

Please mention your key experience and qualification and justify yourself that you are appropriate for applied position not more than in separate one page.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _

[Signature of applicant] Day/Month/Year

Note:

The following documents are to be submitted (mandatory)

- Copy of citizenship certificate
- Copy of certificates of educational qualification including copy of equivalency certificate if applicable
- Copy of training certificates of more than 3-day duration (Max. 3 training courses)
- Copy of working experience certificates.
- Copy of Disability Identity Card if applicable
- Copy of Ethnicity proof certificates in case of common surnames of different ethnicities

11 CV EVALUATION CRITERIA

CV evaluation of the Proposed LGU staffs shall be done on the following basis:

- Eligibility Verification:
- Is the applicant Nepali Citizen? **Yes/No** Verified by submitted Certificate
- Has Minimum Education Qualification? **Yes/No** Verified by submitted Certificate
- Is the minimum qualification obtained from foreign? **Yes/No** Verified by with equivalency Certificate
- Is Minimum Working Experience? **Yes/No** Verified by submitted Certificates
- Is the candidate disqualified due to poor performance? **Yes/No** Verified by Previous Decisions

The applicant has NO in any of the above criteria, shall be disqualified and not taken for further evaluation process.

Further Evaluation for Shortlisting (among the eligible candidates):

LACC Project Officer			
Minimum Education Qualification (10)			
	Minimum qualification	7	
	One level higher education than minimum	3	
Working Experience: (60)			
1	Minimum required experience	10	
2	Additional relevant experience	5	@ 1 per year additional year
3	Experience in Natural resources management, Climate Change Adaptation, DRM, Forestry	5	@ 1 per year
4	Experience in WASH/Irrigation	5	@ 1 per year
5	Experience in Livelihood promotion activities	5	@ 1 per year
6	Experience in other Rural Development (other than above)	5	@ 1 per additional year
7	Experience in facilitating training at community level on water supply and Sanitation, Climate Change Adaptation, DRM, Forestry, Agriculture etc.	9	@ 3 per trainings – more than 3 days
8	Received relevant training on social mobilization, PRA, Water Supply Sanitation and Hygiene, behavior change triggering, Climate Change Adaptation, DRM, Forestry, Agriculture	9	@ 3 per training – more than 3 days duration only

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	9	Experience in Local level with similar Project or relevant sectoral project	7	Such as RWSSP or RVWRMP or SuSWA or other etc.
		GESI Aspect (30)		
	1	Female Candidate	5	
	2	Dalit Candidate	8	
	3	Adibasi/Janajati Candidate	5	
	4	Permanent resident of the same LG	7	
	5	Permanent resident of the same province	5	
	6	Person with disability	5	

Field Coordinator				
		Minimum Education Qualification (10)		
		Minimum qualification	7	
		One level higher education than minimum	3	
		Working Experience: (60)		
	1	Minimum required experience	10	
	2	Additional relevant experience	5	@ 1 per year additional year
	3	Experience in Natural resources management, Climate Change Adaptation, DRM, Forestry	5	@ 1 per year

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	4	Experience in WASH/Irrigation	5	@ 1 per year
	5	Experience in Livelihood	5	@ 1 per year
	6	Experience in Social Mobilization	5	@ 1 per additional year
	7	Experience in facilitating training at community level on water supply and Sanitation, Climate Change Adaptation, DRM, Forestry, Agriculture etc.	9	@ 3 per trainings – more than 3 days
	8	Received relevant training on social mobilization, PRA, Water Supply Sanitation and Hygiene, behavior change triggering, Climate Change Adaptation, DRM, Forestry, Agriculture	9	@ 3 per training – more than 3 days duration only
	9	Experience in Local level with similar Project or relevant sectoral project	7	Such as RWSSP or RVWRMP or SuSWA or other etc.
	GESI Aspect (30)			
	1	Female Candidate	5	
	2	Dalit Candidate	8	
	3	Adibasi/Janajati Candidate	5	
	4	Permanent resident of the same LG	7	
	5	Permanent resident of the same province	5	
	6	Person with disability	5	

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Sub Engineer			
	Minimum Education Qualification (10)		
	Minimum qualification	7	
	One level higher education than minimum	3	
	Working Experience: (60)		
	1	Minimum required experience	10
	2	Additional relevant experience	5 @ 1 per year additional year
	3	Experience in DWS Scheme survey design and implementation	@ 2 per year
	4	Experience in Irrigation, Building and other infrastructures activities design and implementation	@ 2 per year
	5	Experience in Bioengineering and conservation related activities implementation.	@ 1 per year
	6	Experience in facilitating technical training like CR WSP, Construction Quality etc.	@ 2 per trainings – more than 3 days
	7	Received technical training on survey, design, quality control, CR- water safety plans etc.	@ 3 per training – more than 3 days duration only
	9	Experience in Local level with similar Project or relevant sectoral project	Such as RWSSP or RVWRMP or SuSWA or other etc.
	GESI Aspect (30)		

