



## Call for UNFPA Expert Roster

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	<p>1. <b>Background of the Organization:</b> UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2022-2025), focuses on accelerating efforts to achieve three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.</p> <p>In a world where fundamental human rights are at risk, we need principled and ethical individuals, who embody these international norms and standards, and who will defend them courageously and with full conviction.</p> <p>UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need individuals who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.</p>
	<p>2. <b>United Nations Population Fund (UNFPA) in Nepal invites qualified experts (ONLY Nepali Nationals) to express their interests in possible consultancies under the Expert Roster who can deliver professional services within the following thematic expertise areas:</b></p> <ul style="list-style-type: none"> <li>● Human Rights</li> <li>● Disability Inclusion</li> <li>● Governance</li> <li>● Inclusive Education</li> <li>● Public Finance Management</li> <li>● Health Policy and Strategy Development</li> <li>● Gender, Gender-Based Violence, and Harmful Practices</li> <li>● Population Dynamics, Demography, Data and Analysis</li> <li>● Humanitarian, Disaster Management, Sexual Reproductive Health and Rights and Gender-Based Violence in Emergencies</li> <li>● Communications/Facilitation/Moderation/Rapporteurs</li> <li>● Graphic Design/Illustrations</li> <li>● Translation</li> <li>● Sexual Reproductive Health and Rights</li> </ul>
	<p>3. <b>Core Competency:</b> Achieving results, being accountable, developing and applying professional expertise/business acumen, thinking analytically and strategically, working in teams/managing ourselves and our relationships, communicating for impact.</p>
	<p>4. <b>Place of Consultancy:</b> Anywhere in Nepal</p>
	<p>5. <b>Mode of Consultancy:</b> Consultancy can be home based or on site</p>
1	<b>Area of Expertise: Human Rights</b>

	Experience	Education Qualification
	<ul style="list-style-type: none"> <li>● A minimum of 5 years’ relevant working experience on gender and human rights issues;</li> <li>● Good understanding of the International Human Rights Framework, and Treaty Mechanism;</li> <li>● Good understanding of Nepal’s political systems, human rights situation, legislative framework, the current situation of women’s human rights in Nepal, and the mandate of National Human Rights Institutions (NHRIs);</li> <li>● Good understanding and experience in the review and legal, human rights, and gender analysis;</li> <li>● Sound knowledge of international conventions and protocols on human rights, women’s human rights, and gender issues;</li> <li>● Demonstrated experience in Human Rights Based Approach (HRBA), Gender Equality, and Social and Disability Inclusion;</li> <li>● Prior experience in a similar field will be beneficial;</li> <li>● Strong experience in the relevant subject matter;</li> <li>● Knowledge and experience in the usage of computers and office software packages;</li> <li>● Good command of written English and Nepali.</li> </ul>	<ul style="list-style-type: none"> <li>● Master’s degree in Political Science, Law, Human Rights or any other Social Science with a focus on Human Rights and Gender Studies.</li> </ul>
2	<b>Area of Expertise: Disability Inclusion</b>	
	Experience	Education Qualification
	<ul style="list-style-type: none"> <li>● A minimum of 7 progressive years of experience working on disability inclusion in a development setting;</li> <li>● Minimum 5 years of experience working on disability inclusion with one or more United Nations entities;</li> <li>● Good knowledge of the Convention on the Rights of Person with Disabilities (CRPD) and human-rights approach;</li> <li>● Experience in providing technical assistance on mainstreaming disability in programming and operations;</li> <li>● Experience in facilitating diverse groups and building consensus;</li> <li>● Experience working with inter-agency processes and engaging with Organizations of Persons with Disabilities;</li> </ul>	<ul style="list-style-type: none"> <li>● Master’s degree in Social Sciences, Human Rights, Economics, Development Studies or any other related field.</li> </ul>

	<ul style="list-style-type: none"> <li>● Familiarity with UNSDG reporting systems and accountability mechanisms, and reporting systems.</li> </ul>	
3	<b>Area of Expertise: Governance</b>	
	Experience	Education Qualification
	<ul style="list-style-type: none"> <li>● A minimum of 5 years' experience in federal or sub-national governance, civil society, organizational capacity building, international development or affairs, democracy and governance, economics, conflict resolution, or a similar field or other related democracy, rights, and governance sectors;</li> <li>● Demonstrated understanding of the Government of Nepal's Federal and Sub-national governance system;</li> <li>● Demonstrated working experiences with government policy and institutional reform;</li> <li>● Demonstrated expertise in Gender Responsive Budgeting, Planning Processes, and other function and functionalities of the different spheres of the government;</li> <li>● Experience and familiarity with the various social accountability tools;</li> <li>● Strong knowledge and understanding of local government roles and responsibilities, existing laws, and federalization in Nepal;</li> <li>● Excellent interpersonal skills;</li> <li>● Basic computer skills (Microsoft Word, Gmail, Microsoft Excel, PowerPoint) are required.</li> </ul>	<ul style="list-style-type: none"> <li>● Master's degree in Political Science, Public Administration, Governance, Education, Law, Sociology or related fields.</li> </ul>
4	<b>Area of Expertise: Inclusive Education</b>	
	Experience	Education Qualification
	<ul style="list-style-type: none"> <li>● A minimum of 5 years' experience in Inclusive and Human Rights program planning and implementation;</li> <li>● Having the ability to produce well-written reports demonstrating analytical ability and communication skills;</li> <li>● Familiarity with research and evaluation of programmes/projects, preferably on Adolescents, Youth, and Comprehensive Sexuality Education;</li> <li>● Familiarity with Nepal policy, plan, and development context is preferable;</li> </ul>	<ul style="list-style-type: none"> <li>● Master's degree in Sociology, Public Health, Gender or any other fields of national and international development.</li> </ul>

