

Terms of Reference (ToR)

Consultancy for the Preparation of the UPR Report – WOREC Nepal

1. Background

The Women's Rehabilitation Centre (WOREC) is a leading national NGO established in 1991, dedicated to the prevention of violence against women and girls, promoting gender justice, and protecting the human rights of marginalized populations in Nepal. WOREC works to dismantle structural discrimination and achieve feminist goals through evidence-based advocacy, policy engagement, and grassroots mobilization.

Nepal is undergoing its next Universal Periodic Review (UPR) cycle under the United Nations Human Rights Council (UNHRC). WOREC aims to contribute a comprehensive UPR stakeholder report to highlight critical issues related to women's rights, gender-based violence, the rights of women human rights defenders, and broader socio-economic challenges affecting women and marginalized communities in Nepal.

2. Objective

The objective of this consultancy is to develop a comprehensive UPR stakeholder report for submission to the UNHRC. The report will evaluate Nepal's implementation of previous UPR recommendations and present updated, evidence-based findings and recommendations from a gender and feminist perspective.

3. Scope of Work

The consultant will be responsible for:

- Reviewing previous UPR recommendations to Nepal and analyzing their status of implementation, especially in relation to women's rights and gender equality.
- Conducting desk-based research on national policies, legal frameworks, human rights developments, and government actions relevant to the UPR themes.
- Holding consultations and interviews with key stakeholders, including women's rights organizations, civil society groups, government representatives, and community activists.
- Compiling and analyzing qualitative and quantitative data on issues such as gender-based violence, access to justice, political participation, economic empowerment, sexual and reproductive rights, and the protection of women human rights defenders.
- Drafting the UPR stakeholder report in line with OHCHR guidelines, ensuring alignment with the UNHRC reporting standards.
- Incorporating WOREC's priorities and feminist analysis in framing the report's narrative and recommendations.

4. Deliverables

The consultant will be expected to deliver the following:

- **Inception Report:** Detailing the methodology, proposed outline, work plan, and timeline.
- **Draft UPR Report:** For internal review and feedback.
- **Final UPR Stakeholder Report:** Incorporating all feedback and meeting OHCHR submission requirements.
- **Presentation of Key Findings:** To WOREC

5. Duration

The consultancy will begin upon signing of the agreement and must be completed by June 15, 2025 deadline, aligning with the UPR submission deadline.

6. Qualifications

The ideal consultant should have:

- Proven experience in human rights documentation, especially reporting for UN mechanisms (UPR, CEDAW, CRC, etc.).
- In-depth understanding of international human rights standards and the UPR process.
- Strong writing, research, and analysis skills with experience in preparing rights-based reports.
- Good knowledge of the socio-political and gender context in Nepal.
- Ability to synthesize complex information and write in clear, concise English.

7. Budget

Applicants must submit a consultancy fee with the proposal.

8. Application Process

Interested applicants should submit the following documents email admin@worecnepal.org by 31st May, 2025

- Updated Curriculum Vitae (CV)
- Cover letter demonstrating relevant experience
- Proposed methodology and work plan
- Detailed budget proposal

9. Evaluation Criteria

- Proposals will be assessed based on the following:
- Relevant qualifications and professional experience

- Understanding of UPR and human rights frameworks
- Quality of proposed methodology

10. Confidentiality

The consultant shall maintain confidentiality of all project-related data and information during and after the assignment.

11. Legal Framework

The consultant will operate as an independent contractor and this engagement shall be governed by the laws of Nepal. Any disputes will be resolved under Nepalese jurisdiction.

12. Data Protection

The consultant must adhere to national and international data protection principles and ensure secure handling of all sensitive and personal data.

13. Assignment and Sub-contracting

The consultant shall not assign or subcontract any portion of this work without prior written approval from WOREC.