



Government of Nepal  
**National Disaster Risk Reduction and Management Authority**  
**Earthquake Housing Reconstruction Project (EHRP)**  
Project Implementation Unit (PIU)  
Singhadurbar, Kathmandu

## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **Nepal**

### **Earthquake Housing Reconstruction Project (EHRP)**

**Credit No.:** NP-65300

**Assignment Title:** *Preparation of Local Disaster Resilience Framework (Package-I to IX)*

**Reference No.:** *As per EoI notice published in National Daily Newspaper*

The National Disaster Risk Reduction and Management Authority, Singhadurbar, Kathmandu has received financing from the World Bank toward the cost of the Earthquake Housing Reconstruction Project (EHRP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include Preparation of Local Disaster Resilience Framework plus Local Disaster Resilience Plan as mentioned in Terms of Reference. Overall duration for Preparation of Local Disaster Resilience Framework will be six (6) months. Commencement of the work will be approximately January, 2023 and will be ensuring full consistency with the TOR attached to in this REOI.

The Terms of Reference (TOR) for the primary procurement stage for the assignment are attached to this request for expressions of interest.

The National Disaster Risk Reduction and Management Authority, Singhadurbar, Kathmandu, now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: attached with this request for expression of interest.

**Key Experts will not be evaluated at the shortlisting stage. This consulting service is not applicable for non-profit organization (such as NGOs/NPOs)**

The consulting firm securing highest marks after evaluation will be shortlisted for submission of technical and financial proposal. Furthermore, all procedures of selection of



consultant shall be carried out under Consultant's Qualification Based Selection (CQS) method of World Bank.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 (Revised in November, 2017) ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

In addition, please refer to the following specific information on conflict of interest related to this assignment:

Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interests of the Borrower. Without limitation on the generality of the foregoing, Consultants shall not be hired under the circumstances set forth below:

- a. a firm that has been engaged by the Borrower to provide Goods, Works, or Nonconsulting Services for a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm), shall be disqualified from providing Consulting Services resulting from, or directly related to, those Goods, Works, or Non-consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;
- b. a firm that has been engaged by the Borrower to provide Consulting Services for the preparation or implementation of a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that Consulting firm), shall be disqualified from subsequently providing Goods, Works, or Non-consulting Services resulting from, or directly related to those Consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;
- c. neither a Consultant (including personnel and sub-consultants), nor an affiliate (that directly or indirectly controls, is controlled by, or is under common control with that Consultant), shall be hired for any assignment that, by its nature, creates a conflict of interest with another assignment of the Consultant;
- d. Consultants (including their experts and other personnel, and sub-consultants), that have a close business or family relationship with a professional staff of the Borrower, or of the project implementing agency, or of a recipient of a part of the Bank's financing, or any other party representing or acting on behalf of the Borrower, that is directly or indirectly involved in any part of:
  - i. the preparation of the TOR for the assignment;
  - ii. the selection process for the contract; or
  - iii. the supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.



Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a subconsultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in **Consultant's Qualification based method** described in the Procurement Regulations and to be specifically set out in the Request for Proposals.

Interested eligible consultants may obtain further information and detail Terms of Reference (ToR) free of cost at the address below during **office hours on or before December 16, 2022** or can be downloaded from NDRRMA website [www.bipad.gov.np](http://www.bipad.gov.np).

Expressions of interest must be delivered in a written form to the Project Director, Earthquake Housing Reconstruction Project (EHRP), Project Implementation Unit (PIU), Singhadurbar, Kathmandu, Nepal (Tel: +977 1 4211202, E-mail: [ehrp.piu@gmail.com](mailto:ehrp.piu@gmail.com)) by **on or before 12:00 hours, December 18, 2022**.

**Expression of Interest must be in sealed hard copy/s and must be delivered by hand within the time. NDRRMA will not be responsible if the sealed Expression of Interest is not delivered due to any reasons in NDRRMA office within the given time.**

National Disaster Risk Reduction and Management Authority

Attn: Project Director

Singhadurbar, Kathmandu, Nepal

Tel: +977-01-4211202

E-mail: [ehrp.piu@gmail.com](mailto:ehrp.piu@gmail.com)



## **2. Instructions for submission of Expression of Interest**

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions and general qualifications).
3. This expression of interest is open to all eligible consulting firms.
4. A Consultant will be selected in accordance with the Consultant's Qualification based Selection Method as specified in World Bank Procurement Regulations, July, 2016 (revised in November, 2107)
5. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - EOI Form: Letter of Application (Form 1)
    - EOI Form: Applicant's Information (Form 2)
    - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
    - EOI Form: Capacity Details (Form 4)
6. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
7. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the *Preparation of Local Disaster Resilience Framework (LDRF): Package III*. The Envelope should also clearly indicate the name and address of the Applicant. No electronic proposal will be received.
8. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

## **3. Evaluation of Consultant's EOI Application**

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.



