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LOCAL ADAPTATION
TO CLIMATE CHANGE
LACC PROJECT

LOCAL GOVERNMENT LACC PROJECT IMPLEMENTATION UNIT STAFF SELECTION & MOBILISATION GUIDELINES

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ABBREVIATIONS

ASE	Assistant Sub Engineer	O&M	Operations & Maintenance
AWP	Annual Work Plan	PCO	Project Coordination Office
BCC	Behaviour Change Communication	PIM	Project Implementation Manual
CAO	Chief Administrative Officer	PMC	Project Management Committee
CAP	Community Action Plan	PSU	project Support Unit
CCA	Climate Change Adaptation	PTA	Parent Teachers Association
CFOP	Community Forest Operation Plan	RVWRMP	Rural Village Water Resource Management Project
CFUG	Community Forestry User's Group	RWH	Rainwater Harvesting
CR WSP	Climate Resilient Water Safety Plan	RWSSP-WN	Rural Water Supply and Sanitation Project in Western Nepal
CV	Curriculum Vitae	SBS	Step-By-Step
DAG	Disadvantaged Group	SMC	School Management Committee
DFO	District Forest Officer	SVB	Supervisory Board
DRR	Disaster Risk Reduction	TA	Technical Assistance
EU	European Union	ToR	Terms of references
FC	Field Coordinator	UC	User's Committee
FM	Forest Management	VMW	Village Maintenance Worker
GEDSI	Gender Equality, Disability and Social Inclusion	WRT	Water Resources Technician
HRBA	Human Right Based Approach	WSS	Water Supply Scheme
ICS	Improve Cooking Stove	WSST	Water Supply & Sanitation Technician
IWM	Improve Water Mill	WUMP	Water User Master Plan
LF	Leader Farmer	WUSC	Water User's Committee
LGE	Local Government Executive		
LGU	Local Government Unit		
LIP	Livelihood Implementation Plan		
LRP	Local Resource Persons		
M&E	Monitoring and Evaluation		
MAP	Medicinal and Aeronautical Plants		
MB	Measurement Book		
MFA	Ministry of Foreign Affair		
MIS	Management Information System		
MoFAGA	Ministry of Federal Affair and General Administration		
MoU	Memorandum of Understanding		
MS	Micro soft		
NGO	Non-Governmental Organization		
NRDF	Natural Resources Development Fund		
NRM	Natural Resources Management		
NTFP	Non-Timber Forest Product		

1 BACKGROUND

Competent authorities for the LACC Project are Ministry of Finance (MoF), Nepal, and the Ministry of Foreign Affairs (MFA) of Finland, represented in Nepal by the Embassy of Finland. The Ministry of Federal Affairs and General Administration (MoFAGA) serves as the executive ministry in coordination with participating local governments. MoFAGA is responsible for providing technical and managerial support to the local governments and ensuring effective coordination of all project activities. The implementation responsibility has been delegated to municipalities through a Memorandum of Understanding (MoU) between MoFAGA and the respective project municipalities. Under the MoU, local governments manage and mobilize financial and human resources to achieve the project's targets.

The Supervisory Board (SVB) is the highest decision-making body for the project. At the local level, the Project Management Committee (PMC) is responsible for planning, administration, and management of all project activities within municipalities. The Local Government executive office oversees technical monitoring of all project schemes and provides technical and other necessary support to communities for quality construction and operations & maintenance (O&M).

User Committees (UCs) of different kinds, e.g. forest, water supply, livelihood, sanitation, conservation etc. are responsible for implementing schemes, including financial administration and management of infrastructure projects, natural resource management, livelihood initiatives, and other relevant activities. Given the technical capacity and human resource availability in municipal offices, the project requires additional support from individual service provider hired by the PMC as Local Government Project Implementation Unit Staffs to support the project implementation, here after called LGU staff. The number and type of LGU staff depend on the LG's available workforce and the volume of planned activities for the fiscal year.

The PMC determines the required LGU staff support annually based on workload assessments, planned schemes, and the feasibility of mobilizing existing municipal personnel.

This guideline has been developed as a supporting document to the LACC Project Document and the LACC Project Implementation Manual (PIM) that provides guidance to the PMC on the minimum required human resources for project implementation, as well as procedures for their selection and mobilization.

2 ROLE OF LOCAL GOVERNMENT IN PROJECT IMPLEMENTATION

Local Governments, in support of the project management committee, execute the projects at local level. The scheme related activities are implemented by users' committees in support of local governments. To implement the project following participatory and GEDSI friendly approach, enough human resources of different discipline required to be mobilized in the field exclusively to implement LACC Project related activities. Since the LACC Project has multisectoral components to be implemented in the field, competent human resources should be mobilized from different sectors.

Generally, following human resources are required to implement the Project related activities in the field.

1. **Project and Financial Management:** PMC, CAO, relevant sections of the Local Government and financial management section of the LG. This support will be provided by existing LG staff on a part-time basis.
2. **Reporting, Field Management and Team mobilization:** The Local Government appoint an officer level (Level six) assign to work exclusively for LACC Project as a “LACC Project Officer” from the available existing pool of staff or hire an officer to look after the project. The officer must have experience working with participatory planning and decision making, WASH, livelihood and NRM.
3. **Engineering Survey, Design and Evaluation:** To implement infrastructure related works of different water supply, irrigation and conservation related schemes, livelihood infrastructures and improved cooking stoves and improved water mills, the Local Government shall appoint qualified sub-engineers exclusively to work for LACC Project. Considering the workload of the municipalities’ regular program, the sub-engineer shall be hired for the LACC Project.
4. **Technical Supervision of Construction work:** Depending upon the number of construction activities in the field, number of Water Resources Technician are needed to be managed by the Local Government to work exclusively for LACC Project. One Water Resource Technician can take care of up to five construction activities at a time maintaining geographical accessibility.
5. **Social Mobilization and Capacity Building Activities:** There are number of social mobilization and capacity building activities to be conducted at community level. All the activities in the field should follow Step-by-step approach ensuring GEDSI integration and action plan. For this purpose, field coordinators and social/community mobilizers are needed.
6. **NRM related activities:** Natural Resources Management (NRM) related activities, such as source conservation, afforestation and reforestation, soil-erosion and landslide control, agroforestry and other relevant activities shall be implemented by LACC Project in prioritized watershed of working municipalities. The NRM facilitator (Forestry) in technical guidance and support from NRM experts shall facilitate planning and implementation of such activities together with training and capacity building of the beneficiaries, UCs, CFUGs and so on. While implementing the activities in the field, step-by-step manual and NRM approach of the Project shall be followed.
7. **Livelihood Related Activities:** LACC Project shall implement both on-farm and off-farm related livelihood activities in the prioritized watershed area. The activities shall include home garden management, commercial vegetable farming, value chain establishment, agroforestry, micro enterprises, and other relevant activities as planned in AWP of the project. In addition, capacity building of farmers, UCs, CFUGs and other relevant actors at the watershed and Local Government level shall be the major responsibility of the NRM Facilitator/Field Coordinator. For the purpose, a NRM facilitator having experience in agroforestry, agriculture, value chain and micro-enterprise management shall be

hired/assigned by the Local Government to work exclusively for the LACC Project is required to facilitate the activities.

Table 1 Required human resources and roles

SN	Roles	Required Human Resource
1	Project and Financial Management	Chief Administrative Officer (Part Time) Infrastructure Development Section Chief (Part Time) Agriculture Section Chief (Part Time) Environment Section (Part Time) Accounts Officer/Accountant (Part Time)
2	Reporting, Field Management and Team mobilization	Project Officer – Full Time for LACC Project (Officer - sixth level)
3	Engineering Survey, Design and Evaluation:	Sub-Engineer – experienced in water resources projects (WSS, Irrigation and bioengineering) (Assistant – Fifth level) (In addition to Technical Officer from the Project)
4	Construction Supervision	Water Resources Technician (WRTs) – experienced in WSS and Irrigation – required number of persons shall be decided as per the numbers of schemes, size of the schemes and locations based on the annual work plan (AWP). (Assistant – Fourth level)
5	Capacity Building and execution of Step-By-Step and GEDSI approach	Field Coordinator – Experience in WSS, NRM (forestry or agriculture) Planning, Community Mobilization, GEDSI and training facilitation (Maximum 1 per LG as per requirement) (Assistant – Fifth level) Community Mobilizers - Experience in WSS, NRM, Planning and Community Mobilization (Max. 2 per LG) (Assistant – Fourth Level)
6	Training on livelihood, NRM and implementation of the activities	NRM Facilitator – Agriculture/Forestry/Agroforestry background (Intermediate diploma/ 10 +2 in Agriculture or Forestry (Assistant – Fifth level) (One per LG) Note: Forestry or Agriculture sectoral human resources will be alternatively managed with Field Coordinator, determined by PMC annually based on workload on AWP

All the positions hired exclusively for the LACC project shall be contracted only for the Project and the LG shall not take any responsibility to continue those staff after phasing out of the Project.

