**Terms of Reference for National Thematic Coordinator**

**Consultancy assignment to support the Government of Nepal in developing “National Disaster Risk Reduction Policy and Strategic Action Plan” in Nepal - 2016-2030**

**Duty Station:** Kathmandu

**Duration:** 45 working days (spread over Feb to May 2017)

**Execution Modality:** Individual Consultant – National Thematic Coordinator

Government of Nepal, particularly the Ministry of Home Affairs (MOHA), Office of Prime Minister and Council of Ministers (OPMCM), National Planning Commission (NPC) together with key line ministries and cluster members have identified the need for a roadmap as a long term post-2015 DRR framework for Nepal in line with Sendai Framework for Disaster Risk Reduction (SFDRR) and other global frameworks on sustainable development goals and climate change adaptation. To this efforts, taking into account the experience gained from implementation of National Strategy for Disaster Risk Management (NSDRM 2009) (in line with Hyogo Framework for Action: 2005-2015), lessons learned from 2015 Gorkha earthquake, and other ongoing initiatives around Climate Change and Sustainable Development Goals, the Government of Nepal has initiated the process of formulation of *“National Disaster Risk Reduction Policy and Strategic Action Plan”.* This will support for providing strategic guidance in designing and implementation of DRR program in Nepal for 2016 to 2030.

A Working Committee (WC) led by Head of Disaster Management Division of MOHA has been formed for providing guidance and support required in the process (technical and management). Working committee comprises of the representatives from key line ministries, donor agencies, UN agencies, NRCS, civil society organization (DPNet and AINTDGM) and private. The committee also provides an oversight of the work done by technical service providers (PAC, national thematic coordinator, thematic experts) and thematic technical groups.

The process envisages engagement of government agencies, donor agencies, UN agencies, NRCS, civil society organization (DPNet and AINTDGM) and private sector to jointly review the efforts made so far and discuss about the future priorities. UNDP has collaborated with Practical Action Consulting (PAC) to provide technical support required in preparing the final document on National DRR Policy and Strategic Action Plan. The PAC team receives guidance from the working committee in the process.

Working committee has formed six Thematic Working Groups (TWG) which are expected to assess current context of DRR/DRM and to identify the future priorities in line with the principles of SFDRR to be incorporated in the policy and action plan. Among the relevant government ministries, one with support from others, will lead each thematic group and other stakeholders (donor agencies, UN agencies, NRCS, civil society organization-DPNet & AINTDGM and private sector etc.) will support to TWGs as members based on their past contribution in DRR. Six thematic groups are;

* Productive (Agriculture, Food security and livelihood) – Ministry of Agriculture Development (lead), Ministry of Industry (co-lead)
* Social (Education, Health, Nutrition, Water Supply, Sanitation and Hygiene) - Ministry of Education (lead), Ministry of Health (co-lead)
* Infrastructure (Urban, Transportation, Irrigation, Infrastructure, Housing, Natural and Cultural Heritage) – Ministry of Urban Development (lead), Ministry of Irrigation and Ministry of Culture, Tourism, & Civil Aviation (co-lead)
* Environment and Natural Resources (Land use, Energy, Forest & Soil Conservation and Climate/weather) – Ministry of Federal Affairs and Local Development (lead), Ministry of Forest & Soil Conservation and Ministry of Population & Environment (co-lead)
* Cross-cutting (GESI, Governance, Disability, Children, Senior Citizen) – National Planning Commission (lead), Ministry of Women, Children and Social Welfare (co-lead)
* Preparedness, response, recovery, law & order and communication – Ministry of Home Affairs (lead), Ministry of Federal Affairs and Local Development (co-lead)

To support the MoHA in providing close guidance to PAC team in formulation of National DRR Policy and Strategic Action Plan as per the government requirement, a National Thematic Coordinator will be hired for a period of 45 working days. The national thematic coordinator also supports coordinating the TWGs, tracking the progress made by 6 TWGs and reporting to the working committee. The coordinator will also support in finalization of policy document in government required template and facilitate in approval.

The roles and responsibilities of national thematic coordinator is given below;

1. Work with PAC team and TWG lead/co-lead to transform the thematic reports/inputs into government policy format, and develop a) National DRR Policy and b) Strategic Action Plan in the government policy format in Nepali.
2. Support the Working Committee to finalize the document, prepare presentations for the chair of WC to be shared in high level government discussions required for the approval process.
3. Support updating the documents based on feedback received from higher-level discussions.
4. Work closely with WC and PAC team in setting the agenda, key questions and facilitating the group exercise in national and sub-national level workshops to get the expected inputs to the documents.
5. Communicate with WC, UNDP and PAC during the entire process.
6. Report UNDP on weekly basis about the progress in policy formulation and approval.
7. Ensure consistency and sectoral coherence in TWG reports and final documents.
8. Collect feedback from TWG, discuss and present to WC for decision as required.
9. Any other necessary works assigned by Working Committee.

