

TERMS OF REFERENCE FOR PROJECT TECHNICAL COORDINATOR

Contract: PPCR/DHM/S/IND-3.1			
Project	PPCR-BRCH (Building Resilience to Climate Related Hazards)		
Expertise: Project Technical Coordinator			
Source	National	Category	Independent
1. Background:			
<p>Government of Nepal (GoN) has prepared Strategic Program for Climate Resilience (SPCR), which was approved by Climate Investment Fund (CIF). SPCR has identified four projects for investment in Nepal. One of them the "Pilot Project for Climate Resilience (PPCR) - Building Resilience to Climate Related Hazards (BRCH). Components A, B and C under BRCH are being implemented by the Department of Hydrology and Meteorology (DHM), Ministry of Science, Technology and Environment (MoSTE). Component D of the BRCH is being implemented by the Ministry of Agriculture Development (MoAD). A dedicated Project Management Unit (PMU) has been set up at DHM for the implementation of project components A, B, and C.</p> <p>The project aims at upgrading hydro-meteorological network, weather forecasting system and flood forecasting system. The process involves acquiring private and/or public land, construction of buildings and establishment and operation of telecommunication systems including radar. Assessment of social and environmental impacts considering the losses of agriculture products, deforestation, loss of natural habitats, impacts on indigenous population, electromagnetic radiation of telecom equipment, security of installations are some of the important social and environmental aspects of the project.</p> <p>For overall coordination, monitoring, supervision and reporting of the DHM/BRCH project activities, DHM requires consulting service from individual consultant with the capacity of Project Technical Coordinator.</p>			
2. Objective/Purpose of the Assignment:			
<p>The consultant will assist and report to the National Project Director (NPD) regarding the overall implementation and technical coordination of the project. The consultant will work in close collaboration with Assistant Project Director (APD), supervise and monitor the activities of the Procurement and Financial specialists and other members of the Project Management Unit (PMU) who have been assigned or will be hired to implement the project activities. The coordinator's responsibility is to lead technical coordination and supervise and monitor all the project activities which should be accomplished in time following the log frame. The coordinator will also work closely with the System Integrator and mobilize the PMU in timely completion of the project</p>			

activities.

3. Scope of Work:

The incumbent will work as part of the PMU (Project Management Unit) under the supervision and guidance of high level Inter-Ministerial Steering Committee, National Project Director, Assistant Project Director and the Project Technical Committee for the attainment of project's goal.

Project Technical Coordinator's main responsibility is to assist and report to the National Project Director/Assistant Project Director and supervise, provide technical advice and guidance to project related activities and guide the PMU for the project activities. The Coordinator is expected to work closely with the System Integrator for seamless implementation of project activities.

4. Duties and Responsibilities of Consultant:

1. Supervise, monitor and co-ordinate the work of component A, B, and C of PPCR-Building Resilience to Climate Related Hazards of DHM; and ensure quality and timely outputs and deliverables as per the design and monitoring framework and annual work plan and budget;
2. As part of the PMU, lead and coordinate all technical aspects of the project in coordination with the NPD, APD and the Systems Integrator (SI).
3. Supervise, monitor, co-ordinate, and guide the work of all PMU consultants to ensure timely delivery of high-quality outputs;
4. Ensure that required WB reporting is submitted timely and ensure that inputs from relevant PMU staff are coordinated and consolidated in agreed formats.
5. Facilitate the Project Director regarding the recruitment of individual consultants of different field as envisaged in project document coordinating with Technical Committee based on World Bank approved evaluation and selection criteria;
6. Provide technical input on procurements activities, including subcontracts for goods and civil works as per World Bank Procurement Guidelines 2011 (as amended from time to time);
7. Manage and support the DHM PMU to conduct the inter-ministerial steering committee meetings
8. Organize meeting, workshops, and seminars to raise awareness about the project and to disseminate lessons learnt from the project to a wider audience, as appropriate. This will include all technical aspects of the project and including those relating to environmental and social safeguards. Manage to develop required operational guidelines and manuals for the project implementation and obtain approval from high level steering committees;
9. Support the NPD and APD in setting performance objectives, competencies and success

criteria for each PMU members and monitoring their performance on a regular basis;

10. Supervise finance, administrative and audit functions and comply with the recommendation made;
11. Undertake regular monitoring, reporting, documentation and communication functions at all levels;
12. Coordinate with different stakeholders including government organizations, I/NGOs and with Agriculture Management Information System (AMIS) Team of MoAD under Component D.
13. Seek input and coordinate with Deputy Director Generals (DDGs) and divisions within DHM on all technical aspects of the project.
14. Carry out other works as assigned or instructed by the Project Director during implementation of this project, if necessary, update PIM as per implementation of the activities and their progress.
15. Ensure timely deliverable of project activities and close link with system integrator in Communication, progress report, as well as day to day management.

5. Required Qualifications

Ideal candidate should have academic qualifications in both Natural Science and Management/Administration disciplines.

