

Municipal Association of Nepal (MuAN)
Terms of Reference (TOR) for DRRM Specialist

Job Title: DRRM Specialist

Location: MuAN's Federal Office, Kathmandu.

Reporting to: Project Coordinator and the Executive Director of MuAN.

Duration: 10 months. The contract is expected to commence as soon as possible.

Background:

The Municipal Association of Nepal (MuAN), founded in 1994, is an umbrella organization that represents all municipalities in Nepal and is registered under the National Directive Act 1961 AD. MuAN has successfully established itself as a national voice for municipalities, achieving a number of significant policy reform milestones in areas such as decentralization, governance, poverty, gender, and urban environmental issues.

MUAN has been partnering with development partners (DPs) on strengthening local governance and enhancing capacity of local governments including the organization. On this premise, MUAN have been implementing a project called "Strengthening Disaster Resilience of Municipal Governments in Nepal" with the support of USAID/Tayar Nepal's Nepal – Improved Disaster Risk Management Project.

The project's overall objective is to support in the strengthening of disaster risk management capacity and institutions at the subnational level. The specific objectives are as follows:

Objective 1: Increase disaster resilience of selected seven municipalities from seven provinces.

Objective 2: Enhance the capacity and knowledge of municipal representative/ officials on DRRM.

Objective 3: Support to improve local legislation for better planning and budgeting incorporating DRRM standards and principles.

Objective 4: Enhance the institutional DRRM capacity of MuAN to upscale activities and better serve municipalities.

Duration: 10 months, with possibilities of extension.

Location: The post is based at the Central Office of MuAN with frequent travel, around 50 %, to the project areas.

Responsibilities:

The overall responsibilities of the DRRM Specialist include managing, facilitating, and supporting project activities and meeting targets by mobilizing MuAN Province Managers, establishing stronger coordination and collaboration with USAID/Tayar Nepal's Nepal – Improved Disaster Risk Management Project and sectoral federal, provincial, and local governments to ensure DRRM program implementation in accordance with the agreed plan of action. These include key actions that ensure to:

1. Management of program activities to strengthen the capacity of the MuAN and municipalities to plan, implement and monitor DRRM programs.
2. Coordination for the development of municipal policies, directives and strategies essential to ensure municipality's action for DRRM sector programming and budgeting.

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3. Coordination/facilitation for conducting consultative meetings, sensitization workshops targeting Municipal representatives and staffs on improvement of DRRM sector governance at local level.
4. Initiation of programs for amending/enhancing policy instruments related to the use of DRRM Plans in the annual planning process.
5. Coordination with local governments for the development, endorsement, and dissemination of model municipal DRRM policies.
6. Designing and organizing planning workshops on DRRM sector mainstreaming in the annual plan and budget.
7. Taking initiatives for establishment of DRRM Section/Unit within MuAN.
8. Conducting an Organization and Management (O&M) survey of the municipalities and initiating activities to ensure the smooth operation of the DRRM Section/Unit.
9. Preparation and endorsement of localized DRRMMIS guidelines.
10. Organizing review workshop of DRRM programs of the local governments.
11. Initiate advocacy at the national, provincial, and local levels for the development of effective DRRM policies and strategies.
12. Linking DRRM capacity building initiatives with sectoral stakeholders.
13. Designing and implementing Mass Media campaign (PSA documentary, TV/Radio program, News, YouTube Videos) and establish real time Dashboard for DRRMMIS.
14. Coordinating local government authorities, Cluster DRRM Officers and other stakeholders to ensure effective communications & working relationship.
15. Arranging monthly meeting with the focal persons of the local government to share and discuss progress and issues and set next month's plan of action and share meeting minute with MuAN.
16. Timely sectoral analysis, input, support, and collaboration on the situation analysis, as well as its periodic update made for effective program planning, development, and management in order to strengthen MuAN's position in DRRM sector governance.
17. Work during emergency preparation and response as needed without interfering with the regular program.

Qualifications, Experience, Knowledge and Skills:

Education

- Master's degree in a relevant field (urban/regional/development planning, urban management/governance, rural development, disaster risk management, natural resources management, governance, social science, development studies, environmental management, etc.).

Work Experience

- At least five years of professional work experiences in managing and implementing DRRM programs and projects, preferably in the international development organizations, UN, Nepal Government, NGOs or private sectors.
- Preferably knowledge of and expertise in DRRM, municipal level coordination, and program implementation.
- Field work experience in the similar DRRM governance will be an asset.
- Proven experience of managing coordination, budgets and other management domains including supervising staff.
- Previous experience managing USAID-funded projects, as well as current knowledge of USAID policies, documentation, and reporting systems.

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Technical/Social Knowledge

- Good theoretical and technical knowledge on local and provincial planning and management.
- Strong understanding of national disaster response framework, and DRRM planning, monitoring and evaluation.
- General knowledge of methodology of program/project management, VMGOs, policies and strategies for sectoral programs.
- Knowledge of result-based management, human rights and gender/disability issues, specifically relating to women and excluded groups, and the current USAID/Nepal's Tayar Nepal – Improved Disaster Risk Management Project/Government's position and approaches.
- Knowledge of financial, supply and administrative rules and regulations of UN/ USAID/Nepal's Tayar Nepal – Improved Disaster Risk Management Project and Government of Nepal.

Language Proficiency / Computer skill

- Fluency in English and Nepali, the local language of Terai, Mid-Western, and Far-Western Nepal, is a plus.
- Excellent knowledge and computer skills, particularly in word processing, spreadsheets, and presentations, as well as email and internet use and data management.

Other

- Competent female, people from disadvantaged group, person with disability, marginalized and indigenous community are highly encouraged to apply.