

Terms of Reference (ToRs)

Hiring of two Assessment & Learning Monitors for Oversight of Nikah Registrars and UC Secretaries in Punjab (Rajanpur and Rawalpindi)

Consultancy: Assessment and Learnings Monitors for Rajhanpur (1) and Rawalpindi (1)

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>

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Objective of the consultancy

Group Development Pakistan in collaboration with UNFPA has been assisting Local Government and Community Development Department (LG&CDD) on improving the marriage registration process to address the systemic inconsistencies. To this effect, GDP conducted a comprehensive profiling study to understand the systemic gaps and operational challenges faced by Nikah registrars and UC secretaries along with their assessment of their legal knowledge around their work. The study has identified serious knowledge gaps and implementation challenges which hinder the effective discharge of duties by Nikah Registrars and UC secretaries as per the mandate.

To address these challenges, GDP has launched a comprehensive training program for Assistant Directors (ADs) along with the UC secretaries and Nikah Registrars. Under this initiative, 115 ADs and supervisors and 500 Nikah registrars, and UC secretaries have been trained across Punjab. To ensure the effective implementation of the gained knowledge, an oversight mechanism has been developed in collaboration with the LG&CDD. 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 UC secretaries' records and
- b) UC secretaries supervising the practices of Nikah registrars aligned with the law.

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Scope of Work

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

1. Conducting a secondary review of project documents including profiling study of Nikah registrars and UC secretaries, Project periodic reports, training manual, nikah registrar certification criteria and oversight mechanism and other project documents.
2. Design the Monitoring plan using systematic design with potential to generalize the results.
3. Develop qualitative and quantitative data collection tools to document the current practices, operational challenges, inconsistency in practice against the law, and promising practices.
4. Conduct daily field visit and submit back to office report and organize a weekly debriefing session with the project team. Consultant is expected to carry out 4 visits (one a month) to each of the target UC during the consultancy period.
5. Submit a consolidated monthly report to 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 (16 July)
2.	Submission of Field Activity Plan	In the first week (21 July)
3.	Back to office reports	Daily after Field Visits
4.	Monthly Reports	By 5 th of next month
5.	Consolidated monthly report	By the 25 th of Nov

6 Duration of Assignment

The consultancy is expected to be completed in 4 months 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.
- 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 grassroots level. Experience of working with LG&CDD 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.

Skills:

- Well-versed in 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 on the basis of education, relevant experience, understanding of the geography of the target district, and network in 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 as per Pakistan's taxation laws.