

HUMAN RESOURCES PLAN 2016

Project Name: Nepal Climate Change Support Programme (NCCSP)

S.N	Contract Type	Functional Title	Category/Level (National Professional; International Consultant; National Consultant; or Support Staff)	Reference to Activity ID	Duration Position Required (i.e. 12 Months; 2 Years)	No of Position (s)	Budget in US \$	Date Final TOR will be submitted to UNOPS HR Unit	Expected Entry on Duty Date	Remarks
1		Deputy Project Manager (DPM)	NPPP 4	3	12 Months	1	\$11,700.00			Recruited
2		PFM Expert	NPPP 3	3	12 Months	1	\$9,360.00			Recruited
3		IM & Specialist	NPPP 3	3	12 Months	1	\$18,750.00			Recruited
4		Climate Change Officer	NPPP 1	3	12 Months	1	\$14,300.00			Recruited
5		Regional Climate Change Coordinator Kailali	NPPP 1	3	12 Months	1	\$14,300.00			Recruited
6		Regional Climate Change Coordinator Dhaulakhi	NPPP 1	3	12 Months	1	\$14,300.00			Recruited
7		District Climate Change Coordinator - Kailali	SU 7	3	12 Months	1	\$11,050.00			Recruited
8		District Climate Change Coordinator - Kailali	SU 7	3	12 Months	1	\$11,700.00			Recruited
9		District Climate Change Coordinator - Bajura	SU 7	3	12 Months	1	\$11,700.00			Recruited
10		District Climate Change Coordinator - Nepal	SU 7	3	12 Months	1	\$11,700.00			Recruited
11		District Climate Change Coordinator - Dang	SU 7	3	12 Months	1	\$14,300.00			Recruited
12		District Climate Change Coordinator - Dhaulakhi	SU 7	3	12 Months	1	\$11,700.00			Recruited
13		District Climate Change Coordinator - Kailali	SU 7	3	12 Months	1	\$11,700.00			Recruited
14		District Climate Change Coordinator - Bardia	SU 7	3	12 Months	1	\$11,700.00			Recruited
15		District Climate Change Officer - Achham	SU 6	3	12 Months	1	\$9,750.00			Recruited
16		District Climate Change Officer - Jajarkot	SU 6	3	12 Months	1	\$9,360.00			Recruited
17		District Climate Change Officer - Bardia	SU 6	3	12 Months	1	\$9,750.00			Recruited
18		District Climate Change Officer - Kailali	SU 6	3	12 Months	1	\$9,360.00			Recruited
19		District Climate Change Officer - Mugu	SU 6	3	12 Months	1	\$9,360.00			Recruited
20		District Climate Change Officer - Dhaulakhi	SU 6	3	12 Months	1	\$9,750.00			Recruited
21		District Climate Change Officer - Dang	SU 6	3	12 Months	1	\$9,750.00			Recruited
22		District Climate Change Officer - Rukum	SU 6	3	12 Months	1	\$9,360.00			Recruited
23		District Climate Change Officer - Bajura	SU 6	3	12 Months	1	\$9,360.00			Recruited
24		District Climate Change Officer - Kailali	SU 6	3	12 Months	1	\$9,750.00			Recruited
25		District Climate Change Officer - Dolpa	SU 6	3	12 Months	1	\$9,750.00			Recruited

