

TERMS OF REFERENCE

For Development of Knowledge Products under

Strengthening Local Governance for Disaster Resilient Communities (SAKSHAM) Project

1. BACKGROUND AND CONTEXT

Lutheran World Relief (LWR) is a U.S.-based 501(c)3 organization founded in 1945 with a mission to end poverty, injustice, and human suffering. LWR focuses its work on humanitarian assistance and long-term development, laying a foundation for resilience, sustainable adaptation to climate change, and the strengthening of value chains. Lutheran World Relief combined with IMA World Health in 2020 to create Corus International.

LWR in partnership with local implementing partners was awarded a grant from The United States Agency for International Development Bureau of Humanitarian Assistance (USAID/BHA) to implement a 24-month Strengthening Local Governance for Disaster Resilient Communities (SAKSHAM) program that aims to strengthen local communities' resiliency against natural disasters in Saptari and Siraha districts along the Koshi and Kamala rivers.

SAKSHAM aims to strengthen local communities' resiliency against natural disasters in Saptari and Siraha districts along the Koshi and Kamala rivers. This increases the resiliency of 12,545 individuals directly and supports 297,836 residents of communities indirectly in these two flood prone districts. Nepal - and communities in these river basins in particular - face increasing frequency and intensity of natural disasters, especially climate-related flooding and droughts. The program will focus on local communities, translating best practices in the Disaster Risk Reduction (DRR) field and Nepal's national level DRR strategies into tangible action at the grassroots level. The SAKSHAM program essentially focuses on translating theory into practice, and vision into action at the local community level where resources are few, capacities are low, and DRR knowledge and priority among the population is limited but where the impacts of natural disasters are felt most strongly. It supports local governments in adopting and applying national strategic priorities and DRR best practices into concrete actions in local communities, while ensuring DRR coverage for women and marginalized community members.

The SAKSHAM program included three BHA priority sectors. The primary focus is on Risk Management Policy and Practice will support municipal wards and communities in DRR plans, policies and activities designed to strengthen preparedness, risk mitigation, response and recovery. To supplement the program's ability to address the major needs of the most vulnerable and poorest groups in the project area, it will also include activities under Agriculture and Food Security. To strengthen livelihoods and financial resiliency through cooperatives, MFIs, insurance programs and marketing, the program includes activities under Economic Recovery and Market Systems. This has been considered to complement Risk Management Policy and Practice, and further strengthen the target communities' resilience to disaster. DRR, agriculture and food security, and market systems are directly related. Floods and other hazards directly impact food supplies, agriculture, livestock, assets, and production capacity². Additionally, the proposed Agriculture and Food Security activities are necessary to promote climate smart agricultural practices for resilient livelihoods. The SAKSHAM program will also build local government capacity and foster inclusion of women and marginalized groups in the planning to ensure that the resulting DRR

plans are inclusive for all persons in the community. Vulnerable farmers would be linked to private sectors (agro-enterprises), insurance programs and MFIs. This would ensure the sustainability of project interventions and strengthen communities' financial resilience in coordination with RMPP, agriculture and food security activities.

Project location

SAKSHAM Project is being implemented in the following municipalities.

Province	District	Municipality
Madhesh	Saptari	Saptakoshi
		Hanumannagar Kankalini
		Tilathi Koiladi
		Kanchanrup
	Siraha	Siraha
		Kalyanpur
		Karjanha

The project has planned to prepare the knowledge products covering major achievements, case studies, learnings and implementation approach applied in the project. The knowledge product (communication material) will be prepared for internal and external audiences for the purpose of learning, visibility, replicability, exchange the learning to other stakeholders like partner NGO and peer agencies, decision makers including government of Nepal, donors, and community people. LWR is seeking an experienced and expert-consultant for developing such knowledge products as described in this ToR.

2. PURPOSE AND USE OF KNOWLEDGE PRODUCTS

The overall purpose of developing knowledge product is to share the learning of the LWR's SAKSHAM Project among internal and external organizations, peer agencies, donors, decision-makers, professionals, interested public, and leading private sectors for possible opportunities in scaling up and replicating the project or developing the similar projects in future.

The specific objective of the assignment is as follows:

- To prepare a technical document that includes key achievements, strengths, lessons learnt, challenges and way forward. This should also include the process of implementation of the project and impacts in strengthening resilience of the communities or individuals.

3. SCOPE OF KNOWLEDGE PRODUCT

The consultant will document the project's approach and methodologies and practices in strengthening community flood resilience and the impacts and achievements of the implemented project activities that has brought about tangible results in disaster risk reduction and enhanced flood preparedness, response and recovery capacities. The consultant will come up with a detailed plan and skeletons of knowledge products for DRR, resilience, resilient

livelihoods, climate smart agricultural (CAS) practices, capacity building and mainstreaming GESI in DRRM at local level. The consultant will review the project documents, carry out field visits, and meetings with project implementing partners, key selected project beneficiaries and relevant stakeholders including government officials to collect the necessary information and data.

