



Group Development Pakistan

## Terms of Reference (ToRs)

### Consultancy to produce GBV and child marriage-related legal drafts

**Deadline: October 07, 2025**

**Consultancy:** Legal Consultant for GBV and child marriage-related legal drafting

Group Development Pakistan (GDP) is a Pakistani Civil Society Organization (CSO) that was established under Society Act 1860 on 3<sup>rd</sup> 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>

#### 1 Objective of the consultancy

Group Development Pakistan in collaboration with UNFPA is committed to strengthening Pakistan's legal and policy frameworks to ensure the protection and promotion of women and children's rights, especially adolescent girls. As part of its broader mandate, GDP supports legislative and policy reforms that address gender-based violence and child marriage, promote access to justice, and align with constitutional guarantees and Pakistan's international human rights commitments. Gender-based violence and child marriage remain pervasive barriers to equality and justice in Pakistan. While significant progress has been made to improve GBV related legislation in various provinces, some additional reformatory efforts are required, notably, in the Islamabad Capital Territory (ICT).

In partnership with UNFPA, under the AAWAZ II program, and with support from FCDO, GDP will help address the gaps highlighted above by providing technical support for legal drafting. To this end, GDP seeks to engage a legal consultant to review, update, draft some GBV-related laws and rules for ICT. The consultant will ensure that drafts are evidence-based, compliant with constitutional and international standards, and reflective of best practices.

#### 2 Scope of Work

GDP is seeking one individual consultant who will be responsible for the following work:

1. **Desk Review:** Review the existing drafts of the concerned GBV related law and child marriage rules, conduct a comparative analysis with other provinces, identify gaps and inconsistencies, and improving areas.
2. **Development of Updated Drafts:** Prepare revised/new legal drafts incorporating the findings identified through the desk review and aligned with constitutional and international standards.
3. **Stakeholder Engagement:** Share the updated drafts with relevant stakeholders (government, CSOs, legal experts, and development partners) for feedback; document and analyse stakeholders' inputs for incorporation.
4. **Finalization:** Incorporate stakeholders' feedback and finalize the legal drafts, then submit a clean version and a tracked-change version, with an accompanying explanatory note



highlighting revisions made.

5. **Submit a consolidated report** to the project team.

### 3 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	October 16, 2025
2.	Desk Review	October 25, 2025
3.	Revised Drafts	November 15, 2025
4.	Stakeholder Feedback Note	November 25, 2025
5.	Finalized Drafts	December 10, 2025
6.	Consolidated report	December 20, 2025

### 4 Duration

The consultancy spans 20 working days, starting October 15, 2025, and concluding no later than December 20, 2025.

### 5 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 or logistics will be provided separately, only if required.

### 6 Required Competencies

**Qualifications:** Masters degree or higher in Law, Human Rights, Gender Studies, or a related field.

#### Experience

- Minimum 10 years of professional experience in successful legislative drafting, legal reform, or policy analysis.
- Demonstrated expertise in gender equality, domestic violence, or child/women protection laws.
- Sound understanding of policies and frameworks aimed at addressing social issues such as child marriage and gender-based violence.
- Experience engaging with government institutions, religious authorities and other relevant stakeholders will be an asset.

#### Skills:

- Well-versed in child protection and women's rights legal frameworks.
- Strong research, legal drafting, and analytical skills with the ability to produce concise,



evidence-based outputs.

- Excellent communication and stakeholder engagement abilities.
- Ability to produce clear, evidence-based drafts and explanatory notes under tight deadlines.
- Aware of gender, culture-sensitive, child-centric, and conflict sensitivities.
- Excellent oral and written communication skills.
- Proven ability to work under tight deadlines and deliver high-quality, actionable outputs.

## 7 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.

## 8 How to Apply

Interested consultants are invited to submit the following documents for the consultancy assignment by **October 7, 2025**:

1. Profile: A detailed CV and a Suitability Statement tailored to the assignment.
2. Technical and Financial Proposal: Including the expected daily or lump-sum fee.
3. A minimum of two references from relevant past assignments.
4. Supplier Declaration Form: Completed and signed Supplier Declaration Form (refer to Annex IV of the Terms of Reference for the form template).
5. **UN PSEA Online Course Completion Certificate**: Mandatory at the time of contract award.

**Submission Instructions:** Please submit your application in a sealed envelope, clearly marked with the consultancy title, to: Office No. 11-18, Lower Ground, Magnum Arcade, Northern Strip, FECHS, E-11/2, Islamabad.

For queries or clarifications regarding the consultancy application, please email [hr@gdpakistan.org](mailto:hr@gdpakistan.org). Responses will be provided within 3 business days, and all queries must be submitted by October 5, 2025, to allow sufficient time before the deadline

## Group Development Pakistan (GDP) Supplier Declaration Form

### *Part 1: Firm/ Supplier Information*

<b>Company / Individual Name</b>	
<b>Registration Number</b>	
<b>National Tax Number (NTN)</b>	
<b>Address</b>	
<b>Contact Person Name</b>	
<b>Designation</b>	
<b>Email:</b>	
<b>Phone Number</b>	

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### *Part 2: Compliance Declaration*

As a supplier to Group Development Pakistan (GDP), I/we hereby certify and agree to the following:

- 1. Legal Compliance**
  - We are fully compliant with all applicable laws, including but not limited to labor, environmental, anti-corruption, and tax laws.
- 2. No Fraud or Malpractice**
  - We affirm that we have not been involved in any fraudulent, corrupt, or unethical practices.
  - We are not listed on any government, international, or industry-specific blacklist for fraudulent or unethical activities.
- 3. Conflict of Interest**
  - We declare that we have no conflicts of interest with any staff member, director, or representative of GDP.
  - We will immediately disclose any potential or actual conflicts of interest if they arise during the course of our engagement.
- 4. Business Practices**
  - We ensure fair labor practices and do not engage in forced labor, child labor, or any form of exploitation.
  - We commit to providing goods and services of the highest ethical and professional standards.
- 5. Accuracy of Information**
  - We confirm that all information provided in this form and during the procurement process is accurate and complete.
- 6. Acceptance of Terms**
  - We acknowledge and accept that failure to comply with the above declarations may

result in immediate termination of our contract and disqualification from future procurement opportunities with GDP.

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*Part 3: Supporting Documentation*

Please attach the following documents (as applicable):

- Certificate of incorporation/registration/CNIC.
- National Tax Number (NTN) certificate.
- Copies of relevant industry-specific licenses or permits.
- References from at least two recent clients.
- Experience Certificates
- CV (In case of an Individual)

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*Part 4: Certification and Signature*

I, the undersigned, certify that I am an authorised representative of the above-mentioned company/AOP/Individual. I declare that the information provided in this form is true and accurate to the best of my knowledge.

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**For GDP Use Only**

• **Form Received By:** \_\_\_\_\_

• **Date:** \_\_\_\_\_

• **Findings/Remarks:** \_\_\_\_\_

**Signature of Reviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_