It is not mandatory to fill all the positions mentioned in Table 5 above. The required number of staff should be determined based on the availability of existing regular employees at the local level who meet the minimum qualifications and experience specified by the project and can be deployed on a full-time basis for the project. This decision shall also consider the workload in accordance with the approved annual budget and program. The final determination shall be made as per the decision of the Local Government Project Management Committee.

3 STEPS FOR HUMAN RESOURCE MANAGEMENT AT LG LEVEL

Local Governments may hire staff for LACC Project implementation to achieve annual targets and goals, ensuring compliance with the project's approaches, guidelines, and standards. Considering time constraints and the need for efficient recruitment, LGU staff recruitment may also be conducted jointly for all Local Governments within a LACC Project Cluster/subcluster, based on the decision of each Local Government's Project Management Committee (PMC).

In such joint recruitment, each Local Government will publish its own vacancy notice, and applications will be collected in sealed form to the LACC Project Cluster Technical Support Unit. Shortlisting and interviews will be carried out separately by each Local Government Recruitment Committee, in accordance with this Guideline. However, a common written examination will be administered jointly for all shortlisted candidates applying for the same position across the cluster/subcluster. Each Recruitment Committee will then recommend the final selected candidates and waiting list to its respective PMC.

The steps outlined below must be followed in both joint (cluster/subcluster-level) and individual recruitment processes.

Step 1: Based on the work volume of the fiscal year, PMC shall decide on the required number of human resources required to implement LACC Project related activities in the LG.

Step 2: The PMC shall first assess whether it is possible to assign any of the local government's regular full-time staff exclusively for LACC Project implementation. Based on this assessment, the PMC shall then determine the type and number of human resources required. Among them, the PMC shall identify which positions can be covered by existing LG staff and which positions need to be hired as additional LGU staff to support project implementation. The costs of these LGU staff shall be covered by the NRDF, in accordance with the approved annual work plan. It is important to note that any LG regular staff member assigned to LACC Project must meet the minimum education and experience requirements outlined in this guideline to effectively facilitate LACC Project activities in the field. The Terms of Reference (ToR) for all required positions are provided in **Annex 1**.

Step 3: The PMC shall form a three-member Recruitment Committee comprising two members from the LACC Project TA team (one representative from the PSU and one from the Cluster Technical Support Unit) and one representative from the Local Government. The coordinator of the recruitment committee shall be from the Local Government, and the Local Government nominee must hold a position at least one level higher than the position being recruited. Relevant sector specialists from PMC member agencies may be invited to participate in the interview process as needed. The scoring sheets for shortlisting, written examinations, interviews, and final results shall be approved by the PMC before the shortlisting process begins.

Step 4: Vacancy Announcement: Minimum 15 days' notice in local and/or regional newspaper or national newspaper should be published mentioning the required qualification and experiences. The notice shall also be published on the Local Government/LACC Project website and/or job portals. Sample of vacancy notice is presented in **Annex 4** and application format in **Annex 5**.

Step 5: Short Listing: The evaluation committee shall evaluate the applications in reference to submitted evidence and short list the candidates in 1:3 proportion as far as possible. The Scoring criteria for shortlisting shall be as follows. CV evaluation criteria are presented in **Annex 6**.

The candidates who don't meet minimum criteria shall be shorted out¹ as per published notice and the criteria mentioned in Table 2 of the guidelines.

Further evaluation of eligible candidates shall be computed on the following basis using a standard evaluation sheet. All the scoring shall be done based on the evidence submitted and the working period as intern or on the job trainee or volunteer shall not be considered as working experience.

Academic Qualification	10
Relevant working experiences including training	60
GEDSI consideration	30

Merit list of the candidates shall be prepared and top scorers (1:3) candidates shall be informed for written test and interview with a minimum 5 days' notice period. The name list of shortlisted candidates shall be published on the Local Government's notice board.

Step 6: Written Test and Interview: Evaluation team shall carry out written test and interview in the same day. The setting of written test questions shall be done with the help of sector specialists confidentially. Both objectives and subjective type of questions shall be asked, and the negative scoring system shall be applied for objectives type of questions. Interview of all shortlisted candidates shall be done on the same day of the written test. The Standard Public Service Commission scoring system shall be applied for the interview.

Step 7: Final Scoring: After completion of all the tests, marks obtained by the candidates shall be computed on the following basis.

CV evaluation	15%
Written test	50%
Interview	35%

The recruitment committee shall finalize the process immediately after completion of all tests and submit the result to PMC with recommendation. A list of waiting candidates shall also be recommended. The waiting list shall be valid for six months of recruitment. PMC may decide to hire candidates from the waiting list, on a merit basis if the Local Government needs similar types of human resources within the validity period of the waiting list. Scoring criteria for written test and interview is presented in **Annex 7**.

¹ The recruitment committee may disqualify the candidates who had poor track record working with previous Finish fund project or had serious violation of project code of conduct in the past or disqualified by CIAA and other authorized government agencies.

Step 8: PMC shall decide on recruitment based on the recommendation of recruitment committee and publish the notice of successful candidates and at least one person as waiting candidate.

Step 9: The Local Government office shall appoint the successful candidate in annual performance-based contract (karyasampadanma adharit karar samjhauta) in prescribed format. Extension of the contract for next year shall depend upon the annual performance of the individual staff and the requirements of the staff for next year. If no activities matched with the position are planned in the annual work plan for next fiscal year the contract of those staff shall not be renewed. Template of service contract is given in **Annex 8**.

4 SHORT TERM SERVICE PROVIDERS SELECTION PROCESS

Short-term service providers are generally recommended to select from the roster or waiting list of previous selection process. PMC may use the list of previously contended candidates as roster. PMC shall ensure the competency of the candidate through CV evaluation, written and interview before hiring such people. It's recommended to have an output-based contract with such service providers.

The tenure of such service providers should be limited to a maximum of six months. No short-term service providers shall be hired to complement the regular jobs of other LGU staff.

The fee of such service providers shall not be more than the fee of existing LGU staff in the local government. Short-term service providers are not entitled to get other facilities other than basic service fee.

Table 2 Local Government Unit basic human resources requirements for LACC

N	Position	Level/Number	Duty Station	Minimum Education Qualification and work experience ²
1	LACC Project Officer	Officer – Sixth Level – One	Office of the Local Government	Bachelor's degree in relevant discipline. Minimum five years' experience in WASH, Natural Resources Management, Agriculture sector planning and capacity building activities.
2	Field Coordinator	Assistant – Fifth Level – Max. One, depends on workload	Office of the Local Government	Diploma level/10+2 or Higher Secondary in Agriculture or Forestry or Rural Development or social science or other relevant discipline. Minimum five years' experience in WASH, Natural Resources Management, Agriculture, Forestry sector planning and capacity building activities.
3	Sub-Engineer	Assistant – Fifth Level – One	Office of the Local Government /ward level	Intermediate Diploma in Civil Engineering. Minimum three years' experience on WASH, irrigation, Natural Resources Management, Agriculture livelihood sector schemes

² Details provided in Annex 1

				engineering survey design and construction supervision.
4	NRM Facilitator	Assistant Fifth Level One	– Office of the Local Government /ward level	Intermediate Diploma/10+2 in Agriculture or Forestry Minimum three years' experience in Natural Resources Management, Agriculture, Forestry, livelihood sector planning and implementation of Agriculture or Forestry and Agroforestry related activities in the field.
5	ASE/Water Resources Technician (WRT)	Assistant Fourth Level Two-Three ³ 2 or More	– Wards/Scheme based	Technical SLC/SEE on Civil Engineering or Minimum 30 Days training on WSST from the recognized development agency/institute. Minimum two years' experience on implementation of water supply, irrigation or other infrastructure works in the field.
6	Social Mobilizers	Assistant Fourth Level Two-Three ⁴	– Wards/Scheme based	SLC/SEE/TSEE or equivalent Minimum two years' experience in capacity building, social mobilization, NRM (Agriculture), Planning, livelihood etc.

5 LGU STAFF MOBILIZATION

A) WORK PLANNING

- The Annual Work Plan (AWP) for the fiscal year serves as the foundation for the individual work plans of LGU staff to support project implementation.
- Once the AWP is finalized, detailed steps for each activity based on the step-by-step approach of various interventions will be listed and annexed to the LGU staff's annual contracts. These activities will form the basis for evaluating the annual performance of LGU staff. To ensure the annual work plan is realistic and achievable, it must include all planned activities, timelines, responsible persons/agencies, required budget, expected contributions, and more. The seasonal (agricultural) calendar of the user communities must be considered during the planning process.
- All activities planned for the fiscal year should be broken down into quarterly-based plans, prioritizing them accordingly.
- Based on the quarterly breakdown, LGU staff shall prepare monthly and bimonthly work plans through progress review and planning meetings held at the local government (LG) and cluster level. These meetings will be facilitated by the Local Government Unit (LGU) with the participation of Technical Assistance (TA) Advisors and Natural Resource Management (NRM) Experts. LGU staff are required to strictly follow the agreed plans and allocate their time input

³ The numbers depend upon the number of water supply, irrigation, and other infrastructure activities.