A. Academic qualifications

Suitable candidates should have a Master degree in Natural Science/Engineering/Applied Science with at least 30 days Management related training(s) or minimum Bachelor's degree in Natural Science/Engineering/Applied Science and a Master's Degree in Management/Public Administration.

B. Experience

- S/he must have at least 10 years of combined working experience in technical and managerial positions. Experience in project management and or administration preferably more than 3 years as a Project Manager/Coordinator/Lead role in project implementation.
- Working experience with bi-lateral and multi-lateral development agencies will be given priority. Experience on planning, monitoring and evaluation of community based projects will be an added advantage.
- Excellent in both English and Nepali - writing and speaking is required. Candidate must have excellent computer skills.
- Candidates with experience managing donor-funded projects and GoN experience will have additional advantage.

- S/he must have acquired experience, knowledge and be familiar with project planning, procurement process and financial management of the GoN.

6. Duration of Service:

The consultant will be assigned initially for 36 months with a provision of renew of contract in each year and possibilities of further extension, in case of satisfactory performance. The consultant is expected to work full time office hours within Kathmandu valley with frequent travels outside Kathmandu valley within Nepal on project related matters.

7. Selection Criteria:

The consultant shall be selected based on the individual consultant selection method of the World Bank's consultant selection guidelines, 2011. Main criteria for the selection will be relevant work experience and qualifications.

8. Duty Station: Kathmandu, field travel as and when required.

9. Financial Payment:

- a. The consultant shall be paid on monthly basis, based on the inputs of the consultant which should include all his overheads, social charges and other associated costs including local transportation within Kathmandu Valley and insurance premium costs.
- b. The consultant shall be responsible for all taxes and duties including income tax applicable as per Government of Nepal rules and regulations.
- c. In case of travel requirement outside Kathmandu Valley within Nepal for project related assignments, consultant shall be paid travel expenses and hotel expenses on actual basis and suitably determined subsistence allowance to cover all other costs.

10. Output/Reporting Requirements:

The consultant will report to the Project Director and Project Manager. In addition to the regular tasks, the consultant should be responsible for providing /preparing following documents and reports during assigned period.

- i. Monthly/trimester/yearly project implementation progress report;
- ii. Monitoring and supervision report as per the requirement.
- iii. Prepare guidelines/manuals of concerned fields as per the need of the project.
- iv. Reports and proceeding of seminars, workshops and training
- v. Final report

11. Facilities to be Provided by DHM:

DHM shall provide following facilities to consultant during his tenure of service:

- Office space with computer and furniture
- Email and internet access
- Required office stationary
- Photocopying facilities

Places of Assignment: Kathmandu	Days Estimated Dates: xx/03/2015	Initially for 36 months
TOTAL DAYS (state if Intermittent) Not applicable		

TERMS OF REFERENCE FOR PROCUREMENT CONSULTANT

Contract: PPCR/DHM/S/IND-1.1			
Project	PPCR- BRCH (Building Resilience to Climate Related Hazards)		
Expertise:	Individual Consultant for Procurement Specialist		
Source	National	Category	Independent
1. Background:			
<p>Government of Nepal (GoN) has prepared Strategic Program for Climate Resilience (SPCR), which was approved by Climate Investment Fund (CIF). SPCR has identified four projects for investment in Nepal. One of them is the "Pilot Project for Climate Resilience (PPCR) - Building Resilience to Climate-Related Hazards (BRCH). Components A, B and C under BRCH are being implemented by the Department of Hydrology and Meteorology (DHM), Ministry of Science, Technology and Environment (MoSTE). Component D of BRCH is being implemented by the Ministry of Agriculture Development (MoAD). A dedicated Project Management Unit (PMU) has been set up at DHM for the implementation of project components A, B, and C.</p> <p>The project aims at upgrading hydro-meteorological network, weather forecasting system and flood forecasting system. The process involves acquiring private and/or public land, construction of buildings and establishment and operation of telecommunication systems including radar. Assessment of social and environmental impacts considering the losses of agriculture products, deforestation, loss of natural habitats, impacts on indigenous population, electromagnetic radiation of telecom equipment, security of installations are some of the important social and environmental aspects of the project.</p> <p>PPCR-BRCH at DHM requires consulting services from an individual consultant with expertise in procurement field, who will work as a member of PMU to accomplish the objectives of the project.</p>			
2. Objective/Purpose of the Assignment:			
<p>The objective of obtaining services from procurement consultant is to assist DHM/BRCH in carrying out procurement functions for the implementation of PPCR - Building Resilience to Climate Related Hazard. The input from consultant would ensure adoption of proper procurement procedure with economy, efficiency and transparency as well as accelerate procurement practice. The consultant will work for PMU, which has been established to support the implementation of PPCR-BRCH. Under the supervision of the Project Technical Coordinator, s/he will report to the National Project Director (NPD)/Assistant Project Director (APD) on the following responsibilities.</p>			

3. Scope of Work:

The consultant shall work closely with the Project Coordinator and other staffs related to project and help to carry out all aspects of project procurement, applicable guidelines/manuals, arrangement provided in the Guidelines as well as procurement legislation of Government of Nepal,

4. Duties and Responsibilities of Consultant:

Under the supervision of National Project Director (NPD), Assistant Project Director (APD), Project Technical Coordinator, the incumbent will be responsible for, but not limited to, the following duties.

