

**Terms of Reference for
Community Based Disaster Risk Management
(CBDRM) Consultant**

**Project Name: Priority River Basins Flood Risk Management
Project (PRBFRMP)
Department of Water Resources & Irrigation, Jawalakhel, Lalitpur**

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Abbreviations

ADB	Asian Development Bank
CBDRM	Community Based Disaster Risk Management
CBO	Community-Based Organizations
CBS	Central Bureau Statistics
CDMC	Community Disaster Management Committee
CDRMP	Community Disaster Risk Management Plan
CDRT	Community Disaster Response Team
DHM	Department of Hydrology and Meteorology
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
DWRI	Department of Water Resources & Irrigation
FFEWS	Flood Forecasting and Early Warning System
GESI	Gender Equality and Social Inclusion
INGO	International Non-Governmental Organization
LDCRP	Local Disaster and Climate Resilience Plan
LDMC	Local Disaster Management Committee
MEWRI	Ministry of Energy, Water Resources and Irrigation
NGO	Non-Governmental Organization
PIC	Project Implementation Consultants
PRBFRMP	Priority River Basins Flood Risk Management Project
QCBS	Quality and Cost Based Selection
VCA	Vulnerability and Capacity Assessment
WDMC	Ward Disaster Management Committee

Terms of Reference for Community Based Disaster Risk Management (CBDRM) Consultant

1. BACKGROUND

1.1 Background of the Priority River Basins Flood Risk Management Project

Nepal is considered one of the most disaster-prone countries in the world. Alongside other natural hazards, such as earthquakes and landslides, flooding, river erosion, river shifting, and loss of lands pose a recurrent risk to large sections of the population. The Terai region of Nepal has approximately 17% of the country's total area and has a population of 50.3% of country's total population (CBS, 2012) and agriculture in the Terai region is the basis of the economy in Nepal. Flooding and erosion is particularly significant in the Terai has a major impact on communities, livelihoods, agriculture and development.

Overall, 29,356 hectares (ha) in the six priority river basins ((i) West Rapti; (ii) Mawa Ratuwa; (iii) Lakhandehi; (iv) Mohana Khutiya; (v) East Rapti; and (vi) Bakraha) and 70,428 people are exposed to floods over 1-in-50-year return period. Therefore, the project areas are susceptible to flood damages and erosion of lands in the absence of proper protections from flood risk management. Acknowledging the importance of the Terai region to Nepal, the Government, through the Ministry of Energy, Water Resources and Irrigation (MEWRI), has been implementing the Priority River Basins Flood Risk Management Project (PRBFRMP) in the Southern Nepal Terai region, focusing on above mentioned six priority river basins. The project will improve the resilience of communities to flooding in the six selected river basins in the Terai. PRBFRMP will have the following outputs: (i) **Component 1:** Improved flood protection infrastructure, (ii) **Component 2:** Enhanced flood forecasting and response systems, and (iii) **Component 3:** Improved flood prevention and preparedness capacity.

The interventions in the selected river basins are designed to (i) reduce the incidence of severe floods as 1-in-50 years; (ii) protect resident houses and public infrastructure, particularly in urban areas and market centers in the basins, from severe floods; (iii) protect agricultural land by reducing bank scouring and soil erosion, and (iv) reduce the loss of life and injuries by implementing Community Based Disaster Risk Management (CBDRM) Project to be operational in the above six basins over a period of 3.5 years, including an advanced Flood Forecasting and Early Warning System (FFEWS).

1.2 Background of CBDRM Project

To successfully develop and implement a CBDRM program it is important to understand the legal, policy and institutional frameworks which determine how CBDRM is conducted in Nepal and how the communities have realized its importance. Recently, the Disaster Risk Management (DRM) context in Nepal has undergone significant changes. The new Nepal Constitution 2015 has adopted a more decentralized government structure which places many decision-making and planning functions relevant to this project under the auspices of municipalities (municipalities refers to both rural and urban municipalities), under the guidance, rather than the authority, of relevant Ministries. In 2017, a new Act, the Disaster Risk Reduction and Management Act was endorsed by the parliament and amended in March 2019. The DRRM Act, 2017 provides the legal basis for disaster risk reduction and management including early warning system. The priorities for DRM over the period of 2018-2030 has been prepared as a National Disaster Risk Reduction Strategic Action Plan.

