

**TERMS OF REFERENCE FOR SECRETARIAL SUPPORT (SECRETARY)**

<b>Contract: PPCR/DHM/S/IND-15</b>			
<b>Project</b>	PPCR- BRCH (Building Resilience to Climate Related Hazards)		
<b>Expertise:</b>	Individual Consultant for Secretarial Support (Secretary)		
<b>Source</b>	National	<b>Category</b>	Independent
<b>1. Background:</b>			
<p>GoN 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 Agriculture Development. A dedicated Project Management Unit (PMU) has been set up in DHM for the implementation of project component A, B, and C. For secretarial service related work to Project Director, Project Technical Co-coordinator, and other PMU members, PPCR-BRCH at DHM require consulting service from individual consultant with expertise in secretarial service.</p>			
<b>2. Objective/Purpose of the Assignment:</b>			
<p>The consultant will assist the Project Management Unit especially the Project Director, Project Manager, Project Technical Coordinator and other experts in all secretarial service during implementation of the project.</p>			
<b>3. Scope of Work:</b>			
<p>The incumbent will work closely with Project Management Unit (PMU) under the supervision and direction of Project Director, Project Manager and Technical Coordinator of PPCR-BRCH for the attainment of project's goal.</p>			
<p>The Secretary's main duties and responsibilities are as follow:</p>			
<b>4. Duties and Responsibilities of Consultant:</b>			
<p>Under the direct supervision of Project Technical Coordinator, the incumbent will be responsible for, but not limited to, the following duties:</p>			
<ul style="list-style-type: none"><li>a. Assist in the day-to-day operations of the Project Management Unit (PMU);</li><li>b. Support PMU in maintenance of documentation relating to the project periodical reporting such as monthly, trimester and Yearly Implementation Progress Report and other reports required by the world Bank;</li><li>c. With the authorization of the Project Director/Project Manager/Technical Coordinator, manage requests for the provision of financial resources using advance of funds as a petty cash;</li><li>d. Support in the preparation of background information for project implementation, work plans and budget</li><li>e. Prepare travel and logistical arrangements for project personnel and consultants, arrange</li></ul>			

itineraries, security clearances, and accommodation

- f. Support the purchase of goods and services: including assisting in the recruitment process of consultants and institutions, and following up on issuance of contracts and payments
- g. Support in the organization of meetings, seminars and workshops by making timely booking the venue, assisting in preparing and sending invitations, assisting in preparing agenda and/or background documentation
- h. Provide support services relating to the conduct of project audit and ensure access by auditors to project documentation, personnel, and institutions involved in the project
- i. Maintain workspace and record management system of project activities
- j. Assist in drafting of key project related letters, basic translation, set up contact database etc.
- k. Undertake other duties as per the requirements of the project or as directed by Project Director and Project Technical coordinator.

## **5. Competencies**

### **Development and Operational Effectiveness:**

- Excellent management skills to perform administrative support functions and good understanding of project management cycle;

### **Management and Leadership:**

- 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. Work with positive, constructive attitude and energetic;
- iv. Demonstrates good oral and written communication skills in substantive and technical areas;
- v. Demonstrates openness to change and ability to manage complexities;
- vi. An ability to work effectively, take initiative and deliver results, even under pressure.

## **6. Required Qualification and Experience:**

- a. The consultant must have a minimum of Bachelor's degree in Business Administration, Public Administration or equivalent.
- b. At least 3 years experience in administrative support functions or relevant field.
- c. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems.
- d. Work experience in GON, NGO's, INGO'S, donor funded projects and other relevant institutions will

be an added advantage.

- e. Fluency in both oral and written in Nepali and English language.

**7. Duration of Service:**

- The consultant will be assigned initially for 12 months and possibilities of further extension, in case of satisfactory performance. The consultant is expected to work full time office hours within Kathmandu valley, except otherwise situation demands travel 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 Project Director/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. Main criteria for the selection will be relevant work experience and qualifications.

**11. Payments:**

- a. The consultant shall be paid remuneration monthly based on the inputs provided in the month, 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 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

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

