



# Rural Village Water Resources Management Project, Phase III

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# GENERAL RECRUITMENT PRINCIPLES

## Introduction

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Rural Village Water Resources Management Project, Phase III (RVWRMP III) works in 27 core and other local levels of ten districts: Darchula, Baitadi, Dadeldhura, Bajura, Bajhang, Achham, Doti, Kailali, Dailekh and Humla in Karnali- and Far-west Province. A team of experts (TA) is provisioned in all working districts and Project Support Unit in Dadeldhura.

RVWRMP III TA consultant is FCG International Ltd, a consulting company with home office in Helsinki, Finland. Helvetas Nepal is bidding partner of FCG International Ltd.

**This guideline outlines the recruitment principles for the national TA team for RVWRMP III.**

RVWRMP III has the following expert positions for varying duration as described in the Project Document for the National Long Term Expert team:

- Deputy Team Leader (DTL)\* (1)
- Chief Administration Officer (CAO)\* (1)
- Sanitation and Hygiene Specialist (1)
- Social and Institutional Development Specialist (1)
- Technical Specialist (1)
- Management Information System Specialist (1)
- Cooperatives and Micofinance Specialist (1)
- Sustainable Livelihoods Specialist (1)
- Renewable Energy Specialist (1)
- Water Resources Advisers (10)
- Water Resources Engineers (5)Livelihood Officers (5)

\*The Deputy Team Leader and Chief Administration Officer are recruited by FCG International from Finland.

The Job Descriptions and the total months allocated for each post are defined in the Project Document. Each Job Description is reviewed each year as part of the annual performance evaluation. Job descriptions and positions may change according the evolving needs in the project implementation.

**Districts and Rural Municipalities (RM):** To facilitate the Users Committees with implementing of water resources activities, Support Organizations (SO) and Individual Service Providers are hired by respective RMs. The national level long-term team supports and develops capacity strengthening activities for the staff at the district and RM level. There is a separate guideline for the Support Organization Selection and Mobilization whose recruitment is done by each Rural Municipality with technical support from the national level long-term expert team.

## Recruitment principles

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This document focuses on the general principles of the recruitment of long-term staff. All these are performance based contracts which can be extended according to the need in the project.

The guiding principle in the selection of candidates is to secure the hiring of experts with the highest possible standards of efficiency, competence and integrity.

RVWRMP:

- Does not discriminate and is committed to promoting diversity in the workforce.
- Aims to achieve a broad representation of local people, ethnic/caste groups and gender balance.
- Strives to provide an environment where the contribution of each individual is valued. Selects staff based on a competitive basis with attention to character, skills, experience and overall suitability for the post in question.

Based on principles of the **Basic Operating Guidelines (BOGs)** the recruitment is strictly not based on political or any other non-professional grounds.

In addition to the below mentioned essential features that are common to all posts, each position has its own specific requirements that are outlined in a post specific Job Description.

In general, candidates should possess the following qualities:

- Motivation and a strong commitment to work for the poor living in challenging locations.
- Ability to work well in multicultural teams.
- High level of technical knowledge and professionalism.
- University degree in a field linked directly to the one of the areas of our activities. Good analytical skills, solution focused and demonstrable accountability. Excellent communication and inter-personal skills and be a proven team player. Work experience at national and/or international level, preferably within the water sector in rural context.

Proficiency in Nepali and English languages. Knowledge of local dialects/languages is considered an asset.

Some of the above points are not relevant for the administration and other support related posts.

The Project seeks to give young local people an opportunity to develop their skills and get work experience through internships and research positions, as participants in training events, and through working with Support Organizations (SOs). The project offers ample opportunities to upgrade skills and knowledge.

## Recruitment Process

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The overall recruitment process has following steps:

1. Advertisement of vacancies. This will be done through national and/or local newspapers, professional networks and the project website. The project web-site will provide the full details on open vacancies and related Job Descriptions, CV templates to be used, how the applications needs to be submitted and other essential information. Failing to follow the given instructions will disqualify the candidate.
2. First Screening. Do the Candidates meet the basic qualifications and have used the right CV format.
3. CV evaluation. The CVs are scored accordingly: each post will have different type of scoring criteria. This may be done by different persons than the ones that take the interviews and tests. The Evaluation Team short lists the candidates with the best CV and who do meet the requirements for the job. A reference check is part of the procedure to check unprofessional

behaviour, background with corruption or harassment charges. Over-qualification persons for the post or any other criteria defined by the Evaluation Team can lead to disqualification of the candidate. The Evaluation Team can decide for an additional meeting with the candidates before defining the short list.