The disaster risk management in Nepal has been gradually shifting away from a centralized preparedness and response approach towards a holistic approach in line with the Sendai Framework. It follows a multi-hazard and localized approach by integrating concepts of

prevention and mitigation at community levels and also recognizing the role of communities. key contribution of this CBDRM project will be to link the new government institutional for DRM with sustainable, community-based approaches.

The National DRR Strategic Action Plan 2018-2030 has four priority actions (a) Understanding Disaster Risk, (b) Strengthening Disaster Risk Governance (c) Promoting Comprehensive Risk-Informed Private and Public Investments in Disaster Risk Reduction for Resilience, and (d) Enhancing Disaster Preparedness for Effective Response and to 'Build Back Better' in Recovery, Rehabilitation and Reconstruction. The CBDRM approach follows a localized approach that integrates concepts of risk reduction and response at community levels following the municipal planning cycle. Community-based approaches span many sectors, from the delivery of primary services to local resource management. Community-based initiatives are encouraged or mandated by the Municipal Disaster Management Committees, the National Disaster Risk Reduction and Management Authority along with relevant line ministries, the Provincial ministries and/or District Disaster Management committees, but many have been predominantly funded and managed by local non-governmental community-based organizations under the leadership of Municipal Government.

At local level, CDMCs will be formed/strengthened in participation of women, youths, senior citizens, people with disability and highly vulnerable people. Community-based committees following bottom-up disaster risk management enables communities to have a say in building appropriate resilience mechanisms, own the process and sustain it. The committee will be linked with Local Disaster Management Committee (LDMC) through Ward Disaster Management Committee (WDMC) for programming and implementation.

The PRBFRMP has been developed within the context of the legal and policy framework of the Government and taking into account national best practices and lessons learned from the country's extensive experience in CBDRM over many years. The Component 3 of the ongoing PRBFRMP will be delivered by (i) undertaking an organizational capacity building program on flood risk management and infrastructure planning for the DWRI and local governments (urban municipalities, rural municipalities and provincial governments); (ii) developing the capacity of local communities on disaster preparedness; (iii) constructing about 48 flood shelters with gender-responsive features; and (iv) supporting communities for developing CBDRM plans in line with LDRMP and local development plans and budgets that integrates disaster risk information.

The CBDRM Consultant will support the implementation of Component 3 of the PRBFRMP. It will coordinate to receive the necessary information from component 1 and 2 that is essential to link with the CBDRM activities. A team of consultants will be recruited using the Quality- and Cost-Based Selection (QCBS) procedure of ADB's Procurement Policy (2017, as amended from time to time) and Procurement Regulations for ADB Borrowers (2017, as amended from time to time) with a simplified technical proposal. The CBDRM Consultant is expected to propose an approach, methodology and work plan that will enable all expected tasks of the scope of work to be timely accomplished within the implementation period of the project. The assignment is to be implemented for a period of 3.5 years (intermittent input), starting from September 2023 and ending in August 2027.¹

¹ Revised: reduced 42 months from the originally proposed 60 months

2. OBJECTIVES, OUTPUTS AND OUTCOMES OF THE ASSIGNMENT

2.1. Objectives

This assignment, complementing and building on the structural and non-structural components of PRBFRMP (output 1 and 2) through a participatory, community-based approach, aims to (i) reduce the loss of life, household and community assets, property and livelihoods from flood-related and other disasters; and (ii) strengthen community resilience and create a safer environment for economic and social development. The overall objective of the assignment is to support the development and implementation of CBDRM programs operational in the six basins, namely (i) West Rapti, (ii) Mawa-Ratuwa, (iii) Lakhandehi, (iv) Mohana-Khutiya, (v) East Rapti, and vi) Bakraha. The assignment will implement various activities under the following two key components: (i) **Component 1: Institutional DRM capacity building** and (ii) **Component 2: Community-based DRM capacity building**.

- **Component 1** focuses on strengthening capacities for CBDRM at the municipality level, which will provide an important framework for supporting community-based DRM initiatives. It involves the establishment/strengthening of institutional local DM structures and plans, as well as the establishment of flood forecasting and early warning systems and structural and non-structural preparedness measures.
- **Component 2** directly engages communities in understanding and managing the risks they face through enhancing community decision-making and resource mobilization. It also encourages establishment of CDMC and community participation in municipality-level DRM planning, to foster strong institutional linkages between the two levels and support the sustainability of the CDMCs through small scale mitigation measures and livelihoods support activities.