	<ul style="list-style-type: none"> <li>● Expertise in gender, disability, social inclusion, and rights issues;</li> <li>● Excellent interpersonal skills;</li> <li>● Basic computer skills (Microsoft Word, Gmail, Microsoft Excel, PowerPoint) are required.</li> </ul>	
5	<b>Area of expertise: Public Finance Management</b>	
	Experience	Education Qualification
	<ul style="list-style-type: none"> <li>● Minimum of 5 years' experience in the public financial management system;</li> <li>● Experience working with a wide range of stakeholders i.e., government, Development Partners, Private Sector, etc.;</li> <li>● Demonstrates expertise in fiscal federalism, and fiduciary risk assessment at federal, provincial, and local levels;</li> <li>● Demonstrated knowledge and understanding of the PFM systems and procedures of the Government of Nepal and that of the province and local governments;</li> <li>● Expertise in designing the PFM landscape;</li> <li>● Experience in mitigating fiduciary risk by designing and training on periodic financial reporting, support in enhancing internal controls for local govt., and support in generating quality financial statements for expenditures;</li> <li>● Excellent interpersonal skills;</li> <li>● Basic computer skills (Microsoft Word, Gmail, Microsoft Excel, PowerPoint) are required.</li> </ul>	<ul style="list-style-type: none"> <li>● Master's degree in Commerce, Business Administration, Economics or related fields. ACCA or CA preferred.</li> </ul>
6	<b>Area of expertise: Health Policy and Strategy Development</b>	
	Experience	Education Qualification
	<ul style="list-style-type: none"> <li>● A minimum of 10 years' progressively responsible experience in the field of health policy and strategy development;</li> <li>● Demonstrated experience in the formulation of Health Policies;</li> <li>● Experience in health strategic planning;</li> <li>● Familiarity with research and evaluation of programs</li> <li>● Familiarity with Nepal's policy, plan, and development in the health sector;</li> </ul>	<ul style="list-style-type: none"> <li>● Master's degree in Public Health, Sociology, Public Policy or related fields.</li> </ul>

	<ul style="list-style-type: none"> <li>● Experience in the development of guidelines and operational plans related to the health sector;</li> <li>● Excellent interpersonal skills;</li> <li>● Basic computer skills (Microsoft Word, Gmail, Microsoft Excel, PowerPoint) are required.</li> </ul>	
7	<b>Area of expertise: Gender, Gender Based Violence and Harmful Practice</b>	
	Experience	Education Qualification
	<ul style="list-style-type: none"> <li>● A minimum of 5 years' experience in gender and GBV policy formulation;</li> <li>● Demonstrated working progressively on the formulation of GBV prevention-related acts and policies;</li> <li>● Experience in developing guidelines and operational plans to promote gender equality and combating Harmful Practices;</li> <li>● Familiarity with Nepal's policy, plan, and development in Women's Rights and Gender;</li> <li>● Sound knowledge of international conventions and protocols on women's human rights, and gender issues;</li> <li>● excellent understanding of the social norms, values, attitudes, and behaviors of women, social groups, and the local government;</li> <li>● Demonstrated experience in training facilitation, communication, and interpersonal skills;</li> <li>● Experience with Gender Transformative Approach and Survivor-Centered Approach working with various levels of the government, community, and implementing partners;</li> <li>● Has experience in rights-based programming and is familiar with the use of participatory accountability tools;</li> <li>● Excellent interpersonal skills;</li> <li>● Basic computer skills (Microsoft Word, Gmail, Microsoft Excel, PowerPoint) are required.</li> </ul>	<ul style="list-style-type: none"> <li>● Master's degree in Gender Studies, Development Studies, Law, Public Administration, Sociology, Women's Study, or related fields.</li> </ul>
8	<b>Area of expertise: Population Dynamics, Demography, Data and Analysis</b>	
	Experience	Education Qualification