⁴ The numbers depend upon the number of schemes/settlements in the working area.

accordingly. Timely and quality completion of activities, in line with the Step-By-Step (SBS) approach, will serve as a key criterion for the annual performance evaluation.

- All scheme-level activities shall be implemented in alignment with the Community Action Plan (CAP) prepared for each individual scheme. For detailed guidance, the relevant Step-by-Step (SBS) Manual shall be referred to.
- To make the smooth implementation of WASH, Agriculture and Natural Resources Management activities in the field. Local Resources Persons (LRPs) shall be mobilized from NRDF, utilizing their experience, skill and capacity.

B) REPORTING

LGU staff shall submit the following reports to designated LG unit:

- **Monthly Progress Report:** The report shall be submitted every month in the prescribed format and must be received before the scheduled monthly meeting. The report shall include: (i) progress against the plan for the reporting period, (ii) plan for the following month, (iii) problems faced, (iv) critical issues, and (v) support required. It should also provide detailed information on scheme-wise physical progress, financial status, and LGU staff working days. The progress review and work planning at the monthly meeting will be based on the reports submitted by the field team
- **Reports on special events** shall be submitted immediately upon completion of the respective activities.

C) FIELD MONITORING

Field monitoring of the activities carried out by LGU Staff shall be done as mentioned in **PIM**. LGU staff team shall be actively participating in the monitoring visit. Following monitoring visits should be made to assess the quality of service provided by LGU Staff:

Scheme Level Monitoring: Scheme level monitoring is carried out as per **Step-by-Step process**. The information collected and suggestions provided to the LGU Staff shall be the basis for performance evaluation. Written suggestions and recommendations shall be provided to field team, and those recommendations shall be verified in next visit. The scheme level monitoring visiting team shall be nominated by PMC.

LG Level Monitoring: LG level monitoring is done annually by Monitoring Task Force. The team shall observe and monitor all the aspects in the LG, and the quality, quantity and process are monitored in participatory way through mass meetings, focus group discussions, quality inspection and bookkeeping and recordings inspection. The findings of the monitoring are recorded in monitoring books and signed by all the team members. It's the official document for annual performance evaluation. Written suggestions and recommendations shall be provided to field team, and those recommendations shall be verified in next visit.

Follow-up and Special Visits: In addition to the official monitoring visits, staff from LG, PCO, LACC Project, and other relevant agencies may also visit the field. During such visits, the visiting member shall hold meetings with the LGU staff team to review progress and discuss the status of implementation of recommendations provided during previous monitoring visits.

D) ANNUAL PERFORMANCE EVALUATION

Performance review of LGU Staff is a regular process, and the annual performance evaluation shall be made based on performance and results carried out by the LGU Staff throughout the year. Performances of LGU Staff shall be assessed during each monitoring visit of different schemes and analyzing their reports. Final performance evaluation shall be made annually, by the team assigned by PMC. The final evaluation shall be approved by PMC.

LGU Staff performance evaluation is done on an individual basis. Considering the difference in nature of job and responsibilities, the scoring system shall be designed based on their individual responsibility as per ToR. The project indicators and agreed ToR shall be taken as basis for annual performance evaluation. The following indicators shall be the basis for annual performance evaluation.

- Timely completion of Planned Activities of individual responsibility
- Quality of Work
- Pursues of step by step, PIM and other project guidelines.
- Regularity and moral conduct of staff
- Reporting & quality of the report

LGU Staff obtaining score more than 90 could be rewarded 10% of annual basic salary subject to approval of PMC. PMC may decide on rewards and punishment based on the result of the performance evaluation and shall be a basis for the extension of the contract of individual staff for the next fiscal year.

ANNEX 1 TERMS OF REFERENCES OF DIFFERENT POSITIONS

A) LACC Project Officer

Position	LACC Project Officer – Officer 6th level
Employer	Office of LG Executive (Karyapalika Karyalaya)
Duty Station	Office of LG Executive with extensive travel in project working area within the Local Government. Also, may need to travel to other LGs as per the need.
Period	Annual Contract (possible renewal based on annual performance evaluation till the end of the project period)
Accountable to	Chief Administrative Officer (CAO)
Reporting to	Local Government Project Management Committee - PMC (through CAO of LG and TA Advisor of LACC Project)

Academic qualification Minimum bachelor's degree in civil engineering, social science, management, rural development, NRM, or other relevant discipline

Professional experience

- Minimum 5 years of work experience in community development in local level planning & management, or water resources/natural resources management activities, preferably under local government.
- Work experience in projects of a similar nature, particularly those funded by Finnish or EU agencies, will be considered an additional advantage.

Other Skills

- Excellent social mobilization & training facilitation skills.
- Good in written and spoken English and Nepali with command in local language.
- Good reporting skills in Nepali & English.
- Good computer skills (MS Office).
- Web and Mobile App based (Activity Info, Kobo Collect, mWater etc) data collection and reporting skill

Duties

- Contribute, support, and encourage the Local Government to formulate different plans and strategies (Water Resources, Livelihood, Agroforestry, CCA/DRR, Disaster Risk Management, O&M/sustainability, MIS, etc.) and support for effective implementation,
- Keep the Local Government officials and decision-makers informed about the development opportunities available with the LACC Project,
- Encourage and assist in the joint implementation of LACC Project interventions.
- Assist the Local Government in annual planning, monitoring and reporting in relation to the LACC Project interventions.
- Compile and verify different progress reports including Natural Resources Development Fund (NRDF) status and report to LG-PMC ensuring the quality of data.
- Support Local Government submitting periodic reports to the MoFAGA through cluster office/PSU in timely manner.
- Ensure that all the LACC Project interventions follow PIM and step-by-step process and implement LACC Project approaches while implementing them in the field.
- Ensure GEDSI and HRBA principles of the LACC Project are properly implemented in the field, especially during schemes selection, construction and other decision-making processes.
- Ensure that all the schemes planned for implementation under LACC Project funding adhere with inclusive seven-steps planning process of the local government. Mobilize LGU Staff team to facilitate the planning process in the field in close coordination with ward committees, tole development committees, CFUG and other stakeholders.
- Assist the LG officials to access and use the MIS systems availed to them by LACC Project. Ensure and support timely reporting of results.
- Assist the LG accountant in financial reporting of the NRDF, when necessary.
- Keep the Local Government officials and decision makers informed about the LACC Project guidelines and policies.

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- Coordinate with other organizations for possible collaboration and resource sharing in the LG.
- Maintain good harmony and coordination in between the project team, LG officials, DFOs and other stakeholders for timely completion of planned activities.
- Analyze the need for capacity building activities in LG officials/stakeholders/wards and suggest activities for the Annual Work Plan.
- Participate as a team member in annual performance evaluation of other LGU Staff.
- Assist in organizing PMC meeting and prepare minutes of the decisions.
- Prepare proposals of workshop/trainings according to approved AWP and for approval process and fund management. Maintain the transparency of expenditures and advance settlement on time.
- Supervise and monitor the AWP activities with ensuring quality and following the project norms in the field.
- Mobilize the field staff as per detail implementation plan and monitor their work performance through monthly meetings and field visits. Ensure project's code of conduct being followed by all project/field staff.
- Ensure the project guidelines (PIM, SBS, GEDSI/HRBA, etc.) are being followed properly at all stages of project implementation.
- Any other duties towards achievement for project results are assigned by the Supervisor.

B) FIELD COORDINATOR

Position	Field Coordinator – Assistant 5th level
Employer	Office of LG Executive (Karyapalika Karyalaya)
Duty Station	Office of LG Executive with extensive travel in project working area within the LG or any of the ward office of the Local Government (as per need)
Period	Annual Contract (possible renewal based on annual performance evaluation till the end of the project period)
Accountable to	Chief Administrative Officer (CAO) and TA Advisor
Reporting to	LACC Project Officer & TA Adviser/NRM Expert of LACC Project
Academic qualification	Diploma level/10+2 or Higher Secondary in Agriculture or Forestry or Rural Development or social science or other relevant discipline.

Professional experience

Minimum five years' experience in WASH, Natural Resources Management, Agriculture, Forestry sector planning and capacity building activities preferably under local government.

Work experience in projects of a similar nature, particularly those funded by Finnish or EU agencies, will be considered an additional advantage.

Other Skills

- Excellent social mobilization & training facilitation skills.
- Good in written and spoken English and Nepali with command in local language.
- Good reporting skills
- Basic computer skills (MS Office).
- Web and Mobile App based (Activity Info, Kobo Collect, mWater etc) data collection and reporting skill

Duties and responsibilities

Field Coordinator is mainly responsible to coordinate, supervise/monitor and manage the schemes/livelihood/natural resources management community level activities at of the project at assigned wards of the Local Government. He/she is full time field-based staff. Field Coordinator (FC) will perform following tasks under direct supervision & guidance of LACC Project Officer.

