



### Terms of Reference (ToR)

**Position:** Program Associate (1 Position)  
**Duty Station:** Solid Waste Management Technical Support Center (SWMTSC), Shree Mahal, Lalitpur  
**Type of Contract:** Service Contract  
**Reporting to:** Project Management Team (PMT)

### Background

The Government of Nepal (GoN) has signed the contract with World Bank (WB) for the implementation of 'Output Based Aid for Municipal Solid Waste Management (MSWM) in Nepal'. The project aims to improve the access to quality municipal solid waste management service in a financially sustainable way through the provision of performance based service delivery model. The project has envisioned the output based aid in supporting the gradual cost recovery improvement in direct association of quality service enhancement over a four year period. The Batch 1 municipalities are Dhankuta and Tansen, and the Batch 2 municipalities are Lalitpur, Pokhara and Ghorahi. Solid Waste Management Technical Support Centre (SWMTSC) under the Ministry of Federal Affairs and Local Development, which is a national autonomous corporate government entity in MSWM, will assist technically in implementing the project and this vacancy call is announced under this regard.

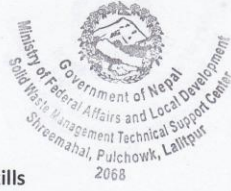
The *Program Associate* will be office based, with frequent field visits to participating municipalities, assisting day to day project implementation activities. The Program Associate will provide liaison with the participating municipalities, SWMTSC and Town Development Fund (TDF) as necessary.

### Roles and Responsibilities:

The *Program Associate* shall be responsible for supporting the OBA SWM project component in SWMTSC, including field visits and desk work, both of which are of equal priority. The Program Associate shall coordinate with the participating municipalities and TDF as needed. The specific roles and responsibilities are;

1. Coordination with focal persons of participating municipalities for daily implementation of the project activities
2. Support with PMT for technical support and overall project management activities
3. Field Monitoring of SWM related works in the participating municipalities, especially in relation to OBA SWM project
4. Support the PMT in development of progress reports, consultant's reports and provided inputs for the consultants for finalization of the reports and documents
5. Support the PMT in development of procurement process for TA activities and implementation of the overall procurement plan of the project
6. Update of progress of project implementation from the participating municipalities and work in coordination with the PMT for processing and implementation of project activities
7. Support the participating municipalities in institutional capacity building with respect to SWM and 3R activities
8. Documentation of the project correspondence, reports and other relevant documents
9. Coordination with TDF and the World Bank for project implementation support and sharing of progress

The *Program Associate* should be able to bring new ideas and solutions regarding OBA for solid waste management in the participating municipalities, and should be willing to support SWMTSC in any other Solid Waste Management activities to support SWMTSC.



**Competencies and skills**

1. Master's Degree in Environmental Science/Engineering/Management
2. Experience of at least 3 years in program implementation, with preference to solid waste promotion experiences
3. Capacity of project management assistance
4. Effective coordination and communication skills (computer skill is a must)
5. Fluency in Nepali and English (speaking, writing and typing)
6. Report writing skills

**Selection of candidates**

The potential candidates for Program Associate will be shortlisted based on evaluation of CV submitted and only shortlisted candidates will be invited for the computer skill test followed by interview.

**Duration:** 23 months (August 2016 - January 2018)  
**Probation Period:** 3 months  
**Remuneration:** 37,000 NRs/month