

TERMS OF REFERENCE – Cluster-Governance and GEDSI Officer Revised (Jan 2026)

Project Number	20620
Project Name	Local Infrastructure Support Programme (LISP)
Country of delivery	Nepal
Client	United Kingdom Foreign and Commonwealth Development Office (FCDO)
Beneficiary	FCDO/ Government of Nepal (GoN)
Level of Effort	Full time

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

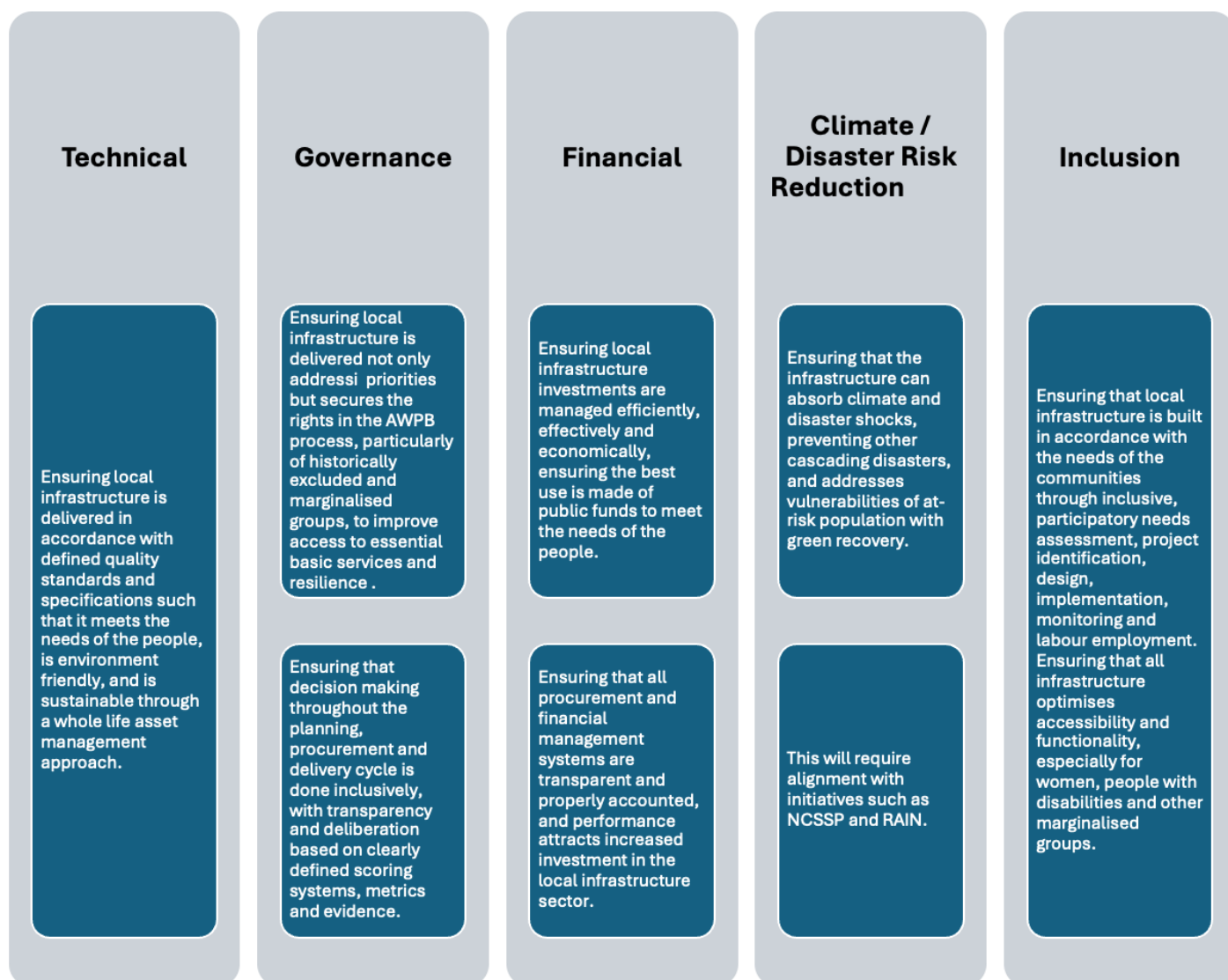
MoU between the GoN and British Embassy (BEK)	16th of March 2023
Grant support	£66 million for capital investment only which is on budget and on treasury
Technical Assistance (TA)	£ 20 million
Innovation, Evidence and Learning	£ 4 million
Provinces	Karnali, Lumbini, and Madhesh
LISP Implementation	13 November 2024 – March 2027

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**
Institutionalising inclusive governance mechanisms from risk informed planning, design, implementation, monitoring, operation and maintenance. Integrating the system actors for a holistic planning and delivery to minimise 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 utilised 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 GEDSI team include the **Governance Lead and the GEDSI Lead** at the Federal level and the **Governance and GEDSI Manager(s)** at the Provincial level.

