

TERMS OF REFERENCE FOR SOCIAL AND COMMUNICATIONS SPECIALIST

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| Contract ID No.: PPCR/DHM/S/IND-7.1 | | | |
| Project | PPCR- BRCH (Building Resilience to Climate Related Hazards) | | |
| Expertise: | Individual Consultant for Social and Communication Specialist | | |
| Source | National | Category | Independent |

1. Background:

Government of Nepal (GoN) has prepared Strategic Program for Climate Resilience (SPCR), which was approved by Climate Investment Fund (CIF). SPCR has identified four projects for investment in Nepal. One of them is the "Pilot Project for Climate Resilience (PPCR) - Building Resilience to Climate-Related Hazards (BRCH). Components A, B and C under BRCH are being implemented by the Department of Hydrology and Meteorology (DHM), Ministry of Science, Technology and Environment (MoSTE). Component D of BRCH is being implemented by the Ministry of Agriculture Development (MoAD). A dedicated Project Management Unit (PMU) has been set up at DHM for the implementation of project components A, B, and C.

The project aims at upgrading hydro-meteorological network, weather forecasting system and flood forecasting system. The process involves acquiring private and/or public land, construction of buildings and establishment and operation of telecommunication systems including radar. Assessment of social and environmental impacts considering the losses of agriculture products, deforestation, loss of natural habitats, impacts on indigenous population, electromagnetic radiation of telecom equipment, security of installations are some of the important social and environmental aspects of the project.

PPCR-BRCH at DHM requires consulting services from an individual consultant with expertise in social and communications expertise, who will work as a member of PMU to accomplish the objectives of the project.

2. Objective/Purpose of the Assignment:

The social and communication specialist will serve as the main focal person responsible for developing DHM's communication strategy and supporting its communication related needs, leading implementation of safeguards and social inclusion for the BRCH project and coordinating communications aspects relating to the BRCH project with communication related needs at the PPCR program level. The consultant will work for PMU, which has been established to support the implementation on of PPCR-BRCH. Under the supervision of the Project Technical Coordinator, s/he will report to the National Project Director (NPD)/Assistant Project Director (APD) on the following responsibilities.

3. Scope of Work:

The incumbent will work closely with other members of Project Management Unit (PMU), System

Integrator/General Consultant and DHM staff for attainment of the project's goal. The overall scope of the work is to provide overall support and guidance on social and communication issues related to the project's implementation especially on safeguards and social inclusion, prepare communication strategy and communication plan and its implementation by disseminating project information and other social issues through various communication tools, social screening and assessment based on the guidelines provided in ESMF which includes consultations with the community to identify impacts if any and mitigation measures and community's feedback on the project, provide guidance to the DHM/PMU in addressing social issues and establishing grievance redress mechanism and Coordinate and share the project progress information with overall PPCR programs.

As part of this task, the consultant should be able provide strategic guidance on communications related needs to DHM, be able to craft and tailor messages for media and other audiences, develop good practice notes (bulletins, brochures and special publications) and prepare briefs on specific contributions that the project is making.

4. Duties and Responsibilities of Consultant:

Under the direct supervision of NationAssistant Project Director (APD) Assistant Project Director (APD) and Project Technical Coordinator (PTC), the incumbent will be responsible for, but not limited to, the following duties.

- a. Ensuring that each subproject and activity under the project is subjected to the Project ESMF process and procedures.
- b. Review and assess relevant socio-economic policies, acts and regulations and other legislative issues of the Government of Nepal (GoN) concerning the project implementation;
- c. Review safeguard policies of World Bank on involuntary resettlement and indigenous peoples,;
- d. Establish socio-economic and cultural baseline of project sites in Kathmandu and field locations;
- e. Carry out social screening and Conduct social impact assessment
- f. Assess the vulnerability of social groups for the loss of permanent and temporary assets
- g. Assist PMU in acquisition of land if required. Assess employment opportunities during and after project period in case of full-time as well as part time employment considering the status of indigenous people, gender, and other disadvantaged groups;
- h. Prepare safeguard documents to address any adverse social issues such as involuntary resettlement; loss of private land or any permanent asset; loss of livelihood or sources of livelihood; loss of community property resources; loss of access to protected areas; gender issues
- i. Assist PMU in preparation of RAP; compensation and R&R assistance package for each sub project in line with the ESMF; VCDP and GAP
- j. Assist PMU in establishing Grievance Redress cell at basin and regional level accessible to

communities for effective use of information, warnings and forecasts;

