

Terms of Reference
Developing an Integrated, Comprehensive, Coherent and Holistic
Model National Care Policy for Nepal
in collaboration with National Planning Commission and UN Women

Title	Policy Consultant
Place of Assignment	Home-based with travel
Start date	April 2025
End date	August 2025
Total working days	60 days

Background

Care is central to human, social, economic and environmental well-being, and sustainable development. Care work, paid and unpaid, is essential to all other work. A well-functioning and robust care economy contributes to a healthier present and future workforce, creates jobs, supports businesses and enhances productivity.¹ Care needs are persisting and increasing across the world due to demographic and labour market trends compounded by health, humanitarian, economic, and environmental crises.²

The care economy comprises care work, both paid and unpaid, and direct and indirect care, its provision within and outside the household, as well as the people who provide and receive care and the employers and institutions that offer care.³

Care work consists of two overlapping activities: **direct, personal and relational care activities**, such as feeding a baby or nursing an ill partner; and **indirect care activities**, such as cooking and cleaning. Unpaid care work is care work provided without a monetary reward by unpaid carers. Unpaid care is considered as work and is thus a crucial dimension of the world of work. Paid care work is performed for pay or profit by care workers. They comprise a wide range of personal service workers, such as nurses, teachers, doctors and personal care workers. Domestic workers, who provide both direct and indirect care in households, are also part of the care workforce.⁴

¹ Outcome of the General Discussion Committee on Decent Work and the care economy, Accessed at: Outcome of the Standard-Setting Committee on biological hazards: Resolution and conclusions

² The Global Accelerator on Jobs and Social Protection for Just Transitions report

³ Outcome of the General Discussion Committee on Decent Work and the care economy, Accessed at: Outcome of the Standard-Setting Committee on biological hazards: Resolution and conclusions

⁴ Addati, L, Cattaneo, U, Esquivel, V and Valarino, I (2018) Care work and care jobs for the future of decent work, ILO, Accessed at: [wcms_633166.pdf](#)

Care Economy in Nepal

While Nepal has taken significant steps towards advancing women's economic empowerment, several gaps remain. The gaps include low female labour force participation (LFP) rate (26.3 per cent compared to 53.8 per cent male LFP)⁵; lower weekly hours worked for pay or profit⁶, and a higher burden of unpaid care work⁷. As per Nepal Labour Force Survey 2017-18, women carried out 85 per cent of daily unpaid care work, spending a total of 29 million hours a day cumulatively compared to 5 million hours spent by men in Nepal.⁸

Among "inactive persons", 39.7 per cent of women indicated "unpaid care work" as the main reason for being outside the labour force, while only 4.6 per cent of men indicated the same reason.⁹ Moreover, Nepal has a high prevalence of self-employed workers, especially contributing family workers, concentrated in the informal sectors; a fact that allows self-employed workers to combine work for pay or profit with unpaid care work.¹⁰ However, this type of work often comes with decent work deficits, with less likelihood of protection under the labour laws, poor access to social protection measures, exploitative working conditions, and increased vulnerability to external shocks (such as COVID-19).

Particularly women, young workers, and those engaged in non-agricultural activities have been the most severely affected by the COVID-19 pandemic. With sectors providing employment still in the process of recovery, income of wage workers and informal workers have been severely impacted. This has deepened pre-existing gender inequalities as women were already overrepresented among the underpaid and unprotected workers.¹¹ A total of 28 per cent of men and 41 per cent of women reported a loss of job during the 2020 lockdown¹²; and the number of women not engaged in paid work increased by 337 per cent in 2020.¹³ Significant increase in women's unpaid workload, depletion of their emergency savings, increased emotional and physical stress due to a lack of coping strategies and the considerable increase in gender-based violence (GBV) amid inadequate mechanisms to respond to it during the COVID-19 crisis have also been noted.¹⁴

The UN Women and ILO Joint Programme 'Promoting Decent Employment for Women through Inclusive Growth Strategies and Investments in Care' undertook an assessment to understand coverage gap in health and education and analysis of investment returns as per the policy tool **A guide to public investments in the care economy**. By investing 272, 232 million NPR to meet Nepal's care coverage gaps in education and health (enrolled out

⁵ NLFS 2017

⁶ As per NLFS, the weekly hours worked for pay or profit was 33.3 hours for women with 3 or more children under six years of age, while it was 44.7 hours for men with 3 or more children under six years of age.

⁷ The time-use survey has not been initiated in Nepal, so the relevant data is not available and thus relying on the NLFS for somewhat related statistics.