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26		Distret Climate Change Officer - Bhojpa	SU 6	3	12 Months	1	\$9,750.00			Recruited
27		Dist Admin and Fin. Assistant - Dang	SU 5	3	12 Months	1	\$9,360.00			Recruited
28		Dist Admin and Fin. Assistant - Bardys	SU 5	3	12 Months	1	\$8,450.00			Recruited
29		Dist Admin and Fin. Assistant - Jajarkot	SU 5	3	12 Months	1	\$8,060.00			Recruited
30		Dist Admin and Fin. Assistant - Butam	SU 5	3	12 Months	1	\$8,060.00			Recruited
31		Dist Admin and Fin. Assistant - Dablu	SU 5	3	12 Months	1	\$8,060.00			Recruited
32		Dist Admin and Fin. Assistant - Achham	SU 5	3	12 Months	1	\$7,670.00			Recruited
33		Dist Admin and Fin. Assistant - Bhojpa	SU 5	3	12 Months	1	\$8,060.00			Recruited
34		Dist Admin and Fin. Assistant - Bhojpa	SU 5	3	12 Months	1	\$9,750.00			Recruited
35		Driver	SU 3	3	12 Months	3	\$7,000.00			Recruited
36		Driver	SU 2	3	12 Months	1	\$5,200.00			Recruited
37		Driver	SU 2	3	12 Months	1	\$5,200.00			Recruited
38		Messenger	SU 1	3	12 Months	1	\$350.00			Recruited
39		Sr Climate Change Expert	NPPP 4	3	12 Months	1	\$19,216.76			Vacant
40		Finance and Administration Officer	NPPP 2	3	12 Months	1	\$17,678.23			Recruitment in Process
41		GES- Specialist	NPPP 2	3	12 Months	1	\$14,510.64			Vacant
42		Climate Change Officer	NPPP 1	3	12 Months	1	\$29,021.28			Recruitment in Process
43		Regional Climate Change Coordinator (Dang, Jumla)	SU 7	3	12 Months	1	\$12,714.13			Recruitment in Process
44		Sr Admin and Finance Assistant	SU 7	3	12 Months	2	\$76,364.78			Recruitment in Process
45		Chief Energy, Environment and Climate Change Co-ordinator	SU 6	3	12 Months	6	\$21,077.06			Recruitment in Process
46		Distret Climate Change Officer	SU 5	3	12 Months	2	\$44,068.03			Recruitment in Process
47		Project Assistant	SU 6	3	12 Months	5	\$10,538.53			Recruitment in Process
48						60	\$480,958.66			Vacant
49		Sub Total								

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S.N	Contract Type	Functional Title	Category/Level (National Professional; International Consultant; National Consultant; or Support Staff)	Reference to Activity ID	Duration Position Required (e.g. 12 Months; 2 Years)	No of Position (s)	Budget in US \$	Date Final TOR will be submitted to UNDP HR Unit	Expected Entry on Duty Date	Remarks	
1	Short Term Support Staff	IT Officer	NPPP 1	3	11 Months	1	\$9,130.00			Currently filled by Armit Pariyar	
2		Sr Admin and Finance Assistant	SU 7	3	11 Months	1	\$4,030.00			Currently filled by Lasman Raj Shrestha	
3		Admin Programme Assistant	SU 6	3	11 Months	1	\$4,710.00			Currently filled by Shaila Thapa	
4		District Admin and Finance Assistant-Jumla	SU 5	3	11 Months	1	\$5,500.00			Currently filled by Sures Upadhy	
5		District Admin and Finance Assistant-Humla	SU 5	3	11 Months	1	\$5,500.00			Currently filled by Surya Bahadur Shrestha	
6		District Admin and Finance Assistant-Kabot	SU 5	3	11 Months	1	\$5,500.00			Currently filled by Mamata Poudel	
Sub Total							\$46,370.00				
Grand Total							\$711,314.66				

Prepared by
Name: Lasman Raj Shrestha
Date:

Endorsed by DPM/NCCSP
Name: Anil KC
Date:

Agreed by
Name: Moon Gurung
Human Resources Analyst
UNDP

Endorsed by ACD/UNDP
Name: Vijaya Singh
Date:

Approved by: NPO/NPM
Name:
Date: 15 June 2016

Nepal Climate Change Support Programme (NCCSP)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name: Ram Prasad Lalmsal, NPD/NMPE Name: Nareesh Sharma, NPM, MoPE</td> </tr> </table>	Name: Ram Prasad Lalmsal, NPD/NMPE Name: Nareesh Sharma, NPM, MoPE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name of staff: VACANT Position name- level: Senior Climate Change Expert Type of Contract: Full Time Service Contract</td> </tr> </table>	Name of staff: VACANT Position name- level: Senior Climate Change Expert Type of Contract: Full Time Service Contract	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name of staff: VACANT Position name- level: DEECCC (Bajura) Type of Contract: Full Time Service Contract</td> </tr> </table>	Name of staff: VACANT Position name- level: DEECCC (Bajura) Type of Contract: Full Time Service Contract
Name: Ram Prasad Lalmsal, NPD/NMPE Name: Nareesh Sharma, NPM, MoPE					
Name of staff: VACANT Position name- level: Senior Climate Change Expert Type of Contract: Full Time Service Contract					
Name of staff: VACANT Position name- level: DEECCC (Bajura) Type of Contract: Full Time Service Contract					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name of staff: Anil Kumar KC Position name- level: Deputy Programme Manager Type of Contract: Full Time Service Contract</td> </tr> </table>	Name of staff: Anil Kumar KC Position name- level: Deputy Programme Manager Type of Contract: Full Time Service Contract	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name of staff: VACANT Position name- level: Public Finance Management Expert Type of Contract: Full Time Service Contract</td> </tr> </table>	Name of staff: VACANT Position name- level: Public Finance Management Expert Type of Contract: Full Time Service Contract	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name of staff: VACANT Position name- level: DEECCC (Kailali) Type of Contract: Full Time Service Contract</td> </tr> </table>	Name of staff: VACANT Position name- level: DEECCC (Kailali) Type of Contract: Full Time Service Contract
Name of staff: Anil Kumar KC Position name- level: Deputy Programme Manager Type of Contract: Full Time Service Contract					
Name of staff: VACANT Position name- level: Public Finance Management Expert Type of Contract: Full Time Service Contract					
Name of staff: VACANT Position name- level: DEECCC (Kailali) Type of Contract: Full Time Service Contract					
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Name of staff: VACANT Position name- level: Admin. Finance Officer Type of Contract: Full Time Service Contract					
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name of staff: Chirga Prasad Uparey name- level: Monitoring & Evaluation Specialist Type of Contract: Full Time Service Contract</td> </tr> </table>	Name of staff: Chirga Prasad Uparey name- level: Monitoring & Evaluation Specialist Type of Contract: Full Time Service Contract	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name of staff: Bhupendra Bahadur Shahi Position name- level: Regional Climate Change Coordinator Type of Contract: Full Time Service Contract</td> </tr> </table>	Name of staff: Bhupendra Bahadur Shahi Position name- level: Regional Climate Change Coordinator Type of Contract: Full Time Service Contract	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name of staff: VACANT Position name- level: DEECCC (Lajkhat) Type of Contract: Full Time Service Contract</td> </tr> </table>	Name of staff: VACANT Position name- level: DEECCC (Lajkhat) Type of Contract: Full Time Service Contract
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Name of staff: VACANT Position name- level: Climate Change Officer Type of Contract: Full Time Service Contract					
Name of staff: VACANT Position name- level: Regional Climate Change Coordinator (DANG) Type of Contract: Full Time Service Contract					
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name of staff: Pragati Sharma Position name- level: Climate Change Officer Type of Contract: Full Time Service Contract</td> </tr> </table>	Name of staff: Pragati Sharma Position name- level: Climate Change Officer Type of Contract: Full Time Service Contract	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name of staff: Sita Shahi Position name- level: Regional Climate Change Coordinator Type of Contract: Full Time Service Contract</td> </tr> </table>	Name of staff: Sita Shahi Position name- level: Regional Climate Change Coordinator Type of Contract: Full Time Service Contract	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name of staff: VACANT Position name- level: DEECCC (Dolpa district) Type of Contract: Full Time Service Contract</td> </tr> </table>	Name of staff: VACANT Position name- level: DEECCC (Dolpa district) Type of Contract: Full Time Service Contract
Name of staff: Pragati Sharma Position name- level: Climate Change Officer Type of Contract: Full Time Service Contract					
Name of staff: Sita Shahi Position name- level: Regional Climate Change Coordinator Type of Contract: Full Time Service Contract					
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Positions colored in yellow are the vacancies to be filled up in 2016

Name of staff: Yubraj Sebedi
Position name- level: DEECC (Kaifira)
Type of Contract: Full Time Service Contract

Name of staff: Ram Bahadur Thapa
Position name- level: DEECC (Dang)
Type of Contract: Full Time Service Contract

