

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Country Office, Nepal
Title:	National Consultant for support with the process of review and updating of National Population Policy of Nepal
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b>Summary:</b></p> <ol style="list-style-type: none"> <li>1. Support the national lead consultant to develop slides for provincial level workshops (MoHP-organised) with sectoral ministries and provincial stakeholders;</li> <li>2. Coordinate with the national lead consultant, PMD/MoHP, UNFPA and Provincial Governments on participation at up to 7 provincial level workshops (MoHP-organised) with sectoral ministries and provincial stakeholders;</li> <li>3. Take the minutes for reporting on up to 7 provincial stakeholder workshops;</li> <li>4. Support the national lead consultant to review recently published population data and thematic analysis undertaken by the National Statistics Office (NSO) from the 2021 Census;</li> <li>5. Coordinate with the national lead consultant, PMD/MoHP, UNFPA on participation at 4 national consultation workshops with: youth, elderly, private sector and GESI population groups;</li> <li>6. Support the national lead consultant to develop slides for the 4 national consultation workshops with: youth, elderly, private sector and GESI population groups;</li> <li>7. Take the minutes from stakeholders input at the 4 national consultation workshops with: youth, elderly, private sector and GESI population groups;</li> <li>8. Coordinate with the national lead consultant, PMD/MoHP and UNFPA on participation at a national validation workshop on the updated draft National Population Policy;</li> <li>9. Support the national lead consultant to develop slides for the national validation workshop on the updated draft National Population Policy;</li> <li>10. Take the minutes from stakeholders input for reporting from the national validation workshop.</li> </ol> <p>The MoHP/PMD requested UNFPA to support a national consultant to review and revise the national population policy during the first quarter of 2025. This time frame is extremely tight and therefore UNFPA is supporting an international consultant and a <b>national support consultant</b> to complete the exercise during the first quarter of 2025.</p> <p>This Terms of Reference is in relation to the tasks and activities of the <b>national support consultant</b>.</p> <p><b>Background:</b></p> <p>The Population Management Division (PMD)/Ministry of Health and Population (MoHP) is undertaking a review and update the population policy in the context of the federal system, megatrends, LDC graduation and acceleration for achievement of the SDGs. To guide the process, MoHP has established a National Steering Committee and a Technical Committee, chaired by the Secretary and Joint Secretary respectively. An initial policy framework is being developed, drawing on previous efforts and ongoing stakeholders' consultations. The need for an updated comprehensive policy is strongly recognized, especially to provide direction for addressing demographic shifts and emerging population issues, in alignment with the latest census data and national priorities for the sustainable development (SDGs) and the International Conference on Population and Development, Programme of Action (ICPD PoA). To ensure that the process is technically rigorous, consultative, evidence-based and caters to the diverse needs of the country's federal context, takes into consideration good practices and rights-based approach in line with ICPD principles, and is sufficiently integrated to be able to inform sectoral policies of population issues relevance, UNFPA is providing technical support to PMD/MoHP as requested.</p> <p>Nepal has been through dramatic political and governance changes in the past few years. After the promulgation of the new Constitution in 2015, it is currently undergoing a major political transition to a federal democratic republic system. As per the provision in the constitution, population and development planning is one of the current powers of the federal and provincial governments.</p> <p>In 2014, the Government of Nepal (GoN) formulated a comprehensive national population policy to guide all other sectoral policies, plans, and programmes to address population and development</p>

issues in line with the long-term Population Perspective Plan (PPP) 2010-2031 of the Government and the 16<sup>th</sup> periodic plan.

The MoHP/PMD requested UNFPA to support a national consultant to review and revise the national population policy during the first quarter of 2025 in consultation with federal and provincial stakeholders. As the time frame is extremely tight UNFPA is supporting an international consultant for guidance purposes and a **national support consultant** for processes to complete the exercise during the first quarter of 2025. This Terms of Reference is in relation to the tasks and activities of the **national support consultant**.

The national support consultant will undertake the following specific tasks and expected deliverables.

