

Terms of Reference (ToR)

for

Consultant -Formulation of Provincial level strategic action plan

on

Multi-hazards Early Warning System of

Sudurpaschim Province, Nepal

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1. BACKGROUND

Practical Action is a global change-making group that consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent publishing company and a technical consulting service. It combines these specialisms to multiply its impact and help shape a world that works better for everyone. In Nepal, Practical Action is focused on putting ingenious ideas into work to contribute to poverty reduction and sustainable wellbeing through working in three expertise change areas: **Energy that transforms; Farming that works** and **Resilience that protects**.

Under the **Resilience that Protects** change ambition, Practical Action is implementing projects related to community centric early warning system, flood resilience, index-based flood insurance, and climate change adaptation. As per the Disaster Risk Reduction & Management Act (2017), and Climate Policy 2019, the government of Nepal has shifted its focus from reactive to proactive engagement for Disaster Risk Reduction and Management (DRRM). As per the provision of these policy and legal provision, and as per the global efforts to foster Early Warning for all in next 5 years, We aimed foster these national initiatives at local to build local capacity, strengthening of the Provincial Emergency Operation Centers (PEOCs) in province government and Local Emergency Operation Centers (LEOCs) and widen risk communication channel across the province.

In this backdrop, and as per the request from the provincial Government to prepare strategic Action plan on Early Warning System, Practical Action jointly with ICIMOD has decided to work together for this work to ensure the needs of the local and provincial governments in improving the overall EWS in their respective area. Practical Action in partnership with ICIMOD, and with the Minister of Internal Affairs and Law, Sudurpaschim Province has initiated a pilot project entitled Localization of Early Warning System in Sudurpaschim Province.

The International Centre for Integrated Mountain Development (ICIMOD) is a regional intergovernmental learning and knowledge sharing center serving the eight regional member countries of the Hindu Kush Himalayas – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – and based in Kathmandu, Nepal. Globalization and climate change have an increasing influence on the stability of fragile mountain ecosystems and the livelihoods of mountain people. ICIMOD aims to assist mountain people to understand these changes, adapt to them, and make the most of new opportunities, while addressing upstream-downstream issues.

2. OBJECTIVE OF THE ASSIGNMENT

The overall objective of the assignment is to support the Ministry of Internal Affairs and Law of Sudurpaschim Province in formulation of “Early Warning System Strategic Action Plan” in line with national DRR frameworks, policy and strategies, and as per the local context of Sudurpaschim province of Nepal. The action we plan would contribute to strengthen multi-hazard EWS in Sudurpaschim Province, improve EWS governance, effective and simplified risk

communication and enhanced coordination and linkages between and among all concerned stakeholders in the DRRM landscape.

3. SCOPE OF THE WORK

Based on the objective, following are the major scopes of this study. However, the detailed scope of study will be discussed and finalized during an inception period. The assignment is planned over the period of 3 months (working days are mentioned below).

- Review and analyze the key Nepal-specific DRM legislations, existing depository of reports and lessons learned, and support providing key analysis as inputs to local DRR Policy & Strategic Action Plan. The review includes, but not limited to DRR&M Act 2017, Provincial and Local levels DRR&M legislations, National DRR Policy 2018, National DRR&M Strategic Action Plan (2018 – 2030), Local Government Operation Act 2017, EWS SOP, Climate Change Policy-2019 and other relevant acts, policies, guidelines, tools, techniques.
- Assess province & local levels preparedness and capacities, the government’s commitment to EWS/DRR.
- Designing and organizing/facilitating meetings, workshops and multi-stakeholder consultation sessions at district, river corridor and province level and support to identify the priorities as designed by the GoN;
- Share progress to the management committee led by DRR Focal person of Sudurpaschim Province government authority and provide other supports including organizing meetings with stakeholders required explicitly for drafting EWS Strategic Action Plan.
- Explore existing gaps, potential ways to fill up the gaps through wider consultation with the stakeholders/participants
- Review current Gender & Social Inclusion including disable, senior citizen, and children approach in Nepal and analyze these in relation with EWS governance as inputs

A tentative breakdown of the work and required days to be performed by the consultant will be as follows:

S.N.	Detail break down	Days allocated
1	Review and analyze the relevant literature as mentioned in scope of work and develop an innovative approach using both social science and physical science methods. Key methodologies for this assignment include but not limited to	5
2	Consultation with various stakeholder including Local Government, district level stakeholders mainly with DEOC, and province level, FNCCI, telecommunication service providers such as NTC/N-cell, Specific consultation, with DHM basin office, and central office,	12
3	Organise workshop in Palika, districts and a provincial level based on risk and vulnerability assessment	6