Eligibility & Completeness Test	Compliance
Copy of registration of the consulting firm	
VAT/PAN registration certificate	
Tax clearance certificate for FY 2078/79 or evidence of Time Extension for FY 2078/79	
Letter of Declaration that no de-barred from Government of Nepal as well as World Bank	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Consulting Firm Experience	
EOI Form 4: Capacity	

EOI Evaluation Criteria	Minimum Requirements	Score
<b>Experience</b>		
General Experience of consulting firm	<p><i>each consulting firm of sole or JV application should have at least five (5) years of general experience and three (3) years of general experience for other partners in case of JV</i></p> <p><i>General Experience list (3A) should be filled.</i></p> <p><i>Submit all the experiences with evidences regarding Civil Engineering related Projects</i></p>	20
Specific experience and Similar Nature of Works related experiences of consulting firm within last 7 years.	<p><i>Any one partner of JV application should have experience in successful completion of at least one DRRM related projects.</i></p> <p><i>Highly <b>preferable</b> having experience in successful completion of project in multilateral organization (WB, ADB, UN Agencies etc.)</i></p>	60



	<i>Highly <b>preferable</b> having experience in DRRM related projects.</i>  <i>Submit all the experiences with evidences regarding DRRM related projects</i>	
<b>Capacity</b>		
Financial Capacity	<i>Average Annual Turnover should be NRs. 3,58,00,000/- (average of best 3 years among last 7 years) where lead partner should have at least 40% of it.</i>	20

Minimum score to pass: 60 marks

#### **4. EOI Forms & Formats**

Form 1: Letter of Application

Form 2: Applicant's information

Form 3: Experience (*General, Specific and Geographical*)

Form 4: Capacity

#### **Letter of Application**

*(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)*

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_



Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by [Insert name of Client] as Consultant for {Insert brief description of Work/Services}.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. [Insert name of Client] and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. [Insert name of Client] and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.1
5. All further communication concerning this Application should be addressed to the following person,  
  
[Person]  
  
[Company]  
  
[Address]  
  
[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.



8. The undersigned declares that the statements made and the information provided in the duly completed application is complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

### **Applicant's Information Form**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

*(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)*

### **Experience**





### 3(A). General Work Experience

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

**Note: Supportive experience letter of organization should be mandatorily attached with this.**

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

### 3(B). Specific Experience

#### **Details of similar assignments undertaken in the previous seven years**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) <sup>2</sup> :
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Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or subConsultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b> <b>Supportive experience letter of organization should be mandatorily attached with this.</b>	

Firm's Name: \_\_\_\_\_

### **3(C). Geographic Experience**

#### **Experience of working in similar geographic region or country**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*



<i>No</i>	<i>Name of the Project</i>	<i>Location (Country/Organizati on)</i>	<i>Execution Year and Duration</i>
<i>1.</i>			
<i>2.</i>			
<i>3.</i>			
<i>4.</i>			
<i>5.</i>			
<i>6.</i>			
<i>7.</i>			

### **1. CAPACITY**

#### **4(A). Financial Capacity**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*



<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

**- Average Annual Turnover of Best of 3 Fiscal Year  
Of Last 7 Fiscal Years**

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*(Note: Supporting documents for Average Turnover should be submitted for the above.)*



Government of Nepal  
Ministry of Home Affairs

**National Disaster Risk Reduction and Management Authority  
(NDRRMA)**

**Earthquake Housing Reconstruction Project (EHRP)**

**Project Implementation Unit (PIU)**

Singhadurbar, Kathmandu

**Terms of Reference for  
Hiring of Consulting Firm for Preparation of Local Disaster Resilience Framework in  
selected municipalities (Package I)  
(Total Package IX)**

December, 2022



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## 1. Project Background and Objectives

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Nepal is exposed to multiple hazards, which creates a multitude of disasters throughout the country. Due to the young and fragile mountain topography, concentrated rainfall, steep slopes, climatic condition, has made Nepal one of the high risk zone from different disasters. In the recent days, the country is witnessing increasing consequences of hazards and risks due to rapid urbanization, extreme weather and other climatic factors. The consequences are increasing loss of lives, damage of community infrastructure and properties impacting everyday lives. Every year, on average more than 500 various disastrous incidents occur resulting loss of physical infrastructures, human life, damage to properties and affecting livelihoods due to natural and non-natural disasters.

In Nepal, Ministry of Home Affairs (MOHA), NDRRMA leads on disaster risk reduction and management, whereas, the Ministry of Forest and Environment (MoFE) is the focal point of UNFCCC for climate change. Likewise, the Ministry of Federal Affairs and General Administration (MoFAGA) coordinates the development of guidelines for the integration of Climate Change Adaptation (CCA) and Disaster Risk Reduction (DRR) into the planning process. In such background National Disaster Risk Reduction and Management Authority (NDRRMA) has come to the decision to formulate the National Disaster Resilience Framework (NDRF 2021-2030) with inputs from all stakeholders, building upon a strong foundation of the successful reconstruction programme after the 2015 Gorkha earthquake, experiences of NDRRMA and overall recent year experiences in disaster and climate change risk reduction and management.

