

Terms of Reference (ToR)

for

Development of Standard Operating Procedure (SOP)/Early Action Protocol and Establish Communication Channel for Multi hazard Early Warning System (Landslide and Flood) of Local Municipal (Helambu and Panchpokhari) of Sindhupalchowk District, Nepal

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1. BACKGROUND

Practical Action is an international development organisation putting ingenious ideas to work so people in poverty can change their world. We help people find solutions to some of the world's toughest problems. We believe in the power of small to change the big picture. And that together we can take practical action to build futures free from poverty. In Nepal, Practical Action works in three change areas: **Energy that transforms; Farming that works and Resilience that protects.**

Under **Resilience that protects**, Practical Action is implementing "Developing a Community Centric Early Warning Protocol for Landslide Early Warning System (EWS) to build resilience of communities exposed to hydro-climatic hazards in Bagmati Province of Nepal" with generous support of Australian Embassy from May 2023 in Helambu and Panchpokhari Thangpal Rural Municipalities of Sindhupalchowk district.

This project has envisioned to save lives and livelihood of landslide vulnerable communities of targeted Rural Municipalities. This project will address development issues arising from the hydro-meteorological hazards such as floods and landslides, and the ways to reduce/mitigate the loss and damages of lives and livelihoods and overall impact on GDP. Landslide is one of the common natural hazards in the hilly region of Nepal. Both natural and human factors such as steep slopes, fragile geology, high intensity of rainfall, deforestation, unplanned human settlements are some of the major causes of landslide. There is no landslide early warning system developed to the date, which has been aggravating the impact on development actions mainly the critical infrastructures such as, hydropower plants, transmission lines, transportation system, agricultural system, and human settlements.

Sindhupalchowk District is one of the most vulnerable districts to multi-hazard risks and has been affected the most since it witnessed the devastation caused by the 2015 earthquake. The main source of hazards in the district are the many rivers that originate from high mountains which are further exposed to cascading hazards like landslides, yet there are no Landslide Early Warning System established.

The broader goal of this project is to reduce risk of landslide hazards to minimize loss of lives and damage of properties in Nepal. **The end investment outcome** is functionality of landslide EWS in Helambu-Panchpokhari area. **Intermediate outcome** of this project is to develop a LEWS system and response mechanism in Helambu-Panchpokhari area. There are **four outputs** of the project which are: a) identify and prepare a landslide risk map, b) develop risk measures and information mechanism, c) develop capacity on LEWS of communities and local government, d) generate evidence for LEWS policy advocacy. To achieve the aforementioned results as well as for proper functionality of EWS there should have action plan, clear roles and responsibilities of different tiers of government, associated stakeholders as well as community and therefore Practical Action has released this Terms of Reference (TOR) for developing Standard Operation Procedure for multi hazard Early warning system (Landslide and floods) in Panchpokhari and Helambu Rural Municipalities

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, District Emergency Operation Centers (DEOC) and Local Emergency Operation Centers (LEOCs) and widen risk communication channel across the province, district and local level. So this project will contribute to achieve the objectives as defined on aforementioned National DRRM policy as well international specially contribute to achieve the goal of Sendai Framework for Disaster Risk Reduction (2015-2030).

2. OBJECTIVES

The main objective of this study is to develop the standard operation procedure for proper functioning and operation of LEWS. The specific objectives are.

- To develop simplified sustainable instructions that define the roles and responsibilities of associated stakeholders and community members including CDMC and task force.
- To strengthen the concept of localization and DRR governance.
- To develop the mechanism for information collection and dissemination.
- To develop the communication channel and protocol for LEWs.
- To enhance capacity development and knowledge transfer.

3. SCOPE OF THE WORK

- 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, Impact based EWS SOP, Climate Change Policy - 2019 and other relevant acts, policies, guidelines, tools, techniques.
- To explore practical ideas for efficient Early warning system to develop communication channel in districts, linkage between the people of upstream and downstream and develop linkage with DDMC/DEOC /LEOCs for its sustainability. Exploring the concept of localization.
- To explore the existing communication channels on the early warning system specially on landslide focusing how the data collecting and disseminating.
- Designing and organizing/facilitating meetings, workshops and multi-stakeholder consultation sessions at municipal levels, river basin and support to identify the priorities as designed by the GON in DRR and EWS/LEWS.
- Enhance the capacity of local level legislation committee in SOP development on DRR/EWS.
- Explore existing gaps, potential ways to fill up the gaps in EWS's risk communication.
- Capacity building of EWS's related stakeholders (DRR focal persons, gauge readers, RM/M representatives, executive members, and local community leaders)
- Develop the early action protocol of community centric landslide EWS of municipalities and communication channel.
- Exploring how the LEOCs will functional autonomously according to concept of Localization.

