

TERMS OF REFERENCE – Evidence and Communications Expert

Project Number	20620
Project Name	Local Infrastructure Support Programme (LISP)
Country of delivery	Nepal
Client	United Kingdom Foreign and Commonwealth Development Office (FCDO)
Beneficiary	FCDO/ Government of Nepal (GoN)
Level of Effort	Consultant Contract – Intermittent LOE based on demand

Overall Programme Objective

LISP will improve the ability of Nepal's local and provincial governments to respond to the demands of citizens for local infrastructure and increase the legitimacy and accountability of local government to their citizens with an emphasis on the empowerment of women. It will create green recovery jobs to stimulate the local economy and build climate resilience.

Programme Summary Overview

MoU between the GoN and BEK	16th of March 2023
Grant support	£11 million for capital investment only which is on budget and on treasury
Technical Assistance (TA)	£ 7.7 million
Provinces	Karnali and Lumbini
Pilot Phase	Completed in July 2023, managed by WFP
Transition Phase	July 2024 to March 2025 managed by WFP
LISP Implementation	April 2025 – March 2027

LISP Approach

Our approach is to build on the understanding that as the LISP TA we will need to fulfil three roles to realise the full impact of LISP's Objective:

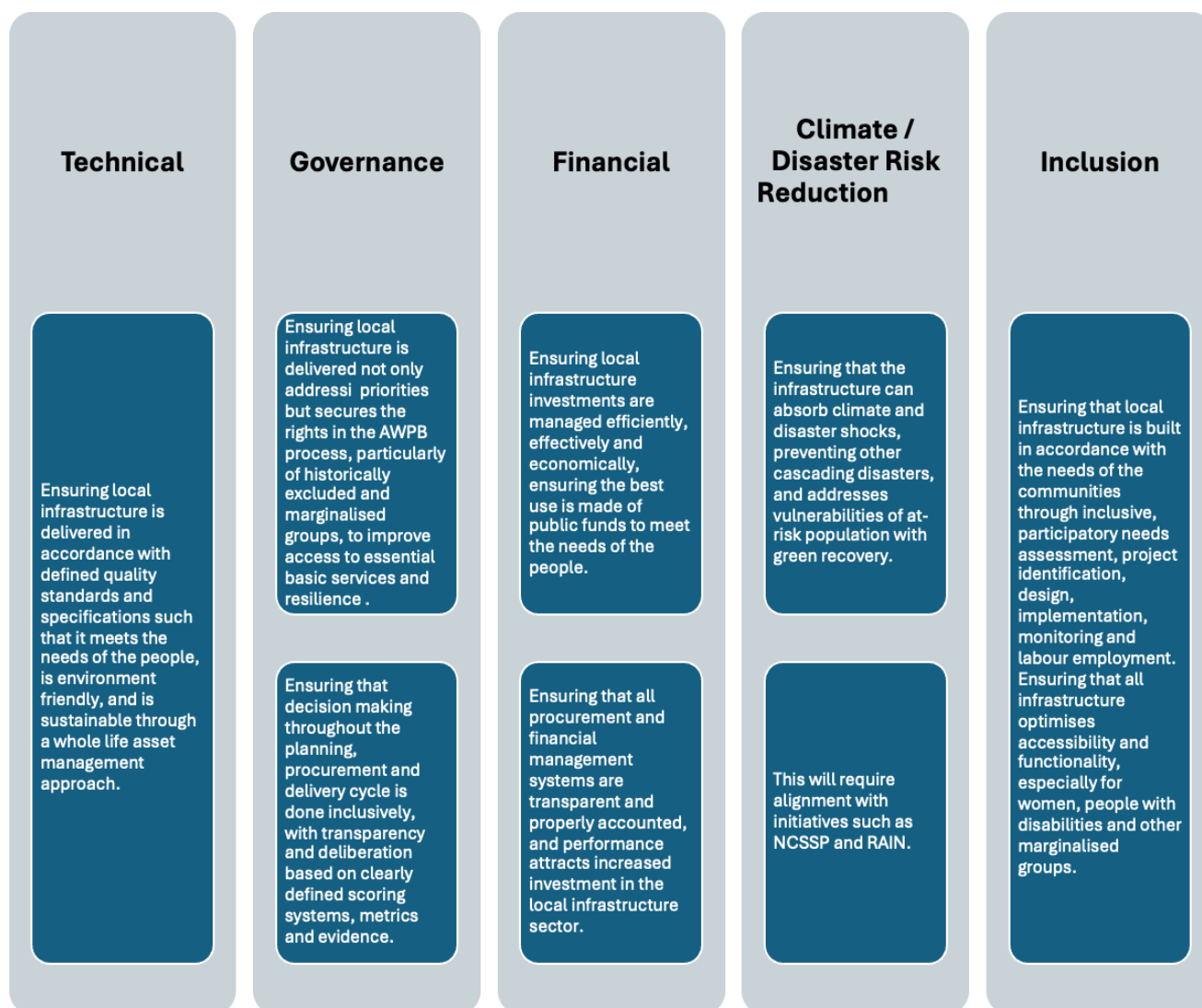
- Strengthening Infrastructure Governance**