- k. Develop communication strategies and communication plan to disseminate features of the system developed under the project;
- l. Organize trainings, workshops, meetings and disseminate the outcomes through press release, reports, audio-visuals, web sites, emails etc. Make use of the print as well as electronic media facilities wherever applicable;
- m. Prepare biannual bulletins, brochures, calendars and other information dissemination materials related to the project.
- n. Provide support in internal communication through disseminating minutes of meetings, announcements, update the contents in the project web-site and monitor on regular basis;
- o. Assess potential impacts in protected areas, world heritage sites, cultural sites, cultural resources and religious areas;
- p. Communicate with vendors, contractors, and subcontractors for necessary social compliances;
- q. Evaluate social risks associated with floods, landslides, erosion, bank cutting and shifting channel in and around project location as a result of project activities;
- r. Develop indicators for monitoring implementation of social safeguard documents
- s. Monitor and develop potential collaboration with specific key stakeholders, such as agencies dealing with cultural, religious, gender and ethnic issues;
- t. Organize national level consultations with major stakeholders and academia;
- u. Disseminate social safeguard documents in a manner understood by the community. Produce relevant brochures and summary documents in Nepali language for dissemination in local levels; and
- v. Undertake other duties as per the requirements of the project or as directed by NPD, APD and Project Technical coordinator.

5. Competencies

- i. Must be able to work with multiple people of different background and be a good team member;
- ii. Strong interpersonal and communication skills, commitment to team work and to working across disciplines;
- iii. Consistently approaches work with energy and a positive, constructive attitude;
- iv. Demonstrates good oral and written communication skills in substantive and technical

- areas;
- v. Demonstrates openness to change and ability to manage complexities;
 - vi. Excellent writing, editing and analytical skills and capability of working independently; and
 - vii. An ability to work effectively, take initiative and deliver results, even under pressure.
 - viii. Willing to undertake extensive travel

6. Required Qualification and Experience:

- a. The consultant must have a minimum of Post-Graduate or Masters Degree in social sciences or equivalent;
- b. At least eight years of relevant experience;
- c. Proficiency in the usage of computers and office software packages (word processing, spreadsheet etc) and experience in handling of web-based data and information management systems;
- d. Work experience in GON, NGO's, INGO'S, donor funded projects and other relevant institutions will be an added advantage; and
- e. Fluency in both oral and written Nepalese and English language.

7. Duration of Service:

The consultant will be assigned initially for 3 months under the probation period. After successful performance evaluation, year-wise extension up to 26 months is possible under the same condition. The consultant is expected to work full time office hours within Kathmandu valley with frequent travels outside Kathmandu valley within Nepal on project related matters.

8. Duty Station:

Kathmandu, Nepal with field visit as per requirement.

9. Reporting Requirements:

The consultant will report time to time to the National Project Director (NPD)/Assistant Project Director (APD), Project Technical Coordinator/ and other concerned regarding the accomplishment of his/her assignment.

10. Selection Criteria:

The consultant shall be selected based on the individual consultant selection method of the World Bank's consultant selection guidelines-2011. Main criteria for the selection will be relevant work experience and qualifications.

11. Financial Constraints:

- a. The consultant shall be paid a lump sum amount of remuneration per month, which should include all his overheads, social charges and other associated costs including local transportation

within Kathmandu valley and insurance premium costs.

- b. The consultant shall be responsible for all taxes and duties including income tax and VAT applicable as per Government of Nepal rules and regulations.
- c. In case of travel requirement outside Kathmandu valley and within Nepal for project related assignments, consultant shall be paid travel expenses and hotel expenses on actual basis and suitably determined subsistence allowance to cover all other costs.

12. Facilities to be Provided by DHM:

DHM shall provide following facilities to consultant during his tenure of service:

- Office space with computer and furniture
- Email and internet access
- Required office stationary
- Photocopying facilities

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| Places of Assignment: Kathmandu | Days Estimated Dates : (XX/03/2015) | initially for 26 months |
| TOTAL DAYS (state if Intermittent) Not applicable | | |