REQUEST FOR PROPOSAL (RFP)
FOR REVIEW THE IMPLEMENTATION OF WORKFORCE DIVERISTY POLICY OF UNDP NEPAL

NAME & ADDRESS OF FIRM	DATE: September 9, 2019
	REFERENCE: UNDP/RFP/09/2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Review the Implementation of Workforce Diversity Policy of UNDP Nepal**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Tuesday, September 24, 2019** and via courier mail to the address below:

United Nations Development Programme
UNDP/RFP/09/2019
UNDP Registry, UN House
Pulchowk, Lalitpur, Nepal

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:
http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :
https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Niraj Shrestha
Assistant Resident Representative (Operations)
9/9/2019

Annex 1

Description of Requirements

Context of the Requirement	UNDP has been implementing an Interim Workforce Diversity Policy since May 2007 with the objective of diversifying its workforce both in terms of gender and diversity. This Policy was first reviewed and endorsed by HQ in 2009 and a second revision was conducted in 2014 by UNDP Nepal. Some of the recommendations including for wider dissemination/outreach to the excluded groups, improved content of the vacancy announcement etc. were prioritized after the 2014 review. The purpose of this assignment is to analyze in-depth the outcome thus far that could be attributed to the Policy. The data will cover the period 2007-2019. The exercise will be used to review the implementation status, positive changes brought in the organizational culture, lessons learnt/bottlenecks since the adoption of the policy in 2007 and finally provide a concrete set of recommendations to further strengthen the policy and promote workforce diversity and gender parity. These will further support the realization of UNDPs commitment to creating a gender equal and diverse workforce ensuring gender parity and in line with the UNDP Gender Parity Strategy 2018-2021, System-wide Strategy on Gender Parity, Declaration of Joint Principles of Workforce Diversity 2010. These recommendations will also guide the other UN agencies who are willing to adopt the policy.
Implementing Partner of UNDP	Not Applicable
Brief Description of the Required Services[1]	• Review the UNDP Workforce Diversity Policy 2009 and its implementation status in promoting workforce diversity. In doing so, the consultant(s)/firm are expected to analyse the available data from the UNDP HR unit. • Interview the staff who have left UNDP and analyse the reasons for leaving. • Analyse the UNDP data in terms of Gender and Social Inclusion from 2007 – 2019. • Review, to what extent existing recruitment processes and procedures across contract modalities are aligned with the spirit of UNDP Workforce Diversity Policy. • Identify the enablers and barriers for gender parity and diversity among the FTA/TA/SC staff. Identify positive changes in organizational culture brought by the Policy and remaining challenges. • Identify the potential impact of the Workforce Diversity Policy on UNDP Management, the project and their political will, (positive or negative changes in their respective portfolio/projects).

[1] *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.*

	• Review the Workforce Diversity Policy 2009 against all recruitment policies/succession policy, gender equality strategy/Strategic Plan etc of UNDP. • Reach out to other UN agencies in Nepal and collect their challenges and opportunities on promoting gender and diversity in the organization. • Develop a standardized quantitative analysis tool that can be used to monitor the effectiveness of the policy on regular basis. • And finally, provide practical recommendations to meet the objectives of UNDP's Work Force Diversity Policy and considering UNCT Declaration of Joint Principle of Workforce Diversity, UNCT SWAP-Gender Equality Scorecard Assessment recommendation on Gender Parity.
List and Description of Expected Outputs to be Delivered	A comprehensive report including practical recommendations to meet the objectives of UNDP's Work Force Diversity Policy and considering UNCT Declaration of Joint Principle of Workforce Diversity, UNCT SWAP-Gender Equality Scorecard Assessment recommendation on Gender Parity
Person to Supervise the Work/Performance of the Service Provider	The consulting firm will work under the supervision of the Resident Representative and in close coordination with Gender and Social Inclusion Advisor, HR Analyst, Operations Manager of UNDP.
Frequency of Reporting	*As needed*
Progress Reporting Requirements	
Location of work	☒ At Contractor's Location
Expected duration of work	25 days spread over two and half months
Target start date	30 September 2019
Latest completion date	15 December 2019
Travels Expected	
Special Security Requirements	

<table>
<tr><td>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</td><td></td></tr>
<tr><td>Implementation Schedule indicating breakdown and timing of activities/sub-activities</td><td>☒ Required
☐ Not Required</td></tr>
<tr><td>Names and curriculum vitae of individuals who will be involved in completing the services</td><td>☒ Required
☐ Not Required</td></tr>
<tr><td>Currency of Proposal</td><td>☒ Local Currency Nepalese Rupees</td></tr>
<tr><td>Value Added Tax on Price Proposal[2]</td><td>☒ must be inclusive of VAT and other applicable indirect taxes
☐ must be exclusive of VAT and other applicable indirect taxes</td></tr>
<tr><td>Validity Period of Proposals (Counting for the last day of submission of quotes)</td><td>☐ 60 days
☒ 90 days
☐ 120 days

In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</td></tr>
<tr><td>Partial Quotes</td><td>☒ Not permitted</td></tr>
<tr><td>Payment Terms</td><td>
<table>
<tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr>
<tr><td>Detailed methodology and workplan</td><td>10%</td><td>Within 7 days</td><td>Within thirty (30) days from the date of meeting the following conditions:</td></tr>
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[2] *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.*

	The draft report	40%	Within 2 months	a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	
	The final report	50%	Within 2.5 months		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The Resident Representative				
Type of Contract to be Signed	☒ Purchase Order ☒ Institutional Contract				
Criteria for Contract Award	☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.				
Criteria for the Assessment of Proposal	**Technical Proposal (70%)** ☒ Expertise of the Firm [30] ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [40] ☒ Management Structure and Qualification of Key Personnel [30] **Financial Proposal (30%)** To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.				
	☒ One and only one Service Provider				

UNDP will award the contract to:	
Contract General Terms and Conditions[3]	☒ General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	☒ Form for Submission of Proposal (Annex 2) ☒ Detailed TOR (Annex 3) ☒ General Terms and Conditions (Annex 4)
Contact Person for Inquiries (Written inquiries only)[4]	*UNDP Nepal* *Procurement Unit* *query.procurement.np@undp.org* Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/09/2019, on or before 5:00PM, 19 September 2019. UNDP shall respond to the inquiries by posting queries and responses in UNDP Website: http://np.undp.org/content/nepal/en/home/procurement.html. Inquiries received after the above date and time shall not be entertained. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information *[pls. specify]*	The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals. **The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside and as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope MUST clearly indicate the name of the Proposer. Failing to submit the Technical and Financial Proposals in separately sealed envelopes will be treated as non-responsive.**

[3] *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*

[4] *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.*

I. Expertise of firm / organisation submitting proposal (Points obtainable 30 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	5
1.2 Litigation and Arbitration history	2
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	5
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	0
1.5 Quality assurance procedures, warranty	3
Sub total (1.1 to 1.5)	
1.6 Relevance of:	
- Specialised Knowledge	4
- Experience on Similar Programme / Projects	3
- Experience on Projects in the Region	3
- Work for UNDP/ major multilateral/ or bilateral programmes	5
Sub Total for 1.6	
Total for Expertise of firm / organisation submitting proposal (I)	**30**
II. Proposed Work Plan and Approach (Points obtainable 40 Points)	
2.1 To what degree does the Offeror understand the task?	5
2.2 Have the important aspects of the task been addressed in sufficient detail?	10
2.3 Are the different components of the project adequately weighted relative to one another?	5
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	5
2.5 Is the conceptual framework adopted appropriate for the task?	5
2.6 Is the scope of task well defined and does it correspond to the TOR?	5
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	5
Total for Proposed Work Plan and Approach (II)	**40**
III. Personnel (Points obtainable 30 Points)	
3.1 Human Resource Expert	10
3.2 Gender and Social Inclusion/Diversity Expert	10
3.3 Composition of diversified team	10
Total for Personnel (III)	**30**
Grand Total (A+B+C)	**100**

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[5]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[6])

[insert: *Location*].
[insert: *Date*]

To: [*insert: Name and Address of UNDP focal point*]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;
d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

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[5] *This serves as a guide to the Service Provider in preparing the Proposal.*
[6] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide :

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
b) CVs demonstrating qualifications must be submitted if required by the RFP; and
c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable***

	Deliverables *[list them as referred to in the RFP]*	Percentage of Total Price *(Weight for payment)*	Price *(Lump Sum, All Inclusive)*
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component** ***[This is only an Example]*:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Human Resources Expert				
2. Gender and Social Inclusion/Diversity Expert				
3. Others..., if any				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

Annex 3

TERMS OF REFERENCE FOR CONSULTING FIRM
TO REVIEW THE IMPLEMENTATION OF WORKFORCE DIVERISTY POLICY OF UNDP NEPAL

Post:	Consulting firm
Contract Duration:	25 days (spread over 2.5 months)
Duty Station:	Kathmandu

Background:

The 2030 Agenda for Sustainable Development envisions a world "of universal respect for human rights and human dignity" in which "every woman and girl enjoys full gender equality and all legal, social and economic barriers to their empowerment have been removed."

Gender equality and respect for diversity is fundamental human rights and is also an essential foundation of peaceful, prosperous and sustainable world. UNDP's commitment to gender equality and diversity is in line with its focus on poverty alleviation, ensuring equity, promoting sustainable human development, and the core values of integrity and respect for diversity.[7] It is manifested, among others, through its determination to ensure that gender equality and diversity is fully integrated into every aspect of UNDP's work and that UNDP achieves gender parity and diversity within its workforce. UNDP intent on maintaining a working environment where all people regardless of their identity and background have equal opportunities to contribute to UNDP's mission and advance within the organization.

UNDP seeks to promote a diverse workforce in order to better respond to the development needs of Nepal's diverse society and ensure no one is left behind. UNDP believes that its workforce should not only reflect the demographics of the wider society but that the workplace should provide an important arena where gender stereotypes and discriminatory practices can be challenged.

Further, efficiency and innovation are the key drivers of organizational efficiency[8]. Research has shown workforce diversity and gender parity to be linked to multiple positive performance metrics including innovation, productivity, profitability, service quality, employee engagement (commitment) and retention. Diverse teams working in an inclusive culture have a great impact on performance outcomes through fostering creativity and innovation. In today's complex and competitive world of work, organizations that have succeeded in the creation of inclusive, respectful and flexible workplaces stand a much better chance of attracting and retaining the best candidate. Since UNDP is a knowledge-based, people-centered organization with its people being the key value creators, it is essential for the organization's ability to deliver on its

[7] Gender Parity Strategy 2018-2021, gender equality for greater impact and organizational effectiveness, UNDP Strategic Plan 2018-2021, Gender Equality Strategy 2018-2021, UNDP Nepal Country Programme 2018-2022, Gender Equality and Social Inclusion Policy 2018-2022.

[8] UNDP Strategic Plan 2018-2021.

mandate. Hence, investment in gender parity, diversity, and inclusiveness is a clear business imperative for UNDP directly linked to its objectives and strategy.

In August 2017, the UN Secretary-General promulgated the new UN System-Wide Strategy on Gender Parity and confirmed his strong commitment that the UN must reach gender parity at the senior leadership levels by 2021 and across the system before 2030. The Strategy aims to go beyond numbers, transform the organizational culture and create a working environment that fully embraces equality, eliminates biases and discrimination, and is fully inclusive of all personnel. It understands gender parity and staff diversity as being fundamentally a question of rights and fulfilling the commitments of the UN to gender equality and inclusion. The United Nations Country Team carried out the UCT-SWAP Gender Equality Scorecard Assessment in September 2018 in line with the recommendations of the Quadrennial Policy Review (A/RES/71/243). On indicator 4.3 of the GE Scorecard on Gender Parity, the UNCT is missing minimum requirements. Overall, women make up 35% of staffs.

UNDP has been implementing an Interim Workforce Diversity Policy since May 2007 with the objective of diversifying its workforce both in terms of gender parity and diversity. However, effective implementation of the policy remains a challenge. Duet to barriers that historically excluded groups face in getting access to quality education and employment opportunities, even with the best policy/intention of the organization, it is often difficult to find qualified candidates from these communities.

UNDP administers the UN traineeship programme, dedicated to providing opportunities to the fresh graduates from the historically marginalized and vulnerable groups. The programme is the result of the UNCT declaration of joint principle of workforce diversity in the year 2010. The signatories of this declaration have agreed to jointly and individually take all necessary and appropriate steps to work towards approving access by qualified candidates irrespective of gender from the widest range of backgrounds, from historically excluded groups and regions, to provide professional opportunities within the UN system in general and within their respective organizations specifically.

Purpose of the assignment:

As stated above the UNDP has been implementing an Interim Workforce Diversity Policy since May 2007 with the objective of diversifying its workforce both in terms of gender and diversity. This Policy was first reviewed and endorsed by HQ in 2009 and a second revision was conducted in 2014 by UNDP Nepal. Some of the recommendations including for wider dissemination/outreach to the excluded groups, improved content of the vacancy announcement etc. were prioritized after the 2014 review. The purpose of this assignment is to analyze in-depth the outcome thus far that could be attributed to the Policy. The data will cover the period 2007-2019. The exercise will be used to review the implementation status, positive changes brought in the organizational culture, lessons learnt/bottlenecks since the adoption of the policy in 2007 and finally provide a concrete set of recommendations to further strengthen the policy and promote workforce diversity and gender parity. These will further support the realization of UNDPs commitment to creating a gender equal and diverse workforce ensuring gender parity and in line with

the UNDP Gender Parity Strategy 2018-2021, System-wide Strategy on Gender Parity, Declaration of Joint Principles of Workforce Diversity 2010. These recommendations will also guide the other UN agencies who are willing to adopt the policy