2.2. Outputs

The key outputs expected from this assignment include, but are not limited to, the following:

- i. Surveys for baseline, midline and endline resilience surveys in the 6 river basins.
- ii. Assisted the local communities to select the location for the construction of the flood shelters.
- iii. Local disaster management committee (LDMC) established/reformed at municipal/ward level in the 6 river basins.
- iv. Supported for developing/updating Local disaster and climate resilience plan and its implementation by the municipalities in the 6 river basins.
- v. Supported municipalities in localization of federal level guidelines and reporting mechanism.
- vi. Community disaster management committees established in 60 communities (10 each for the 6 river basins) and trained.
- vii. 60 GESI inclusive community-based disaster risk management plans developed and implemented by 60 communities (10 each for the 6 river basins) and explored integrating the community level plans at the basin level.
- viii. Flood forecasting and early warning system (FFEWS) of Department of Hydrology and Meteorology (DHM) functionally linked with communities in the 6 river basins.
- ix. Community disaster response teams established, trained and equipped in 60 communities.
- x. Supported implementation of small-scale disaster risk reduction measures and resilient livelihood activities implemented by 60 communities.

2.3. Outcomes

The outcome of this assignment includes i) alleviating poverty by protecting resident property and incomes, ii) providing an increased range of livelihood opportunities, particularly on land that is protected from severe floods, and iii) mainstreaming opportunities for women by developing and implementing a gender action plan.

One of the key contributions of this project is to link the new government institutional arrangements and policies for DRM with sustainable, community-based approaches. Such approaches are recognized as critical to the full realization of greater resilience in Nepal ultimately contributing to national and global strategic framework of DRR.

3. SCOPE OF SERVICES AND TASKS

3.1. Scopes

The CBDRM Consultant's scope of works covers (i) establishment of CDMCs with 33% women members. Inclusion of at least one person with disability and one from indigenous peoples group; (ii) formation/reformation of LDMCs/WDMCs; (iii) development/updating of LDCRPs; (iv) localization of guidelines such as e-learning center, volunteer management, resource mapping, etc. and reporting system like bipadportal developed at the federal level and capacity building at municipality/ward level (v) development of 60 GESI inclusive community based disaster risk management (CBDRM) plans with at least 33% women participation and inclusion of at least one person with disability and one from indigenous peoples group and explored integration of those community level plans into basin level plans; (vi) organization of drills to demonstrate the use of flood forecasting and early warning systems; (vii) establishment of disaster response teams, conducting trainings and equipping with minimum equipment required; (viii) provide support for implementation of small scale community based disaster risk reduction measures and resilient livelihood activities; (ix) conduct of baseline and mid-term and endline surveys.

A maximum of 10 target communities will be identified in each of the six basins (60 communities in total) for the implementation of the CBDRM project based on a number of selection criteria including at least 50% of women, members from vulnerable groups, indigenous people and persons with disability, representing a maximum of 60 communities of approximately 100-200 households in each, although the number of households may vary significantly depending on the site.

3.2. Tasks

The assignment will include the following tasks and activities:

Task 1: Conduct resilience surveys

- i. Conduct baseline, mid-term and end line resilience surveys in all 60 identified target communities.
- ii. Engage with the community leaders in developing the resilience surveys (with technical support from CBDRM expert and other experts as relevant).
- iii. Conduct surveys using a combination of quantitative and qualitative methodology applying household questionnaires, key informant interviews, focus group discussions and field observations.
- iv. Conduct survey and consult with the local community in the selection of locations for construction of flood shelters.
- v. Recruit, train and manage a sufficient number of community mobilisers and volunteers to conduct the survey. This will include women, youths, persons with disability, and other marginalized groups.
- vi. Analyze the data and prepare detailed reports.

Task 2: Facilitate establishment/reforming of Local Disaster Management Committees (LDMC) and Ward Disaster Management Committees (WDMC)

- i. Support to establish/reform LDRMCs at municipality level and WDMCs at ward level

- ii. Organize training and orientation to sectorial committees on mainstreaming DRRM into development planning process and GESI.