4. METHODOLOGY:

The consulting firm/individual should use different methodology to achieve this task, but their methods, tools and works must be in line with development of SOP on impact based EWS/LEWS in local government levels based on the existing policies and acts of DRR and climate change and should promote risk communication and EWS in community level.

4.1 Consultant should adapt following methods and tools:

4.1.1. Literature Review: Consulting service must review national DRR policies, community centered impact based EWS, data and information for climate change risk profile, metrology data, DRR plans of the Sindhupalchowk district and other required documents as per requirement.

4.1.2 Training and Facilitation: This part includes preparation, training and data collection on community centric EWS. It should be planned in close coordination with project team and delivered in Helambu Rural Municipality and Panchpokharai Thangpal Rural Municipality to the project staff, elected representatives and EOC/DRR focal person, local disaster risk management committee (LDMC), ward disaster management committee (WDMC) and community disaster management committee (CDMC) of the two rural municipalities.

4.1.3 Field level data collection workshops and Meetings: Consulting Firm/individuals should conduct orientation workshop (RM level) for data collection as per mentioned in the community centric EWS policy guidelines as well as consultant should present risk profile of local municipalities. After the data collection, dissemination workshop with local level stakeholders will conduct in community level.

4.1.3 Documentation: Consultant should document EWS, and risk communication based on the risk profile/assessment, DRR policy and guidelines. In this regards, S/he must gather, and compile required information from both field level data collection work and secondary source. Practical Action has expected that consultant will prepare SOP of community centric LEWS.

4.2A tentative breakdown of the work and required days to be performed by the individual consultant will be as following within the timeframe as stipulated in section 8:

S.N.	Detail breaks 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, citizen science and physical science methods. Key methodologies for this assignment include but not limited too	4
2	Consultation with various stakeholders including Local Government, local legislation committee, LDMC, CDMC, WDMC local level stakeholders mainly with LEOC, DRR focal persons, and telecommunication service providers such as NTC/N-cell, Specific consultation, with NDRRMA and DHM basin office (If needed).	6

3	Organize workshop for data collection in local level based on community centric LEWS	5
4	Analysis of information and data, drafting the SOP of community centric LEWS.	5
5	Final sharing workshop, and input collection	5
6	Refine and improve the SOP of community centric LEWS for finalization.	5
	Total	30

5 DELIVERABLES AND TIMELINE

The expected deliverables of the assignment are:

- Inception Report entailing the framework, and methodology.
- Developing the standard operating procedures of two rural municipalities (i.e., two SOPs) in English and Nepali version with clear roles and responsibilities of local government and communities in impact-based forecasting.
- An understandable communication channel with contact details of both palikas.
- Final process report in English.

6 AREAS OF EXPERTISE AND COMPETENCIES

- The consulting firm should have a minimum of 5 years of working experience in the field of DRRM/CCA and early warning system especially the formulation of policies, strategic action plan and DRRM plans. The Lead Consultant should have at least a master's degree in DRR/Environmental Science/hydrology/meteorology. At least 7 years of experience in DRR/Climate policy and plans preparation and having at least a master's degree in environmental science/Rural Development/ or equivalent in the relevant sector,
- The consultant involve 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 and his/her team members are sensitive towards gender, and social diversities.

7. DOCUMENTS REQUIRED FOR SUBMISSION OF PROPOSAL

1. The signed Curriculum Vitae of proposed professionals 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. Proven documents of previous work in DRRM/CCA and Early warning system

8. DURATION OF EVENT

The work is expected to start from 1st week January 2023 and execute to end of first week of March 2023.

9 BUDGET

The total maximum budget available for this assignment is **NRs 550,000** (In words: NPR. Five hundred Fifty Thousand only) inclusive of all applicable taxes. The budget is not subject to negotiation. The contract does not include logistic cost. The consultant should bear the logistic costs during carrying this study. Consultant must submit financial proposal including detail breakdown of costs with number of days and schedule.

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. Practical Action will not bear any financial liability more than the above amount.

10. 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 Practical Action and its decision will be considered as a final result.

11. INVITATION OF PROPOSAL

Practical Action Nepal Office requests interested individuals (registered in VAT) to submit (i) letter of interest (1 page), (ii) CVs reflecting the detail of engagement at similar assignment (iii) Expected remuneration (per month wage basis) before **21 of December 2023** within 17:00 hrs. through email: proposal@practicalaction.org.np.

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

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CHANGE**
starts small