

**Terms of Reference
For Consulting Services of Secretary**

Contract: PPCR/DHM/S/IND-88			
Project	PPCR- BRCH (Building Resilience to Climate Related Hazards)		
Expertise:	Individual Consultant for Secretarial Support (Project Secretary)		
Source	National	Category	Independent

1. Background:

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 Energy, Water Resources and Irrigation (MoEWRI). Component D of the BRCH is being implemented by the Ministry of Agriculture and Livestock Development (MoALD). A dedicated Project Management Unit (PMU) has been set up at DHM for the implementation of project components A, B, and C.

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.

2. Objective/Purpose of the Assignment:

The consultant will assist to Project Management Unit especially to Project Director, Assistant Project Director, Project Technical Coordinator and other experts in all secretarial service depending on time and situation during implementation of the project.

3. Scope of Work:

The incumbent will work closely with Project Management Unit (PMU) under the supervision and direction of Project Director, Assistant Project Director and Project Technical Coordinator of PPCR-BRCH for the attainment of project's goal.

The Secretary's main duties and responsibilities are as follow:

4. Duties and Responsibilities of Consultant:

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

- a. Assist in the day-to-day operations of the Project Management Unit (PMU);
- b. Maintain the project budget and expenditure, including formulation, revisions, and record keeping, monthly status reports, and reporting;

