

## TERMS OF REFERENCE FOR PROJECT TECHNICAL COORDINATOR

<b>Contract: PPCR/DHM/S/IND-3</b>			
<b>Project</b>	PPCR-BRCH (Building Resilience to Climate Related Hazards)		
<b>Expertise: Project Technical Coordinator</b>			
<b>Source</b>	National	<b>Category</b>	Independent
<b>1. Background:</b>  Government of Nepal has prepared Strategic Program for Climate Resilience (SPCR), which was approved by Climate Investment Fund (CIF). SPCR, Nepal identified five projects for investment. Among them, one of the projects is "Pilot Project for Climate Resilience- Building Resilience to Climate Related Hazards (BRCH). Under BRCH, component A, B and C are being implemented by Department of Hydrology and Meteorology (DHM) under the Ministry of Science, Technology and Environment and component D is being implemented by Ministry of Agricultural Development. A dedicated Project Management Unit (PMU) has been set up in DHM for the implementation of project component A, B, and C. 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.			
<b>2. Objective/Purpose of the Assignment:</b>  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 National Project Manager (NPM), 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 activities.			
<b>3. Scope of Work:</b>  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, National Project Manager 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 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, NPM 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 NPM 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 12 months with possibility of extension based on performance evaluation. S/he will be expected to work full time (office hours).

## **7. Selection Criteria:**

The consultant shall be selected based on the individual consultant selection method of the World Bank's consultant selection guidelines. 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

<b>Places of Assignment:</b> Kathmandu	<b>Days Estimated Dates:</b> initially for 12 months	
TOTAL DAYS (state if Intermittent) Not applicable		