⁸ <https://ilostat.ilo.org/millions-of-hours-spent-daily-on-unpaid-work-evidence-from-asia-and-the-pacific/>

⁹ NLFS 2017/18

¹⁰ Ilo. 2018. Care work and care jobs for the future of decent work, p.80.

¹¹ According to NLFS 2017, 90.5 percent of female work force are working in informal economy.

¹² Rapid Assessment of the socio-economic impact of COVID 19 in Nepal' by UNDP in 2020

¹³ Rapid Gender Analysis (RGA) on COVID 19 Nepal the RGA was jointly conducted under the leadership of MoWCSC along with UN WOMEN, Save the Children, with CARE Nepal being the technical management lead. to understand the gender differential impacts of COVID-19 on vulnerable and excluded groups and how existing gender and social inequalities have been exacerbated by the pandemic in the community and in quarantine situations in Nepal.

¹⁴ National Women Commission's Initiatives in Responding to and Reducing Gender-based Violence during Lockdown, Integrated Platform for Gender-based Violence Prevention and Response (Sambodhan), August 2020

of school and dropouts and address teachers' gap), and health (as per SDG indicator), a total of 1,386,000 jobs will be generated (directly and indirectly), at least 60 per cent of which will be filled by women. This evidence clearly projects that increase in public investments in care sectors will generate more decent employment for women.

The recent ILC *Resolution concerning decent work and the care economy*¹⁵ emphasized the role that the COVID-19 pandemic played in demonstrating the critical role of care. It called for urgent action to address decent work deficits in the care economy and build its resilience against challenges facing the world of work – including demographic shifts, technological developments, and climate change. Societies and economies depend upon unpaid and paid care work to function, and to sustain human, social, and economic development. Care activities and relations involve meeting the physical, psychological, and emotional needs of adults and children. Care comes in many forms, including childcare, long-term care, support services, education, and healthcare.

Recent international developments on the care economy

Many studies from the ILO have shown that investing in care can improve working conditions for care workers, enhance skills, tackle occupational segregation, and address the unequal distribution of unpaid care work.

The ILO Global report on Care at Work: Investing in Care Leave Policies and Care Services for a More Gender-Equal World of Work that provides a global overview of national laws and practices regarding care policies, namely maternity protection, paternity, parental and other care-related leave policies, as well as childcare and long-term care services. The report presents findings from an ILO legal survey of 185 countries, and reviews progress made around the world over the past decade while assessing the persisting and significant legal gaps that translate into a lack of protection and support for millions of workers with family responsibilities across the world, promotion on gender equality and the concern on marginalized group, the report also pays attention to the most frequently excluded workers, such as the self-employed, workers in the informal economy, migrants, and adoptive and gender-diversity parents.

Moreover, in June 2024 the International Labour Conference tripartite agreed conclusions on “Decent Work and the Care Economy”¹⁶ have confirmed ILO’s leadership role and identified a clear path for the Office and ILO’s constituents to progress on this agenda.

In the recent developments, the UN has called for ‘rethinking the care economy’. The Global Accelerator on Jobs and Social Protection for Just Transitions focuses on Care for decent jobs. Furthermore, the key UN resolutions on the topic are:

- Resolution adopted by the General Assembly on 24 July 2023 to determine 29 October 2024 as the International Day of Care and Support¹⁷

¹⁵ Resolution concerning decent work and the care economy | International Labour Organization (ilo.org)

¹⁶ <https://www.ilo.org/resource/record-proceedings/ilc/112/outcome-general-discussion-committee-decent-work-and-care-economy-2024>

¹⁷ n2322729.pdf (un.org)

- Human Rights Council Resolution on the Centrality of Care and Support from a Human Rights Perspective (October 2023)
- ECOSOC Resolution on Promoting Care Systems and Supporting Social Development (February 2024) and policy guidance by the ASG is going to be published soon.

Nepal's commitment on Care Economy

In Nepal, the UN has been providing technical assistance to Government of Nepal (GoN) through a number of programmes aimed at promoting decent work and safeguarding human and labour rights of individuals. For this, the ILO and UN Women has been working closely with National Planning Commission on number of different issues. Being an apex body of national policies, the National Planning Commission of Nepal is the chair of the erstwhile tripartite National Steering Committee¹⁸ of the past project "Promoting Decent Employment for Women through Inclusive Growth Policies and Investments in the Care Economy". This body evolved and got institutionalized within the National Planning Commission as a Care Working Group (CWG). The Working Group plays an indispensable role to provide strategic guidance, enhance relevance, and ensure gender responsiveness of policies and their implementation for the care, decent employment and macroeconomy agenda in Nepal through following scope of work:

- Collaboratively devise a roadmap to formulate a National Policy on Care Economy and an Integrated Care Law, guided by the 5R Framework to Decent Care Work¹⁹;
- Amplify and endorse gender-inclusive expenditure and investment patterns in healthcare, education and care infrastructure, in harmony with SDG targets.
- Enhance the efficacy of care occupations and the welfare of care professionals through gender informed sectoral and industrial policies, assuring favourable working conditions.

