



## Scope of Work (SoW)

### Research Consultant for Institutionalization of Capacity Enhancement of Elected Officials at Sub-national Levels

<b>A. Assignment title:</b>	Drafting analytical paper on Institutionalization of Capacity Enhancement of Elected Officials at Sub-national Levels
<b>B. Duty station</b>	Kathmandu and project districts
<b>C. Reporting to</b>	Country Director and Deputy Country Director
<b>D. Duration of assignment</b>	March 1 to April 30, 2024
<b>E. Expected start date</b>	March 1, 2024

### About International Foundation for Electoral Systems (IFES)

The International Foundation for Electoral Systems (IFES) is an international NGO that supports the building of democratic societies around the world. Since 2006, IFES Nepal has been working with the Election Commission of Nepal (ECN) and local civil society partners to enhance citizen participation and strengthen civil society, governance, and transparency in Nepal. To learn more about how and where we work visit [www.ifes.org](http://www.ifes.org).

IFES aims to produce an analytical paper on Institutionalization of Capacity Enhancement of Elected Officials at Sub-national Level. The paper envisions to explore ways for institutionalization of capacity enhancement of elected women representatives at provincial and local level.

### Scope of Work

Under the supervision of the IFES Nepal's Deputy Country Director, the consultant will be responsible for conducting desk review, Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs) with elected representatives at municipal and provincial levels, political party leaders, representatives of provincial training institutes and elected women representatives at sub-national level. The consultant will also engage in foundational workshop organized by IFES to discuss and identify gaps on the status of institutionalization of capacity enhancement of elected officials at Sub-national levels to draw in necessary information required for the analytical paper. The consultant will produce an in-depth analytical paper (structure of the paper to be determined in consultation with IFES) on institutionalization of capacity enhancement initiatives for elected women representatives at sub-national level.

### Duration and Timeline

The assignment is expected to commence from March 1, 2024. Field work must be concluded by April 6, 2024 allowing for a maximum of 21 days. Remuneration can be claimed for maximum of 30 working days and study must be completed no later than April 30, 2024.

### Qualifications

- Master's degree in social science, Development Studies, Governance and Gender Studies
- At least 5 years of proven experience in developing and conducting social research, especially in the field of women's leadership programs.
- Have in-depth knowledge of policies, plans and procedures of provincial and local government for capacity enhancement of elected representatives.
- Experience in managing and coordinating research assignments, including delivering agreed outputs on time.
- Experience in qualitative data collection and analysis using participatory methodology.
- Ability and flexibility to work /respond to comments and questions in a timely and appropriate manner.
- Good written and oral communication skills in English.

Kindly send the updated CVs along with daily remuneration/rate, inclusive of taxes, to [rmaharjan@ifes.org](mailto:rmaharjan@ifes.org) no later than **4:00 PM on February 27, 2024**.