



**Creation of Creative Society (CCS) Kailali**  
“Managing Risk Through Economic Development M\_RED”

**Terms of Reference (ToR)**

For

Consultancy assignment to support Local Governments in developing “ Local Disaster Response Framework and Disaster Risk Reduction Policy and Strategic Action Plan”

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## **Background**

With the promulgation of new Disaster Risk Reduction & Management Act (2017), Nepal has shifted its focus from reactive to proactive engagement for Disaster Risk Reduction & Management (DRRM). Nepal has made consistent efforts in strengthening legal frameworks, policy and planning, organizational aspects, institutional capacities and partnerships for DRRM. The Constitution of Nepal has set the policy of disaster risk reduction, early warning, disaster preparedness, rescue, relief and rehabilitation for safeguard & sustainable development to minimize the risks from disasters caused by natural hazards. Schedule 7 of the constitution has enlisted natural and non-natural disaster risk reduction, preparedness, rescue, relief and rehabilitation activities in the concurrent powers of Federal and Provincial governments. Similarly, Schedule 8 has enlisted DRRM as sole responsibility of the local government and Schedule 9 has included it in concurrent powers of Federal, Provincial and Local governments. Nepal's DRRM act has covered all aspects of DRRM, envisioned "National Disaster Risk Reduction and Management Authority" as a specialized agency for DRRM and clarified the roles and responsibilities of Federal, Provincial and the Local levels as per the spirit of the constitution. The constitution, devolves power and resources to provinces and local government units, necessitates urgent support for mainstreaming DRR and CC across three tiers of periodic planning, budgeting and implementation to adopt the risk informed development practices.

The National DRR Policy 2018 and DRR Strategic National Action Plan (2018 – 2030), consistent with Sendai Framework for Disaster Risk Reduction (SFDRR) priorities have paved out wider opportunities to work with Nepal's federal system of governance to work on DRRM. The DRR National Strategic Action Plan which is a new roadmap for Nepal till 2030 has set out various 32 targets & 18 major priority actions and more than 270 activities to strengthen the country's overall disaster response, risk reduction & management capacity. The new roadmap is built on the vast experience gained through the implementation of NSDRM (in line with Hyogo Framework for Action 2005-2015), the lessons learnt from 2015 Gorkha earthquake response, 2014 & 2017 Terai flood response and other initiatives around Climate Change and SDGs that have been under implementation to make country's development resilient and sustainable.

National Disaster Risk Reduction and Management Authority (NDRRMA) has come to the decision to formulate the National Disaster Resilience Framework (NDRF 2021-2030) with inputs from all stakeholders, building upon a strong foundation of the successful reconstruction programme after the 2015 Gorkha earthquake and recent year experiences in risk reduction. In addition, Disaster Risk Reduction National Strategic Plan of Action 2018 – 2030, addresses local needs and guide the strategic plans for local disaster resilience. The NDRF aims to address key priorities of the Government of Nepal moving forward and envision the challenges posed by multiple hazards, including climate change, increased landslide events, frequent floods, fire, epidemic and ubiquitous seismic risks.

Creation of Creative Society (CCS) is a community development organization established and governed by a group of energetic development practitioners, rights workers, gender activists and professional trainers. Founded in 1997, CCS is dedicated to the cause of socio- economic empowerment of the children, young and adolescents, women, dalit, indigenous communities, minorities, disadvantaged, excluded and socio-economically marginalized communities. CCS Kailali is implementing Managing Risk through the Economic development (M-RED) with partnership of Mercy Corps. M-RED focuses on building disaster-resilient communities and aim to accelerate the replication and scale of the disaster-readiness approach in target geographies

through a multi-pronged strategy: increasing self-sustaining disaster readiness capacities in target communities, accelerating expansion in new communities, and influencing the enabling conditions needed to promote sustainability, replication, and scale while promoting innovation through early action and localization.

Considering the prioritization and requirement of the local government, CCS has been planning to provide technical support to Bahjani Municipality and Ghodaghodi municipality in developing Local Disaster Response Framework and Disaster Risk Reduction Strategic Action Plan under the MRED project to achieve the project goal and outcomes. The policy and plan will guide the local government to make a periodic plan with adequate resources and implementation keeping high priority for building resilient community and municipality. These documents will be the worth full for building resilience and directly contribute to the Nepal Government's federal policy and plan along with Sendai Framework for Action 2015-2030.

### **Objectives:**

The overall objective of the assignment is to support local government's process in formulation of **“Local Disaster Response Framework of Bhajani Municipality”** and **“DRR strategic Action Plan of Ghodaghodi Municipality”** in line with national and global DRR frameworks.

The Specific Objectives of the assignment are;

- Review and analyze the key DRR&M legislations (Act, National policy, and National action plan), Province and local level development plans & approaches, existing reports and lessons learnings.
- Intact with local government/ DRRM stakeholders to facilitate the process in formulation of “Disaster Risk Reduction Policy and Strategic Action Plan and Local Disaster Response Framework” in line with national and global DRR frameworks.
- Support various stakeholder consultations at Local level and consultation with private sectors for policy and strategy formulation.
- Draft the document and finalize with incorporation of feedbacks and concerns from stakeholders.

