

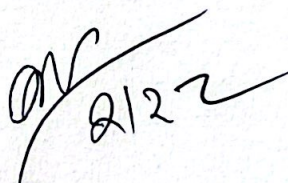
**TERMS OF REFERENCE**  
**Monitoring and Evaluation Specialist**  
**Institutionalizing Gender Based Violence Response in Nepal (P180665)**

**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 Monitoring and Evaluation 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 Support Service and Coordination Committees (GBVSSCC) will be established for technical support, each in Lumbini and Koshi provinces.

### C. Objectives and Scope of Work

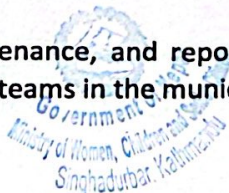
8. The overall objective of the Monitoring and Evaluation Specialist is to track progress of all project activities against the implementation schedule and other monitoring indicators. He/she will be responsible for developing a monitoring strategy for collecting and analyzing project outputs and

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outcomes, data compilation and maintenance, and reporting. He/she will work closely with the Project Coordinator at the PMU and PIU teams in the municipalities. He/she will:



- (i) Develop monitoring strategy for collecting and analyzing project outputs and outcomes by developing a clear M&E framework.
- (ii) Establish and maintain computer-based result-oriented project M&E system and plan of action which captures project progress against set indicators and other monitoring targets (with disaggregation by sex, social identity, age and other variables as necessary), financial and physical progress of each project output.
- (iii) Develop and maintain project Management Information System (MIS) and database against the monitoring indicators and targets as set out in the Project Results Framework for regular quarterly reporting, and as and when required, including detailed data of activities under each project output.
- (iv) Orient PMU and PIUs on the MIS and M&E system to collect, compile and document project data (activities under all outputs and monitoring indicators/targets), and facilitate periodic data reviews and learning sessions at PMU and PIU levels to track progress, support adaptive management and course correction.
- (v) Orient and liaise with provincial ministries, municipalities, and GBV service providers in data keeping, compiling, and reporting system and to report data to PIUs and PMU.
- (vi) Provide regular technical backstopping to PMU and PIUs to maintain project database, and timely and accurate reporting.
- (vii) Lead the design and procurement processes for baseline, midline, and endline surveys and process evaluation (for innovative activities like safe space, mobile clinic, social and behavior change communication (SBCC) etc.); and ensure quality assurance during implementation and reporting of various surveys and evaluation reports.
- (viii) Lead capacity building trainings to data specialists in all PIUs.
- (ix) Review, manage and report on progress performance and compliance with E&S Framework, and make adaptations/take corrective measures based on monitoring data.
- (x) Physically monitor the activities implemented by national level GBV service providers and other contractors of the Project, and provide quality assurance on data supplied by them.
- (xi) Prepare high quality quarterly and annual reports, including updated results framework data and compliance with E&S Framework; as well as other ad-hoc reporting as required with disaggregated data by sex, age, disability, caste/ethnicity, geography, and other relevant social stratifies to assess equity and inclusion in service delivery.
- (xii) Participate in project review missions and support to present project status and prepare mission reports. Lead regular supervision missions to review M&E systems and to ensure data collection and entry according to the M&E framework.
- (xiii) Coordinate in the preparation of project completion report of government to submit to World Bank.
- (xiv) Ensure that all monitoring tools, indicators, and data collection approaches are aligned with ethical and survivor-centered GBV data principles, including informed consent, confidentiality, and 'do no harm' approaches.
- (xv) Develop monthly reporting formats for progress reporting by PMU and PIUs, and compile report.
- (xvi) Support refinement and periodic updating of the Project Results Framework in collaboration with the World Bank and MoWCSC, based on emerging implementation realities.



**9. Qualifications and Experience:**

Should have a master's degree in statistics, social science, economics, development studies, or related field. With at least 10 years of experience in M&E in development programs and minimum of 5 years of direct experience in M&E of gender or GBV-related programs. Demonstrated understanding of ethical principles and best practices in GBV data collection and management is essential. Experience working on a World Bank-funded project will be considered an asset. The candidate should also have demonstrated strong writing, reporting and presentation skills and may be requested to submit a writing sample.

**10. Duration and Location:**

The consulting services will span over a period of 36 person-months, with an intermittent input of 18 months. The initial engagement period will be of 9 months, tentatively from June 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 undertake periodic field visits to project provinces and municipalities to support monitoring, validation, and capacity building.

**11. Reporting:**

The Monitoring and Evaluation Specialist will report to the Project Management Unit (PMU) and work under the guidance of the Project Coordinator and in collaboration with the World Bank Task Team and National GBV Service Provider.

