



Call for Proposals for NGOs

For strengthening capacity of elected women representatives to advance their leadership skill in promoting gender responsive and inclusive governance in Nepal

United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is inviting legally registered Non-Government Organizations (NGOs) to submit proposals to support Ministry of Federal Affairs and Local Development (MoFALD) in strengthening capacity of elected women representatives to advance their leadership skill in promoting gender responsive and inclusive governance in Nepal.

A. Guidelines for the Submission of Proposal

The proposal must contain 1) a technical section and 2) a time-cost section. In the technical section, the proposal must include objectives, methods, workplan, expected results of each activity and time-lines for completing the assignment. It should also include the project log frame. In the Time Cost section, the proposal must detail the time and related expenditures of each activity as per the details of proposed work that will be required to complete the assignment.

The proposals submitted must be in line with the Terms of Reference (Annex I). The interested organizations must include additional documents (short) or other publications of their previous work demonstrating their expertise in related area such as organizational brochure and three previous audit reports.

Format of Proposal: Given the attached Terms of Reference (ToR), the proposal should contain at least the following:

1) A narrative proposal consisting of:

Context and problem analysis:

Briefly describe the context of GESI and women's leadership in Nepal. Explain the need of capacity development of elected women representatives in GESI mainstreaming in governance sector in Nepal considering the current context of federal structure. Describe how the project interventions will support in advancing women's leadership skills in promoting gender responsive and inclusive governance (max. 1½ pages).

Justification: Analysis of why it is important to ensure that the capacity development needs of the elected women representatives are addressed and how the proposed activities can support in promoting gender responsive and inclusive governance (max. 2 pages).

Expected results: Outline the expected outcomes, outputs and indicators of the interventions based on the ToR given below (max. 1½ page).

Project design: Describe strategies and approaches that will be employed to implement the proposed initiatives to support the programme.

The proposal should detail how the capacity development package will be developed, Training of Trainers (ToT) and consultations will be made, capacity development training to the elected women representatives will be conducted and IEC materials developed and utilized. It should explicitly mention how the trained resources could be mobilized in future for the capacity development programme at local levels. In addition, the proposal should address how your organization intends to achieve the specific objectives as described in the ToR.

Log frame and Implementation Work plan: Use the attached work plan template to provide a disaggregation of expected outputs, key activities (Please see Annex II and III).

Institutional profile: Provide a brief description of your network/organization, including its registration details, institutional capacity specifying relevant experience on issues pertaining to gender equality, women empowerment, violence against women/girls, right to information, advocacy and media reporting, local governance, GESI and women's leadership and implementing leadership and capacity development programmes.

Monitoring mechanism: This section should provide details of monitoring mechanism for implementing the project including clear roles of the team to ensure the quality of work as well as timely completion of the project intervention.

Key personnel: The applicant organization should provide details of at least three technical experts, including team leader, who will manage the implementation of the project.

(2) A Budget Proposal should fulfill the following requirements:

- An output-based budget, specifying the amount required to achieve each output
- The budget should include an allocation for preparation of a certified financial report at the end of the project.
- The administrative/indirect costs should not exceed 7% of the total budget
- The Human Resource Cost (HR) cost should not exceed 15% of the total budget
- VAT/tax should be included in the budget

Applicant should submit the proposed budget in excel format using the guidelines in Annex IV.

Duration of project:

1 September 2017 – 30 November 2017 (Programming period)

1 - 31 December 2017 (Reporting period)

Pending an assessment of the success of this initiative and subject to the availability of resources, UN Women may elect to extend the timeline and deliverables under an Amendment to Contract.

Who can apply?

A proposal can be submitted by a legally registered non-government organization or jointly by two or more registered NGOs.