- a. Preparing and updating project procurement plan periodically;
- b. Decide on optimal procurement methods, including packaging, and processing procurement, including advertising, pre-qualifying and short listing etc;
- c. Preparation of procurement related documents required for the procurement of goods, consulting services and works (if any);
- d. Prepare project specific scope of work, Terms of Reference, Specification , Cost estimates and work schedules, evaluation criteria etc;
- e. Assist in pre bid meetings, prepare answers/clarification/ modification;
- f. Assist in receiving bids/ proposals and examining the same and in writing evaluation reports;
- g. Assist in negotiating with bidders, when required, and preparing contract documents, for approval by the concerned authority and The World Bank;
- h. Assist in maintaining records and other documentations required for audit and progress reporting purposes;
- i. Prepare monthly progress report of procurement activities in acceptable format to World Bank;
- j. Carry out training activities on procurement process to DHM staffs;

Work in close collaboration/ consultation with coordinators of DHM/BRCH Procurement unit and Evaluation Committee.

6. Required Qualification and Experience:

- a. Should have at least Bachelor's degree in Agriculture Economics / Engineering / Business Management/Administration/ Law/ Sociology/ Business Administration or relevant fields (Bachelor level – minimum, Postgraduate – preferable)

- b. Should possess work experience as full time employee in Government/ Public Enterprise/ NGO/ INGO/ National or International Bank or Financial Institution/ UN agencies and have five years experience in procurement ,
- c. Should be fully conversant with World Bank procurement policies, Guidelines and procedures evidenced by her/his involvement in procurement functions under World Bank financed projects.
- d. Preferably Nepali Citizen,
- e. Should be fluent in English language speaking and writing,
- f. Should have skill on writing reports, negotiation, presentation and use of computer

7. Duration of Service:

The consultant will be assigned initially for 36 months with a provision of renew of contract in each year and possibilities of further extension, in case of satisfactory performance. The consultant is expected to work full time office hours within Kathmandu valley with frequent travels outside Kathmandu valley within Nepal on project related matters.

8. Duty Station: Kathmandu, Nepal with field visit as per requirement.

9. Reporting Requirements:

The consultant will report time to time to the National Project Director/APD/Project Technical Coordinator/ and other concerned regarding the accomplishment of his/her assignment.

10. Selection Criteria:

The consultant shall be selected based on the individual consultant selection method of the World Bank's consultant selection guidelines, 2011. Main criteria for the selection will be relevant work experience and qualifications.

11. Financial Constraints:

- d. The consultant shall be paid a lump sum amount of remuneration per month, which should include all his overheads, social charges and other associated costs including local transportation within Kathmandu valley and insurance premium costs.
- e. The consultant shall be responsible for all taxes and duties including income tax applicable as per Government of Nepal rules and regulations.
- f. In case of travel requirement outside Kathmandu valley and within Nepal for project related assignments, consultant shall be paid travel expenses and hotel expenses on actual basis and suitably determined subsistence allowance to cover all other costs.

12. Facilities to be Provided by DHM:

DHM shall provide following facilities to consultant during his tenure of service:

- Office space with computer and furniture
- Email and internet access
- Required office stationary
- Photocopying facilities

Places of Assignment: Kathmandu	Days Estimated Dates	(XX/03/2015) initially for 36 months
TOTAL DAYS (state if Intermittent) Not applicable		

TERMS OF REFERENCE FOR MONITORING AND EVALUATION SPECIALIST

Contract: PPCR/DHM/S/IND-6.1			
Project	PPCR-BRCH (Building Resilience to Climate Related Hazards)		
Expertise: Monitoring and Evaluation Specialist			
Source	National	Category	Independent
1. Background:			
<p>Government of Nepal (GoN) has prepared Strategic Program for Climate Resilience (SPCR), which was approved by Climate Investment Fund (CIF). SPCR has identified four projects for investment in Nepal. One of them the "Pilot Project for Climate Resilience (PPCR) - Building Resilience to Climate Related Hazards (BRCH). Components A, B and C under BRCH are being implemented by the Department of Hydrology and Meteorology (DHM), Ministry of Science, Technology and Environment (MoSTE). Component D of the BRCH is being implemented by the Ministry of Agriculture Development (MoAD). A dedicated Project Management Unit (PMU) has been set up at DHM for the implementation of project components A, B, and C.</p> <p>The project aims at upgrading hydro-meteorological network, weather forecasting system and flood forecasting system. The process involves acquiring private and/or public land, construction of buildings and establishment and operation of telecommunication systems including radar. Assessment of social and environmental impacts considering the losses of agriculture products, deforestation, loss of natural habitats, impacts on indigenous population, electromagnetic radiation of telecom equipment, security of installations are some of the important social and environmental aspects of the project.</p> <p>PPCR-BRCH at DHM requires consulting services from an individual consultant with expertise in relevant monitoring and evaluation field, who will work as a member of PMU to accomplish the objectives of the project.</p>			
2. Objective/Purpose of the Assignment:			
<p>The Monitoring and Evaluation Specialist will serve as the main focal person for all monitoring and evaluation related activities for the BRCH project. S/he will assist and report to the National Project Director (NPD)/Assistant Project Director (APD) regarding the Monitoring and evaluation of project activities implemented by the project. The M&E Specialist's responsibility is to coordinate and support implementation of monitoring and evaluation all the project activities to be conducted in accordance with the Results Framework of the Project.</p>			

