

**Terms of References (ToR)
for Project Management Unit (PMU) Support
Fixed-Term Consultant**

PROJECT:

Improving Climate Resilience of Vulnerable Communities and Ecosystems in the Gandaki River Basin, Nepal (P02849)

(IUCN Project Dimension: P02849- PA02849.P1, DR00920.PM, AVCH-00972)

BACKGROUND:

Building adaptive capacity is a high priority for Nepal, given its vulnerability to climate change. Nepal ranks fourth globally in climate change vulnerability, with the Gandaki River Basin (GRB) amongst the region's most vulnerable to its impacts. The GRB occupies about 21% of Nepal's land area and is one of the largest river basins in Nepal. Climate change, however, is impacting the GRB through drought, late monsoon rains, flash floods, and landslides. These impacts are exacerbating existing issues like poverty and are affecting vulnerable communities and their capacity to adapt to climate change. Thus, this 'Improving climate resilience of vulnerable communities and ecosystems in the Gandaki River Basin, Nepal' or 'Gandaki Basin Climate Resilient project' in-short will focus on enhancing climate resilience of vulnerable communities and ecosystems in the GRB.

The Project Execution Support Unit (PESU) is housed in IUCN to support the Project Management Unit (PMU) for the execution of project activities. As the PMU meeting has decided to carry-out the activities by making interim human resources arrangement by IUCN Nepal, a person is proposed for supporting the PMU for the project execution as well as the administrative and logistics management of the project activities.

The project is designed with three components i) Community Resilience ii) Ecosystem Resilience and iii) Climate Governance. Each of the project components has an outcome which will contributed to by two to three project outputs.

The planned outcomes and outputs of the Project include:

Outcome 1: Enhanced resilience of livelihood of the vulnerable communities, through adapting to climate change sustainable.

Output 1.1: Climate resilient agroforestry and livelihood improvement actions implemented for coping with extreme events.

Output 1.2: Interventions for water availability and water use efficiency from irrigation systems and improved water sources implemented.

Outcome 2: Strengthened climate resilience of ecosystems

Output 2.1 Natural ecosystem restoration based actions implemented for reducing impacts of landslides and floods.

Output 2.2 Technical capacity of GRB communities enhanced in maintaining and supporting climate resilient ecosystems

Outcome 3: Strengthened climate governance and institutional framework to sustain climate

Output 3.1: Community-based mechanism for planning, restoration, monitoring, and maintenance of ecosystems established.

Output 3.2 Ecosystem-based climate change adaptation approaches incorporated into government policies & plans

Output 3.3 Knowledge management established for climate resilient River Basin

Management

The Project aims to reach at least 198,000 households directly through project intervention and 250,000 households indirectly from the project intervention. It is 16.88% of total population in the area.

ASSIGNMENT AND OBJECTIVES:

Under the overall guidance and supervision of the National Project Director/Manager and IUCN Project/Program Coordinator, the Consultant will support Project Management Unit in Executing the *“Improving Climate Resilience of Vulnerable Communities and Ecosystems in the Gandaki River Basin, Nepal Project”* in close collaboration with PMU, as well as coordinate the implementation of activities with DoFSC, IUCN, NTNC and Field Execution Offices.

RESPONSIBILITIES OF THE CONSULTANT:

This consultant will be responsible to carry out the following tasks:

- Under the direct supervision of the National Project Director/DDG, provide support to DoFSC and PESU for planning and execution of the Project activities.
- Develop a plan of actions for consultations (e.g. date, time, sites, etc.) and their TOR for implementing project activities;
- Support to form multi-sectoral/thematic task teams for consultations at different levels for effective execution of the activities;
- Participate in different consultation meetings and if necessary facilitate and lead the consultation process;
- Regular coordination with DoFSC, IUCN, NTNC and field execution Offices for activities implementation;
- Support in preparation of the Activities Plan, Training, Event and Workshops etc, and prepare report after completing each assignment;
- Maintain proper documentation of the PMU and other project related documents;
- Record and document the project related assignments/activities in the form of reports meeting minutes, activity proceedings, letters, calculation sheets etc;
- Prepare and submit project activity report and monthly progress reports along with project supporting documents as mentioned above;
- Overall responsibility to annual planning budgeting and reporting under the guidance of the NPD/DDG.
- Prepare the monthly/trimester/ half yearly and annual progress report of approved program and budget of current fiscal year and other information related to project based on government system and submit to NPD/DDG.
- Coordination with NTNC for reporting and others
- Undertake any other task assigned by NPD/DDG or IUCN Project Coordinator.

OUTPUTS/ DELIVERABLES

- Monthly Progress Report along with Approved Timesheet by Line Manager NPD/DDG, DoFSC) should be submitted within 7 working days of next month.

Duty Station: Project Management Unit, Department of Forest and Soil Conservation (DoFSC)

Travel Requirement: Frequent Visit (as required) to Project Execution Support Unit Office along with travels to project districts & sites. Travelling Costs will be as per the Travel Policy of IUCN and will be reimbursed by IUCN.

Period of Involvement: Estimated Start from 01 January 2023 to 30th June 2023 (Subject to extension based on performances and availability of the Funds)

Requirements

The consultant should be Nepali citizen and have relevant Master's degree with minimum three years of experience of project planning, monitoring and implementation in related area. The consultant should have good understanding of participatory natural resource management, climate change and good reporting and managerial skills.

Application Deadline

Applicants are requested to send in their detailed CV with Cover Letter at info-np@iucn.org mentioning “**Consultant - Project Management Unit (PMU) Support** by 11 December 2022.

Application Guideline

Applicant are required to submit their detailed CV along with the below details updated.

Applicants are requested to send in their detailed CV, cover letter along with the below details updated at info-np@iucn.org mentioning “**Consultant - Project Management Unit (PMU)** Support by 11 December 2022.

Area of Expertise	
Name	
Date of Birth (YY-MM-DD)	
Address	
Email	
Phone	
Highest Academic Qualification	
No. of Experience Years	
Referee 1	Name Relation Designation Organization Contact Number Email Address
Referee 2	Name Relation Designation Organization Contact Number Email Address