B. Criteria for selection:

The agency will be awarded the project on the basis of technical (80%) and financial (20%) assessment of the proposal. The technical assessment will consist on the following criteria:

- 1. Feasibility and appropriateness of the proposal responding to the expected results (30 points)**
 - Extent to which the proposals fulfills the requirements of the Call for Proposals (5 points)
 - Clarity of the situation analysis and problem identification (5 points)
 - Soundness of strategy, proposed activities and expected results against the problem analysis (15 points)
 - Realistic work plan to complete the activities (5 points)

- 2. Applicant’s institutional technical capacity and relevant experience in organizing and coordinating similar projects (25 points)**
 - Relevance of specialized knowledge and experience to promote women’s rights and gender equality, local governance, GESI, especially to qualify the applicant for this particular UN Women support (10 points)
 - Clear alignment of the organizational/institutional mandate and fields of activities with the overall goal and objectives of the project (10 points)
 - Relevant experience in organizing and coordinating similar projects with the government agencies and CSOs (5 points)

- 3. Technical expertise and effective management of the project (25 points)**
 - Capacity to successfully implement the proposed project (5 points)
 - Technical expertise of team members (10 points)
 - Similar experiences of team members (10 points)

The financial assessment will include the review the efficient utilization of budget (20 points) as follows:

- Output based budgeting;
- Reasonable cost of implementation;
- Administrative/indirect cost should not exceed 7% of the total budget;
- Inclusion of annual certified financial report and audit reports

C. Proposal Submission

Please send proposal either by personal Delivery or by email in following addresses:

Personal Delivery/ Courier mail/ Registered Mail:	Electronic submission of Proposal:
UN Women House No KA1/333 Thapathali Heights, Kathmandu, Nepal Tel: +977-1-4255110/4216028/ 4239089	technical-bid.np@unwomen.org

Attn: Operations Manager “NOT TO BE OPENED BY REGISTRY” Envelope should clearly mention the title of the proposal “Call for Proposal to Expert agency to support the gender-sensitive transitional justice programme (UNW-NPL-CFP-2017-004)”	Email subject should include a subject header in the following format: “UNW CFP Reference # UNW-NPL-CFP-2017-004”
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Deadline for submission of proposals: 14 August 2017, 11:59 am.

D. Annexes:

- i. Terms of Reference
- ii. Log frame format
- iii. Workplan format
- iv. Budget format



Terms of Reference for
Strengthening capacity of elected women representatives to advance their leadership skill in
promoting gender responsive and inclusive governance in Nepal

1. Context and justification

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member State's priorities and efforts, building effective partnerships with civil society and other relevant actors.

In Nepal, UN Women is currently implementing its 2014-17 Strategic Note and 2017 Annual Work Plan (country programme), as well as drafting its 2018-22 Strategic Note and 2018 Annual Work Plan, all of which incorporates several thematic areas, including economic empowerment, governance and leadership, ending violence against women and girls, and peace and security and humanitarian action. Across all its operational works, UN Women applies its normative and coordination mandates, and works through strategic partnerships on generating knowledge and evidence.

Government commitment to gender equality and women's empowerment

The Government of Nepal (GoN) is committed to work for gender equality and social inclusion (GESI) since its 10th Five-year periodic plan (2002/03-2006/07) which includes commitments made in the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW) and the Beijing Platform for Action (BPfA). The GoN has enforced the new Constitution of Nepal (2015) which more explicitly describes the restructuring of delegation of authority and ensures participation and inclusion of women and marginalised group in all federal institutions, mechanisms and structures¹. The GoN has adopted different means and modes to enforce GESI as a cross cutting agenda across the development sectors. The GoN has adopted Gender Responsive Budgeting (GRB) in the public finance system as a strategy to address GESI issues by allocating dedicated budget shares for gender mainstreaming. The GoN has also appointed GESI focal persons in all the sectoral ministries to advocate and capacitate for mainstreaming GESI. The GoN has institutionalised a GRB committee under the planning and budgeting division of Ministry of Finance (MoF) to strengthen the capacity of the ministry in analysing and addressing GESI issues through planning and budgeting processes.

¹ The Constitution of Nepal, 2015 Article 36 (5), Article 42 (1). Please refer <http://www.lawcommission.gov.np/en/documents/2016/01/constitution-of-nepal-2.pdf>

Various sectoral ministries, such as Ministry of Federal Affairs and Local Development (MoFALD), Ministry of Women, Children and Social Welfare (MoWCSW), Ministry of Health (MoH), Ministry of Education (MoE), Ministry of Agricultural Development (MoAD) and Ministry of Urban Development (MoUD), have developed and implemented GESI strategies to ensure that the sectoral programmes are benefitting women and representatives from marginalized and excluded groups. Similarly, MoWCSW has introduced a costing framework for gender instruments (laws, policies and plans) to allocate sufficient budget. Further, these ministries now have mechanisms to track the progress on the implementation of their respective strategies. In the current context of federal restructuring, as provisioned in the Constitution of 2015, the institutionalization of knowledge on GESI and GRB in all levels of federal structures is crucial to mainstream GESI in programme processes. GESI and GRB are effective tools to foster balanced economic development and to establish social justice as provisioned in Constitution of Nepal.

