



Ministry for Foreign  
Affairs of Finland

# WASH UNIT STAFF SELECTION AND MOBILIZATION

September 2022



Approved by the Supervisory Board on 29 September 2022

SUSTAINABLE WASH FOR ALL



## Contents

1. Background	4
2. WASH Unit	5
3. Human Resources Requirement	5
4. Recruitment Process of WASH Unit Staff	6
5. Annual Performance Evaluation	7
6. Salary and Benefits of WASH Unit Staff	8
Annex 1: Job Description of WASH Unit Staff	10
Annex 2 : Contract Template for WASH Unit Staff	21
Annex 3: Performance Evaluation Sheet	26
Annex 4: Time Sheet for WASH Unit Staff	36
Annex 5: Code of Conduct for WASH Unit Staff	37

## List of Supporting Documents

1. Project Document of SUSWA
2. Project Implementation Manual (PIM)
3. GWRO Selection and Mobilization Manual 2018 of RVWRMP
4. SO Selection and Mobilization Manual 2018 of RVWRMP 2018
5. Support Person and WASH Unit Mobilization Manual 2021 of RVWRMP

## List of Abbreviation

APE	Annual Performance Evaluation
AWP	Annual Work Plan
CAP	Community Action Plan
CB	Capacity Building
CCA	Climate Change Adaptation
CTEVT	Council for Technical Education and Vocational Training
CV	Curriculum Vitae
DMM	Dignified Menstruation Management
DRR	Disaster Risk Reduction
DSA	Daily Subsistence Allowance
DWSSM	Department of Water Supply and Sewerage Management
EU	European Union
FCHV	Female Community Health Volunteer
FY	Fiscal Year
GEDSI	Gender Equality, Disability and Social Inclusion
GIS	Geographic Information System
GoF	Government of Finland
GoN	Government of Nepal
GWRO	Gaupalika Water Resources Officer
HG	Home Garden
HR	Human Resources
HRBA	Human Rights Based Approach
JD	Job Description
MHM	Menstrual Hygiene Management
MIS	Management Information System
MoWS	Ministry of Water Supply
MWF	Municipal WASH Fund
NPR	Nepalese Rupees
PCO	Project Coordination Office
PIM	Project Implementation Manual
PSU	Project Support Unit
PTA	Parents Teachers Association
RVWRMP	Rural Village Water Resources Management Project
RWH	Rain Water Harvesting
SBS	Step By Step
SMC	School Management Committee
SO	Support Organization
SUSWA	Sustainable WASH for All
SvB	Supervisory Board
TS	Total Sanitation
TSLC	Technical School Leaving Certificate
VMW	Village Maintenance Worker

WASH	Water, Sanitation and Hygiene
WASHCC	Water, Sanitation and Hygiene Coordination Committee
WASH-MC	Water, Sanitation and Hygiene Management Committee
WSP	Water Safety Plan
WUSC	Water User and Sanitation Committee

## 1. Background

Sustainable WASH for All (SUSWA) is a bi-lateral project funded by the Government of Nepal (GoN) Government of Finland (GoF) and European Union (EU) including contributions from project Municipalities and users'/beneficiaries to be implemented in the selected Municipalities of Karnali Province. The project was started from Mid-November 2021 and will be implemented till Mid-April 2026.

The Ministry of Water Supply (MoWS) is the line ministry and the Department of Water Supply and Sewerage Management (DWSSM) acts as the Project Coordination Office (PCO) for the project. The Supervisory Board (SvB) is the apex decision-making body of SUSWA.

The Municipalities are the main implementers of this project. Hence, they are responsible for planning, budgeting, implementation and monitoring of WASH activities in their Municipalities. Funds for the annual WASH programme budget for implementation of project activities will be transferred to the Municipal WASH Fund (MWF). The Municipalities will follow the community-based approach for the implementation of project activities. SUSWA supports the local government to undertake their mandate in providing WASH services to the people in a participatory and transparent manner.

SUSWA aims to ensure improved and equitable access to safe and sustainable drinking water and adequate sanitation services, dignified menstruation and improved hygiene practices paying special attention to the needs of women and girls and those in vulnerable situations in the project municipalities.

Water, Sanitation and Hygiene Management Committee (WASH-MC) to be formulated and Water Sanitation and Hygiene Unit (WASH Unit) are to be established in each project Municipalities as per the Project Document and Project Implementation Manual (PIM) of the project. In order to institutionalize the WASH-MC the Municipalities will be supported to formulate Municipal policies and directives with institutional capacity enhancement.

WASH-MC and WASH Unit are responsible to look after the WASH management activities for sustainable services also beyond the project. In order to achieve the output to see the outcomes implementing the project activities as per the Annual Work Plan, SUSWA supports the Municipalities to outsource human resources under WASH Unit. In this line, WASH Unit needs to recruit and mobilize the staff to run the WASH activities supported by SUSWA as well as municipality and other development partners in the municipality.

In order to select and mobilize the required human resources to facilitate the activities in project Municipalities, **WASH Unit Staff Selection and Mobilization Procedure** is prepared as provisioned in Project Document and Project Implementation Manual of the project. This Procedure is approved by the 3<sup>rd</sup> Supervisory Board Meeting held on 29<sup>th</sup> September 2022.

## 2. WASH Unit

Human resources in the municipality are important for effectively implementing the project activities and fulfilling the human resources gaps that exist in the project Municipalities. They have to execute all the activities as per the approved AWP of the municipality. Therefore, achievements of project objectives are highly influenced by the quality of performance of the staff under WASH Unit. They are further accountable to conduct field activities in the project communities. They are also responsible to support WASH-MC in the decision-making process for WASH management activities. In this regard, outsourcing and mobilizing individual staff under WASH Unit is crucial. Hence, the proper selection, mobilization and monitoring of the staff is an important aspect of the project implementation to achieve the intended results. Required composition of Human Resource (HR) is presented in **chapter 3**.

The objective of HR management under WASH Unit is to institutionalize and strengthen WASH Unit in the municipality to promote WASH governance for sustainable WASH service delivery.

## 3. Human Resources Requirement

The number of Human Resources (HR) for different capacities is presented below. However, it can be decided as per the requirement of the municipality based on the HR capacity gap assessment. The project also needs support for project Municipalities in the establishment and capacity building of WASH-MCs and WASH Units including their capacity building under strengthening WASH governance.

The M-WASH Unit have at least five staff members that includes as follows:

1. WASH Unit Chief/WASH Focal Person (to be assigned from municipality permanent staff)
2. WASH Coordinator (including post construction support)
3. Technical Facilitator (Sub-Engineer)
4. WASH Facilitator (public health or social background)
5. MIS Officer (from municipality permanent staff when available, in-charge of N-WASH reporting and WASH Plan updating)

Besides the above team members, other staff can be hired by the municipalities as needed following the project Implementation Manual (PIM) and in mutual coordination and understanding among the municipality and the project. The job Description (JD) of each staff position is given in **Annex-1**.

### **Scheme Level Staff:**

At scheme level, one WASH Technician (Asst. Sub-engineer) and one Social Mobilizer will be outsourced/hired and mobilized by the municipality for providing support to WUSCs for the implementation, on-site supervision, monitoring and reporting of the on-going project activities. One

team of WASH Technician and Social Mobilizer will provide support to one or more schemes/communities depending on the size and complexity of the scheme as well as location of the schemes such as proximity and accessibility.

The WASH Unit team and Municipal WASH Advisor (MWA) will coordinate, facilitate and supervise the activities of the field team and provide on-site support as needed.

#### **4. Recruitment Process of WASH Unit Staff**

WASH-MC is responsible for deciding and executing the recruitment of staff under WASH Unit. Following are the main steps of this recruitment process.

