

Terms of Reference (ToR) For Drafting the Gender Equality and Social Inclusion (GESI) Policy of Local Government

1. Organizational Introduction:

Rastriya Dalit Network (RDN) Nepal is the national level Dalit organization working in the field of Dalit rights, land rights, Haliya rights, Kamaiya rights and Human Rights through community mobilization, capacity building and advocacy campaigns since the time of its establishment. It is working all over the country in 77 Districts. It has one Dalit activist in each district and 7 provincial chapters formed and functional. RDN Nepal is registered as a non-governmental organization in District Administration Office, Kailali and affiliated in Social Welfare Council in 2003 AD. It organizes the General Assembly each year and election in each three years through democratic practice. It has regular audit and social audit from the very beginning.

2. Summary of the Project:

Title of the Project	Ensuring Access to Justice for Women and Vulnerable Groups through Legal Awareness
Coverage District	FOUR Districts (Bajhang, Dadeldhura, Baitadi and Kailali) of Sudurpaschim Province.
Beneficiaries	Primary beneficiaries: Community People including Women, Dalits and other vulnerable/marginalized groups. Stakeholder beneficiaries: Local Governments as well as representatives from women and vulnerable groups, Judicial Committee, Legal aid service providers/Centers, District Bar Association, government implementing/duty bearer agencies, District Legal Aid Committees and Socio-Legal Aid Center, District Attorney's offices and other Justice Sector Actors, civil society organizations, human rights organization and media etc.
Objectives	Objective-1: To enhance awareness among the women, dalit and other vulnerable groups of people in target areas for claiming their constitutional and legal rights and access to justice. Objective-2: To strengthen knowledge of women, Dalit and vulnerable groups about existing normative framework including fundamental rights related laws, institutional mechanism/ Access to Justice mechanism and policy reform at local government to ensure equal and speedy access to justice. Objective-3: To enhance the role and responsibility of judicial committee through empowering judicial committee's members and widening collaboration with CSOs, local mediation and other government agencies.
Duration	05 August, 2020 to 20 December, 2020
Lead Partner	Rastriya Dalit Network (RDN) Nepal
Collaboration	SAMABESHI Foundation (SF)
Funder	United Nations Development Programme (UNDP)

3. Objective of the Assignment:

The objectives of assignment will be as follows;

- To consult the target groups and relevant stakeholders at project coverage areas for collecting the necessary information to draft the GESI policy

- To prepare the draft Gender Equality and Social Inclusion (GESI) Policy of Local Government (**Dasarathchand municipality of Baitadi, Ajaymeru rural municipality of Bajhang, Thalara rural municipality of Bajhang and Dhangadhi sub-metropolitan of Kailali**) and submit to Rastriya Dalit Network (RDN) Nepal

4. GESI Policy Drafting Team:

The GESI Policy of local government drafting team will be led independent consultant. An expert and professional having expertise on Gender Equality and Social Inclusion (GESI) mainstreaming will take the overall responsibilities for drafting the policy. The team members of RDN Nepal; GESI focal person, Team Leader and social Mobilization/Field officer will provide necessary support to consultant.

5. Scope of Work, and Methodology:

The scope of the work concentrates on measuring the current status of the women and vulnerable groups' at working area and also responsiveness of duty bearers. The consultant should apply participatory methodologies during drafting of GESI policy by involving target beneficiaries and the concerned stakeholders. Both quantitative and qualitative data/information collection methods (e.g. focus group discussion, key informant interview, stakeholder interview, and individual interview by using checklist or semi-structured questionnaire) shall be used. The team should apply standardized sample size and sampling methodology so as to significantly consider women and vulnerable groups (Dalits, Freed Haliyas, Badi and Person with Disabilities-PwDs).

The whole process shall comprise the following steps:

- Preparatory phase:** The preparatory phase includes; Desk review of documents like GESI policy of government of Nepal and other development partners in Nepal.
- Consultation work:** The consultant will consult the women and other vulnerable groups' for questionnaire survey and focused group discussions with rights holder groups, interacts with stakeholders by following the methodology developed above.
- Analysis and write-up:** The Consultant will analyze and interpret the primary and secondary information/data (qualitative and quantitative) by checking validity and consistency. The consultant will draft a GESI Policy. A draft policy will be shared to RDN Nepal for comments and feedbacks. The consultant will submit a final draft policy to RDN Nepal after incorporating their comments, if any.

6. Time Frame and Deliverables:

The assignment consists of 10 working days. Drafting schedule and costs including other matters will be as specified in the contract document. The final draft shall be completed and presented at the end of September, 2020

A tentative schedule for the assignment is as follows:

Activities	Time Allocation
Preparatory Phase	
• Review the existing GESI policy of government and other development partners	2 days
• Develop and finalize methodology and tools	1 Day
Consultation work and Data Analysis	
• Consultation with field level	2 days
• Consultation with stakeholders	1 day
Preparation and Submission of Draft Policy	
• Preparation and submission of a draft Policy	2days
• Feedback collection	2 Day
• Finalization and submission of the final Drafting Policy	

7. Deliverables:

The following deliverables will be expected:

- Finalize the methodology, tools and plan, in consultation with RDN Nepal
- Presentation of the preliminary findings to RDN Nepal
- Draft GESI policy to RDN Nepal
- The final draft GESI Policy of local government(1 hard copy and soft copy) incorporating the feedbacks from RDN Nepal team

8. Copyright:

Copyright of all the documents including the information contained in it will remain solely with RDN Nepal, and includes the right to distribute the material or parts of it to local government bodies.

9. Expertise:

The consultant must possess the following qualifications:

- Excellent and demonstrated understanding on the concept of Gender Equality and Social Inclusion (GESI) mainstreaming, Community-led Action for Governance and Justice including cross cutting issues
- Proven experience of having undertaken similar assignments in the past.
- Willing to respond to comments and questions in a timely and appropriate manner.

10. Focal Person at RDN Nepal:

The Team Leader will be the focal person for the consultant at RDN Nepal.

11. Budget:

The budget for this assignment will be as per the RDN Nepal consultancy policy of consultant and the tax will be deducted in conformity with government policy. RDN Nepal will be responsible to provide agreed amount to the consultant as per agreement. RDN Nepal will not bear excess and unforeseen expenses against agreement between both parties. The total budget for this baseline assessment as mentioned in the project document is **NPR 30,000.**

12. Submission:

The submission should address the expertise required in this TOR and include:

- Curriculum vitae of consultants highlighting relevant qualifications, work experience and knowledge of working in similar field
- Specific roles and responsibilities of consultants
- A concept note of the approach, methodology and work plan
- PAN of Consultant
- Statement that you are eligible to apply

13. Other considerations:

The background, basic setting and relevant issues for the RDN Nepal project can be found in the RDN Nepal files. RDN Nepal will provide assistance to the consultant for the necessary backup materials needed during the drafting GESI Policy if needed.