Terms and Conditions of Service
for
Assistant Programme Manager (Project Monitoring and Evaluation) Position
[For the indicated employment period]

1. Position: Assistant Programme Manager (PME)
2. Position type: Contract (Full Time), facilities closely tied up with KU Manager (M-1) Level
3. Contract period: 01 August 2012 to 31st December 2012
4. Primary work place: School of Engineering (SoE), Kathmandu University (KU), Dhulikhel
5. Office hours: 09:00-16:00 (or as per standard defined by SoE, KU)
6. Working days: Sunday-Friday (6 days a week) on working days of SoE, KU
7. Salary per month(SPM): Nepalese Rupees 39,000(Thirty nine thousand only)
8. Salary per day(SPD): Nepalese Rupees 1,560(One thousand five hundred sixty only)
9. Salary payment: English calendar monthly basis against salary/pay-sheet based on monthly time-sheet of work counting number of days worked against number of days supposed to work and leave taken. Salary payment generally within a week of submission of monthly time sheet of work. If the employee starts service at the interim of the month or ends his/her service at the interim of a month, then the salary for the month will be provided counting number of days worked in the month at SPD rate.
10. Dashain allowance: No Dashain allowance will be provided for this contract period.
11. Overtime Works: As assigned by the Programme Manager separately under special circumstances.
12. Allowed leave from duties for personal reasons and types and conditions of leaves:
   The following leaves may be provided.
   Casual leave: (without salary deduction)
   3 days in the period, can be taken at any time (prior permission may not be required)
   Sickness leave: (without salary deduction)
   6 days in the period, can be taken at any time (prior permission may not be required)
   Home leave: (without salary deduction)
   0 days in the period.
   Other/excess leave: (WITH SALARY DEDUCTION)
   Any other leave or excess leave or leave with denied approval will result in deduction of the salary at the salary per day rate.
   Note: If part or whole of this sickness leave remains to be taken at the end of the year 2012, then the employee will be paid for remaining leave days at the salary per day rate.
13. Holidays: In accordance to the administrative working calendar of SoE, Kathmandu University
14. Other benefits:
   The employee will be provided daily commutation bus service of KU at the designated route of the bus free of charge to the employee. Other benefits may be provided as deemed suitable by the Supervisor or the Employer.
15. Work place facility, use, and maintenance:

The Employee will be provided standard work place at the Programme office, comprising a desktop computer with internet connection, a printer-scanner, and office furniture. Other common facilities available at the office may be utilized as needed. The Employee shall use the work place facilities with care and appropriately maintain or contribute to maintain the facility. The Employee shall primarily use workplace resources for the work purpose only. Only limited use of the workplace facilities for personal purposes may be permitted. Primarily, the Employee shall not use workplace computer for storage and processing of personal data. The Employee shall not install software on the workplace computer for personal use. The use of workplace computer network or internet facility shall normally be used for e-mailing, browsing, and downloads of work related data or references. The workplace electrical appliances including the staff assigned computer shall be turned off when not required or not attended or when the Employee is not actively working at the office. All the workplace facilities that are used or taken care of by the Employee including the computer that the Employee is using shall be accessible by the supervisor if required.

16. Visit/travel on mission:

   i. A visit/travel order will be issued by the Programme Manager mentioning mission destination, purpose of mission, duration of mission, mechanism of covering the mission costs.
   ii. The travel, accommodation, and other mission related costs should be as economical as possible.
   iii. Major transportation costs (air, bus, train, etc.) will be provided based on evidences of travel and cost of travel.
   iv. Local transportation, communication, and other miscellaneous costs during the visit/travel may be provided based on evidences/claims approved by the Programme Manager.
   v. Each day of work or travel during the mission will be considered as a normal day’s work. Holiday during travel will not be considered as working day.
   vi. A fixed amount of daily allowance may be provided to cover the cost of lodging, food, and miscellaneous expenses according to KU regulation at the rate mentioned in the travel order for the position OR the cost of lodging, food, and miscellaneous expenses may be provided according to the bill/approved-claim depending on the mechanism mentioned in the travel order.
   vii. If part or whole of the mission related cost is sponsored or if free facilities are provided by hosts, then the facilities sponsored or freely obtained will be deducted from normally eligible claim/cost.
   viii. A cost claim or visit bill will be required after the mission is over with all the evidences. The traveller shall try to obtain, keep, and furnish payment records for all the payments made, to the utmost possible.
   ix. The Programme Manager will have right to accept or reject claims without concrete evidences.
or claims made for costs on headings that are not mutually agreed prior to the mission.
x. An advance will be provided to cover the mission costs based on the estimated cost of mission. The advance shall generally be cleared within 7 days of arrival at the primary place of work after the mission is over.