- Step 1: Decision on required number of HR for recruitment: WASH-MC decides the required number of staff and to recruit them applying the WASH Unit Staff Recruitment and Mobilization Procedure.
- Step 2: Vacancy announcement mentioning the required qualification and experiences: Minimum 15 days' notice should be published in municipality Notice board, municipality website, local and/or provincial or national newspaper.
- Step 3: Formation of evaluation committee: WASH-MC will form an evaluation committee comprising at least 3 members) representing from among the WASH-MC members and MWA/PSU representatives. The evaluation committee member must guarantee that they have no conflict of interest in the recruitment process. The required sector specialists among municipality sections might also be invited for the interview process. Scoring sheet of shortlisting, written test, interview and final result will be approved by WASH-MC before the shortlisting process starts.
- Step 4: Short listing: The evaluation committee will evaluate the applications in reference to submitted evidence<sup>1</sup> and shortlist the candidates in maximum 1:3 proportion. Short listing will be done as per the following criteria.
- a. Academic Qualification 10
  - b. Relevant working experiences including trainings 60
  - c. GEDSI aspects<sup>2</sup> 30

The detailed scoring criteria will be developed by the evaluation committee and should be approved by WASH-MC prior to proceeding the short-listing process.

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<sup>1</sup> Academic certificates, training certificates, work experience letters etc.

<sup>2</sup> This also includes priority scores for local candidates

Step 5: Written Test and Interview: Evaluation committee will carry out written test and interview on the same day. The setting of written test questions will be done by the evaluation committee.

Step 6: Final Scoring: After completion of all the tests, marks obtained by the candidates will be computed in following basis;

- a. CV evaluation 15%
- b. Written test 50%
- c. Oral test/ interview 35%

The evaluation committee will finalize the process immediately after completion of all tests and submit the final scores to the WASH-MC with recommendation. The candidates under the waiting list will also be recommended.

Step 7: WASH-MC will decide on recruitment based on the recommendation of the evaluation committee and publish the notice of successful candidates and the rest of them as waiting candidates.

Step 8: The Office of Municipal Executive will appoint the successful candidate in an annual performance-based contract in prescribed format (**Annex 2**).

## 5. Annual Performance Evaluation

The performance review of the WASH Unit staff will be a regular process and the annual performance evaluation (APE) will be done on the basis of work carried out by the WASH Unit staff throughout the year. Performance of the WASH Unit staff will be assessed as per the agreed annual work plan and performance progress achieved in the municipality. It can be assessed also during each monitoring visit in the municipality including scheme level visits. Progress and event reports will also be the basis of the performance evaluation. Final performance evaluation of the WASH Unit staff will be done annually, by the evaluation team assigned by the WASH-MC. A SUSWA project representative is mandatory in the evaluation team. The final evaluation will be approved by WASH-MC. The evaluation format with key indicators for performance evaluation is presented in **Annex 3**. Evaluation process will be executed in a web-based system developed in SUSWA SmartME MIS system.

Based on the score obtained by WASH Unit staff in APE, WASH-MC will apply the following reward or punishment system.

- WASH Unit staff obtaining scores 85 to 100, will be rewarded by a 10% increment in salary.
- WASH Unit staff obtaining scores 75 to less than 85, will be rewarded by a 5% increment in salary.
- WASH Unit staff obtaining scores 60 to less than 75 will be continued in work with



commitment of further improvement.

- WASH Unit staff obtaining score 50 to less than 60 will be continued with strong commitment for improvement in written within a specified time period.
- WASH Unit staff obtaining scores less than 50 will not have their contract renewed.

## 6. Salary and Benefits of WASH Unit Staff

The equivalent grade of the WASH Unit staff positions will be as per the prevailing grading system of GoN (Table 1).

**Table 1: Grade of the WASH Unit staff**

S.N.	Position	Grade	Remarks
1	WASH Coordinator	Officer 6 <sup>th</sup> grade (adhikrit chhaitau)	
2	MIS Officer	Officer 6 <sup>th</sup> grade (adhikrit chhaitau)	If already recruited by the municipality, her/his position and grade will be as it is.
3	Technical Facilitator	Assistant 5 <sup>th</sup> grade (sahayak pachau)	
4	WASH Facilitator	Assistant 5 <sup>th</sup> grade (sahayak pachau)	
5	WASH Technician	Assistant 4 <sup>th</sup> grade (sahayak chhautho)	
6	Social Mobilizer	Assistant 4 <sup>th</sup> grade (sahayak chhautho)	

Basic salary and remoteness allowances of staff will be as per the Government of Nepal's salary scale. On top of the basic salary the WASH Unit staff will receive following benefits.

- Provident Fund equivalent to 10% of basic salary
- Gratuity equivalent to 8.33% of basic salary
- Communication allowance NPR 500 per month
- Field kit allowance NPR 500 per month
- In case of traveling to outside the working municipality, DSA will be paid to WASH Unit staff as per the government rules.

- f. The travel expenses (as per actual) and DSA as per government rules (within municipality) will be paid to the WASH Unit staff for supporting in field survey, on-site support, training, monitoring and other activities.
- g. Dashain bonus on a pro-rata basis of working months in a year. Equivalent to one-month basic salary in case of completion of a full year in the position.
- h. Leave facilities will be as per municipality's rule.
- i. WASH Unit staff will have accidental and medical Insurance facilities.
- j. Other benefits (if any) will be agreed with the project during AWP preparation.

## Annex 1: Job Description of WASH Unit Staff

- 1. Post:** **WASH Coordinator**
- Duty Station:** Municipal headquarter with frequent travel to different scheme areas.
- Supervisor:** Chief Administrative Officer
- Reporting:** Chief Administrative Officer/ Municipal WASH Advisor
- Accountability:** WASH Management Committee.
- Academic Qualification:** Bachelor's degree in Rural Development, Civil Engineering, Sociology, Management, or other relevant discipline

**Professional experience:**

- Minimum 5 years of work experience in community Development in Rural Setting, Planning & management of WASH Management (Minimum 3 years in WASH sector) activities under local government/development agency.

**Other Skills:**

- Excellent in social mobilization & training facilitation skills.
- Good in written and spoken English and Nepali with command in the local language.
- Good reporting skills in Nepali & English.
- Command in Computer skill (MS Office, excel, PowerPoint, email etc.).

**Duties:**

- Contribute, support and encourage the municipality to formulate and update different plans and strategies (WASH plan, WASH management, DMM, total sanitation, disaster preparedness, O&M/sustainability, MIS, etc.) and also support for effective implementation.
- Keep the municipality officers and decision-makers informed about the development opportunities available with SUSWA.
- Encourage and assist in the joint implementation of interventions.
- Assist the municipality in annual planning, monitoring and reporting in relation to the SUSWA interventions;
- Compile and verify different progress reports including Municipal WASH Fund (MWF) status and report to WASH-MC/Municipal WASH Advisor ensuring the quality of data.
- Assist the municipality officials to access and use the MIS systems availed to them by SUSWA. Ensure and support timely reporting of results.
- Assist the municipality accountant in financial reporting of the MWF, when necessary.
- Support municipality to formulate WASH, DMM and CCA/DRR related policies.
- Keep the municipality officers and decision makers informed about the SUSWA guidelines and policies.
- Coordinate with other WASH sector organizations for possible collaboration and resource sharing in the municipality.
- Analyze the need of capacity building activities for municipality officials/ stakeholders and suggest activities for the for Annual Work Plan;
- Assist organizing WASH-MC meetings and decisions.
- Coordinate WASH Unit team and conduct monthly/bi-monthly meetings.
- Mobilize and supervise WASH Unit staff to achieve the work plan of the municipality.
- Implement post construction related activities at scheme ana municipality level to

- institutionalize WASH governance for sustainable WASH services.
- Ensure GEDSI aspects are taken into consideration in all activities.
  - Any other duties towards achievement of project objectives assigned by WASH-MC.