Name of staff: Tirtha Raj Pamiel
Position name- level: DEECC (Dairchh)
Type of Contract: Full Time Service Contract

Name of staff: VADART
Position name- level: DEECC (Muyy)
Type of Contract: Full Time Service Contract

Name of staff: Aruna Thapa Mager
Position name- level: DEECC (Nomia)
Type of Contract: Full Time Service Contract

Name of staff: Sudeep Acharya
Position name- level: DCCO (Dajpa)
Type of Contract: Full Time Service Contract

Name of staff: Santosh Kharel
Position name- level: DCCO (Makal)
Type of Contract: Full Time Service Contract

Name of staff: Pabna Shakya
Position name- level: DCCO (Dairchh)
Type of Contract: Full Time Service Contract

Name of staff: Yamiya Sowa
Position name- level: DCCO (Rajpa)
Type of Contract: Full Time Service Contract

Name of staff: Ramesh Gairam
Position name- level: DCCO (Dang)
Type of Contract: Full Time Service Contract

Name of staff: Abhay Kumar Karna
Position name- level: DCCO (Achham)
Type of Contract: Full Time Service Contract

Name of staff: Hemendra Chaudhary
Position name- level: DCCO (Muzir district)
Type of Contract: Full Time Service Contract
Name of staff: Sandeep Kumar Karyatka
Position name- level: DCCO (Balasin)
Type of Contract: Full Time Service Contract
Name of staff: Sankesh Dhungana
Position name- level: DCCO (Bajura district)
Type of Contract: Full Time Service Contract
Name of staff: Dinesh Ghimire
Position name- level: DCCO (Humla district)
Type of Contract: Full Time Service Contract
Name of staff: Bijala Kandel
Position name- level: DCCO (Jajur district)
Type of Contract: Full Time Service Contract
Name of staff: VACANT
Position name- level: DCCO (Jumla)
Type of Contract: Full Time Service Contract
Name of staff: Dinesh Acharya
Position name- level: DCCO (Bardiya)
Type of Contract: Full Time Service Contract
Name of staff: VACANT
Position name- level: DCCO (Kailali)
Type of Contract: Full Time Service Contract
Name of staff: Dinesh Majhi
Position name- level: DAFA (Bardhya)
Type of Contract: Full Time Service Contract
Name of staff: Srijana Regmi
Position name- level: DAFA (Bajura)
Type of Contract: Full Time Service Contract
Name of staff: Currently filled in by Temporary Staff Suma Uprety
Position name- level: DAFA (Jumla)
Type of Contract: Temporary Service Contract
Name of staff: Diwash Neupane
Position name- level: DAFA (Kailali District)
Type of Contract: Full Time Service Contract
Name of staff: Pratima Shahar
Position name- level: DAFA (Achham)

Type of Contract: Full Time Service Contract
Name of staff: VACANT
Position name- level: DAFA (Dolpa)
Type of Contract: Full Time Service Contract
Staff: Currently filled in by Temporary Staff Mamata
Position name- level: DAFA (Kailash)
Type of Contract: Temporary Service Contract
Name of staff: Teeka Kamal Budha Mager
Position name- level: DAFA (Nolpa)
Type of Contract: Full Time Service Contract
Name of staff: Deependra Paudel
Position name- level: DAFA (Dang)
Type of Contract: Full Time Service Contract
Name of staff: VACANT
Position name- level: DAFA (Mugu)
Type of Contract: Full Time Service Contract
Name of staff: Ganesh Bahadur Pun
Position name- level: DAFA (Rukum)
Type of Contract: Full Time Service Contract
Name of staff: Deepak Bahadur Bawal
Position name- level: DAFA (Jajarkot)
Type of Contract: Full Time Service Contract
Staff: Currently filled in by Temporary Staff Surya Bahad
Position name- level: DAFA (Kumla)
Type of Contract: Temporary Service Contract
Name of staff: Khagesh Singh Rajant Khodda
Position name- level: DAFA (Daksh)
Type of Contract: Full Time Service Contract

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Name of Project Manager: Mr. Naresh Sharma

Endorsed by ACD : *YSA*

Approved by DCD(P): _____

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