### **Scope of work/Roles and Responsibilities/detail break down of the assignment**

The assignment is planned over the period of 90 days (working days are mentioned below). During this period, process of the Local Government in formulation of “ Local Disaster Response Framework and Disaster Risk Reduction Strategic Action Plan” will be supported through various pieces of work:

- Assess province & local levels preparedness and capacities, the government's commitment to DRR in institutional and financial terms and contribution of international assistance, its achievements and limitations etc. Describe issues and priorities on DRR&M that reflect the priorities agreed by the Government through the National DRR&M Policy 2018, National DRR&M Strategic Action Plan (2018 – 2030) and National Disaster Resilience Framework (NDRF 2021-2030).
- Review the national DRR plan, policies and Review the Sendai DRR framework, Nepal perspectives for SDGs, fifteenth national development plan, national M&E framework and relevant guidelines & tools and to synthesis key inputs for developing local level

“Disaster Risk Reduction and Management Strategy and Action Plan and National Disaster Resilience Framework (NDRF 2021-2030) ” for respective local level.

- Review and analyze disasters (large, medium and small) in terms of impacts on human and property loss and also on key development sectors and livelihood and also collate and review risk assessment studies conducted by various stakeholders for deeper analysis about the impact of different hazards/disasters as inputs with focus on how DRR strategy contribute to relevant goals of SDG.
- The consultant will support in a) preparing draft policy and plan; b) designing and organizing/facilitating meetings, workshops and multi-stakeholder consultation sessions at local level and support to identify the priorities as designed by the GON;
- Support the local government in framing the identified priorities into a document in government policy format at the level to be presented for approval in wider level consultation
- Based on various technical reviews and outcomes of consultation sessions, the consultant will support the local government to frame the priorities in accordance to the standard government policy format, style and language (Nepali). The document should address policy, strategy and priority actions.

**A tentative the breakdown of the work and required man days to be performed by the individual consultant will be as following:**

**a) Local Disaster Response Framework and DRR Strategic Action Plan for Local Government**

<b>S.N.</b>	<b>Detail break down</b>	<b>Days required</b>
1	Disaster risks profile based on existing and past disaster data and risk assessments	10
2	Review and analyze the key DRM legislations (Act, National policy, National action plan), Province and local level development plans & approaches, existing reports and lessons learnings	10
3	Assess progress on DRR sector (risk assessment, early warning, response and preparedness, mitigation, recovery, etc.) and areas for further improvement	5
4	Overview of the SFDRR, Nepal's SDGs, Fifteenth Plan, M&E framework and relevant guidelines/tools	5
5	Support various stakeholder consultations at Local level (focus team meeting-3 events and wider consultation 2 events)	30
6	Draft “Disaster Risk Reduction Policy and Action Plan”, and support in 10 framing the identified priorities into a document in government policy format	10
7	Review the current planning, budgeting, implementation and M&E process to develop appropriate tools as part of the plan	5
8	Consultation with private sectors and scope out their dynamic engagement on DRRM as part of the plan	5
9	Refine and improve the document for finalization	10
	<b>Total</b>	<b>90</b>

**b) Deliverables and time frame linked with schedule of payment will be as follows:**

Activities/Deliverables	Time frame 2023		
	Oct 2023	Nov 2023	Dec 2023
1. Pre-inception meetings with local governments, CCS/Mercy Corps /M_RED project team, stakeholders and management committee (one inception report of the consultancy including methodology to followed and table of content of the final report to be submitted			
2. Visit and consult with the key offices, local government, relevant development partners, CCS, I/NGOs and private sector to collect the relevant documents and conduct consultations			
1. Facilitate the meetings/consultations/workshops with relevant government and development partners for wider consultation and feedback at local level as per the guidance of management committee.			
2. Develop a draft report on local level " Local Disaster Resposne Framework and DRR Action Plan" and to finalize the document incorporating all feedback in government standard format, style and language required for endorsement to management committee			
3. Submit final document incorporating feedback from management committee. Also, submit high quality presentations.			

**Methodology:**

The individual consultant needs to apply the methodologies based on social & technical (DRR/M) science research using both qualitative and quantitative (disaster events and data on damage & loss) information. Majority of the key document can be obtained from the stakeholders including Federal, Provincial and local governments, NPC, NRCS and relevant development partners as well as web-based system. Key methodologies for this assignment include but not limited to:

- Support to review all the documents related to DRM as mentioned above as inputs to DRR Policy & action plan to develop inclusive DRR policy integrating DRR and CCA to address multiple risks effectively and efficiently.
- Review current Gender & Social Inclusion including disable, senior citizen, and children approach in Nepal and analyze these in relation with DRR policy and actions as inputs.
- Collect and review DRR approaches of some of other countries similar to Nepal and analyze and present it to management committee and bi/multi-stakeholders consultations.