The Government of Nepal has demonstrated its commitments on care through the 16th plan:

- Care has been integrated in its three chapters (i) productive employment, decent work and sustainable social security; (ii) Healthy, educated and skilled human resource capital; and (iii) gender equality, social justice and inclusive society.
- Organize care related work and economy; eliminate gender discrimination and inequalities present in the labour market. (page 94 and 97)
- Record and manage care related work; formulate national care policy and implement it. (page 97 and 111)
- Expand Early Childhood Development (ECD) programme to be implemented at all the local level. (page 117)

¹⁸ The tripartite National Steering Committee (NSC) was formed in July 2022 under the leadership of National Planning Commission (NPC) with representatives from the National Women's Commission (NWC), Ministry of Women, Children and Senior Citizens (MoWCSC); Ministry of Labour, Employment and Social Security (MoLESS), Ministry of Education, Science and Technology (MoEST); Ministry of Health and Population (MoHP), National Statistics Office (NSO) along with Joint Trade Union Coordination Center (JTUCC) and Federation of Nepalese Chamber of Commerce and Industries (FNCCI). Ministry of Finance (MoF) and Ministry of Industry, Commerce and Supplies (MoICS) as invitees.

¹⁹ enabling the recognition, redistribution and (where necessary) reduction of unpaid care work; and promoting representation of care workers and care receivers. (Decent work and the care economy, Geneva: International Labour Office, 2024. ILO.)

- Increase investment to strengthen health system as per international standards and national commitments (page 109)/also as per the population, geography and disease. Establish elderly care homes and encourage private sectors to invest in them. (page127)
- Develop mechanism to calculate women's unpaid care and domestic work contribution to include in the national accounts. (page 166, 171 and180)
- 16th plan envisions to have international level multipurpose elderly care hub and establish free elderly care centres in each province. (page 175) Increase elderly day service centres from 225 to 753.
- Provide training on care at the local level to increase participation of women in income generation. (page 97)
- Increase women's labour force participation from 26.3% to 35% in five years. (page 176)

This assignment helps in devising a path and plan to accelerate the work committed within the 16th plan (2024/25-29/30). Meanwhile, understanding the complexity and cross-cutting issues and regulations among the line ministries and scattered care policies, it is important to have an integrated, comprehensive, coherent and holistic national care policy in Nepal. In that purpose, the Care Working Group plan to develop a draft of National Care Policy and fulfil the commitments set in line with the five years development plan. This will help to establish the foundation for each line ministries and other relevant government agencies, trade unions, employers' association and civil society organizations in implementing the national goals on care.

Care Economy in the UN-EU-GoN Joint Programme

The development of **an Integrated, Comprehensive, Coherent and Holistic Model National Care Policy in Nepal** will be supported by the European Union - United Nations joint "Empowered Women, Prosperous Nepal" (EWPN) programme. This Joint Programme (JP) aims to enable women and girls to fully realize their potential, free from violence and discrimination.

Here, the ILO brings significant expertise and experience in supporting enabling environments to underpin inclusive socio-economic growth and decent work, strengthen labour markets and promote access to improved working conditions and fundamental rights at work, including through the involvement of its tripartite national constituents. UNICEF, UNFPA, and UN Women are the other participating UN agencies who will be working together with the ILO in tandem on the ground.

EWPN project will be working in 32 municipalities across Karnali, Sudurpashchim and Madhesh provinces. This assignment will mainly cover a significant ILO component, under Outcome 1, "Men and boys, families and communities demonstrate more gender-equitable attitudes and behaviours and support social and gender norms that promote gender equality and women's empowerment (GEWE), and women and girls have increased agency and voice."

Objective

The objectives of the assignment are:

- To develop the draft of integrated, comprehensive, coherent and holistic model national care policy, guided by the 5R Framework to Decent Care Work.
- To facilitate the meetings with Care Working Group established at the NPC for discussing the draft of model national care policy.

This will further inform measures at all levels and specifically contribute to the indicator 1.1.2 of the EWPJ: Number of policies and action plans drafted to recognize, reduce, and redistribute unpaid care and domestic work.

