

UNITED NATIONS DEVELOPMENT PROGRAMME (CE)
Comprehensive Disaster Risk Management Programme
Terms of Reference

for

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

Duty Station: Kathmandu

Duration: Six (6) months

Execution Modality: Contractual services; companies

Background:

Disaster risk in Nepal is escalating with the increase in vulnerability and exposure from improper development processes, and as well as with the probable increase in frequency and magnitude of hazards. The last Gorkha earthquake, April 2015 and its numerous aftershocks, was a rude jolt that has refocused attention on DRM in Nepal.

Over the years, the Government of Nepal (GoN) has shifted its focus from a reactive to a proactive approach for disaster risk management (DRM) and has undertaken efforts in strengthening legal frameworks, policy and planning, organizational aspects, institutional capacities and partnerships for DRM. This include; moving from a disaster response oriented legal framework, National Strategy for Disaster Risk Management (NSDRM 2009), transformation from the National Calamity Relief Act 1982 toward DM Bill (currently in in-depth discussion for endorsement), coordinated work for the improvement of overall DRM capacity through Nepal Risk Reduction Consortium, established focal desk for DRM within line ministries, establishment of national multi-stakeholder platform for DRR, to name a few.

The NSDRM has guided a number of developments on DRM in Nepal. These include: i) progress in mainstreaming DRM into national development planning through the periodic plans; ii) establishment of a network of emergency operation centers encompassing over 46 districts linked through radio communication networks and an open-source based disaster management information system; iii) formulation of risk informed land use plans for Kathmandu Valley; iv) integration of DRM into educational curricula, and into curricula for training of government officials; v) many hospitals, schools assessed for structural safety and retrofitting; vi) establishment of centralized warehouses in select locations and a humanitarian staging area in the international airport, among others.

This NSDRM needs to be revised and updated with the Government of Nepal committing to implement the new Sendai Framework for Disaster Risk Reduction 2015-2030 at the Third United Nations World Conference on Disaster Risk Reduction, in March 2015, where participating parties jointly declared the determination to enhance efforts to strengthen disaster risk reduction to reduce losses of lives and assets from disasters, increase the capacity

for understanding about the disaster risks, strengthen the global cooperation for DRR and establish multi-hazard risk information management (EWS) system for potential disasters worldwide.

The NSDRM also needs to be revised and updated to account for the learning from the Gorkha earthquake that resulted in loss of over 8900 lives, injury to more than 22,000 people, some 3 million people displaced and over 800,000 houses either destroyed or damaged. The total value of disaster effects due to the earthquake was estimated at US\$ 7 billion by the Nepal Earthquake Post-Disaster Needs Assessment (PDNA). The PDNA and the Post Disaster Recovery Framework prepared after the earthquake provide key directions and recommendations for strengthening DRR in the country, which are very relevant for formulation of the new strategic action plan for DRM. A huge, multi-year post-earthquake recovery and reconstruction programme is being implemented by the Government of Nepal in which DRR and building back better are key principles. The impact of this earthquake and other recurring disasters have focused greater attention on the need for investing in capacities and resources for effective disaster and climate risk management in Nepal. Additional resources for DRM is very likely to be allocated by the government which also make a forward-looking strategic action plan prioritizing key areas most relevant.

2015 was also marked in addition to the Sendai Framework for DRR, by other relevant agenda such as Financing for Development, SDGs and COP21. Priorities under each global agenda are mutually reinforcing and could guide Nepal to further prioritize for the country's resilient and sustainable development. National Planning Commission (NPC) has already taken steps to address climate and disaster risk management as part of the nation's long-term Sustainable Development Goals¹ as well as the new three-year periodic planning process. 2016 also witnessed the first World Humanitarian Summit in which countries committed to an Agenda for Humanity which holds great relevance as Nepal formulates its longer-term strategy for DRM.

2015 Gorkha earthquake was a cataclysmic event and a wakeup call. While National Reconstruction Authority (NRA) has taken the lead in post-disaster recovery and reconstruction, it is also critical to address the vulnerability that exists across the country to various natural and climate induced hazards and risks. Major disaster risks remain including the recurrence of similar types of flooding, landslides, droughts, GLOFs as well as earthquakes.

