

## TERMS OF REFERENCE

### Consultancy service to support the Governance and GEDSI for LISP at local level

#### Overall Programme Objective

LISP will improve the ability of Nepal's local and provincial governments to respond to the demands of citizens for local infrastructure and increase the legitimacy and accountability of local government to their citizens with an emphasis on the empowerment of women. It will create green recovery jobs to stimulate the local economy and build climate resilience.

#### Programme Summary Overview

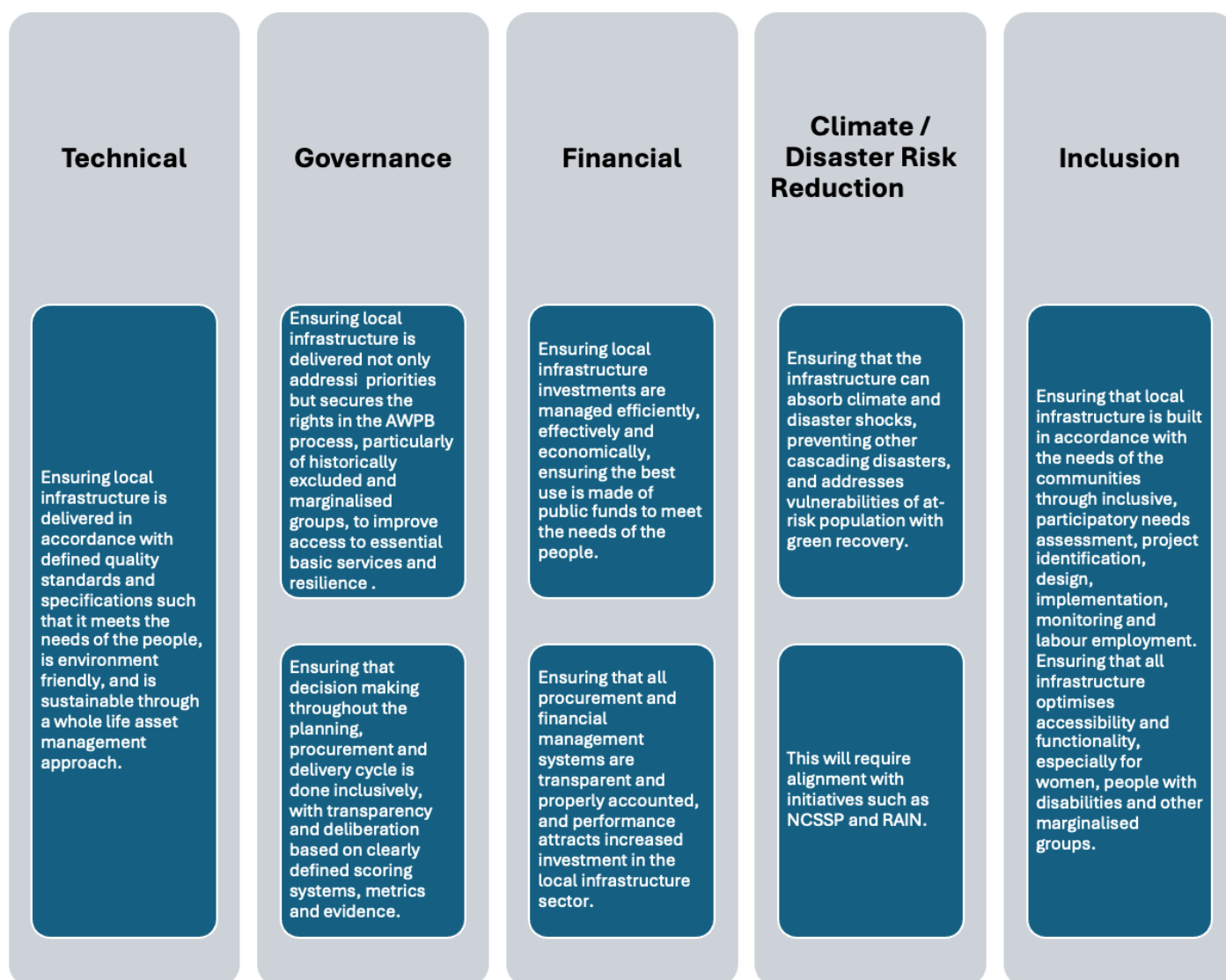
<b>Provinces</b>	Karnali and Lumbini (2 Consultants)
<b>District</b>	To be decided later (One in Karnali and one in Lumbini)
<b>Cluster</b>	To be confirmed
<b>Palika</b>	To be confirmed
<b>Duration</b>	Oct 25 to Mar 26
<b>Working days</b>	132 working days

#### LISP Approach

Our approach is to build on the understanding that as the LISP TA we will need to fulfil three roles to realise the full impact of LISP's Objective:

- 1. Strengthening Infrastructure Governance**  
Institutionalizing inclusive governance mechanisms from risk informed planning, design, implementation, monitoring, operation and maintenance. Integrating the system actors for a holistic planning and delivery to minimize siloed development efforts among different level of governments.
- 2. Capacity building and technical support**  
To improve the capacity of Local Governments (LG) to deliver local infrastructure services according to strengthened governance systems.
- 3. Quality Assurance of LISP investments**  
to ensure that FCDO's funds are utilized in accordance with the strengthened governance systems, and with LISP demonstrating the effectiveness of these systems to build confidence and encourage others to invest in the local infrastructure sector in accordance with the improved governance systems.

The programme objective will be achieved through **five critical strands of delivery**:



The Governance and Social Accountability team includes the **Deputy Team Leader/ Governance** at the Federal level and the **Governance Lead** at the Provincial level.