Furthermore, the Disaster Risk Reduction National Strategic Plan of Action 2018 – 2030, that addresses local needs and guide the strategic plans for local disaster resilience. The NDRF aims to address key priorities of the Government of Nepal moving forward and envision the challenges posed by multiple hazards, including climate change, increased landslide events, frequent floods, fire, epidemic and ubiquitous seismic risks.

The legislative framework for reducing the impact of hazards, risks and increasing community resilience needs to be framed according to local needs and should be compatible with the National Disaster Resilience Framework (NDRF 2021-2030) so that national goal of disaster resilient Nepal by 2030 can be achieved. The lack of capacity at the local level dealing in disaster risk reduction with multi-hazard context need to be enhanced. The enhanced capability of local authorities, i.e. local levels, for effective control of negative consequences of the hazards and risks can only be minimized by implementing locally adaptable activities for risk reduction, preparedness and response with the reference to build back better.

In doing so, the municipal level disaster resilience framework with strategic plan of action needs to be prepared and appropriate mechanisms for developing local capacities have to be established.

To begin with, NDRRMA has provided technical expertise and financial support to prepare Local Disaster Resilience Framework (LDRF) with strategic plan of actions for selected 33 Municipality in 2078/2079. Further building on the learnings, and the positive feedback from the local government, NDRRMA plan to continue the support and facilitation to another 180 Municipality this year 2079/2080.

Given the importance of the fact discussed, the NDRRMA plans to hire a consulting firm to support the local government in preparing their NDRF with strategic plan of action ; short term, medium term and long term- along with financing plan and responsibilities that guides local authorities, i.e., Local levels and wards that is in line with the national goal set by NDRF and to achieve the national goal.

This ToR is to support the formulation of LDRF for 20 identified local governments.



## 2. Objective of the assignment

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This project aims to develop Local Disaster Resilience Framework incorporating multi-hazards specific to local governments to assess the municipal governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information; and develop a framework that address multiple hazards and risk. This will help NDRRMA in decision-making, carry strategic dialogues with all local stakeholders and link with the national disaster resilience framework of GoN and other partners to make Nepal resilient by 2030.

The framework will be based on the GON's NDRF with its eight priority sector and also vice versa with further building on DRR Strategic Action Plan 2018- 2030, localizing Sendai Framework for Disaster Risk Reduction (2015–2030), Sustainable Development Goal (SGD 2030), Paris Climate Agreement 2015, Green, Resilient, and Inclusive Development (GRID) framework. Unpacking all of them into the local context, LDRF provides a road map to achieve resilient Nepal by 2030.

### The specific objectives of the proposed work are:

1. Carry out a comprehensive assessment and understanding of all eight priority area spelled out in the NDRF with scientific knowledge, data, geographic information system (GIS) maps and evidences
2. Conduct a comprehensive assessment of local governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information including hazard – wise climate change risks and disaster profiling.
3. Identify key disaster risks including collating available risks, hazards and exposure information at the municipality/district
4. Reviewing and assessing the current status of local governance in DRR including looking at past trends on DRRM expenditure;
5. Preparation of comprehensive strategic plan of actions (2022-2030); a road map to achieve resilience, short, medium and long terms action plan with financial projection and guidance for arrangement based on in-depth assessment and analysis of eight priority sector.
6. Preparing institutional, finance and monitoring and evaluation framework and arrangement to facilitate the implementation of the LDRF including monitoring and evaluation.

## 3. Scope of Work

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The overall objectives of LDRF is to localize and translate NDRF (2022-2030) into actions to contribute in achieving resilient Nepal by 2030. Hence the LDRF should cover broadly in the following priority area with detail assessment, analysis and develop strategic plan of actions.

- Priority Area 1: Understanding disaster and climate change risks with data, GIS maps, Geo morphology, River morphology (as required) and evidences, identifying key disaster risks including collating available risk, hazard and exposure information at the municipality and also linking to the district as required.
- Priority Area 2: Strengthening disaster risk governance at federal, provincial and local levels
- Priority Area 3: Promoting comprehensive risk-informed private and public investments in disaster risk reduction for resilience incorporating **climate change scenario and its emerging risks**.
- Priority Area 4: Enhancing disaster preparedness for effective response including **climate induced disaster**.
- Priority Area 5: “Build Back Better” in recovery, rehabilitation and reconstruction





- Priority Area 6: Research on emerging disaster risks and challenges, training and capacity development
- Priority Area 7: Multi hazard early warning system **including climate change risk.**
- Priority Area 8: Disaster risk financing considering emerging disaster risks including **climate change induced disaster.**
- Reviewing municipality's damage and loss information at least for last decade or more.
- Reviewing of **LAPA/LDCRP if prepared** (available) DRRM laws, bylaws, local provisions, rules active in the local levels, including budgetary requirements;
- Assessing municipal capacity: human resources, technical staffing to conduct local DRRM activities;
- Conducting consultations on Gender Equality and, Social Inclusion (GESI), disability and socio-economic situation and perspective with local stakeholders;
- Includes hazard –wise climate change risks and disaster profiling
- Preparation of road map for implementation of LDRF with strategic plan of action (2022-2030) short, medium and long term action. Based on the comprehensive risks review, detailed consultation and analysis, draft a report that should be prepared and presented to the respective local government and NDRRMA.

