



GROUP DEVELOPMENT PAKISTAN

TERMS OF REFERENCE CONSULTANT FOR THE DEVELOPMENT OF THE GMIS ROADMAP

Gender Parity Report
Vacancy Code: GDP-GMIS-09

Location: Hybrid / Quetta, Balochistan

Duration: July 28, 2025 – September 30 2025 (2 months approx.)

Salary: PKR 270,000

Joining: Immediate availability required

1. Organizational Context

Group Development Pakistan (GDP) is a leading non-governmental organization dedicated to promoting and protecting child rights in Pakistan since 2012. To create sustainable social change, GDP engages in child, cultural & gender sensitive, eco-friendly, creative, and participatory as well as evidence-based initiatives such as legal and policy reform, stakeholder engagement, technical support, capacity-building, research and service delivery.

2. Role Summary

The **Consultant** for the development of the GMIS roadmap, Gender Parity Report, will be responsible for ensuring the smooth coordination of daily project activities, including organizing meetings, liaising with stakeholders, and tracking project deliverables. The role requires strong organizational skills, the ability to manage multiple tasks, and effective communication with project teams, external partners, and government bodies. The individual must be a resident or currently residing in Quetta.

3. Key Duties and Responsibilities

The **Consultant** will be delivering the tasks outlined in the role summary in collaboration with the GMIS team:

RESPONSIBILITIES

- a. The Consultant is expected to work closely with the senior expert, Gender Management Information System (GMIS).
- b. Study the GMIS at the Punjab Commission on the Status of Women and support the development of a comprehensive roadmap to launch GMIS for Balochistan. The plan should include technical and operational aspects of the support required, different steps involved, and activities that Balochistan will be undertaking.
- c. Conduct the mapping of the departments associated and propose a list accordingly that falls within the mandate of Balochistan
- d. Conduct mapping of existing data collection and management systems; as well as data sources, data collection tools, procedures, and coordination structures between relevant provincial departments in Balochistan.
- e. Support the development and finalization of the indicator list for GMIS in Balochistan.
- f. Identify and suggest instruments/tools to facilitate the collection of data on indicators from relevant departments.
- g. Facilitate a validation meeting with key stakeholders and finalize the tools.
- h. Support identification of training needs and suggest a capacity building plan for departments to facilitate the collection of data, as well as other steps of GMIS.

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- i. Support development of /JDs/ToRs containing roles and responsibilities of the GMIS team Balochistan for the collection and analysis of Gender parity reports.
- j. Support the development of a step-by-step plan with the approximate budget required for each stage (detail on activities)
- k. Support the development of a report outlining recommendations for Balochistan to support the institutionalization of GMIS
- l. Support development of the budget for the ADP scheme for the establishment and operationalization of GMIS.

Support the development of the mechanism of coordination between National and Provincial GMIS

4. QUALIFICATIONS AND SKILLS

Qualifications: Master's degree in Social Sciences, Public Administration, Project Management, or a related field.

Experience:

- At least 5 years of field experience.
- Experience of working in the public sector would be preferable
- The Consultant having experience of similar projects of the same scale and complexity will be an added advantage.
- The Consultant should be qualified, experienced, and well equipped to undertake the gender related indicators and the administrative data collection process and requirements.
- Consultant working on the assignment should have a good understanding and knowledge of the concepts, principles, and approaches required for the assignment, such as gender equality, GBV, gender-related indicators, and information on human rights issues in Pakistan.
- Consultant working on the assignment should have knowledge of socio-cultural and political dynamics of Balochistan, national and international commitments related to Gender, GBV, sexual and reproductive health and rights, and experience in conducting training and workshops on data collection and related tools. Ability to meet targets within tight deadlines.

Skills:

- Strong project management and organizational skills, with the ability to manage multiple priorities and meet deadlines.
- Excellent communication skills in English, Urdu, and regional languages, essential for liaising with stakeholders.
- Proficient in Microsoft Office Suite and project management tools.
- Strong problem-solving abilities with a proactive approach to identifying challenges and implementing solutions.
- A collaborative team player with the ability to build effective relationships across diverse groups.
- Flexibility to manage various tasks and adapt to evolving project needs.



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5. How to apply?

Interested candidates should send their CVs and cover letters to hr@gdpakistan.org by **Wednesday July 23, 2025**, with **(GDP-GMIS-09)** as the email subject. Women, gender-variant persons, minorities, and differently-abled persons who meet the criteria are strongly encouraged to apply.

Due to the urgency the interviews will be conducted on rolling basis starting from Wednesday July 23, 2025.

Only candidates who can join immediately and fit the criteria with the relevant experience should apply.