

Community Self Reliance Centre

TOR-Support to DHM for Strengthening Early Warning Systems and Early Action-Provincial Level

Background

The Resilience, Adaptation and Inclusion in Nepal (RAIN) project, funded by Foreign, Commonwealth and Development Office (FCDO) and coordinated by People in Need (PIN) in partnership with the Community Self Reliance Centre (CSRC), aims to enhance climate resilience in Nepal's Madhesh and Lumbini Provinces, regions frequently affected by floods and other climate-induced hazards. RAIN focuses on strengthening the capacity of vulnerable communities to better anticipate, prepare for, and respond to these risks. A central pillar of RAIN is the strengthening of Early Warning Systems (EWS) and the promotion of Early Action (EA) at the grassroots level.

The Department of Hydrology and Meteorology (DHM) is Nepal's authority for monitoring, forecasting and disseminating hydro-meteorological information. Building on the federal-level support provided through the RAIN programme, DHM is expanding technical assistance to its **OHM office, Janakpur** so that timely, impact-based forecasts, warnings and advisories reach communities and decision-makers across Madhesh Province and adjoining areas. This ToR outlines the responsibilities of a DHM field support officer who will help operationalise early warning systems (EWS), promote the 1155 dissemination channel, and foster two-way communication for forecast verification and early action.

Objective

To augment the operational capacity of OHM office, Janakpur in:

- issuing and verifying impact-based forecasts (IBF);
- disseminating multi-hazard warnings based on DHM forecast;
- strengthening provincial and local early warning systems and early action (EA).

Scope of Work & Key Responsibilities

- Assist the OHM office, Janakpur in disseminating daily forecasts, warnings and advisories through websites, social media, viber, IVR and toll free 1155.
- Coordinate with provincial, district and local authorities to ensure last mile reach and feedback loops.
- Support issuance of Impact Based Forecast (IBF), early warnings and advisories for floods, heat waves, cold wave etc.
- Collect and update ground information from IBF piloted municipalities, facilitate two-way communication, and assist in forecast verification and post event analysis.
- Organise trainings, workshops, and field assessments for DHM staff, local governments and community actors.
- Coordinate schedules, logistics and materials in collaboration with federal seconded staff and partner agencies.
- Support to draft, review and update SOPs for forecasting, warning dissemination, EWS communication channel and early action.
- Lead/assist campaigns to promote the DHM toll free number 1155 for weather and flood update.
- Gather and curate content/data required for IVR and Common Alerting Protocol (CAP) implementation.
- Work closely with federal seconded staff to plan and execute joint meetings, workshops and information sharing sessions at provincial level.
- Liaise with provincial ministries, DDRCs, municipalities, NGOs and media for seamless risk communication.

- Assist RAIN partner teams in activating early actions based on DHM forecasts at provincial, district and local levels; track implementation and lessons learned.
- Assist RAIN teams on development of risk communication IEC materials.

Reporting & Supervision

The officer will be based at the DHM Office in Janakpur and will report to DHM headquarters in Kathmandu for technical matters, and to RAIN's EWS–EA Lead and CSRC, SPIC for administrative oversight. Close coordination with the Forecast Division at DHM headquarters and federal seconded staff is essential.

Duration & Duty Station

- **Period:** July 2025 – November 2026 (extendable subject to performance & programme needs).
- **Duty Station:** Janakpur, Madhesh Province.

Qualifications & Experience

- Bachelor's degree in meteorology, hydrology, disaster risk reduction (DRR), environmental science, communications, or a related field.
- Minimum of 2 years of relevant experience in weather forecasting, early warning system (EWS) operations, or disaster risk communication.
- Demonstrated skills in facilitating trainings, coordinating with stakeholders, and utilizing social media and digital communication tools.
- Fluency in Nepali with strong command of English; knowledge of local languages spoken in Madhesh Province is an added advantage.

Application Process

Interested consultants should submit the following to the CSRC Office, Dhapasi-07, Tokha, Bhumighar on or before 30th June 2025, physically or electronically via email in landrights@csrcnepal.org.

- A cover letter explaining their interest and suitability for the consultancy.
- A technical proposal outlining the methodology, approach, and work plan.
- A financial proposal with a detailed budget.
- CV(s) of the consultant(s) highlighting relevant experience.
- At least two references from similar assignments.

Evaluation Process

CSRC will evaluate the submitted applications and select a consultant, at its absolute discretion. Criteria that may be used includes but is not limited to the following:

Criteria	Weightage
Relevant experience as per TOR	25%
Technical capabilities	35%
Financial proposal	40%
Total	100%

Disclaimer

CSRC reserves the right to accept or reject any/all applications or cancel the whole process without any necessary justification.