## 4. Methodology

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The work should be undertaken on a phase-wise basis. The envisioned time frame of the completion of work is within six (6) months from the beginning of the project. The consultant can review and re-schedule the implementation strategy of activities (if any) that need to be submitted with the inception report not exceeding the time duration.

### 4.1 First phase: Stocktaking

1. The **stocktaking** broadly include multi-hazard mapping using secondary available information with scientific data, GIS maps, geo morphology, river morphology (as required) and information of hazard wise risks over eight priority area identified in the NDRF,
2. Collection and review of the situation of DRRM implementation in the local levels (LAPA, LDCRP if available), the past efforts done, their successes, and challenges in building capacity for the implementation.
3. Preparation for first level orientation and consultation meeting (one day); presentation of the results of a detailed review of secondary information. The review includes (review of the existing DRRM related document at the local level regarding DRRM activities; consultation meetings with local stakeholders;
4. List out the activities for the next step of designing draft LDRF report.

### 4.2 Second Phase: In-depth assessment and analysis

1. Includes a detailed survey, field observation, consultation meeting, and in-depth analysis both data, evidences, cases and results from the series of consultation meeting with stakeholders on the priority areas.
2. The challenges and difficulties faced by municipalities to implement their plans and programs may be budgetary, human resources, policy, guidelines, LAPA, LDCRP (if available) and others.
3. Review of existing institutional set-up
4. Status of DRRM implementation, e.g., Risk Sensitive Land Use Planning (RSLUP), building code, climate resilient infrastructure, and/or other capacity building, training etc;



5. Available resources on local DRRM initiatives, including review of DRRM activities, plans policies, current budgeted amounts for DRRM and **climate change risks assessment and adaptation plan (if available)**, long-term and short-term initiation taken by municipality;

#### **4.3 Third phase: Developing LDRF with road map**

1. Prepare a draft LDRF, presentation of findings and over all architecture LDRF with road map action plan with the local government officials for both orientation, dissemination and obtain feedback and comments (2 day workshop)
2. Includes action plan for short term (2 years), mid-term (5 years) and long term (by 2030) for effective implementation of LDRF activities incorporating emerging situation of climate change risk.
3. Detailed LDRF with responsibilities of concerned organizations, positions and stakeholders with the perspective of disaster as a matter of concerned for all, whole of the society.
4. Disaster risk financing action plan that includes the requirements of municipal governments for effective implementation of LDRF, financial sources and guidance for mobilizing external resource.
5. Finalize the LDRF incorporating all the relevant comments and feedbacks obtain from the workshop, formal, informal meetings and conversations with the local government officials and stakeholders.

## **5. Qualification of consulting firm and team composition**

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### **5.1 Qualification of consulting firm**

The consulting firm should have a strong team that demonstrates a mix of expertise to complete the task stated in the scope of work. The team formation should be composed of experts with extensive experience in coordinating and implementing DRRM activities. The consulting firm should have minimum 5 years' experience, and should have completed/ substantially completed at least one project related to DRR/M. Firm having experience in successful completion of at least one project in multilateral organization (W/B, ADB, UN Agencies) will get preference..

### **Key Experts**

#### **5.2 Team composition:**

##### **1. Team Leader: 1 person**

The Team Leader shall have minimum master's degree in DRR/M, Civil Engineering, or Social subjects. H/She must have working experience in the area of climate and DRRM. Experience and knowledge of working with local governments will get preference. The Team Leader should have minimum 10 years general experience with 7 years in DRR/M and higher experience is preferable. The team leader is responsible to develop municipal framework incorporating multi-hazards specific to local governments. The leader is responsible for reviewing DRR/M policy, capacity assessment, gap identification and design activities to respond to the need of the municipal governments.

##### **2. Infrastructure cum Planning Expert: 20 persons**

The infrastructure cum planning expert shall have minimum master's degree in DRR/M, Civil Engineering, Urban planning or relevant subjects. The expert should have minimum 10 years of general experience with 7 years in DRR/M training programs related to DRRM. Experience of working with local level will get



preference. The expert is responsible for collating disaster risk assessment information, existing structure assessment, local consultation and framework preparation.

### **3. Socio-Economic Expert: 20 persons**

The socio-economic expert shall have minimum master's degree in economics, commerce, finance or relevant subjects. The Socio-economic expert should have minimum 10 years of general experience with 7 years in DRR/M working in the field of socio-economics, demonstrate the proven expertise of DRR and socio-economics. Experience of working with local level will get preference. The expert shall work in liase with infrastructure and planning expert to identify the socio and economic condition in the municipality including socio-economic assessment. The socio-economic expert will collate available human vulnerability information including the information from local profile, e-Profile of the municipality.

### **4. Monitoring, Evaluation and Learning (MEL) Expert: 1 person**

The monitoring and evaluation expert shall have minimum master's degree in DRR/M, or relevant subjects. H/She should have minimum 7 years general experience with 5 years in assessing the program implementation and suggest learnings. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR and CCA plans based on the framework. The expert is responsible to review and assess the current status of local level in DRR/M, study the existing DRR/M laws, bylaws, local provisions, rules active in the Local levels, including budgetary allocation for DRR.