In this context, Government of Nepal, particularly the Ministry of Home Affairs (MOHA), Prime Minister's Office (PMO), NPC together with key line ministries have identified the need for new roadmap or post-2015 framework for Nepal to address key priorities in line with Sendai Framework for DRR and other global frameworks. Taking into account the experience gained through the implementation of NSDRM (in line with Hyogo Framework for Action:2005-2015), the lessons from 2015 Gorkha earthquake, and other existing/emerging initiatives around Climate Change and Sustainable Development Goals, the Government of Nepal intends to initiate the process for formulation of *"National Disaster Risk Reduction Policy and Action*

¹ SDGs 2016-2030 National (Preliminary) Report, NPC (2015)

Plan”, that will support implementation of risk informed actions through the national to local development process in a coordinated manner engaging all stakeholders.

The process envisages engagement of government agencies, non-government organizations, private sector and development partners to jointly review the efforts made so far and discuss about the future priorities. Discussions within the Government, have recommended that this process requires consultancy support from a national institution and resources have been sought from UNDP and AINTGDM.

UNDP has been the lead agency supporting the government on institutional and policy issues related to DRR, and supported the formulation of the NSDRM, 2009, and institutional and policy initiatives relating to DRM policy including the DRM national platform, HFA reporting, mainstreaming guidelines among others. UNDP has also been the lead agency for DRR in support of MOHA for both the PDNA and PDRF reports, and continues to collaborate with MOHA and NRA on related issues.

Objective:

The objective of this consultancy is to support the Government of Nepal’s process in the formulation of “National Disaster Risk Reduction Policy and Action Plan”.

Scope of work/Roles and Responsibilities

The consultancy service is planned over the period of 6 months (working days are mentioned below). During this period, process of the Government in formulation of “National Disaster Risk Reduction Policy and Action Plan” will be supported through various pieces of work:

- **Collect, review and analyze the key Nepal-specific DRM legislations, existing depository of reports and lessons learned around Nepal’s Climate and Disaster Risk Management, and support providing key analysis as inputs to DRM Policy and Post 2015 DRR strategic roadmap in line with Sendai DRR priorities.**
The available documentations includes, but not limited to, proposed DM Bill, NSDRM 2009, National Adaptation Plan of Actions (NAPA), Climate Change Policy and other relevant acts, policies, guidelines, tools, techniques, capacity and institutional arrangement as well as recourses for DRM, documentations on the response of Gorkha earthquake, PDNA, Post Disaster Recovery Framework, and other various policy/strategy documents being generated through Nepal Risk Reduction Consortium (NRRC) Flagships programs.
- **Assess progress that the DRR sector in Nepal has made (risk assessment, early warning, response and preparedness, mitigation, recovery, etc) and areas for further improvement as identified in the PDNA/PDRF.**

Assess local-level preparedness and capacities (based on assessment of sub-national and district-level capacities), the government's commitment to DRR in institutional and financial terms and contribution of international assistance, its achievements and limitations etc. Delineate issues and priorities (based on above) that reflect the priorities agreed by the Government through the Sendai framework.

- **Review the Sendai DRR framework, COP21 agenda, Nepal perspectives for SDGs and also review the DRR/M approaches of region & other countries similar to Nepal and to synthesis key inputs for developing "Disaster Risk Reduction Strategy and Action Plan, 2015-2030" for Nepal.**

Review and analyze disasters (large, medium and small) in terms of impacts on human and property loss and also on key development sectors and livelihood and also collate and review risk assessment studies conducted by various stakeholders for deeper analysis about the impact of different hazards/disasters as inputs to strategic DRR roadmap for post 2015 development with focus on how DRR strategy contribute to relevant goals of SDG.

Review the key recommendations and way forwards for DRR agreed in global conferences such as Yokohama, Hyogo & Sendai and synthesis the best practices & learnings, as key inputs for post 2015 DRR framework for Nepal also in relation to DRR and CCA interface and SDG perspectives.

- **Assist the Government of Nepal in designing and implementing the process toward the development of "Disaster Risk Reduction Policy and Action Plan", and support various stakeholder consultations conducted by the Government.**

The technical service provider will support the Government in a) preparing background papers on issues identified above; b) designing and organizing/facilitating meetings workshops and multi-stakeholder consultation sessions at national, federal and district/community level and support to identify the priorities as designed by the GON; c) identify and propose specific technical issues that may require international expertise and assistance. Cost of necessary consultations will be supported by AINTGDM in developing the "Disaster Risk Reduction Strategy and Action Plan 2015-2030" for Nepal.