Task 3: Support to develop and implement Local Disaster and Climate Resilience Plans (LDCRP) and other necessary institutional building activities

- i. Conduct needs and gap assessment of municipalities in terms of disaster risk reduction and management including community level DRM.
- ii. Identify entry points to embed and integrate the plan into existing local governance structure.
- iii. Prepare/upgrade LDCRP training manual.
- iv. Organize LDCRP preparation training to Local Disaster Management Committees.
- v. Support LDMCs to develop/update LDCRP in line with LDCRP guidelines.
- vi. Facilitate to endorse LDCRP by LDMC and to include it into local development planning process.
- vii. Support and capacitate municipalities/wards in localization of various guidelines and reporting system developed at the federal level

Task 4: Facilitate to establish Community Disaster Management Committees (CDMC) and organize capacity building training

- i. Establish 60 CDMCs -Each CDMC consists of 33% women members. Inclusion of at least one person with disability and one from indigenous peoples group, responsible for the establishment and management of Community Disaster Response Teams (CDRTs) and implementation of community level activities.
- ii. Pilot establishing of basin level community disaster management committees
- iii. Draft terms of references for CDMCs.
- iv. Organize CBDRM and FFEWS training orientation to CDMC (at least 50% women and proportionate number of indigenous peoples, excluded and vulnerable groups including persons with disability about CBDRM concepts including disaster preparedness, approach and role and responsibility including GESI. CBDRM training program incorporates identified risks to women, men, children, elderly, indigenous peoples, vulnerable groups, including any special needs of person with disability. The training program will also ensure reported knowledge and skills on disaster preparedness of the participants.

Task 5: Facilitate to develop Community Disaster Risk Management Plans (CDRMP)

- i. Conduct vulnerability and capacity assessments (VCA) with supplementary agriculture and market analysis.
- ii. Prepare CDRMP training manual.
- iii. Organize CDRMP preparation training to thematic groups.
- iv. Prepare CDRMP template.
- v. Undertake a consultative process to develop CDRMPs which identify the highest priority risks and hazards, ensuring women, youths, senior citizens, persons with disability, and other marginalized groups are engaged. Community risk reduction plan will identify risks for women, men, children, elderly, indigenous peoples, vulnerable groups, including any special needs of persons with disability for each subproject and the measures to address.

- vi. Support to prepare CDRMPs including on socialization and integrating it into existing community processes.
- vii. Pilot preparing of basin level community disaster risk management plans

Task 6: Link flood forecasting and early warning systems (FFEWS) with CBDRM in coordination and consultation with DHM

- i. Prepare ToR of flood forecasting and early warning system dissemination for communities in close coordination with Component 2, FFEWS.
- ii. Provide information on flood mapping, priority areas of intervention for structural works.
- iii. Conduct stakeholder consultations on current hazard mapping, vulnerability maps and population data.
- iv. Support to identify FFEWS installation sites in the vulnerable area.

Task 7: Facilitate to establish and operationalizing Community Disaster Response Teams (CDRTs)

- i. Support the CDMCs to establish CDRTs, consisting of 20-30 volunteers (at least 50% should be women including members from vulnerable groups, indigenous, disadvantaged group, people and persons with disability).
- ii. Develop the TORs of CDRTs.
- iii. Organize the training of the volunteers in the core activities such as early warning and risk communication; first aid, search and rescue; and evacuation and flood shelter management.
- iv. Support to provide necessary tools, equipment and visibility materials to perform their tasks.

Task 8: Support to implement small scale disaster risk reduction measures and resilient livelihood activities

- i. Support the CDMCs to identify, design and implement small scale risk reduction measures and livelihood activities based on the analysis under Task 5 (i).
- ii. Provide support to implement small scale risk reduction measures such as drainage management, water source protection, installation of hazard map, flood control measures, arrangement of search and rescue materials, river training works, and gabion wall construction and income generation and livelihood agricultural activities such as fish farming in frequently inundating low lands/land reclaimed through construction of physical infrastructures, flood plain seasonal cash crops, etc.

While implementing above activities, CBDRM Consultant should give priorities to women, marginalized families/communities, female-headed households, members from vulnerable groups, indigenous people, DAGS and persons with disability which will contribute to increase women's control over financial resources, significantly improve their household and community status, improve their health and safety, and help address other social disadvantages. Disaggregated database shall be managed for the purpose or reporting and further planning. Furthermore, the Consultant shall be following all the policies and guidelines of the government of Nepal and ADB applicable to this assignment.

4. IMPLEMENTATION

Under the overall supervision of the Government's executing agency, the Ministry of Energy, Water Resource and Irrigation (MEWRI) and implementing agency, the Department of Water Resource and Irrigation (DWRI), the project (PRBFRMP) will be guided by a Project Steering Committee comprising representatives from ADB and key Government ministries (MEWRI, DWRI and other relevant ministries and departments, including but not limited to Ministry of Federal Affairs and General Administration (MoFAGA), Ministry of Home Affairs (MoHA), Ministry of Urban Development (MoUD) and Department of Hydrology and Meteorology (DHM)).