The GoN/ MoF implemented a GRB system as a mainstreaming strategy for gender equality and women's empowerment in fiscal year 2007/08 and announces GRB allocations in the annual budget. The proportion of budget directly contributing to gender equality has increased to 37.4 % in fiscal year (FY) 2017/18, up from 11.30% in FY 2007/08. The MoF/GRB Committee (GRBC) has placed emphasis on mainstreaming GESI in all sectoral programmes and policies and strengthening the effective application of the GRB system at the local level. As a result, 26 ministries, six commissions and 75 District Development Committees have established GRB committees to ensure GRB allocations and its effective implementation. For example, MoFALD adopted and implemented the "GRB Localization Strategy 2072²" to localize GRB.

Federal architectures

The Constitution of Nepal (2015) has stipulated that the GoN hold local, provincial as well as federal elections by 21 January 2018. GoN has established 744 local level units, replacing the previous Village Development Committees and Municipalities. The units for which elections will be held include 481 Rural Municipalities, 246 Municipalities, 13 Sub- Metropolitan Cities and 4 Metropolitan Cities.³ The elections for local level decision making bodies will result in at least 13,360 women being elected from 6680 wards. GoN has already conducted two phases of local level elections on 14 May and 28 June 2017 in all provinces except for province number two where elections have been postponed to 18 September 2017.

After completion of the first phase of elections, a total of 566 elected officials (mayors and deputy mayors of municipalities and chairs and vice chairs of rural municipalities) were trained on local government operation and management systems and procedures by MoFALD. Almost 40 per cent of the programme participants were women. Elected representatives of local level governance have pledged to deliver services to the people in a speedy, easy, simple and effective manner by ensuring inclusive governance and systematic development for peace and prosperity⁴. The training was to sensitize elected representatives on their roles and responsibilities per the mandate of the constitution.

The new constitution has placed a strong emphasize on GESI. There is a provision of 33 per cent women in all institutional structures and 40 per cent women in the local level decision making bodies. In this context, there is a need for a strengthened understanding on concepts of and approaches to GESI to implement the constitution with the spirit of inclusiveness and gender responsiveness. Elected officials and staff of federal, provincial and local level bodies are key implementers of development programmes, hence they all need to be capacitated on GESI. Moreover, elected officials should have enhanced leadership capacity to ensure gender responsive decision making processes and related skills on analysing,

² <http://mofald.gov.np/sites/default/files/Resources/GRB-localisation-guideline.pdf>

³ The Directives to Govern and Operate Local Level Government of Nepal, Ministry of Federal Affairs and Local Development, 2073.

⁴ <https://thehimalayantimes.com/kathmandu/local-level-representatives-vow-improve-services/>

costing and budgeting in order to address the voices of previously unheard groups of the population. Considering such a need of capacity development of elected women representatives, UN Women will support MoFALD in providing technical support for the formulation of a policy (a set of guidelines with a checklist) for local elected officials on how to develop GESI responsive local laws and policies, to be accompanied by trainings for local elected officials and civil servants on how to mainstream GESI across all local government policies, plans, and programmes, including localization of GRB. It will also support in developing Information, Education and Communication (IEC) materials on GESI and governance for women and other representatives of marginalized and excluded groups. Therefore, UN Women is seeking a partnership with a civil society organization to support MoFALD in developing capacity of GoN officials, particularly elected women representatives, on mainstreaming and institutionalization of GESI in governance.

