

Terms of Reference of Water Resources Adviser (WRA)

Title	Water Resources Adviser (WRA)
Recruitment	National
Duty station	Bajura district headquarters or cluster office in project area with frequent travel to Project working Rural Municipalities.
Period	Three Years (annual performance based contract)
Supervisor	Deputy Team Leader
Academic qualifications	Bachelor's degree in Agriculture, Civil Engineering, Social Sciences, Management and any other relevant discipline
Professional experience	<ul style="list-style-type: none"> • A minimum of 10 years of relevant professional experience with proven experience from rural areas. • Experience in participatory planning/working at community level. • Experience in working with local government and other field level partners (NGOs, line agencies etc). • Experience in donor funded project management and administration is an asset. • Experience in Gender and Social Inclusion in WASH, gender program or similar activities.
Other skills	<ul style="list-style-type: none"> • Fluent in Nepali, good in English. Any knowledge of local languages is an asset. • Excellent communication, presentation and facilitation skills; multi-cultural team work skills, yet, can work independently and take initiative; creative and flexible, and willing to work with communities under difficult field conditions. • Knowledge and/or experience in water, sanitation, hygiene, agriculture, nutrition and/or health sector. First-hand experience with a community health, livelihoods or water project is a strong asset. • Demonstrated reference of strong sense of discipline and high moral conduct. • Good computer skills (MS Office, familiar with utilizing internet).
Duties	<p>As a member of the Rural Municipality Project Management Committee (RMPMC) the main function of Water Resource Advisor (WRA) in her/his district and respective Rural Municipalities is to support the RMs in planning, coordinating, monitoring, funding and reporting of the water sector activities, as follows:</p> <p><i>A. Planning and reporting</i></p> <ul style="list-style-type: none"> • Support RMPMC to analyze the livelihood/poverty, water and sanitation situation of the Rural Municipalities. • Work with Rural Municipality staff to oversee the implementation of the project activities. • Facilitate to prepare annual work plan of RMs and assist DCC and sector partners for water related plans and programs at district and Rural Municipality level. • Support preparation of RM level Water Use Master Plan (WUMP), Total Sanitation Plan, Livelihood Improvement Plan in core Rural Municipalities and ensure Water Safety Plans, and mainstream climate change and disaster risk reduction into RM-level planning in all RVWRMP supported

	<p>water schemes.</p> <ul style="list-style-type: none"> • Coordinate with all sections of RMs and ward committees to ensure timely completion of activities and RMs fund for project activities. • Prepare progress reports for PSU including Water Resources Development Fund (WRDF) status of all working RMs. • Facilitate RMs to prepare quarterly and annual reports according to GoN regulations. • Prepare any other reports required by project <p><i>B. Implementation and co-ordination</i></p> <ul style="list-style-type: none"> • Assist RMs to implement overall RVWRMP annual work plan. • Support RMs in selection of the Support Organizations (SO) and SO staff. • Support the preparation of agreements among stakeholders for various phases of scheme implementation; e.g. Agreements with the Users Committees. • Support RMs to timely release funds to Users Committees. • Support RMs to ensure coordination among sector actors through RMPMC and District Project Monitoring and Coordination Committee (DPMCC) to avoid duplication. • Assist RMs to organize joint campaigns in sector of environment, sanitation and others • Organize district level coordination meetings among RMs and relevant sector actors for proper coordination and experience sharing also through DCC council meetings. <p><i>C. Capacity Enhancement</i></p> <ul style="list-style-type: none"> • Assess the existing capacity and identify needs for further institutional support and capacity building of sector actors RMs. • Facilitate RMs, PSU and SO to plan and conduct appropriate capacity enhancement activities at UC, RM, Ward Committees, SO staffs and DCC level. • Support Cooperatives for their establishment and institutional capacity enhancement. <p><i>D. Monitoring & Evaluation</i></p> <ul style="list-style-type: none"> • Facilitate and monitor the operations funded through WRDF on behalf of the RVWRMP. • Ensure adherence and implementation of Project guidelines, Step by Step procedure and GESI Strategy at all levels. • Support DCC and RM to establish appropriate monitoring and evaluation mechanism in the sector. • Facilitate scheme and RM level monitoring; and the following performance evaluation of SO and RM. <p><u>Others</u></p> <ul style="list-style-type: none"> • Participate Scheme level monitoring as project representative. • Improve working guidelines and manuals to be user friendly (at Partners, RM and UC level). • Any other duties towards achievement of project objectives assigned by the supervisor
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