- **Support the Government in framing the identified priorities into a document in government policy format at the level to be presented for approval in wider level consultation**

Based on various technical reviews and outcomes of consultation sessions, the technical service provider will support the Government to frame the priorities in accordance to the standard government policy/tragedy format, style and language

(Nepali). The document should address policy, strategy and priority actions. He/she will perform editorial reviews of the final draft of the document in Nepali for consistency, accuracy and professionalism in terms of content, language and legal implications.

It is important that "National Disaster Risk Reduction Strategy and Action Plan" not only builds upon the current NSDRM 2009 and various lessons and experiences so far, but also addresses current administrative re-structuring (federal, district, municipality and VDC etc) approach that is articulated in the new constitution 2072.

- **Be part of the management committee and provide other supports including organizing meetings with stakeholders required explicitly for drafting Disaster Strategy and Action Plan.**

A management committee is planned to be established (See *Management Arrangement* for details) to steer the process of formulation of National DRR Policy and Action Plan. The technical service provider is expected to take part in the management committee by providing technical inputs for its decision making.

Management Processes

A management committee led by joint secretary of MOHA will provide regular guidance and support required in the process (technical and management). Management committee comprises of the representatives from key GON offices and ministries (PMO, NPC, MOHA, MOFALD, MOUD, MOH, MOPE) and non-government partners (AINTGDM, DPNet, UNDP etc.) has been proposed to steer the multi-stakeholder process of formulating "National Disaster Risk Reduction Policy and Action Plan". This committee will also provide an oversight of the work done by technical service provider and thematic technical groups.

Multiple thematic groups are planned to be devised under the management committee, and it is envisaged that the thematic groups will support providing technical inputs for various segment of "National Disaster Risk Reduction Policy and Action Plan". MOHA and relevant government agencies will lead each thematic group and will nominate co-lead agency from UN Agency and other I/NGO based on its past contribution for DRR/M; and different DRR stakeholders including private sectors will nominate as member to appropriate thematic group for their contribution. The technical service provider will responsible to collect, review and analyze the relevant documents and will work closely under the guidance of management committee with thematic groups. Informal and formal consultation meetings will be organized with ministries, donors and development partners. UNDP will hold informal consultations with donors and development partners and will inform the government. Government will organize formal consultations with the ministries, donors and development partners to get their inputs & engagement during the process and also discuss about the possible support to implement the action plan. Government will host a formal kick-off meeting inviting all stakeholders once the technical team is on-board.

Methodology:

The service provider needs to apply the methodologies based on social & technical (DRR/M) science research using both qualitative and quantitative (disaster events and data on damage & loss) information. Majority of the key document can be obtained from the stakeholders including MoHA, key ministries, NPC, Flagship partners, NRCS and relevant development partners as well as web-based system. Key methodologies for this assignment include but not limited to:

- Support to review all the documents related to DRM as mentioned above as inputs to DRR Policy & action plan to develop inclusive DRR policy integrating DRR and CCA to address multiple risks effectively and efficiently.
- Review current Gender & Social Inclusion (child) approaches in Nepal and analyze these in relation with DRR policy and actions as inputs.
- Collect and review DRR approaches of some of other countries similar to Nepal and analyze and present it to management committee and bi/multi-stakeholders consultations.
- Support GoN to conduct bi & multilateral meetings, workshops and consultations with the stakeholders (government, Donor, UN agencies, development partners, I/NGOs, private sector). Wider consultation will be done through workshops; national level -2, subnational level -3 (25 districts in one event) and district level -5 that will be participated by all categories of stakeholders as recommended in Sendai DRR framework. Support facilitation process including preparing the presentation slides.
- Explore of existing gaps, potential ways to fill up the gaps through wider consultation with the stakeholders/participants.

Estimated budget:

It is proposed that the Request for Proposal (RFP) shall cover the technical cost i.e., the cost of human resources only. The other required cost for organizing events including logistics will be produced separately by UNDP/CDRMP and AINTGDM. Cost required for this consultancy support and national level consultation will be covered by UNDP/CDRMP. Other cost at national & sub-national levels (federal, district, municipality and VDC etc.) such as bi & multilateral meetings, workshops and consultations; travel and DSA of national government officials will be supported from AINTGDM.

Technical team and working man-days

It is assumed that the composition of the technical human resources to be proposed by technical service provider will be as following;

S.N	Resource Person	No.	Working-days	Rate in US \$ or NPRs	Amount in US\$ or NPRs
1	Senior DRR/M expert	1	45		
2	DRR/M expert	1	45		

Note: The proposed working-days to be contributed for the assignment will spread over 6 months period starting from commencement of the task.