The work will be conducted in close consultation with the Care Working Group at the NPC, ILO CO-Kathmandu and technical support from Gender Specialist DWT/Delhi, Employment Policies and ILO/Geneva Gender Specialist and Maternity Protection and Families Responsibilities Expert along with UN Women's Feminist Economist and UN Women Programme Analyst. The Policy Consultant will closely work with the UN Women's Consultant and seek inputs from the ILO's Senior Policy Expert. The draft will be developed as per legal requirements of the Government of Nepal, and this will be informed through the feminist economics lens from the UN Women's Consultant.

Scope, tasks, and methodology

The care policy should cover care work including direct personal care and indirect care activities (housework); unpaid and paid care work; unpaid carer provided care, support and household work within households or in the community, with no monetary reward. The policy should also cover the care workers and non-care workers in care sectors: health and social work; education; care workers in other sectors; and domestic workers.

The proposed policy should be guided by the following key principles:

- Care policies and services must be universal, equitable, and inclusive, based on solidarity, sustainable, prioritize those left behind, aligned to international standards, and grounded on the voice and representation of those who provide and receive care.
- Care policy packages should be nationally defined and include a combination of time (leave policies), income security (social protection benefits), rights (including the right to care and be cared for, including through clear social protection entitlements), services and green infrastructure (all staffed with decent care jobs).
- Need for large public investment in more and decent care jobs to reward and represent paid care employment and as a precondition of quality care provision based on rights and entitlements. Such investments are affordable.
- Employers also have a key role to play and a vested interest in helping fill the gap in access to quality and affordable childcare for their employees. When employers support childcare, punctuality is improved, absenteeism and stress are reduced, and productivity and motivation increase for women and men.
- Critical importance of investments in education, training and professionalization of care workers including health, social care, education, and domestic workers as well

as in quality working conditions i.e. adequate and fair remuneration and equal pay for work of equal value, effective social protection coverage, occupational safety and health including protection and prevention of discrimination, violence and harassment and respect of the right to freedom of association and collective bargaining.

- There is a need to work within comprehensive and coherent policy frameworks, including equality, employment, social protection, care, and migration policies.
- There is a need to embed interventions in strong social dialogue and tripartism.
- There is a need to respect international labour standard.

Relevant stakeholders to be consulted:

- **Government:** Care Working Group led by National Planning Commission including Ministries of labour, employment and social security; Ministry of Women, Children and Senior Citizens; Ministry of Health and Population; Ministry of Education, Science and Technology; National Statistics Office, National Women Commission, Joint Trade Union Coordination Center and Federation of Nepalese Chambers of Commerce and Industry and others at different levels;
- **CSO and networks:** Organisations of migrant workers, and informal workers, social and solidarity economy entities, women's rights and feminist organizations/networks working on care economy, disability rights organizations, organizations for the gender and sexual minorities;
- **Private sector:** FNCCI and Health institutions, domestic work training and suppliers, care homes and care service providers (childcare, elderly/long term care, disability care);
- **Trade Unions,** particularly health workers and community health providers, domestic workers, teachers union and early childhood care development workers;
- **Development partners:** EWPN partners UNICEF, UNFPA, UN Women, and co-funder EU, other UN agencies IOM, WHO, UNESCO; IDPG GESI Group; LNOB GESI Group; members of the Generation Equality Forum Economic Justice and Rights Action Coalition and Global Alliance for Care; World Bank, FCDO, ADB and GIZ.

Tasks and methodology

1. **Participate in consultative and onboarding meetings**²⁰ with the ILO, UN Women and NPC team members.
2. **Undertake a desk review of relevant documents** from the federal and province level, including the ILO, UN Women and NPC publications on the care economy to identify sectoral complementary policies. The publications can include from the civil society organizations, private sector and academia, different care related acts and policies and ILO relevant literature and information, including international labour standards.²¹ Refer to government's different laws and policies on care in Nepal,

²⁰ The meetings will take place with Kathmandu project teams and partners virtually or in person. This will be decided closer to the date.

²¹ Available tools, approaches and services offered by the ILO will be made available to the consultant and they are expected to be mapped in a tabular form, with elaboration on those that have been adapted to Nepal.

regionally and the global level for references. Share the desk review with Senior Policy Consultant for inputs.