Planning & implementation

- Support LACC Project Officer in project annual planning ensuring that all the activities are selected through tole/settlement and ward level planning process following inclusive seven step planning process.
- Prepare detail implementation plan of approved AWP activities and implement the agriculture or NRM activities in coordination with other stakeholders as planned timeframe.
- Organize mass meeting at ward/scheme level and disseminate information about LACC Project; in respective scheme/activities.
- Assist in formation of UCs/FGs/CFUGs as GEDSI/HRBA guideline and support to prepare the statute and registration process, and Operational bank account opening.
- Support and ensure the initial O&M fund as per s-b-s process before Implementation phase agreement of Schemes; and facilitate opening the O&M account in reliable local cooperative.
- Assist UCs in transportation and proper store management of construction materials (local/non-local) at scheme site.
- Regularly follow-up the implementation progress of project activities; Support the UCs/FGs/CFUGs for community mobilization, CAP review and provide backup support to complete all activities in given timeframe.
- Contribute and assist UCs/users in solving disputes existing at the scheme level (if any) in close coordination with LG officials.
- Facilitate the community in selection of participants for technical training (VMW, Leader Farmers, Multi-Purpose Nursery caretakers, masons, Pump Operators, Forest Caretakers, Local Resource Persons etc.); Create an environment for VMWs that ensures their involvement in

livelihoods opportunities i.e. Leader Farmer, income generating activities, micro enterprises etc.

- Assist UCs/FGs/CFUGs for maintaining the institutional governance through proper bookkeeping, meeting minutes, scheme board, public hearing/auditing and participation of women and disadvantage groups in meetings/campaigns.
- Support UCs/Users in preparation of O&M, CFOP, business plan and along with CR-water safety plan in water supply schemes. Facilitate and follow up the implementation of plans and support UCs for linkage development with concern agencies for sustainability of water services.
- Facilitate and encourage the cooperatives officials to expand the business portfolio and assist them to outsource the external resources linking UCs and CFUGs into cooperatives.
- Capacity Building, Coordination collaboration and synergy building
- Analyze the need for capacity building activities for scheme/communities and suggest in AWP.
- Conduct various trainings for Scheme/ward level stakeholders (UC, COs, Cooperatives, CFUGs, FGs etc.) as approved work plan; Facilitate as a resource person and support to develop course content/IEC materials.
- Assist and capacitate Users Committees, Forestry Groups, Community Forestry Users Groups, Cooperative in proper financial management/bookkeeping and Nonlocal materials procurement process, transportation, store management; meeting minutes, other records keeping.
- Support and facilitate Community based organizations for affiliation in cooperative to promote income generating and micro finance activities for better rural livelihood and to raise the O&M fund of the completed schemes for sustainability.

Monitoring and reporting

- Plan and participate in scheme level monitoring process ensuring Step-By-Step and ensure the monitoring feedback are properly and timely implemented.
- Coordinate with and facilitate health post/FCHVs, schools and other organizations working in the LG for public health and GEDSI issues monitoring (sanitation & hygiene behavior, nutrition, menstrual hygiene, gender-based violence, right of person with disability etc.); closely monitor the performance of Self-monitoring tools (HH and schools) outputs/impact.
- Ensure quality implementation of AWP activities as per SBS and project guidelines.
- Regularly follow up and report on the climate resilient water safety plans and sustainability status of schemes.
- Compile and support to prepare monthly progress report of project activities including next month's plan for monthly meeting. Ensure issues raised, community feelings, good practices introduced, and lessons learnt from reporting period are followed up in implementation of the project activities.

Others

- Support in reviewing bills and other documents of UCs/programs in close coordination with LACC Project Officer for necessary action. Also facilitate UCs for payments to Users/Suppliers.
- Prepare proposals of workshop/trainings of agriculture, forestry and water resources activities according to approved AWP and forward to LACC Project Officer for approval process. Maintain the transparency of expenditures and advance settlement on time.

- Support in mobilization of field staff as per detail implementation plan and provide technical guidance in the AWP activities through monthly meeting and field visits.
- Perform and support base line, end line and other data collection as per the project's requirement.
- Any other duties assigned by the supervisor towards achieving the project's results.

C) SUB ENGINEER

Position	Sub-Engineer – Assistant 5th level
Employer	Office of LG Executive (Karyapalika Karyalaya) for LACC Project
Duty Station	Office of LG executive with extensive travel in project working area within the Local Government
Period	Annual Contract (possible renewal based on annual performance evaluation till the end of the project period)
Accountable to	Chief Administrative Officer (CAO)
Reporting to	LACC Project Officer, TA Technical Officer/NRM Expert and Infrastructure Development Section Chief
Academic qualification	Intermediate Diploma in Civil Engineering or other relevant discipline

Professional experience

- Minimum three years of experience on community based rural water supply & sanitation, irrigation, bio-engineering and other infrastructure development activities (Survey, Design, supervision/monitoring, and evaluation etc.).
- Work experience in projects of a similar nature, particularly those funded by Finnish or EU agencies, will be considered an additional advantage.

Other Skills

- Excellent social mobilization & training facilitation skills.
- Good in written and spoken Nepali with command in local language.
- Good command in design software and tools (like DGPS, GPS) for rural water supply and irrigation
- Web and Mobile App based (Activity Info, KOBO Collect, mWater etc) data collection and reporting skill
- Auto-CAD skills
- Basic computer skills (MS Office).

Duties and Responsibilities:

Sub-Engineer, in close collaboration with Technical Officer (TO) of the project, is responsible for carrying out scheme related technical job at LG level. He/she will perform following tasks under direct Supervision and Guidance of TA Advisor/NRM Expert of the project and LG Engineer in close coordination with LACC Project-Officer and other Field staff.

Planning & implementation

- Support and contribute to feasibility study of the schemes prioritized in the WUMP and Support LACC Project-officer in project annual planning.
- Support preparing and finalizing the scheme layout plan; briefing the technical part of the schemes to Users/UCs through mass/UCs meetings.
- Carry out detailed survey, prepare design and cost estimate of water schemes considering the DRM/CCA measures and following LACC Project technical norms. Ensure the MUS application is as much as possible.
- Participate and support UC in CAP preparation & review.
- Support to WRT/masons for layout of structure as per approved design drawings.
- Prepare procurement documents for external materials and facilitate UC for construction materials procurement process and ensure the quality of construction material (local and non-local).
- Support and facilitate UC and other field staff to prepare water safety plan and its implementation

Building, Coordination and Synergy building

- Coordinate regularly with Local Government technical team and project TAA/NRM Expert for technical backstopping, support, and facilitation.
- Facilitate UC in selection of technical training participants, and act as resources person in designed technical training and provide technical orientation to users group of the scheme for regular O&M.
- Maintain good harmony and coordination with project team, LG officials, and other stakeholders for timely completion of planned activities.
- Participate in monthly progress review/planning meeting at LG office.

Monitoring, Evaluation, and reporting

- Supervise and monitor the water resources technicians, construction activities ensuring the workmanship and quality of construction work as per standard, norms, and design.
- Evaluate and prepare the measurement book (MB), scheme completion report and submit to concern authority for final approval with recommendations for payments to UCs.
- Support and facilitate different monitoring visits at different stages in the schemes within the Local Government.
- Regularly follow up on the climate resilient water safety plans and sustainability status of schemes.
- Produce technical/physical progress reports including technical issues, evidence base reporting and submit to LACC Project-Office, NRM Expert and LG Engineer regularly.

- Prepare the technical report required to support UCs in public hearing & auditing and local payments including other technical duties as specified in SBS manual.

Others

- Perform and support technical base line, end line and other data collection as per the project's requirement.
- Ensure the project guidelines (PIM, SBS, GEDSI/HRBA etc.) being followed properly while implementation of project activities.
- Any other duties towards achievement for project results are assigned by the Supervisor.

D) NATURAL RESOURCE MANAGEMENT (NRM) FACILITATOR

Position	NRM Facilitator – Assistant 5th Level
Employer	Office of LG Executive (Karyapalika Karyalaya) for LACC Project
Duty Station	Office of the LG Executive, with extensive field visits across the project working area within the LG
Period	Annual Contract (Renewable based on performance and project duration)
Accountable to	Chief Administrative Officer (CAO)
Reporting to	LACC Project Officer & TA Adviser/NRM Expert of LACC Project
Academic qualification	Intermediate Diploma/10+2 in Agriculture or Forestry

Professional experience

- Minimum three years' experience in planning and implementation of Agriculture or Forestry and Agroforestry related activities in the field
- Work experience in projects of a similar nature, particularly those funded by Finnish or EU agencies, will be considered an additional advantage.

Other Skills

- Excellent social mobilization & training facilitation skills.
- Good in written and spoken Nepali and fair English with command in local language.
- Web and Mobile App based (Activity Info, KOBO Collect, mWater etc) data collection and reporting skill

Duties and Responsibilities:

The NRM Facilitator serves as the key technical focal person at the local government level for implementing activities related to livelihoods, agriculture, forestry, agroforestry, and natural

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resource management (NRM) under the LACC Project. Working in close coordination with the Agriculture, Environment, and Enterprise Development sections of the LG, and the NRM Expert, the NRM Facilitator will support planning and implementation of integrated watershed/sub-watershed level interventions promoting climate-resilient livelihoods and conservation.

