

Government of Nepal
Ministry of Forests and Environment
Department of Forest and Soil Conservation
FEDERAL WATERSHED MANAGEMENT RESOURCE CENTER
Kulekhani, Makawanpur

Gandaki Basin Climate Resilient Project (GBCRP)



Terms of Reference (TOR)
for

*Hiring of Communication and Administrative Assistant for Support in
Coordination, Documentation, Communication, and Administrative
Functions under the Gandaki Basin Climate Resilient Project (GBCRP)
at Federal Watershed Management Resource Center (FWMRC),
Kulekhani*



F/Y: 2082/83

Position Title: Communication and Administrative Assistant

Number of Position: One (1)

Duration: Initially for the current fiscal year (2082/83), extendable based on performance and FEO Kulekhani needs.

1. BACKGROUND

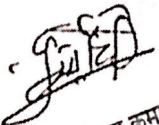
Gandaki Basin Climate Resilient Project (GBCRP) is a seven-year initiative funded by the Green Climate Fund (GCF) with a total budget of USD 32.7 million, including USD 27.4 million in GCF grant and USD 5.3 million in co-financing from the Government of Nepal. The project is being implemented by the International Union for Conservation of Nature (IUCN) as the GCF Accredited Entity, in partnership with the Department of Forest and Soil Conservation (DoFSC) under the Ministry of Forests and Environment (MoFE), and the National Trust for Nature Conservation (NTNC) as executing entities.

The project aims to enhance the climate resilience of vulnerable communities and ecosystems within the Gandaki River Basin (GRB), which is home to more than 2.4 million indigenous people representing over 40 ethnic groups. The GRB is highly susceptible to the impacts of climate change, including increased rainfall intensity, floods, landslides, and droughts, disproportionately affecting women, Dalits, and marginalized communities who are highly dependent on natural resources.

GBCRP targets 19 districts across Bagmati, Gandaki, and Lumbini provinces and is structured around three key components: (i) Community Resilience, (ii) Ecosystem Resilience, and (iii) Climate Governance. It promotes a sustainable river basin approach through the integration of engineering measures and Nature-Based Solutions (NbS) such as bioengineering, bamboo check-dams, and vegetative restoration to address land degradation and climate vulnerabilities.

Field-level implementation of the project is undertaken through two Field Execution Offices (FEOs) established under the Department of Forest and Soil Conservation (DoFSC): the Basin Management Centre (BMC) in Kaski and the Federal Watershed Management Resource Center (FWMRC) in Kulekhani, which functions as one of the designated FEOs. The FWMRC, Kulekhani is responsible for implementing project activities across nine districts, namely Makwanpur, Chitwan, Nawalpur, Tanahu, Lamjung, Gorkha, Dhading, Nuwakot, and Rasuwa, in coordination with local stakeholders and executing partners.

The project emphasizes the integration of engineering interventions with nature-based solutions to enhance climate resilience in communities across the Gandaki River Basin. Effective implementation requires not only technical excellence but also strong


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administrative coordination, efficient communication, and systematic documentation. To support these aspects, the Field Execution Office (FEO), Kulekhani is recruiting a **Communication and Administrative Assistant** to facilitate internal and external communication, ensure proper documentation and record-keeping, assist in report preparation, and provide logistical and administrative support essential for the smooth execution of project activities within its working districts.

2. JOB DESCRIPTION

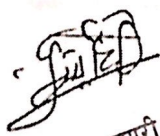
The **Communication and Administrative Assistant** will be responsible for providing comprehensive support in project communication, documentation, and administration under the GBCRP. The role involves managing internal and external communications, drafting reports and agreements, maintaining organized records, and supporting financial and logistical documentation. The assistant will also coordinate with field staff and user groups, support data entry into the PMIS system, and assist in preparing and submitting periodic progress reports. In addition, the role requires flexibility to undertake other responsibilities as assigned by the Chief and the project team to ensure smooth implementation and reporting of project activities.

3. ACADEMIC QUALIFICATION:

Minimum 10+2 (Intermediate level) from a recognized institution, preferably in Management, Information Technology (IT), or related fields.

4. PROFESSIONAL EXPERIENCE:

- At least 2 years of relevant work experience in administration, communication, or documentation.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and Nepali/English typing.
- Skilled in photography, videography, and basic editing for field documentation.
- Experience working with community groups and coordinating at the grassroots level.
- Knowledge of website handling and digital tools is an added advantage.


