

**TERMS OF REFERENCE**  
**Financial Management Specialist**  
**Institutionalizing Gender Based Violence Response in Nepal (P180665)**

**A. Context**

1. GBV continues to remain one of the acute challenges facing the country. The incidence and prevalence of GBV in Nepal has increased slightly between 2016 and 2022 with the percentage of Nepali women who report having experienced physical or sexual violence increasing from 23.4 to 23.8 percentage in the same period (NDHS 2016 p.352, NDHS 2022 p.466).
2. With the 2017 Local Government Operation Act (LGOA), Provincial and Local Governments (PLGs) became responsible, almost overnight, for delivery of an array of social services, including the provision of services for survivors of GBV. However, there are significant gaps in municipalities' capacity to deliver GBV services with an absence of a functioning GBV coordination system that links municipal, provincial, and federal-level response mechanisms. The Ministry of Women, Children, and Senior Citizens (MOWCSC) at the federal level continues to be the national agency responsible for policies, standards and laws related to prevention and rehabilitation of GBV survivors (Government of Nepal (Division of Functions) Regulations, 2074 BS). The district level offices of the Ministry that supported direct administration of GBV services in the previous unitary structure have been dissolved with staff assimilated into the newly formed PLGs. This dissolution led to policy uncertainty and disruption of relevant services in the early stages of the transition and the capacity of PLGs to respond to GBV cases remains limited and uneven, with the technical expertise and institutional knowledge of GBV services remaining in the federal line ministry. This has led to an uneven provision of GBV services across the PLGs, with limited coordination and support between them and the federal level.
3. The Ministry of Women, Children, and Senior Citizens (MoWCSC) is implementing World Bank funded project 'Institutionalizing Gender Based Violence Response in Nepal', working directly with the PLGs. In this new project, the MoWCSC will support the development of a functioning coordination system that links municipal, provincial, and federal-level GBV response mechanisms, and will provide direct support to the PLGS to fulfill their new service provision mandate.
4. These Terms of Reference (TOR) have been prepared for the purpose of recruiting a consultant in the role of Financial Management Specialist who will work closely with the Project Coordinator in the implementation of the project 'Institutionalizing GBV Response in Nepal'.

**B. Project Description**

5. The project objective is to increase women's and girls' access to multisectoral GBV prevention and response services in select municipalities. It will be implemented over a period of three years (2023-2026). The direct project beneficiaries will be 49,000 women and girls who have experienced violence and who will benefit from better access to quality services. The project will be implemented in Lumbini and Koshi Provinces to provide a "demonstration effect" on viable models for replication and scale-up across the country. The project will work in four municipalities in Koshi

Province (Mechinagar, Urlabari, Dhankuta and Bhotkhola) and two municipalities in Lumbini Province (Tilottama and Ramgram).

6. The project has four components mainly, **Component 1:** will finance technical assistance and consultancy services to deliver capacity-building sessions to new coordination structures at local levels. Municipal GBV Platforms will coordinate service delivery, with upward linkages to provincial and federal levels, and downward linkages to ward-level frontline workers and civil society organizations for GBV response and services. Two Provincial GBV Support Service and Coordination Committees (GBVSSCC) in Koshi and Lumbini provinces will support the Municipal GBV Platforms in the development and quality enhancement of tools, guidelines, and standard operating procedures (SOPs). The component will also include revival of GBV Information management system (GBVIMS) to safely collect, store, manage, and share data for incident monitoring and case management; **Component 2:** aims to increase service provision and its quality by establishing key service delivery models and strengthening technical capacity of government service providers. Across the six municipalities, four key models of GBV service delivery will be tested which includes a) caseworkers recruited, trained and integrated into rural health outposts, b) Roaming mobile clinics will provide services to survivors in very remote, hard-to-reach areas, c) Physical spaces/venues dedicated for women and girls to access psycho-social support and age-appropriate case management and referrals, and d) community response model through training and mobilization of local women leaders to facilitate broad access to services; **Component 3** activities focus on changing harmful attitudes and practices of first responders so that women's overall access to services are aligned with international standards of care for GBV survivors. The component will design and deliver targeted behavior change communication strategies, conduct periodic knowledge, attitude and practice (KAP) surveys of first responders, provide technical assistance, and encourage to change harmful practices of the police and Judicial Committees; and **Component 4** will finance consultants, consultancy services, goods and operating costs for the MoWCSC and local governments specifically in establishing Project Management Unit (PMU) and Project Implementation Units (PIUs), technical assistance for developing project MIS, implementation of periodic beneficiary feedback survey, and knowledge sharing activities including exposure visit.
7. The project will be implemented by the MOWCSC with technical support from National Level GBV Service Provider. There is a designated Project Management Unit (PMU) with Project Director, Project Manager, Program Officer, M&E Officer, Women Development Officer, and Finance Officer at the federal level and, Project Implementation Units (PIU), supported by municipal GBV Service platforms under local governments who would oversee, monitor, and guide the implementation of the project. At the provincial level, GBV Service and Coordination Committees (GBVSSCC) will be established for technical support, each in Lumbini and Koshi provinces.

