

Government of Nepal  
Ministry of Science, Technology and Environment  
Department of Hydrology and Meteorology (DHM)  
Building Resilience to Climate-Related Hazards (BRCH) Project, Kathmandu  
(Pilot Program for Climate Resilience - PPCR) Project ID. No. P127508

**Advertisement**

REQUEST FOR EXPRESSIONS OF INTEREST

(First Publication Date: 24/12/2015)

COUNTRY: Nepal

NAME OF PROJECT: BUILDING RESILIENCE TO CLIMATE-RELATED HAZARDS (BRCH) PROJECT

Grant no.: TF 013665- loan no: TF013557

Assignment Title: DEVELOPMENT OF INSTITUTIONAL FRAMEWORK AND ORGANIZATIONAL STRUCTURE OF DHM

Reference No. PPCR/DHM/S/ CQS-39

The Department of Hydrology and Meteorology has received financing from the World Bank toward the cost of the Building Resilience to Climate-Related hazards Project and intends to apply part of the proceeds for consulting services. The project aims to strengthen the capacity of the Department of Hydrology and Meteorology to meet Nepal's need for timely and accurate weather, climate and water related information and alert services.

The main objective of this assignment is to prepare (a) an Institutional framework of DHM covering the organizational structure described in an organogram and including job descriptions of all positions, and function of various divisions, work plans for each of its divisions, sections, units, as well as (b) a 5-year strategic plan for smooth operation and expansion of DHM services.

This will be based on a review of the existing institutional framework, planning process, staffing and revenue generation options. The consulting firm shall use international and country-based experience in preparing the institutional framework considering reports prepared by SI (System Integrator), the present DHM structure and the legal aspects governing the institutions. The scope of work of the consulting firm also includes review of existing institutional framework and working procedure as well as existing and recommended administrative governance modality. In addition review of the organizational structure of National Hydrological and Meteorological Services (NMHSs) in other countries will be conducted in order to assess the need of various divisions/section/units, the number of staff required after modernization for the sustainability of the new system and services.

The Implementation period is within 4 months from the date of signing the contract.

Details of the services are included in the Terms of reference which may be obtained from BRCH/DHM or can be downloaded from website of the Department of Hydrology and Meteorology ([www.dhm.gov.np/notices](http://www.dhm.gov.np/notices)).

The DHM/BRCH now invites eligible consulting firms ("Consultants") having

- at least 5 Years of experience in providing strategy development consulting services;
- at least 3 years of specific experience in providing consulting services in the area of Institutional development, HR planning and O&M services; and
- proven ability of interfacing with the Government officials, relevant research centers, and other stakeholders working with groups on hydromet field, climate/water induced disasters and climate information for improved disasters and climate risk management.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The other short listing criteria beside mentioned above are:

- Assigning One Team leader having minimum of Master's Degree in Personnel Administration, Management and/or Business Administration: Ph. D preferred, Additional degree on Environmental Law/ Water Law/Hydrology/Meteorology will be an advantage.

Team leader should have proven professional experiences of 10 years on practice in organizational management, organizational research and review and possessing excellent communication skills and knowledge of English language (both spoken and written).

- Assigning Strategic Planner, Hydrology Expert, Meteorology Expert, ICT Expert and Research Assistant having prescribed minimum academic qualifications and experiences as stated in Terms of Reference. Excellent knowledge in written and spoken English are required for all positions.

- A sound understanding and knowledge of WMO guidelines and practices as well as hydro-met regulatory frameworks in other countries (developed and developing) will be an asset.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers [January 2011, revised July 2014] ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Interested firm/s must submit its business/professional registration certificate/s along with its confirmed validity period to date, Tax Clearance Certificate up to FY 2013-14 (2070/71), VAT/PAN Registration Certificate duly certified by a notary as per law of country and Self declaration Letter of not being ineligible upto submit Date.

Firms shall be assessed and compared using criteria relevant to assignment as stated in Terms of Reference, hence the firm shall submit documents required to support with evidence so as to demonstrate the qualification and experiences of the firm.

The consultant shall be selected on the basis of Selection Based on the Consultants' Qualifications (CQS) and consistent with the World Bank's Consultant Selection Guideline, 2011, as referred above.

Only the selected firm shall be asked to submit a combined technical and financial proposal and, if such proposal is responsive and acceptable, be invited to negotiate a contract. Both technical and financial aspects of the proposal may be negotiated. If the negotiations fail with the selected firm, the provisions of paragraph 2.30 in Guidelines-Selection and Employment of Consultants, January 2011 as referred above apply.

Further information can be obtained at the address below during office hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail)

Last date of submission: 10/01/2015 at 12.00 noon

Opening date of EOI: 10/01/2015 at 01.00 PM

If the last date of submission happens to be holiday, the next working day will be the last date for submission.

DHM/BRCH reserves the right to shortlist or not to shortlist any or all the firms without assigning any reason whatsoever.

Attn: Rajendra Sharma, Senior Divisional hydrologist/ Head (Procurement Unit)

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