3. Scope of Work:

The incumbent will work as part of the DHM PMU (Project Management Unit) under the supervision and guidance of a high-level inter-ministerial steering committee, National Project Director, Assistant Project Director and the Project Technical Committee for the attainment of project's goal.

4. Duties and Responsibilities of Consultant:

- Lead development of and oversee the review of project level Monitoring & Evaluation (M&E) plan and associated work plans for each component/activity (as reflected in the results framework),
- Develop TORs for M&E tasks to be carried out for consulting firms (e.g. the design of surveys, evaluations (mid-term and final evaluation), etc. using a combination of quantitative and qualitative methods.
- Be responsible for sourcing data and information for specific M&E needs directly from other agencies, PMU etc (such as budgets, staff capacity and other internal data) particularly for indicators not requiring a survey.
- Support completion of processes to hire consultant firms for M&E related tasks
- Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and advising M&E technical assistance.
- Oversee and participate in evaluations and assessments.
- The M&E Specialist may also serve as the evaluation team member of select evaluations conducted under this contract.
- Ensure quality control of M&E outputs (e.g surveys etc), including by contributing substantively to the design and field testing of the monitoring methodology, review, supervise design and implementation of the survey, participatory data collection methods and protocols, data verification techniques, and other technical evaluation and analytical tasks conducted under this contract.
- Closely cooperate and coordinate with socio communication specialist for the design, quality, development and completion of all assessments, analytical reports, case studies, success stories.
- Review and provide advice related to log frames and indicators on proposals submitted by the partner.
- Ensure the incorporation of information on BRCH project level indicators into PPCR program level reports and provide recommendations to the PMU; Be the focal person at the DHM PMU for coordination between project level M&E and PPCR program level M&E.
- Develop and maintain a M&E database for the project and contribute to the maintenance of a database of PPCR-BRCH project.

- Maintain a detailed knowledge of all relevant issues impacting his/her field of Monitoring & Evaluation.
- Coordinate and cooperate with social and communication specialist for promoting information sharing on all aspects related to project activities among stakeholders.
- Ensuring mentoring and training of project team to foster capacity building on M&E knowledge.
- Support monitoring and evaluation missions commissioned by the donor (World Bank Nepal).
- Review monitoring and evaluation system/mechanism, process and procedures of the project and forms and formats for project activities under its various components;
- Monitor project progress through field visit, offer feedback and keep regular communication with related field and centre levee staff.
- Attend, participate and provide necessary inputs for preparation of and during project meeting, Workshops and trainings;
- Serve as focal point for providing M &E inputs on Implementation Progress Reports (IPRs); Prepare and submit M&E inputs as per the Results Framework to the consolidated trimester/ annual project implementation progress reports meeting the deadline as per the requirement of project and World Bank;
- Accomplish others tasks related for preparing, monitoring, evaluation and MIS as per the need of project assigned by Project Director.

5. Competencies:

- The M&E Specialist should possess excellent technical skills in socio-economic research and program and project performance assessment.
- Demonstrated experience in monitoring and evaluation of development project activities.
- Strong communication and facilitation skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment. S/he must be able to respond quickly to requests for information
- S/he must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- Excellent data analytical skills and interpretation. S/he must have ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing and interpreting data).
- Experience on planning, monitoring and evaluation of community based projects and having good computer knowledge on database softwares like MS Excel, MS Access, SPSS, GIS will be given priority.
- Broad knowledge and understanding of adaptation to climate change, climate resilience would be a plus.

6. Required Qualifications:

A. Academic qualifications:

- Masters degree in Agricultural Sciences, Social Science, Management, Environment Sciences, Natural Science or related field combined with extensive experience in similar responsible position in rural community is considered as equivalent.

Experience:

- At least 7 years of work experience in a field related to rural development, livelihoods, agriculture promotion, and planning or project management.
- At least 3 years of experience in M&E design and implementation at the project level would be preferable. Previous successful involvement with, and good knowledge of, CBOs, I/NGOs and civil society is desired.
- Willingness to undertake regular field visits in different conditions is required.
- Computer literacy in Microsoft packages (MS Word, MS Powerpoint, MS Excel, MS Access), GIS and SPSS is an asset.
- Experiences in creating and managing performance monitoring plans and leveraging performance monitoring data for improving ongoing project management are under consideration.
- Knowledge in designing and field testing surveys and other data collection instruments are required.
- Contribute in indicator development, data collection and analysis, data quality assessments, and/or performance monitoring and reporting.
- Good knowledge of concepts and framework for monitoring and Evaluation and Result Measurement
- Both written and spoken in English is essential.

