

TERMS OF REFERENCE
Procurement and Contract 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 Procurement and Contract 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 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 Procurement and Contract Management Specialist is to assist the PMU and PIUs in preparation and review of procurement documents and assist in procurement capacity building. He/she will:

- (i) Prepare and process approval of project procurement plans for PMU and PIUs through the World Bank's STEP system; considering the cost estimate, appropriate procurement methods, market survey etc.
- (ii) Support the PMU based at MOWCSC and PIUs at the local level, in the procurement of goods, works and consulting services, according to the agreed procurement procedures, stated in the Financing Agreement of the Project. The consultant will support in preparation of various kinds of procurement documents such as bidding documents/RFQ documents/Request for Proposal Documents, evaluation criteria, contract agreements, etc.
- (iii) In close coordination with the technical team, the Consultant will assist in the preparation of Terms of References, specifications, cost estimates, etc.
- (iv) The Consultant will assist in receiving, and opening of bids, evaluation and prepare evaluation reports.
- (v) Assist in preparing and updating the PPSD and POM, as and when necessary.
- (vi) Assist in enhancing procuring capacity of PMU/PIU, through relevant procurement trainings/hand-holdings to PMU and PIUs. The consultant will assist PMU and PIUs in maintaining procurement records/contracts and other documentation required for audit and procurement progress reporting
- (vii) The Consultant shall assist to upload all procurement documents and processes in the STEP on a real time basis.
- (viii) Assist PMU/PIU in use of e-GP, in collaboration with PPMO.
- (ix) Prepare and present as necessary progress report on procurement progress in the meetings and review missions with the World Bank.
- (x) Assist in timely endorsement and signing of key documents related to procurement.
- (xi) Assist PMU/PIU in drafting various correspondence letters to the bidder/contractor related to contract administration.
- (xii) The Consultant shall assist in maintaining procurement records/contracts and other documentation required for audit and procurement progress reporting,
- (xiii) Carry out field verification, if needed, and assist PMU and PIU in finalizing variation orders.
- (xiv) Assist PMU/PIU in coordinating with consultants/suppliers/contractors to hold meetings with them to resolve critical issues, if any.
- (xv) Assist PMU/PIU in contract management such as tracking timely deliverables, payments, timely completion of contracts, processing extension of contracts, , if necessary, etc.
- (xvi) Assist PMU/PIU in processing documents and resolving procurement complaints, if any.

9. **Qualifications and Experience Requirements:**

- Should have a minimum of Bachelor's degree in Economics, Accounting, Business Administration, Civil Engineering, or related field. However, Masters' Degree in relevant subject will be preferred.
- General work experience of at least 10 years.
- Relevant work experience of at least 7 years on public procurement in Government/donor agencies, bi-lateral/multi-lateral agencies/NGO and INGOs.
- Relevant work experience as a Procurement Consultant, in projects financed by the Government, donor agencies, NGO/INGOs, will be preferred.
- Trainings undertaken on Public Procurement, Contract Management will be preferred.

- Familiarity with the World Bank's Procurement Procedures and Contract Management, substantiated by involvement in procurement functions, is highly preferred.
- Good communication skills in English and Nepali
- Proficient in using Microsoft Office packages such as Word, Excel and Power Point etc.

10. Duty Station and Duration of Services:

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.

11. Reporting Requirements:

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