

Terms of Reference (TOR)

For Preparation of LDCRP and CDCRP of Tripura Sundari Rural Municipality Ward No. 3 and 6; Sunkoshi Rural Municipality Ward No 2, 5, 6 and 7 of Sindhupalchowk District

Title: Consultant (3 consultants: each for 2 Wards)

Duration: 11 August 2019 to 30 September 2019

Reports to: Project Leader

A. Background

Local Initiatives for Biodiversity, Research and Development (LI-BIRD) is a non-profit making, non-governmental organization, established in 1995 (under Associations Registration Act 1997, District Administration Office Kaski registration no. 217/052/053 and Social Welfare Council affiliation no. 3394). It works in the field of Agricultural Research, Forestry, Biodiversity and Natural Resources Management, and Community Resilience to Climate Change, and emphasizes on the participatory approach to the development, dissemination and scaling up of technologies. LI-BIRD is committed to capitalize on local initiatives for a sustainable management of renewable natural resources, and to improve the livelihoods of resource-poor people of Nepal. The organization is active in parts of 32 Districts with around 62 professional staffs. Please refer LI-BIRD'S website www.libird.org for further details.

LI-BIRD is preparing “**Local Disaster and Climate Resilient Plan and Community Disaster and Climate Resilient Plan**” of Ward No- 3 and 6 of Tripura Sundari Rural Municipality and Ward No- 2, 5, 6 and 7 of Sunkoshi Rural Municipality of Sindhupalchowk district under the project entitled “**Scaling Up Climate Resilient Agriculture for Sustainable Livelihood of Smallholder Farmers in Nepal (CRA)**” with funding support from Bread for the World (BftW), Germany.

B. Objectives of the Assignment

Under the second outcome intended by the CRA project, there is a plan to support Tripura Sundari in preparation and implementation of local level disaster risk management plans of Ward- 3 and 6; and Sunkoshi Rural municipality in preparation and implementation of local level disaster risk management plans of Ward- 2, 5, 6 and 7. In the present scenario there is need to update some Community Disaster Management Plans (village level plans) and one local disaster management plan (ward level plan). As guided by the circular made by the Ministry of Federal Affairs and Local Development in 2017, the project has decided to prepare separate ‘Local Disaster and Climate Resilience Plan (LDCRP) at for each ward (3 and 6). In addition, community level plans, roughly ranging from 5 to 10 in number within each ward, will be developed termed as Community Disaster and Climate Resilience Plan (CDCRP).

The main objective of the task is to update or prepare minimum 15 CDCRPs and 2 LDCRPs in CRA project area. The project expects that such initiative will support the local government and also the community to build capacity to tackle with the disasters risks and become more resilient.

C. Responsibilities of the Consultant

The Consultant is expected to

1. Provide orientation on climate change adaptation and disaster risk reduction to local leaders
2. Conduct field exercises with the communities as to study the field reality (conduct VCAs and other analysis) and prepare CDCRPs in ward 3 and 6 of Tripura Sundari Rural Municipality
3. Conduct field exercise with the community and interview key stakeholders as guided by the MoFALD guideline to prepare LDCRPs of ward 3 and 6 of Tripura Sundari Rural Municipality.
4. Share the plans with Tripura Sundari Rural Municipality on behalf of LI-BIRD for their endorsement in a common forum

D. Reporting:

Assigned representatives and the Consultant himself will report to Project Leader of CRA Ms. Anita Gautam throughout the contract period for all communications and dealings.

E. Deliverables

1. 6 CDCRPs of ward no. 3 (Dhuskun) of Tripura Sundari Rural Municipality.
2. 5 CDCRPs for ward no. 6 (Tekanpur) of Tripura Sundari Rural Municipality.
3. 2 LDCRPs of ward no. 3 and 6 of Tripura Sundari Rural Municipality.
4. 5 CDCRPs of ward no. 2 (Thokarpa) of Sunkoshi Rural Municipality.
5. 6 CDCRPs of ward no. 5 (Sunkhani) of Sunkoshi Rural Municipality.
6. 6 CDCRPs of ward no. 6 (Thumpakhar) of Sunkoshi Rural Municipality.
7. 5 CDCRPs of ward no. 7 (Pangretar) of Sunkoshi Rural Municipality.
8. 4 LDCRPs of ward no. 2, 5, 6 and 7 of Sunkoshi Rural Municipality.

F. Specific Inputs to be provided by the Consultant:

Contract Schedule

The assignment will commence from 11 August 2019. The engaged Consultant should submit the CDCRPs and LDCRPs to LI-BIRD latest by 26 September 2019. The Project estimates a level of effort for the Consultant to be up to 46 days during this period.

Acceptance of the Deliverables:

Before proceeding to the final payments, all deliverables are subjected to be approved by CRA project leader and POD/PDD of LI-BIRD.

G. Scope of Work, Evaluation aspects and Methodology

The scope of the project comprises to prepare CDCRPs and LDCRPs based on own field assessments as guided by the circular of MoFALD. In broad, each plan must include the situation analysis (risk and vulnerability), local capacity and the suggested plans. The suggested activities in the plan should be well integrated in local context (environment, community and local development plan). Overall, the plans should contribute to the livelihood and climate resilience of the communities. To achieve this following methodology is suggested

Suggested methodology:

- a) **Inception Phase/Preparatory phase:** The preparatory phase includes; start-up meeting amongst the consultant and LI- BIRD/CRA team; Meeting with Local government officials and local stakeholders V) Design of checklists, field work plan and methodology, Meeting with LI-BIRD/CRA team to finalize the evaluation framework and tool. Due regards to the MoFALD guidelines is suggested.
- b) **Field work:** The Consultant and/or his team will visit project areas, observe project sites, carry out Assessments, focused group discussions with target groups, and interacts with stakeholders within the methodology developed above.
- c) **Analysis and write-up:** The Consultant will compile and consolidate relevant primary and secondary information/data (qualitative and quantitative) required. He will collect weather and other relevant data from relevant meteorological stations and other means. Once the Consultant will draft first CDCRP and LDCRP he will share it to LI-BIRD for endorsement. Once it is endorsed, he might proceed to finish the write up. The Consultant will submit whole set of deliverables within the timeline mentioned in the contract.

H. Time Frame for Evaluation

The timeline for this assignment starts from 11 August 2019 and ends on 30 September 2019. Within this timeline, the Consultant is expected to work for 46 days with following schedule;

Task	Time Allocation
1. Inception Phase	9 Days
Project Orientation in Khadichaur	1 Day
Meeting with Local government and local stakeholders	2 Days
Design of checklists, field work plan and methodology	2 Days
Meeting with LI-BIRD/CRA team to finalize the plan and methodology	1 Day
Capacity Development Training on LDCRP	3 Days
2. Vulnerability and Capacity Assessment (VCA) and Risk Profile Preparation	19 Days
Risk, Vulnerability and Capacity Assessment of Ward No 3 and 6 of Tripura Sundari Rural Municipality	14 Days
Risk Profile Preparation	5 Days
3. Local Disaster and Climate Resilient Plan	14 days
Draft Preparation of LDCRP and CDCRP and sharing for comments and feedback	7 Days
Complete all the write up in accordance to the endorsed format and do the final submission (<i>Before 21st September 2019</i>)	7 Days
4. Sharing meeting arranged by LI-BIRD team in Tripura Sundari Rural Municipality office	1 Days
5. Submission of Final Report	3 Days
Total	46 Days

I. Special Terms & Conditions / Specific Criteria

- The consultant should have master's degree in environmental science/ management, engineering, economics, social science, Disaster risk management or other relevant academic discipline related to the assignment;

- The consultant will be expected to have extensive experience and detailed knowledge on disaster risk management and climate change concepts and approaches in the context of local and global scenarios;
- The consultant will be expected to have an experience in delivering all the required outcomes in previous assignments in rural setting;
- The consultant shall have developed at least 3 LDCRPs.
- Example of at least two similar completed assignments and outputs shall be shared during the discussion meeting.

J. Evaluation Process

After evaluation of the proposals by the procurement committee, the project will make award to the applicant whose proposal provides the best value considering both technical and financial aspects. There will be 80% marks for technical evaluation and 20 % marks for financial evaluation.

K. Payment Modality

Instalment	Payment Basis	Amount	Requirement
1 st	Delivery of Capacity Building Training on LDCRP	30 %	Training Completion Report
2 nd	Submission of Draft LDCRP and CDCRP	30 %	Draft LDCRPs (Ward No 3 and 6) and 15 CDCRPs
3 rd	Final LDCRPs and CDCRPs	40 %	Final LDCRPs (Ward No 3 and 6) and 15 CDCRPs with Task Completion Report