

Terms of Reference (ToR)

For

**Comprehensive Risk and vulnerability assessment of
Melamchi-Helambu Watershed**

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Practical Action Nepal Office
House No. 1114, Panipokhari, Lazimpat
P.O. Box 15135, Kathmandu, Nepal
Phone: +977-1-4423639/640 / 4413452
E-mail: proposals@practicalaction.org.np

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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: **Farming that works; Energy that transforms and Resilience that protects.**

Under the change ambition - Resilience that Protects; Practical Action has implemented Flood Early warning System project in Kankai, Kmla, Babai, West Rapti, Sotkhola and Karnali River Basins as a part of “Strengthening end to end (E2E) flood Early Warning System (EWS) and Preparedness for Effective Disaster risk Reduction and Resilience in Nepal project with support of USAID/BHA.

Practical Action has planned to upscale community centric EWS for reducing risk of hydro-meteorological disaster in the selected communities of Melamchi and Helambu R/Ms of Sindhupalchowk district with generous support of USAID/Bureau of Humanitarian Assistance. This project aimed to address the multi-hazard risk and establish end to end community centric EWS in the Melamchi and Helambu area. In this context, Practical Action has come together to conduct a comprehensive risk and vulnerability mapping of the area that would serve the basis for establishing of multi hazard early warning system.

2. OBJECTIVE OF THE ASSIGNMENT

The major objective of this study/assignment is to conduct a “Comprehensive hazard Risk and vulnerability mapping of Helambu-Melamchi watershed including rivers/tributaries of Melamchi-Helambu watershed leading to establish a multi-hazard early warning system in the proposed area”. This also includes the setting up the benchmark of warning, and danger in the selected rivers of Helambu and Melamchi watershed.

Risk and hazard mapping (including flood risk mapping study of major watershed) -3 Rivers/tributaries

The steps to proceed the assignment comprise:

- Setting up the baseline value for the project
- Comprehensive Risk and vulnerability mapping of Melamchi-Helambu watershed
- Hazard mapping of major rivers/tributaries
- Asses the existing hydro and meteorological station in the area

3. SCOPE OF STUDY

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.

- Comprehensive Risk and vulnerability mapping of Melamchi-Helambu watershed
- Risk and Hazard mapping (including geological study of major watershed including rivers)
- Studying the institutional set up for Early warning system on the basis of project indicators

4. DELIVERABLES

The followings are the expected deliverables from this assignment:

- **Inception Report** entailing the framework or methodology for the assignment.
- **Mid-term report** incorporating inputs from the Practical Action.
- **Risk and Hazard maps** (including geological study of major watershed), **Comprehensive Risk and vulnerability maps** of Helambu-Melamchi watershed and outline of multi-hazard early warning system requirements.
- **Institutional set up for Disaster Risk Reduction** of local government and DEOC should also be the part of the report.
- **Final report** – with all the recordings, meeting details and analyzed data in original file.
- **Final presentation in presentation format.**

5. EXPERTISE AND MANAGEMENT

The consultant team should be led by a Team Leader having strong background of assessing the Comprehensive Risk and vulnerability assessment for EWS. Besides that, the team should have a hydrologist, geologist, and a social scientist (a combination of both social and physical sciences). One GESI expert would be preferred as a team member.

6. ROLES AND RESPONSIBILITY

6.1 CONSULTANT

The main roles of the consultant shall be:

- Lead the overall study, design methodology, tools and techniques for data collection, stakeholder analysis, policy process and report writing
- Organize workshops, discussion and key informant interviews as and where needed
- Community perception has to be collected including the perception of women and people with disability
- Identify, contact stakeholders and collate information
- Analyze data and finalize the deliverables.

6.2 PRACTICAL ACTION

The main responsibility of Practical Action Nepal Office is to:

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

7. BUDGET

The total maximum budget available for this assignment is **NRs. 850,000.00** (In words: Eight hundred fifty thousand rupees only) **inclusive of applicable taxes**. This includes consultant's fee, lodging/accommodation, travel, stationaries, and all other cost associated with this assignment. All applicable taxes will be deducted at source.

The payment will be done in three instalments: 30% of total agreed amount shall be disbursed upon submission of inception report, 30% will be disbursed upon submission of mid-term report, and remaining 40% will be paid after submission of final report and all other deliverables mentioned in section 4 of ToR.

Practical Action Local partner will help the consultant in organizing ground truthing meetings in the field.

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. DURATION AND TIMELINE

The duration of this assignment will be approximately two months from the date of contract.

9. EVALUATION CRITERIA

All received proposal/CVs shall be reviewed following set of criteria. These will be but not limited to sound understanding of the assignment, competent methodology, consistency, coherence and compliance, experience, and efficient budget planning. All rights of approval of proposal remain with Practical Action and its decision will be considered final.

10. INVITATION FOR THE LETTER OF INTEREST

Practical Action Nepal Office requests consulting firms (registered in VAT) to submit (i) an application highlighting the letter of interest (LoI) (ii) brief technical proposal along with your proposed methodology (iii) recently updated CVs of professionals to be involved in the assignment, and (iv) a financial proposal with detail cost breakdown to conduct the proposed work to following address on or before 17:00 hrs., 02 December 2022 in a separate envelope properly marked with the proposal type sealed. The outer envelope should be marked as **"Conducting Comprehensive Risk and vulnerability mapping of Melamchi-Helambu Watershed including hazard mapping of major rivers/tributaries"**.

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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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CHANGE**
starts small