

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 **Soil Conservation Assistant** for Implementation of Climate-Resilient Agroforestry, Enrichment Plantation, and Comprehensive Soil and Watershed Conservation Activities Including Nature-Based Solutions under the Gandaki Basin Climate Resilient Project (GBCRP) at Federal Watershed Management Resource Center (FWMRC), Kulekhani*

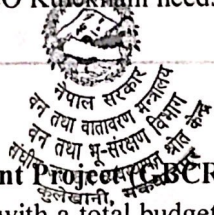


F/Y: 2082/83

**Position Title: Soil Conservation 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 promotes the integration of engineering structures with nature-based solutions to strengthen the climate resilience of communities in the Gandaki River Basin through ecosystem-based adaptation approaches. To ensure effective implementation, technical

  
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guidance, supervision, and quality control and watershed management-related interventions, the Field Execution Office (FEO), Kulekhani is recruiting a Soil Conservation Assistant with expertise in climate-resilient agroforestry, enrichment plantation, and small-scale soil conservation practices. This position will support the planning, design, execution, and monitoring of restoration activities in coordination with local communities across the project's working districts.

## 2. JOB DESCRIPTION

The Soil Conservation Assistant shall be responsible for assisting in the implementation of nature-based solutions, including climate-resilient agroforestry practices, enrichment plantation activities, and comprehensive soil conservation and watershed management interventions. In addition, the assistant is expected to provide technical input, as needed, in programs such as diversion channels, check dams, bunds and embankments, structural support for rural roads and landslide treatment, small-scale irrigation systems, water harvesting structures, and nature-based infrastructure (e.g., vegetative barriers, bioengineering measures), ensuring alignment with soil and watershed management principles.

Key responsibilities include providing technical support in intervention design, cost estimation, nursery management, and monitoring and measurement of field activities. The role also involves close coordination with local communities and institutions to ensure sustainable and participatory conservation practices under the Gandaki Basin Climate Resilient Project (GBCRP).


The selected individual will work closely and in regular consultation with the Watershed Management Officer, Soil Conservation Assistant from FWMRC, and other relevant field team members to ensure coherence and quality in project implementation.

## 3. ACADEMIC QUALIFICATION:

I.Sc. Forestry or equivalent from a recognized institution

## 4. PROFESSIONAL EXPERIENCE:

- Minimum 2 years of relevant experience in watershed management, soil conservation, forestry, or afforestation.
- Familiar with natural regeneration techniques, forest-based livelihoods, nursery operations, and forest and environment-related laws.

  
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- Preference will be given to candidates with experience in community-based conservation and donor-funded projects



## 5. MAJOR DUTIES AND RESPONSIBILITIES:

### a) Site Selection and Validation

- Assist in the verification and validation of proposed agroforestry, enrichment plantation and soil conservation structures sites identified by IUCN's consulting firm through field visits and community consultations. If the proposed sites are found unsuitable, the Soil Conservation Assistant shall identify and recommend alternative sites through appropriate site selection and field assessment.
- Participate in community consultations to gather inputs for site prioritization.

### b) Field Implementation Support

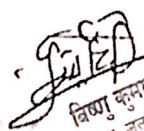
- Support plantation layout design for enrichment plantation, slope stabilization, and contour planting
- Identify suitable species for plantation and agroforestry based on ecological zones and community needs
- Prepare estimates and layout for:
  - Contour hedgerows and vegetative barriers
  - Agroforestry demonstration plots
  - Small check dams, retention walls, drainage ditches, etc.

### c) Technical Design and Estimate and Validation

- Prepare cost estimates for plantation, agroforestry work and small-scale structures
- Prepare Bill of Quantities (BoQ) and material estimates
- Assist in preparing field measurement sheets and progress documentation

### d) Technical Supervision and Monitoring

- Provide on-site supervision during field works including plantation, climate resilient agroforestry work, bioengineering works and other watershed/soil conservation work and ensure compliance with approved estimate/layout.

  
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- Support local user groups or local user committee in technical aspects.
- Monitor survival rate and growth status of planted species
- Report challenges and coordinate with community groups for site-level implementation
- Preparation of work agreements with implementing user group/partners or contractors
- Assistance in maintaining proper documentation and record-keeping for construction-related activities

**e) Measurement and Bill Preparation**

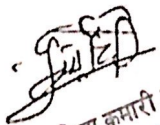
- Prepare detailed measurement books of work executed at the field level.
- Verify quantities and materials used and submit to the Watershed Management Officer for validation.
- Ensure accuracy and compliance of field data with technical specifications.
- Incorporate measures for quality control, safety protocols and sustainability principles into the technical specifications to ensure the long-term effectiveness and resilience of the community and the ecosystem.
- Prepare work completion reports compiling final measurement, summary of cost and work executed in accordance with the approved design and specifications.


**f) Community Coordination**

- Coordinate with CFUGs, WUAs, and local stakeholders for plantation and agroforestry activities
- Facilitate awareness and capacity-building at the field level regarding climate-resilient practices
- Work in coordination with the Watershed Management Officer and field teams.
- Participate in meetings with community groups, implementing partners, and stakeholders.

**g) Technical Documentation and Reporting**

- i. Maintain field diaries, plantation records and assist in the preparation and maintenance of technical records and reports.

  
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- ii. Preparation of progress reports and documentation for verification and reporting.
  - iii. Document site conditions, photos, drawings, and field notes.
  - iv. Submit weekly updates and support report preparation as per project needs.
  - v. Any other tasks assigned by FWMRC officials as per needs of the project.

#### 6. ADDITIONAL REQUIREMENTS:


- Basic skills in GPS, GIS, Google Earth, and mapping tools preferred
- Knowledge of species selection for agroforestry, slope stabilization, and local ecosystems
- Personal laptop is preferable
- Motorbike and valid driving license (preferred)
- Willingness to work in remote field conditions and coordinate with community-based organizations
- 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: Required to field locations across the Gandaki Basin for site assessments, supervision, and consultations.

#### 8. SELECTION CRITERIA:

- The consultant will be selected based on relevant work experience, qualifications, and interview performance.
- The selection process will follow the approved criteria of FWMRC/GBCRP.

  
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## 9. REMUNERATION AND OTHER FACILITIES

- The remuneration will be as per the prevailing Nepal Government salary scale for the Soil Conservation Assistant position.
- Applicable taxes will be deducted as per government rules.
- TA/DA will be provided as per project norms for official field visits.
- No additional benefits such as gratuity, insurance, or pension will be provided beyond the agreement.

## 10. APPLICATION SUBMISSION PROCEDURE:

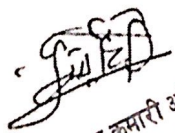
Interested and eligible candidates are requested to submit the following documents by 19<sup>th</sup> August:

- i. A cover letter indicating interest and availability.
- ii. Updated Curriculum Vitae (CV) with contact details.
- iii. Copies of academic certificates and citizenship.
- iv. Experience and training certificates.
- v. 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](mailto:info@fwmrc.gov.np)

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

  
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