- Identify local livelihood opportunities and support LGs in preparing and implementing Livelihood Implementation Plans (LIPs)
- Promote and support home gardens, seasonal and off-season vegetable production, and income-generating activities
- Facilitate technical training programs (e.g., vegetable production, polyhouse, agri-input use, local resource persons)
- Assist cooperatives and farmers' groups in developing value chains and establishing market linkages
- Backstop Livelihood Promoters and Local Resource Persons (LRPs) for agribusiness and micro-enterprise development
- Develop training content and provide capacity-building support to Agri-input suppliers and extension agents
- Strengthening marketing committees and promoting local-level agricultural workshops and linkages with service providers
- Support LGs and CFUGs in identifying conservation issues and preparing relevant plans and budgets
- Facilitate multi-purpose nursery establishment, spring source protection, plantation, forest fire and grazing management
- Provide technical support for CFOP/Leasehold Forest plan preparation, silviculture, and biodiversity conservation
- Promote forest-based green enterprises using NTFPs, MAPs, herbs, and support their market integration via cooperatives
- Facilitate sustainable forest management training and policy orientations for CFUGs
- Coordinate with Division/Sub-Division Forest Offices and Parks for technical support and synergy
- Support NRM Experts and LGs in participatory planning at watershed/sub-watershed/catchment level; community mapping, vulnerability assessments, issue prioritization, and integrated plan development
- Organize community workshops, tole-level planning, and facilitate implementation in coordination with line agencies
- Conduct regular monitoring, reflection meetings, and document learning, challenges, and recommendations
- Promote inclusive participation of marginalized groups, women, persons with disabilities, and youth in all interventions
- Support rural advisory services at LG level in coordination with multiple stakeholders
- Ensure regular documentation and reporting of livelihood and agroforestry/conservation activities to LACC Project Officer
- Participate in monthly coordination and review meetings at the LG office
- Perform any additional tasks assigned by the Supervisor for achieving project objectives

E) ASE/WATER RESOURCES TECHNICIAN

Position	ASE/Water Resources Technician – Assistant 4 th level
Employer	Office of Municipal Executive (<i>Karyapalika Karyalaya</i>) for LACC Project
Duty Station	Assigned ward office or scheme area (as per need)
Period	Annual Contract (possible renewal based on annual performance evaluation till the end of the project period)
Accountable to	Chief Administrative Officer (CAO) and LACC Project Officer
Reporting to	Sub-Engineer and LACC Project Technical Officer
Academic qualification	TSLC in civil engineering from CTEVT or completion of at least 30 days water supply and sanitation training from recognized institution /development agency or other relevant discipline.

Professional experience

- Completion of at least 3 community-based water supply or irrigation schemes independently and having 2 years of minimum experience in the water resource sector, construction.
- Experience with renewable energy, sanitation & hygiene, and water quality an advantage.
- Work experience in projects of a similar nature, particularly those funded by Finnish or EU agencies, will be considered an additional advantage.

Other Skills

- Excellent social mobilization & training facilitation skills.
- Good in written and spoken Nepali with command in local language.
- Basic Mobile App based (Activity Info, KOBO Collect, mWater etc) data collection.

Duties and Responsibilities

The ASE/Water Resources Technician is the key person to supervise construction related activities at the project site. He/she is the full-time field-based staff for technical input in construction related activities. WRT will perform the following tasks under direct Supervision and Guidance of Project Technical Officer and Sub-Engineer in close coordination with other team members.

- Mobilize community for implementation of the water scheme (mainly WS and Irrigation but also support IWM, livelihood and NRM related infrastructures, ICS and other renewable energy technologies).
- Support and Conduct pre-feasibility survey/study of water schemes.
- Support sub-engineer while conducting detail surveys.
- Perform and support training to local people and technical training like VMW etc.

- Provide direct technical inputs to UCs/masons to ensure quality of workmanship of construction activities of all types of schemes.
- Coordinate and cooperate with ward/Local Government team for smooth implementation of the scheme activities.
- Support to UC for proper records of construction materials (structure wise use), tools and attendance of skilled and unskilled labor as per SBS.
- Facilitate UC to select training participants for technical training (VMW, pump operator RWH...etc.). After formal training, provide additional on the job training and evaluate their performance.
- Support to UC/communities in water tariff fixation, preparation of CR-WSP and O & M plan, formulation of scheme operation guideline and facilitation in implementation.
- Support water quality related activities, water quality examination including Water Safety Plans and related trainings in scheme level.
- Update construction log sheets.
- Provide suggestions and support in development of Water Safety Plans; and follow up the implementation.
- Contribute and support source conservation activities and any other activities related to sustainability of schemes and total sanitation activities.
- Contribute and support to promotional activities i.e. celebrating special events (national sanitation week, hand washing day, water day, and environment day ...etc.) in LG level.
- Support scheme level monitoring visits.
- Maintain good harmony and coordination with project team, LG officials, and other stakeholders for timely completion of planned activities.
- Any other duties towards achievement for project results assigned by the Supervisor.

F) SOCIAL MOBILIZER

Position	Social Mobilizer – Assistant 4 th level
Employer	Office of Municipal Executive (<i>Karyapalika Karyalaya</i>) for LACC Project
Duty Station	Assigned ward office or scheme area (as per need)
Period	Annual Contract (possible renewal based on annual performance evaluation till the end of the project period)
Accountable to	Chief Administrative Officer (CAO) and LACC Project Officer
Reporting to	LACC Project Officer/ Field Coordinator

Academic qualification SLC/SEE/TSEE or equivalent. Preference will be given to candidates with a technical educational background (Civil Engineering, Agriculture, or Forestry or equivalent)

Professional experience

- Minimum two years of work experience on capacity building, social mobilization, NRM (agriculture), Planning, livelihood etc.
- Experience working on implementation of water resources related activities, facilitating local government's seven step planning process an advantage.
- Work experience in projects of a similar nature, particularly those funded by Finnish or EU agencies, will be considered an additional advantage

Other Skills

- Excellent social mobilization & training facilitation skills.
- Good in written and spoken Nepali with command in local language.
- Basic skills on mobile app-based data collection tools.

Role and responsibilities

Social mobilizers in close coordination with ward level staff of the Local Government and other LACC Project field staffs, mobilize community for different water and natural resources management related activities. Social mobilizer will:

Program implementation

- Facilitate planning process at settlement and ward level.
- In close coordination and collaboration with ward office, conduct settlement level need identification meeting.
- Encourage and motivate participants to identify the activities that are relevant for LACC Project.
- List out the priorities identify by the community at settlement level and select relevant priorities under the scope of LACC Project
- Compile the identified and prioritized activities from all the settlement under LACC Project priority watershed area and present them at ward level for further prioritization.
- Facilitate ward level prioritization meeting to prioritize the activities with special consideration to Gender, Equality, Disability and Social Inclusion and submit prioritized activity to field coordinator/LACC Project Officer.
- Adhere Step-by-Step procedure while implementing LACC Project activities.
- Organize mass meeting at ward/scheme/FGs/CFUGs level and disseminate information about LACC Project; respective scheme/activities and roles of stakeholders.
- Assist in the formation of UC/FGs as GEDSI/HRBA guideline and support to prepare the statute and registration process, and Operational bank account opening.
- Support and ensure the initial O&M fund as per S-B-S process before Implementation phase agreement of Schemes; and facilitate opening the O&M account in reliable local cooperative.

- Assist UCs in transportation and proper store management of construction materials (local/non-local) at scheme site.
- Regularly follow-up the implementation progress of project activities; Support the UCs for community mobilization, CAP review and provide backup support to complete all activities in given timeframe.
- Contribute and assist UCs/users in solving disputes existing at the scheme level (if any) in close coordination with LG officials.
- Facilitate the selection of participants for technical training (VMW, Leader Farmers, Multi-Purpose Nursery caretakers, Masons, Pump Operators, Forest Caretakers, Local Resource Persons etc.); Create an environment for VMWs that ensures their involvement in livelihoods opportunities i.e. Leader Farmer, income generating activities, micro enterprises etc.
- Assist UCs for maintaining the institutional governance through proper bookkeeping, meeting minutes, scheme board, public hearing/auditing and participation of women and disadvantage groups in meetings/campaigns.
- Participate in Child club/SMC/PTA meetings and raise sanitation & hygiene issues; mobilize teachers and students for proper O&M of WASH facilities.
- Coordinate with and encourage the schools to develop better education environment through better disability, child and gender friendly WASH facilities.
- Monitoring the toilet use/cleanliness, proper hand-washing facilities, girls' menstrual hygiene management through self-monitoring and mobile application tools to ensure the total sanitation and other awareness raising activities in the community.
- Train schools (SMC/PTA/child clubs) on total sanitation and mobilize towards total sanitation and environmentally friendly campaigns at community level.