Scope of work:

The selected consulting firm will be expected to:

- Review the UNDP Workforce Diversity Policy 2009 and its implementation status in promoting workforce diversity. In doing so, the consultant(s)/firm are expected to analyse the available data from the UNDP HR unit.
- Interview the staff who have left UNDP and analyse the reasons for leaving.
- Analyse the UNDP data in terms of Gender and Social Inclusion from 2007 – 2019.
- Review, to what extent existing recruitment processes and procedures across contract modalities are aligned with the spirit of UNDP Workforce Diversity Policy.
- Identify the enablers and barriers for gender parity and diversity among the FTA/TA/SC staff. Identify positive changes in organizational culture brought by the Policy and remaining challenges.
- Identify the potential impact of the Workforce Diversity Policy on UNDP Management, the project and their political will, (positive or negative changes in their respective portfolio/projects).
- Review the Workforce Diversity Policy 2009 against all recruitment policies/succession policy, gender equality strategy/Strategic Plan etc of UNDP.
- Reach out to other UN agencies in Nepal and collect their challenges and opportunities on promoting gender and diversity in the organization.
- Develop a standardized quantitative analysis tool that can be used to monitor the effectiveness of the policy on regular basis.
- And finally, provide practical recommendations to meet the objectives of UNDP's Work Force Diversity Policy and considering UNCT Declaration of Joint Principle of Workforce Diversity, UNCT SWAP-Gender Equality Scorecard Assessment recommendation on Gender Parity.

Deliverables:

- A comprehensive report including practical recommendations to meet the objectives of UNDP's Work Force Diversity Policy and considering UNCT Declaration of Joint Principle of Workforce Diversity, UNCT SWAP-Gender Equality Scorecard Assessment recommendation on Gender Parity

Timeframe:

The selected consulting firm consisting of human resource management (1) and gender equality and social inclusion expert (1) is expected to develop a relevant methodology,

tools and conduct the review for **25 days** spread over the timeframe of two and half months.

The consulting firm should submit the proposal consisting the methodology, workplan and estimate budget by using the template as mentioned in the RFP document.

Proposed Payment Schedule:
Payments to be based on the following outputs upon review and certification by UNDP Nepal.

No	Payment schedule	Percentage
1	Upon submission of detailed methodology and workplan.	10
2	Upon submission of the draft report.	40
3	Upon submission of the final report and approval from UNDP Nepal.	50

Institutional Arrangement:
The consulting firm will work under the supervision of the Resident Representative and in close coordination with Gender and Social Inclusion Advisor, HR Analyst, Operations Manager of UNDP.

Competencies and skills of the consulting firm:
The expert team either proposed by the interested consulting firm through the individual interest must **ensure combination of one international and one national expert (total no. 2 and must be gender balanced)** with the following qualifications and competencies.

Human Recourse Expert

- Master's or Bachelors' degree in human resource management, organizational psychology, Anthropology, Sociology, organizational development or any other related field.
- Strong conceptual and analytical skills, particularly in relation to diversity management approaches.
- At least 5 years of experience for Masters' and 7 years for Bachelors' degree, in human resource management with knowledge in promoting workforce diversity and preferably proven experience in similar kind of work.
- Proven in-depth knowledge and experience of gender equality and social inclusion issues in Nepal, understanding of Nepal's socio-cultural, political, institutional and development context including the current federal context.
- Excellent facilitation and report writing skills in English.

Gender and Social Inclusion/Diversity Expert

- Master's / Bachelors' degree in gender studies, women's studies, human rights studies with focus on women's human rights, or in Anthropology, social studies, sociology, development studies or any other relevant field. Having strong

conceptual and analytical skills in relation to social inclusion/exclusion and gender equality approaches.

- Proven in-depth knowledge and experience of gender equality and social inclusion issues in Nepal, understanding of Nepal's socio-cultural, political, institutional and development context including the current federal context.
- At least 5 years of experience for Masters' and 7 years for Bachelors' degree, in the field of policies evaluation, strategies, programmes, projects and organizational auditing from gender and inclusion perspective.
- Excellent facilitation skills and record in research and policy papers on gender and inclusion. Excellent report writing skills in English.

Annex 4

General Terms and Conditions of Contract