

Terms of Reference (ToRs)

Hiring of two Assessment & Learning Monitors for the Oversight of Nikah Registrars and VC Secretaries in KP

Consultancy: Assessment and Learning Monitors for Haripur (1) and Nowshera (1)

Group Development Pakistan (GDP) is a Pakistani Civil Society Organization (CSO) established under the Societies Act 1860 on October 3, 2012, and later registered with the Islamabad Capital Territory Charity Commission on May 31, 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 operates at the national level in both 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 The objective of the consultancy

Group Development Pakistan, in collaboration with UNFPA, has been assisting the Local Government and Rural Development Department (LGRDD) in improving the marriage registration process to address systemic inconsistencies. To this effect, GDP conducted a comprehensive profiling study to understand the systemic gaps and operational challenges faced by Nikah registrars and Village Councils (VC)/Neighborhood Council (NC) secretaries, along with their assessment of their legal knowledge in relation to their work. The study has identified serious knowledge gaps and implementation challenges that hinder the effective discharge of duties by Nikah Registrars and VC/NC secretaries as mandated.

To address these challenges, GDP has launched a comprehensive training program for Assistant Directors (ADs) and supervisors, as well as for VC secretaries and Nikah Registrars. Under this initiative, 30 ADs and supervisors, as well as more than 500 Nikah registrars and VC secretaries, have been trained across KP. To ensure the effective implementation of the gained knowledge, an oversight mechanism has been developed in collaboration with the LGRDD. To operationalize the oversight mechanism, GDP seeks to engage two Assessment and learning monitors who will be expected to assess the operationalization of the oversight mechanism at two levels

- a) ADs and Supervisors carrying out the inspection of VC/NC secretaries' records and
- b) VC/NC secretaries supervising the practices of Nikah registrars aligned with provincial law.



3 Scope of Work

GDP is seeking two individual consultants, one for Nowshera and one for Haripur, who will be responsible for:

1. Conducting a secondary review of project documents, including a profiling study of Nikah registrars and VC secretaries, Project periodic reports, training manual, Nikah registrar certification criteria, oversight mechanism, and other project documents.
2. Design the Monitoring plan using a systematic design with the potential to generalize the results.
3. Develop qualitative and quantitative data collection tools to document the current practices, operational challenges, inconsistencies in practice against the law, and promising practices.
4. Conduct daily field visits and submit back to the office report and organize a weekly debriefing session with the project team. Consultant is expected to carry out four visits (one per month) to each of the target VC/NCs during the consultancy period.
5. Submit a consolidated monthly report to the project team and a final assessment and learning report at the end of the consultancy period.

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	At the time of signing of contract (July 16)
2.	Submission of Field Activity Plan	In the first week (July 21)
3.	Back to office reports	Daily after Field Visits
4.	Monthly Reports	By the 5 th of next month
5.	Consolidated monthly report	By November 25

6 Duration of Assignment

The consultancy is expected to be completed within 4 months, commencing from the date of contract award.



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.
- Travel expenses will be covered separately only if required.

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 MEAL.
- Extensive experience in engagement with government stakeholders at the grassroots level. Experience of working with LGRDD will be an added advantage
- Demonstrated expertise in drafting reports, documenting results, and communicating best practices.
- Sound understanding 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 Nikah registration.
- Having a personal laptop is mandatory for this role.

Skills:

- Well-versed in the child protection legal framework pertaining to Nikah Registration.
- Ability to engage with stakeholders at grassroots level
- Gender, culture-sensitive, and child-centric.
- Excellent oral and written communication skills

9 Application & Evaluation Process

The applications will be evaluated based on education, relevant experience, understanding of the geography of the target district, and network within the district.

10 How to Apply

Interested consultants must submit the following:

- Online application: [Apply Here](#), send your CV to the address mentioned at the end of

Microsoft Forms.

- Profile (CV and Suitability Statement for the assignment)
- References from past relevant assignments.
- UN PSEA online course completion certificate.

Important Notes:

- The consultant will be responsible for managing their taxes. GDP will withhold taxes in accordance with the applicable Pakistani taxation laws.