**Methodology:**

National Thematic Coordinator is expected to generate the National DRR Policy and Strategic Action Plan by applying the government policy process and format.

In order to provide effective support to the PAC team and work effectively with the TWGs, the thematic coordinator may also:

* Review the documents related to DRM being practiced in Nepal as inputs to DRR Policy & action plan and understand the context;
* Review and understand Global (Sendai & Asian) DRR frameworks and also DRR approaches of some of other countries similar to Nepal and analyze and present it to working committee;
* Take part in wider consultation with the stakeholders (government, donor agencies, UN agencies, NRCS, civil society organizations-DPNet & AINTDGM and private sector), national & sub-national level consultations in preparing & updating the document. Support facilitation of the meeting and workshops.
* To the extent possible, take part in TWG technical discussion to understand the thematic context and dynamics.

Majority of the key documents can be obtained from the stakeholders including MoHA, key ministries, NPC, UNISDR, NRCS and relevant development partners as well as web-based system.

**Deliverables**

The schedule of payment linked with deliverable for the work will be as follows:

|  |  |
| --- | --- |
| **Activities/Deliverables** | **Time frame 2017** |
|  | Feb | Mar | April/May |
| 1. Pre inception meetings with working committee, UNDP and PAC. One inception report of the consultancy including methodology to be followed and frame of the final report to be submitted.  |  |  |  |
| 2. Support PAC facilitating the meetings/consultations with stakeholders at national and sub-national level. Submit the analysis report.  |  |  |  |
| 3. Support PAC team for preparing the draft report on "National DRR Policy and Strategic Action Plan" for wider consultation and feedback in government standard format, style and language (in Nepali) required for endorsement to working committee.  |  |  |  |
| 4. Support working committee for preparing the presentation of the documents to be shared to the government’s higher level meetings/consultations and update the documents incorporating the feedbacks.  |  |  |  |
| 5. Finalize the document working closely with working committee, UNDP, PAC and support for the approval process.  |  |  |  |

**Expertise and Qualification required**

* At least Master’s degree in DRM or social science or engineering, economics, management or any relevant field. International experience will be an added advantage.
* Candidate with PhD degree in relevant field will have an advantage. Should have at least 15 years of work experiences in development sector of Nepal including Disaster Risk Management, national policy formulation process and national level development/planning process and strong report writing skill both in Nepali and English.
* Excellent communication and writing skills both English and Nepali at professional level.
* Excellent communication and interpersonal skills, experienced working in a team.
* Professional attitude in related field of work and ability to work in multi-cultural environments.
* Excellent skills in conducting/facilitating meeting, training /workshop and seminar.
* Knowledge of and familiarity with the government policy development process and UNDP norms and operations would be an advantage.
* Excellent and proven track record of previous work with Government of Nepal and its affiliated organizations and agencies in development of DRM-related results.

**Terms of Reference for National Thematic Expert for each TWG**

**Consultancy assignment to support the Government of Nepal in developing “National Disaster Risk Reduction Policy and Strategic Action Plan” in Nepal - 2016-2030**

**Duty Station:** Kathmandu

**Duration:** 20 working days for one thematic area (Spread over Feb to March 2017)

**Execution Modality:** Individual Consultant- National Thematic Expert (one for each TWG)

Government of Nepal, particularly the Ministry of Home Affairs (MOHA), Office of Prime Minister and Council of Ministers (OPMCM), National Planning Commission (NPC) together with key line ministries and cluster members have identified the need for a roadmap as a long term post-2015 DRR framework for Nepal in line with Sendai Framework for Disaster Risk Reduction (SFDRR) and other global frameworks on sustainable development goals and climate change adaptation. To this efforts, taking into account the experience gained from implementation of National Strategy for Disaster Risk Management (NSDRM 2009) (in line with Hyogo Framework for Action: 2005-2015), lessons learned from 2015 Gorkha earthquake, and other ongoing initiatives around Climate Change and Sustainable Development Goals, the Government of Nepal has initiated the process of formulation of *“National Disaster Risk Reduction Policy and Strategic Action Plan”.* This will support for providing strategic guidance in designing and implementation of DRR program in Nepal for 2016 to 2030.

A Working Committee (WC) led by Head of Disaster Management Division of MOHA has been formed for providing guidance and support required in the process (technical and management). Working committee comprises of the representatives from key line ministries, donor agencies, UN agencies, NRCS, civil society organizations (DPNet and AINTDGM) and private sector. The committee also provides an oversight of the work done by technical service providers (PAC, national thematic coordinator, national thematic experts) and thematic technical groups.

The process envisages engagement of government agencies, donor agencies, UN agencies, NRCS, civil society organizations (DPNet and AINTDGM) and private sector to jointly review the efforts made so far and discuss about the future priorities. UNDP has collaborated with Practical Action Consulting (PAC) to provide technical support required in preparing the final document on National DRR Policy and Strategic Action Plan. The PAC team receives guidance from the working committee in the process.

Working committee has formed six Thematic Working Groups (TWG) which are expected to assess current context of DRR/DRM and to identify the future priorities in line with the principles of SFDRR to be incorporated in the policy and strategic action plan. Among the relevant government ministries, one with support from others, will lead each thematic group and other stakeholders (donor agencies, UN agencies, NRCS, civil society organizations-DPNet and AINTDGM and private sector etc.) will support to TWGs as members based on their past contribution in DRR. Six thematic groups are;

* Productive (Agriculture, Food security and Livelihood) – Ministry of Agriculture Development (lead), Ministry of Industry (co-lead)
* Social (Education, Health, Nutrition, Water Supply, Sanitation and Hygiene) - Ministry of Education (lead), Ministry of Health (co-lead)
* Infrastructure (Urban, Transportation, Irrigation, Infrastructure, Housing, Natural and Cultural Heritage) – Ministry of Urban Development (lead), Ministry of Irrigation and Ministry of Culture, Tourism, & Civil Aviation (co-lead)
* Environment and Natural Resources (Land use, Energy, Forest & Soil Conservation and Climate/Weather) – Ministry of Federal Affairs and Local Development (lead), Ministry of Forest & Soil Conservation and Ministry of Population & Environment (co-lead)
* Cross-cutting (GESI, Governance, Disability, Children, Senior citizen) – National Planning Commission (lead), Ministry of Women, Children and Social Welfare (co-lead)
* Preparedness, Response, Recovery, Law & order and Communication – Ministry of Home Affairs (lead), Ministry of Federal Affairs and Local Development (co-lead)

It was further agreed that to support each six TWG, a national thematic expert will be deployed for a period of 20 working days. The thematic experts will receive the technical guidance from Working Committee, PAC team and thematic coordinator. The thematic expert shall support to carry out the work of respective TWG under the guidance of concerned TWG lead and co-lead. National thematic expert will work closely with the thematic coordinator to harmonize the product as required in government format.

The roles and responsibilities of national thematic expert is given below;

1. Assist the lead and co-lead in organizing the thematic technical process and meetings (invitation to the members, preparation of minutes, follow up, venue, date/time and others).
2. Support facilitating TWG discussions with guiding questions, generate common understanding among the group about the key thematic issues, existing efforts and future priorities.
3. Consolidate the thematic priorities into a report with mid-/long-term realistic targets that covers all sectors/sub-sectors within the thematic group in consultation with thematic lead & co-lead. Thematic report should be in both Nepali and English.
4. Support revising and improving the thematic report as required in consultation with working committee, PAC and national thematic coordinator
5. Communicate with working committee, UNDP, PAC and thematic coordinator about the progress of the thematic group. (including preparation of the presentation)
6. Any other necessary works assigned by Thematic Leader, Co-Leader and Working Committee.

**Methodology:**

The national thematic expert is expected to support and guide the thematic discussions in i) understanding the existing efforts in Nepal and global/reginal context, ii) identifying gaps and prioritize, iii) generating jointly the thematic report which outlines the context and priorities. The process will entail close engagement of thematic group members under the leadership of Lead and co-lead ministry. Recommended approaches and steps are:

* Work with the thematic group members and map out the documents and existing efforts to DRR/DRM being practiced in Nepal in relation with the sectors that fall under the designated thematic group.
* Review global, regional (Sendai & Asian) DRR frameworks and also DRR approaches of some of other countries similar to Nepal and analyze for particular thematic sectors and present it to thematic group consultations.
* Maximize the expertise and knowledge of the line ministries, donor agencies, UN agencies, NRCS, civil society organizations (DPNet and AINTDGM) and private sector who have strength in disaster and climate risk management in particular sector.
* Explore of existing gaps for DRR perspectives in different sectors within the thematic area, potential ways to fill the gaps. Ensure that priorities are laid out in a way that results are measureable in the medium to long-term.
* Ensure the Sendai Framework for DRR Four Priorities (1. Understanding Disaster Risk, 2. Strengthening Disaster Risk Governance to manage disaster risk, 3. Investing in disaster risk reduction for resilience, and 4. Enhancing disaster preparedness for effective response, and BBB in recovery, rehabilitation and reconstruction) and ‘inclusive DRR’ are addressed across the thematic area and seek guidance from the PAC team and thematic coordinator as much as possible.