3. **Develop and submit an inception report that details out methodology and contains list of reference documents with an outline of model national care policy (including background, definition and interpretation, objectives, provisions of the policy), and detailed workplan with timeline.** A reading list that was consulted for the desk review component will be specified focusing on various care policies within the inception report. This should be shared for ILO, UN Women and NPC review and comments before any actions taken. Share the desk review with Senior Policy Consultant for inputs.
4. **Design data collection tools and prepare list of respondents** for Focused Group Discussions (FGDs) and Key Informant Interviews (KIIs) in consultation with the Senior Policy Consultant. The list of proposed participants needs to be shared by the consultant with the ILO, UN Women and NPC. Likewise, the consultant should ensure that Care Working Group, the ILO tripartite constituents and other care stakeholders from the provincial and local level are consulted.
5. **Conduct consultation meetings using primary data collection tools** to gather inputs through at least seven Focused Group Discussions (FGDs) and 10 key informant interviews (KIIs). Include the participants from the federal, provincial and local levels:
 - 1 FGD with representatives from education including early childhood care
 - 1 FGD with health care providers and stakeholders including female community health volunteers
 - 1 FGD with disability care organizations and advocates
 - 1 FGD with elderly care organizations and homes stakeholders
 - 1 FGD with women rights organizations and network working on community, unpaid care and domestic work.
 - 1 FGD with the trade union leaders focusing on care sectors and care workers
 - 1 FGD with the private sector working and prioritising care (through entrepreneurship, care services, care leaves, and so on)

The participants can be in between 6-10 people per FGD. The gaps in information can be addressed through targeted KIIs with 10 different government stakeholders, care service providers/private sector, and workers. The consultations will help in identifying challenges, need, vision and objectives for the draft comprehensive model national care policy. These consultative meetings will be designed in a participatory manner, with appropriate methods to bring out required output. Here the intersectional and forward-looking approach can be used to envision how the policy could better support improvements in care and identify what is needed. The Policy Consultant will be supported by Senior Policy Consultant.

6. **Develop and implement a policy review checklist that helps:**
 - Review alignment of specific current provisions of the following international labour standards and fundamental principles and rights at work:
 - Ratified by the government of Nepal,

- Other non-ratified fundamental conventions – Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87), Occupational Safety and Health Convention, 1981 (No. 155), and Promotional Framework for Occupational Safety and Health, 2006 (No. 187)
- Employment Policy Convention, 1964 (No. 122) and Employment Policy Recommendation, 1964 (No. 122)
- Other relevant non ratified conventions and recommendations:
 - Migration for Employment Convention (Revised), 1949 (No. 97) and Migration for Employment Recommendation, 1949 (No. 86)
 - Migrant Workers (Supplementary Provisions) Convention, 1975 (No. 143) and Migrant Workers Recommendation, 1975 (No. 151)
 - Social Security (Minimum Standards) Convention, 1952 (No. 102) and the Social Protection Floors Recommendation, 2012 (No. 202);
 - Particularly relevant to the scope of care policies are the following international labour standards: Maternity Protection Convention (No. 183) and Recommendation (No. 191), 2000; Workers with Family Responsibilities Convention (No. 156) and Recommendation (No. 165), 1981; and Transition from the Informal to the Formal Economy Recommendation, 2015 (No. 204), Domestic Workers Convention, 2011 (No. 189) and Convention on Violence and Harassment, 2019 (No. 190)
- Additional conventions and recommendations might be identified while drafting the inception report.
 - Review existing labour and employment related legal and policy framework at national level to identify policy complementarities for an integrated approach²². The consultant while looking at national legal and policy framework should also consider deviation, and whether it might have gone below national guarantees.
 - Review existing draft policy from a gender equality, disability and social inclusion lens. Areas for improvement in content and language should also be highlighted from this review.
- The checklist-based review should also capture any impracticalities in policy implementation, unintended consequences, unclear language, and legal issues in specific cases.
- Work with Senior Policy Consultant in developing the checklist.

7. Formulate the first draft of model national care policy and share with Care Working Group, ILO, UN Women and NPC for comments.

²² Integrated approaches mean policy cohesion across different levels of governance.

- The draft should be in line with 5R framework to decent care work. It can focus on enabling recognition, redistribution and reduction of unpaid care and domestic work. This can further focus on rewarding care workers with more decent care work and promote representation of care workers and recipients in social dialogue.
 - The integrated model national care policy should include available care policies relating to time, services, income security and rights support care provision, including care leave and breastfeeding breaks needs. These policies include maternity protection; adoption, paternity, parental and other care-related leave; arrangements concerning the place or time of work; and childcare and long-term care (disability- or ill). This will make the drafted model national care policy transformative²³ and inform implementable potential care services models²⁴ in future.
 - Include any relevant information from the mapping of care policies (being carried out in parallel under a different ILO assignment)
 - Integrate care provisions from employment, social protection, labour protection, migration and environmental policies including equality and non-discrimination policies within the draft of model national care policy. Refer to different national policies on health, education and domestic work.
 - The content should focus on addressing the gaps between the demand and supply of care services and policies.
 - Share with Senior Policy Consultant for any inputs and guidance.
8. Based on Care Working Group, ILO, UN Women and NPC's comments, co-develop a second draft of the model national care policy and upon clearance from ILO. The consultant will prepare a PowerPoint presentation (no more than 20 slides/20 minutes) in Nepali. Other relevant documents may be required to be presented in a validation workshop to key stakeholders including Care Working Group and policy dialogues at the provincial level.
9. Co-lead presentations at the validation workshop and policy dialogues²⁵ with the Senior Policy Consultant, prepare the list of proposed participants and the brief