2. Focus and objectives

The overall objective of the assignment is to develop a capacity development training package on GESI targeted at elected women representatives. In this initial phase, a training module, a pool of resource persons and a booklet on GESI and governance will be developed. There will be subsequent capacity development training programmes in the following phases in 2018. The training package will support the advancement of women's leadership in promoting gender responsive and inclusive governance. The specific objectives of the assignment are as follows:

- to develop a standard training package on GESI mainstreaming, targeted at elected women representatives;
- to enhance the capacity of elected women representatives on the mainstreaming of GESI in local governance systems, processes and institutions, including leadership development aimed at further influencing decision making processes; and
- to develop and disseminate the simplified IEC material on GESI and governance targeted at women, marginalized and excluded groups⁵.

3. Guiding principles

The proposed project activities should be guided by the following principles:

- Human rights-based approach
- Cultural diversity, social inclusion and gender sensitivity
- Needs-based approach
- Results-based programming and management
- Confidentiality
- Do no harm
- Impartiality

⁵ <http://www.np.undp.org/content/nepal/en/home/library/gender-equality-and-social-inclusion/common-framework-for-GESI.html>

4. Scope of work

To achieve the above specific objectives, the responsible party is expected to carry out below activities in close collaboration with MoFALD, MoWCSW and UN Women:

Activity 1: Develop a training package on GESI targeted at elected women representatives

The responsible party, in close collaboration with MoFALD, MoWCSW and UN Women, will develop a training package on GESI and leadership development targeted at elected women representatives and representatives of marginalized and excluded groups. The party should conduct the following activities in the course of developing the training package:

a) Formation of experts' team and draft training package

The responsible party will form a team of experts to prepare a training package and get an endorsement of it from the project management committee (PMC). The experts' team will draft a training manual, a trainer's guide and a resource book comprising all relevant reference materials. The team will share the draft training package on GESI to PMC and other experts for their inputs.

b) Conduct desk review of reference materials

The responsible party will undertake a desk review of relevant government documents related to GESI and leadership development, such as GESI strategies, GRB guidelines and GESI policies of various ministries and development partners. The party shall further review the training manuals and guidelines of various international agencies, development partners as well as international and national instruments related to GESI, such as CEDAW, BPfA and Agenda 2030 for Sustainable Development.

Suggested link for reference: <http://www.unwomen.org/en/digital-library/publications>;
http://www.un.org/en/ecosoc/julyhls/pdf10/2-pager_on_grb_portal.pdf.

c) Conduct training needs assessment (TNA) of elected women representatives

The responsible party will prepare a GESI checklist in consultation with MoFALD, MoWCSW and UN Women Nepal to conduct a TNA on GESI and leadership development of elected women representatives. The checklist will be tested prior to the assessment. The sample size of the TNA will be designed to cover diverse groups of elected women representatives and representatives of marginalized and excluded groups. The finding of the TNA will be used in designing the training package.

d) Draft training package

The training package should include, but not be limited to, a detailed training manual together with hand-outs for distribution, presentation slides for micro presentations, case studies for group works, and evaluation sheets for training evaluations by the participants with pre-test and post-test questionnaires. The package would also include a trainer's guide and a resource book comprising relevant reference materials on GESI.

The training manual should focus on enhancing knowledge and skills on applying GESI in the real work of elected representatives. It should provide tips to apply knowledge on the issues of GESI and women's leadership in governance systems. The manual should follow the normative frameworks related to GESI, GoN periodic plan and priorities, Sustainable Development Goals (SDGs) and anticipated federal structures and system. The specific context, challenges and needs of Nepal should guide the sessions. The contents of the module should focus on what and how to bring change in gender equality and women's empowerment through enhancing capacity of elected women

representatives theoretically and practically. Below are the proposed modules and the contents for the package which should be finalized in consultation with MoFALD, MoWCSW and UN Women Nepal:

Suggested Modules	Contents
Introduction to Gender Transformation ⁶ and Social Inclusion	<ul style="list-style-type: none"> • Definition and principles • Understanding power and patriarchy and its relation to gender inequality and transformation • Analyzing gender norms and power dynamics • Social exclusion and its dynamics • Diversity and intersectionality of vulnerabilities (Attitudes, beliefs and practices that perpetuate discrimination and inequalities; Diverse vulnerable groups of the society - caste, LGBTI, disability issues, identities and needs) • Exercise in governance: the decision-making power walk • Exercise on social accountability and decision making
Constitutional and Legal Frameworks	<ul style="list-style-type: none"> • Substantive equality and human rights based approach (participation, leadership, accountability, non-discrimination, equality, inclusion, diversity) • International frameworks- Universal Declaration of Human Rights (UDHR), CEDAW, BPfA, Istanbul Plan of Action (IPoA), SDGs and Planet 50-50 • National frameworks- Constitution, Periodic plans, Local Governance Bill, GESI policies and strategies, GoN guidelines on GESI • Linkages between national policies and different human rights treaty bodies • National gender equality commitments: common and unique challenges
Deepening Learning on GESI Transformative Programming ⁷ : Theory and Practice	<ul style="list-style-type: none"> • Concept, context and trend of gender transformative programmes (Norm change, sharing care work) • Planning and policy transformation for GESI • Gender equality analysis frameworks, tools, methods, processes for GESI mainstreaming • Reflecting on integrating lessons into programming and exchange of lessons related GESI mainstreaming
GESI mainstreaming ⁸ in practice (current context of federal structures in Nepal)	<ul style="list-style-type: none"> • Institutional mechanisms (national and federal level) • Planning process and integration • GESI statistics- generation, analysis, utilization and update

⁶ Please refer to: <http://www.unwomen.org/-/media/headquarters/attachments/sections/library/publications/2016/typology-on-training-for-gender-equality-en.pdf?vs=520>; <http://www.unwomen.org/-/media/headquarters/attachments/sections/library/publications/2016/compendium-of-good-practices-in-training-for-gender-equality.pdf?vs=1218>

⁷ Please refer to: <http://www.unwomen.org/-/media/headquarters/attachments/sections/library/publications/2016/typology-on-training-for-gender-equality-en.pdf?vs=520>;

⁸ Please refer to: <http://www.np.undp.org/content/nepal/en/home/library/gender-equality-and-social-inclusion/common->

	<ul style="list-style-type: none"> • GESI integration in project/ program cycle (planning, budgeting, monitoring, reporting and evaluation) • Institutional arrangements for GESI • GESI audit • Role of civil servants • Application of GESI in sectoral themes • Role of elected representatives
Financing for Gender Equality – Gender Responsive Budgeting (GRB) ⁹	<ul style="list-style-type: none"> • Concepts, context and trend of GRB in Nepal • Financing procedures • Budget process and GRB calculation • GRB analysis tools and costing tools • Gender budget analysis- why, how and whom?
Practical Application of the GRB in the Local Planning and Budgeting	<ul style="list-style-type: none"> • Initiatives and experiences • Good practices of GRB application- case stories • GoN tools and guidelines • Exercises (how to use GRB in the local context, how to apply, how to get info, where to get info, etc.)
Access to Justice for Women in Nepal	<ul style="list-style-type: none"> • Concepts, context and trend of access to justice for women in Nepal • Traditional harmful practices and transitional justice- the existing response (services) practices • An overview of VAW in Nepal: the problem • Review of relevant laws and judicial processes • Role of local elected representatives—including the local judicial committees - ensuring women's access to justice • Skills to review and draft GESI-responsive laws from a local level perspective
Nexus between Labor Migration and Human Trafficking	<ul style="list-style-type: none"> • Concepts, context and trend • Foreign labour migration and national GDP • Use of remittance for sustainable development • Female labour migration • Migration- rights and safety and security • Human trafficking- causes and consequences • Laws, policies and programmes
Disaster Preparedness, Response, Recovery and Reconstruction in Nepal	<ul style="list-style-type: none"> • Concepts, context and trend of disasters and their responses • Gender discrimination in crisis situations • GESI in Nepal's emergency response preparedness (ERP) and response • GESI and recovery and reconstruction (status of women and marginalized groups' access to provisions; Review of current mechanisms and processes to promote women's access to provisions)

[framework-for-GESI.html](#)

⁹ Please refer to : <http://www.unwomen.org/en/digital-library/publications/2010/1/gender-responsive-budgeting-in-practice-a-training-manual>