**2. Post:** **MIS Officer**  
**Duty Station:** Municipal headquarter  
**Immediate Supervisor:** Chief Administrative Officer  
**Reporting:** WASH Unit  
**Accountability:** WASH-MC  
**Academic Qualification:** Bachelor's degree with substantial relevant experience in Information Technology or relevant fields

**Professional Experiences:**

- Minimum 2 years of relevant work experience.
- Experience in monitoring and evaluation of rural development programs.
- Proven experience in developing and managing MIS systems.

**Professional Experiences:**

- Excellent computer skills including MS Excel, MIS systems, databases and GIS mapping.
- Good communication skills in Nepali. Command over the English language will be an advantage.

**Duties:**

- Establish and functionalize the user-friendly WASH MIS system in the municipality.
- Support to maintain N-WASH database during and after WASH Plan preparation.
- Support in data collection of households, communities, municipality/ward and project data as per monitoring plan, including regular scheme, capacity building activities and local level progress data.
- Ensure the GEDSI/HRBA and CCA/DRR integration in the MIS system of the municipality.
- Preparation of GIS and other maps for different purposes as per needs.
- Other duties as assigned by the supervisor and WASH Unit

**3. Post:** **Technical Facilitator (Sub-engineer)**  
**Duty Station:** Municipal headquarter with frequent travel to different scheme areas.  
**Immediate Supervisor:** WASH Coordinator  
**Reporting:** WASH Unit  
**Accountability:** WASH Management Committee.  
**Academic Qualification:** Intermediate/Diploma level in Civil Engineering  
**Professional experience:**

- Minimum 3 years of experience on community based rural water supply & sanitation activities (Survey, Design, supervision/monitoring and evaluation etc.).
- Working experience with donor funded programs/projects and under local government is an advantage.

**Other Skills:**

- Excellent in social mobilization & training facilitation skills.
- Good in written and spoken English and Nepali with command in the local language.
- Good reporting skills in Nepali & English.
- Command in Computer skill (MS Office, excel, PowerPoint, email etc.).
- Knowledge in drafting/AutoCad is an asset.

**Duties:**

- Support to prepare and finalize the scheme layout plan; brief the technical issues of the schemes to Users/WUSCs through mass/WUSCs meetings.
- Carry out a detailed survey, prepare design and cost estimate of water schemes considering the DRR/CCA measures and following technical norms and SUSWA approach.
- Ensure that the technical designs and estimates are checked and approved by the municipality Engineer and Chief Administrative Officer.
- Participate and support WUSCs in CAP preparation & review.
- Support to WASH Technician/masons/VMWs for layout of structure as per approved design drawings.
- Prepare procurement documents for external materials and facilitate WUSCs for construction materials procurement process and ensure the quality of construction material (local and non-local).
- Conduct technical trainings at community level as trainers and support municipality to manage those trainings.
- Support for technical quality assurance and control of the WASH infrastructure.
- Supervision, monitoring and evaluation of water supply and sanitation schemes.
- Train and support as needed the teams preparing Water Safety Plans (WSPs) especially for the technical aspects.
- Support to conduct public auditing in the schemes.
- Prepare running and final technical reports of the WASH schemes for payments.
- Ensure GEDSI aspects are taken into consideration in all activities;
- Support and participate in scheme monitoring as per SUSWA policies.
- Participate in monthly/bi-monthly meetings.

- Participate in the scheme monitoring as per the Step-by-Step scheme monitoring process;
- Support WASH Coordinator for planning, monitoring and reporting of the project activities.
- Facilitate municipality for the payment to the WUSCs.
- Scheme database reporting to the project.
- Any other duties towards achievement for project results assigned by the Supervisor/WASH Unit.

- 4. Post:** **WASH Facilitator**  
**Duty Station:** Municipal headquarter with frequent travel to different scheme areas.  
**Immediate Supervisor:** WASH Coordinator  
**Reporting:** WASH Unit  
**Accountability:** WASH Management Committee.

**Academic Qualification:** Intermediate in Public Health or other relevant discipline.

**Professional experience:**

- Minimum 5 years' experience in WASH, community health and Dignified Menstruation Management (DMM) in rural areas.
- Additional advantage to those who worked with donor funded program/projects in the Municipalities.

**Other Skills**

- Fluency in written and spoken in Nepali, command of local languages of the working area is an additional asset.
- Ability to work independently
- Facilitation and good communication skills.
- Demonstrated ability to work with local communities and in multi-cultural environment

**Duties:**

WASH Facilitator works in close coordination with concerned community members, health post, and schools, FCHVs, WUSCs, W-WASHCC and M-WASHCC. He/she is responsible to promote total sanitation and DMM activities at households and schools of assigned wards. WASH Facilitator will perform following tasks under direct supervision of WASH Coordinator.

**1. Sanitation & Hygiene Promotion**

- Motivate the beneficiaries on health, sanitation, hygiene issues (personal hygiene, household/environmental sanitation) with special attention to latrine construction, use and maintenance, water safety plan and hand washing practice.
- Organize household level visits and focus on hygiene and nutrition issues of children and women. Aware women and girls in menstrual hygiene behavior.
- Motivate and encourage the communities for active participation at all levels (meetings, O&M of facilities, construction/materials quality issues; awareness campaigning .....etc.).
- Facilitate and conduct the health and hygiene related training/workshop to the communities as AWP.
- Organize & facilitate the sanitation & hygiene awareness campaigns with the support from health post and W/M-WASHCC.
- Train the M/W-WASHCC/WUSCs/MGs on total sanitation and DMM and mobilize for campaigns at community level.
- Facilitate and monitor the health and hygiene related construction of facilities.
- Support WASH supply chain establishment in the municipality.



- Support to celebrate national & international events/Day (national sanitation week, hand washing day, environment day, latrine day, menstrual hygiene day, water day; .... etc.) at community level.
- Monitoring the household sanitation & hygiene status through self-monitoring and mobile application tools.
- Facilitate in practicing sanitation improvements, sites and home cleanliness, and personal hygiene.
- Participate in Child club/SMC/PTA meetings and raise sanitation & hygiene issues; mobilize teachers and students for proper O&M of WASH facilities.
- Coordinate with and encourage the school to develop a better education environment through better child, gender and disability friendly WASH facilities.
- Monitoring the toilet use/cleanliness, proper hand washing facilities, girls' menstrual hygiene/pad management through self-monitoring and mobile application tools.
- Train schools (SMC/PTA/child clubs) on total sanitation and mobilize towards total sanitation campaigns at community level.
- Facilitate different activities for community people, school girls/boys/teachers, elderly citizens, traditional healers/social and religious leaders for behavior change in the areas of sanitation, hygiene and menstruation management practices.
- Support WASH Unit to implement the planned activities under sanitation, hygiene and DMM.

## 2. Water Quality Promotion

- Ensure the water quality test of schemes and follow-up the WSP implementation.
- Disseminate information on water quality and reuse of waste water to HG at household level.
- Promote and encourage point of use water treatment options at households and schools.

## 3. Others

- Updates the health and hygiene related data in consultation with health post and FCHVs, analyze it and provide WASH Coordinator for reporting
- Maintain good harmony and coordination with the project team, municipality officials, and other stakeholders for timely completion of planned activities.
- Participate in monthly/bi-monthly progress review/planning meetings at municipal office (as requested by WASH Coordinator).
- Any other duties towards achievement for project results assigned by the Supervisor.

- 5. Post:** **WASH Technician**
- Duty Station:** Scheme site as assigned by the supervisor.
- Immediate Supervisor:** WASH Coordinator
- Reporting:** WASH Unit
- Accountability:** WASH Management Committee.
- Academic qualification:** TSLC in civil engineering from CTEVT or completion of at least 30 days water supply and sanitation training from recognized development agency/institution.

