

**Government of Nepal**  
**Ministry of Science, Technology and Environment**  
**Department of Hydrology and Meteorology**  
**Building Resilience to Climate-Related Hazards Project, Kathmandu.**  
(Pilot Project for Climate Resilience - PPCR) Project ID No. P127508

**REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FROM INDIVIDUAL CONSULTANTS**  
(First Date of Publication: October 30, 2015)

The Department of Hydrology and Meteorology has applied for financing from the World Bank toward the cost of the Building Resilience to Climate-Related Hazards Project and intends to apply a portion of the financing to eligible payments under this contract for individual consulting services.

The Project aims to strengthen the capacity of the Department of Hydrology and Meteorology to meet Nepal's need for timely and accurate weather, climate and water related information and alert services.

The main objective of hiring Project Secretary is to support Project Management Unit in secretarial work based in the Kathmandu, central office. The project invites Expression of Interest (EOI) with detailed curriculum vitae from interested and experienced individuals.

The individual will be selected and engaged on the basis of his qualification for the assignment in accordance with the **Guidelines on The Use of Consultants by World Bank and its Borrowers, November 2011**. Based on the qualifications, first ranked Individual will be invited for negotiation.

The interested individual may obtain detailed Terms of Reference (TOR) and further information from the Project Office within office hour and may also visit the website: [www.dhm.gov.np/notices](http://www.dhm.gov.np/notices).

Qualification, experience and person-months inputs are given below in Table:

<b>S. N.</b>	<b>Contract ID No. and Position</b>	<b>Qualification Requirements</b>	<b>Person-months</b>
1	<u>PPCR/DHM/S/IND-15.1</u> Project Secretary-1	Minimum of Bachelor's degree in Business Administration, Public Administration or equivalent. At least 3 years' experience in administrative support functions or relevant field. Experience in the usage of computers and office software packages (MS Word, Excel, etc). Work experience in GON, I/NGO's, donor funded projects and other relevant institutions will be an added advantage. Fluency in oral and written Nepali and English language.	Initially 30 MM (with possibilities of extension based on performance)

The IC must include the detailed signed CVs including proposed position, related trainings, employment records with the name of employing organization, name of the project, location of the work, time period, position held, details of works carried out and value of the project involved.

The EOI along with detailed CV must be delivered to the address given below not later than the working hours on or before October xx, 2015. If the last date of submission happens to be holiday, the next working day will be the last date for submission. The scan copy of EOI with signed CV in pdf format may also be submitted to the email provided below.

Further information or clarification on the EOI may be obtained from the address given below during office hours. The project reserves the right to accept or reject any or all applications without giving any reason whatsoever,

**The Project Director,**  
**Building Resilience to Climate- Related Hazards (Pilot Project for Climate Resilience - PPCR)**  
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