7. Duration of Service:

The consultant will be assigned initially for 36 months with a provision of renew of contract in each year and possibilities of further extension, in case of satisfactory performance. The consultant is expected to work full time office hours within Kathmandu valley with frequent travels outside Kathmandu valley within Nepal on project related matters.

8. Selection Criteria:

The consultant shall be selected based on the Individual selection method of the World Bank's consultant selection guidelines-2011. Main criteria for the selection will be relevant work experience and qualifications.

9. Duty Station: Kathmandu, field travel as and when required.

10. Financial Conditions:

- The consultant shall be paid a lump sum amount of remuneration per month, which should include all his overheads, social charges and other associated costs including local transportation within Kathmandu Valley and insurance premium costs. .
- The consultant shall be responsible for all taxes and duties including income tax applicable as per Government of Nepal rules and regulations.
- In case of travel requirement outside Kathmandu Valley within Nepal for project related assignments, consultant shall be paid travel expenses and hotel expenses on actual basis and suitably determined subsistence allowance to cover all other costs.

11. Output/Reporting Requirements:

The consultant will report to the Project Director and Project Manager. In addition to the regular tasks, the consultant should be responsible for providing /preparing following documents and reports during assigned period.

- M&E inputs to Monthly/Trimester/Yearly Project Implementation Progress Report;
- M&E implementation plan for the BRCH project
- TORs for surveys
- Inputs to PPCR program level indicators; M&E inputs to good practice case studies
- Monitoring and Supervision report as per the requirement.
- Prepared and submit Guidelines/Manuals of concerned fields as per the need of the project.
- Reports and proceeding of seminars, workshops and training
- Final Report

All reports should be in English and in Nepali as necessary. As the focal person for the M&E at the DHM PMU, the M&E specialist will work closely with all other members of the PMU including the Assistant Project Director(APD), Project Technical Coordinator(PTC), Systems Integrator Firm, and also work in close coordination with M&E Specialist at the MoAD PMU. The M&E specialist will also closely coordinate with relevant officials at MoSTE with respect to coordination on M&E with the PPCR program.

12. Facilities to be Provided by DHM:

DHM shall provide following facilities to consultant during his tenure of service:

- Office space with computer and furniture
- Email and internet access

- Required office stationary
- Photocopying facilities

Places of Assignment: Kathmandu	Days Estimated Dates: xx/03/2015	Initially for 36 months
TOTAL DAYS (state if Intermittent) Not applicable		

TERMS OF REFERENCE FOR SOCIAL AND COMMUNICATIONS SPECIALIST

Contract ID No.: PPCR/DHM/S/IND-7.1			
Project	PPCR- BRCH (Building Resilience to Climate Related Hazards)		
Expertise:	Individual Consultant for Social and Communication Specialist		
Source	National	Category	Independent
1. Background:			
<p>Government of Nepal (GoN) has prepared Strategic Program for Climate Resilience (SPCR), which was approved by Climate Investment Fund (CIF). SPCR has identified four projects for investment in Nepal. One of them is the "Pilot Project for Climate Resilience (PPCR) - Building Resilience to Climate-Related Hazards (BRCH). Components A, B and C under BRCH are being implemented by the Department of Hydrology and Meteorology (DHM), Ministry of Science, Technology and Environment (MoSTE). Component D of BRCH is being implemented by the Ministry of Agriculture Development (MoAD). A dedicated Project Management Unit (PMU) has been set up at DHM for the implementation of project components A, B, and C.</p> <p>The project aims at upgrading hydro-meteorological network, weather forecasting system and flood forecasting system. The process involves acquiring private and/or public land, construction of buildings and establishment and operation of telecommunication systems including radar. Assessment of social and environmental impacts considering the losses of agriculture products, deforestation, loss of natural habitats, impacts on indigenous population, electromagnetic radiation of telecom equipment, security of installations are some of the important social and environmental aspects of the project.</p> <p>PPCR-BRCH at DHM requires consulting services from an individual consultant with expertise in social and communications expertise, who will work as a member of PMU to accomplish the objectives of the project.</p>			
2. Objective/Purpose of the Assignment:			
<p>The social and communication specialist will serve as the main focal person responsible for developing DHM's communication strategy and supporting its communication related needs, leading implementation of safeguards and social inclusion for the BRCH project and coordinating communications aspects relating to the BRCH project with communication related needs at the PPCR program level. The consultant will work for PMU, which has been established to support the implementation on of PPCR-BRCH. Under the supervision of the Project Technical Coordinator, s/he will report to the National Project Director (NPD)/Assistant Project Director (APD) on the following responsibilities.</p>			
3. Scope of Work:			
<p>The incumbent will work closely with other members of Project Management Unit (PMU), System</p>			

Integrator/General Consultant and DHM staff for attainment of the project's goal. The consultant's main duties and responsibilities are as follows.

