

Government of Nepal
Ministry of Forests and Environment
Building a Resilient Churia Region in Nepal (BRCRN)
Project Management Unit (PMU)
Babarmahal, Kathmandu

Terms of References

Position:	National Capacity Development Specialist		
Programme/Project Number:	GCP/NEP/076/GCF		
Duty Station:	PMU, Babarmahal		
Expected Start Date of Assignment:	January 2023	Duration:	Six months with possibility of extension
Reports to:	National Project Director		

General Description of task(s) and objectives to be achieved

1. Background

The project “Building a Resilient Churia Region in Nepal” (BRCRN) was approved by the 24th meeting of the Board of the Green Climate Fund (GCF) in November 2019. It is Nepal’s first full-size GCF project. FAO, as the nominated Accredited Entity (AE) for the project, is responsible to the GCF for implementation of the project and is also co-Executing Entity (EE) with the Ministry of Forests and Environment (MoFE) of the Government of Nepal (GoN).

The Government of Nepal together with FAO jointly developed the BRCRN project. The overarching objective of the proposed GCF is to “enhance the climate resilience of ecosystems and vulnerable communities in the Churia region through integrated sustainable rural development and natural resource management approaches”. BRCRN project will be implemented in 26 critical river systems in the southeast region of Nepal, covering parts of Province 1, Madhesh and Bagmati Province. The project will be linking the Churia hills and upper Terai, and aims to promote widespread adoption of climate-resilient land use practices, confront the challenges of deforestation and forest degradation (D&FD), better maintain the forest ecosystem in the Churia hills, and build resilience to climate-induced hazards.

The MoFE has established Project Management Unit (PMU) at Babarmahal, headed by National Project Director (Gazetted I Class Officer), and supported by FAO-TA. The PMU has established three Provincial Project Management Unit (PPMU) at Itahari (Province 1), Bardibas (Madhesh Province) and Sindhuli (Bagmati Province) each headed by Provincial Project Coordinator (Gazetted II Class Officer) and supported by small team of staffs. PPMU units will implement the project with strong stakeholder engagement, including with all levels of government, Civil Society Organizations (CSOs), and Community Based Organizations (CBOs).

FAO will develop capacity among relevant national, provincial and municipal/local institutions for project implementation, to ensure quality control of the technical services provided through project implementing partners, and to provide technical advice to the project management unit (PMU).

1.1 Context

The capacity development specialist provides supports to PMU in conducting trainings to Local Resource Person and government extension workers. Outcome 3 – Improving Knowledge, awareness and local capacity for Climate resilient Sustainable Natural Resource Management (CR- SNRM).

Output 3.1. – Enhance local knowledge on climate-resilient Sustainable Natural Resource Management (SNRM).

This Sub-Component 3.2 will equip the extension system to promote climate- resilient SNRM. This component largely contributes to developing the capacity of CBOs beneficiaries and Government of Nepal staff aiming the extension system is equipped to promote climate resilient SNRM. The Capacity Development Specialist identifies and assesses climate change risks and resource degradation within the BRCRN Project Area within 26 River Systems and develops Capacity Development (CD) plans that will enable relevant actors to respond to such challenges. This Sub-Component will also build the capacity of these actors to further monitor local risks and resources in the future to build resilience towards climate vulnerabilities. This component also equips government stakeholders and CBOs to continue investing in climate-resilient SNRM – in a manner that coordinates upstream and downstream interventions to maximize adaptation and mitigation benefits – beyond project closure.

Activity 3.2.2- Enhance and deliver quality extension services on CR-SNRM to households.

Under this Activity, the Capacity Development Specialist will work with a range of provincial and local stakeholders to develop capacity development plan and facilitate to implement the plan as the extension system plays a vital role in shaping how farmers, forest users’ groups and communities interact with land and other natural resources. BRCRN project supports activities to enhance and scale up the delivery of climate-informed extension services in all targeted 26 river systems. The Capacity Development Specialist will technically support to organize 78 capacity building training events (or more) for government extension workers and Local Resource Persons (LRPs- the Professional Beneficiaries) to understand and apply the 10 training modules developed by BRCRN project. These capacity building trainings will benefit approximately 2,340 extension workers and LRPs (about 30 at each of the 78 training events).

For this Capacity Development Specialist Position, BRCRN project will use GCF financing to engage provincial-level extension workers to specifically support the delivery of climate-informed extension modules and support under the BRCRN. These extension workers will directly support the delivery of project-financed trainings and extension & advisory services under the first component. They will also provide on- going advice, guidance, and support to CBOs throughout the project implementation period. This will enable CBOs to continuously facilitate the adoption and use of CR-SNRM practices promoted by the project, including with households who were not selected by their CBOs to directly participate in formal trainings organized by the project.