### C. Objectives and Scope of Work

8. The overall objective of the Financial Management Specialist is to assist the PMU in coordinating and managing the financial management functions of PMU and PIUs to ensure all project funds are used for the intended purpose and with due attention to considerations of all economy and efficiency; and ensure full compliance with WB's financial management and disbursement requirements as well as with the financial covenants of the grant agreement. He/she will help on all the project related financial management matters for producing and consolidating all the reports

relating to financial matters of PMU/PIUs as required by the Government of Nepal and WB. He/she will coordinate and provide guidance to the Finance and Administration Officers of the Project and will work in close collaboration with government and WB to ensure the overall improvement of the project financial management, particularly through following up with the agreed Financial Management Action Plans (FMAPs), matters as outlined in the Project Operational Manual (POM) of the WB as well as the recommendations of external auditors and internal auditors. He/she will:

- (i) Provide support in setting up and operationalizing the agreed FM arrangements including the roles and responsibilities between the PMU and the PIUs to ensure the effective project implementation and flow of financial information.
- (ii) Provide capacity building/on the job coaching and skills transfer related support to the project's Finance and Administration Officers in the PIUs to ensure they are aware of their duties and the relevant sections of project documents including the grant and project agreements and POM
- (iii) Train and coach, the project's finance and administration officers in the PIUs in accounting and financial management as per the Government's systems and procedures.
- (iv) Assist the PMU/PIUs in preparing annual budget estimates and in maintaining proper budget controls as well as in monitoring budget execution.
- (v) Support the project in ensuring compliance with the financial covenants outlined in the WB loan/grant agreement.
- (vi) Support the PMU/PIUs in implementing the Financial Management Action Plans (FMAPs) as agreed with WB and outlined in the POM.
- (vii) Review the adequacy and effectiveness of internal controls and make recommendations for improving systems and tools including the areas of accounting software; segregation of duties, level of authorization; written financial management procedures as well as monitoring and reporting.
- (viii) Support the PMU and the PIUs in ensuring that (a) all payments are duly prepared, reviewed, authorized, and recorded in the accounting system correctly and in a timely manner, and (b) all expenditure items meet the eligibility criteria as defined in the WB grant agreement, and are supported by adequate documentation (invoice, contracts, evidence of payments etc.) as outlined in the WB disbursement handbook.
- (ix) Conduct quarterly analysis of PMU and the PIU's account balances in the General Ledger and verification of trial balance and make necessary corrections and adjusting entries as required.
- (x) Conduct periodic analysis of and follow-up on outstanding advances under the project (if any).
- (xi) Conduct an analysis of the financial execution of the approved budget (budget-to-actual by activity) as well as financial vs physical progress. Analyze and document for any significant variations.
- (xii) Support the PMU and the PIUs in conducting and preparing quarterly reconciliation of the project disbursement records and WB's disbursement data to ensure the correctness and completeness of the project records. Follow up on any discrepancies to ensure these are resolved in a prompt manner.
- (xiii) Support the PMU and the PIUs in conducting monthly reconciliations of all project bank accounts. Analyze and follow-up on all reconciliation items.
- (xiv) Support the PMU and the PIUs in maintaining an up-to-date fixed asset register covering all assets constructed and purchased under the project.

- (xv) Support the PMU in secretarial functions related with the (a) drafting of the minutes, (b) send draft minutes to Chairperson for review, (c) distribute minutes to members including a reminder calendar invite detailing time and location of the meeting, (d) preparation of the presentations, and briefing/background notes as required.
- (xvi) Manage all correspondence related to administration and finance.
- (xvii) Conduct frequent field visits for monitoring and supervision.
- (xviii) Assist the PMU and the PIUs in preparing withdrawal applications and in collection and filing of all supporting documentation in accordance with WB loan/grant disbursement handbook.
- (xix) Assist the PMU and the PIUs in (a) preparing and submitting the quarterly financial reports and annual audited project financial statements in the agreed format and in a timely fashion, as well as (b) reconciling the project accounts with the WB disbursement data to ensure all funds disbursed by WB are correctly reflected in the periodic financial reports and the project financial statements.
- (xx) Support the PMU and the PIUs in ensuring that all financial records are orderly filed and stored physically in a safe location and a daily/weekly electronic back up is maintained on an external server or hard drive and updated regularly.
- (xxi) Support the PMU and the PIUs in the follow-up of internal and external audit recommendations to further improve the internal controls of the project.
- (xxii) Assist the PMU and the PIUs in implementing financial recommendations as agreed between the project and WB during review mission.
- (xxiii) Preparation and submission of the (a) disbursement reports, (b) SOE/withdrawal application to WB, (c) audit reports, and (d) project completion report

#### 9. Qualifications and Experience:

The specialist should have a master's degree in commerce/business administration/business studies with professional accounting qualifications such as CA, ACCA, or CPA. Has an overall 7 years of working experience and 5 years of experience in financial management functions for the implementation of the project in partnership with government entities, public, or private sector. Has experience in similar capacity and sound knowledge of preparation of withdrawal application, project account of donor funded project and knowledge in the areas of and grant management, computerized accounting system including LMBIS/PLMBIS system of the Government of Nepal and WB procedures/policies shall have added advantage. Good communication skills in English and Nepali.

#### 10. Duration and Location:

The consulting services will span over a period of 36 person-months, with an intermittent input of 12 months. The initial engagement period will be of 6 months, tentatively from January 15, 2025, to June 15, 2026. Any extension beyond June 15, 2026 will be subject to the project being extended beyond its current closing date of July 31, 2026. Should the project not be extended, the contract will automatically be deemed terminated at the end of the initial engagement period of June 15, 2026.

Duty Station shall be Kathmandu. The consultant will be required to pay a field visit at regular interval.

#### 11. Reporting:

The Financial Management Specialist will report to the Project Coordinator/Project Management Unit (PMU) and work under the guidance of the Project Coordinator.