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	1	Female Candidate	5	
	2	Dalit Candidate	8	
	3	Adibasi/Janajati Candidate	5	
	4	Permanent resident of the same LG	7	
	5	Permanent resident of the same province	5	
	6	Person with disability	5	

NRM Facilitator				
	Minimum Education Qualification (10)			
		Minimum qualification	7	
		One level higher education than minimum	3	
	Working Experience: (60)			
	1	Minimum required experience	10	
	2	Additional relevant experience	5	@ 1 per year additional year
	3	Experience in commercial agriculture and agroforestry production	10	@ 2 per year
	4	Experience in value chain and cooperative	10	@ 2 per year
	5	Experience in micro enterprise promotion	5	@ 1 per year

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	6	Experience in facilitating agriculture or forestry and other livelihood related training at community level	4	@ 2 per trainings – more than 3 days
	7	Received relevant training on agriculture, livelihood or forestry /agroforestry promotion	9	@ 3 per training – more than 3 days duration only
	9	Experience in Local level with similar Project or relevant sectoral project	7	Such as RWSSP-WN or RVWRMP or SuSWA or other etc.
	GESI Aspect (30)			
	1	Female Candidate	5	
	2	Dalit Candidate	8	
	3	Adibasi/Janajati Candidate	5	
	4	Permanent resident of the same LG	7	
	5	Permanent resident of the same province	5	
	6	Person with disability	5	

ASE/Water Resources Technician			
	Minimum Education Qualification (10)		
	Minimum qualification		7
	One level higher education than minimum		3
	Working Experience: (60)		

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	1	Minimum required experience	10	
	2	Additional relevant experience	5	@ 1 per year additional year
	3	Experience in WS Scheme construction	10	@ 2 per year
	4	Experience in Irrigation scheme construction	10	@ 2 per year in Irrigation
	5	Experience in Livelihood infrastructure and conservation infrastructure	5	@ 1 per year
	6	Experience in facilitating technical trainings e.g. VMW, WSST, RWH etc.	4	@ 2 per trainings – more than 3 days
	7	Received relevant training on construction and quality control.	9	@ 3 per training – more than 3 days duration only
	9	Experience in Local level with similar Project or relevant sectoral project	7	Such as RWSSP or RVWRMP or SuSWA or other etc.
GESI Aspect (30)				
	1	Female Candidate	5	
	2	Dalit Candidate	8	
	3	Adibasi/Janajati Candidate	5	
	4	Permanent resident of the same LG	7	
	5	Permanent resident of the same province	5	
	6	Person with disability	5	

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Social Mobilizer			
Minimum Education Qualification (10)			
	Minimum qualification	7	
	One level higher education than minimum	3	
Working Experience: (60)			
1	Minimum required experience	10	
2	Additional relevant experience	5	@ 1 per year additional year
3	Experience in group formation and mobilization	10	@ 2 per year
4	Experience in facilitating planning process of local government at settlement level	10	@ 2 per year
5	Experience in cooperative management and micro-credit management	5	@ 1 per year
6	Experience in facilitating different training at community level	6	@ 2 per trainings – more than 3 days
7	Received relevant training on social mobilization, LG planning process, PRA, Sanitation and Hygiene, Total sanitation behavior change triggering	9	@ 3 per training – more than 3 days duration only
9	Experience in Local level with similar Project or relevant sectoral project	5	Such as RWSSP or RVWRMP or SuSWA or other etc.
GESI Aspect (30)			

1	Female Candidate	5	
2	Dalit Candidate	8	
3	Adibasi/Janajati Candidate	5	
4	Permanent resident of the same LG	7	
5	Permanent resident of the same province	5	
6	Person with disability	5	

12 SCORING SHEETS

12.1 WRITTEN TEST SCORE COMPILATION SHEET

Name of Position:							
Sn	Name of Candidate	Objective Questions/Excel Test (20) *	Subjective Questions (30)				Total Score (50)
			Q1 (10)	Q2 (10)	Q3 (5)	Q4 (5)	
1							
2							
3							

*Excel test for LACC Project Officer and Sub-Engineer and objective for other positions