- Support local government to conduct bi & multilateral meetings, workshops and consultations with the stakeholders (government, development partners, I/NGOs, private sector, CSOs).
- Explore existing gaps, potential ways to fill up the gaps through wider consultation with the stakeholders/participants.

### **Management Arrangement:**

A management committee led by chief administrative officer of respective local governments will provide regular guidance and support required in the process (technical and management). Management committee comprises of the representatives from key local level government offices and non-government partners (NRCS, UN Agencies, Private sector, DPNet, NGO etc. subject to relevancy and availability) has been proposed to steer the multi-stakeholder process of formulating “ Local Disaster Response Framework and Disaster Risk Reduction Strategic Action Plan”. This committee will also provide an oversight of the work done by consultant. The consultant will be responsible to collect, review and analyze the relevant data/information and will work closely under the guidance of management committee. Informal and formal consultation meetings will be organized with government and non-government partners.

### **Time Frame**

This consultancy assignment will be of 90 days and shall be completed by 30 December 2023.

### **Budget**

The consultant has to submit financial proposal including detail budget breakdown of costs with number of days and schedule.

All applicable taxes will be deducted at source. The payment will be made in three installments; 30 percent after inception report, 30 percent after draft report and remaining 40 percent will be released after completion of the assignment and submission of the final report.

Apart from that, CCS and M-RED project could not take any access and unforeseen budget against agreement between both parties.

### **Competencies / Qualification**

- The consultant and consulting firm should have a minimum of 5 years of working experience in the field of DRRM/CCA especially the formulation of policies and plans. The Master’s degree is preferably in DRR/Environmental Science/Rural Development/Sociology or social studies for the lead consultant. At least three-years of minimum experience for the assistant consultant with prior policy and plans preparation knowledge with preferably a master’s degree in environmental science/Rural Development/Sociology or equivalent in the relevant sector,
- Also, the consultant should have a wide range of knowledge and experience of community based DRR planning process in Nepal. S/he should be familiar with National Guidelines and Policies pertinent to National Policy 2075, Strategic Plan of Action (2018-2030), Local Disaster and Climate Resilience Plan (LDCRP) Local Adaptation Plan of Action, 2011 (LAPA), and drafted guideline on Local Disaster and Climate Resilience Plan,

- The consultant should have sound knowledge of Hyogo Framework for Action (2005-2015), Sendai Framework for Action (2015-2030) and Sustainable Development Goals (2015-2030).
- The consultant should have the best coordination skill with the local government community and other like-minded stakeholders.
- Proven experience in the development of DRRM policies and strategic plans,
- Working experience with NGOs/INGOs,
- Proven record of the development of policies, plans, manuals, framework and guidelines related to disasters risk reduction and management and climate change adaptation,
- Record of demonstration of analytical and research skills in the field of Disaster Risk Reduction and Management/Emergency Response along with Climate Change Adaptation,
- The consultant should have strong communication, documentation and presentation skills.

**The consultant will be an individual or firm should have applied with the following legal documents;**

1. The signed Curriculum Vitae of proposed profession with clearly mentioning their proposed position in this assignment,
2. Company registration certificate,
3. A copy of VAT certificate (Obligatory),
4. A copy of tax clearance for the last fiscal year from Inland Revenue Office.
5. Sample of previous documents.

Interested candidates/Firm/Company should submit the all details mentioned above through [ccsdhn@gmail.com](mailto:ccsdhn@gmail.com) or can be submitted in office within office hour by 19<sup>th</sup> September 2023.

#### **Discretion:**

This is short term consultancy agreement to fulfill the facilitation of data collection training at local level and develop the Local Disaster Response Framework and Disaster Risk Reduction Strategic Action Plans. The consultant is bound to be secrecy about all business and administration secrets s/he gained knowledge of during the contract period with CCS and afterwards. All documents, reports and designs produced within this period solely belong to CCS Kailali and have copy rights.

#### **Evaluation of Proposal:**

All received proposal shall be reviewed following criteria based on sound understanding of the assignment, competent methodology, consistency, coherence and compliance experience of the consultant and proposed budget. All rights of approval of proposal remain with CCS and its decision will be considered final result.

#### **Invitation of letter of Interest (LOI)/Proposal:**

CCS requests interested professionals/institutions (registered in VAT) to submit (i) letter of interest (ii) a brief technical proposal with recently updated CVs of professionals to be involved in the assignment and (iii) a financial proposal to following address on or before 19<sup>th</sup> September 2023 within 17:00 hours.

For more details:

Contact Office No – 091-412013

[ccsdhn@gmail.com](mailto:ccsdhn@gmail.com)

CCS kailali Procurement Committee.

CCS kailali reserves right to qualify/disqualify application in any cases.

**“CCS believes in and follows through a fair and competitive process to recruit the consultant in all of its assignment to ensure quality assurance.”**

**.....The End.....**