**Specific tasks and activities:**

1. Support the national lead consultant to develop slides for provincial level workshops (MoHP-organised) with sectoral ministries and provincial stakeholders;
2. Coordinate with the national lead consultant, PMD/MoHP, UNFPA and Provincial Governments on participation at up to 7 provincial level workshops (MoHP-organised) with sectoral ministries and provincial stakeholders;
3. Take the minutes for reporting on up to 7 provincial stakeholder workshops;
4. Support the national lead consultant to review recently published population data and thematic analysis undertaken by the National Statistics Office (NSO) from the 2021 Census;
5. Coordinate with the national lead consultant, PMD/MoHP, UNFPA on participation at 4 national consultation workshops with: youth, elderly, private sector and GESI population groups;
6. Support the national lead consultant to develop slides for the 4 national consultation workshops with: youth, elderly, private sector and GESI population groups;
7. Take the minutes from stakeholders input at the 4 national consultation workshops with: youth, elderly, private sector and GESI population groups;
8. Coordinate with the national lead consultant, PMD/MoHP and UNFPA on participation at a national validation workshop on the updated draft National Population Policy;
9. Support the national lead consultant to develop slides for the national validation workshop on the updated draft National Population Policy;
10. Take the minutes from stakeholders input for reporting from the national validation workshop.

Duration and working schedule:	The period of this consultancy will be for up to 40 working days between <b>January to March 2025</b> .
Place where services are to be delivered:	PMD/MoHP.
<b>Delivery dates and how work will be delivered (e.g. electronic, hard copy, etc</b>	Working in close consultation with the National Lead Consultant, PMD/MoHP and UNFPA, the national support consultant will deliver the following: <ol style="list-style-type: none"> <li>1. Slides based on the review report for provincial stakeholder consultation workshops (3 working days);</li> <li>2. Participant lists for up to 7 stakeholder consultation workshops (up to 2 working days);</li> <li>3. Minutes report from up to 7 stakeholder consultation workshops (up to 14 working days);</li> <li>4. Up to 7 mission reports from attendance at up to 7 provincial workshops for UNFPA payment of attendance (with minutes on stakeholder input at provincial workshops in annex) (up to 3 working days);</li> <li>5. Report based on recently released population data and thematic analysis undertaken by the National Statistics Office (NSO) from the 2021 Census (5 working days);</li> <li>6. Participant lists for 4 national consultation workshops with: youth, elderly, private sector and GESI population groups (2 working day);</li> <li>7. Slides for the 4 national consultation workshops with: youth, elderly, private sector and GESI population groups (2 working day);</li> <li>8. Minutes report from 4 national consultation workshops with: youth, elderly, private sector and GESI population groups (2 working days);</li> <li>9. Slides based on draft of updated National Population Policy (3 working days);</li> <li>10. Participant lists for national validation workshop of draft of updated National</li> </ol>

	<p>Population Policy (1 working days); 11. Minutes report on stakeholder input from national validation workshop of draft of updated National Population Policy (3 working days).</p> <p>All the final deliverables will be delivered in electronic format (Microsoft Word and PowerPoint).</p>		
<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	The consultant will work under the guidance of the National Lead Consultant, PMD/MoHP officials and the UNFPA Census Coordinator. All the work deliverables will be jointly reviewed and assessed by PMD/MoHP and UNFPA.		
Supervisory arrangements:	The consultant will report to the UNFPA Census Coordinator who will supervise him/her on work in progress.		
Expected travel:	Up to 14 working days travel to up to 7 provinces (Madhesh, Koshi, Lumbini, Karnali, Sudurpaschim, Gandaki and Bagmati)		
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• At least a bachelor’s degree in social sciences, public policy or a related field.</li> <li>• At least 2 years of work experience in public policy in Nepal.</li> <li>• Experience in preparing policy consultations including participant lists, powerpoint slides and minute taking;</li> <li>• Initiative and ability to work under direction.</li> <li>• Data analytical skills.</li> <li>• Skills in Microsoft Word and Powerpoint.</li> <li>• Fluency in written and spoken Nepali and English.</li> </ul>		
Inputs / services to be provided by UNFPA:	<ul style="list-style-type: none"> <li>• Designated PMD/MoHP and UNFPA CO technical staff will share relevant documents and will also work closely with the consultant.</li> <li>• Technical inputs from UNFPA team for review and feedback on participant lists, slides and compiled feedback from consultations.</li> </ul>		
Working conditions:	<b>Admin. requirements</b>		
	<b>Location:</b>	<b>Office space required:</b>	<b>Others:</b>
	Desk based	No	None
	IT requirements		
	<b>Desktop required:</b>	<b>Email access:</b>	<b>Others:</b>
	No	No	None