

TERMS OF REFERENCE FOR PROJECT/ADMIN ASSISTANT

Contract: NP-DOCR-110301-CS-INDV			
Project	SSSPCR - Strengthening Systems for Social Protection and Civil Registration Project		
Expertise/Position: Individual Consultant Project/Admin Assistant for Project Period			
Source	National	Category	Individual
<p>1. Background:</p> <p>SYSTEMS FOR SOCIAL PROTECTION AND CIVIL REGISTRATION (SSSPCR) is a national project implemented by the Department of National ID and Civil Registration (DONIDCR) under the Ministry of Home Affairs (MoHA) and supported by the World Bank. The project supports the DONIDCR’s Civil Registration (CR) and the Social Security Allowance (SSA) program and aims to improve the coverage of SSA and CR, and the delivery of SSA. Over a five-year period, the project is expected to support: (a) the establishment of a comprehensive National Population Register and expanded coverage of CR and SSA; and, (b) improved delivery of SSA via transition to e-payments in selected districts and improved overall business process for SSA service delivery. These will be supplemented by institutional strengthening at both central and local levels to ensure sustainability of the gains of the first two objectives.</p> <p>The DONIDCR is the agency charged with the responsibility of managing CR and administering the SSAs in Nepal. The SSA is the largest of the social assistance programs in Nepal. The five SSA schemes on old-age pension, single woman’s pension, the child grant, disability grant, and endangered ethnicity grant together reach more than 2.2 million individual beneficiaries. For the SSA program, MOHA has relied on manual recording of beneficiary information and benefit payments by local officials. The manual and decentralized record keeping of beneficiary information is a major hurdle for addressing issues of duplication, under-coverage, and weak oversight facing the administration of the SSA program.</p> <p>Nepal’s CR system started operating in the late 1970s and captures five vital events—birth, death, marriage, divorce, and migration. Besides its linkages to the SSA program, the CR system would also be a foundation for people’s legal identities and their access to a range of public and private services. However, Nepal’s CR system is under developed. The decentralized and paper-based recording of documents collected during registrations limits the potential usage of the information to generate vital statistics for planning and other purposes. Limited awareness among the population and difficulty in accessing local body offices have led to low registration rates and coverage. Transitioning to a digital CR system that is linked to a population register and the SSA Beneficiary Register would facilitate improved coverage and delivery of both CR and SSA.</p> <p>The project would contribute to the Government’s long-term plan to strengthen administrative capacities to manage its most fundamental service delivery responsibilities, CR and SSA. Improved delivery is an essential, if not sufficient, condition to strengthen the impact of Nepal’s social programs in protecting the vulnerable from adverse risks and shocks. Furthermore, comprehensive and up-to-date CR would facilitate people’s access to legal identity and public services beyond SP (for example, primary education)</p>			

2. Objective/Purpose of the Assignment:

The consultant will assist and report NPD and NPM in all project related matters to implementation/output/goal of the project. He/ She will be responsible for Assist in PMU regarding project related matters.

3. Scope of Work:

The incumbent will work closely with Project Management Unit (PMU) under the supervision and direction of PMU staff of SSSPCR for the attainment of project's goal.

Project/Admin Assistant main responsibility is to assist PMU staff on the following:

4. Duties and Responsibilities of Consultant:

- Assist to PMU for all works of SSSPCR Project activities.
- Responsible for preparing project related documents and submitting & receiving these documents to World Bank & project authority in the DNIDOCR.
- Responsible for keeping project related documents and data up to date in a systematic manner.
- Responsible for the documentation of all the project related activities.
- Facilitate and coordinate Vital Events Registration and Social Protection Section in the DoNIDCR.
- Provide support for vital event registration, social protection.
- Provide necessary support to coordinate the Service Unit for project activities.
- Work in close collaboration/ consultation with section and project staff.
- Any other duty as may be assigned by the Project Director and Component Manager.

5. Required Qualifications

A. Academic qualifications and training

- 10+2 in any discipline.
- At least 3 month basic Computer Professional Training.

B. Experience

- At least 1 years of Assistant Level experience in a donor funded project or government agencies or organized intuition.
- Excellent computer skills, Excellent Nepali and English Typing, including MSOffice.

6. Duration of Service:

The consultant will be assigned for full time basis for period during project period and the contract will be renewed annually before the beginning of each new fiscal year of the GoN and possibility of extension during project period in case of satisfactory performance. The consultant is expected to work full time office hours within Kathmandu valley, except otherwise situation demands travel outside Kathmandu valley within Nepal on

project related matters.

7. Selection Criteria:

A consultant will be selected in accordance with the procedures set out in the World Bank's 'Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers', published by the World Bank in January 2011, revised July 2014."

8. Duty Station: Kathmandu (SSSPCR-PMU/DoNIDCR), Nepal with field visit as per requirement.

9. Financial Conditions:

- The consultant salary is negotiable but will not be more than the estimated value per month. A monthly lump sum amount of remuneration per month will include all his overheads, social charges and other associated costs including local transportation within Kathmandu valley and insurance premium costs.
- The consultant shall be responsible for all taxes and duties including income tax applicable as per Government of Nepal rules and regulations.
- In case of travel requirement outside Kathmandu valley and within Nepal for project related assignments, consultant shall be paid travel expenses as per actual and DSA will be paid equal to non gazetted I Class, Government of Nepal.

10. Output/Reporting Requirements:

The consultant will report to the Project Director. In addition to the regular tasks, the consultant should be responsible for providing /preparing following documents and reports during assigned period.

- Monthly progress report.
- Prepares project reports.

11. Facilities to be Provided by SSSPCR-PMU/DoNIDCR:

PMU 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