1. Provide overall support and guidance to the project team on social issues related to the project's implementation especially on safeguards and social inclusion.
2. Carry out social screening and assessment based on the guidelines provided in ESMF for each project site.
3. Carry out consultations with the community to identify impacts if any and mitigation measures and community's feedback on the project.
4. Based on screening results prepare safeguard documents such as RAP, VCDP and GAP and assist PMU in implementation of the same
5. Provide guidance to the PMU in addressing social issues and establishing grievance cell.
6. Prepare communication strategy and communication plan to disseminate project information and other social issues through various communication tools.
7. Assist PMU to undertake implementation of communication plan.
8. Prepare lessons learnt of the BRCH project and be responsible for coordinating communications with the overall PPCR program
9. Develop an overall DHM communications strategy. As part of this task, the consultant should be able provide strategic guidance on communications related needs to DHM, be able to craft and tailor messages for media and other audiences, develop good practice notes and prepare briefs on specific contributions that the project is making.

4. Duties and Responsibilities of Consultant:

Under the direct supervision of Assistant Project Director(APD) and Project Technical Coordinator (PTC), the incumbent will be responsible for, but not limited to, the following duties.

- a. Ensuring that each subproject and activity under the project is subjected to the Project ESMF process and procedures.
- b. Review and assess relevant socio-economic policies, acts and regulations and other legislative issues of the Government of Nepal (GoN) concerning the project implementation;
- c. Review safeguard policies of World Bank on involuntary resettlement and indigenous peoples,;
- d. Establish socio-economic and cultural baseline of project sites in Kathmandu and field locations;
- e. Carry out social screening and Conduct social impact assessment
- f. Assess the vulnerability of social groups for the loss of permanent and temporary assets
- g. Assist PMU in acquisition of land if required Assess employment opportunities during and after project period in case of full-time as well as part time employment considering the status of

indigenous people, gender, and other disadvantaged groups;

- h. Prepare safeguard documents to address any adverse social issues such as involuntary resettlement; loss of private land or any permanent asset; loss of livelihood or sources of livelihood; loss of community property resources; loss of access to protected areas; gender issues
- i. Assist PMU in preparation of RAP; compensation and R&R assistance package for each sub project in line with the ESMF; VCDP and GAP
- j. Assist PMU in disbursement of assistances and preparing compensation package ;
- k. Assist PMU in establishing Grievance Redressal Cell at basin and regional level accessible to communities for effective use of information, warnings and forecasts;
- l. Develop communication strategies and communication plan to disseminate features of the system developed under the project;
- m. Organize trainings, workshops, meetings and disseminate the outcomes through press release, reports, audio-visuals, web sites, emails etc. Make use of the print as well as electronic media facilities wherever applicable;
- n. Provide support in internal communication through disseminating minutes of meetings, announcements, updating the contents in DHM web-site on regular basis;
- o. Assess potential impacts in protected areas, world heritage sites, cultural sites, cultural resources and religious areas;
- p. Communicate with vendors, contractors, and subcontractors for necessary social compliances;
- q. Evaluate social risks associated with floods, landslides, erosion, bank cutting and shifting channel in and around project location as a result of project activities;
- r. Develop indicators for monitoring implementation of social safeguard documents
- s. Monitor and develop potential collaboration with specific key stakeholders, such as agencies dealing with cultural, religious, gender and ethnic issues;
- t. Organize national level consultations with major stakeholders and academia;
- u. Disseminate social safeguard documents in a manner understood by the community. Produce relevant brochures and summary documents in Nepali language for dissemination in local levels; and
- v. Undertake other duties as per the requirements of the project or as directed by NPR, APD and Project Technical coordinator.

5. Competencies

- i. Must be able to work with multiple people of different background and be a good team member;
- ii. Strong interpersonal and communication skills, commitment to team work and to working across disciplines;
- iii. Consistently approaches work with energy and a positive, constructive attitude;
- iv. Demonstrates good oral and written communication skills in substantive and technical areas;
- v. Demonstrates openness to change and ability to manage complexities;
- vi. Excellent writing, editing and analytical skills and capability of working independently; and
- vii. An ability to work effectively, take initiative and deliver results, even under pressure.
- viii. Willing to undertake extensive travel

6. Required Qualification and Experience:

- a. The consultant must have a minimum of Post-Graduate or Masters Degree in social sciences or equivalent;
- b. At least eight years of relevant experience;
- c. Proficiency in the usage of computers and office software packages (word processing, spreadsheet etc) and experience in handling of web-based data and information management systems;
- d. Work experience in GON, NGO's, INGO'S, donor funded projects and other relevant institutions will be an added advantage; and
- e. Fluency in both oral and written Nepalese and English language.

7. Duration of Service:

The consultant will be assigned initially for 36 months with a provision of renew of contract in each year and possibilities of further extension, in case of satisfactory performance. The consultant is expected to work full time office hours within Kathmandu valley with frequent travels outside Kathmandu valley within Nepal on project related matters.

8. Duty Station: Kathmandu, Nepal with field visit as per requirement.

9. Reporting Requirements:

The consultant will report time to time to the National Project Director (NPD)/Assistant Project Director (APD), Project Technical Coordinator/ and other concerned regarding the accomplishment of his/her assignment.

