

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

National Consultant to Support the GBVPR project Implementation.

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Nepal Country Office
Purpose of consultancy:	The project management support consultant will support the initial phase of the two-year extension of the GBVPR-II project from February 2024 to December 2024. The extension entails several changes in the project design and implementation strategy. With the change in the GBVPR management team and transitions, additional management support is required to ensure a smooth beginning of the extended phase of the project that prioritizes the institutionalization of the project gains and GBV sector coordination at all levels of government.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The national consultant will provide the following services not limited to:</p> <ol style="list-style-type: none"> a. Under the direct supervision of the Program Specialist, the project management support consultant shall support the development of detailed implementation plans and partner work plans in alignment with the project extension proposal. b. Support the documentation process for re-strategizing implementing partnerships in the year 2024 and beyond. c. Support the operational closure of the GBVPR-II implementing partners to be discontinued in the extension phase. d. Serve as the Secretariat for the GBV sector coordination at the federal level. e. Work in close coordination with other related units/programs particularly the Policy, Advocacy, and Partnership Unit for the successful implementation of the policy and other related activities. f. Support the startup of EWPN program interventions in Karnali Province-working in close coordination with implementing partners and Provincial and Local Government. g. Monitoring and Supervision of EWPN interventions in Madhesh, Karnali, and Sudur Paschim Provinces. h. Draw linkages and synergies between GBVPR and EWPN interventions and propose realignment of activities to reflect the synergies.
Duration and working schedule:	The consultant will be paid monthly. The consultancy will start from 15 February 2024 to 14 January 2025.
The place where services are to be delivered:	The consultant will work in the UNFPA Country Office in Kathmandu.
Delivery dates and how work will be delivered (e.g. electronic, hard copy, etc.):	<ul style="list-style-type: none"> ● Detailed implementation plan of the GBVPR interventions as part of the project extension- by 28 February 2024. ● Complete process documentation for the implementing partners' selection from July 2024 to June 2026.

	<ul style="list-style-type: none"> • Effective operational closure and documentation of the consortium lead partners by August 2024. • Timely finalization and submission of the semi-annual report as well as the GBV Yearly Program of Operations report in line with the extension plan. • GBVPR knowledge products are finalized, documented, and disseminated as part of the GBV sector coordination efforts. (Health Response to GBV training manual infused with GTA; multi-sectoral GBV service providers training plans – incorporates GTA content; GRB and GTA training manual finalized; the curriculum used as part of the GBV prevention interventions as part of GBVPR – Sammanit Jeewan, Rupantaran, family dialogue, opinion leaders dialogue, and Community Based Organizations dialogues) are finalized, archived and disseminated further with relevant colleagues and partners. • GBV sector coordination meetings take place within agreed timelines and agreed action points are effectively implemented. • Policy-related activities successfully implemented and disseminated. • Coordination built-in with the Implementing partners and government agencies in Karnali Province • EWPN activities are closely monitored and supervised. • Synergies built between GBVPR and EWPN interventions.
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The consultant will submit the progress of the work every month with the task performed for each in a timesheet.</p>
<p>Supervisory arrangements:</p>	<p>S/he will work under the overall technical guidance and supervision of the UNFPA GBVPR program Specialist and in close collaboration with the Output 2 lead and program teams at the country office and provincial offices.</p>
<p>Expected travel:</p>	<p>The consultant will work in person in the UNFPA country office and will be required to travel for field visits.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The consultant will have the following qualifications, experience, and competencies:</p> <ul style="list-style-type: none"> • Advanced degree in social studies, management, or international cooperation. • Five years of relevant experience in the development field, especially in partner/grant management, especially with UN agencies or development partners. • Knowledge of governance and awareness of the development work of civil society organizations, preferably in Nepal. • Knowledge and experience of working with civil society organizations/INGOs/UN agencies/Donors will be an asset. • The consultant should have the ability to organize work independently with minimum supervision.

	<ul style="list-style-type: none"> • He/she also has to work productively in a multicultural team and be able to work under pressure, gain support from others, and produce quality work. • Excellent communication and writing skills. • Fluency in English is required and knowledge of the Nepali language is an asset.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>The consultant will have access to UNFPA email</p>
<p>COA</p>	<p>ZZM25</p>
<p>Other relevant information or special conditions, if any:</p>	
<p>Signature of Requesting Officer in Hiring Office</p>	
<p>Reviewed by:</p>	
<p>Reviewed by:</p>	
<p>Approved by:</p>	