Role of the Cluster-Governance and GEDSI Officer (Surge)

In close coordination with the LISP cluster team, this position is responsible for supporting Local Governments (LGs) in the annual planning and budgeting process, capacity development of LGs and regular supervision of construction phase to ensure the exestuation of GEDSI and safeguarding compliances. A key responsibility includes facilitating the prioritisation of community-selected plans for inclusive and climate-resilient infrastructure, organizing formal and informal dialogues/ discussions at ward and LGs level to facilitate the projects identified from the settlement level are endorsed in the annual plan as well as supporting LGs in the development of a project bank.

The role also contributes significantly to the capacity development plan preparation process and its execution at the LGs level. Likewise, the role will perform the supervision and monitoring of LISP activities, ensuring the meaningful participation of women, persons with disabilities, and other vulnerable groups throughout the programme cycle.

Key Responsibilities

1. Support to Local Governments on Annual Planning, and Budgeting

- Provide technical support to assigned 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 prioritising green, labour-intensive infrastructure projects that promote local employment, in line with LISP Implementation Guidelines.
- 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 development planning process, support LGs in execution of the capacity development plan prepared by LGs themselves and LISP TA capacity development plans.
- Work with Cluster Teams and collaborate with key stakeholders, including PLGSP/ Provincial Research and Development Academies (PRDAs) to help LGs build on-the-job capacities particularly but not exclusively confined to inclusive planning, budgeting, and monitoring.
- Assist LGs in maintaining records and data related to the planning process
- Support LGs in preparing project banks from prioritised 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.
- Contribute and work together with Governance Lead, GEDSI Lead and PGGM on preparation of planning process approach paper.

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 and infrastructure construction cycle.
- Encourage coordination with stakeholders, including PLGSP and PRDAs, through joint planning and learning practices to strengthen local governance.
- Support to Programme Officer-Political Economy Analysis in collecting data, evidence and drafting the political analysis briefs.

Support IEL team on documenting flash findings. 4. Promoting Inclusive Participation in Local Infrastructure Governance

- Facilitate inclusive planning meetings and feasibility 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.
- Work with cluster teams for the effective implementation of integrated TA approaches across the infrastructure cycle.
- Coordinate with Engineers and Procurement and Public Financial Management (PPFM) Officers to incorporate inclusive, accessible, and climate-resilient features in planned infrastructure projects.

Required Qualifications and Experience:

- Bachelor's degree in social sciences, development studies, or a related field.
- Demonstrable experience in the use of the Government of Nepal (7 step) annual planning and budgeting process.
- Demonstrable experience in facilitating capacity development planning and support in the execution of capacity development plans at Local Governments.
- Demonstrable experience in general LG Governance, GEDSI and safeguarding.
- Familiarity with gender-responsive budgeting and participatory 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.
- Willingness to be located in remote Municipalities in Karnali and Lumbini Provinces.

Lines of Communication

Accountable to	Provincial Governance and GEDSI Manager
Technical support	Governance Lead GEDSI Lead

Duration: The position will be responsible for capacity development of Palikas until **March 2026**. Starting **April 2026**, the role will involve traveling across multiple Palikas to provide support in the annual planning process. The position is expected to be from **20 February 2026 to July 2026**.

Terms of payment

The payment will be made on a monthly basis after the submission and approval of the timesheet, Invoice and deliverables by the supervisor.