10. Selection Criteria:

The consultant shall be selected based on the individual consultant selection method of the World Bank’s consultant selection guidelines-2011. Main criteria for the selection will be relevant work experience and qualifications.

11. Financial Constraints:

- g. The consultant shall be paid a lump sum amount of remuneration per month, which should include all his overheads, social charges and other associated costs including local transportation within Kathmandu valley and insurance premium costs.
- h. The consultant shall be responsible for all taxes and duties including income tax and VAT applicable as per Government of Nepal rules and regulations.
- i. In case of travel requirement outside Kathmandu valley and within Nepal for project related assignments, consultant shall be paid travel expenses and hotel expenses on actual basis and suitably determined subsistence allowance to cover all other costs.

12. Facilities to be Provided by DHM:

DHM shall provide following facilities to consultant during his tenure of service:

- Office space with computer and furniture
- Email and internet access
- Required office stationary
- Photocopying facilities

Places of Assignment: Kathmandu	Days Estimated Dates : (XX/03/2015)	initially for 36 months
TOTAL DAYS (state if Intermittent) Not applicable		

TERMS OF REFERENCE FOR ENVIRONMENTAL SAFEGUARD SPECIALIST

Contract: PPCR/DHM/S/IND-5.1			
Project	PPCR- BRCH (Building Resilience to Climate Related Hazards)		
Expertise:	Individual Expert for Environmental Safeguard Specialist		
Source	National	Category	Independent
1. Background:			
<p>Government of Nepal (GoN) has prepared Strategic Program for Climate Resilience (SPCR), which was approved by Climate Investment Fund (CIF). SPCR has identified four projects for investment in Nepal. One of them the "Pilot Project for Climate Resilience (PPCR) - Building Resilience to Climate Related Hazards (BRCH). Components A, B and C under BRCH are being implemented by the Department of Hydrology and Meteorology (DHM), Ministry of Science, Technology and Environment (MoSTE). Component D of the BRCH is being implemented by the Ministry of Agriculture Development (MoAD). A dedicated Project Management Unit (PMU) has been set up at DHM for the implementation of project components A, B, and C.</p> <p>The project aims at upgrading hydro-meteorological network, weather forecasting system and flood forecasting system. The process involves acquiring private and/or public land, construction of buildings and establishment and operation of telecommunication systems including radar. Assessment of social and environmental impacts considering the losses of agriculture products, deforestation, loss of natural habitats, impacts on indigenous population, electromagnetic radiation of telecom equipment, security of installations are some of the important social and environmental aspects of the project.</p> <p>PPCR-BRCH at DHM requires consulting services from an individual consultant with expertise in relevant environmental field, who will work as a member of PMU to accomplish the objectives of the project.</p>			
2. Objective/Purpose of the Assignment:			
<p>The consultant will work for PMU, which has been established to support the implementation of PPCR-BRCH. Under the supervision of the Project Technical Coordinator, s/he will report to the Assistant Project Director (APD), National Project Director on the following responsibilities.</p> <p style="padding-left: 40px;">10. Provide overall environmental management oversight during the implementation of PPCR-BRCH, supporting and advising the client in addressing a variety of environmental issues at all the stages of the implementation of the PPCR-BRCH Project and in environment related training/awareness raising and coordination activities..</p> <p style="padding-left: 40px;">11. Implement environmental related activities as outlined in the Environmental and Social</p>			

Management Framework (ESMF) of the project.

12. Prepare necessary documents, such as environmental guidelines and tools in consultation with stakeholders and help the client in commissioning and managing additional and/ or special studies/ assessment, if necessary.

3. Scope of Work:

The incumbent will work closely with other members of Project Management Unit (PMU), System Integrator/General Consultant and DHM staff for attainment of the project's goal. The scope covers the whole project's environmental oversight responsibilities including those implemented by DHM and by Ministry of Agriculture. The consultant's main duties and responsibilities are as follow.

4. Duties and Responsibilities of Consultant:

Under the direct supervision of Project Technical Coordinator (PTC), the incumbent will be responsible for, but not limited to, the following duties.

- w. Ensuring that each subproject and activity under the project is subjected to the Project ESMF process and procedures.
- x. Prepare guidelines, tools and notes for use in the project based on relevant environmental policies, acts and regulations/ directives of the Government of Nepal (GoN) and relevant safeguard policies of World Bank Group and the ESMF;
- y. Carry out environmental screening of subprojects and activities, and help prepare subproject or activity specific Environmental Management Plans (EMPs).
- z. Organize environmental orientation & awareness, and training
- aa. Help commissioning and managing Initial Environmental Examination (IEE), if necessary and other special studies/ assessment such as hazardous & e-waste management. Prepare environmental information materials and help the client in disseminating the information to the relevant stakeholders.;
- bb. Review subproject and activity plan, design, cost, and bid documents to ensure environmental factors and mitigations are incorporated, and subproject/ activity documents and environmental documents are in harmony. Larger or sensitive investments such as DHM building and Radar stations shall be reviewed from early on (starting from concept stage) ;
- cc. Carry out site supervisions during implementation of subprojects and activities, and provide feedback to the PMU.;
- dd. Support the client in recruiting and managing independent consultant for mid-term and end-term evaluation of ESMF Compliance.