xi. A short mission accomplishment report or visit report is required within 7 days of arrival at the primary place of work after the mission is over.

17. Major Responsibilities

- Work to satisfy overall programme goals and objectives.
- Assist the Programme manager in monitoring and evaluation of R&D projects supported by the Programme.
- Maintain project schedule, track project progress, visit project sites and implementation partner organization, prepare recommendations for project performance improvement, and advise programme manager with regard to actions for improvement of project performance.
- Thoroughly check technical reports from R&D projects and provide recommendations to the Programme Manager.
- Organize workshops, seminars, and meetings.
- Undertake field visits to monitor and support projects.
- Ensure excellent communications, coordination, and reporting.
- Prepare and submit timely plan and reports.
- Maintain highest level of professional ethics, confidentiality, and transparency.
- Maintain Programme office
- Prepare and update electronic database of surveys/studies/publications/reports.
- Disseminate the Programme outcomes and work for enhanced visibility.
- Work to strengthen relations between institutes and industries in Nepal and Norway/Abroad.
- Support business startup activities based on R&D outcomes from projects.
- Others as agreed mutually with the Programme Manager and Employer

18. Job Description

The basic job description of employee will be according to the assignment from the Programme Manager as indicated in the performance plan of the Employee, within the scope of the responsibilities of the position. The basic tasks will be usually discussed. In addition, the employee will be obliged to carry out additional responsibilities within the scope of the designated position or the Programme operation with a verbal or a formal agreement with the Programme Manager.

19. Occupational Health and Safety

Precautions to be taken for occupational health and safety related matters are primarily the responsibility of the Employee. The Employee shall bring into notice the occupational health and workplace safety related matters to the Supervisor and the Employer. The Supervisor, the Employer and the Employee shall formulate appropriate safety procedures, precautions, and use of protective devices. The Employee shall
follow these procedures, observe precautions, and use the protective devices.

20. **Insurance**

   Workplace accident, medical, health, etc. insurance will be the responsibility of the Employee. The Employer will generally provide short term insurance costs to cover travel and health insurance during assigned mission.

21. **Data and Software Security and Protection**

   The employee shall observe appropriate procedure for data security and protection. The Employee shall regularly backup data and programs on separate physical drives. Passwords must be used appropriately to protect the data and programs from unauthorized access. Moreover, the Employer/Supervisor may demand access to the data and programs of the Employee related to the employment at any time. The employee shall generally destroy all the data and programs from personal possession after the handover of the same to the Supervisor or the Employer.

   The Employee shall not take away data related to the work using portable media, computer network, internet applications or any means, unless permitted by the Supervisor/Employer.

   The employee shall observe appropriate care to protect data and computer software from being infected with malicious programs such as computer virus, Trojan, worm, etc. E-mails, attachments, internet sites, portable media (pen drive, mobile phones, memory cards, hard disks, etc.) etc. shall be opened with utmost care, to ensure least possible threat to data and software.

22. **Communication and Reporting**

   The employee shall primarily communicate with the Programme Manager and Project Leaders and report all matters related to work and day to day office operation to the Programme Manager. Communications with the party external to the Programme office shall be made appropriately using appropriate media. In general, e-mail communication is preferred and the employee shall use renewablenepal@ku.edu.np e-mail account for all communications related to his/her work, except for project support related works which shall be done using rempsupport@ku.edu.np e-mail account.