**Professional experience:**

- Completion of at least 5 gravity flow schemes independently and having 2 years of experience in WASH sector. Experience with sanitation, hygiene and water quality is an advantage.
- Additional advantage to those who worked with donor funded program/projects in the Municipalities.

**Other Skills:**

- Fluency in written and spoken in Nepali, command of local languages of the working area is an additional asset.
- Ability to work independently.
- Facilitation and good communication skills.
- Demonstrated ability to work with local communities and in multi-cultural environment.

**Duties:**

The Water Resources Technician is the key person to perform construction related activities at the project site. He/she is the full-time field-based staff for technical inputs in schemes construction related activities. WASH Technician will perform following tasks under direct supervision of supervisor and technical guidance of Technical Facilitator maintaining close coordination with Social Mobilizer.

- Mobilize the community for implementation of the WASH schemes.
- Support and Conduct pre-feasibility survey/study of WASH schemes
- Support Technical Facilitator while conducting detail survey
- Perform and support training to local people and technical training like VMW etc.
- Provide direct technical inputs to WUSCs/masons to ensure quality of workmanship of construction activities of all types of schemes.
- Coordinate and cooperate with the ward/municipality team for smooth implementation of the scheme activities.
- Support to WUSCs for proper records of construction materials (structure wise use), tools and attendance of skilled and unskilled labor as per scheme book.
- Facilitate to WUSCs to select training participants for technical training (VMW, RWH...etc). After formal training; provide additional on the job training and evaluate their performance.

- Support to WUSCs/communities in water tariff fixation, preparation of WSP and O & M plan, formulation of scheme operation guideline and facilitation in implementation.
- Support water quality related activities, water quality examination including Water Safety Plans and related training in scheme level.
- Provide advice and support to development of Water Safety Plans; and monitor implementation.
- Contribute and support source conservation activities and any other activities related to sustainability of schemes and total sanitation activities.
- Contribute and support promotional activities i.e., celebrating special events (national sanitation week, hand washing day, water day, and environment day ...etc.) at municipal level.
- Support scheme level monitoring visits.
- Maintain good harmony and coordination with the project team, municipality officials, and other stakeholders for timely completion of planned activities.
- Any other duties towards achievement for project results assigned by the supervisor/WASH Unit.

- 6. Post:** **Social Mobilizer**  
**Duty Station:** Scheme site as assigned by the supervisor.  
**Immediate Supervisor:** WASH Coordinator  
**Reporting:** WASH Unit  
**Accountability:** WASH Management Committee.

**Academic qualification:** Intermediate level in relevant discipline.

**Professional experience:**

- Minimum 2 years of working experience in social mobilization or community development in rural settings with minimum one year in WASH sector.
- Additional advantage to those who worked with donor funded program/projects in the Municipalities.

**Other Skills:**

- Excellent in Social mobilization & training facilitation skills.
- Good in written and spoken Nepali with command in the local language.
- Demonstrated ability to work with local communities and in multi-cultural environment.

**Duties:**

Social Mobilizer is responsible for mainly responsible to coordinate, supervise/monitor and manage the scheme/community level activities of the project at assigned wards of the municipality. Duties of Social Mobilizer are presented below in detail.

1. Planning & implementation

- Organize mass meetings at ward/scheme level and disseminate information about SUSWA; respective scheme/activities and roles of stakeholders.
- Assist in formation of WUSCs as GEDSI/HRBA strategy and support to prepare the statute and registration and renewal process; and Operational bank account opening.
- Assist WUSCs in transportation and proper store management of construction materials (local/non-local) at scheme site.
- Regularly follow-up the implementation progress of project activities; Support the WUSCs for community mobilization, CAP review and provide backup support to complete all activities in a given timeframe.
- Contribute and assist WUSCs/users in solving disputes existing at the scheme level (if any) in close coordination with Municipal officials.
- Facilitate the community on selection of participants for technical training (VMW).
- Assist WUSCs for maintaining the institutional governance through proper book keeping, meeting minutes, scheme board, public auditing and participation of women and disadvantaged groups in meetings/campaigns.
- Support WUSCs/Users in preparation of O&M action plan and water safety plan. Facilitate and follow the implementation of plans and also support WUSCs for linkage development with concern agencies for sustainability of water services.
- Support WUSCs to register/renew in the municipality and affiliate with WUSC Network.
- Support WASH Unit to implement the planned activities regarding DMM in connection to the DMM policies and plan.

2. Capacity Building, Coordination collaboration and synergy building
  - Conduct various trainings in scheme/ward level as per approved work plan following the Step-By-Step Procedure of the project.
  - Assist and capacitate WUSCs in proper financial management/book keeping and non-local materials procurement process, transportation, store management; meeting minutes, other records keeping.
  - Maintain good harmony and coordination with the project team, Ward officials, and other stakeholders for timely completion of planned activities.
3. Monitoring and reporting
  - Plan and participate in scheme level monitoring process ensuring Step-By-Step process and also ensure the monitoring feedbacks are properly and timely implemented.
  - Coordinate with and facilitate health post/FCHVs, schools and other organizations working in the municipality for public health issues monitoring (sanitation & hygiene behavior, nutrition, menstrual hygiene, .... etc.); closely monitor the performance of Self-monitoring tools (HH and schools) outputs/impact.
  - Prepare monthly/bi-monthly summary progress report of project activities including the next month plan for monthly/bi-monthly meeting. Ensure issues raised, community feelings, good practices introduced and lessons learnt from reporting period are followed up in implementation of the project activities.
4. Office Management and Administration
  - Review bills and other documents of WUSCs/programs and recommend to the WASH Unit for necessary action. Also facilitate WUSCs for payments to Users/Suppliers.
  - Prepare proposals of workshop/training according to approved AWP and forward to WASH Coordinator for approval process and fund management. Maintain the transparency of expenditures and advance settlement on time.
  - Participate in monthly/bi-monthly progress review/planning meetings at WASH Unit.
5. Others
  - Ensure the project guidelines (PIM, SBS, GEDSI/HRBA, etc.) are followed properly at all stages of project implementation.
  - Any other duties assigned by the supervisor/WASH Unit towards achieving the project's results.

## Annex 2 : Contract Template for WASH Unit Staff



# गाउँपालिका/नगरपालिका गाउँ/नगर कार्यपालिकाको कार्यालय

....., .....

..... प्रदेश, नेपाल

पत्र संख्या :-

चलानी नं. :-

### गाउँपालिका/नगरपालिका, सबैका लागि दिगो खानेपानी, सरसफाइ तथा स्वच्छता आयोजना अन्तर्गत करार कर्मचारी बीचको करार सम्झौता

यो सम्झौता ..... गाउँपालिका/नगरपालिका, ..... (यसपछि कार्यालय भनिने) र श्री ..... (यसपछि कर्मचारी भनिने) का बीच यस सम्झौताका प्रावधानहरू पालना गर्न गराउन दुवै पक्ष सहमत भै हस्ताक्षर गरिएको छ।

#### कर्मचारी व्यक्तिगत विवरण :

कर्मचारीको नाम : .....

पद/तह : ..... (अधिकृत/सहायक स्तर ..... तह)

जन्म मिति : .....

नेपाली नागरिकता नं. : .....

स्थायी ठेगाना : .....

सम्पर्क फोन नं. : .....

इमेल : .....