### **5. GIS Expert: 1 person**

The GIS expert shall have minimum Bachelor's degree in Engineering faculty or equivalent. H/She should have minimum 3 years general experience with 2 years in assessing the GIS maps as well as preparation of complete GIS map in proper and acceptable form. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR plan based on prepared GIS maps.

## **6. Deliverables and schedule**

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The following deliverables are proposed after signing:

### **6.1 Inception report:**

The inception report is to be submitted within two week of agreement. The inception report should cover the outline of the entire program implementation strategy on how the organization plans to cover the tasks within the program time limit.

### **6.2 Phase I report:**

Phase 1 report is to be submitted within two (2) months of the contract signed. The report should cover stocktaking of field level disaster risk information, hazard assessment, exposure data, past and ongoing works done on DRRM, available loss and damage information, existing and upcoming DRRM policy and action plans including various available relevant documents that will be of help in understanding the disaster



risk and investment plans. The report should cover summary analysis of findings from the local assessment for the selected 20 local levels that sufficiently assess the needs and other requirement materials for the preparation of the Local Disaster Resilience Framework.

### **6.3 Phase II report/draft LDRF:**

The phase II report is to be submitted within four (4) months of the project being signed. The report covers the compact and comprehensive framework as defined, covering the entire scope of work, including the road map for effective implementation of the LDRF, as agreed in the inception report.

### **6.4 Final LDRF report with detailed plan of actions**

The Final Report is to be submitted overall project summary report and FINAL LDRF within Six (6) months. The LDRF in **Nepali language with a summary version in English** which incorporates feedback from relevant stakeholders.

## **7. Reporting Arrangements**

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The consultant team will report directly to the respective municipal office and the liaison officer at NDRRMA.

## **8. Remuneration and logistic support to the consulting firm**

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The consulting firm shall be provided the remuneration and other logistic support as below:

- The consulting firm remuneration shall be finalized through negotiation.
- The price escalation is not applicable to this consulting service.
- The consulting firm shall be paid by NDRRMA on the submission of his/her invoice with the obligatory reports, certified by the respective Project Director or his/her authorized representative.
- The client shall facilitate in interaction and exchange of information between the consulting firm and the project supported agencies/staff/consultants etc.

## **9. Contract type and payment schedule**

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The contract will be carried out in time based and payment schedule as below:

- I. 20% of total agreed amount shall be disbursed after agreement on the submission of advance payment guarantee of the same amount;
- II. 10% total agreed amount shall be disbursed completion of the inception phase;
- III. 40% of total agreed amount shall be disbursed upon the submission and acceptance of the Phase II report
- IV. 20% of total agreed amount shall be disbursed upon the submission and acceptance of the draft LDRFs.
- V. Remaining 10% upon submission and acceptance of all the final deliverables.

## **10. Timeline**

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The total assignment period will be six (6) months, tentatively from second week of January, 2023.



## **11. Selection method**

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A Consultant will be selected following The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017 and August 2018), Section VII: Approved Selection Methods Consulting Services, Consultant Qualification Selection Method with lump-sum based contract.

## **12. Taxation**

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The consulting firm shall be fully responsible for all taxes imposed by the Government of Nepal.



## **Annex 1: List of Working Districts and Municipalities**

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### **Package I**

#### **Package 1**

1. Taplejung:
  - a. Phungling Municipality
  - b. Pathivara Yangwarak Rural Municipality
  - c. Sirijhanga Rural Municipality
  - d. Phaktanglung Rural Municipality
  
2. Panchthar:
  - a. Yangwarak Rural Municipality
  - b. Hilihang Rural Municipality
  - c. Falelung Rural Municipality
  - d. Kummayak Rural Municipality
  
3. Ilam:
  - a. Rong Rural Municipality
  - b. Chulachuli Rural Municipality
  - c. Majjogmai Rural Municipality
  - d. Mai Municipality
  
4. Sankhuwasabha:
  - a. Khadbari Municipality
  - b. Chainpur Municipality
  - c. Sabhapokhari Rural Municipality
  - d. Bhotkhola Rural Municipality
  
5. Tehrathum:
  - a. Laliguras Municipality
  - b. Athrai Rural Municipality
  - c. Menchayam Rural Municipality
  - d. Chhathar Rural Municipality



Government of Nepal  
Ministry of Home Affairs

**National Disaster Risk Reduction and Management Authority  
(NDRRMA)**

**Earthquake Housing Reconstruction Project (EHRP)**

**Project Implementation Unit (PIU)**

Singhadurbar, Kathmandu

**Terms of Reference for  
Hiring of Consulting Firm for Preparation of Local Disaster Resilience Framework in  
selected municipalities (Package II)  
(Total Package IX)**

December, 2022



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## 1. Project Background and Objectives

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Nepal is exposed to multiple hazards, which creates a multitude of disasters throughout the country. Due to the young and fragile mountain topography, concentrated rainfall, steep slopes, climatic condition, has made Nepal one of the high risk zone from different disasters. In the recent days, the country is witnessing increasing consequences of hazards and risks due to rapid urbanization, extreme weather and other climatic factors. The consequences are increasing loss of lives, damage of community infrastructure and properties impacting everyday lives. Every year, on average more than 500 various disastrous incidents occur resulting loss of physical infrastructures, human life, damage to properties and affecting livelihoods due to natural and non-natural disasters.