²³ Care policies are transformative when grounded on human and labour rights and provided throughout the life cycle as a continuum of time, income security, services and rights. This includes (i) **time to care and be cared for**: care leave to support all care needs, including for illness, breastfeeding and disability, and which is equitably distributed among all carers. (ii) **Income Security**: care-related cash benefits (including during leave) that ensure the health, dignity and well-being of caregivers (unpaid and paid) and care receivers. (iii) **services**: quality healthcare, childcare, education (including pre-primary education), and long-term care services that are disability-inclusive and attached to good-quality care jobs provided in adequate number and meeting the needs of caregivers (paid and unpaid) and receivers. (iv) **Rights**: prevention and protection from all and intersecting forms of discrimination, violence and harassment, and the assurance of employment protection, a healthy and safe workplace and decent working time, along with freedom of association and the right to collective bargaining. (ILO, 2022)

²⁴ Paying attention to the capacity of national legislation to acknowledge care policies' provisions for categories of workers that are typically excluded from coverage, such as the self-employed, workers in the informal economy, and adoptive and LGBTIQ+ parents. These are introduced a pilot on the basis of needs and context and could be childcare centres in private companies, elderly care hubs operated by the community/cooperatives, holistic care services provision at the local government, etc.

²⁵ One policy dialogue each in Madhesh, Karnali and Sudurpashchim, with provincial stakeholders will be organized in person and the ILO providing required backstopping. One will be done at the federal level to be validated by the Care Working Group and other relevant stakeholders.

event report of the workshop and dialogues including the list of received comments. The workshop and policy dialogues on the ground will be led by the policy consultant, and the draft policy and timeline are also presented for feedback.

10. Based on comments received during the validation workshop and policy dialogues, update and submit **final draft of model national care policy** in both English and Nepali.
11. **Participate in a final consultation and dissemination meeting** in Kathmandu between Care Working Group, ILO, UN Women and NPC teams for to share the finalized draft of model national care policy in both English and Nepali.

The national consultant will join in person in the above activities and support in organizing the validation workshop, dialogues and consultations together with the ILO and UN Women staff and relevant government officials.

Geographical coverage

This model policy will be applicable for all of Nepal, but care policy consultations will be at provincial levels in Madhesh, Sudurpashchim and Karnali provinces ensuring representation from all the seven provinces further being validated at the federal level in participation of Care Working Group and any other relevant care stakeholders.

Deliverables

The consultant will be responsible to submit the following deliverables:

SN	Deliverables	Workdays	Timeline
1	<ul style="list-style-type: none"> • Participate in one onboarding meeting and orientation session with the ILO, UN Women and NPC team together. 	0.5	21 April
2	<ul style="list-style-type: none"> • Undertake a desk review to identify information pertaining to the care policies and legislations. <ul style="list-style-type: none"> ○ Identify sectoral complementary policies. ○ Refer to government’s different laws and policies on care in Nepal, regionally and the global level for references. 	2.5	28 April
3	<ul style="list-style-type: none"> • Develop and submit 1) an inception report, including a) workplan, b) detailed timeline, c) desk review results, and d) an outline of model national care policy (including background, definition and interpretation, objectives, provisions of the 	2	05 May

	<p>policy). More specifically, this deliverable entails:</p> <ul style="list-style-type: none"> ○ Prepare a realistic workplan and timeline, which is well aligned with the local context. ○ Prepare inception report and submit final version to the ILO, UN Women and NPC for comments and inputs. 		
4	<ul style="list-style-type: none"> ● Design data collection tools and prepare list of respondents for Focused Group Discussions (FGDs) and Key Informant Interviews (KIIs). <ul style="list-style-type: none"> ○ Share the list of proposed participants with the ILO, UN Women and NPC. ○ Consult with Care Working Group, the ILO tripartite constituents and other care stakeholders from the provincial and local level are consulted 	3	15 May
5	<ul style="list-style-type: none"> ● Conduct consultation meetings using primary data collection from the seven FGDs and 10 KIIs. This deliverable entails: <ul style="list-style-type: none"> ○ Prepare a draft list of respondents to participate in 10 KIIs and seven FGDs from different care relevant stakeholders respectively and share with ILO, UN Women and NPC to recommend addition/removal of stakeholders as needed. ○ Seven focus group discussions (The participants for each FGD can be in-between 6-10 people) <ul style="list-style-type: none"> ▪ 1 FGD with representatives from education including early childhood care ▪ 1 FGD with health care providers and stakeholders including female community health volunteers ▪ 1 FGD with disability care organizations and advocates ▪ 1 FGD with elderly care organizations and homes stakeholders 	20	5 June