The Project Implementation Consultant (PIC) will provide overall management support and oversight of all CBDRM activities as well as technical support to relevant ministries/departments. The Consultant will be selected for this project (PRBFRMP) in order to manage, support and oversee the CBDRM activities.

The selected CBDRM Consultant will work with and report to the PMU/PIC and, as required, the Project Steering Committee through the PMU. The CBDRM Consultant shall maintain close coordination with PMU, and consultation if needed will approach through PMU with ADB on critical decisions if required for review of documents/procedures; so that project meets ADB quality and specific requirements.

5. ASSIGNMENT IMPLEMENTATION TIMEFRAME

The following table provides an estimate of the timeframe for the project, assuming a total implementation time of 4 years (September 2023 to August 2027).

Activities	YR1	YR2	YR3	YR 4
Inception phase (identification of target communities, baseline resilience survey, detailed project plans)				
Conduct needs identification survey and implement essential capacity building activities at municipal level including localization of guidelines and reporting mechanism developed at the federal level (such as volunteer mobilization, resource mapping, reporting to bipad portal)				
Facilitate establishment of community-based disaster management committees (CDMC) and organize training to build their capacity				
Facilitate establishment/reformation of Local Disaster Management Committees (LDMC) and Ward Disaster Management Committees (WDMC)				
Support to develop/update and implement Local Disaster and Climate Resilience Plans (LDCRP)				
Facilitate developing and implementation of community disaster risk management plans (CDRMP)				
Facilitate linking flood forecasting and early warning systems (FFEWS) of Department of Hydrology and Meteorology (DHM) to the communities				
Facilitate establishment community disaster response teams (CDRTs), capacity building and mobilizing				
Support to identify and implement small scale disaster risk reduction measures and livelihood activities				
Support for establishment of preparedness infrastructure and other measures such as flood evacuation shelters, cattle shelters, collective food storage, safe houses, periodic mock drills, school education programs, etc.				
Conduct mid-term resilience survey				
Exit phase (conduct endline resilience survey and prepare exit plan for sustainability)				

6. DELIVERABLES AND SCHEDULE OF DELIVERABLES

During the performance of the services, the CBDRM Consultant will prepare required reports in English for submission to the PMU/DWRI in electronic form and/or hard copies as per PMU instructions. Reports will be prepared and submitted to the PMU in a format consistent with the ADB's project performance reporting system. The reporting/submission format will be consistent with the requirements of ADB and Government of Nepal and will be agreed between the CBDRM Consultant and PMU at inception phase. The reporting formats shall further be subject to the amendment/modifications from time-to-time as per the requirement in consultation with the PMU and ADB. The Consultant will submit at least the following reports in the periods stated in the following table.

Outputs	Due Date	Minimum Contents	No. of Hard Copies
Inception Report	Within three months from the date of issuance of notice to proceed	<ul style="list-style-type: none"> • Demonstrating CBDRM's understanding of the TOR and ensuring plan of action and timeline for various activities. • Approach to sustainability of the project • Highlight any changes in TOR to be agreed • Updated detailed work plans 	5
Assessment, Survey, and development guideline	As required	<ul style="list-style-type: none"> • Training manuals • Project implementation guidelines, format, template, etc. 	5
Monthly progress report	Every month within 5 days of the commencement of next calendar month	<ul style="list-style-type: none"> • Detailing progress against plan, list of participants including details, human / community success/case story and financial expenditure. 	3
Quarterly Progress Reports	Every quarter within 15 days of commencement of next quarter	<ul style="list-style-type: none"> • Concise reports highlighting progress, impediments and recommendations. 	3
Annual Progress Report	Every year within 15 days of commencement of next year	<ul style="list-style-type: none"> • Covering a summary of the activities performed, disbursement achieved and mobilization status during the year, problems encountered, solutions proposed/adopted, risks identified, corrective actions (if required) and the activities planned (and disbursement projected) for the coming year. 	3
Mid Term Report	Within 30 days after 18 months of Consulting Services Assignment	<ul style="list-style-type: none"> • Covering a summary of the activities performed, disbursement achieved and mobilization status during the period, problems encountered, solutions proposed/adopted, risks identified, corrective actions (if required) and the 	3

		activities planned (and disbursement projected) for each coming quarter.	
Draft Completion Report	Within 30 days of completion of Assignment	<ul style="list-style-type: none"> The document shall comprise completion report of the project on the whole. Describing the project background, activities performed based on committed timeline, problems encountered, risks identified, corrective actions taken, and lessons learnt. 	3
Final Completion Report	Within 30 days of issuance of Client's comments on Draft Completion Report	<ul style="list-style-type: none"> Incorporating the comments of the PIC/PMU and ADB, describing the project background, activities performed based on committed timeline, problems encountered, risks identified, corrective actions taken, and lessons learnt. 	5

