

**TERMS OF REFERENCE**  
**Program 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 Program Specialist (including the additional responsibilities of environmental & social risks/impact management) who will work closely with the Project Coordinator in the PMU for 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 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 (GBVSCC) will be established for technical support, each in Lumbini and Koshi provinces.

### C. Objectives and Scope of Work

8. The overall objective of the Program Specialist is to support the Project Coordinator in PMU in the daily implementation of the project activities including ensuring the activities aligned with the Environmental and Social Framework (ESF) and Environmental and Social Standards(ESSs) and take

responsibility to ensure the project management can follow with the actions as mentioned in the project's environmental and social commitment plan (ESCP).He/She will be closely work and coordinate with E&S focal persons nominated in PIUs.

Key responsibilities include:

#### *Project Management and Implementation Support*

- Assist the Project Coordinator with the planning, execution, and monitoring of project activities.
- Contribute to the development of project strategies and work plans, ensuring integration of environmental and social considerations.
- Support the coordination and integration between all components of the project.

#### *Compliance of Environmental and Social Commitments*

- Ensure the project's activities compliance with the World Bank ESF and its ESSs.
- Prepare required E&S instruments such as E&S Screening Checklists, E&S Standard Operating Practices (SOPs), E&S Codes of Practice (ESCOPs), and others.
- Support E&S focal person at PIUs, GBV Service Provider team to conduct E&S screening of each activity and to comply with the E&S standard operating practices during implementation
- Provide support to PMU on ensuring E&S clause with budget line item while evaluating bidding document of GBV SP

#### *Capacity Building and Technical Assistance*

- Develop and deliver training and capacity building activities related to environmental and social risk management for PMU and six PIUs.
- Provide technical advice on the integration of E&S measures into project activities.
- Ensure the establishment of a Project Grievance Redress Mechanism, and thereafter its effective functioning, in coordination with the PIUs and GBV Service Provider.
- Support Project Coordinator in the supervision and liaison with the project GBV service Provider to
  - design, establish, and manage safe spaces and mobile clinics,
  - conduct capacity building trainings for the PMU and PIUs caseworkers, psychosocial counsellors first responders, local GBV service providers, communities; and for other key stakeholders of the project,
  - develop standard SOPs and guidelines on safe spaces, mobile clinics, GBVIMS and support in developing/amending other GBV prevention, response, and survivor support guidelines and SoPs,
  - conduct periodic KAP and engage in advocacy to raise awareness on GBV issues and advocates for policy changes when necessary,
  - facilitate knowledge sharing and exchange of best practices with

#### *Coordination*

- Support in maintaining engagement with stakeholders, including local communities, civil society, and government entities for aligning and collaborating project activities, in accordance with the Project Stakeholder Engagement Plan.

*Reporting and Documentation:*

- Prepare the project's six-monthly environmental and social performance reports.
- Support in reviewing, compiling and finalizing regular reports on the status of project activities aligning with environmental and social commitment plan, documenting progress, challenges, and lessons learned.
- Contribute to the project's knowledge management by capturing and disseminating findings and outcomes.

9. Qualifications and Experience:

- Minimum Bachelor's degree in Social/Environmental Sciences or related field
- A of 6 years of experience in program implementation, with a significant focus on environmental and social risks/impacts management.
- Demonstrated understanding of and experience with environmental and social framework and its standards, particularly in the context of development projects.
- Strong analytical, problem-solving, and decision-making skills.
- Excellent communication and interpersonal skills, with a proven ability to work effectively with a wide range of stakeholders.
- Knowledge of the local language(s) and context in Nepal, with an understanding of the challenges related to GBV prevention and response.
- 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 24 months. The initial engagement period will be of 12 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 Program Specialist will report to the Project Coordinator/Project Management Unit (PMU) and work under the guidance of the Project Coordinator.