	<ul style="list-style-type: none"> <li>● A minimum of 5 years' experience in integration of population dynamics on development planning, population policy, population plan, and population profile development in line with the SDG framework;</li> <li>● Experience in policy reviews for the development of planning;</li> <li>● Excellent interpersonal skills;</li> <li>● Basic computer skills (Microsoft Word, Gmail, Microsoft Excel, PowerPoint) are required.</li> </ul>	<ul style="list-style-type: none"> <li>● Master's degree in Demography Population Study. Ph. D preferable.</li> </ul>
9	<b>Area of expertise: Humanitarian, Disaster Management, Sexual Reproductive Health and Rights, and Gender Based Violence in emergencies</b>	
	Experience	Education Qualification
	<ul style="list-style-type: none"> <li>● DRRM work experience for at least 5 years at the Sub-national level;</li> <li>● Minimum 5 years' experience in the field of sexual and reproductive health, and gender-based violence, specifically in social work in humanitarian settings;</li> <li>● Understanding of the humanitarian architecture of the country specifically relating to the protection cluster and GBV sub-cluster; reproductive Health sub-cluster;</li> <li>● Knowledge of local languages will be added value</li> <li>● Excellent interpersonal skills;</li> <li>● Basic computer skills (Microsoft Word, Gmail, Microsoft Excel, PowerPoint) are required.</li> </ul>	<ul style="list-style-type: none"> <li>● Master's degree in Social Work or other Social Sciences, Gender, Public Health, Community Health, Disaster Management, International Law, Human Rights or related field.</li> </ul>
10	<b>Area of expertise: Communications/ Facilitation / Moderation / Rapporteurs</b>	
	Experience	Education Qualification
	<ul style="list-style-type: none"> <li>● 3-5 years of experience in dealing with media preferably on large-scale government exercises;</li> <li>● Experience in moderating, rapporteuring and facilitating sessions;</li> <li>● Fluency in spoken English and Nepali;</li> <li>● Excellent interpersonal skills;</li> <li>● Basic computer skills (Microsoft Word, Gmail, Microsoft Excel, PowerPoint) are required.</li> </ul>	<ul style="list-style-type: none"> <li>● Master's degree in Mass Communication, Journalism or other relevant fields.</li> </ul>
11	<b>Area of expertise: Graphic Design and Illustrations</b>	

	Experience	Education Qualification
	<ul style="list-style-type: none"> <li>• A minimum of 2 years' experience in developing illustrations, graphics and designing;</li> <li>• Experience in gender work is an added advantage.;</li> <li>• Experiences in developing illustrations, graphics, animation and designing knowledge products such as brochures, factsheets, publication, research briefs, social media cards and other publications;</li> <li>• Proven ability to draw dignified illustrations and graphics featuring diversity and depicting the local culture;</li> <li>• Experience in designing visibility products such as t-shirts, caps, notebooks, flex banners etc.</li> <li>• Experience in data visualization and developing infographics;</li> <li>• Excellent drawing and designing skills with an acute understanding of gender sensitivity;</li> <li>• Excellent command of illustration skills and designing using Adobe Creative Cloud Suite;</li> <li>• Fluency in spoken English and Nepali;</li> <li>• Samples to be provided at the time of application submission.</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of Secondary level education.</li> <li>• Technical course on developing graphics and designing.</li> </ul>
12	<b>Area of expertise: Translation</b>	
	Experience	Education Qualification
	<ul style="list-style-type: none"> <li>• A minimum of 2 years' experience in translating;</li> <li>• Experience in translating media articles, research papers and other knowledge assets from Nepali to English and vice versa;</li> <li>• Experience in working on gender-sensitive material;</li> <li>• Excellent command in typing in English and Nepali;</li> <li>• Fluency in spoken English and Nepali.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in any relevant field.</li> </ul>
13.	<b>Area of Expertise: Sexual and Reproductive Health and Rights</b>	
	<b>Experience</b>	<b>Education Qualifications</b>
	<ul style="list-style-type: none"> <li>• A minimum 7 years' technical and professional experience in managing sexual and reproductive health programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in Public Health, Health Economics, Medicine/Health Sciences, or related disciplines.</li> </ul>

● **Evaluation Criteria:** Applicants will be screened against qualifications and the competencies specified above for each thematic area. The inclusion into the Roster of Experts will be offered to those individual consultants whose application have been evaluated and determined as (a) responsive/compliant/acceptable, and (b) having received high scores specific to the solicitation.

● **Contracting Arrangement:** The successful candidates will be included in UNFPA's technical expert roster. Entry into the expert roster system does not necessarily mean that contract with UNFPA is guaranteed. This will depend on forthcoming needs. Where a request for services arises, the UNFPA shall directly contact the consultant from the roster. A specific Term of Reference (ToR) outlining the outputs for each assignment shall be provided and an Individual Contract (IC) will be issued to the consultant if agreement is reached to the fee, availability etc.

● **Application procedures:**

● Qualified candidates are requested to submit application via [jobs.nepal@unfpa.org](mailto:jobs.nepal@unfpa.org).

● The application should contain:

Cover letter, including applicant's qualifications for the area of expertise

A clear identification of MAIN area of interest

If applicable, it is possible to select secondary area of interest(s).

A current completed Personal History Form (P11) , can be downloaded from: [www.unfpa.org/resources/p11-un-personal-history-form](http://www.unfpa.org/resources/p11-un-personal-history-form)

Incomplete applications will not be considered. Please make sure you have provided all requested materials

Due to the large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.