Institutionalising inclusive governance mechanisms from risk informed planning, design, implementation, monitoring, operation and maintenance. Integrating the system actors for a holistic planning and delivery to minimise siloed development efforts among different level of governments.
- Capacity building and technical support**

To improve the capacity of LGs to deliver local infrastructure services according to strengthened governance systems.
- Quality Assurance of LISP investments**

to ensure that FCDO's funds are utilised in accordance with the strengthened governance systems, and with LISP demonstrating the effectiveness of these systems to build confidence and encourage others to invest in the local infrastructure sector in accordance with the improved governance systems.

The programme objective will be achieved through **five critical strands of delivery**:



Objectives of the Role

The Evidence and Communications Expert will support the synthesis, interpretation and communication of evidence demonstrating LISP's implementation experience, results and systems strengthening achievements.

The Evidence and Communications Expert will:

- The Evidence and Communication Expert will support the generation, synthesis and communication of evidence demonstrating LISP's implementation experience, results and systems strengthening achievements.
- Translate programme evidence and learning from demand-led technical assistance into clear, practical and audience-specific products that support policy engagement, institutional uptake, programme reporting and organisational learning.
- Working closely with the Policy Engagement and Institutional Uptake Lead technical experts and the Monitoring and Reporting team, the role will ensure evidence products are accurate, credible, accessible and aligned with programme priorities.

Scope of Work

The Evidence and Communications Expert will be responsible for the following tasks:

1. **Review, synthesise and organise programme evidence.** Review existing programme evidence, including implementation learning, Annual Review findings, assessments of Improved Modality Guideline uptake, procurement reform recommendations, operation and maintenance diagnostics, infrastructure governance evidence and examples of local government application of LISP approaches. Organise evidence into accessible formats that support reporting, learning and policy engagement.
2. **Capture and document emerging evidence from demand-led technical assistance.** Work with the Team Lead – TA Response, Engineering Expert and Technical Coordinator, Provincial Liaison Engineer and technical specialists to collect and synthesise evidence from technical assistance assignments, including local government feedback, examples of systems strengthening, institutional change, application of LISP tools and lessons that can inform wider government uptake and programme improvement.
3. **Prepare high-quality evidence and communication products.** Prepare agendas, discussion materials and follow-up notes that help build consensus around practical recommendations and clarify routes for institutional uptake. Develop concise, practical and audience-specific, technical notes, case studies, learning summaries, presentations, briefing packs and communication materials that accurately communicate programme results, implementation learning and recommendations.
4. **Support policy engagement and institutional uptake.** Work closely with the Policy Engagement and Institutional Uptake Lead to ensure evidence products are aligned with policy priorities, decision-making processes and opportunities for institutionalisation within government systems.
5. **Support technical experts to communicate specialist knowledge effectively.** Translate technical information into accessible communication products for Government of Nepal counterparts, BEK, provincial governments, local government associations, development partners and other stakeholders.
6. **Ensure quality assurance and evidence integrity.** Ensure evidence products are technically accurate, appropriately referenced and clearly distinguish between verified results, emerging learning, recommendations and areas requiring further validation. Ensure all products comply with DT Global, BEK and programme quality assurance, safeguarding, confidentiality and branding requirements.
7. **Support learning, communication and programme reporting.** Prepare materials for policy dialogues, technical consultations, learning events, masterclasses and programme reporting. Coordinate with the Monitoring and Reporting team to ensure evidence products align with programme results reporting, value for money analysis and programme close-out requirements.
8. **Maintain programme knowledge and evidence management systems.** Maintain organised records of evidence products, source materials, approvals, photographs, version control and final outputs, while capturing lessons on effective communication approaches to support future learning and institutional uptake.