- The consultant shall prepare at least 6 case stories that demonstrate the project impacts and achievements inline with the project goal and objectives. LWR and its implementing partners shall share the list of case stories with the consultant and the finalization shall be done after mutual discussions and planning.
- The consultant shall prepare at least 4 case stories and/or process documents that demonstrate how Gender and Social Inclusion has been cross cutting issues in all of the project interventions and how the project helped in mainstreaming GESI at community and ward level. Focus shall be on women leadership development in flood preparedness, response and recovery.
- The consultant shall prepare 4 Disaster Risk Reduction and Management (DRRM) trainings impact documents that show how the capacity building training at community level has enhanced community disaster preparedness, response and recovery capacities.
- The consultant shall prepare 4 knowledge products on Climate Smart Agriculture and Economic Recovery and Market System that demonstrate how the project promoted climate smart agricultural practices and livelihood trainings has supported the vulnerable farmers in strengthening their resilience to adverse climatic conditions.
- The consultant shall support in development of SAKSHAM by numbers (beneficiaries, gender, CDMC, trained human resources, etc.) presented in infographics. LWR shall provide necessary data.

4. METHOD FOR KNOWLEDGE PRODUCT DEVELOPMENT

The process of development of knowledge product should be participatory and should be in consultation with LWR, project partner NGO, beneficiaries and local government stakeholders where needed.

- The consultant needs to visit to the project sites to meet the individuals or groups (project beneficiaries) who would have been pre identified for the case stories.
- The consultant needs to meet the pre-identified groups (Community Disaster Management Committee, Farmers Groups, Taskforces, farmers groups etc.) and discuss with them the details regarding the project implementation and impacts to collect their experiences, feedbacks etc. being engaged with the project for preparing case stories or knowledge products.
- The consultant needs to interview key informants in the communities (CDMC chairpersons, municipality officials, ward chairpersons, etc.) to collect evidence that demonstrate the impacts of the project for strengthening community resilience and localizing DRRM at ward and community levels.

The consultant should design the draft of the product and submit to LWR for final review and inputs. The consultant should work with designer for better formatting, diagram and inserting the photographs where necessary. After incorporating the inputs and comments of LWR, consultant will submit a final copy for the approval. Then LWR may print the copy as final knowledge products and will disseminate as necessary.

5. DELIVERABLES

The key deliverables for this consultancy are as follows:

Knowledge product preparation inception plan: The consultant will prepare and submit an inception plan that includes what and how the knowledge product will be prepared (process) including its's skeletons and basic content of the knowledge product. After sharing the draft inception plan, LWR will review and provide the inputs. Lutheran World Relief shall support the consultant in identifying key persons or groups for case studies or impact assessment as well as provide relevant data and information related to the project.

Final technical product: The document will be based on the approved plan/content/skeleton by consultant and LWR). The consultant will prepare document based on the field information, project reports, data and information provided by LWR. LWR and partner organizations shall provide comments and inputs to the first draft and the consultant need to share the 2nd draft version incorporating the inputs provided. LWR's country office shall share the 2nd copy to its' HQ MarCom department for final inputs and suggestions. Then consultant need to finalize and submit the final copy to LWR.

The knowledge product should include the following contents. These are basic ideas and not limited. The consultant can use his/her technical ideas.

1. Project Overview
 - Background,
 - Goals, Outcome, Outputs
2. Project approach – A short background of the approach that includes unique interventions of the project.
 - Activities of the project,
 - Introduction – (what, how, whom and where, Approach (group, individual etc),
 - Different interventions carried out for strengthening community resilience.
 - Supporting local government (wards and municipalities) for localizing DRRM.
3. Evidence of Change
 - Success Stories
 - Project's contribution in terms of impacts and achievements comparing the data where needed
4. Key Learning, Challenges and Recommendations
 - Learning
 - Challenges

5. Way Forward

6. IMPLEMENTATION ARRANGEMENTS

Consultant: The Consultant is fully responsible for finalizing the knowledge product as per above intended deliverables. He or she should prepare a detailed work plan (inception plan), draft and final copy of the knowledge product. S/he need to review and necessary reports and should plan field visit as necessary.

Project staff: Scheduling meeting with stakeholders at local level, informing communities about visit and its coordination/facilitate the expert.

The consultant/expert will lead and be responsible for the overall process of assessment starting from the implementation, debriefing and reporting. The consultant will work with Program Director, Program Manager, M&E Officer and project coordinators.

7. TIME FRAME FOR DEVELOPMENT OF KNOWLEDGE PRODUCT

The consultant needs to propose the time required to complete the assignment including field visits to meet the targeted beneficiaries and stakeholders and collect necessary data and information. The consultant should be able to submit the final product latest by 30 Nov 2022.

8. CONSULTANT'S QUALIFICATIONS AND APPLICATION PROCEDURES

Consultant hired for the development of the knowledge product should have previous experience in producing knowledge products related to DRRM, women empowerment and community resilience. The consultant should have

Requirements:

- Demonstrated knowledge of preparing knowledge products, project documents, case stories, project approach papers and possess strong research/analytical skills.
- Preference to advanced degree in DRRM, resilience, climate change, social work or any other relevant sector
- Experience in the design, monitoring and evaluation of DRRM and community resilience related report/books/research articles writing skills etc.
- Familiarity with flood risks, government acts, policies, regulations on DRRM, community based DRR approach, early warning systems, resilient livelihoods and GESI.
- Knowledge regarding hazards, risks, vulnerabilities, livelihoods practices and socio-economic status of Saptari and Siraha.
- Excellent in written English and Good computing skills.

Interested consultants are requested to submit the Updated CV and EOI including a detailed budget sheet clearly mentioning the expenditures on different headings. The budget estimate should have activities/description, unit, quantity, rate (in Nepali Rupees) and the total. All the applicable taxes will be deducted before the payment by Lutheran World Relief. The consultant should also submit his/her a sample of similar work done recently. All the required documents should be emailed to JobsNepal@lwr.org by 14 October 2022. Any decision in this regard rests solely with LWR.