



# मेचीनगर नगरपालिका नगर कार्यपालिकाको कार्यालय



प.स. ०८२/०८३

च.न. ५५८०

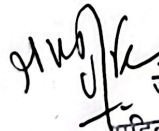
GESI नीति, GESI रणनीति र Case Management सम्बन्धी कार्यविधि बनाउनका लागि प्रस्ताव पेश गर्ने सम्बन्धी सूचना ।

सूचना प्रकाशित मिति: २०८३/०१/०७ गते

उपरोक्त विषयमा यस मेचीनगर नगरपालिकामा विश्व बैंकको अनुदान सहयोगमा सञ्चालित लैंगिक हिंसा रोकथाम तथा प्रतिकार्यका लागि एकीकृत सेवा पहुँच परियोजना – IGBVRN अन्तर्गत लैंगिकताको क्षेत्रमा नीति, रणनीति र कार्यविधि बनाई रहेका सामाजिक संघसंस्थाहरूलाई मेचीनगर नगरपालिकामा सुचिकृत गरिएका लैङ्गिक समानता तथा सामाजिक समावेशीकरण नीति, रणनीति र केश व्यवस्थापन कार्यविधि सम्बन्धि कार्यका लागि यो सूचना प्रकाशन भएको मितिले ७ दिन भित्र प्रस्ताव पेश गर्नुहुन सम्बन्धित सबैको जानकारीको लागि यो सूचना प्रकाशित गरिएको छ । साथै प्रस्ताव पेश गर्दा तपशिल बमोजिमका मापदण्ड र कागजातहरू संलग्न राखी मेचीनगर नगरपालिकाको कार्यालयमा पेश गर्नुहुन समेत अनुरोध छ ।

मापदण्ड:

१. संस्थाको दर्ता/ नविकरण प्रमाणपत्रको प्रतिलिपि मुख्य कार्यालय अन्यत्र भई मेचीनगर क्षेत्रभित्र शाखा संस्थाको हकमा मेचीनगर नगरपालिकामा सूचिकृत भएको प्रमाण समेत पेश गर्नुपर्नेछ ।
२. भ्याट दर्ता प्रमाणपत्र प्रतिलिपि ।
३. आ.ब.०८१/८२ को कर चुक्ता प्रमाणपत्र प्रतिलिपि ।
४. विगतमा संस्थाले लैङ्गिक समानता तथा सामाजिक समावेशीकरण नीति, रणनीति र केश व्यवस्थापन कार्यविधि बनाएको स्पष्ट खुल्ने गरी प्रमाण पेश गर्नु पर्ने छ ।
५. प्राविधिक तथा आर्थिक प्रस्ताव पेश गर्नु पर्ने छ (प्रचलित कानून बमोजिम हुने छ) ।
६. प्राविधिक तथा आर्थिक प्रस्ताव छुट्टाछुट्टै शिल्बदी गरि पेश गर्नु पर्ने छ ।
७. संस्था र प्रशिक्षकको योग्यता अनिवार्य रूपमा खुलाउनु पर्नेछ ।
८. प्राविधिक प्रस्तावनाको मापदण्ड पुरा गर्ने संस्थाहरूको मात्र आर्थिक प्रस्ताव खोली छनोट प्रक्रिया अधि बढाउने छ ।

  
जयन्ती खरेल  
महिला विकास अधिकृत  
(अधिकृत स्तर छैटौं)

फोन: ०२३-५६२०७७, ५६२२१२, ५६२२३३, ५६२४३७, दमकल: ०२३-५६२५०४

Website: [www.mechinagarmun.gov.np](http://www.mechinagarmun.gov.np), email: [mechinagarmun@gmail.com](mailto:mechinagarmun@gmail.com)

**Mechinagar Naagar Palika – Terms of Reference (ToR) for Eligible Firms/Organizations for  
Development of draft document and finalization of Gender Equality Policy, Strategy and Case  
Management Guideline for Mechinagar Nagarpalika**

**Under the Project - Institutionalizing Gender Based Violence Response in Nepal (IGBVRN)**

## **1 Background**

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Gender-based violence (GBV) is an umbrella term that refers to any harmful or degrading act committed against a person's will, based on socially defined (gender-based) differences between males and females. This includes acts that cause physical, sexual, or psychosocial harm or suffering, threats of such acts, coercion, and other deprivations of liberty. GBV is a violation of human rights and can occur in both public and private settings. It undermines an individual's health, safety, and dignity.

Although poverty, illiteracy, and substance abuse can exacerbate gender-based violence, these are not its root causes. The root causes of GBV lie deeply embedded in gender inequality and harmful social norms. Anyone can experience GBV, but due to patriarchal social values and widespread unequal power relations between men and women, most survivors are women and adolescent girls. Based on facts and complaints, women, adolescent girls, and girl children are disproportionately affected by GBV. Hence, awareness raising and empowerment programs focusing on these groups have been implemented as part of efforts to end GBV. However, boys, adolescent males, and men are also known to be survivors or affected by GBV.