4	Analysis of information, integrate the report from technical team deputed and draft “Early Warning system Strategic Action Plan”,	10
5	Final sharing workshop, and input collection	2
6	Refine and improve the document for finalization	2
	Total	36

4. DELIVERABLES

The followings are the expected deliverables from this assignment:

- Inception Report entailing the framework, and methodology
- Developing the standard operating procedures with clear roles and responsibilities of all levels of government in EWS including the role in impact-based forecasting
- EWS strategic action plan report

5. AREAS OF EXPERTISE AND COMPETENCIES:

Practical Action seek to hire an independent consultant/consulting firms (registered in VAT) to help deliver this assignment. The consultant deployed by the firm or individual should have qualifications and experience in the following areas:

- The Consultant or lead should have at least Master’s degree in DRR/Environmental Science/Hydrology/Meteorology with atleast7 years of experience in field of DRRM/CCA and early warning system especially the formulation of policies, strategic action plan and DRRM plans.
- The consultant should have a wide range of knowledge and experience of community based EWS in Nepal. S/he should be familiar with National Guidelines and Policies related to DRRM, Climate change and related field.
- The consultant should have the best coordination skill with the province, government, local government, private sectors, and other like-minded stakeholders.
- The consultant should have good knowledge and skills with experience of District, River corridor and province level training facilitation in DRR, Climate Change, EWS and Resilience,
- Proven experience in the development of DRRM policies and strategic plans, EWS SOP and training manual
- Working experience with NGOs/INGOs, local government,
- The consultant should be sensitive towards gender, and social diversities

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

- a. A brief technical and financial proposal along with the detail budget (with timeline);

- b. A copy of Company Registration certificate (if consulting firm);
- c. A copy of VAT certificate (obligatory); and
- d. A copy of tax clearance for last fiscal year from Inland Revenue Office

BEHAVIOURAL COMPETENCIES

All staff work towards demonstrating excellence and with our core behavioral values.

We seek to:

- Be inspired and inspiring about our work
- Demonstrate dynamism in what we do
- Be good at connecting and collaborating
- Learn and share knowledge
- Demonstrate creativity in doing their job
- Be focused on getting the job done

6. ROLES AND RESPONSIBILITY

6.1 CONSULTANT

The main roles of the consultant shall be:

- Works independently
- Leads the overall process of strategy development and SoP development
- Facilitates the workshops, discussion meetings to collect the information to include in the strategy.
- Identify, contact stakeholders and collate information
- Collect data, process, Analyze and Finalize the deliverables.

6.2 PRACTICAL ACTION

The main responsibility of Practical Action Nepal Office is to:

- Orient consultant on the concept and objectives of the assignment.
- Provide timely feedbacks and inputs.
- Release budget as per the agreement.

7. DURATION

The duration of this assignment will be approximately 4 months with 36 working days. The consultant is expected to start work from January 2023 and complete the assignment by April 2023. Consultant should have commitment for completion of deliverables within time period with set workdays.

8. BUDGET

The maximum available budget is **NRS. 650,000.00** (In words: Six hundred and fifty thousand only) inclusive of applicable taxes. This includes any relevant expenses involved in this assignment, including consultant's fee, lodging, DSA, stationeries and transportation.

Applicable taxes will be deducted at source. Payment will be made in three instalments: 20% upon acceptance of inception report, 40% upon submission of draft and remaining 40% upon submission of final report.

Consultant has to submit detail budget with proper breakdown of person days as indicated in Section 3 Scope of Work and based on the deliverables mentioned above.

9. EVALUATION OF PROPOSAL

All received proposals shall be reviewed following criteria based on consultant's similar working experience, sound understanding of the assignment, qualifications, competent methodology, consistency, coherence and compliance and proposed budget. All rights of approval of proposal remain with Practical Action and its decision will be considered final.

10. INVITATION OF PROPOSAL

Practical Action Nepal Office requests interested professionals/agencies/firms (registered in VAT) to submit (i) letter of interest (1 page), (ii) a brief technical proposal along with the CV of professionals proposed to be involved in the assignment and (iii) a financial proposal with detail budget breakdown to proposals@practicalaction.org.np no later than 16th December 2022.

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

BIG
CHANGE
starts small