Reporting Structure

The Evidence and Communications Expert will report to the Policy Engagement and Institutional Uptake Lead for tasking related to policy engagement products, with overall quality assurance from the Team Leader or Deputy Team Leader as appropriate. The role will coordinate closely with technical experts at the central level and TA response team at the provincial level, the Monitoring and Reporting team, Programme Management Unit and programme leadership to ensure evidence products are accurate, useful and aligned with reporting and close-out requirements.

Performance Metrics

- Timely preparation of case studies, technical notes, presentations and briefing materials.
- Quality, clarity and usefulness of evidence products for policy engagement, learning and reporting.
- Evidence that products are concise, practical, audience-specific and grounded in documented programme learning.
- Effective coordination with technical specialists, policy engagement colleagues and monitoring and programme leadership.
- Quality of source tracking, approvals, version control and consistency with DT Global, BEK and programme requirements.
- Contribution to programme learning, policy engagement, organisational knowledge management and programme close-out.

Qualifications and Experience

Education

- Bachelor's degree in Communications, Development Studies, Public Policy, International Development, Journalism, Civil Engineering, Social Sciences or another relevant discipline.
- Master's degree in communications, Development Studies, Public Policy, International Relations or a related field (desirable).

Professional Experience

- At least 10 years of relevant professional experience in evidence generation and synthesis, knowledge management, communications or policy engagement.
- Experience producing high-quality case studies, technical reports, learning products and communication materials for development programmes.
- Experience synthesising technical information into accessible products for government and development audiences.
- Experience working on donor-funded programmes, government agencies and development agencies.
- Demonstrable experience working with Government counterparts to achieve institutionalisation and uptake of best practices
- Experience supporting policy dialogue, organisational learning and institutional strengthening.
- Experience coordinating with multidisciplinary technical teams.

Technical Knowledge

- Strong understanding of evidence-based programming, knowledge management and policy communication.
- Familiarity with local governance, infrastructure development or public sector reform is desirable.
- Understanding of monitoring, evaluation, learning and adaptive programme management.
- Knowledge of GEDSI, climate resilience, safeguarding and value for money principles is an advantage.

Skills and Competencies

- Demonstrable good interpersonal skills with an evident willingness to learn and adapt
- Excellent writing, editing and analytical skills in English and Nepali.
- Strong ability to synthesise complex technical information into clear, practical products.
- Excellent stakeholder engagement and communication skills.
- Strong organisational skills with attention to detail and version control.
- Proficiency in Microsoft Office (Word, PowerPoint and Excel); experience with document design and visual communication software is desirable.
- Excellent written and spoken English and Nepali language is highly desirable.

Duration

The position is expected to be continued till until 31st March 2027, subject to sufficient interest in the demand led model and success of the delivery model and budgetary commitment from the Client.

Application Procedure

If you believe this opportunity will enhance your career growth, we encourage you to apply by emailing HRLISP@dt-global.com with all required documents, including your CV, Nepali citizenship, academic certificates and experience letters.

Applications will be reviewed on a rolling basis until the position is filled. Interested and qualified individuals are requested to submit the application no later than **Monday, 17th August 2026 at 5:00 PM.**

We encourage applications from women and disadvantaged groups.

Note: No telephone inquiries will be entertained. If your application is a good fit, we will follow up with you directly for the screening process.

Key Terms and Conditions

- Consultants will be retained on a framework/call-down basis to provide technical assistance to Local Governments under LISP. Assignments will be offered according to programme priorities and Local Government demand. With the Post-July LISP TA, TA support will be fully demand driven. Consequently, the allocation of inputs under any resulting contract does not guarantee utilisation of the full level of effort, and deployments will be made only when required by participating Local Governments and approved by LISP.
- Successful consultants will be required to adhere to DT Global's Code of Conduct, safeguarding, anti-corruption, confidentiality, and health and safety policies. Consultants must complete mandatory compliance training and maintain the highest standards of professional integrity and ethical behaviour throughout the assignment.

DT Global Values

At all times work to the DT Global Values ensuring LISP is delivered with a culture of inclusivity, civility and excellence.