कार्य क्षेत्र : ..... गाउँपालिका/नगरपालिका भित्रका योजना सञ्चालित वडामा वा आयोजनाको आवश्यकतानुसार परिचालन हुनुपर्नेछ।

## कार्य विवरण :

कर्मचारीको कार्य विवरण अनुसूची १ मा दिइएको छ । सोही अनुसार प्रभावकारी कार्य सम्पादन गनुपर्ने छ । यदी कार्य विवरण अनुसार कार्यसम्पदन गर्न नसकेमा कार्यसम्पादन मुल्यांकनको आधारमा सम्झौताको खारेजी, सेवासुविधा थपघट गर्न सकिनेछ ।

## सम्झौताको अवधि :

यस सम्झौताको अवधि मिति .....गते देखि लागु भई मिति ..... सम्म ..... महिनाको लागि कायम रहनेछ । आयोजना वा गाउँपालिका/नगरपालिकाले गरेको अनुगमनमा कार्यसम्पादन कमजोर भएमा वा आचरण ठीक नभएको पाइएमा खानेपानी, सरसफाइ तथा स्वच्छता व्यवस्थापन समितिको सिफारिसमा जुनसुकै समयमा गाउँपालिका/नगरपालिकाले यो सम्झौता खारेज गर्न सक्नेछ । आयोजनाका क्रियाकलापहरु संचालन गर्नका लागि आवश्यक भएमा खानेपानी, सरसफाइ तथा स्वच्छता व्यवस्थापन समितिको निर्णय बमोजिम करार सम्झौता अवधि थप गर्न सकिनेछ ।

## करार अवधिको उपलब्धी

करार अवधिभित्रमा कर्मचारीले तपसील बमोजिमको उपलब्धी हासिल गर्नेछन्, उक्त उपलब्धी हासिल भएको कुरा कार्यालय र आयोजनाबाट अनुगमन हुनेछ । करार अवधि थप गर्नुपरेमा उक्त उपलब्धीलाई आधार मानिनेछ ।

क्र.सं.	उपलब्धी	हासिल हुने अवधि	पुष्टि गर्ने माध्यम	कैफियत

## मासिक पारिश्रमीक तथा अन्य सुविधा

कर्मचारीलाई तपशील बमोजिमको मासिक पारिश्रमीक तथा अन्य सुविधा कार्यालयबाट उपलब्ध गराइनेछ ।

आधारभूत पारिश्रमीक तलब स्केल रु.	रु. .... प्रति महिना	अक्षरुपी ..... रुपैया मात्र ।
कर्मचारी सञ्चयकोष वापत ( आधारभूत तलबको १०%)	रु. .... प्रति महिना	अक्षरुपी ..... रुपैया मात्र ।
कर्मचारी उपदान कोष वापत ( आधारभूत तलबको ८.३३%)	रु. .... प्रति महिना	अक्षरुपी ..... रुपैया मात्र ।
फिल्ड भत्ता रु.	रु. .... प्रति महिना	अक्षरुपी ..... रुपैया मात्र ।
संचार खर्च रु.	रु. .... प्रति महिना	अक्षरुपी ..... रुपैया मात्र ।
फिल्ड किट खर्च रु.	रु. .... प्रति महिना	अक्षरुपी ..... रुपैया मात्र ।
जम्मा रु.	रु. .... प्रति महिना	अक्षरुपी ..... रुपैया मात्र ।
यो अल्पकालिन नियुक्ती भएकोले उपरोक्त बमोजिमको सबै रकम कर्मचारी सञ्चयकोष तथा उपदान कोषमा जम्मा नगरी मासिक रुपमा भुक्तानी गरिनेछ ।		

यस बाहेक चाडवाड खर्चको सुविधाको हकमा कर्मचारीले नियुक्ति पाएको अवधिलाई आधार मानी प्रचलित नियम अनुसार एक महिनाको तलब बराबरको चाडवाड खर्च पाउनेछन् । एक वर्ष भन्दा कम काम गर्ने कर्मचारीको चाडवाड खर्च समानुपातिक रुपमा उपलब्ध गराइनेछ ।

कर्मचारीले आफ्नो कार्यको तथा यात्राको भ्रमण प्रतिवेदन वा मासिक कार्य प्रगति प्रतिवेदन वा कार्ययोजना अनुसारको टाईमसिट (अनुसूची ४) अनिवार्य रुपमा पेश गर्नुपर्ने छ । यदी उक्त कुराहरु पेश नगरेमा सेवा सुविधाहरु रोक्का गर्ने अधिकार गाउँपालिका/नगरपालिकालाई रहनेछ ।

### कार्य दिन/घण्टा

कार्य दिन तथा घण्टा नेपाल सरकारको नियम अनुसार हुनेछ र फिल्डको हकमा परिस्थिति अनुसार सार्वजनिक विदाको दिन तथा कार्यालय समयभन्दा अघिपछि पनि काम गर्नुपर्नेछ ।

### ओभरटाइम सुविधा तथा सट्टा विदा

आफ्नो सम्भौता बमोजिमको काम सम्पन्न गर्नको लागि कर्मचारीले उल्लेख्य परिमाणमा अतिरिक्त समय विना पारिश्रमीक काम गर्नुपर्ने व्यहोरा अवगतै छ । कहिलेकाँही कर्मचारीले शनिवार तथा अन्य विदाको दिनमा समेत आवश्यकता अनुसार काम गर्ने अपेक्षा गरिएको छ । यस्तो दिनमा काम गरे वापत कर्मचारीले कुनै पनि प्रकारको



सङ्घ विदा पाउने छैनन् । यसर्थ कर्मचारीले आफ्नो वार्षिक तथा छोटो अवधिको कार्ययोजना बनाउदा विदाको दिन वा अतिरिक्त समयमा काम गर्नु नपर्ने गरी तयार गर्नुपर्दछ ।

## वार्षिक विदा

कर्मचारीले एक महिनामा २ दिनका दरले तलवी विदा पाउनेछन् । कर्मचारीले विदामा वस्नको लागि अग्रिम रूपमा विदामा वस्न चाहेको दिन उल्लेख गरी आवेदन पेश गरी स्वीकृत गराउनुपर्नेछ र यस्तो विदा स्वीकृत गर्ने वा नगर्ने अधिकार कार्यपरिस्थितिको विप्लेषण गरी गाउँपालिका/नगरपालिकामा रहनेछ ।

यदि विदा पूर्व स्वीकृती नगरेको वा विना स्वीकृती कार्यक्षेत्रमा काम नगरेको पाइएमा मासिक तलब भत्ताबाट सोही दिन बराबरको तलब कट्टी गरिनेछ ।

## विरामी विदा

करार कर्मचारीलाई प्रति महिना १ दिन सम्मको तलबी विरामी विदा दिइने छ । उक्त विदा विरामी भएको अवस्थामा मात्र लिन पाइनेछ र सो को लागि माग भएमा आवश्यक प्रमाण समेत गाउँपालिका/नगरपालिकामा पेश गर्नुपर्नेछ ।

## कर

नेपाल सरकारको नियमानुसार लाग्ने सम्पूर्ण कर गाउँ/नगर कार्यपालिका कार्यालयबाट श्रोतमा नै कट्टा गरिनेछ ।

## रोजगारीका अन्य शर्त तथा अवस्थाहरु

गाउँपालिका/नगरपालिकाको अनुमति विना कुनै पनि कर्मचारीले आयोजनाको सम्बन्धमा सार्वजनिक अभिव्यक्ति दिन पाउने छैनन् । गाउँपालिका/नगरपालिकाको अग्रिम स्वीकृती विना कुनै पनि कर्मचारीले अन्य कुनै रोजगारी ग्रहण गर्न पाउने छैनन् । यस सम्झौतामा उल्लेख भएको बाहेक अन्य कुनै पनि प्रकारको सुविधा वा पारिश्रमीक कर्मचारीले पाउने छैनन् ।