In Nepal, Ministry of Home Affairs (MOHA), NDRRMA leads on disaster risk reduction and management, whereas, the Ministry of Forest and Environment (MoFE) is the focal point of UNFCCC for climate change. Likewise, the Ministry of Federal Affairs and General Administration (MoFAGA) coordinates the development of guidelines for the integration of Climate Change Adaptation (CCA) and Disaster Risk Reduction (DRR) into the planning process. In such background National Disaster Risk Reduction and Management Authority (NDRRMA) has come to the decision to formulate the National Disaster Resilience Framework (NDRF 2021-2030) with inputs from all stakeholders, building upon a strong foundation of the successful reconstruction programme after the 2015 Gorkha earthquake, experiences of NDRRMA and overall recent year experiences in disaster and climate change risk reduction and management.

Furthermore, the Disaster Risk Reduction National Strategic Plan of Action 2018 – 2030, that addresses local needs and guide the strategic plans for local disaster resilience. The NDRF aims to address key priorities of the Government of Nepal moving forward and envision the challenges posed by multiple hazards, including climate change, increased landslide events, frequent floods, fire, epidemic and ubiquitous seismic risks.

The legislative framework for reducing the impact of hazards, risks and increasing community resilience needs to be framed according to local needs and should be compatible with the National Disaster Resilience Framework (NDRF 2021-2030) so that national goal of disaster resilient Nepal by 2030 can be achieved. The lack of capacity at the local level dealing in disaster risk reduction with multi-hazard context need to be enhanced. The enhanced capability of local authorities, i.e. local levels, for effective control of negative consequences of the hazards and risks can only be minimized by implementing locally adaptable activities for risk reduction, preparedness and response with the reference to build back better.

In doing so, the municipal level disaster resilience framework with strategic plan of action needs to be prepared and appropriate mechanisms for developing local capacities have to be established.

To begin with, NDRRMA has provided technical expertise and financial support to prepare Local Disaster Resilience Framework (LDRF) with strategic plan of actions for selected 33 Municipality in 2078/2079. Further building on the learnings, and the positive feedback from the local government, NDRRMA plan to continue the support and facilitation to another 180 Municipality this year 2079/2080.

Given the importance of the fact discussed, the NDRRMA plans to hire a consulting firm to support the local government in preparing their NDRF with strategic plan of action ; short term, medium term and long term- along with financing plan and responsibilities that guides local authorities, i.e., Local levels and wards that is in line with the national goal set by NDRF and to achieve the national goal.

This ToR is to support the formulation of LDRF for 20 identified local governments.

## 2. Objective of the assignment

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This project aims to develop Local Disaster Resilience Framework incorporating multi-hazards specific to local governments to assess the municipal governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information; and develop a framework that address multiple hazards and risk. This will help NDRRMA in decision-making, carry strategic dialogues with all local stakeholders and link with the national disaster resilience framework of GoN and other partners to make Nepal resilient by 2030.

The framework will be based on the GON's NDRF with its eight priority sector and also vice versa with further building on DRR Strategic Action Plan 2018- 2030, localizing Sendai Framework for Disaster Risk Reduction (2015–2030), Sustainable Development Goal (SGD 2030), Paris Climate Agreement 2015, Green, Resilient, and Inclusive Development (GRID) framework. Unpacking all of them into the local context, LDRF provides a road map to achieve resilient Nepal by 2030.

### The specific objectives of the proposed work are:

1. Carry out a comprehensive assessment and understanding of all eight priority area spelled out in the NDRF with scientific knowledge, data, geographic information system (GIS) maps and evidences
2. Conduct a comprehensive assessment of local governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information including hazard – wise climate change risks and disaster profiling.
3. Identify key disaster risks including collating available risks, hazards and exposure information at the municipality/district
4. Reviewing and assessing the current status of local governance in DRR including looking at past trends on DRRM expenditure;
5. Preparation of comprehensive strategic plan of actions (2022-2030); a road map to achieve resilience, short, medium and long terms action plan with financial projection and guidance for arrangement based on in-depth assessment and analysis of eight priority sector.
6. Preparing institutional, finance and monitoring and evaluation framework and arrangement to facilitate the implementation of the LDRF including monitoring and evaluation.

## 3. Scope of Work

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The overall objectives of LDRF is to localize and translate NDRF (2022-2030) into actions to contribute in achieving resilient Nepal by 2030. Hence the LDRF should cover broadly in the following priority area with detail assessment, analysis and develop strategic plan of actions.

- Priority Area 1: Understanding disaster and climate change risks with data, GIS maps, Geo morphology, River morphology (as required) and evidences, identifying key disaster risks including collating available risk, hazard and exposure information at the municipality and also linking to the district as required.
- Priority Area 2: Strengthening disaster risk governance at federal, provincial and local levels
- Priority Area 3: Promoting comprehensive risk-informed private and public investments in disaster risk reduction for resilience incorporating **climate change scenario and its emerging risks**.
- Priority Area 4: Enhancing disaster preparedness for effective response including **climate induced disaster**.
- Priority Area 5: “Build Back Better” in recovery, rehabilitation and reconstruction



- Priority Area 6: Research on emerging disaster risks and challenges, training and capacity development
- Priority Area 7: Multi hazard early warning system **including climate change risk.**
- Priority Area 8: Disaster risk financing considering emerging disaster risks including **climate change induced disaster.**
- Reviewing municipality's damage and loss information at least for last decade or more.
- Reviewing of **LAPA/LDCRP if prepared** (available) DRRM laws, bylaws, local provisions, rules active in the local levels, including budgetary requirements;
- Assessing municipal capacity: human resources, technical staffing to conduct local DRRM activities;
- Conducting consultations on Gender Equality and, Social Inclusion (GESI), disability and socio-economic situation and perspective with local stakeholders;
- Includes hazard –wise climate change risks and disaster profiling
- Preparation of road map for implementation of LDRF with strategic plan of action (2022-2030) short, medium and long term action. Based on the comprehensive risks review, detailed consultation and analysis, draft a report that should be prepared and presented to the respective local government and NDRRMA.

## 4. Methodology

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The work should be undertaken on a phase-wise basis. The envisioned time frame of the completion of work is within six (6) months from the beginning of the project. The consultant can review and re-schedule the implementation strategy of activities (if any) that need to be submitted with the inception report not exceeding the time duration.

### 4.1 First phase: Stocktaking

1. The **stocktaking** broadly include multi-hazard mapping using secondary available information with scientific data, GIS maps, geo morphology, river morphology (as required) and information of hazard wise risks over eight priority area identified in the NDRF,
2. Collection and review of the situation of DRRM implementation in the local levels (LAPA, LDCRP if available), the past efforts done, their successes, and challenges in building capacity for the implementation.
3. Preparation for first level orientation and consultation meeting (one day); presentation of the results of a detailed review of secondary information. The review includes (review of the existing DRRM related document at the local level regarding DRRM activities; consultation meetings with local stakeholders;
4. List out the activities for the next step of designing draft LDRF report.

### 4.2 Second Phase: In-depth assessment and analysis

1. Includes a detailed survey, field observation, consultation meeting, and in-depth analysis both data, evidences, cases and results from the series of consultation meeting with stakeholders on the priority areas.
2. The challenges and difficulties faced by municipalities to implement their plans and programs may be budgetary, human resources, policy, guidelines, LAPA, LDCRP (if available) and others.
3. Review of existing institutional set-up
4. Status of DRRM implementation, e.g., Risk Sensitive Land Use Planning (RSLUP), building code, climate resilient infrastructure, and/or other capacity building, training etc;



5. Available resources on local DRRM initiatives, including review of DRRM activities, plans policies, current budgeted amounts for DRRM and **climate change risks assessment and adaptation plan (if available)**, long-term and short-term initiation taken by municipality;

#### **4.3 Third phase: Developing LDRF with road map**

1. Prepare a draft LDRF, presentation of findings and over all architecture LDRF with road map action plan with the local government officials for both orientation, dissemination and obtain feedback and comments (2 day workshop)
2. Includes action plan for short term (2 years), mid-term (5 years) and long term (by 2030) for effective implementation of LDRF activities incorporating emerging situation of climate change risk.
3. Detailed LDRF with responsibilities of concerned organizations, positions and stakeholders with the perspective of disaster as a matter of concerned for all, whole of the society.
4. Disaster risk financing action plan that includes the requirements of municipal governments for effective implementation of LDRF, financial sources and guidance for mobilizing external resource.
5. Finalize the LDRF incorporating all the relevant comments and feedbacks obtain from the workshop, formal, informal meetings and conversations with the local government officials and stakeholders.

## **5. Qualification of consulting firm and team composition**

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### **5.1 Qualification of consulting firm**

The consulting firm should have a strong team that demonstrates a mix of expertise to complete the task stated in the scope of work. The team formation should be composed of experts with extensive experience in coordinating and implementing DRRM activities. The consulting firm should have minimum 5 years' experience, and should have completed/ substantially completed at least one project related to DRR/M. Firm having experience in successful completion of at least one project in multilateral organization (W/B, ADB, UN Agencies) will get preference..

### **Key Experts**

#### **5.2 Team composition:**

##### **1. Team Leader: 1 person**

The Team Leader shall have minimum master's degree in DRR/M, Civil Engineering, or Social subjects. H/She must have working experience in the area of climate and DRRM. Experience and knowledge of working with local governments will get preference. The Team Leader should have minimum 10 years general experience with 7 years in DRR/M and higher experience is preferable. The team leader is responsible to develop municipal framework incorporating multi-hazards specific to local governments. The leader is responsible for reviewing DRR/M policy, capacity assessment, gap identification and design activities to respond to the need of the municipal governments.

