

Terms of Reference (ToR)

Position: Project Associate (5 Positions)
Duty Station: Lalitpur Sub-Metropolitan City, Pokhara Sub-Metropolitan City, Ghorahi Municipality, Dhankuta Municipality and Tansen Municipality
Type of Contract: Service Contract
Reporting to: OBA SWM Focal Person of the individual respective municipality

Background

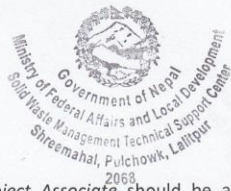
The Government of Nepal (GoN) has signed the contract with World Bank (WB) for the implementation of 'Output Based Aid for Municipal Solid Waste Management (MSWM) in Nepal'. The project aims to improve the access to quality municipal solid waste management service in a financially sustainable way through 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. 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 *Project Associate* will be field based (in respective municipality) assisting day to day project implementation activity by the Focal Person in the municipality. The Project Associate will provide liaison with consultants and the SWMTSC and Town Development Fund (TDF) as necessary.

Roles and Responsibilities:

The *Project Associate* shall be responsible for supporting the OBA SWM project component in the respective municipality, including field visits and desk work, both of which are of equal priority. The Project Associate shall coordinate with the SWMTSC, TDF and Project Management Team (PMT), as needed. The specific roles and responsibilities are;

1. Documentation of data of waste stream in the Municipality
2. Field Monitoring of SWM related works in the municipality, especially in relation to OBA SWM project
3. Coordination with SWM Committee of the Municipality, and support to the committee in OBA SWM project activities
4. Support for timely implementation of OBA project activities
5. Update of monthly SWM expenses and revenue in the Municipality
6. Maintenance of records of SWM workers (formal and informal in the municipality)
7. Support for preparation of Monthly Progress Report, and Trimester Reports of the progress as per Technical Verification indicators agreed in the TPIA document
8. Support in institutional capacity building with respect to SWM
9. Support conduct of surveys and research work
10. Support in BCC related activities, dissemination of reports/best practices and organization of events
11. Drafting and coordination on communication activities (including grievances) related to OBA SWM project
12. Documentation, support in bidding process and logistic arrangement support for the OBA SWM related activities in the municipality



The *Project Associate* should be able to bring new ideas and solutions regarding solid waste management promotion activities in the Municipality, and should be willing to support the municipality in any other Solid Waste Management activities, even beyond the OBA SWM project, to support the Focal Person.

Competencies and skills

1. Bachelor's Degree in development sector
2. Experience of at least 2 years in program implementation, with preference to solid waste promotion experiences
3. Effective coordination and communication skills (computer skill is a must)
4. Fluency in Nepali and English (speaking, writing and typing)
5. Report writing skills

Selection of candidates

The potential candidates for Project 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: 18 months (August 2016 - January 2018)
Probation Period: 3 months
Remuneration: 23,000 NRs/month