## आचरण

कार्य अवधिमा तथा कार्य अवधि बाहिर समेत आयोजनाको ख्यातीको संरक्षण गर्नु कर्मचारीको दायित्व हुनेछ । कर्मचारीले गाउँपालिका/नगरपालिकाका अन्य कर्मचारीहरुलाई नकारात्मक रूपमा असर नपर्ने खालको आचरण अनुसरण गर्ने अपेक्षा गरिएको छ । कर्मचारीले कार्यालय सम्बन्धी तथा व्यक्तिगत व्यवहारमा समेत कार्यालय, कर्मचारी तथा कार्यरत आयोजनाको हित हुने गरी उच्च इमान्दारिता, एकात्मकता र नैतिक आचरण पालन गर्नुपर्नेछ (अनुसूची ५) ।

व्यक्तिगत हितका लागि, प्रत्यक्ष वा अप्रत्यक्ष रूपमा कर्मचारीले संस्थामाको सार्वजनिक नगरेका आधिकारिक जानकारीहरु उपयोग गर्ने वा गर्न दिने छैनन् । कर्मचारीले सार्वजनिक सञ्चार माध्यम मार्फत कार्यालय तथा आयोजना सम्बन्धी कुनै पनि व्यक्तिगत धारणाहरु सार्वजनिक गर्ने छैनन् ।

टेलिफोन, फ्याक्स, फोटोकपी मेशीन, कम्प्युटर, हुलाक टिकट, सवारी साधन तथा अन्य उपकरण तथा सुविधा जस्ता कार्यालयका सम्पत्तीहरु कार्यालयको आधिकारिक प्रयोजनका लागि मात्र प्रयोग गरिनेछन् ।

## मतभेद निवारण

यस सम्झौता सम्बन्धमा कुनै प्रकारको मतभेद उत्पन्न भै आपसी समझदारीमा समाधान हुन नसकेमा प्रचलित नेपाल सरकारको कानून अनुसार हुनेछ ।

## हस्ताक्षर

यो सम्झौता मिति ..... गतेका दिन दुवै पक्षलाई एक एक प्रति प्राप्त हुने गरी तपशील बमोजिम हस्ताक्षर गरिएको छ ।

कर्मचारीको तर्फबाट :

हस्ताक्षर :

नाम : .....

पद : .....

कार्यालयको तर्फबाट :

हस्ताक्षर :

नाम : .....

पद : प्रमुख प्रशासकिय अधिकृत

कार्यालयको छाप

साक्षी :

आयोजनाको तर्फबाट :

हस्ताक्षर :

नाम : .....

पद : खानेपानी, सरसफाइ तथा स्वच्छता सल्लाहकार

संलग्न

कार्यालयको तर्फबाट :

हस्ताक्षर :

नाम : .....

पद : .....

१. सम्बन्धित पदको कार्य विवरण
२. कर्मचारीहरुको मासिक हाजिरी फाराम
३. आयोजनाको आचारसंहिता

## Annex 3: Performance Evaluation Sheet

Position: WASH Coordinator

Name of the employee:

Date of evaluation:

Evaluation Period: FY .....

S.N.	Main Evaluation Category	Evaluation Criteria	Full Marks	Self-Evaluation by Employee (A)	Justification by Employee (B)	Evaluation by Supervisor (C)	Evaluation by Evaluation Team (D)	Average Score (C+D)/2	Justification/Remarks
1	Efficiency and Skill	Ability to work as mentioned in the job description	8						
		Skills to work according to project working approach	5						
		Necessary initiatives and performance with positive thinking according to efficiency and skill	5						
2	Job Knowledge and Skill	Quality of constructed structures	8						
		Quality of capacity building activities	6						
		Plan vs. achievement	6						
		Budget expenditure and transparency	5						
3	Coordination	Coordination with office of Municipal executive and related sections	3						
		Coordination with the project and WASH Unit staff	3						
		Coordination with other stakeholders	3						
4	Periodic Reporting	Timely reporting of all reports	6						

5	Management Capacity	Capacity and performance to mobilize and supervise WASH Unit staff	7						
		Timely reporting of all reports	5						
		Understanding and follow-up of project guidelines and manual, including, PIM, SBS, Procurement Procedure, GEDSI strategy etc.	7						
		No of WASH-MC meeting	5						
6	Other	Teamwork	5						
		Politeness and ethical issues, behavior in community and with other stakeholders, representation of the SUSWA	5						
		English writing skill	4						
		Innovative ideas	4						
		Total	100						
<b>Key Target of the staff for next fiscal year</b>									
1									
2									
3									
4									
5									

Position: MIS Officer<sup>3</sup>

Name of the employee:

Date of evaluation:

Evaluation Period: FY .....

S.N.	Main Evaluation Category	Evaluation Criteria	Full Marks	Self-Evaluation by Employee (A)	Justification by Employee (B)	Evaluation by Supervisor (C)	Evaluation by Evaluation Team (D)	Average Score (C+D)/2	Justification / Remarks
1	Job Knowledge and Skills	Skill to design data base system, analyze the data and generate report	10						
		Knowledge on N-WASH MIS and its tools	10						
		GIS Map preparation	10						
2	Target Vs Achievement	Updating MIS/ up to date	10						
		Data management in the MIS considering GEDSI/CCA/DRR	10						
		Accuracy in data management	10						
		Map generation as per the requirement of WASH sector	10						
		Report generation and providing to WASH Unit timely.	10						
5	General	Teamwork	5						
		Politeness and ethical issues and coordination with WASH Unit and municipality officials	5						
		Innovative ideas	5						
		Punctuality on work	5						
		<b>Total score</b>	<b>100</b>	<b>0</b>			<b>0</b>	<b>0</b>	

<sup>3</sup> APE of MIS Officer will be done, if MIS Officer is appointed from MWF.

Key Target of the staff for next fiscal year	
1	
2	
3	
4	
5	

**Position: WASH Facilitator**

**Name of the employee:**

**Date of evaluation:**

**Evaluation Period: FY .....**

S.N.	Main Evaluation Category	Evaluation Criteria	Full Marks	Self-Evaluation by Employee (A)	Justification by Employee (B)	Evaluation by Supervisor (C)	Evaluation by Evaluation Team (D)	Average Score (C+D)/2	Justification / Remarks
1	Job Knowledge and Skills	Possesses skills to perform community/ward/municipality /School level CB activities and awareness campaigns	7						
		Skill to mobilize community and FCHV, municipal health section and mother groups, child clubs etc.	7						
		Understanding on School WASH and Total Sanitation	7						
		Understanding on DMM	7						
2	Target Vs Achievement	Achieved total sanitation targets	10						
		Achieved targeted HH monitoring for TS	10						
		Achieved DMM promotion targets	10						
		Achieved three-star model of schools	5						
		Achieved sanitation, hygiene and DMM/MHM related CB activities	10						
		Conduct campaigns at community, school and other places as planned	7						
5	General	Teamwork	5						
		Politeness and ethical issues, behavior in community and with	5						

		other stakeholders, representation of the SUSWA							
		Innovative ideas	5						
		Punctuality on work/regularity in the field	5						
		<b>Total score</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Key Target of the staff for next fiscal year</b>									
<b>1</b>									
<b>2</b>									
<b>3</b>									
<b>4</b>									
<b>5</b>									



