

TERMS OF REFERENCE – Policy Engagement and Institutional Uptake Lead

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
Base	Kathmandu with regular travel to Lumbini to support institutional uptake at the Provincial level

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**

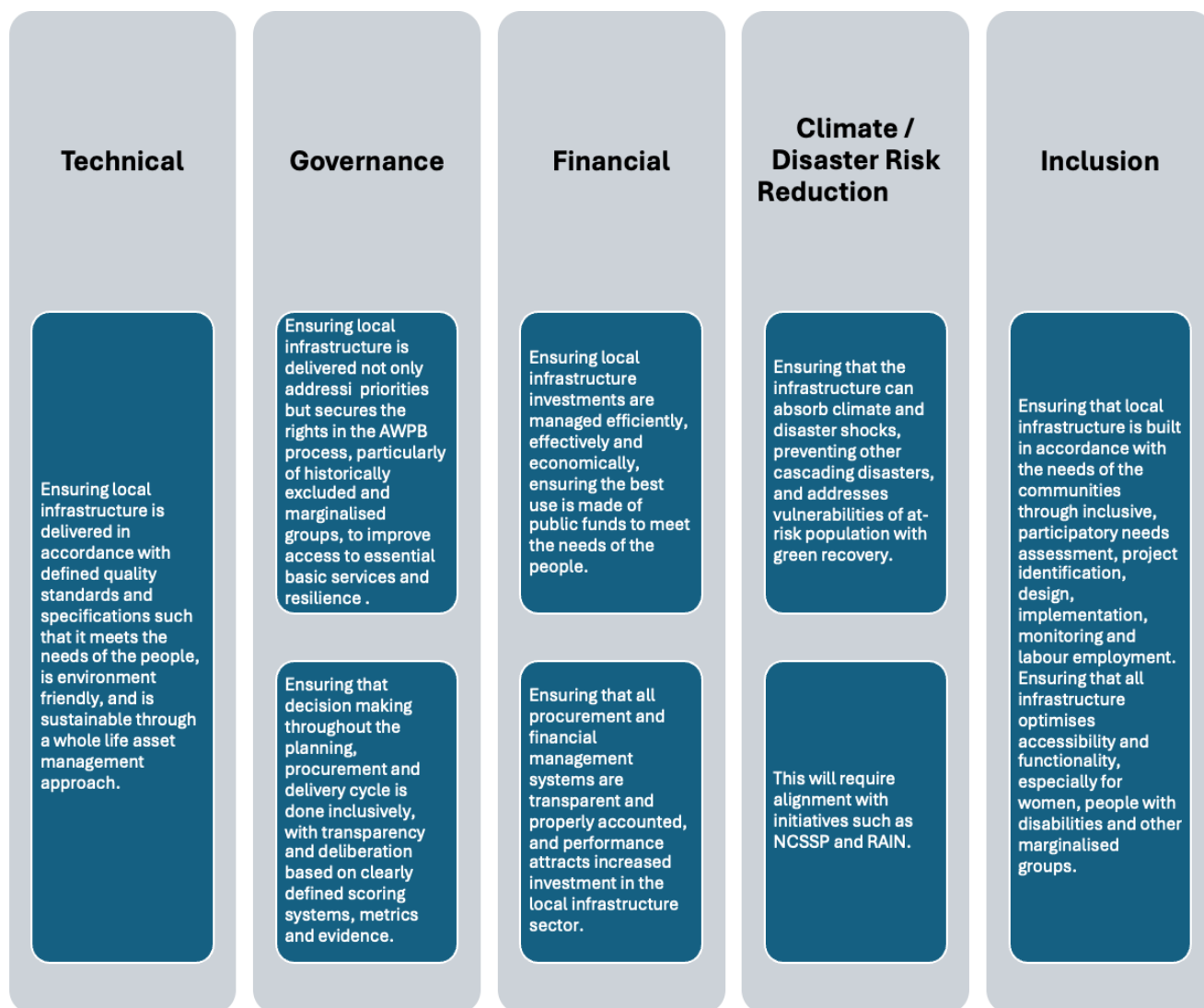
Institutionalising inclusive governance mechanisms from risk informed planning, design, implementation, monitoring, operation and maintenance. Integrating the system actors for a holistic planning and delivery to minimise siloed development efforts among different level of governments.
- Capacity building 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 Policy Engagement and Institutional Uptake Lead will coordinate the programme's final phase of learning-to-action work, ensuring that evidence, recommendations and best practices generated through programme delivery are translated into a practical policy and influence agenda. The role will develop and implement an institutional uptake strategy, coordinate engagement across federal, provincial and local government stakeholders, oversee policy dialogue and reform processes, The role will focus on targeted, achievable changes in institutional practice, systems, guidance, procedures or decision-making processes, rather than major national policy reform. Over the final eight months of the programme, the Lead will work closely with technical experts, MEL colleagues and programme leadership to identify priority messages, refine recommendations, map target audiences and support structured engagement with relevant stakeholders.