23. **Confidentiality and restriction on public expression:**

   The employee shall observe confidentiality on all matters regarded as confidential. All the matters related to the R&D projects supported by the Programme are confidential, except the ones that are explicitly mentioned as public in the Project Contract. In general, work place and work related matter shall never be disclosed to public or third party without consent of the Employer and the Supervisor, unless the matter is already in the public domain such as in general publication media and web site of the programme.

24. **Good moral behavior, avoidance of corruption, impartiality and transparency:**

   The employee shall always observe the generally regarded good moral behavior, in relation to this employment. The Employee work conditions at this Employment and at any other employment or professional involvement (work, studies, intent to work or study, etc.) elsewhere shall be transparent to the Supervisor and the Employer. Any other external professional or private involvement shall not influence the work of the Employee to such an extent that the Employee’s efficiency at the working hours at the
workplace is adversely affected. If such situation is observed, the Supervisor will discuss the matter with the Employee and the Employment may be terminated by the Employer.

The Employee shall make adequate transparency without compromising workplace confidentiality. All public documents of the workplace may be used for visibility of the Programme.

In order to ensure the impartiality, workplace related opportunities should be provided openly so that everyone eligible may participate and obtain the opportunity based on the merits suited to the requirements.

The Employee shall observe good procurement practice for undertaking all procurements assigned to him/her. In order to avoid corruption, financial procedures (procurements with and without competitive procedure) should match with organizational financial regulation and should be transparent. Any corrupt practices that may happen in relation to the Programme Operation shall be immediately brought into attention of the Supervisor or the Employer so that appropriate steps may be taken for the avoidance.

25. **Performance evaluation:** Performance plan will be provided for the period and at the end of the period performance report must be submitted. Evaluation will be based on performance report and observation of the day to day performance by the Programme Manager.

26. **Revision and amendment to service condition:** The service contract and terms and conditions may be revised or amended as needed with mutual agreement. Any matter that require changes in the employment conditions in relation to this employment shall be immediately brought into notice of the Employer and the Employee/Supervisor amongst each other, and subsequent amendment to the Employment Related Documents shall be done. The employee professional status shall always be transparent to the employer and supervisor. The Employer will not be obliged to bear additional financial costs due to change in the employment condition in the interim of the contract period.

27. **Dispute Settlement:** Any dispute related to this employment shall be resolved amicably between the Employee, the Supervisor first, and the Employer if needed. The Employee and the Employer and the Supervisor cannot invoke any conditions not mentioned in this employment related formal documents.

28. **Termination of employment:** The employment may be terminated upon one month prior notice from either the Employee or the Employer, for any reason whatsoever. The employee shall carryout all the handover procedure required for proper termination of the employment.

29. **Handover and Clearance upon Termination of the Employment:** The employee shall follow proper termination procedure for the termination of the employment at the end of the employment. The Employee shall complete all the already assigned jobs. The employee shall make a list of all durables (equipments, tools, furniture software, etc.) under his/her possession and handover to the Supervisor or the Employer. The employee shall handover all the remaining stock of consumables in his/her possession to the employer. The employee shall handover all the data, programs, and references (office records, reports, references, etc.) to the employer in proper storage media. The Employee cannot take away data related to the works after handover, except the forms and formats developed or used by the Employee and public references collected during the work. All workplace related data shall have been deleted by the Employee from the...
forms and formats, while taking such for future references. The employee shall take clearance from the various units of Kathmandu University that are related to the employment. The employee shall further declare that the confidentiality of the work place related matter will be at least maintained for the remaining Programme operation period.

30. **Right to Explain and Interpret:** The Employer and the Supervisor will be the primary authorities to explain and interpret all the Employment related documents including this Terms and Conditions of Service.

*The terms and conditions of service above are agreed.*

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Name of the Employee
Asst. Programme Manager [Employee]
RenewableNepal Programme
E-mail:  
Mobile:  
Phone (Home):  
Permanent Address:  

*The employment has been awarded based on terms and conditions of service above.*

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Prof. Bholu Thapa    Dr. Bhupendra B. Chhetri  
Dean [Employer]    Programme Manager [Supervisor]  
School of Engineering    RenewableNepal Programme  
Kathmandu University    Kathmandu University  

Date: