

Practical ACTION

Terms of Reference (TOR)

For

Developing Local Disaster and Climate Resilience Plan

“LDCRP”

of

Rajapur Municipality, Bardiya district.

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Address:

Practical Action Nepal Office

House No. 1114, Panipokhari, Lazimpat

P.O. Box 15135, Kathmandu, Nepal

PHONE: +977-1-4423639/640 / 4413452

FAX: +977-1-4423632

E-MAIL: proposals@practicalaction.org.np

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1. Introduction

Practical Action is a change making organization that works in unconventional ways. We put ingenious ideas to work so people in poverty can change their world. We do think differently, so answers that start small can grow big-bringing people together in bold collaboration, using innovation and knowledge to build futures free from poverty and help shape a world that works better for everyone. Practical Action Nepal Office focuses three change ambitions (1) Energy that transforms, (2) Farming that works, and (3) Resilience that protects. Besides these three major areas, two cross-cutting themes include gender and market along with overarching goal of climate resilience and climate technologies.

Since 2013, Practical Action has been working with Zurich Flood Resilience Alliance, a cross-sector global collaboration between Zurich Insurance groups, NGOs and academia and contributing to the alliance three overarching objectives: (i) increase funding for flood resilience (ii) strengthen policy at global, national or sub-national level to support flood resilience, and (iii) improve flood resilience practice. The first phase of resilience programme in Nepal was ended in June 2018 and the second phase which is started from July 2018 will last until June 2023. Through its country community programs and research initiatives, the programme aims to generate evidence and relevant knowledge in understanding and achieving disaster resilience in Nepal.

In achieving the objective of Zurich Flood Resilience Programme, targeting local governments the focus has been to strengthen policy to support flood resilience, increase public and private investment in disaster risk reduction, improved flood resilience practice and resilience building, enhancing the economic, social, health and cultural resilience of persons, communities, local governments and their assets, as well as the environment.

Similarly, Practical Action is implementing Climate Change and Fragility Project (CCFP) in Nepal funded by United Nation Environment Programme (UNEP) since January, 2019. The overall goal of the project is to strengthen resilience to climate change fragility risk at the community level in Bardiya and Kailali districts. The project works at two levels in Nepal to integrate climate change across the governance level and reduce fragility risks. At the national level, the project supports on policy makers to consider and integrate climate fragility lenses into the climate adaptation policy process, while at the local level, it demonstrates practical measures to build resilience to climate-fragility risks and facilitates on integrating climate fragility resilient approach into the planning process.

The CCFP project is being implemented in selected 17 communities (out of which 10 communities are common for both CCFP and ZFRP project) of Rajapur Municipality and Geruwa Rural Municipality of Bardiya district of Province-5 and Tikapur Municipality and Janaki Rural Municipality of Kailali district of Sudur-paschim Province (Far-west Province), along the Karnali River flood plain. The project activities are mainly targeted to build resilience to climate-fragility risks focusing to disaster affected communities. The total of 14,169 populations (7,130 Male and 7,039 Female) from 2,599 households of the above mentioned Municipalities will be directly benefited from the project. This is a two-year project that started from January 2019 and will last until January 2021. The Centre for Social Development and Research (CSDR) Nepal is the local implementing partner for both the project.

2. Background and Issue

Nepal is one of the most disasters prone countries, and every year, the country suffers great loss of human lives and damage due to multiple hazards. In majority of the districts of Nepal, disasters occur recurrently, where more than 90 % of the populations are in at high-risk of death due to two or more than two types of disasters.

Likewise, Climate change, as the threat multiplier, exacerbates existing social, economic and environmental risks that amplify unrest and potentially result on socio-cultural disharmony. Major concerns aggravated by climate change include impacts on food and water supply, loss of lives, impact on livelihoods, increased competition over natural resources including land, forest and water, major push factor for forced migration and displacement due to increase on frequencies and degree of climate-related disasters. Moreover, climate change interacts with other political, socio-cultural, and economic stresses to compound existing tensions, which could escalate into violence or disrupt the social harmony. In vulnerable communities, climate change impacts could adversely effect on food security, economic growth, and human mobility. In turn, violent conflict and socio-political instability will leave communities poorer, less resilient, and ill-equipped to cope with the consequences of climate change. It has posed the risk of socio-economic-political instability specially due to upsurge demand and competition over such resources. Such situation has further pushed the vulnerable communities to 'fragility trap'. It has not further compelled vulnerable communities to change their livelihood options but also triggered for forced displacement and migration.