By building the capacity of local extension workers and drawing on their existing insights and networks, the project expects to generate high adoption rates among CBOs. This approach will also ensure that the provincial governments are well equipped and capable to continue providing climate-informed extension services in the 26 river systems after project closure by year 7. This approach also contributes to increasing the prospects for scaling up impacts across and beyond the project areas, which is important to the broader process of sector transformation that BRCRN aims to set in motion, and toward ensuring sustainability through government mechanism.

1.2 Justification/rational

Capacity Development as a change process- as opposed to limited understanding of CD as supply and delivery of trainings, this CD approach considers the CD as a change process to be promoted and implemented in harmonized manner among all the outputs of the BRCRN project as well as effective coordination among the stakeholders at all levels, mainly at PPMU and CBOs/FFS. Therefore, any CD

supports stakeholders and educates them on relevant knowledge in bringing change in the systems they work in.

The proposed recruitment of “National Capacity Development Specialist” will identify the capacity needs and gaps and support capacity building of field extension services based on a capacity development plan. The National CD Specialist will be based at the PMU with frequent travel to PPMUs and CBO/Famers Field School (FFS). This assessment will be a strong evidence-based document to strengthen the capacity of the targeted groups on responding to the impact of climate change and its consequences. This capacity need identification of extension services and the Capacity Development Plan will be a key guiding document for the project activities planning as well as local governments to address the issues of the targeted groups to build their capacity on responding to the impact of climate change.

1.3 Objectives:

- a) Capacity Need Assessment (Capacity Gap identification) of field extension services including PPMU and CBOs within BRCRN 26 river systems,
- b) Training Needs Assessment Methodology, Baseline review, Monitoring Plan, Capacity Delivery and Training Plan
- c) Technical review of work planning and budgeting
- d) Design and Development of Capacity Development Matrix at Individual Level, Organizational level and System & networks level
- e) Key role in implementing all CD project activity for Capacity Development trainings at PMU, PPMU/government staffs and CBOs level (implementing entities/partners).

2. Description of Services/Tasks and Responsibilities

Under the overall supervision of the National Project Director (NPD) in PMU direct supervision of Senior Planning and Monitoring Officer, PMU and in close consultations with the National Project Manager of BRCRN project and FAO-TA team in PMU, the National Capacity Development Specialist (National Consultant) will be responsible for the following tasks but not limited to:

- a) Strengthen provincial Institutional capacity according to MOFE/BRCRN project outputs
- b) Training Needs Assessment Methodology, Baseline review, Monitoring Plan, Capacity Delivery and Training Plan
- c) Technical review of MOFE/BRCRN work planning and budgeting in Capacity Development of PMU, PPMU, CBOs beneficiaries and other related government extension agencies.
- d) Feasibility of timelines and documentation of deviations on capacity development initiatives under BRCRN project.

TASK 1: Strengthen provincial and local Institutional capacity according to MOFE/BRCRN project outputs

- Perform Capacity assessment of the beneficiaries institutions and identify institutions needs and resources and develop a capacity building assistance plan,
- Technically support the capacity assessment of Provincial institutions, especially the provincial authorities including Forestry and Agriculture related Ministries of the province, Forest Directorate, DFOs, Agriculture Knowledge Centers (AKC) and local government on the technical competencies for Implementation of the investment phase of the project from years 3-7.

- Provide Capacity Building training and mentoring, as required, to PMU, PPMU personnel, CBOs /FFS field extension services of national and provincial government agencies related to BRCRN project.
- Accomplish the relevant tasks and other duties as requested by the PMU

TASK 2: Training Needs Assessment Methodology, Baseline review, Monitoring Plan, Capacity Delivery and Training Plan

- Develop technical training materials and manual to be used in the CD trainings, workshop, conference and seminars.
- Engage with CBOs, Municipalities, PPMU, PMU, FAO TA teams in developing capacity development training manuals of field extension services and information management.
- Ensure database, review reports, extensive consultations including one-to-one interviews, group interviews to assess the actual training needs of the extension workers.
- Review information management system for the delivery to CBOs, municipalities, PPMU, PMU and MoFE
- Organize Technical Product Review Workshops
- Identify resource persons to be involved in various interaction and capacity development training programs.
- Support any relevant national seminars, conference and workshop as asked by the PMU.