### Role of the Cluster-Governance and GEDSI Surge Team

These ToRs are based on the ToR of the Planning and Capacity Development Officer of LISP Pilot. This is STTA to support LGs for annual planning and budgeting process. This position works closely with the cluster team of LISP.

### Scope of Work Summary

In close coordination with the LISP cluster team, this position is responsible for supporting Local Governments (LGs) in the annual planning and budgeting process. A key responsibility includes facilitating the prioritization of community-selected plans for inclusive and climate-resilient infrastructure, as well as supporting LGs in the development of a project bank.

The role also contributes significantly to the supervision and monitoring of LISP activities, ensuring the meaningful participation of women, persons with disabilities, and other vulnerable groups throughout the planning phase.

## **Key Responsibilities of the Assignment**

### **1. Support to Local Governments on Infrastructure Governance, Planning, and Budgeting**

- Provide technical support to assigned Local Governments (LGs) in infrastructure governance, with a strong focus on the annual planning and budgeting process for inclusive and climate-resilient local infrastructure
- Support LGs to follow all steps of the participatory planning process and help apply inclusive planning tools and practices to improve participatory decision-making
- Assist in using tools, guidelines, and standards for prioritizing green, labor-intensive infrastructure projects that promote local employment, in line with LISP Implementation Guidelines
- Coordinate with Engineers and Procurement and Public Financial Management (PPFM) Officers to incorporate inclusive, accessible, and climate-resilient features in planned infrastructure projects
- With the LISP Governance Team, provide hands-on support to ensure the participation and prioritisation of women, persons with disabilities, and climate/socially vulnerable groups in the planning and budgeting process
- Support LGs in developing a project bank based on prioritised infrastructure projects identified through the annual planning process

### **2. Capacity Development and Systems Strengthening**

- Collaborating with the Capacity Building Expert (CBE) and Governance Team to support ongoing capacity needs assessments and help LGs strengthen inclusive planning practices
- Support LGs in generating and documenting evidence for Local Government Institutional Self-Assessment (LISA) and other assessments, as needed
- Work with Cluster Teams and key stakeholders, including PLGSP/Provincial Research and Development Academies (PRDAs) to help LGs build on-the-job capacities, particularly in inclusive planning, budgeting, and monitoring.
- Assist LGs in maintaining records and data related to the planning process
- Support LGs in preparing project banks from prioritized schemes identified through the seven-step planning process to leverage funding opportunities from development partners.
- Contribute to learning and knowledge management by documenting events, processes, and key outputs

### **3. Supervision, Monitoring, Learning, and Coordination**

- Support LGs in implementing inclusive planning and monitoring tools focused on sustainability and accessibility in infrastructure governance
- Provide basic support in quality control, supervision, documentation, and data management linked to the planning cycle
- Encourage coordination with stakeholders, including PLGSP and PRDAs, through joint planning and learning practices to strengthen local governance

### **4. Promoting Inclusive Participation in Local Infrastructure Governance**

- Facilitate inclusive planning meetings and consultations, ensuring active participation of women, persons with disabilities, and marginalised groups.
- Support the integration of inclusive approaches and social accountability tools into LG planning systems, ensuring the participation of socially and climate-vulnerable populations

- Help ensure that infrastructure projects identified by these groups are included in annual plans and budgets
- Promote inclusive representation throughout the planning stages of project management, encouraging visibility of excluded groups in implementation, monitoring, and future maintenance stages

**Duration:** The position is expected to be continued from October 2025 to March 2026. 132 working days between October 2025 to March 2026. 6 working days a week.

#### **Qualifications and Experience:**

- Bachelor's degree in social sciences, or a related field
- Demonstrable experience in the use of the Government of Nepal (7 step) annual planning and budgeting process
- Demonstrable experience in general LG Governance, GEDSI and safeguarding
- Familiarity with gender-responsive budgeting and planning processes
- Strong facilitation and training skills, with the ability to engage diverse gender and social groups
- Excellent coordination and communication abilities, with experience working alongside government officials and stakeholders
- Preference will be given to candidates with prior experience in the pilot and transition phases of LISP, Nepal Climate Change Support Programme (NCCSP) and Provincial and Local Government Support Programme (PLGSP).
- Preference will be given to candidates who are resident in the two provinces.
- Willingness to be located in remote Municipalities
- Agreement to mobilize within one week of contract signature.

#### **Lines of Communication**

<b>Accountable to</b>	Governance Lead
<b>Technical support</b>	Provincial GEDSI and Governance Manager

#### **Logistic Support**

Accommodation, travel and per-diem will be managed by DT Global. CARE Nepal will not have any liabilities on any unanticipated incident (accident, injury, natural disaster, etc.) to the consultant.

#### **Payment Modality**

The payment will be made on a monthly basis upon submission and approval of the timesheet and invoice. Applicable taxes will be deducted in accordance with the prevailing laws and regulations of the Government of Nepal.

#### **Proposal submission deadline**

The interested and qualified consultants **registered in VAT** must submit their letter of interest with financial proposal, including CV and VAT certificate **by 17<sup>th</sup> October 2025.**

#### **Evaluation**

Proposal will be evaluated and based on the evaluation score; consultant will be further contacted for the next process.

**Required Documents**

- EOI Letter with daily rate including tax. Consultants should also mention their preference location in the EOI (Karnali or Lumbini or anyone).
- Updated CV along with copies of Citizenship, experience letters, and any other relevant documents.
- If any documents/information is not available or not applicable, the reason(s) must be clarified in the proposal form.
- VAT registered certificate (Individually or institutionally) along with latest tax clearance certificates and other related documents.

Note: CARE Nepal will have the right to disqualify the proposals from the selection process if the proposal submission guideline has not been followed.

***\*\*The final agreement will be conditional upon donor approval.***