

TERMS OF REFERENCE	
Hiring Office:	UNFPA Nepal Country Office
Title:	National Communications Consultant – Development of IEC Materials for GBV and SRH in Emergencies
Background	<p>Nepal is highly vulnerable to natural disasters and humanitarian crises, including earthquakes, floods, landslides, and other emergencies, which often disproportionately affect women and girls. These crises exacerbate pre-existing vulnerabilities, disrupting access to critical services and leaving communities unprepared to address the heightened risks of gender-based violence (GBV) and the unmet needs for sexual and reproductive health (SRH) services. In emergencies, access to life-saving SRH care and robust mechanisms to prevent and respond to GBV are essential to safeguarding the health, safety, and dignity of affected populations.</p> <p>Recognizing these challenges, the development of culturally appropriate and actionable information, education, and communication (IEC) materials has been prioritized to strengthen awareness and response mechanisms for GBV and SRH in emergencies. These materials will serve as critical tools to guide communities, service providers, and stakeholders in effectively addressing GBV and SRH needs during humanitarian crises.</p> <p>The initiative will be implemented in collaboration with the Ministry of Women, Children, and Senior Citizens under the leadership of the GBV Sub-Cluster. Provincial-level consultations, community feedback, and stakeholder validation processes will ensure that the IEC materials are contextually relevant, practical, and aligned with the needs of diverse communities in high-risk areas. Through this effort, UNFPA aims to enhance preparedness, build capacity, and empower individuals and communities to respond to GBV and SRH challenges effectively during emergencies.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Communications Consultant will develop culturally sensitive and actionable IEC (Information, Education, and Communication) materials focused on addressing GBV and SRH needs in emergency contexts. The consultant will work closely with the Ministry of Women, Children, and Senior Citizens under the guidance of the GBV Sub-Cluster and in collaboration with UNFPA. This role involves stakeholder consultations, material development, validation processes, and finalization of IEC tools to ensure their relevance and effectiveness in high-risk and diverse community settings.</p> <p>Key Responsibilities:</p> <ol style="list-style-type: none"> 1. Conduct consultations and stakeholder meetings at federal and provincial levels, including the Ministry of Women, Children, and Senior Citizens, GBV Sub-Cluster members, and implementing partners, to gather inputs and define priorities for IEC materials. 2. Design and develop IEC materials for GBV and SRH in emergencies, ensuring content is culturally appropriate, actionable, and aligns with national policies and guidelines. 3. Organize and facilitate focus group discussions with women and girls in high-risk provinces (both hill and Terai areas) to collect feedback and ensure materials are contextually relevant.

	<ol style="list-style-type: none"> 4. Lead provincial-level validation workshops to finalize the IEC materials engaging UNFPA provincial focal point, and gather inputs from stakeholders, including local authorities and community representatives. 5. Revise and finalize the IEC materials based on feedback from the focus group discussions and validation workshops. 6. Ensure the IEC materials incorporate elements of risk communication and are accessible, inclusive, and practical for use by diverse stakeholders, including communities and service providers.
	<p>Expected outputs/deliverables of the consultancy are:</p> <p>The Consultant shall ensure:</p> <ul style="list-style-type: none"> ● The development of draft IEC materials addressing GBV and SRH in emergencies, ensuring content is culturally sensitive, actionable, and aligned with national policies and guidelines. ● Organization and facilitation of validation workshops at the provincial and federal levels, including detailed reports documenting stakeholder feedback and recommendations. ● A comprehensive consultation report summarizing key insights, recommendations, and priorities gathered from stakeholder meetings and focus group discussions with women and girls in high-risk provinces (hill and Terai areas). ● Finalized IEC materials incorporating inputs from focus group discussions (consultant to make FDG Guide) and validation workshops, designed and prepared for dissemination. ● Submission of an end-of-consultancy report summarizing achievements, lessons learned, and recommendations for future use and scale-up of IEC materials in emergency preparedness and response.
Duration and working schedule:	Maximum 15 working days within 3 month duration
Place where services are to be delivered:	Homebased in Kathmandu
Delivery dates and how work will be delivered (e.g. electronic, hard copy, etc)	The consultant will submit soft copy editable and PDF versions
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Submit a detailed work plan within the first three working days of the consultancy, outlining timelines and milestones for each deliverable.</p> <p>Provide progress updates at key milestones, including:</p> <ul style="list-style-type: none"> ● After the completion of stakeholder consultations and focus group discussions. ● Upon submission of draft IEC materials for review. ● After the facilitation of validation workshops at the provincial and federal levels.

	<p>Provide draft versions of all deliverables for review and incorporate feedback in a timely manner.</p> <p>Submit the finalized IEC materials and the end-of-consultancy report by the agreed deadline, ensuring all deliverables meet UNFPA’s quality standards and align with project objectives.</p> <p>Attend periodic progress review meetings with the UNFPA focal point to ensure alignment with project timelines and expectations.</p>
Supervisory arrangements:	<p>The Consultant will report to the Humanitarian Specialist and through her to the Deputy Representative as well as to the entire Humanitarian Response team assigned by the Resident Representative.</p>
Expected travel:	<p>The Consultant will travel to provinces for the consultation and validation of the IEC materials.</p>
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications, Knowledge, and Experience</p> <ul style="list-style-type: none"> ● Master’s degree in journalism, mass communication, public health, gender studies, or a related field. ● At least 2-5 years of experience in developing and designing communication materials, including IEC materials, for humanitarian or development contexts. ● Proven ability to create culturally sensitive, high-quality communication materials tailored to diverse audiences. ● Demonstrated understanding of Gender-Based Violence (GBV), Sexual and Reproductive Health and Rights (SRHR), and their importance in emergency settings. ● Experience working with diverse teams, including government stakeholders, civil society, and community representatives, particularly in Nepal. ● Strong knowledge of SRHR and GBV issues within the Nepalese context, including familiarity with national policies and frameworks. <p>Skills and Competencies</p> <ul style="list-style-type: none"> ● Excellent writing, storytelling, and design skills for producing impactful communication materials. ● Strong interpersonal and communication skills to effectively engage with stakeholders and facilitate participatory processes. ● Proven ability to manage multiple tasks, work under pressure, and meet tight deadlines. ● Proficiency in tools for communication material development, including Microsoft Office Suite and design tools like Adobe Creative Suite. <p>Languages</p> <ul style="list-style-type: none"> ● Fluency in written and spoken Nepali and English is required. ● Knowledge of additional local languages in high-risk provinces will be an advantage. <p>Other Requirements</p> <ul style="list-style-type: none"> ● Willingness and ability to travel to high-risk provinces, including hill and Terai areas, for field consultations and validation workshops.

Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	The prospective individual consultant must provide a Certification of Health Insurance. This should confirm that the prospective individual consultant holds appropriate medical insurance coverage (including coverage for medical evacuation if the individual consultant will be traveling to locations without adequate medical facilities as part of the assignment) and acknowledge that UNFPA will not provide any medical insurance."		
Working conditions:	Admin. requirements		
	Location:	Office space required:	Others:
	Nepal CO	No	
	IT requirements		
	Desktop required:	Email access:	Others:
	Consultant must provide their own laptop	No	
COA			
Payment Terms	Payment will be made on a daily rate of task completion of milestone completion		
Other relevant information or special conditions, if any:	NA		