

TERMS OF REFERENCE
Project Coordinator
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 Project Coordinator who specializes in GBV prevention and response, and will be responsible for supporting the Project Management Unit (PMU) in implementing 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 Project Coordinator is to support the Project Management Unit (PMU) in the daily management and implementation of the project, ensuring effective coordination, monitoring, and reporting of project activities. The Project Coordinator will lead the day-to-day management of the project and ensures close and effective communication and collaboration between the PMU and the World bank. Key responsibilities include:

Project Management Support:

- Overall coordination and management of project activities, ensuring alignment with project objectives and timelines.
- Support the PMU in the implementation of project components, including the creation of functioning GBV institutional response mechanisms at the municipal level, public dialogues and awareness campaigns, and tracking impact through monitoring and evaluation.
- Support preparation of annual implementation plans by PMU and all PIUs.
- Ensure activities are within schedule and budget and minimize any kind of risks.
- Ensure effective operation of Project Steering Committee and support PMU in convening PSC meetings, update PSC on project progress, relay issues and document advice for further action.
- Support PMU in tracking and monitoring activities.
- Supervise inputs of M&E and all other specialists.
- Undertake primary role in day-to-day management of the office; supervise administrative and other staff; ensure all financial accounts are dealt with appropriately as per WB and government's regulations.
- Supervise all individual consultants in the PMU.

Monitoring and Evaluation:

- Design and implementation of the monitoring and evaluation plan for the project, including baseline and endline assessments, tracking of intermediate outcomes, and documentation of project impacts.
- Support the preparation of end line surveys, client satisfaction surveys, and other assessments for the project's Implementation Completion Report (ICR).

Coordination:

- Facilitate multi-stakeholder consultations, including with development partners and civil society organizations, to enhance coordination and knowledge exchange.
- Ensure regular dialogue with all tiers of government stakeholders on improved service provision and the incorporation of quality service provision into municipal plans and budgets.
- Liaise with locals GBV Service Providers, frontline responders and other stakeholders for effective implementation of project activities.
- Engage with non-governmental GBV actors and national civil society (women's rights organizations, organizations of persons with disabilities, LGBTQI, women migrant organizations), identify appropriate mechanisms for working with and collaborating with national and sub-national authorities on GBV issues.

Capacity Building and Technical Assistance:

Work closely with and supervise the 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 other

Reporting and Documentation:

- Prepare project progress reports, including the documentation of lessons learned, challenges, and achievements.
- Dissemination of project experience and lessons to interested parties across the World Bank and other relevant platforms.

D. Qualifications and Experience

- Minimum master's degree in social sciences or related field
- 10 years of professional experience, with at least 7 years of experience in project management and coordination, preferably in the field of gender-based violence prevention and response or related sectors.
- Strong understanding of monitoring and evaluation processes, including experience in conducting baseline and endline assessments, and tracking project outcomes.
- Excellent coordination and communication skills, with the ability to engage effectively with diverse stakeholders, including government agencies, civil society organizations, and development partners.
- Knowledge of gender-based violence issues, institutional response mechanisms, and capacity building approaches.
- Sound knowledge and experience with GBV issues, and challenges faced by diverse economic and social groups in Nepal.
- Experience in working with multi-stakeholder platforms and facilitating knowledge exchange activities.
- Good communication skills in English and Nepali

E. Duration and Location

9. The consulting services will span over a period of 36 person-months, with an intermittent input of 30 months. The initial engagement period will be of 15 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.

F. Reporting

10. The Project Coordinator Consultant will report to the Project Manager or designated authority within the PMU.

