education especially on curriculum related to Autism is highly desirable.
- Strong understanding of the local context.
- Knowledge of Nepal's legal and regulatory framework for nonprofit organizations.
- Experienced in inclusive education especially on curriculum related to Autism is highly desirable.

7. Application Process

Interested consultants/firms should submit:

- A **concept note** detailing the approach, methodology, and work plan.
- CVs of key team members and examples of similar work completed.

8. Payment Modality

The Consultant shall be paid after completion of the assignment

13. To apply

Interested private firms, organizations, individuals who meet the above requirements should apply by submitting their concept note that clearly outlines the details to accomplish the assignment with their signature in related documents (CV & Proposal) to procurement@snjd.org.np with subject line *Concept Note for Business Plan Preparation of Autism Resource Center in Birtamode*. OR Hard copies of the concept note can be submitted to SNJD Office (address below). The closing date for application is 17 April 2025.

All the applicants must follow SNJD Code of Conduct, Child Safeguarding Policy, Safeguarding Policy for Preventing Sexual Exploitation and Abuse and others policies of SNJD.

The project reserves the right to accept or reject any or all proposals without assigning any reason.

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