Community Self Reliance Centre (CSRC)

Terms of Reference (TOR)

Position: Assistant GIS consultant
Project: Resilience, Adaptation and Inclusion in Nepal (RAIN)
Duration: August 2025 to January 2026 (6 months)
Location: Kathmandu with frequent field visits to Madhesh and Lumbini Provinces
Reports to: CSRC Program lead RAIN GIS Coordinator at People in Need (PIN)
Application Deadline: 30th July 2025

Background

The Resilience, Adaptation and Inclusion in Nepal (RAIN) project, funded by the Foreign, Commonwealth and Development Office (FCDO), is led by People in Need (PIN), co-led by DanChurchAid (DCA), and implemented by a consortium of partners, including Local Initiatives for Biodiversity, Research and Development (LI-BIRD), Community Self-Reliance Centre (CSRC), Youth Innovation Lab (YI-Lab), and Prerana, with technical support from the Red Cross Red Crescent Climate Centre (RCCC) and the United Kingdom Meteorological Office (UK Met Office). RAIN project 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.

A key component of this work involves the use of Participatory GIS (PGIS), a method that brings together community knowledge and geospatial technology to map risks, resources, and vulnerabilities. In the past, we've used PGIS in different projects to understand local risks, such as disasters, climate change impacts, and safety concerns. We worked closely with communities to map out their challenges, digitized that information, and turned it into simple maps that both local people and governments can understand and use. This helped make the planning process more inclusive and practical.

These past experiences have taught us that PGIS builds trust and gives people a chance to share their knowledge. It also helps local governments make better decisions with clear, visual data. In the RAIN Project, PGIS will be used to map hazard-prone areas and support local resilience planning. The Assistant GIS consultant will play a vital role in supporting this process by helping digitize participatory maps, conduct spatial analysis, and produce maps that are understandable and useful for communities and local governments. This position supports the broader goal of ensuring that disaster risk reduction and climate adaptation planning are evidence-based, inclusive, and rooted in local realities.

Objective

The primary objective of this position is to support GIS-based activities within the RAIN Project. This includes data collection, spatial analysis, digitization (including outputs from Participatory GIS), and the production of informative and community-friendly maps that support resilience-building and disaster preparedness.

Scope of Work and Responsibilities

The Assistant GIS consultant will undertake the following key tasks:

1. GIS and Participatory GIS (PGIS) Support

- Conduct Participatory GIS activities with communities to collect local knowledge on hazards, vulnerabilities, critical infrastructures and community capacities.
- Digitize hand-drawn community maps and integrate them with spatial datasets.
- Produce user-friendly, context-aware maps and visualizations for use by communities and local governments.
- Facilitate or support community mapping events in collaboration with local stakeholders and volunteers.

2. GIS Data Management and Mapping

- Collect, organize, and manage spatial and non-spatial data ensuring accuracy and consistency.
- Perform digitization, data cleaning, and spatial processing using QGIS or other GIS tools.
- Develop maps, infographics, and thematic visualizations (heat maps, overlays, etc.) for project reporting and community feedback.
- Coordinate with project field teams for data gathering and validation.

3. Spatial and Remote Sensing Analysis

- Conduct basic spatial analysis including hazard mapping, risk overlays, and service accessibility.
- Support remote sensing-based analysis using freely available satellite imagery (e.g., Landsat, Sentinel) to detect land cover change or flood-affected areas.
- Assist in visualizing and interpreting remote sensing data for project use.

4. Technical Support and Capacity Building

- Provide GIS-related technical assistance to project staff and local government stakeholders.
- Support field teams with digital data collection tools, such as KoboToolbox, Survey123, or ODK.
- Provide basic training or orientation on reading and interpreting maps produced through PGIS.

5. Documentation and Knowledge Sharing

- Prepare map-based visuals, charts, and graphics for inclusion in reports, presentations, and dashboards.
- Maintain organized data documentation, metadata, and map archives.
- Collaborate with the MEAL (Monitoring, Evaluation, Accountability, and Learning) team to ensure data quality and knowledge sharing across the project.

Reporting and Supervision

The Assistant GIS consultant will report to the GIS Coordinator at PIN and will work in close coordination with CSRC and other technical staff of the RAIN project. The consultant may also collaborate with local government officials and community representatives during PGIS and planning activities. The assistant GIS consultant will be co-located with GIS coordinator at PIN for 4 days a week.

Duration of Assignment

This assignment is scheduled from August 2025 to January 2026, with the potential for extension subject to satisfactory performance and evolving programmatic requirements.

Required Qualifications and Experience

- Bachelor's degree in Geomatics Engineering, Geography, Environmental Science, or related field.

- Minimum of 1-2 years of relevant experience in GIS, remote sensing, spatial risk analysis, or disaster-related mapping.
- Strong understanding of GIS concepts and spatial analysis and ability to work with raster and vector datasets.
- Demonstrated experience in OpenStreetMap tools like OSM Editors, JOSM and basic understanding of Citizen Science.
- Proficiency in GIS tools (QGIS or ArcGIS Pro), GPS data collection, and spatial analysis.
- Have used ArcGIS Online platforms such as ArcGIS Survey123, ArcGIS Dashboard, ArcGIS StoryMaps etc.
- Experience in participatory mapping (PGIS) and community-based GIS work is highly desirable.
- Skills in creating user-friendly maps and visual communication materials for diverse stakeholders.
- Ability to work in a multidisciplinary team and travel to field locations
- Strong communication and coordination skills.
- Proficiency in social media tools and digital communication platforms.
- Experience working with government institutions or humanitarian agencies will be an asset.

Application Process

Interested consultants should submit the following to the CSRC Office, Dhapasi-07, Tokha, Bhumighar on or before 30th July 2025, physically or electronically via email at *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 for 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	30%
Technical Capabilities	40%
Financial proposal	30%
Total	**100%**

Disclaimer

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