	<ul style="list-style-type: none"> ▪ 1 FGD with women rights organizations and network and gender and sexual minorities organizations/network working on community care, unpaid care and domestic work. ▪ 1 FGD with the trade union leaders focusing on care sectors and care workers ▪ 1 FGD with the private sector working and prioritising care (through entrepreneurship, care services, care leaves, and so on) ○ 10 key informants' interviews (KIIs). This will address any gaps from the FGDs. ○ Ensure that different government stakeholders, care service providers/private sector, and workers (ILO tripartite constituents) and other care stakeholders including youths are consulted from the provincial and local level. ○ An in-depth and accurate interpretation and analysis of data collected. 		
6	<ul style="list-style-type: none"> • Develop and implement a policy review checklist that helps: <ul style="list-style-type: none"> ○ Review alignment of specific current provisions of the following international labour standards and fundamental principles and rights at work. ○ Review existing labour and employment related legal and policy framework at national level to identify policy complementarities for an integrated approach. ○ Review existing draft policy from a gender equality, disability and social inclusion lens and adopt intersectional approach. 	5	10 June

	<ul style="list-style-type: none"> ○ The checklist-based review should also capture any impracticalities in policy implementation, unintended consequences, unclear language, and legal issues in specific cases. 		
7	<ul style="list-style-type: none"> ● Formulate and submit the first draft of model national care policy: <ul style="list-style-type: none"> ○ Mapping of care -related policies and include any relevant information from ILO's different assignment on mapping of care services, policies and needs. ○ Prepare a draft care policy in line with 5R framework to decent care work based on the inception report, consultations and as agreed with the Care Working Group, ILO, UN Women and NPC. ○ Review the draft of model national care policy, ensuring that it is realistic and relevant to the local context. ○ Submit draft of model national care policy in both English and Nepali to the Care Working Group, ILO, UN Women and NPC's comments and inputs. 	7	20 June
8	<ul style="list-style-type: none"> ● Share second draft of model national care policy with a timeline, and a PowerPoint presentation. More specifically, this deliverable entails: <ul style="list-style-type: none"> ○ Prepare a PowerPoint presentation (max 20 min / 20 slides) capturing key information from the draft, to be used in the validation workshop/policy dialogues in both English and Nepali. ○ Develop and submit the second draft of model national care policy in both English and Nepali and PowerPoint presentation to the Care Working Group, ILO, UN Women and NPC before the validation workshop. 	5	30 June

9	<ul style="list-style-type: none"> • Lead validation workshop and three policy dialogues with federal, provincial, and local stakeholders. More specifically, this deliverable entails: <ul style="list-style-type: none"> ○ Prepare agenda and list of proposed participants including Care Working Group members and other relevant stakeholders on care for the validation workshop at the federal level and policy dialogues at the provincial level. ○ Participate in person in the validation workshop at the federal level and policy dialogue in Madhesh, Karnali and Sudurpashchim provinces. ○ Prepare the workshop/dialogues report draft capturing key discussion points and inputs from each province and share with the Care Working Group, ILO, UN Women and NPC for feedback. Also, take inputs and feedback from the Senior Policy Expert. ○ ILO will be backstopping and supporting in organizing the workshop/dialogues. 	13	20 July
10	<ul style="list-style-type: none"> • Dissemination of finalized model national care policy: <ul style="list-style-type: none"> ○ Based on comments received during the validation workshop and policy dialogues, the consultant will review, revise and submit the final draft of model national care policy to the Care Working Group, ILO, UN Women and NPC. ○ Participate in a consultation and dissemination meetings between ILO, UN Women and NPC teams to present the finalized draft of model national care policy. 	2	4 August
Total		60	

All deliverables will be closely coordinated with the ILO. The deliverables mainly draft of model national care policy and presentations need to be in Nepali for the consultations.

The consultant needs to budget for travel to three provinces for policy dialogues.