The Policy Engagement and Institutional Uptake Lead's key responsibilities will include:

- leading the development of a focused policy and institutional uptake plan including a framework against which progress can be measured;

- identifying entry points for small-scale policy, procedural or practice change;
- coordinating translation of technical inputs into clear recommendations including policy briefs as needed;
- supporting engagement with government counterparts – MoLMCFAGA, DoLI, Provincial governments, PLGSP, local institutions – MuAN, NARMIN, donors, civil society or implementing partners;
- facilitating workshops and policy dialogues;
- tracking uptake opportunities and stakeholder responses
- Contribute to programme reporting as required

Scope of Work

The Policy Engagement and Institutional Uptake Lead will be responsible for the following tasks:

1. Leading the development of a focused policy and institutional uptake plan.

- Develop a practical institutional uptake and policy engagement plan that translates LISP learning, evidence and recommendations into a clear sequence of priority actions for the final phase of delivery.
- Define realistic milestones, responsibilities and progress measures so that implementation can be tracked and adjusted in response to stakeholder feedback and emerging opportunities.
- Regularly review and update the institutional uptake roadmap in response to stakeholder engagement, emerging opportunities and programme learning.
- Coordinate with the Team Lead – TA Response and Engineering Expert and Technical Coordinator to ensure implementation learning from demand-led technical assistance informs policy engagement priorities and institutional reform activities.

2. Identifying entry points for small-scale policy, procedural or practice change.

- Work with programme colleagues and counterparts to identify where LISP evidence can inform achievable changes in guidance, systems, procedures, coordination mechanisms or local infrastructure practice.
- Provide strategic direction on evidence priorities and review evidence products to ensure they support policy engagement and institutional uptake objectives.
- Prioritise entry points that are politically feasible, institutionally relevant and capable of being advanced within the remaining programme timeframe.

3. Coordinating translation of technical inputs into clear recommendations.

- Oversee and coordinate policy reform assignments undertaken by the Policy Reform Support Expert to ensure outputs align with the programme's institutional uptake strategy and government priorities.
- Coordinate inputs from technical specialists, MEL colleagues and delivery teams to distil lessons into concise, actionable recommendations, including policy brief if needed, for government, FCDO and other relevant stakeholders.
- Ensure recommendations are evidence-based, clearly framed, and tailored to the needs and decision-making processes of the intended audience.

4. Facilitating policy dialogues.

- Lead and facilitate policy dialogues, providing strategic direction for agendas, discussion materials and follow-up actions
- Support structured engagement with government agencies, donors, national institutions, civil society and implementing partners through targeted meetings, workshops and policy dialogues.

5. Tracking uptake opportunities and stakeholder responses.

- Maintain a simple record of engagement, stakeholder feedback, emerging opportunities and agreed follow-up actions linked to the uptake plan.
- Use this tracking to inform programme reporting including quarterly reports, identify where additional support is needed, and capture evidence of progress towards institutional or practice change.

- Review and provide quality assurance for policy recommendations, institutional guidance and engagement products before dissemination.

Reporting Structure

The Policy Engagement and Institutional Uptake Lead will report directly to the Team Leader. They will line manage:

- Evidence and Communications Expert

Performance Metrics

The Policy Engagement and Institutional Uptake Lead's performance will be assessed based on:

- The timely coordination, delivery and monitoring of the institutional uptake plan
- Effective coordination with the Team Lead, Deputy Team Lead and STTA pool to implement the institutional uptake plan
- Effective coordination with BEK on their role in the institutional uptake plan, building consensus and leveraging their influence where appropriate.
- Production of high-quality policy dialogue products, including both in person engagements (e.g. meetings and workshops) and written outputs in collaboration with the Policy Reform Support Expert, and Evidence and Communication Expert.
- Effective coordination with TA response team to direct and oversee institutional uptake at the Provincial Level.

Qualifications and Experience

Education

- Master's degree in Public Policy, Public Administration, Governance, Development Studies, Civil Engineering, Infrastructure Management or a related discipline.

Experience

- At least 10 years' relevant experience in policy analysis, and policy engagement, institutional strengthening, governance, programme learning or uptake of evidence into practice. (relevance to infrastructure sector will be an advantage)
- Demonstrated experience translating programme learning, research or technical evidence into actionable recommendations for institutional or operational change.
- Strong understanding of policy and institutional change processes, including how to identify feasible entry points for influence.
- Experience in coordinating multi-disciplinary technical teams and facilitating consensus around priority messages or recommendations.

Skills

- Strategic leadership
- Policy analysis
- Excellent stakeholder engagement, facilitation and relationship management skills.
- Strong written and verbal communication skills in English and Nepali, including the ability to present complex issues clearly to non-specialist audiences.
- Experience working on donor-funded programmes and with government or public institutions is 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**](mailto: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.