- ee. Identify requirements of permission for setting up observation and measurement system in areas secured for conservation and protection;
- ff. Coordinate with relevant agencies for obtaining permission;
- gg. Communicate with vendors, contractors, and subcontractors for necessary environmental compliance;
- hh. Evaluate environmental risks associated with floods, landslides, erosion, bank cutting and shifting channel as a result of project activities;
- ii. Monitor potential collaboration with specific key stakeholders, such as Ministry of Science, Technology and Environment, Department of Wildlife and National Parks, Department of Forest, Department of Water Induced Disaster Prevention (WIDP), Nepal Red Cross Society (NRCS), Civil Aviation Authority, Telecommunication Authority, cultural agencies etc on important environmental issues;
- jj. Organize local-level interaction programs on environmental screening and environmental awareness as well as Organize national level consultations with major stakeholders and academia, if necessary;
- kk. Coordinate with hazardous waste and e-waste assessment works in evaluation of alternative technologies to replace hazardous wastes and to minimize pollution as well as in evaluating recycling options and developing waste disposal schedule or auction process;
- ll. Evaluate the impact of new structures such as gauge house, cable way weir etc on aquatic environment and other environmental issues ;
- mm. Identify necessary environmental requirement to clear site properly for DHM building Radar site meteorological station and hydrological station;
- nn. Assess appropriate technologies suitable for construction activities at field sites and the headquarters considering low carbon foot print.
- oo. Advise the involved designers of construction and building in the use of natural lighting, optimal use of solar energy, low GHG emission, rainwater harvesting, planting local species and waste management.
- pp. Assess the impacts of electromagnetic radiation on health and other telecommunication installation in the project area and provide necessary advice;
- qq. Assess baseline condition of project sites in Kathmandu and field locations;
- rr. Produce report in a manner understood by non-technical people for effective dissemination purpose. Produce relevant summary documents in Nepali language for dissemination in local

levels; and

- ss. Undertake other duties as per the requirements of the project or as directed by National Project Director/Assistant Project Director and Project Technical coordinator.

5. Competencies

- ix. Must be able to work with multiple people of different background and be a good team member;
- x. Strong interpersonal and communication skills, commitment to team work and to working across disciplines;
- xi. Consistently approaches work with energy and a positive, constructive attitude;
- xii. Demonstrates good oral and written communication skills in substantive and technical areas;
- xiii. Demonstrates openness to change and ability to manage complexities;
- xiv. Excellent writing, editing and analytical skills and capability of working independently; and
- xv. An ability to work effectively, take initiative and deliver results, even under pressure, and willing to visit sites in remote areas.

6. Required Qualification and Experience:

- f. The consultant must have a minimum of Post-Graduate or Masters Degree in environmental sciences, environmental engineering, environmental studies or equivalent;
- g. At least eight years of relevant experience;
- h. Proficiency in the usage of computers and office software packages (word processing, spreadsheet etc) and experience in handling of web-based data and information management systems;
- i. Work experience in GON, NGO's, INGO'S, donor funded projects and other relevant institutions will be an added advantage; work experience as environmental specialist in/ with World Bank or Asian Development Bank funded activities will be an asset, and
- j. Fluency in both oral and written Nepalese and English language.

7. Duration of Service:

The consultant will be assigned initially for 36 months with a provision of renew of contract in each year and possibilities of further extension, in case of satisfactory performance. The consultant is expected to work full time office hours within Kathmandu valley with frequent travels outside Kathmandu valley within Nepal on project related matters.

8. Duty Station: Kathmandu, Nepal with field visit as per requirement.

9. Reporting Requirements:

The consultant will report time to time to the National Project Director (NPD)/Assistant Project Director(APD)/Project Technical Coordinator/ and other concerned regarding the accomplishment of his/her assignment.

10. Selection Criteria:

The consultant shall be selected based on the individual consultant selection method of the World Bank's consultant selection guidelines-2011. Main criteria for the selection will be relevant work experience and qualifications.

11. Payments:

- j. The consultant shall be paid a lump sum amount of remuneration per month, which should include all his overheads, social charges and other associated costs including local transportation within Kathmandu valley and insurance premium costs.
- k. The consultant shall be responsible for all taxes and duties including income tax and VAT applicable as per Government of Nepal rules and regulations.
- l. In case of travel requirement outside Kathmandu valley and within Nepal for project related assignments, consultant shall be paid travel expenses and hotel expenses on actual basis and suitably determined subsistence allowance to cover all other costs.

12. Facilities to be Provided by DHM:

DHM shall provide following facilities to consultant during his tenure of service:

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- Email and internet access
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Places of Assignment: Kathmandu	Days Estimated Dates: xx/03/2015	(XX/03/2015) initially for 36 months
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TOTAL DAYS (state if Intermittent) Not applicable