Climate change, at the international level is guided by the United Nations Framework Convention on Climate Change (UNFCCC) and associated International agreements, including the most recent Paris Agreement (PA). Disaster risk on the other hand is guided by the Sendai Framework for Disaster Risk Reduction (2015-2030).

In Nepal, the Ministry of Home Affairs (MoHA) leads on disaster risk reduction and management, whereas, the Ministry of Forests and Environment (MoFE) is the focal point for climate change. Likewise, the Ministry of Federal Affairs and General Administration (MoFAGA) coordinates the development of guidelines for the integration of Climate Change Adaptation (CCA) and Disaster Risk Reduction (DRR) into the planning process.

Despite of convergence in terms of approach and interventions at the local level, yet climate change and disaster related organizations operate in silos. The policies, regulatory framework and planning guidelines for disaster risk reduction and climate change are different. Disaster risk and management is guided by Disaster Risk Reduction and Management Act (2018), DRRM policy and strategies (2018) and District and Local Disaster Risk Reduction Planning guidelines. Climate change is guided by the National Adaptation Programme of Action (NAPA) (2010) and National Framework on Local Adaptation Plan of Action (LAPA) (2011 and updated on 2019). Nepal has further introduced new Climate Change Policy 2076 as an overarching policy instrument to integrate climate change into the national planning process. Moreover, some sectoral policy instruments including Agriculture Development Strategy (ADS) (2014) and Forest Sector Strategy (2016) have also considered climate change as one of the core area of interventions. National Adaptation Plan (NAP) is also under the development process in the leadership of Ministry of Forest and Environment (MoFE).

There is also a draft framework on Local Disaster and Climate Resilient Planning (LDCRP), taken forward by the MoFAGA, which is trying to combine climate change and disaster risk. The key policy documents of Nepal such as fourteenth development plan(2073-2076), policies and plans, SDGs status paper on climate change and DRR&M have realized the need to integrate climate change and disaster risk. In the federal context, the integration and mainstreaming effort helps in making efficient use of scarce resources, and the increasing recognition, especially at local government and community level.

This assignment of developing a LDCRP of Rajapur Municipality aims to augment the endeavor of Zurich Flood resilience Alliance and UNEP supported CCFP and Rajapur municipality to have an informed engagement in the local government planning process integrating the DRRM and climate change adaptation and advocate for the increase in investment in DRR and climate change adaptation, ultimately supporting in the implementation of local government policies and strategic action plans on disaster risk reduction management and adaptation to negative impacts of climate change and fragility risk.

3. Objectives

The overall objective is to develop a Local Disaster and Climate Resilience Plan (LDCRP) of Rajapur Municipality in Bardiya district of Province-5 combining both climate change adaptation and DRR perspective for building socio-ecological as well as institutional resilience building.

The purpose of developing a LDCRP is to integrate and mainstream of climate change and disaster risk in municipal plan which support to make more resilience communities and make local government more responsive and inclusive.

The specific objectives are:

- i) Assess the current and future vulnerabilities and identify needs of the local people;
- ii) Harmonize the local government policies and develop an institutional mechanism to address the emerging needs of resilience building at local level;
- iii) Increase an effective financial investment for DRR and climate adaptation in local government through planning process;
- iv) Integrate DRRM, Climate change fragility risk issues and flood resilience needs identified by the Flood Resilience Measurement for Communities “FRMC” tool to address the root cause of risk and vulnerability.
- v) Develop and endorse a LDCRP plan by Rajapur Municipal which forms bases of DRR, climate change fragility risk, flood resilience needs and CCA integration in local government fiscal and periodic plans. Plan of action to mainstream the priorities within municipal planning process with Monitoring and Evaluation plan

4. Scope of Study

The LDCRP development process will follow the latest available LDCRP guideline and National framework on Local Adaptation Plan of Action-2019 aligning with Rajapur municipality profile, DRRM and Climate related policies and plans with additional information on disaster risk reduction management, climate fragility risk and climate change adaptation, results from FRMC survey (exists) and balancing these components in the LDCRP in terms of scope and outputs, however they remain interlinked and interconnected, largely informing each other.