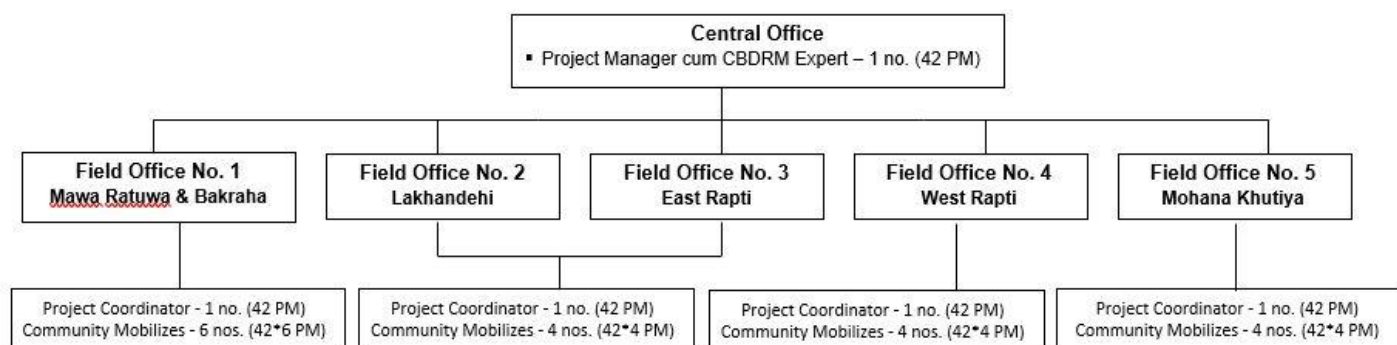
7. TEAM COMPOSITION AND QUALIFICATION REQUIREMENTS OF KEY EXPERTS

The CBDRM Consultant should preferably have the following minimum qualifications:

- Be registered and renewed as per the prevailing laws of government of Nepal (for National Consultant)
- Not have been subject to contract termination for breaching the contract terms or failure to deliver the service contracted for at least previous three years at the time of application
- Have general work experience of providing consulting service for at least ten (10) years with five (5) years specific experience in community mobilization and training, preferably related to DRR education programs.
- Field experience of CBDRR trainings, supporting livelihood activities, knowledge on flood shelter management, establish flood forecasting and early warning system, and implement mitigation interventions including GESI sensitive and inclusive CBDRM action.
- Experience in dealing with the women, poor, disadvantaged, vulnerable and persons with disability (PWD) communities
- Have provided technical assistance support through consulting service for at least one donor supported project worth at least NRs. 10 million in Nepal.

The services will be provided through a team of key experts with support of non-key experts. The positions of key experts and non-key experts are listed in the table below. It is suggested that the CBDRM Consultant services require a minimum of 5 personnel (key experts) and 18 personnel (non-key experts). In total 210 person-months for key experts and 756 person-months for non-key experts will be required to fulfil the assignment excluding those required for consultant's administrative, clerical and office staff. The duty station of the consultant's will be as defined in the office organization structure given below. The consulting team will be engaged for a period of 4 years subject to satisfactory performance at mid-term. The expert positions and their estimated inputs are provided in table below. The client recommends proposal to be based on person-months estimated by the client as specified in the TOR. Any other staff deemed necessary to fulfill the consultant's obligation shall be provided by the consultant at its own cost. Only key experts will be evaluated during the proposal evaluation stage, but the consultant is required to submit the CVs of non-key experts meeting the qualifications requirement in the TOR for the client's approval before concluding the contract.