In this context, the Institutionalizing Gender-Based Violence Response in Nepal (IGBVRN) project is being implemented in Mechinagar Municipality with joint investment and technical support from the Ministry of Women, Children and Senior Citizens, and financial support from the World Bank. To strengthen inclusive governance and service delivery under this initiative, the municipality aims to develop and institutionalize a Gender Equality and Social Inclusion (GESI) Policy, GESI Strategy, and Case Management Guideline to ensure effective, inclusive, and survivor-centered responses, hereby contributing to the overall performance of Mechinagar Municipality in promoting gender equality and inclusiveness.

## **2. Objectives:**

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### **Overall Objective:**

- To develop and finalize comprehensive and actionable GESI Policy, GESI Strategy, and Case Management Guideline for Mechinagar Municipality.

### **Specific Objectives:**

- To assess existing gaps in GESI integration and GBV response

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- To finalize a GESI Policy aligned with national and international standards (as relevant) and constitution of Nepal – already developed a draft version by IGBVRN team.
- To formulate a GESI Strategy with clear implementation and monitoring mechanisms with plan of actions.
- To develop a Case Management Guideline ensuring coordinated, inclusive, and survivor-centered GBV response following the national case management guideline.
- To facilitate consultations and validation events for finalization of the documents, ownership and implementation for change.

### 3. Scope of the assignment

To strengthen inclusive governance and institutionalize gender equality and social inclusion within Mechinagar Municipality, this assignment seeks a qualified firm/organization to support the development and finalization of a GESI Policy, GESI Strategy, and Case Management Guideline.

The selected firm will undertake a comprehensive and participatory process with **3 discussion events with relevant stakeholders** to ensure that the documents are context-specific, practical, and aligned with national and international standards. This will include reviewing existing policies and practices, study of relevant documents and study, identifying gaps in GESI integration and GBV response, and engaging key stakeholders at municipal and ward levels.

The consultant needs to do close coordination with IGBVRN team for further clarification about the assignment, The assignment will focus on developing frameworks that promote inclusive service delivery, gender-transformative approaches, and survivor-centered case management systems.

### 4. Outputs/Deliverables

**The assignment will produce the following key outputs:**

- Situational Analysis, study the local context and study the developed draft Gesi Policy developed by IGBVRN Team.
- Ensure the draft GESI Policy is aligned with national frameworks, local other relevant policies and local context.
- Draft GESI Strategy, including an implementation plan, indicators, and monitoring framework
- Draft Case Management Guideline ensuring survivor-centered, confidential, and coordinated GBV response and referral.
- 3 Consultation and Validation Workshop events with relevant stakeholders and reports.
- Final GESI Policy, Strategy, and Case Management Guideline incorporating feedback from stakeholders.

#### **4. Timeframe and estimated working day**

The consultant is required to propose the required timeframe along with their activity chart necessary for the completion of the given deliverables with estimation of working days for development of policy, strategies and Case Management Guideline:

- Proposed methodology and approach
- Work plan with timeline
- Budget breakdown, clearly linked to activities, workshops and deliverables

#### **5. Qualifications and experience of the consultant**

The consultant/firm/organization must be experienced on developing GESI policy, GESI strategies and Case Management Guideline and sensitive towards the issues of gender-based violence in Nepal and in local communities, particularly:

- A Master's degree in Gender Studies, Social Sciences, Development Studies, or a related field.
- Proven experience in GESI, gender equality, and GBV-related policy/strategy development. Demonstrated experience working with government institutions, particularly at the local Municipality level in Nepal.
- Strong understanding of GBV response systems (e.g., OCMC, police, referral mechanisms, shelter services for Case Management Guideline).
- Experience in conducting participatory assessments, consultations, and facilitation of workshops. Familiarity with national policies, legal frameworks, and international standards on GESI and GBV.

#### **6. Submission of Proposal and budget**

The consultant needs to submit a technical Proposal, schedule (time frame) along with deliverables as per ToR. Budget breakdown should be submitted in different envelopes:

- Technical Proposal
- Financial Proposal

#### **7. Mode of Payment**

Payment will be made through bank transfer by Mechinagar Municipality in a single installment upon successful completion and submission of all deliverables.

#### **8. Application Procedure**

Interested and eligible firms/companies are required to submit the following:

- Technical concise proposal which includes method with schedule and timeline.
- CV and experiences of the relevant work completion before.
- Provide updated legal documents of firms/companies.
- The firm/companies must be registered on VAT.
- Organization/firm registered (Suchikrit) on Mechinagr Municipalities to provide good/services.

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### Intellectual Property:

All information related to this assignment will remain the property of Mechniagar Nagalpalika and IGBVRN Project. Except for purposes of this assignment, the information will not be disclosed or used in whatever without written permission of Mechinagar Nagarpalika.

### Reporting

The Consultant will report to:

Name: Jayanti Kharel - Mahila Balbalika Shakha Pramukh and Kamala Uprety – GBV Specialist of IGBVRN Project.

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[Kamala.IGBVRN@gmail.com](mailto:Kamala.IGBVRN@gmail.com)

ToR Developed By: 

Kamala Uprety – GBV Specialist

Mechinagar Nagarpalika - IGBVRN