Training and capacity building

- Organize scheme level training for UCs, farmer groups, forest users' groups, agroforestry groups through timely communication, venue management and other logistic arrangements.
- Conduct different awareness campaigns specially to celebrate different national and international days and weeks, e.g. national sanitation action week, world water day, world environment day, 16 days campaign against violence etc. while planning the activities, coordinating with ward offices and other active projects and organizations in the municipalities to organize the events jointly.

Other

- Collect necessary data for baseline, midline, endline.
- Educate community people on behavior changes through promoting participatory monitoring system. Conduct door-to-door visit to monitor the progress of behavior changes.
- Conduct behavior changing demonstration practices at community level for total sanitation and environmentally friendly activities promotion.
- Monitoring of Household level Home Garden and income generation activities.
- Support and facilitate livelihood groups to promote nutrition and income generating activities for better rural livelihood and raise the O&M fund of the completed schemes for sustainability.
- Any other tasks towards achievement of the project results and assigned by the supervisor.

ANNEX 2 OTHER TERMS AND CONDITIONS OF LGU STAFF

The following are other general terms and conditions to be applied for LGU staff while engaging with LACC Project.

1. The LGU Staff shall not, during the term of employment, engage directly or indirectly, either in his/her own name or in the name or through the agency of another person, in any other business, profession, or occupation. The Employee must work exclusively for LACC Project. The staff assigned by the Local Government for LACC Project shall not be engaged to lead, facilitate or assist any of the regular activities of the Local Government.
2. Additional Human Resources Requirement: Based on the activities planned in the Local Government, PMC will analyze the requirement of additional technical human resources. The additional human resources will be recruited as short-term service providers for specific time for specific tasks. It will also be a result-based agreement. The cost of such service providers will be covered by NRDF. The rate and facilities of service providers will not be more than the existing rate of LGU staffs. PMC shall analyze and set the rate for the service providers. In case of specialized tasks that required to be implemented by outsourcing external experts, PMC will decide to procure the services from external resource persons/organization following prevailing public procurement act of Nepal.
3. Leave facilities, festival bonuses, social security, insurance, and other facilities of the LGU staff shall be according to existing rules and regulations of the Local Government.
4. All the LGU Staff are accountable to CAO and shall report both to the direct supervisor and TA Advisor of the Project. All the payments of the LGU Staff shall be made only based on written recommendation of respective TA Advisor.
5. Extension of the annual contract of SPs might be done upon satisfactory performance. However, if the relevant task of the LGU Staff/s is not included in next year's AWP, the contract shall not be extended.
6. Reports, Time sheet and leave applications of the LGU Staffs are forwarded for approval in recommendation of TA Advisor. The Local Government office has the right to withhold the salary until the submission of bi-monthly reports and timesheets.
7. Local Government offices or ward offices shall arrange workplaces for support people. Stationery and necessary equipment for the LGU Staffs is managed by NRDF.
8. Other Facilities for LGU Staffs:
 - Monthly basic salary, provident fund and gratuity will be paid to the LGU Staffs according to the basic salary scale of the Local Government/government of Nepal. Field allowance to the LGU Staffs will be provided from NRDF on top of the basic salary as NPR 15,000 per month for officer level and NPR 10,000 per month for assistant level.
 - Festival Remuneration: as per Local Government's rule.
 - Dress allowance: as per Local Government's rule

- Field kit allowances: Rs. 4,000 per person per year (reimbursement after submission of the bills for LGU Staffs)
- Communication Cost: Rs. 500.00 per staff member per month.
- Transportation and DSA: for working outside the Local Government, as per the rule of the Local Government.
- Other payments and facilities than the above will not be provided.

ANNEX 3 CODE OF CONDUCT OF LOCAL ADAPTATION TO CLIMATE CHANGE PROJECT

The Code of Conduct outlines the standards of behavior expected from LACC Project staff and staff from other organizations working with LACC Project at the field level while performing their duties. It provides guidance for staff in making personal and ethical decisions. The highest standards of conduct are essential to achieve the goals and objectives of the project. Full commitment from all stakeholders and staff is crucial. Demonstrated ethical and practical behavior directly contributes to project success. Therefore, this Code of Conduct has been developed and issued for all staff engaged in LACC Project activities.

The project's objectives extend beyond infrastructure construction; they also focus on strengthening capacity at different levels and establishing a culture of good governance. Staff behavior plays a key role, as it is observed and replicated by the community, shaping their perception of the project. Staff conduct also affects the program's success and sustainability. Accordingly, LACC Project staff must serve as role models, encouraging communities to adopt good hygiene and GEDSI (Gender Equality, Disability and Social Inclusion) practices.

This Code of Conduct applies to all LACC Project staff, including LGU staff and short-term service providers (consultants) working on the project. It also applies to staff from other stakeholder organizations visiting LACC Project-related sites.

The Project Management Committee (PMC) of each respective local government is responsible for managing the Code of Conduct at the municipal level, while the Team Leader oversees compliance among PSU staff. TA Cluster Advisors and the Chief Administrative and Finance Officer of PSU will report cases of conduct violations to their respective committees.

The standards of the conduct are divided into following four categories:

A. Role Model Demonstration

All the field offices must have:

- Safe and clean toilet with water, soap facilities and trash bin.
- Proper disposal system of solid, liquid and bio-waste.
- Demonstration of home/kitchen garden (if applicable)
- Cleanliness of office and surrounding and IEC materials demonstrated in office.
- All the staff follow hygiene behaviors including hand washing in critical stage.
- Provided attention in personnel, household and environment sanitation.

B. Behavioural Standard

- All the staff strictly follow the terms and conditions agreed through their respective employment contract.
- Treat everyone with respect, courtesy and consideration. Be sensitive to the local culture, traditions and religions. Do not criticize local language, culture and customs and observe strict GEDSI-sensitive behavior.
- Conduct yourself in a professional and disciplined manner. Act with impartiality. Do not engage in activities that are incompatible with your duties, including giving public statements that may adversely reflect on your status as project personnel and public pronouncements which may compromise your impartiality.
- All the staff must maintain high degree of transparency in financial deals that relate to purchases for LACC Project. Involved in any kind of irregularity in those deals or support for it or ignore the findings will form a basis for immediate disciplinary action. The discounts provided by supplier/ manufacturer must be presented in invoice itself in any kind of procurement. The staff should very proactively be involved in maintaining financial transparency in the deals made by UC and any kind of transaction made by NRDF. It is duty of each member of staff involved in the project to report any kind of financial misconduct or irregularity to respective supervisors immediately.
- LACC Project direct staff are not allowed to take any kind of payment or advances from LG-NDRF. In general, borrowing credit from UC members and community is strictly not allowed either from scheme fund or personal amount.
- Don't promise anything to UC/users, LGs or any other stakeholder that's not approved of the concerned authority especially to users that are not included in work plan. Don't express the things related to work any subject matter that is not clear to you; rather reply after confirming with your supervisors.
- Never accept any kind of food without cost from community.
- Don't wear inappropriate clothes while working at community level.
- Never participate in any political debates or support any of the political parties or groups in your working area; never participate in political rallies or influence your decision supporting any group during office or off hours. Also avoid posting political opinions that directly or indirectly support any of the political parties in social media.
- Use of office equipment, stamps, stationery, etc. for non-official purposes not allowed.
- Finnish vehicle policy and Basic Operating Guidelines (BOG) to be strictly followed. The LACC Project direct staff shall follow COWATER code of conduct.
- Participation in physical violence and any kind of discrimination including social discrimination is strictly forbidden.
- Don't get involved in any kind of criminal activities that are punishable according to prevailing rule and regulation of Government of Nepal.

C. Sexual Misconduct

- LACC Project has zero tolerance policy toward sexual exploitation and abuse. Involvement in such misconduct is matter of immediate disciplinary action.
- It might be moral or physical and applied to all genders.
- Touching, hugging, making suggestions, yelling, teasing, whistling or any activities with sexual intention also fall under it.

- All staff is strictly forbidden to ever be involved in any sexual misconducted activities or support or encourage others to be involved in such activities or present any kind of sexual audio-visual aids.

D. Alcohol and Drugs

- Consumption of alcohol during duty hours in any place is strictly prohibited.
- Drug consumption or trafficking, including the objects that are prohibited by prevailing government law is strictly forbidden.
- Staff is suggested not to drink in front of community and stakeholders. All staff should note that excessive consumption of alcohol at the community level will be noticed by the beneficiaries and brings bad reputation not only to the person but also to the project.

ANNEX 4 SAMPLE OF NOTICE FOR VACANCY ANNOUNCEMENT

..... Rural/Municipality
 Office of Rural/Municipal Executive
, District
 (First day of publication: Date.....)

Vacancy Announcement

The office of the Rural/Municipal Executive invites application from the qualified and interested Professionals for the following positions to provide technical assistance to the local government/users' committees and carry out the facilitation work in areas of forest management, livelihood, sanitation and hygiene, drinking water supply, irrigation and social mobilization activities as Local Government Unit (LGU) Staff under Local Adaptation to Climate Change (LACC) Project.