Office Organization Structure of CBDRM Consultant



No.	Position	Input	Person-Months
Key Experts			
1	Project Manager cum CBDRM Expert (1 person)	1 person x 3.5 years	42
2	Project Coordinators (4 persons)	1 person x 4 Offices x 3.5 years	168
Non-Key Experts			
3	Community Mobilisers (at least 50% female) (18 person)	6/4 ^a persons x 4 Offices x 3.5 years	756

^a – 6 nos. in Field Office No. 1 and in the 4 nos. in each other three Field Offices

Project Manager cum CBDRM Expert (42 person-months) (intermittent input)

The Project Manager should preferably have:

- i. Postgraduate degree in social science, community disaster risk management or other relevant field, or equivalent;
- ii. Minimum 12 years of professional experience with 7 years of specific experience in project development, management, implementation and monitoring in the community disaster risk management sector with International Non-Government Organizations / Non-Government Organizations or government agencies or donor agencies or any private sectors;
- iii. Technical understanding and experience in community-based disaster risk management planning, flood shelter management, guideline preparation and plan development;
- iv. Sound experience on gender equality and social inclusion (GESI) responsive CBDRM.
- v. Experience in financial and reporting for multilateral donor funded projects; and
- vi. Team leadership experience.

Reporting: The position will report to Project Director PMU and PIC.

Scope of Work: The project manager will have overall responsibilities for the consultant's project preparation, coordination and implementation, and ensuring quality in a timely manner.

Expected Tasks: The Project Manager will have overall responsibility to implement the expected tasks within this assignment. Key outputs include, but are not limited to, the following:

(a) As Project Manager, the main outputs include:

- i. Coordinate all consulting activities, including engaging with key stakeholders, PMU, DHM and PIC;
- ii. Prepare a project inception report;
- iii. Preparation of progress and other reports as required;
- iv. Prepare a detailed project work plan, budget, donor requirements and risk management analysis;
- v. Manage the consulting team members and provide guidance on project implementation, including on the development of key guidelines, training materials and other documents required for the successful delivery of the project;
- vi. Suggest innovative measures that can be adapted for the better implementation of the CBDRM activities; and
- vii. Oversee all project activities, administration and finance, and ensure the project is meeting deadlines, quality standards and reporting requirements.

(b) As CBDRM Expert, the main outputs include:

- i. Lead designing and implementing baseline, midline and endline resilience surveys;
- ii. Develop guidelines/checklist to conduct needs survey for DRM institutional development of municipalities and other agencies as required;
- iii. Support Project Coordinators to conduct needs and gap assessment/survey;
- iv. Prepare comprehensive report on needs survey and detailed work plan to implement the identified needs;
- v. Prepare/upgrade different training manuals.
- vi. Facilitate to establish Community Disaster Management Committees (CDMC) and organize capacity building training
- vii. Facilitate to develop Community Disaster Risk Management Plans (CDRMP)
- viii. Facilitate to establish and operationalizing Community Disaster Response Teams (CDRTs)
- ix. Support to implement small scale disaster risk reduction measures and resilient livelihood activities
- x. Identify the reporting to bipad portal hosted by National Disaster Risk Reduction and Management Authority and facilitate the reporting from municipalities with the support from Project Coordinators;
- xi. Coordinate with FFEWS Component to guide the field team on developing and implementing effective communication mechanism with the communities;

**Project Coordinators (4 person X 42 months = 168 person-months)
(intermittent input)**

The Project Coordinators should preferably have:

- i. At least a bachelor's degree (preferably master's/postgraduate degree) in social science, disaster risk management, or other relevant field, or equivalent;
- ii. Minimum 5 years of overall professional experience with at least 3 years of experience in project development, planning, management and implementation in the community disaster risk management sector or knowledge on flood shelter management with local NGO or international organization or government agencies or donor agencies;
- iii. Experience in community-based disaster risk management planning;
- iv. Experience in CBDRM preparedness or emergency response management or flood forecasting, early warning system and disaster risk management;
- v. Experience in GESI responsive CBDRM mainstreaming in development and planning;
- vi. Experience as a trainer to local communities;
- vii. Experience as a project coordinator.

Reporting: The position will report to the Project Manager

Scope of Work: Project Coordinators are responsible for the planning and implementation of the project at municipality level and below in each of the identified target river basins and coordinate with PIC as per requirement.

Expected tasks: The Project Coordinators will support Project Manager in implementing the expected tasks of this assignment. Key outputs include, but are not limited to, the following:

- i. Provide technical inputs and manage the day-to-day implementation of the project in the target river basins, and engage with all relevant stakeholders, including oversight of the CDMCs and CDRTs;
- ii. Conduct needs identification survey at the municipality/ward level and organize capacity building activities including the localization of federal level guidelines and reporting at the municipality level.
- iii. Contribute to the development and contextual adaptation of project guidance, implementation plans, training materials and other relevant project management tools;
- iv. Recruit, train and supervise the activities of community mobilisers;
- v. Coordinate with component 1 and 2 of PRBFDRM to link with the community level training and awareness building including strengthening of EWS
- vi. Develop relevant community training, information, education and communication materials and other project related products; and
- vii. Follow all administrative, financial and operational requirements and provide timely reports and record keeping of all project activities.