Majority of the key document can be obtained from the stakeholders including MoHA, key ministries, NPC, relevant partners, UNISDR website, NRCS as well as web-based system.

**Deliverables**

The schedule of payment linked with deliverable for the work will be as follows:

|  |  |
| --- | --- |
| **Activities/Deliverables** | **Time frame 2017** |
|  | 15 Feb | 15 Mar | March |
| 1. Pre inception meetings with working committee, thematic group, PAC and thematic coordinator. One inception report of the consultancy including methodology to be followed and frame of the final report to be submitted.  |  |  |  |
| 2. Facilitate the meetings/consultations of the thematic group in consultation with lead & co-lead. Support prepare the draft report of particular theme as key inputs to national DRR policy and strategic action plan in line with Sendai DRR framework with measurable target in place. |  |  |  |
| 3. Finalize key inputs report incorporating feedback from working committee, thematic group, thematic coordinator and PAC and submit it to working committee. Also, submit high quality presentations of the reports to key stakeholders.  |  |  |  |

**Expertise and Qualification required**

* At least Master’s degree in DRM or social science or engineering, economics, public health or management or any relevant field. International experience will be an added advantage.
* Candidate with PhD degree in relevant field will have an advantage. Should have at least 15 years of work experiences in development sector of Nepal including Disaster Risk Management, national policy formulation process and national level development/planning process and strong report writing skill both in Nepali and English.
* Excellent communication and writing skills both English and Nepali at professional level.
* Excellent communication and interpersonal skills, experienced working in a team.
* Professional attitude in related field of work and ability to work in multi-cultural environments.
* Excellent skills of conducting/facilitating meeting, training/workshop and seminar.
* Knowledge of and familiarity with the government and development partner’s norms and operations would be an advantage.
* Excellent and proven track record of previous work with Government of Nepal and its affiliated organizations and agencies in development of DRM-related results.

**Terms of Reference for Thematic Working Group**

**to support the Government of Nepal in developing “National Disaster Risk Reduction Policy and Strategic Action Plan” in Nepal - 2016-2030**

Government of Nepal, particularly the Ministry of Home Affairs (MOHA), Office of Prime Minister and Council of Ministers (OPMCM), National Planning Commission (NPC) together with key line ministries and cluster members have identified the need for a roadmap as a long term post-2015 DRR framework for Nepal in line with Sendai Framework for Disaster Risk Reduction (SFDRR) and other global frameworks on sustainable development goals and climate change adaptation. To this efforts, taking into account the experience gained from implementation of National Strategy for Disaster Risk Management (NSDRM 2009) (in line with Hyogo Framework for Action: 2005-2015), lessons learned from 2015 Gorkha earthquake, and other ongoing initiatives around Climate Change and Sustainable Development Goals, the Government of Nepal has initiated the process of formulation of *“National Disaster Risk Reduction Policy and Strategic Action Plan”.* This will support for providing strategic guidance in designing and implementation of DRR program in Nepal for 2016 to 2030.

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* Cross-cutting (GESI, Governance, Disability, Children, Senior Citizen) – National Planning Commission (lead), Ministry of Women, Children and Social Welfare (co-lead)
* Preparedness, Response, Recovery, Law & Order and Communication – Ministry of Home Affairs (lead), Ministry of Federal Affairs and Local Development (co-lead)

The Thematic Working Group (TWG) will have the following scope of the works:

1. Joint Secretary of the lead ministry will chair the TWG and joint secretary can assign under-secretary to perform his future responsibilities on behalf of him.
2. The working committee will decide other members to be included in the TWG in consultation with thematic lead and co-lead.
3. TWG will identify the DRR policies related to the sector to be included in the National DRR policy.
4. TWG will identify each sector related priority strategic actions, activities, targets and indicators based on SFDRR four priority for actions, seven targets and 13 guiding principles to be included in the National DRR Policy and Strategic Action Plan. Asian DRR framework will also be considered.
5. TWG will meet at least 3 times a month for discussion. TWG will complete the assignment within two months.
6. TWG will communicate/report to the working committee about the progress through coordinator/facilitator. Thematic facilitator will support convening meetings, facilitation discussions, preparing minutes and drafting report.
7. TWG will prepare a sector specific report as input to National DRR Policy and Strategic Action Plan and will submit to the working committee.
8. TWG will perform any other works related to the development of National DRR Policy and Strategic Action Plan assigned by the working committee.
9. TWG could be dissolved by the working committee after receiving the report.