The applicant must submit the copies of the following documents along with the application:

- A copy of a succinctly written CV (duly signed)
- Copies of his/her academic certificates, training certificates, work certificates

Required Positions and minimum qualifications:

Sn	Position	Level/Number	Duty Station	Minimum Education Qualification and work experience
1	LACC Project Officer	Officer – Sixth Level – One	Office of the Local Government	Bachelor's degree in relevant discipline. Minimum five years' experience on WASH, NRM, Planning, livelihood etc.
2	Field Coordinator	Assistant – Fifth Level – One	Office of the Local Government / Ward office	Intermediate Diploma or Higher Secondary education in Forestry, agriculture or relevant discipline. Minimum five years' experience on WASH, NRM (agriculture, forestry), Planning, livelihood etc.

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3	Sub-Engineer	Assistant – Fifth Level - One	Office of the Local Government / Ward office	Intermediate Diploma in Civil Engineering. Minimum three years' experience on WASH, irrigation, NRM, Planning, livelihood schemes survey design and construction supervision.
4	NRM Facilitator	Assistant – Fifth Level - One	Office of the Local Government / Ward office	Intermediate Diploma/10+2 in Agriculture or Forestry. Minimum three years' experience in planning and implementation of Agriculture or forestry and agroforestry related activities in the field
5	ASE/Water Resource Technician	Assistant – Fourth Level – Two-Three ⁵	Ward Office	Technical SLC/SEE on Civil Engineering or Basic/Upgrading WSST training from CTEVT or recognized institute. Minimum two years' experience on implementation of water supply, irrigation or other infrastructure works in the field.
6	Social Mobilizers	Assistant – Fourth Level – Two-Three ⁶	Ward Office	SLC/SEE or equivalent. Minimum two years' experience on capacity building, social mobilization, NRM(Agriculture), Planning, livelihood etc.

NOTES:

- The applications should be submitted within 15 days from the first date of publication of this notice at the LG office (within office hour). In case of any public holiday on the 15th day, the immediate next day shall be considered as the last date for the submission of the application.
- Applicants holding academic certificates issued by foreign universities, schools, or institution must submit a certificate of equivalency from the authorized institution of Nepal. Applications without the required equivalency certificate will not be accepted.
- The staff shall be hired under one year performance-based service contract (with possibility of extension based on performance) for the project period.
- The locals including women, Dalits and disadvantaged ethnic groups are given priority.
- The LG without disclosing any reason whatsoever may approve fully or partially and/or reject the applications received.
- Written tests and interviews shall be taken only for shortlisted candidates. The schedule for the test shall be published at the LG notice board later.
- Please visit [**website name here**] for terms of reference for each position and CV format. CV submitted in other than prescribed format shall not be entertained.

⁵ The numbers depend upon the number of water supply, irrigation, and other infrastructure activities.

⁶ The numbers depend upon the number of settlements in the working area.

ANNEX 5 APPLICATION FORMAT

CURRICULUM VITAE

Photograph
(Mandatory)

Vacancy No:

1. Proposed Position:

2. Full name of Applicant:

3. Gender:

4. Citizenship no: Issuing District:

5. Ethnic Group: Dalit/Janjati/Others

6. Date of Birth

7. Contact Address:, Ward No....., District:

Mobile no..... Email Address

Permanent Address:, Ward No....., District:

(Please submit migration certificate in case of permanent address is different than district of citizenship)

8. Education: Please mention description of formal education in the following Table. Copies of certificates are mandatory to attach with the CV.

Name of Institution	Period of Education		Level of Education
	From	To	

9. Training: Please mention description of received training in following Table. Copies of certificates are mandatory to attach with the CV.

Training Provided by an organization	Duration/Date	Subject of Training
--------------------------------------	---------------	---------------------

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10. Training: Please mention description of delivered training in following Table. Copies of certificates are mandatory to attach with the CV.

Training done by an organization	Duration/Date	Subject of Training

11. Experience of working at local level: Please describe working experience at local level

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Name of Local Government /ward	District	Working Year

12. Language Skill: Mention your language competency (Good/Average/Poor)

Language	Speaking	Reading	Writing
Nepali			
English			
Other Specify			
Other Specify			

13. Work Experience: Starting from the latest experience, please mention your work experience in the following format.

Date		Employer	Position	Duty Station	Description of Duties in Brief
From	To				
Copy of certificates of each experience is mandatory to submit.					

Please mention your key experience and qualification and justify yourself that you are appropriate for applied position not more than in separate one page.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _

[Signature of applicant] Day/Month/Year

Note:

The following documents are to be submitted (mandatory)

- Copy of citizenship certificate
- Copy of certificates of educational qualification including copy of equivalency certificate if applicable
- Copy of training certificates of more than 3-day duration (Max. 3 training courses)
- Copy of working experience certificates.
- Copy of Disability Identity Card if applicable
- Copy of Ethnicity proof certificates in case of common surnames of different ethnicities

ANNEX 6 CV EVALUATION CRITERIA

CV evaluation of the Proposed LGU staffs shall be done on the following basis:

- Eligibility Verification:
- Is the applicant Nepali Citizen? **Yes/No** Verified by submitted Certificate
- Has Minimum Education Qualification? **Yes/No** Verified by submitted Certificate
- Is the minimum qualification obtained from foreign? **Yes/No** Verified by with equivalency Certificate
- Is Minimum Working Experience? **Yes/No** Verified by submitted Certificates
- Is the candidate disqualified due to poor performance? **Yes/No** Verified by Previous Decisions

The applicant has NO in any of the above criteria, shall be disqualified and not taken for further evaluation process.

Further Evaluation for Shortlisting (among the eligible candidates):

LACC Project Officer			
Minimum Education Qualification (10)			
Minimum qualification		7	
One level higher education than minimum		3	
Working Experience: (60)			
1	Minimum required experience	10	
2	Additional relevant experience	5	@ 1 per year additional year
3	Experience in Natural resources management, Climate Change Adaptation, DRM, Forestry	5	@ 1 per year
4	Experience in WASH/Irrigation	5	@ 1 per year
5	Experience in Livelihood promotion activities	5	@ 1 per year
6	Experience in other Rural Development (other than above)	5	@ 1 per additional year
7	Experience in facilitating training at community level on water supply and Sanitation, Climate Change Adaptation, DRM, Forestry, Agriculture etc.	9	@ 3 per trainings – more than 3 days
8	Received relevant training on social mobilization, PRA, Water Supply Sanitation and Hygiene, behavior change triggering, Climate Change Adaptation, DRM, Forestry, Agriculture	9	@ 3 per training – more than 3 days duration only

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9	Experience in Local level with similar Project or relevant sectoral project	7	Such as RWSSP or RVWRMP or SuSWA or other etc.
GESI Aspect (30)			
1	Female Candidate	5	
2	Dalit Candidate	8	
3	Adibasi/Janajati Candidate	5	
4	Permanent resident of the same LG	7	
5	Permanent resident of the same province	5	
6	Person with disability	5	

Field Coordinator			
Minimum Education Qualification (10)			
Minimum qualification		7	
One level higher education than minimum		3	
Working Experience: (60)			
1	Minimum required experience	10	
2	Additional relevant experience	5	@ 1 per year additional year
3	Experience in Natural resources management, Climate Change Adaptation, DRM, Forestry	5	@ 1 per year

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4	Experience in WASH/Irrigation	5	@ 1 per year
5	Experience in Livelihood	5	@ 1 per year
6	Experience in Social Mobilization	5	@ 1 per additional year
7	Experience in facilitating training at community level on water supply and Sanitation, Climate Change Adaptation, DRM, Forestry, Agriculture etc.	9	@ 3 per trainings – more than 3 days
8	Received relevant training on social mobilization, PRA, Water Supply Sanitation and Hygiene, behavior change triggering, Climate Change Adaptation, DRM, Forestry, Agriculture	9	@ 3 per training – more than 3 days duration only
9	Experience in Local level with similar Project or relevant sectoral project	7	Such as RWSSP or RVWRMP or SuSWA or other etc.
GESI Aspect (30)			
1	Female Candidate	5	
2	Dalit Candidate	8	
3	Adibasi/Janajati Candidate	5	
4	Permanent resident of the same LG	7	
5	Permanent resident of the same province	5	
6	Person with disability	5	

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Sub Engineer			
Minimum Education Qualification (10)			
Minimum qualification		7	
One level higher education than minimum		3	
Working Experience: (60)			
1	Minimum required experience	10	
2	Additional relevant experience	5	@ 1 per year additional year
3	Experience in DWS Scheme survey design and implementation	10	@ 2 per year
4	Experience in Irrigation, Building and other infrastructures activities design and implementation	10	@ 2 per year
5	Experience in Bioengineering and conservation related activities implementation.	5	@ 1 per year
6	Experience in facilitating technical training like CR WSP, Construction Quality etc.	4	@ 2 per trainings – more than 3 days
7	Received technical training on survey, design, quality control, CR- water safety plans etc.	9	@ 3 per training – more than 3 days duration only
9	Experience in Local level with similar Project or relevant sectoral project	7	Such as RWSSP or RVWRMP or SuSWA or other etc.
GESI Aspect (30)			