	<ul style="list-style-type: none"> • Role of elected representatives in ER scenario
Negotiation and Advocacy Skills and Exercise	<ul style="list-style-type: none"> • Negotiation and advocacy skills • Advocacy tools • Policy advocacy for promoting GEWE • Public speaking and debating skills • GESI responsive decision making
Leadership Skills and Team Management	<ul style="list-style-type: none"> • Communicating confidence, strength and executive leadership¹⁰ • Leadership characteristics and skills • How to lead the team • Considerations on descriptive and substantive representation¹¹ (beyond political parties) •
Action Plan	<ul style="list-style-type: none"> • Individual action plan/commitment
Reference Materials	<ul style="list-style-type: none"> • List of reference materials • suggested links for the reference documents and courses

In addition to the above list of suggested modules, the party should make sure to include modules on the specific roles and responsibilities of Mayors, Deputy Mayors, Chairs, Vice Chairs and regular ward members respectively. Further, the responsible party should ensure that the package incorporates findings of the TNA. In order to ensure ownership and accountability on behalf of MoFALD, it is necessary to get their endorsement of the training package.

e) Finalization of Training package

The training package (a training module, a trainer's guide and a resource book) will be finalized upon incorporation of inputs from the pilot testing and the feedback from the thematic experts. The final training package will be submitted to the PMC for its endorsement and circulation (upload in MoFALD's website).

f) Piloting of the modules (25 persons x 3 days x 1 time)

The responsible party will conduct a pilot test of the training modules to the similar types of participants. Based on the feedback from the participants and the resource persons, the module will be refined.

Activity 2: Conduct a Training of Trainers (ToT) on GESI at national level (30 persons x 5 days x 1 time)

The responsible party will conduct a five-day ToT to at least 30 participants from national level CSOs and freelance trainers, including at least 50 per cent women, with previous work experience in the field of GESI and women's leadership development and governance. The ToT will have a special focus on hands-on practical application and implementation of GESI mainstreaming tools in governance systems,

¹⁰ BLFF Keys to elected office (<http://www.barbaraleefoundation.org/wp-content/uploads/BLFF-Keys-to-Elected-Office-06.02.2014.pdf>)

¹¹ Women's Political Networks, Defining Leadership, Breaking Barriers, and Fostering Change; Lucina Di Meco (<https://www.wilsoncenter.org/publication/womens-political-networks-defining-leadership-breaking-barriers-and-fostering-change>)

processes and mechanisms, and women's leadership development. This training will enhance the skill on training package designing, training facilitation and the reporting.

Following an assessment of the quality and results of work conducted under this ToR, the further use of the trainers will be explored with potential future support from UN Women. Thus, a plan for the future use of the trainers will be developed in consultation with the MoFALD. The pool of resource persons (trainers) will be managed by the GON.

MoFALD will maintain a roster of resource persons and will also recommend both the package and the pool of resource persons to the agencies who will support GoN throughout the GESI capacity development to elected representatives.

Activity 3: Conduct training on GESI in governance with elected women representatives in Kathmandu Valley (30 women representatives x 3 days x 2 events)

The responsible party will conduct three-day trainings on GESI in governance targeted at elected women representatives in Kathmandu Valley. A three-day training to women Mayors, Deputy Mayors, Chairs and Vice Chairs of municipalities and rural municipalities respectively will be conducted (30 women representatives x 3 days x 1 event). In addition, a training will be conducted with elected women ward members in selected municipalities and rural municipalities in the Kathmandu Valley (30 women representatives x 3 days x 1 event). The municipalities will be determined at a later stage and in consultation with MoFALD. The trainings will be facilitated by the ToT trainers and will use the training manual developed from this project. A pre-test and post-test of the training participants will be conducted to assess the level of knowledge and skills improved from the training. The trainings will be delivered using a participatory approach with an emphasis on structured group work, hands on activities, and adult learning methods. The training events will be determined by MoFALD.

Activity 3: Develop IEC materials on GESI and governance

The responsible party will develop user friendly IEC material on GESI in governance targeted to women elected officials and representatives of marginalized and excluded groups. A booklet with relevant information on GESI will be developed in consultation with relevant experts as well as MoFALD, MoWCSW and UN Women. The booklet shall use graphics making the document easy to understand and follow. There should be user friendly flyers which includes snapshot on GESI in governance.