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5. MAJOR DUTIES AND RESPONSIBILITIES



a) Communication and Documentation

- Draft, edit, and manage internal and external communication materials (letters, reports, notices, minutes, etc.).
- Maintain a systematic filing system (both physical and digital) for all communication and outreach materials.
- Capture and organize field-level photo/video documentation of meetings, trainings, and field activities.
- Coordinate with stakeholders and user groups for timely communication and updates.

b) Administrative and Logistical Support:


- Provide day-to-day administrative assistance including document handling, meeting arrangements, and logistics management.
- Maintain and organize bills, vouchers, meeting minutes, and field data brought by engineers, sub-engineers, and field staff.
- Ensure proper stock and record-keeping of office supplies, logistics, and equipment.

c) Financial and Document Handling:

- Assist in collection, sorting, and preparation of financial supporting documents such as bills and receipts.
- Ensure accurate documentation and filing of field expenditures in coordination with the finance team.
- Track and compile administrative records and agreements for audit and reporting purposes.

d) Agreement Drafting and Filing:

- Support in drafting agreements/MoUs with user groups, service providers, and community institutions.
- Document signed agreements and maintain proper filing and backups.
- Assist in preparing documentation related to user committee meetings and decision records.


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e) Field and Community Coordination:

- Coordinate with local user groups for event planning, documentation, and activity follow-up.
- Maintain beneficiary data, attendance sheets, and stakeholder communication logs.
- Support the facilitation and documentation of field-level meetings and workshops.

f) IT and Technical Support:

- Ensure field-level work adheres to the specifications and government standards.
- Support integration of inclusive, gender-sensitive, and climate-resilient elements in design.

g) PMIS Entry and Data Management:

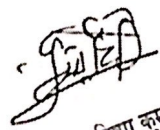
- Regularly update the Project Management Information System (PMIS) with relevant administrative, financial, and progress data.
- Ensure accuracy and timeliness of data entry in coordination with the project's M&E team and technical staff.

h) Report Preparation and Support:

- Assist in drafting and compiling monthly, trimester, and yearly progress reports as required by the project.
- Collect data, photos, and updates from technical staff and field visits for inclusion in reports.
- Ensure timely submission of reports to the central office as per reporting schedule.
- Help in formatting, designing, and digitizing final reports for presentation and sharing.

i) Other Responsibilities

- Perform additional duties as assigned by the Project Chief and Project Team, including urgent support tasks and cross-functional collaboration as required by project needs.


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6. ADDITIONAL REQUIREMENTS

- Possession of a personal laptop is preferable for efficient field and office work.
- Strong communication and teamwork skills

7. DUTY STATION AND TRAVEL REQUIREMENTS:

- Primary duty station: FEO Kulekhani/ other areas within the GBCRP area as assigned by the Chief of FEO Kulekhani based on project needs.
- Frequent travel: Frequent travel required to various field locations within the Gandaki Basin for coordination, documentation, community consultations, monitoring, and reporting support as per project activities.


8. SELECTION CRITERIA:

The selection process will adhere to the approved criteria set by FWMRC/GBCRP. Key considerations include:

- Relevant experience in administrative support, communication, documentation, and coordination in development or watershed-related projects.
- Academic qualifications in management, communication, public administration, or other relevant disciplines.
- Overall performance in the interview, including communication skills, organizational abilities, and familiarity with project-related tasks.

9. REMUNERATION AND OTHER FACILITIES

- The remuneration will be aligned with the prevailing Government of Nepal salary scale for equivalent administrative assistant positions.
- Applicable taxes will be deducted in accordance with government regulations.
- Travel and daily allowances (TA/DA) will be provided as per project guidelines for official field visits.


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- No additional benefits such as gratuity, insurance, or pension will be provided beyond the agreed period.



10. APPLICATION SUBMISSION PROCEDURE:


Interested and eligible candidates are requested to submit the following documents by 19th August:

- A cover letter indicating interest and availability.
- Updated Curriculum Vitae (CV) with contact details.
- Copies of academic certificates and citizenship.
- Experience and training certificates.
- Bank voucher showing the payment of an application fee of NPR 500 deposited into the Government of Nepal revenue account at Nepal Bank Limited (Account No. 00101000000001001001, Office Code: 329013201, Revenue Title No.: 14224).

11. Submission Email / Address:

Submit electronically to: info@fwmrc.gov.np

Or, hard copy at: Federal Watershed Management Resource Center (FWMRC), Kulekhani, Makwanpur during office hour.


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