TASK 3: Technical review of MOFE/BRCRN work planning and budgeting in Capacity Development of PPMU, extension services and CBOs beneficiaries

- Provide Capacity Building Assistance (CBA) to the MOFE, PMU, PPMU, CBOs/FFS, MoALD, municipalities and other related field extension services.
- Check overall sequencing and practicability of Annual Work Plan and Budget from a technical delivery point of view
- Review AWPB with PMU/MOFE; FAO TA and suggest capacity building of field extension services
- Prepare AWPB Review Report in Capacity development theme
- Coordinate the delivery of Capacity Building Assistance (CBA) with the counterparts' ministries, PMU, PPMU, R/Municipalities and the partnering organization in all 26 river systems in BRCRN project.
- Apply principles of Indigenous Peoples Planning Framework (IPPF), Environment and Social Safeguard and GESI; as the cross- cutting issue while designing and implementing the capacity development programs/activities in BRCRN project.

TASK 4: The Feasibility of timelines and documentation of deviation on the capacity development initiatives; under the BRCRN project.

- Provide proper documentation for all CBA activities planned and conducted
- Prepare timeline review
- Aggregate data on delays and reasons thereof
- Coordinate the delivery of CBA activities planned and conducted.
- Assist in the preparation of trimester progress report, six-monthly progress reports, annual reports and mid-term reports.
- Other duties as assigned by the National Project Director.

4) Qualification and Experience of Consultant and the estimated time

a) **Required Qualification and Experiences**

- Master Degree in Natural Resource Management, or relevant fields; PhD preferable
- At least five (5) years' of experience in capacity building in forestry and environment sector and experience in carrying out training activities
- Prior working experience with government and or UN system or other international organization is preferable;
- Candidate should have knowledge of computer skills in English and Nepali (MS Office package word, excel and power point)

b) **Technical /Functional Skills:**

- Proven experience of inter-sectoral capacity development, rural development planning in the forestry sector
- Experience on designing and developing capacity building and technical training for extension services, government counterparts, CBOs/FFS.
- Proven track record of advising of and collaborating with federal, provincial and local government institutions and other stakeholders such as CBOs.
- Strong inter-personnel skills and excellent oral communication skills.
- Proven experience on working with Forestry and Agriculture related organizations.

c) **Core Competencies:**

- Result Focus
- Team work and team building
- Communication and Coordination
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

d) **Corporate Competencies:**

- Demonstrates integrity
- Displays cultural, Indigenous People and Free Prior Informed Consent (FPIC), gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism.

e) **Knowledge Management and Learning:**

- Promote a knowledge sharing and learning culture in the office
- In-depth knowledge on community development issues, preferably in BRCRN project areas

f) **Development and Operational Effectiveness:**

- Understanding and experience of state federalism and federal systems.

5) Estimated Input Time/Days

The consultant shall provide his/her service for **six months** in FY2079/080 with the possibility of extension. The consultant shall have to work onsite at the respective PPMU office or in the field as instructed by PPC. The payment of consultant shall be based on monthly basis not exceeding the estimated input days. H/she will receive the holidays as per the government's provisions and calendars.

6) Time for commencement and completion of assignment by the consultant

The expected date for the engagement of consultant for the above-mentioned service is tentatively from 15 January 2023 and up to July 2023 with possibility of extension. Extensions are subject to operational needs, consultant performance, and continued availability of funds.

7) Details of the information, physical facilities and equipment to be provided by Public Entity to the consultant

Client will provide the physical office space, internet connection, stationery and printing facility while working. The consultant him/her self shall arrange other requirement like transportation vehicle, laptops/computer and software etc.

8) Deliverables

The following are the expected key deliverables. All deliverables shall be submitted in Nepali and English targeting the professional and users from PMU, PPMU, R/Municipalities, wards, CBOs/FFS.

- a) Capacity Building Needs Assessment Report (CBNA)
- b) Capacity Development Plan (CDP) at Individual Level, Organizational level and System & networks level(separate CD plan for Government Staffs at PMU, PPMU, CBOs/FFS Members and other related field extension services)
- c) Technical review Report of work planning and budgeting
- d) Capacity Development Training Manual
- e) List of resource person in related thematic areas

9. Monitoring Mechanisms and Reporting:

- National Project Director MOFE/PMU will be the direct supervisor of the consultant. S/he will closely monitor the activities carried out by the national consultant. Besides the recommended capacity development arrangements, the capacity building of field extension services should be adequately and regularly monitored, reviewed, updated and revised as and when needed. Additionally, monitoring entails regular data collection and reviews. It is therefore recommended that M & E competence and skills are reinforced within the National Capacity Development Specialist.