Reporting Lines

The consultant will report on day-to-day and administrative matters to an assigned National Project Coordinator at the ILO Country Office for Nepal. Technical comments will be provided by:

- Specialist on Local Strategies for Decent Work, ILO CO Nepal
- Technical Expert on Inclusive Growth, ILO CO Nepal
- Employment Policies and Gender Specialist, HQ, ILO Geneva
- Maternity Protection and Work Family Specialist, GEDI, ILO Geneva
- Gender Specialist, DWT, ILO Delhi
- National Project Coordinator, ILO CO Nepal
- Programme Analyst, UN Women Nepal Country Office

Qualifications

Minimum qualifications

- Advanced degree in law, public policy, economics, social sciences, or an equivalent, with a specialization in gender/care economy. (10 points)
- At least five years of demonstrated experience in undertaking similar assignment of reviewing, drafting policies involving labour, employment, social protection and gender. (10 points)
- Experience in organizing and implementing primary data collection, including key informant interviews and organizing focus group discussions and meetings. (10 points)
- Excellent communication skills in English and Nepali, both written and spoken. (5 points)
- Capacity to interact and coordinate with a diverse set of stakeholders, including UN agencies, ILO constituents and Government. (10 points)
- Comfortable with information technologies for recording and presenting data. (5 points)

Additional qualifications

- Prior experience working in labour and gender, specifically in sub sectors that are of interest. (5 points)
- Prior experience working in the provinces and in Nepal. (5 points)
- Understanding of ILO's work on care economy. (5 points)
- Understanding of ILO's work on policy dialogue on decent work and gender equality. (5 points)

Applicants who do not meet specified minimum criteria will not be considered, and only those selected will be contacted.

Fees and Payment schedule

Payment will be made in two instalments upon submission of agreed deliverables in each payment followed by submission of report and supporting documents to the satisfaction of the ILO Country Office for Nepal as follows:

- **First instalment:** 30% of Contract Amount will be paid upon submission of deliverables 1, 2, 3 and 4.
- **Second instalment:** 40% of Contract Amount will be paid upon submission of the deliverables 5, 6, 7 and 8 to the satisfaction of the responsible ILO officials.
- **Final instalment:** 30% of Contract Amount will be paid upon submission of the deliverables 9 and 10 to the satisfaction of the responsible ILO officials.

Application procedure

Candidates interested in this consultancy are invited to submit the following:

- Cover letter explaining why they are a suitable candidate for this assignment.
- Updated curriculum vitae, with contact details of referees and links to previous related work.
- One copy of a similar task developed as a part of a previous contract should be submitted.
- Technical proposal should include information on how they plan to approach this assignment. Financial proposal should include the rate of consulting fee (daily rate) and other costs deemed necessary for carrying out this assignment.

Applicants are requested to send the documents to ktm_procurement@ilo.org no later than 17:30 hrs (Nepal time); on **Tuesday, 08 April 2025**. Please indicate **“Application: Policy Consultant for Developing an Integrated, Comprehensive, Coherent and Holistic Model National Care Policy in Nepal”** in the subject line. Applications received after this will not be considered. Only the final selected person will be informed on further process.

Attestation for having adequate medical and accident insurance

The service provider must be aware that the ILO accepts no liability in the event of death, injury, or illness of the staff under the Service provider. The Service provider must attest that he/she is adequately covered by insurance for these risks. In no circumstances, shall the Service provider be covered by any ILO insurance. It is the Service provider’s own responsibility to take out, at their own expense, any personal insurance policies that are considered necessary, including a civil liability insurance policy. External collaborators whose tasks entail travel must comply with all applicable ILO security procedures and rules, notably those governing security clearance and training.

For interested applicants, please do attest to the following while applying in response to the Terms of Reference and accompanying Expression of Interest.

<p>Insurance</p>	<p>Do you have Medical and Accident Insurance? YES NO</p> <p>If YES, provide the document</p> <ul style="list-style-type: none"> - If NO, please be aware that the ILO accepts no liability in the event of death, injury, or illness of the External Collaborator. The External Collaborator attests that he/she is adequately covered by insurance for these risks. In no circumstances shall the External Collaborator be covered by any ILO insurance. It is the external collaborator’s own responsibility to take out, at their own expense, any personal insurance policies that are considered necessary, including a civil liability insurance policy.
<p>Security</p>	<p>Have you done the Security Trainings?</p> <ul style="list-style-type: none"> - BSITF, YES, NO - ASITF, YES, NO - External collaborators whose tasks entail travel must comply with all applicable ILO security procedures and rules, notably those governing security clearance and training. External collaborators benefit from the security arrangements and protection provided by the United Nations Security Management Network (UNSMN) at duty stations which are either not under a security level or up to security level four (4). If travel entails, you are required to obtain security clearance through the UN TRIP System before your travel.