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1	Female Candidate	5	
2	Dalit Candidate	8	
3	Adibasi/Janajati Candidate	5	
4	Permanent resident of the same LG	7	
5	Permanent resident of the same province	5	
6	Person with disability	5	

NRM Facilitator			
Minimum Education Qualification (10)			
Minimum qualification		7	
One level higher education than minimum		3	
Working Experience: (60)			
1	Minimum required experience	10	
2	Additional relevant experience	5	@ 1 per year additional year
3	Experience in commercial agriculture and agroforestry production	10	@ 2 per year
4	Experience in value chain and cooperative	10	@ 2 per year
5	Experience in micro enterprise promotion	5	@ 1 per year

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6	Experience in facilitating agriculture or forestry and other livelihood related training at community level	4	@ 2 per trainings – more than 3 days
7	Received relevant training on agriculture, livelihood or forestry /agroforestry promotion	9	@ 3 per training – more than 3 days duration only
9	Experience in Local level with similar Project or relevant sectoral project	7	Such as RWSSP-WN or RVWRMP or SuSWA or other etc.
GESI Aspect (30)			
1	Female Candidate	5	
2	Dalit Candidate	8	
3	Adibasi/Janajati Candidate	5	
4	Permanent resident of the same LG	7	
5	Permanent resident of the same province	5	
6	Person with disability	5	

ASE/Water Resources Technician		
Minimum Education Qualification (10)		
Minimum qualification	7	
One level higher education than minimum	3	
Working Experience: (60)		

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1	Minimum required experience	10	
2	Additional relevant experience	5	@ 1 per year additional year
3	Experience in WS Scheme construction	10	@ 2 per year
4	Experience in Irrigation scheme construction	10	@ 2 per year in Irrigation
5	Experience in Livelihood infrastructure and conservation infrastructure	5	@ 1 per year
6	Experience in facilitating technical trainings e.g. VMW, WSST, RWH etc.	4	@ 2 per trainings – more than 3 days
7	Received relevant training on construction and quality control.	9	@ 3 per training – more than 3 days duration only
9	Experience in Local level with similar Project or relevant sectoral project	7	Such as RWSSP or RVWRMP or SuSWA or other etc.
GESI Aspect (30)			
1	Female Candidate	5	
2	Dalit Candidate	8	
3	Adibasi/Janajati Candidate	5	
4	Permanent resident of the same LG	7	
5	Permanent resident of the same province	5	

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6	Person with disability	5	
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Social Mobilizer			
Minimum Education Qualification (10)			
Minimum qualification		7	
One level higher education than minimum		3	
Working Experience: (60)			
1	Minimum required experience	10	
2	Additional relevant experience	5	@ 1 per year additional year
3	Experience in group formation and mobilization	10	@ 2 per year
4	Experience in facilitating planning process of local government at settlement level	10	@ 2 per year
5	Experience in cooperative management and micro-credit management	5	@ 1 per year
6	Experience in facilitating different training at community level	6	@ 2 per trainings – more than 3 days
7	Received relevant training on social mobilization, LG planning process, PRA, Sanitation and Hygiene, Total sanitation behavior change triggering	9	@ 3 per training – more than 3 days duration only
9	Experience in Local level with similar Project or relevant sectoral project	5	Such as RWSSP or RVWRMP or SuSWA or other etc.

GESI Aspect (30)			
1	Female Candidate	5	
2	Dalit Candidate	8	
3	Adibasi/Janajati Candidate	5	
4	Permanent resident of the same LG	7	
5	Permanent resident of the same province	5	
6	Person with disability	5	

ANNEX 7 SCORING SHEETS

G) WRITTEN TEST SCORE COMPILATION SHEET

Name of Position:								
Sn	Name of Candidate	Answer Paper Code	Objective Questions/Excel Test (20) *	Subjective Questions (30)				Total Score (50)
				Q1 (10)	Q2 (10)	Q3 (5)	Q4 (5)	
1								
2								
3								

*Excel test for LACC Project Officer and Sub-Engineer and objective for other positions

H) INTERVIEW SCORING SHEET

Name of the Position:							
Sn	Name of Candidate	Knowledge on subject matter (25) *			Presentation Skill (5)	Commitment (5)	Total Score (35)
		A (10)	B (10)	C (5)			
1							
2							
3							
Name and Signature of Interviewer:						Date:	

I) FINAL SCORE COMPILATION SHEET

Name of the Position:						
Sn	Name of Candidate	CV Evaluation (15)	Written Test (50)	Average Interview Score (35)	Total Score (100)	Recommendation
1						Recommended
2						Waiting candidate
3						
Name and Signature of Evaluation Committee Members:						Date:

* Knowledge on three different sectors to be verified

ANNEX 8 TEMPLATE FOR SERVICE CONTRACT WITH LGU STAFF

..... RURAL/MUNICIPALITY

OFFICE OF RURAL/MUNICIPAL EXECUTIVE

....., DISTRICT

PERFORMANCE BASED SERVICE CONTRACT

The performance-based service contract (hereafter called "Contract") is entered as of, 20XX (date), between Local Government (hereafter called "LG") and Mr./Mrs./Miss, hereafter referred to as the "LGU staff".

Description of LGU Staff:

Name of LGU Staff :

Position :

Duty Station :

Working LG :

Contact No :

Email Address :

Scope of Work:

Terms of References of a LGU staff are attached with this agreement. The LGU Staff shall perform the mentioned activities, and the performance shall be measured before ending the contract period. Based on staff's annual performance the extension or termination of the contract shall be made.

Duration: The contract shall be valid from to (one year). PMC may decide on the extension or termination of the contract based on the annual performance evaluation of the LGU Staff.

Remuneration:

Monthly remuneration of LGU Staff shall be as follows:

Basic Salary NPR per month (as per LG's salary scale)

Provident & Gratuity NPR Per month

Field/Remote allowance NPR per month

Total NPR per month

Salary and other facilities shall only be paid to LGU Staff, only after submission of monthly time sheet, monthly or visit reports. The Office of LG has the right to withhold the payment until receipt of those reports.

Working Day/Hours: The working day/hour shall be as per LG's rule. In the case of field work it may not be exactly applied. No compensation against working in off hour or on holiday shall be provided. Therefore, it's recommended to prepare the work plan accordingly.

Leave Facilities: LGU staff shall be entitled to get leave facilities as follows:

- **Annual Leave, Sick Leave and other leaves:** LGU Staff is entitled to get leave facilities as per LG's rule.
- **Travel Expenses:** No travel expenses shall be paid for working in assigned LG. If the LGU Staff is officially assigned to work outside the LG or invited for meeting and outside working LG, Travel and daily allowances shall be paid as per existing rule of the LG.

Communication Allowance: Communication allowance of NPR 500 per month shall be provided to all LGU Staff.

Field Kit Allowance: Maximum NPR 4,000.00 per year shall be provided to the LGU Staff for urgent field kits. The amount is reimbursable upon submission of original bills to LG.

Accident Insurance: All LGU Staff shall be insured against accidents amounting NPR 100,000.00. office of LG shall make insurance of LGU Staffs.

Tax: The tax shall be deducted in source by LG as per prevailing rule and regulation of Government of Nepal.

Other Terms and conditions of the contract: LGU Staff is not entitled to give a public statement regarding the organization without prior approval. They are not allowed to accept any part- or full-time employment in other organizations. No facilities or payments are made except mentioned in the contract.

Moral Conduct: It shall be Staff's responsibility to protect good shall of organization during and before or after working period. It is expected that model moral conduct be maintained by staff. Staff should perform it during working and non-working hours. The Staffs should maintain confidentiality of the program and should not make any public statements regarding the organization. All the official equipment, stationery etc. shall be used for official purposes only. LGU Staff shall fully comply with the LACC Project code of conduct, attached to this contract. The LACC Project code of conduct is presented in **Annex 3**.

Termination of Contract

- This contract may be terminated by either party at any time prior to the scheduled expiration date without cause by 30 days written notice. In the event of such termination, LG shall pay the LGU Staff for the actual number of days worked prior to the effective date of termination.
- This contract may be terminated by LG Office (in recommendation of PMC) at any time in following condition:
 - Materially fails to comply with any covenant contained to this contract.
 - Accused of any criminal activities that is prohibited by Government of Nepal.
 - Breach of LACC Project code of conduct
 - Found involved in financial irregularities with UCs or any other parties.
 - Found directly involved in political activities in support of any of the political parties.
 - Failed to perform and score less than acceptable level during annual performance evaluation.

Disputes

Any disputes or claim arising during implementation of this contract shall be resolved through mutual consultation. The issues that can't be resolved shall be as per existing government of Nepal legislation.

Signature: The contract is prepared with two copies for each contracting party.

On behalf of LGU staff

on behalf of LG

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.....

Name:

Name:

Position:

Position: Chief Administrative Officer

Date:

Date:

Witnessed by:

ANNEXES

- CV of LGU Staff
- Terms of Reference
- LACC Project Code of Conduct
- Annual Work Plan of individual responsibility (duly attached)