TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA Nepal
Title:	Finalization of the Gender-Based Violence (GBV) Action Plan
Scope of work: ***(Description of services, activities, or outputs)***	The Ministry of Women, Children and Senior Citizens (MoWCSC), with technical and financial support from development partners, has been leading the process of developing a comprehensive **Gender-Based Violence (GBV) Action Plan**. The plan builds upon national priorities, existing policies, and lessons learned from provincial consultations. Four provincial-level consultations have been completed, and inputs from relevant stakeholders have been consolidated. To ensure the Action Plan reflects national priorities, is technically sound, and aligned with government requirements, the MoWCSC will convene the steering committee workshop, followed by a national workshop to validate the draft. After endorsement, the finalized Action Plan will be submitted to the Cabinet for approval.
	The overall objective of the consultancy is to **support the MoWCSC in finalizing the GBV Action Plan** in line with government standards and requirements, ensuring that it is ready for submission to the Cabinet. Specific objectives are to: 1. Review and incorporate feedback from provincial consultations and technical partners. 2. Facilitate the steering committee workshop to consolidate recommendations. 3. Finalize the draft GBV Action Plan in alignment with government formats, standards, and priorities. 4. Support the organization and facilitation of a National Workshop for validation and endorsement. 5. Produce a final Cabinet-ready GBV Action Plan. The consultant will undertake the following tasks: • Review the draft GBV Action Plan, integrating recommendations from provincial consultations. • Conduct consultations with key stakeholders (MoWCSC, line ministries, development partners, CSOs). • Facilitate steering committee workshop for consolidation of feedback. • Draft the revised GBV Action Plan, ensuring compliance with national planning and Cabinet submission formats. • Support the facilitation and documentation of the National Workshop.

	• Prepare the final version of the GBV Action Plan, incorporating all validated inputs.
Duration and working schedule:	Total 17 days Spread over the period from the September 2025 to 15 October 2025
Place where services are to be delivered:	Home Based
Delivery dates and how work will be delivered (*e.g. electronic, hard copy, etc)*	The assignment is expected to be completed from September 2025 to 15 October 2025, with the following indicative timeline: • Week 1: Inception report and desk review: - 3 days • Week 2–3: Internal workshop and draft revision: - 7 days • Week 4: National Workshop: - 3 days • Week 5–6: Finalization and submission of Cabinet-ready Action Plan: - 4 days Total 17 days
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	• **Inception Report** with workplan and methodology. • **Revised Draft GBV Action Plan** incorporating provincial inputs from the steering committee and from the National Stakeholder workshop.. • **Final GBV Action Plan**, ready for Cabinet submission in Nepali.
Supervisory arrangements:	The consultant will work under the overall guidance of the Gender and Human Rights Specialist in close coordination with the Joint Secretary**, MoWCSC**, technical coordination support from the GBV Section and UNFPA Gender and Human Rights Analyst.
Expected travel:	NA
Required expertise, qualifications and competencies, including language requirements:	• Advanced degree in Gender Studies, Social Sciences, Public Policy, or related field. • At least **10 years of relevant experience** in gender equality, GBV, and policy/strategy development. • Demonstrated experience in facilitating high-level consultations and drafting government policy/strategic documents. • Strong knowledge of the Nepali policy and planning context. • Excellent writing and communication skills in English and Nepali.
Inputs / services to be provided by	NA

<table>
<tr><td>UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</td><td colspan="3"></td></tr>
<tr><td rowspan="6">Working conditions:</td><td colspan="3">Admin. Requirements</td></tr>
<tr><td>Location:</td><td>Office space required:</td><td>Others:</td></tr>
<tr><td>NA</td><td>NA</td><td>NA</td></tr>
<tr><td colspan="3">IT requirements</td></tr>
<tr><td>Desktop required:</td><td>Email access:</td><td>Others:</td></tr>
<tr><td>NA</td><td>NA</td><td>NA</td></tr>
<tr><td>COA</td><td colspan="3">NPL092GE-ADVPOLYGBVPR151, ZZM25, PU0074.</td></tr>
<tr><td>Type of hiring (Competitive or non competitive)
Note:1. If competitive please mention about the mode of vacancy announcement
2. If non competitive please attach the justification</td><td colspan="3">Competitive Process
.</td></tr>
<tr><td>Payment Terms</td><td colspan="3">One time payment after the submission and clearance of the report from the supervisor</td></tr>
<tr><td>Other relevant information or special conditions, if any:</td><td colspan="3"></td></tr>
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