

NEPAL – Terms of Reference

The terms of reference for the international consultants supporting census exercise were as follows:

- Undertake a detailed update of the earlier civil service census, providing a gender disaggregated database.
- Conduct a census of the ten services that form Nepal's Civil Service.
- Construct a computerized database and backup system to store and retrieve this information; select and provide appropriate hardware and software.
- Advise MOGA on the optimal organizational and managerial set-up and develop business processes appropriate for maintaining and updating the database.
- Train MOGA staff in these functions and ensure compatibility with the Ministry of Finance payroll and budget information databases so that the systems can be interlinked in a follow-on project.

The census was designed to cover temporary and permanent staff in terms of:

- class (gazetted, non-gazetted)
- position (administrative, technical)
- age
- recruitment date
- number of years in service
- number of years in current position
- salary and allowances (including the source of salary for staff involved in externally funded projects)
- for gazetted staff, the number of assignments with other ministries on deputation, agencies and departments (including the name of the organization and the length of assignment)
- other necessary information, including gender issues.