

Terms of Reference (ToRs) to Produce Two Policy Briefs on Child Marriage in the provinces of Khyber Pakhtunkhwa and Punjab.

Consultancy: Produce Two Policy Briefs on Child Marriage in Pakistan.

Group Development Pakistan (GDP) is a Pakistani Civil Society Organization (CSO) that was established under Society Act 1860 on 3rd, October 2012, and later registered under the Islamabad Capital Territory Charity Commission on 31st May 2024. GDP believes in a democratic and humanistic society in which the most important stakeholders -children- are acknowledged, respected, empowered, and protected from abuse and discrimination. GDP follows a holistic, inclusive, eco-friendly, culture-sensitive, child-focused, systemic, and human rights-based approach. GDP works at a national level, in development and humanitarian contexts.

For more information, please visit our official website: <http://gdpakistan.org> or visit our social media handle: <http://facebook.com/groupdevelopmentpakistan>

2 Objective of the consultancy

The objective of this consultancy is to produce two separate policy briefs on child marriage in Pakistan—one focusing on Khyber Pakhtunkhwa and the other on Punjab. These policy briefs will serve as contextualized engagement tools for law and policymakers, government institutions, civil society organizations, and other stakeholders in order to support evidence-based legal and policy reforms against child marriage.

3 Scope of Work

GDP is seeking an individual consultant who will be responsible for:

1. Conducting a desk review pertaining to child marriage in Khyber Pakhtunkhwa and Punjab.
2. Identifying legal and policy gaps affecting the implementation of the legal framework related to child marriage in both provinces.
3. Utilizing existing quantitative and qualitative data to present a short situation analysis of child marriage in both provinces.
4. Developing two well-structured policy briefs, each addressing the issue of child marriage with province-specific evidence-based policy recommendations and stakeholder engagement strategies.
5. The policy briefs should be structured around clear policy questions. The consultant must ensure that the findings and targeted recommendations address those questions.

5 Key Deliverables

The consultant is responsible for producing and submitting the following key deliverables:

S. No.	Deliverables	Deadline (Forecasted)
--------	--------------	--------------------------



1.	Kickoff meeting with GDP team and submission of a detailed work plan.	At the time of signing of contract.
2.	Summary of key findings and recommendations to address the policy issue for each province.	In the first week
3.	Draft versions of the two policy briefs (one for Khyber Pakhtunkhwa, one for Punjab).	Within two weeks of signing contract
4.	Presentation to GDP and stakeholders for review and feedback.	
5.	Finalized versions having incorporated feedback from GDP/partner and from validation meetings (if any).	Within one week of feedback on the draft

6 Duration of Assignment

The consultancy is expected to be completed in 20 days starting from the award of the contract.

7 Important Instructions

- The consultant must have completed the UN PSEA online course, and a certificate of completion must be provided with the proposal for consideration.
- Boarding and lodging will be provided separately only if required.
- A Separate policy brief should be developed for each province-Khyber Pakhtunkhwa and Punjab.

9 Required Competencies

Qualifications: Relevant educational background in social sciences, international development, gender studies, or a related field.

Experience

- Minimum 5 years of experience and track record of expertise in legal or policy analysis and child marriage issues in Pakistan.
- Extensive experience in policy development related to child rights, gender equality and SRHR
- Demonstrated expertise in drafting policy briefs, technical notes, legal frameworks analysis, and reports
- Proven track record of contributing to the development and implementation of policies and frameworks aimed at addressing social issues such as child marriage and gender-based violence.
- Strong understanding of legal and regulatory frameworks pertaining to child rights, SRHR, and gender justice.

Skills:

- Well-versed in child protection and international human rights instruments.



- Ability to work in a participatory manner with tight deadlines and under pressure.
- Gender, culture-sensitive and child-centric.
- Excellent oral and written communication skills

9 Application & Evaluation Process

Interested consultants must submit the following:

- Technical Proposal
- Financial Proposal with a detailed cost breakdown.
- Portfolio showcasing previous work in legal analysis, or policy briefs.
- References from past relevant assignments.
- UN PSEA online course completion certificate.

Evaluation Criteria:

- Technical Proposal (40%) – Quality of proposed methodology and understanding of scope.
- Experience & Expertise (30%) – Relevant experience in child marriage advocacy and policy work.
- Financial Proposal (30%) – Cost-effectiveness and value for money.

10 How to Apply

Interested individuals are requested to send separate detailed technical and financial proposals inclusive of the individual profile, NTN number, detailed proposal plan with timeline inclusive of steps/procedures involved in the development of the policy brief – situation analysis on ending child marriage, CV of consultants, team members (if applicable), previous work examples by **March 27, 2025** to, Group Development Pakistan, Office # 11-18, Lower basement, Magnum Arcade Northern Strip, 2, FECHS E 11/2 E-11, Islamabad.

Envelope Label: Proposal for Producing a Policy Brief – (individual Name)

For any queries, contact us during office hours at **051-2305547** or email procurement@gdpakistan.org by **March 27, 2025**.

Important Notes:

- Interested individuals/firms must submit separate technical and financial proposals.
- The consultant will be responsible for managing their taxes. GDP will withhold taxes as per Pakistan's taxation laws.