

**Terms of Reference (TOR) for  
Consultancy service for Local-Level Situation Analysis, Policy & System  
Strengthening Recommendations and costed implementation plan for the  
GBV Information Management System (GBVIMS) and Multisectoral GBV  
Response**

## **1. Background**

Good Neighbors International Nepal has been working in Nepal since 2002 for improving the lives of poor people, especially children through child protection, education, income generation, health services, water, sanitation and hygiene, disaster risk reduction/climate change adaptation, and advocacy programs. Currently, Good Neighbors International Nepal serves marginalized, vulnerable, and poor children, families, and communities in 20 districts across Nepal.

The SAFE-Girls Project, supported by KOICA and implemented by UNFPA in partnership with relevant national and subnational stakeholders, aims to strengthen Gender-Based Violence (GBV) prevention and response systems to better serve adolescent girls and young women. Outcome 2 of the project focuses on system strengthening, particularly the enhancement of the GBV response system in selected project municipalities. This includes improving the functionality, coordination, and data use of the GBV Information Management System (GBVIMS), as well as reinforcing multisectoral coordination among key service providers such as health, police, legal, psychosocial, and social services.

## **2. Propose:**

To conduct a local-level study that assesses the current status of the GBV Information Management System (GBVIMS) and multisectoral GBV response mechanisms in selected project municipalities. The goal is to understand how the existing systems function on the ground and to identify opportunities to strengthen data and information management systems that support a smoother, more coordinated multisectoral GBV response at the local level.

## **3. Objective of the service:**

To review the current situation of GBVIMS and multisectoral GBV coordination mechanisms in the selected municipalities.

To identify key gaps, challenges, and opportunities in local-level data collection, sharing, and use.

To provide practical, actionable recommendations and costed implementation plan to strengthen local policy, systems, and practices related to GBV response.

To promote improved coordination among health, police, legal, psychosocial, and other essential services at the municipal level, guided by the findings of the study

## 4. Scope of the Work

The consultant will focus on the local-level implementation context and will undertake the following tasks:

### 1. Desk Review:

- Review national and sub-national policies, guidelines, and frameworks relevant to GBVIMS and multisectoral coordination.
- Review existing GBV data flow mechanisms and any relevant project documents from the SAFE-Girls and UNFPA's initiative.

### 2. Local Stakeholder Consultations:

- Conduct KIIs and FGDs with the selected municipal-level stakeholders, including local government representatives, service providers, OCMC staff, health personnel, police, and social workers.
- Understand current coordination practices and information flow among sectors involved in GBV response at the local level.

### 3. Situation Analysis:

- Analyze how GBV-related data and information are collected, stored, shared, and used at the municipal level of working **palikas of Rautahat and Sarlahi districts of Madhesh Province and Achham and Bajura districts of Sudurpaschhim Province.**
- Identify barriers to effective data management and coordination, including system-level, operational, or capacity-related challenges.
- Assess the existing mechanisms for multisectoral collaboration in GBV response.

### 4. Recommendations & Roadmap:

- Provide clear, actionable recommendations and costed-implementation plan tailored to each selected municipality on how to strengthen data and information management systems.
- Suggest steps for enhancing multisectoral coordination and integration of services.
- Propose a practical roadmap for local-level capacity strengthening, data use, and system improvement

## 5. Expected Deliverables

The deliverables that Good Neighbors International Nepal expects are as listed below.

- Inception Report detailing methodology, tools, and timeline.

- Draft and Final Situation Analysis Report.
- Recommendations Matrix with activity-wise, municipality-specific actions.
- Costed Implementation Plan.
- Presentation of key findings and recommendations

## **6. Duration and Timeline**

The consultancy is expected to be completed within 23 working days and the final report must be submitted by June 2025. The detailed timeline will be finalized upon contract agreement

## **7. Budget and Mode of Payment:**

The consultant/firm shall submit a financial proposal with a detailed breakdown including applicable VAT/taxes at the time of proposal submission. The budget covers consultancy fees along with travel and accommodation costs and other applicable budget lines (as per the agreed budget). The final budget will be agreed between Good Neighbors International and the consultant/firm prior to signing the agreement

- a. The payment shall be made to the account of the consultant/firm.
- b. The payment shall be made through an Account Payee cheque or online bank transfer to the consultant/firm's account.

## **8. Acceptance of ITB**

All rights to accept or reject a proposal, with or without giving any reasons, shall be reserved with Good Neighbors International Nepal. If deemed necessary, the service providers shall be asked for modifications.

## **9. Management of the Service**

The consultant/firm is expected to maintain the highest level of research ethics during this assignment. Good Neighbors International Nepal is a child-centered organization and highly sensitive toward child rights and protection. The consultant/firm taking over this assignment is expected to demonstrate the highest degree of sensitivity towards child rights and protection.

The selected consultant/firm shall be accountable for the delivery of the expected quality report within the stipulated time and location.

## **10. General Qualification of the Consultant/firm**

All the consultant/firm registered under the authorized agency of the government of Nepal having the experience in the related field is eligible to apply with their proposals. The consultant/firm with expertise as outlined below:

- a) Individual consultant should have PAN

- b) Consultant company/firm should have PAN, Company registration, VAT registration and Tax clearance certificates etc.

## 11. Documents to be Submitted by the consultant/firm

The individual consultants or registered company shall submit an application with the following documents:

### A. Technical and financial proposal

- Technical proposal: A concept note including the approach, methodology and work plan, flowchart, and timeline of activities.
- Signed CVs of the proposed team
- Financial proposal Detailed budget breakdown of service costs and travel costs including taxes.

### Additional documents including the proposal

#### (a) For registered company:

- Organization profile with relevant experiences
- A copy of company/firm registration
- A copy of tax clearance certificate
- VAT/PAN registration
- Audit report (latest year)
- Any other relevant documents

#### (b) For individual consultants:

- Copy of PAN/VAT Registration of Team
- Other relevant documents that demonstrate the experience of the proposed team.

Interested consultant/firms/companies are requested to submit the bid in a sealed envelope clearly marked with “**Proposal for Consultancy Service for Local-Level Situation Analysis, Policy & System Strengthening Recommendations and costed implementation plan for the GBV Information Management System (GBVIMS) and Multisectoral GBV Response**” or email at [eo@gninepal.org](mailto:eo@gninepal.org) by 17:00 Hrs (Nepal Time) **13<sup>th</sup> May 2025** at Good Neighbors International Nepal Karmachari Sanchaya kosh Bhawan, 5<sup>th</sup> Floor, Lagankhel, Lalitpur Nepal.

For Electronic (email) submission, financial proposal shall be submitted in PDF format protected with a password. The password shall be sent via email only upon request from procurement/logistics dept.

Good Neighbors International Nepal reserves all rights to make the final decision regarding selecting the printing press/company without any obligations.

All employees and consultants must adhere to Good Neighbors International Nepal 's code of conduct, specifically the provisions related to child safeguarding, and Protection from Sexual Exploitation and abuse (PSEA). Any instances of misconduct will be promptly investigated and addressed following our protocols.