It will also examine the roles of relevant institutions in this process, their existing capacity and opportunities to strengthen their capacity in developing the LDCRP and its implementation.

5. Methodology

The LDCRP development process will follow steps described in the table which are aligned with LDCRP draft guideline and LAPA framework.

Steps	Tasks	Responsible (Lead/Support)	Output
1. Pre-planning & Coordination	1.1 Coordination with Rajapur Municipality and preparation of LDCRP requirements on availability of different committees as guided by LDCRP draft guideline and LAPA framework and FRMC information.	CSDR/Consultant/PA	Agreement (Consent) in written with Rajapur Municipality and its associated committees to take forward LDCRP
	1.2 Coordination with Local disaster and Climate resilience committee	Consultant/CSDR/PA	
	1.3 Coordination with planning coordination committee and other relevant committees of the Rajapur Municipality including different clusters for disaster Preparedness and response including selection/identification in respective wards for VCA tools use.	Consultant/CSDR	
	1.4 Review Rajapur Municipality profile, guideline of LDCRP, , National Framework on LAPA, toolbox on addressing climate fragility risk, Flood Resilience measurement for communities (FRMC) framework, National DRR strategic Plan of Action (2018-2030), CC and DRR as well as other relevant policy documents including ToR of this assignment and prepare required formats for data collection by getting feedback from Practical Action and Local governments. Plus, draw the operational plan for LDCRP development	Consultant	Forms ready
	1.5 Capacity building training of elected representatives and officials of Rajapur Municipality on preparation process of LDCRP	Consultant/CSDR	

	1.6 Capacity building training to enumerators on DRR, climate change fragility risk and process of data collection including VCA tools for preparing LDCRP	Consultant/CSDR	Enumerators will be capable for analyzing VCA tools and well knowledge on LDCRP process
2. Vulnerability assessment, data collection and risk analysis	2.1 Climate change & Climate issue desk study of the Rajapur municipality & Analysis (Of local area) explore existing CCA and DRR plus flood related plans of Rajapur and Stakeholder Mapping - including (DPRP related cluster)	Consultant	Climate and DRR Information for field verification
	2.2 Study land use/ land cover of the municipality and create 1st opportunity map indicating risk areas (climate and natural disaster)	Consultant	Shape files usable in GIS and opportunity map for field verification
	2.3 Climatic profile preparation/ Rainfall and temperature data (Analysis). Plus, draw future climate scenario for the municipality (using available tools per se participatory scenario planning)	Consultant	Data of more than a decade and analysis - monthly mean temperature and monthly mean rainfall of local area over the years of data received and climatic profile of Rajapur Municipality will be produced
	2.4 Mobilize enumerators for sensitization on climate change fragility risk and DRR as well as VCA information collection at settlements from field- Verify data collected by enumerators and collect them from enumerators preliminary (climate and disaster related needs also identified)	Consultant/CSDR/ Enumerator	Raw data/VCA information collected and checked by consultant-ready for entry and analysis
3. Preparation of LDCRP	3.1 Workshop at ward levels for data verification, validation, framework development as well as ward need identification and ward level planning of needs	Consultant/CSDR/ Enumerator	Ward needs identified and prioritised
	3.2 Data analysis and preparation of draft report	Consultant in close communication with PA	Draft report to be used in Palika workshop for planning
	3.3 Workshop at Palika level on prioritizations of needs of ward and Palika level plan preparation	Consultant/CSDR/ Enumerator/PA	

	3.4 Finalization of LDCRP	Consultant	LDCRP report and take final inputs from Palika including PA and CSDR
4. Approval of LDCRP, mainstreaming the needs in Palika plans and implementation	4.1 Final sharing and endorsement of LDCRP by Palika	Consultant/CSDR/Palika/PA	Proof of LDCRP endorsement
	4.2 Endorsement of LDCRP by Palika council	Palika/CSDR/Consultant	
	4.3 Mainstreaming of climate and DRR priorities in Palika annual and periodic plans and implementation	Palika/CSDR	Written Commitment from Palika
5. Monitoring, evaluation and update of LDCRPP	5.1 Monitoring, evaluation and update of LDCRPP	Palika/CSDR	A monitoring and evaluation plan of the municipality

6. Deliverables

The followings are the expected deliverables:

- **Inception Report:** An inception report that includes conceptual understanding of issue and research framework, concrete research questions aligned with research objectives and scope of work, detail approach and methodology for data collection, tools used and analysis including work plan, and time schedules, and the tentative table of content for the final report
- **Draft LDCRP Plan:** Detail draft report as per the objectives and scope of work stipulated in ToR and guided by the research questions & methodologies agreed during Inception Phase. It should bring evidences (actual facts & figures) on the background information of Rajapur Municipality, climatic profile, vulnerability risk analysis, adaptation capacity analysis, disaster and climate resilience strategy of local governments, integrated climate and DRR resilience plan existing investment practices and financing gap on DRR and CC and provide suggestion on the possible recommendations to the government and donors to improve their quality and quantity of investment on risk reduction and management of climate related disasters. **Final LDCRP Plan and final report** will be the end product after incorporation of all the comments from Practical Action and local government level municipal consultation workshop.
- **Summary Report, Fact sheets and PowerPoint Presentation:** A summary report (4 pager) in the provided Practical Action template highlighting the findings of the research study. Fact sheets for each three aspects of the study in the provided Practical Action template and Power point presentation for wider sharing and communication of the research findings
- **Policy Briefs:** Policy briefs in Practical Action template/format to present key facts and figures and highlight the policy recommendation to improve overall quality and

effectiveness of investment in risk reduction and management of climate related disasters

7. Team Composition and Expertise

The Consultant(s) will get support from our partner organization CSDR in the field plus support from Practical Action experts who will review, and provide comments and suggestions to the different drafts of the deliverables, and contribute to the writing of report sections as agreed.

The work will be carried out by the expert comprising of following expertise:

- Knowledge on developing plan including policy, acts, regulations and institutional landscape for climate change adaptation, DRR, and natural resource management in Nepal.
- Skills and experience on preparing the strategic action plan of local/provincial/federal governments (preferably LAPA, LDCRP, DPRP, short term and long term development plan etc).
- Skill on policy review and analysis, and actors mapping at local, provincial and federal levels.
Knowledge on the nexus between climate change risks and management of natural resources such as water, land and forestry, and climate change impacts on these resources
- Knowledge on climate change adaptation and contextual climate vulnerabilities and DRR in Nepal.
- Skills on the frameworks, tools, approaches and methodologies on climate change, DRR, and natural resource management including development interventions.
- Prior experience of accomplishing similar consulting assignments.
- Good communication and written skills.
- Sensitive towards gender and social inclusion.

Apart from the above, submission of the following will be taken into account during the selection process:

- a. A full technical and financial proposal along with the budget breakdown;
- b. A copy of Company Registration;
- c. A copy of VAT certificate (obligatory);
- d. A copy of tax clearance for last fiscal year from Inland Revenue Office; and
- e. All proposed professionals must sign the copy of clearly mentioning their proposed position in this assignment.

8. Budget

The maximum available budget is NRs. **5,00,000.00** (In words: Five hundred Thousand Rupees only) inclusive of all applicable taxes. This includes consultant's fee lodging (accommodation), DSA, travel and stationaries including all other associated cost with this study. All applicable taxes will be deducted at source. 30% of total agreed amount shall be disbursed upon completion of inception phase, 40% of total agreed amount shall be disbursed upon the submission and acceptance of draft report by PA and remaining 30% upon submission of all the final deliverables as stipulated in section 6 of this ToR.

The budget plan should include the proper breakdown of person -days for each phase activities indicated in above section of this ToR.

(Enumerators will be hired by the local partner (CSDR) and the cost of enumerators fee will be on local partner's part including logistics cost of local workshops)

9. Timeline

The total study period will be of three months commencing from April 15, 2020 and ending on July 14, 2020.

10. Evaluation Criteria

Practical Action will review the proposals based on consultant's similar working experience and knowledge on the research topic and issue together with the proposed person -days and financial quote in the submitted application.

11. Invitation for the Letter of Interest

Practical Action Nepal Office requests consultancy firm, registered in VAT to submit (i) a letter of interest (LoI) (ii) brief technical proposal along with approach & proposed work plan (not more than 3 pages) (iii) recently updated CVs (not more than 5 page), and (iv) a financial proposal with proposed person -days and their cost breakdown as per phase activities to proposals@practicalaction.org.np on or before 17:00 hrs., 09 April 2020.

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

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