Position and Location

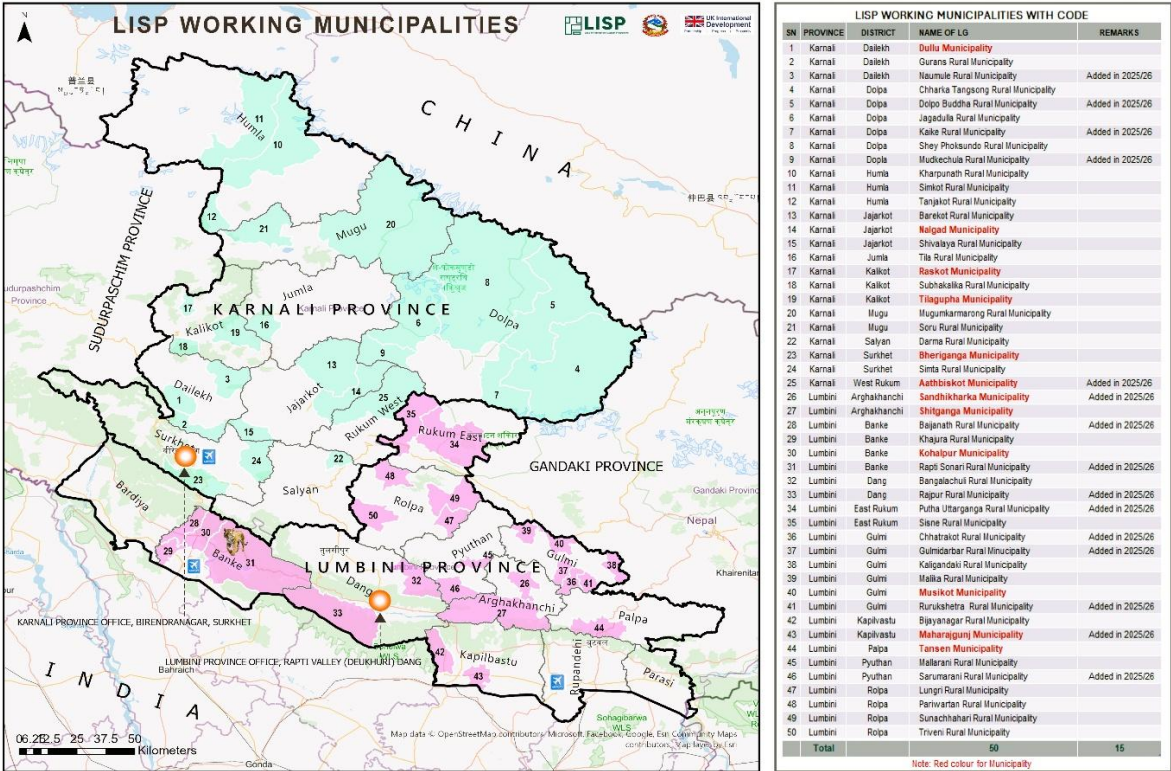
The total number of required positions will 10 for both Lumbini and Karnali province and the working clusters will be within the **project implementation areas of Lumbini and Karnali Provinces**. Specific cluster assignments will be determined and communicated at a later stage based on project requirements. The project is expected to involve frequent travel; accordingly, the associated costs will be covered by DT Global if need to travel from assigned cluster to another cluster.

Required Documents

- **An Expression of Interest (EOI) letter** clearly stating your suitability for the position based on the past experience, along with your **proposed daily rate**, submitted in **PDF format**, duly **signed and dated**.
- Updated CV along with copies of Citizenship, experience letters, and any other relevant documents.
- VAT registered certificate along with the latest tax clearance certificates and other documents.
- If any documents/information is not available or not applicable, the reason(s) must be clarified in the proposal form.

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

Map of LISP Working Palikas



DATE: JAN 23, 2026 (V1.5)

DT Global Values

At all times work to the DT Global Values ensuring LISP is delivered with a culture of inclusivity, civility and excellence.

Our Values

Innovation

Fostering a culture that values and rewards experimentation and risk taking beyond our comfort zone.

Civility

Amplifying the inherent value and contributions of all, while building community around respect and understanding.

Collaboration



Integrity

Learning & Adaptation

Continuously documenting, reflecting, and operationalizing best practices that address programmatic and professional challenges.

Diversity, Equity, Inclusion & Accessibility

Proactively ensuring equitable participation that reflects diverse perspectives at all levels.

Technical Excellence

Delivering impactful solutions by providing cutting-edge technical expertise and advancing thought leadership

LISP Team (v5 Jan 26)

Programme Leadership

- Programme Director
 - UK PM
 - Sr. PM
 - National TL
 - DTL - Technical Delivery Coordinator
 - Stakeholder Engagement Advisor (SEA)
 - Technical Director
 - DTL - Technical Design

Programme Management Unit

- Prog. Management Associate
 - Sr. Fin. & Admin Manager
 - Admin & Logs. Manager
 - IT Manager
 - Admin and Finance Ass.
 - HR Manager
 - HR Associate

Technical Leadership

- DTL - Technical Delivery Coordinator
 - MREL
 - ICF KPI & Quant. Expert
 - Data Management Expert
 - Provincial MR Manager x 2
 - Communication Expert
 - IEL Lead
 - National EL Lead
 - Provincial EL Manager x 2
 - Qual. Expert
 - IEL Study Team(s)
 - Workplan Manager
 - Infra Programme Coordinator
- DTL - Technical Design
 - PPFM Lead
 - Innovation Lead
 - GEDS Lead
 - CR Lead
 - Infra Lead
 - Governance Lead

Programme Delivery Team

Local PEA team

STTA - Indicative