4. Only Short Listed Candidates and those on waiting list will be contacted and invited for the tests and interviews. Due to large number of applications it is not possible to inform all applicants. The recruitment related web-site will be kept updated for the present status of the recruitment process.
5. Candidates on the waiting list may be invited on a very short notice (even during the same day) to the tests and interviews. In case any of the short listed candidates fails to show up for the tests and interviews.
6. In some cases a pre-test may be sent to the candidates shortly before the interview date. These tests allow the candidates' to use the ability to research and produce professional text within a very short period time.
7. Interviews and test/s will be held on the same day. Those who are short listed for more than one post, will do separate tests for each post but have only one interview. In case the tests for the same post continue over more than one day, the questions are altered for each day.
8. The interviews are scored immediately after the interviews; similarly, the tests will be scored immediately by different independent evaluators before proceeding to the final evaluation.
9. The final evaluation will be completed after all candidates have been scored for each post. This includes reference and eventual other background checks. The Evaluation Team also takes into consideration, the complementarity of the individual professionals in the team.
10. Since the positions requires field visits under challenging conditions the applicant should be in good health. A pre-agreement medical examination of the chosen applicant can be requested and be part of the final evaluation.
11. For the Long Term Experts the Embassy of Finland will express their *no-objection* before proceeding to contract the selected candidates.
12. No-objection from the Government of Nepal line agencies will only be requested for those candidates who are present government employees.
13. Selected candidates will be notified after which contract negotiations starts.

Following general principles are followed while completing the above steps:

- Except for the lower level administrative posts, the applicant must use and complete the CV template given through the advertisement of the position. Applications in other formats will not be considered.
- The applicant can request additional information by sending a message to the contact email. Telephone enquiries will not be responded.
- Applications sent after the closing date cannot be considered.
- Applicants are strictly not allowed to contact (with the purpose of influencing the selection), any present staff or member of Evaluation Committee during the recruitment process. Breaking this rule will lead to disqualification of the candidate.
- The candidate MUST bring testimonials and experience certificates while attending tests and interview. Qualification and experiences mentioned in the CVs MUST match the certificates.

**Gender and Social Inclusion points:** To encourage women, female candidates will score additional points. Similarly, local candidates from the working RMs Districts and candidates from disadvantaged caste/ethnic groups (Dalit, Janajati) will receive additional points in CV evaluation. Additional points are also scored for exposing local language skills.

The Project will only use the contact information given in the application. If the given telephone/email does not work and it is not possible to reach the Candidate within three days, the application will be dropped and the next qualified candidate will be contacted.

The identity of the Evaluators is not public information. In case of support staff (guards, peons etc), the Evaluation Team will be formed only two hours prior to interviews. The Evaluation Team must complete their scoring the same day before leaving the interview room.

The Evaluation Team will give points following post specific Evaluation Criteria established before the evaluation starts. The Evaluation Criteria are not public information.

In general, three candidates are tested and interviewed for every open position. However, if the short listed candidate does not appear for the interviews and tests, a new date for other candidates may not be set if the remaining applicant/s perform well in tests and interviews.

The interviews can be kept in Dadeldhura and/or Kathmandu. The Project will reimburse travelling costs (normal bus fare) and lodging costs of the interviewed candidates only agreed in advance.

Before making a formal employment offer, the Project will contact the Candidate to discuss the Candidate's expectations, availability and other issues. At least two references (usually provided in the CV) will be contacted to further verify information in the application and performance in previous employment.

***In case it becomes evident that information in the CV is misleading or false, or if the Candidate is clearly behaving inappropriately or is engaged in inappropriate activities, the Candidate is immediately disqualified without further reasoning.***

After completing the evaluation the Project will make a written formal offer of employment.

**All contracts are performance based contracts.** These contracts are done for one year with the provision of probation period of 2 months and the possibility to extend the contract at end of the year. Annual performance evaluations are carried.

### **Internal Recruitment**

The RVWRMP has the intention to retain qualified, experienced and motivated staff through a policy of horizontal and vertical mobility inside the project.

The team leader, based on recommendations of the senior project staff, can decide to advertise open positions for the national long term expert team internally if there are interested and qualified candidates among the existing staff. CV scoring, performance evaluations, and interviews will be part of the internal recruitment. The final confirmation of the selected experts will be endorsed by the PMT. If the evaluation team decides not to select the internal candidate, the team leader can decide to open the position for external recruitment.

The team leader, based on recommendations of the senior project staff, may decide to reassign experts to different duty stations to fill a vacancy or by direct recruitment of a candidate who has showed high performance in a similar position in RVWRMP. These experts have gone through the selection process for the position. Filling vacant positions through internal horizontal mobility enhances the agility for efficient and effective project implementation. A person who is reappointed will not benefit from relocations and other packages if these were cleared with the previous appointment.

### **Complaints on the Recruitment Process**

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Complaints of candidate about the recruitment process will be considered:

- When from the applicant him or herself. The Project will not consider any protests from other persons than the applicant her/himself.
- The Project cannot comment on the application of any applicant since the applications are confidential information. This is to protect the applicants themselves.
- The Project will not, under any circumstances except legal procedures, provide Evaluation Criteria or scoring details to any party outside the Project.
- Complaints on the application process s/he must be made in writing.
- The Evaluation Team will respond to written complaints within 10 working days. The response will be done in writing.

If the response to the complaint letter is not satisfactory, the applicant can inform in writing after which the Evaluation Team will contact the National Project Director (NPD) for her/his judgment on the issue.

If the response from the NPD still does not satisfy the applicant, s/he has the option to take the case to be solved in court.