CBDRM Community Mobilisers (6 nos. in Field Office No. 1; 2 nos. each in Field Office No. 2 and 3; and 4 nos. each in Field Office No. 4 and 5 for 42 months = 756 person months) (intermittent input)

The Community Mobilisers should preferably have:

- i. Bachelor's degree in social science, disaster risk management, or other relevant field, or equivalent;
- ii. Minimum 3 years' experience in project implementation in the disaster/development sector;
- iii. Experience in GESI responsive disaster risk reduction or emergency response management or flood management projects; and
- iv. Community mobilization experience;

Reporting: This position will report to the Project Coordinator.

Scope of Work: CBDRM Community Mobilisers are responsible for conducting community-based survey, workshop, training and awareness on CBDRM and supporting the work of the CDMCs and CDRTs.

Expected Tasks: The Community Mobilisers will support Project Coordinators and Project Manager in implementing the expected tasks of this assignment. Key outputs include, but are not limited to, the following:

- i. Develop and maintain strong communication channels and linkages with communities and local government;
- ii. Conduct community surveys, training and awareness raising activities aligning with project;
- iii. Support the documentation, data analysis, training, and activities of the CDRMCs and CDRTs; and
- iv. Follow all administrative, financial and operational requirements and provide timely reports and record keeping of all project activities.

8. ADDITIONAL ARRANGEMENTS

8.1. Client's input and additional information

All the authentic relevant data and information in the water resources and river training sector available in the Government of Nepal, Ministry of Energy, Water Resources and Irrigation (MEWRI) will be provided by the client.

8.2 Professional and support counterpart personnel to be assigned by the Client to the Consultant's team

The Client shall provide the counterpart staff for supervision of works in the field as available; it will be discussed, agreed, and finalized during contract negotiations.

8.3 Vehicles

No vehicles either 2 or 4 wheelers will be provided by the client. The Consultant is expected to manage the vehicles as required for uninterrupted field movement. The bided cost of hiring vehicles shall be assumed to cover the expenses of vehicles throughout the contract period in center and 5 field offices.

8.4. Office Setup

The CBDRM Consultant shall establish an office at the central (the office premises including its maintenance, electricity and water shall be provided by the Client free of cost) and at each field level (5 Field Offices) by renting it in the proximity of DWRI Field Office or project location (wherever possible). The CBDRM Consultant shall quote the cost of office renting, other necessary office setup, furnishing and logistics.

8.5. Provisional Sums

The CBDRM Consultant will utilize provisional sums with prior approval of the Project Director of PMU considering the relevance and scope of this consultancy. A procedural guideline will be developed at the inception phase for the smooth utilization of provisional sums. Items pertaining to office installation and operation will be procured at the start of the services. The provisional sums will cover the following activities.

- i. Surveys and Studies not covered by the scope of this consulting service
- ii. Procurement of essential basic office equipment / logistics
- iii. Meetings, workshops, trainings and small scale DRR activities including livelihood activities
- iv. Publishing of communication materials

8.6. Cost of Surveys and Studies

The cost of survey and studies required to be conducted shall be conducted by the human resources fielded by CBDRM Consultant. The provision made under the Provisional Sums (unallocated) shall be spent only if some additional expertise is deemed necessary to conduct these surveys on the PMU's prior approval

8.7. Documents relevant to this TOR

The documents related to the ongoing works (already awarded) and those in the procurement stage shall be made available to the Consultant for performance of its obligations. The following available documents will be provided by the PMU as the reference for CBDRM Consultant

- 1) WRPPF: Preparation of Priority River Basins Flood Risk Management Project, Nepal, Community Based Disaster Risk Management.
- 2) Summary of DRR Legal and Policy Framework.
- 3) Other relevant documents including the GESI Action Plan

8.8. Cost Provision

The consulting firm shall price all cost direct or indirect that Consulting firm envisages to incurred for the performance of its services (except those stated above) in its financial proposal. No additional payments shall be made for such expenses and the cost of shall be deemed covered in out-of-pocket expenses