5. Methodology

The responsible party will develop an implementation plan, including activity progress indicators. The methodology to be adopted by the contracted party includes:

- Use pre-test and post-test questionnaires to analyse participant's knowledge and understanding before and after the training
- Meeting with MoFALD, MoWCSW, and UN Women
- Form project management committee comprising of representatives from MoFALD, MoWCSW, National Women's Commission (NWC) and UN Women Nepal, including thematic experts

on GESI and governance Documentation of feedback received from relevant experts/stakeholders

- Prepare pool of resource persons with contact details, and plan to mobilize those resources
- Consultations with relevant stakeholders on the training package and booklet on GESI and Governance

6. Deliverables

The responsible agency should provide the following deliverables in Nepali and English on stipulated period of the project:

- Training need assessment report including desk review on GESI and women's leadership
- Soft copies of the detailed training package in Nepali and English including:
 - **a training manual**, including presentation slides, hand-outs for distribution, case stories and pre-and post-test questionnaires;
 - **a trainer's guide** including with reference materials, and;
 - **a resource book**, comprising relevant materials for the participants
- Training [ToT and other trainings] completion reports with well documented feedback from participants and organizers/facilitators (including pre-and post-tests)
- Contact details of trained resource persons (trainers)
- A plan for the future use of trainers with the potential future support from UN Women and with the management by the GoN
- Booklet on GESI in governance
- Meeting minutes of PMC
- Quarterly and final progress report (narrative, financial) in the UN Women standard template

7. Means of verification

- Training need assessment report
- Training package on GESI and women's leadership in governance context (a training manual, a trainer's guide, a resource book) (available in MoFALD website)
- Photos of events
- Progress reports
- IEC materials (booklet and flyer)
- Details of resource persons

8. Activity target groups

The target groups for this initiative will be elected women representatives.

9. Project location

The project activities will be implemented in Kathmandu. However, the responsible party will conduct the TNA by conducting discussions with relevant target audiences in other districts besides Kathmandu. The district for the TNA will be selected in consultation with MoFALD, MoWCSW and UN women.

10. Time frame

1 September 2017 - 31 December 2017 (including one month reporting period)

Pending an assessment of the success of this initiative and subject to the availability of resources, UN Women may elect to extend the timeline and deliverables under an Amendment to Contract.

11. Management

The responsible party will coordinate with MoFALD to form a project management committee (PMC) overseeing the progress of the assignment regularly and provide guidance to implement the outlined activities. The PMC will comprise of MoFALD, MoWCSW, NWC, responsible party and UN Women. The PMC may invite thematic experts, including GESI and governance experts, or any other GoN agencies as required. UN Women Nepal Office will provide financial and technical support to the responsible party to conduct above mentioned activities.

12. Required technical expertise and experience

- Technical knowledge and expertise on women's human rights related national and international instruments/normative frameworks i.e. Constitution, CEDAW, BPfA, GESI policies, strategies, plan of actions, SDGs;
- Substantive experience of working on GESI, local governance and women's leadership in Nepal
- Experience of developing training manuals and IEC materials, particularly related to GESI, governance and women's leadership; delivering training sessions; and
- Experience of working with government, DPs and UN agencies.

This assignment is to be carried out by an agency with the team of experts having advanced knowledge and expertise in GESI, local governance, training package development and training facilitation. There should be gender balance in the team of experts. The experts' team should comprise a team leader (training expert), GESI expert and local governance expert. The team leader should provide intellectual leadership and coordinate with concerned stakeholders to make the assignment participatory, inclusive and effective.

The team members should have following expertise:

a) Team leader:

The team leader is expected to have proven expertise on coordination with relevant stakeholders at various levels, leading the team, developing training package, sessions facilitation and overall programme management. The team should have the following expertise:

- A minimum master's degree on gender and development, demographic, population studies, public administration, sociology or any other relevant field of social sciences;
- A minimum 10 years of experience on project management, developing training package including training manual, trainer's guide and training facilitation particularly on local governance, gender equality, ending violence against women/girls and social sector;
- A high-level of leadership skills and training facilitation skills;
- Proficient in both English and Nepali with quality analytical report writing skills;
- Excellent communication, presentation, facilitation and documentation skills;

b) GESI expert:

The GESI expert is expected to have the following expertise:

- A minimum master's degree on gender and development, sociology, women's studies or any other relevant field of social sciences;
- A minimum 7 years of experience on providing GESI technical inputs to programmes including training curriculum;
- Expertise on training manual development and training facilitation particularly on gender equality, ending violence against women/girls and social sector;
- Proficient in both English and Nepali with quality analytical report writing skills; and
- Excellent communication, presentation, facilitation and documentation skills.

c) Local governance expert:

The local governance expert is expected to have below expertise:

- A minimum master's degree on public administration, governance, rural development or any other relevant field of social sciences;
- A minimum 7 years of experience working in the governance system particularly in local governance system in Nepal;
- Proficient knowledge on developing training manual development, training facilitation and knowledge on capacity development of local government officials particularly on strengthening local governance system, gender equality, ending violence against women/girls;
- Proficient in both English and Nepali with quality analytical report writing skills; and
- Excellent communication, presentation, facilitation and documentation skills.

13. Reporting requirement

The responsible party will report to the UN Women on a quarterly basis to update the progress towards achieving the deliverables. The other reporting requirement is given below:

- The responsible party will submit inception report incorporating an updated plan of action including monitoring and evaluation plan, package and methodology for all expected activities, detailed profile and terms of reference of relevant human resource, and any other relevant documents that can support the implementation and reporting of the project.
- The responsible party will submit narrative and financial report to UN Women on a quarterly basis and when required in the standard reporting format provided by UN Women.
- A comprehensive narrative report of all activities in hard and soft copy will be submitted at the end of the programme.

- The responsible party shall provide UN women with a list of all non-expendable equipment purchased for the project, if any. Titles of any equipment and supplies procured through UN women funds shall rest with UN women until such time as ownership thereof is transferred.

14. Sustainability

The responsible party will explore the sustainability of the project intervention as it has been articulated in its objective. The technical proposal should include how the project interventions would be sustainable and what are the further course of actions to be followed.

The technical proposal should clearly outline in narrative as well as in log frame on how your organization meets the above requirements with well-documented evidences. For detailed requirements and guidance for the proposal preparation and evaluation, please refer the first section of this advertisement.

Annex II: Logical Framework Format

	Indicators	Means of Verification	Important Risks/Assumptions and mitigation strategies
<u>Goal:</u>	?	i) ii)	
Outcome 1 – <i>The project is expected to contribute towards the achievement of this result, collectively with other partners.</i>	?	i) ii)	?
Output 1.1 – <i>The project will be directly held accountable for this result.</i>	?	i) ii)	
<u>Activities A:</u> A.1 A.2			?
<u>Output B:</u>	?	i) ii)	?
<u>Activities B:</u> B.1 B.2			?
<u>Output C:</u>	?	i) ii)	?
<u>Activities C:</u> C.1 C.2			?

Remarks: The project needs to provide results- based inputs to this log frame, which has a long-term perspective. It will serve as an integral part of framework for UN Women strategic plan

Annex III: Implementation Workplan Format

Outcome(s):										
Output (s):	Output Indicator	Key Activity	Implementing Partner(s)	Timeframe				Amount		

Annex IV: Budget Format

Budget							
SL.No.	Budget Heads	Unit	Qty	Rate	Total Budget	Percentage	Notes on budget line items
1	Personnel*						
	Sub-total Personnel						
2	Programme**						
2.1	For example: Conduct trainings/workshops for journalists/head of Bureau and journalist of selected media houses to promote nondiscriminatory and gender responsive reporting. (3 days X 30 persons X 2 trainings at national and 5 trainings at regional level)						
2.2							
2.3							
2.4							
2.5.							
	Sub- total Programme						
3	Administrative Costs***						
	Sub-total Administrative cost						
	Total					100	

* The budget of the personnel should not exceed 15% of the total proposed budget

** For example: Lodging/food for participants, travel cost, stationery and training materials, training hall charge, fee of trainers, photo/banner costs etc and other necessary costs need to be included. This section covers all the required cost for consultants to carry out any activities planned, cost for report writing, developing knowledge products, training manual etc. Activities related to capacity development of project partner also fall under this section.

*** Administrative cost should not exceed 7% of the total budget