

Terms of Reference (ToR)
GEDSI Policy Consultant

Nature of Consultancy	Individual Consultant/Firm
Duration	4.5 months, from March to June 2023 (approximately 60 working days)
Location	Kathmandu
Published date	14 February 2023
End date of application submission	1 March 2023

1. Context and Background

Habitat for Humanity Nepal has been present in Nepal since 1997, serving landless, low-income, vulnerable (ultra-poor, socially excluded, disaster-affected, or living in disaster-prone areas) and Dalit families to build adequate (safe, secure, habitable, and accessible) houses. With its central office in Kathmandu and two field offices in Eastern Region (in Province 1) and the Far-western region (Sudur Paschim Province).

Habitat for Humanity International Nepal is an international non-governmental organization that builds decent and affordable housing in partnership with the government and families in need. The organization serves low-income, socially excluded, marginalized, landless families living in vulnerable conditions and disaster-affected populations to build adequate and accessible homes promoting dignity and hope to support in sustainable and transformational development. Habitat Nepal serves the most vulnerable people through the provision and promotion of decent housing, water & sanitation, housing microfinance and advocacy on land & housing rights with an emphasis on DR3 (Disaster Risk Reduction and Response), gender equality and person with disabilities.

Habitat Nepal has stressed the necessity to link its programs, projects, operations and service delivery through gender equality disability and social inclusion across all its work as women's voice play a vital role on how Habitat Nepal operates its programs.

Habitat Nepal is seeking a consultancy service to develop the Gender Equality, Disability, and Social Inclusion (GEDSI) guidelines through gender and disability analysis in every phase of our programs, and operations to ensure that our activities are gender, disability, and social inclusive, and we consider the different needs of vulnerabilities of people of every gender.

The GEDSI approach also places a strong emphasis on improving our organizational culture, our engagement with partners and with the community. It reflects our commitment to gender equality and prevention of sexual exploitation, abuse or harassment against women, children and vulnerable adults.

2. Objectives

- ❖ Conduct the GEDSI analysis (audit) of Habitat Nepal programs and projects as well as the organization/operations to identify the good practices and gaps, in GEDSI that need to be addressed.
- ❖ To develop a GEDSI policy and guidelines (organizational and operational) including strategies for implementation.
- ❖ To build the capacity of staff to integrate for GEDSI-responsive program and budgeting.
- ❖ To develop GEDSI tools and test the tools in the field.
- ❖ Formation of GEDSI working group and Training of Trainers (ToT) to the working group.

3. Scope of Work

1. Conduct Gender, Disability and Social analysis/audit for Habitat Nepal policies, program, projects, and operations.
2. Integrate GEDSI responsive budget in the policy and programs.
3. Conduct key informant interviews with Habitat Nepal staff, implementing partner staff, partnering local governments, and community members for understanding the approach, lessons learned, and priorities of Habitat Nepal to align with the GEDSI Policy.
4. Consultations with partners working on practical aspects of mainstreaming GEDSI and engaging with women and most vulnerable adults to get the lessons learned, and best practices.
5. Finalize GEDSI policy, guidelines, and tools through a validation workshop with the staff and partners.
6. Conduct capacity development of Habitat Nepal staff and partners and conduct ToT for the GEDSI working group.

4. Methodology

The consultant is expected to propose the methodology to undertake the exercise containing the descriptions on their approach, workplan, timeline and budget. The date of completion should not be later than end of June 2023.

5. Target Groups

Habitat Nepal programs, projects, operations, implementing partners and community/beneficiaries.

6. Key Deliverables

1. GEDSI Analysis/Audit findings report.
2. GEDSI policy, guidelines and tools.
3. Training (ToT) for working group including content materials and references.
4. GEDSI workshop including content materials and references.

The key deliverables are to be submitted in English language. The documents must be proof-read, edited and a final acceptable report must be presented.

7. Qualifications, skills and experience

- Master's in social science or Gender Studies or relevant degree with minimum of 5 years of experience in relevant area. Preference will be given to a candidate/Firm with experience in GEDSI policy developments, GEDSI Audit as well as GEDSI training and analysis.
- Preference given to candidate with experience and knowledge in Gender, Disability and Social Inclusion and Rights-based approach.
- Excellent analysis, writing, and facilitation skills.

8. Active support of HFHI Values:

1. Humility – We are part of something bigger than ourselves.
2. Courage – We do what's right, even when it is difficult or unpopular.
3. Accountability – We take personal responsibility for Habitat's mission.

9. Ethical Protocols

In accordance with its foundational mission principles, Habitat Nepal is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for communities we serve.

We require that all staff and representatives (consultants, contractors, vendors/suppliers, interns, volunteers, agents, and implementing partner organizations) take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. The consultant will comply with the safeguarding policies of Habitat Nepal during the engagement.

Abiding with the organization, the consultancy service has responsibilities to maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of families and community members (especially children), promoting the implementation of Habitat for Humanity's code of conduct.

Throughout the assignment engagements, the consultants are expected to adhere to Habitat Nepal code of conduct including the safeguarding policy ensuring that all measures are taken to protect the rights, safety, and welfare of the individuals and communities involved.

10. Bid Requirements: Interested consultants are requested to submit:

- An expression of interest detailing the approach, workplan, timeline and budget with detailed breakdown of activities and timeline.
- Curriculum Vitae.
- Two references (including one from your last client/employer).
- A cover letter on how the consultant/Firm meets the required qualifications and competencies.
- One or two sample from previous work similar to this assignment.
- PAN and citizenship copy for consultants.
- Company registration, tax clearance for firms.

The proposal not meeting this requirement will not be considered.

Confidentiality of Information. All documents and data collected will be treated as confidential and used solely to facilitate analysis.

11. Copyright

Copyright for the documents will remain with Habitat for Humanity International Nepal.

12. Instructions to submit the proposal

Please send your proposal to procurement@habitatnepal.org no later than COB 1 March 2023.

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