

TERMS OF REFERENCE (TOR)

Position	:	GEDSI Expert (Consultant)
Duration	:	July 1, 2024- December 31, 2024 (6 Months) (The consultancy will be completed within the stipulated number of days of the given timeline)
Department	:	Plastic Innovation Project/ Waste Management, CIUD
Coordination with	:	Kirtipur Municipality and the selected communities
Thematic Assurance	:	Team Leader
Report To	:	Project Coordinator, Plastic Innovation Project, CIUD
Supervises	:	
Job Summary	:	Help the project team and communities better understand inclusiveness so that they can avoid unintended harm, exclusion, and further marginalization of at-risk groups, as well as promote their rights, equitable opportunities, and benefits. This also contributes to the development of a training manual, which aids in the project's implementation by leveraging innovative technologies to establish plastic-managed communities and rivers in Kirtipur Municipality as well as adjacent wards of neighboring municipalities in Kathmandu Valley.
Provision of support services	:	Office space No x Equipment (laptop etc.) No x Secretarial Services No x

A. Major Function:

The GEDSI Expert's primary responsibility, under the direct supervision of the Project Coordinator, would be to guarantee that the project is inclusive and equitable, supporting gender, disability, and social inclusion across all project stages, as well as grassroots mobilization, supervision, and implementation of GEDSI. This is consistent with the development of innovative plastic waste management techniques for the successful establishment of plastic managed communities and rivers in Kirtipur Municipality and adjacent wards of neighboring municipalities in the Kathmandu Valley.

B. Major Duties and Responsibilities:

1. Conduct a comprehensive GEDSI analysis to identify the needs, constraints, and opportunities for different groups within the community.
2. Assess the current involvement and impact of plastic waste management on women, people with disabilities, and socially marginalized groups.
3. Develop a GEDSI strategy tailored to the Plastic Waste Management Project and propose actionable recommendations to integrate GEDSI principles into project design, implementation, and monitoring.
4. Organize and conduct training sessions for project staff and stakeholders on GEDSI concepts and their application in plastic waste management and develop training materials and tools to support GEDSI integration.
5. Provide ongoing technical support and guidance to project teams to implement GEDSI strategies and ensure that project activities are inclusive and address the specific needs of women, people with disabilities, and marginalized groups.
6. Develop GEDSI-specific indicators and integrate them into the project's monitoring and evaluation framework.
7. Monitor the progress of GEDSI integration and document lessons learned and best practices and prepare reports on the status of GEDSI integration and its impact on the project.
8. Facilitate community consultations and participatory processes to ensure the voices of women, people with disabilities, and marginalized groups are heard and considered.

9. Promote the active participation of these groups in decision-making processes related to plastic waste management.

C. Expected Results/Deliverables:

The assignment shall have the following deliverables:

1. GEDSI assessment report preparation and analysis
2. Development of o GEDSI integrated waste management strategy plan
3. Design and develop training manual for waste workers

D. Qualification and Experiences:

1. Master's degree in Gender Studies, Social Sciences or Development studies or a related field.
2. At least 5 years of professional experience in GEDSI integration in development projects.
3. Proven experience in data collection, analysis and reporting, and the elaboration of indicators are required.
4. Familiarity with Waste management business and priority would be given for the plastic-based recycling upcycling enterprises.
5. Written and spoken English and Nepali languages.
6. Proficiency in computer MS Word and Excel and PowerPoint Presentation.
7. Strong background in stakeholder engagement and public speaking.

E. Required Competencies:

1. Ability to go beyond established procedures and models, propose new approaches which expand the range of projects.
2. Builds strong relationships with all partners, focuses on impact and results and responds positively to critical feedback.
3. Consistently approaches work with energy and a positive, constructive attitude.
4. Ability to work in a multi-cultural team environment with a positive attitude.

F. Time frame:

The assignment will be of 30 working days stretched over 6 months from the date of the agreement as a GEDSI Expert (Consultant). Proposed tasks to be accomplished within the time frame for the assignments are as follows:

SN	Activity	Number of Days
1	Draft on inclusion after assessing the communities and provide the inception report	15 days
2	Development of gender inclusive communities set up and also in the establishing enterprise and increase awareness in the community providing short trainings	5 days
3	Carry out the strategic document and share to the selected members of the communities	10 days
Total		30 days

G. Payment modality:

- a. 30% payment after submission and approval of the inception report as the first installment.
- b. 30% payment after submission and approval of the draft report as the second installment.
- c. 40% payment after submission and approval of the final report as the final payment.

H. Review/approval time required to review/approve the outputs before authorizing payments:

CIUD reserves rights to withhold/reassign/review the work and/or return it to the party contracted for finalizing the work if need be. The payment will be delivered once the assignment is completed with finalized product.

I. Confidentiality and Data Ownership:

All data, information and product received for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of this ToR are assigned to the CIUD. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed written authorization of the CIUD.

J. Application Process:

1. The interested candidates must fill the job application in the link:
<https://forms.gle/p3syjLzigvARUhq6> .
2. Please also submit your Cover letter and latest resume in our email id ciud.mail1@gmail.com by 7th July 2024.
3. Only short-listed candidate will call for further interview.