**Position: WASH Technician**

**Name of the employee:**

**Date of evaluation:**

**Evaluation Period: FY .....**

S.N	Main Evaluation Category	Evaluation Criteria	Full Marks	Self-Evaluation by Employee (A)	Justification by Employee (B)	Evaluation by Supervisor (C)	Evaluation by Evaluation Team (D)	Average Score (C+D)/2	Justification/Remarks
1	Job Knowledge and Skills	Possesses skills to construct WASH schemes	10						
		Skill to mobilize community, conflict management, and coordination with WUSCs, municipality official, WASH Unit staff and others/Conflict resolution	10						
		Understanding on WUSC governance, public audits and Water Safety Plans	10						
2	Target Vs Achievement	All planned structures completed in time	10						
		Quality of constructed structures is according to standard	10						
		Pipeline depth is according to standard	10						
		WSP formulated in all completed schemes	10						
		WUSC store book and store properly managed	10						
5	General	Teamwork	5						
		Politeness and ethical issues, behaviour in community and	5						

		with other stakeholders, representation of the SUSWA							
		Innovative ideas	5						
		Punctuality on work/regularity in the field	5						
		<b>Total score</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Key Target of the staff for next fiscal year</b>									
<b>1</b>									
<b>2</b>									
<b>3</b>									
<b>4</b>									
<b>5</b>									

**Position: Social Mobilizer**

**Name of the employee:**

**Date of evaluation:**

**Evaluation Period: FY .....**

S.N.	Main Evaluation Category	Evaluation Criteria	Full Marks	Self-Evaluation by Employee (A)	Justification by Employee (B)	Evaluation by Supervisor (C)	Evaluation by Evaluation Team (D)	Average Score (C+D)/2	Justification/Remarks
1	Job Knowledge and Skills	Possesses skills to perform community/ward/municipality/school level CB activities	10						
		Skill to mobilize community and coordination with WUSC, municipality officials and others/conflict resolution	10						
		Understanding on WUSC governance, public audits and SBS activities/WUSC book keeping	10						
2	Target Vs Achievement	All planned schemes completed in time	10						
		GEDSI composition maintained in WUSC, mass meetings etc.	10						
		All CB activities completed in time	10						
		SBS steps properly followed and public audit conducted according to the project rule	10						
		All reports submitted in time	10						
5	General	Teamwork	5						
		Politeness and ethical issues, behaviour in community and with other stakeholders, representation of the SUSWA	5						
		Innovative ideas	5						

		Punctuality on work/regularity in the field	5						
		<b>Total score</b>	<b>100</b>	<b>0</b>	<b>0</b>			<b>0</b>	
<b>Target of the staff for next fiscal year</b>									
<b>1</b>									
<b>2</b>									
<b>3</b>									
<b>4</b>									
<b>5</b>									

## Annex 4: Time Sheet for WASH Unit Staff

.....गाउँपालिका/नगरपालिका, .....जिल्ला  
 खानेपानी, सरसफाइ तथा स्वच्छता इकाई  
 कर्मचारीहरूको मासिक हाजिरी फाराम

नाम :

.....

पद : .....

कार्यरत गाउँपालिका/नगरपालिका : .....

महिना : .....

साल : .....

गते	सम्पादन गरिएका मुख्य मुख्य क्रियाकलापहरू	स्थान	कैफियत
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३१			
३२			

.....

तयार/पेश गर्ने :

नाम :

.....

सिफारिस गर्ने:

नाम :

पद :

.....

प्रमाणित गर्ने:

नाम :

पद :

## Annex 5: Code of Conduct for WASH Unit Staff

गाउँपालिका/नगरपालिका अन्तर्गत खानेपानी, सरसफाइ तथा स्वच्छता इकाई अन्तर्गत कार्यरत कर्मचारीहरूको आचारसंहिता

यो आचारसंहिताले .....गाउँपालिका/नगरपालिका अन्तर्गत खानेपानी, सरसफाइ तथा स्वच्छता (वास) इकाईमा कार्यरत कर्मचारीहरूले अपनाउनुपर्ने आचरणहरूको बारेमा स्पष्ट पार्दछ। यसले कर्मचारीहरूले आफ्नो कामको सिलसिलामा व्यक्तिगत रूपमा लिनुपर्ने निर्णयहरू बारेमा समेत यो आचारसंहिताले निर्देशित गर्दछ।

सबैका लागि दिगो खानेपानी, सरसफाइ तथा स्वच्छता आयोजनाको लक्ष तथा उद्देश्यहरू हासिल गर्न उच्च स्तरको नैतिक आचरण आवश्यक पर्दछ। यो लक्ष हासिल गर्नको लागि वास इकाईमा कार्यरत कर्मचारीहरूको पूर्ण प्रतिवद्धता अनिवार्य हुन्छ। नैतिक तथा व्यवहारिक रूपमा प्रदर्शन गरिने आचरणले मात्र आयोजनाले लक्षित गरेका उद्देश्यहरू प्राप्त गर्न सहयोग पुग्दछ।

आयोजनाको उद्देश्य समुदायमा भौतिक संरचनाहरू निर्माण गर्नु मात्र होइन बरु विभिन्न तहमा संस्थागत तथा नैतिक क्षमता अभिवृद्धि गर्दै सुशासनको पद्धति स्थापना गर्नु समेत रहेकोले यसमा काम गर्ने कर्मचारीहरूको वानी व्यवहार तथा काम गराईवाट समुदायले उक्त आचरणहरू सिक्ने र सोही बमोजिम आयोजना र सो संग सम्बन्धित कर्मचारी र संस्था प्रतिको धारणा निर्माण गर्ने भएकोले सञ्चालित कार्यक्रमको सफलता र दिगोपना समेत केही हदसम्म कर्मचारीहरूबाट गरिने व्यवहारबाट निर्देशित हुन्छन्। कर्मचारीहरूले गर्ने व्यवहार, आचरण, मन्तव्य तथा कार्यहरू समुदायले नजीकबाट नियालीरहेका हुन्छन्। हरेक कर्मचारीहरूले सम्पादन गर्ने कार्यको आधारमा समुदायले आयोजनाको मूल्यांकन गरिरहेको हुन्छ। यसर्थ: आयोजनासंग आवद्ध कर्मचारीहरूले आफुलाई नमूना (Role Model) को रूपमा समुदायमा प्रस्तुत गर्नुपर्दछ। जसले गर्दा समुदायले कर्मचारीको व्यवहारबाट स्वास्थ्य सम्बन्धी वानी व्यवहारहरू तथा लैङ्गीक, अपाङ्गता तथा सामाजिक समावेसीकरणका व्यवहारहरूको सिको गरी असल नैतिक व्यवहारहरू प्रदर्शन गर्न सक्छन्।

यसैले वास इकाईमा कार्यरत कर्मचारीहरूको लागि यो आचारसंहिता तयार गरी लागू गरिएको छ।

यस आचारसंहिता अन्तर्गतका व्यवहारगत मादण्डहरूलाई निम्न चार भागमा विभाजन गरिएको छ।

### क. नमूना व्यवहार प्रदर्शन

वास इकाईको कार्यालयमा अनिवार्य रूपमा हुनुपर्ने कुराहरू:

१. सुरक्षित शौचालय तथा सो को सरसफाइका साथै शौचालयमा पानी, साबुनको व्यवस्था भएको,
२. ठोस फोहरमैला व्यवस्थापनको लागि खाडलको व्यवस्था भएको,
३. कार्यालयको सरसफाइ तथा कार्यालयमा सूचना, शिक्षा, सञ्चार (IEC materials) सामाग्रीहरूको प्रदर्शनी,
४. सबै कर्मचारीहरूले हात धुने लगायतका स्वास्थ्य सम्बन्धी व्यवहारहरूको अनिवार्य रूपमा पालन गरिएको,
५. कर्मचारीहरूले व्यक्तिगत, घरेलु तथा वातावरणीय सरसफाइमा विशेष ध्यान दिएको,