Expertise and Qualification required;

Experts and Assistants	No.	Qualification
Senior DRR/M Policy expert	1	At least Master's degree in DRM or social science or engineering, economics, public health or management or any relevant field. 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. International experience will be an added advantage. Will have overall responsibility of the assignment including coordination with key ministries, PMO, NPC, management committee, thematic groups, consultation with national & local stakeholders, analysis the key lessons/finding & report, framing the document in government standard format etc.
DRR/M expert (GESI):	1	At least Master's degree in DRM or social science or economics, engineering or public health or management or any relevant field. Should have least 7 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. Work under the guidance of Management Committee & Senior Expert with main responsibility such as collect the documents, review & analysis these and work closely with thematic groups in documenting the report. Support organizing national, sub-national level workshops, meetings, consultations and report.

Note: Technical experts mentioned above will work on behalf of technical service providing organization/company. Contractual arrangement and official communications will be done with the organization/company.

Deliverables and time frame (spread over 6 months)

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

Activities/Deliverables	Time frame 2016/017			
	Oct 012	Dec 012	Feb 017	Mar 017
1. Pre inception meetings with MOHA, UNDP/CDRMP/AINTGDM and management committee. One inception report of the consultancy including methodology to be followed and table of content of the final report to be submitted.				
2. Visit and consultation with the key ministries, UN Agencies, relevant development partners, NRCS, I/NGOs and private sector to collect the relevant documents and conduct consultations.				
3. Facilitate the meetings/consultations with relevant government and development partners for wider consultation and feedback at national level as per the guidance of management committee. Support organizing sub-national level workshops (as mentioned above), bi & multilateral meetings, and consultations with wider stakeholders.				
4. Develop a draft report on "National DRR Policy and Action Plan" for wider consultation and feedback and to prepare final document incorporating all feedbacks in government standard format, style and language (in Nepali) required for endorsement to management committee.				
5. Submit final document incorporating feedback from management committee. Also, submit high quality presentations of the reports to MoHA/UNDP/AINTDGM and key stakeholders.				

Management Arrangements and Reporting Requirements:

The service provider will work under the overall guidance of Head of Disaster Management Division of MoHA, ACD of UNDP-EEC&DRM Unit, programme analyst and under close supervision of CDRMP Programme Manager. The consultant will work closely with management committee, SPO for National DRM policy & CB and other component colleagues within the CDRMP team, and DRM section at MoHA as required.

The service provider will provide report (in writings in Nepali and in English) to the joint secretary of DM Division at MoHA and CDRMP, PM. All developed products and reports under this ToR will belong to MoHA and UNDP and the consultant will not have any right to publish them all or in part in any form/print material.

The service provider will work from his/her own home in close consultation with MoHA and UNDP/CDRMP. Work station will be provided in CDRMP's office upon the request from the expert. UNDP will not provide any other facilities to the service provider which is not mentioned in the agreement. UNDP or AINTDGM will provide the travel cost and DSA as per UNDP's or AINTDGM (respective member) rules upon the travel approval of CDRMP PM if experts from service provider require to travel out of Kathmandu Valley for study.

Only titles and logos Government of Nepal will appear on front pages of any reports/products to be developed under the agreement and UNDP & AINTDGM will be acknowledged by the government for the technical and funding support.

Payments Schedules:

20 %, upon submission of the inception report i.e. deliverable 1 to MoHA and CDRMP, 31st Oct 2016.

20 % upon submission of the deliverables 2 to MoHA and CDRMP, 31st Dec 2016.

40 % upon submission of the deliverables 3 and 4 to MoHA and CDRMP, 28th Feb 2016.

20 % upon submission of the deliverables 5 to MoHA and CDRMP and upon recommendation from management committee, 31st Mar 2017.

Qualifications technical service provider (company):

- Technical, research, educational and training institutes, academia, NGOs, private consultancy firms that are legally registered at national levels are eligible to submit offers.
- At least 10 years of past experience in development sector of Nepal including Disaster Risk Management, national policy formulation process and national level development/planning process with government of Nepal, UN Agencies, Development Partners, I/NGOs.
- Excellent and proven track record of previous partnership preferably with Government of Nepal (and its affiliated organizations and agencies) or elsewhere in development sector.
- Sufficient human and technical resources with relevant education and experience in the field of development sector in Nepal.

Other Competencies:

- 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 command in conduction/facilitation of meeting, training /workshop and seminar.
- Knowledge of and familiarity with the government 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.