### ख. आचरणगत व्यवहारहरू

६. सबै कर्मचारीहरूले आफ्नो नियुक्ति-पत्रमा उल्लेख भएका बुँदाहरूलाई अनिवार्य रूपमा पालना गर्नुपर्दछ।
७. कामको सिलसिलामा सबैलाई सम्मान तथा आदरपूर्वक व्यवहार गर्नुपर्दछ र स्थानीय संस्कृती, परम्परा तथा धर्मको बारेमा सदैव संवेदनशील रहनुपर्दछ। कहिल्यै पनि स्थानीय भाषा, संस्कृती तथा परम्परा र चालचलनको आलोचना नगरी सबैले लैङ्गीक, अपाङ्गता तथा सामाजिक समावेसीकरण मैत्री व्यवहार गर्नुपर्दछ।
८. सदैव पेशागत मर्यादा र अनुशासन लाई ध्यान दिदै अरुसंग व्यवहार गर्दा निष्पक्ष रूपमा गर्नुपर्दछ। आफ्नो निष्पक्षता माथि असर पर्न सक्ने तथा आफ्नो कामसंग सम्बन्ध नभएका क्रियाकलापहरू गर्नुहुँदैन। यसका साथै आफ्नो पहिचानलाई नकारात्मक असर पार्ने खालका अभिव्यक्तिहरू दिनु हुँदैन।

९. सबै कर्मचारीहरूले आर्थिक लेनदेनमा अनिवार्य रूपमा उच्च तहको पारदर्शीता कायम राख्नुपर्दछ । कुनै पनि कारोवारमा कुनै पनि प्रकारको आर्थिक अनियमिततामा संलग्न भएमा वा कसैलाई संलग्न गराएमा वा यस्तो अनियमितता भएको जान्दा जान्दै सो हुन नदिन आवश्यक पहल नगरेमा उक्त कर्मचारीलाई अनुशासनको कार्यवाही हुन्छ । कुनै पनि प्रकारको खरिदमा विक्रेता वा सेवा प्रदायकबाट प्रदान गरिने छुट अनिवार्य रूपमा वीलमा देखाउनु पर्दछ । उपभोक्ता समिति, तथा गाउँपालिका/नगरपालिका खानेपानी, सरसफाइ तथा स्वच्छता कोषबाट हुने सबै प्रकारका आर्थिक कारोवारहरूमा पूर्ण पारदर्शीता कायम गर्न सबै कर्मचारीहरू सदैव पूर्ण सक्रिय रहनुपर्दछ ।
१०. कुनै पनि कर्मचारीहरूले उपभोक्ता समिति सदस्यहरू वा समुदायबाट, योजनाको कोषबाट वा व्यक्तिगत रूपमा समेत कुनै प्रकारको रकम सापटीको रूपमा लिनु हुदैन ।
११. सम्बन्धित निकायबाट स्वीकृत नभैसकेको कार्यक्रमको विषयमा कसैले पनि कहिल्यै प्रतिवद्धता तथा आश्वासन दिनु हुदैन, खासगरी वार्षिक कार्ययोजना स्वीकृत नभैसकेको अवस्थामा उपभोक्ताहरूलाई कुनै आश्वासन दिनुहुदैन । आफुलाई स्पष्ट नभएको विषयमा अनुमानको भरमा कसैलाई पनि कुनै विषयमा जवाफ दिनुहुदैन बरु आफुभन्दा माथिल्लो स्तरमा सोधी आफु स्पष्ट भैसकेपछि मात्र उक्त प्रश्नको जवाफ दिनुपर्दछ ।
१२. समुदायमा कहिल्यै पनि निःशुल्क खाना तथा अन्य सुविधा स्वीकार गर्नुहुदैन ।
१३. समुदायमा काम गर्दा अनौठो देखिने खालका तथा भिल्के लुगाहरू लगाउनु हुदैन ।
१४. समुदायमा कुरा गर्दा अंग्रेजी तथा अन्य समुदायले नबुझ्ने शब्दहरूको प्रयोग गर्नुहुदैन र समुदायको उपस्थितिमा आफु आफु कुरा गर्दा पनि यस्तो गर्नुहुदैन ।
१५. कहिल्यै पनि कुनै प्रकारको राजनैतिक वहसमा भाग लिनु हुदैन र कुनै पनि राजनैतिक दल वा समूहलाई समर्थन गर्न हुदैन । कामको दौरान वा अन्य समयमा समेत कुनै पनि राजनैतिक दल विशेषको जुलुसमा भाग लिनु हुदैन र आफ्नो निर्णयलाई प्रभावित गर्न सक्ने गरी कुनै पक्षप्रति आफ्नो समर्थन देखिनु हुदैन ।
१६. कार्यालयका उपकरणहरू, स्टेशनरीहरू आदि कार्यालयको प्रयोजनको लागि मात्र प्रयोग हुनुपर्दछ ।
१७. नेपालमा कार्यरत दातृ निकायहरूको आधारभूत कार्यसञ्चालन मार्गनिर्देशन सबै कर्मचारीले अनिवार्य रूपमा पालना गर्नुपर्दछ ।
१८. कुनै पनि प्रकारको भौतिक हलदंगामा सहभागी हुने र कुनै पनि प्रकारको लैङ्गीक, अपाङ्गता तथा सामाजिक विभेद गर्ने कार्यमा संलग्न हुनुहुदैन ।
१९. नेपाल सरकारबाट कानून बमोजिम फौजदारी अभियोग मानिएको कुनै पनि क्रियाकलापमा संलग्न हुनुहुदैन ।

## ग. यौनजन्य आचरण

२०. सबैकालागि दिगो खानेपानी, सरसफाइ तथा स्वच्छता आयोजनाको नीति अनुसार कुनै पनि प्रकारको यौन शोषण तथा दुराचार पूर्णरूपमा वर्जित रहेको छ । कुनै पनि कर्मचारीले कुनै पनि प्रकारको यौनजन्य शोषण वा दुराचार गरेमा वा यस्तो गर्ने प्रयास गरेमा वा यस्तो कार्यमा सहयोगीको भूमिका खेलेमा तत्काल अनुशासनको कार्यवाही अगाडी बढाइनेछ ।
२१. यस्तो प्रकारको यौन दुराचार भौतिक वा मौखिक समेत हुनसक्छ र महिला तथा पुरुष कर्मचारी दुवैमा लागू हुन्छ ।
२२. यस अन्तर्गत यौनजन्य आसयले कसैलाई छुने, अंकमाल गर्ने वा गर्न खोज्ने, यौन जन्य क्रियाकलापको लागि प्रलोभन देखाउने, जिस्क्याउने, सिटी वजाउने लगायतका क्रियाकलापहरू पर्दछन् ।
२३. उपरोक्त क्रियाकलापहरूमा कुनै पनि कर्मचारीहरू संलग्न रहने वा यस्तो कार्यमा कसैलाई सहयोग गर्ने वा प्रेरित गर्ने वा यस सम्बन्धी श्रव्यदृष्य सामग्रीहरू अरुलाई देखाउने कार्यमा कुनै पनि हालतमा संलग्न रहनेछैनन् ।

## घ. मदिरा तथा अन्य लागूपदार्थ सम्बन्धित आचरण

२४. आफ्नो कार्यसमयमा कुनै पनि कर्मचारीले मदिरा सेवन गर्न पूर्णतया निषेध गरिएको छ ।

२५. कुनै पनि कर्मचारीले अन्य लागूपदार्थ सेवन गर्ने तथा लागू पदार्थ लगायत नेपाल कानूनले वर्जित गरेका वस्तुको ओसारपसार पूर्ण रूपमा प्रतिबन्धित छ ।
२६. कर्मचारीहरूलाई समुदाय वा अन्य साभेदारहरूको सामुन्नेमा मदिरा सेवन नगर्न सल्लाह दिइन्छ । सवैले यो ध्यान दिन जरुरी छ कि समुदायस्तरमा अत्याधिक मदिरा सेवनबाट सम्बन्धित कर्मचारीको मात्र होईन आयोजना र सहयोगी गाउँपालिका/नगरपालिकाको समेत प्रतिष्ठामा नकारात्मक असर पर्न जान्छ ।

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