##### **2. Infrastructure cum Planning Expert: 20 persons**

The infrastructure cum planning expert shall have minimum master's degree in DRR/M, Civil Engineering, Urban planning or relevant subjects. The expert should have minimum 10 years of general experience with 7 years in DRR/M training programs related to DRRM. Experience of working with local level will get



preference. The expert is responsible for collating disaster risk assessment information, existing structure assessment, local consultation and framework preparation.

### **3. Socio-Economic Expert: 20 persons**

The socio-economic expert shall have minimum master's degree in economics, commerce, finance or relevant subjects. The Socio-economic expert should have minimum 10 years of general experience with 7 years in DRR/M working in the field of socio-economics, demonstrate the proven expertise of DRR and socio-economics. Experience of working with local level will get preference. The expert shall work in liase with infrastructure and planning expert to identify the socio and economic condition in the municipality including socio-economic assessment. The socio-economic expert will collate available human vulnerability information including the information from local profile, e-Profile of the municipality.

### **4. Monitoring, Evaluation and Learning (MEL) Expert: 1 person**

The monitoring and evaluation expert shall have minimum master's degree in DRR/M, or relevant subjects. H/She should have minimum 7 years general experience with 5 years in assessing the program implementation and suggest learnings. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR and CCA plans based on the framework. The expert is responsible to review and assess the current status of local level in DRR/M, study the existing DRR/M laws, bylaws, local provisions, rules active in the Local levels, including budgetary allocation for DRR.

### **5. GIS Expert: 1 person**

The GIS expert shall have minimum Bachelor's degree in Engineering faculty or equivalent. H/She should have minimum 3 years general experience with 2 years in assessing the GIS maps as well as preparation of complete GIS map in proper and acceptable form. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR plan based on prepared GIS maps.

## **6. Deliverables and schedule**

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The following deliverables are proposed after signing:

### **6.1 Inception report:**

The inception report is to be submitted within two week of agreement. The inception report should cover the outline of the entire program implementation strategy on how the organization plans to cover the tasks within the program time limit.

### **6.2 Phase I report:**

Phase 1 report is to be submitted within two (2) months of the contract signed. The report should cover stocktaking of field level disaster risk information, hazard assessment, exposure data, past and ongoing works done on DRRM, available loss and damage information, existing and upcoming DRRM policy and action plans including various available relevant documents that will be of help in understanding the disaster



risk and investment plans. The report should cover summary analysis of findings from the local assessment for the selected 20 local levels that sufficiently assess the needs and other requirement materials for the preparation of the Local Disaster Resilience Framework.

### **6.3 Phase II report/draft LDRF:**

The phase II report is to be submitted within four (4) months of the project being signed. The report covers the compact and comprehensive framework as defined, covering the entire scope of work, including the road map for effective implementation of the LDRF, as agreed in the inception report.

### **6.4 Final LDRF report with detailed plan of actions**

The Final Report is to be submitted overall project summary report and FINAL LDRF within Six (6) months. The LDRF in **Nepali language with a summary version in English** which incorporates feedback from relevant stakeholders.

## **7. Reporting Arrangements**

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The consultant team will report directly to the respective municipal office and the liaison officer at NDRRMA.

## **8. Remuneration and logistic support to the consulting firm**

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The consulting firm shall be provided the remuneration and other logistic support as below:

- The consulting firm remuneration shall be finalized through negotiation.
- The price escalation is not applicable to this consulting service.
- The consulting firm shall be paid by NDRRMA on the submission of his/her invoice with the obligatory reports, certified by the respective Project Director or his/her authorized representative.
- The client shall facilitate in interaction and exchange of information between the consulting firm and the project supported agencies/staff/consultants etc.

## **9. Contract type and payment schedule**

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The contract will be carried out in time based and payment schedule as below:

- I. 20% of total agreed amount shall be disbursed after agreement on the submission of advance payment guarantee of the same amount;
- II. 10% total agreed amount shall be disbursed completion of the inception phase;
- III. 40% of total agreed amount shall be disbursed upon the submission and acceptance of the Phase II report
- IV. 20% of total agreed amount shall be disbursed upon the submission and acceptance of the draft LDRFs.
- V. Remaining 10% upon submission and acceptance of all the final deliverables.

## **10. Timeline**

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The total assignment period will be six (6) months, tentatively from second week of January, 2023.



## **11. Selection method**

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A Consultant will be selected following The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017 and August 2018), Section VII: Approved Selection Methods Consulting Services, Consultant Qualification Selection Method with lump-sum based contract.

## **12. Taxation**

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The consulting firm shall be fully responsible for all taxes imposed by the Government of Nepal.



## **Annex 1: List of Working Districts and Municipalities**

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### **Package II**

1. Khotang:
  - a. Sakela rural municipality
  - b. Barahpokhari rural municipality
  - c. Jantedhuna rural municipality
  - d. Halesi Tuwachung municipality
  
2. Bhojpur:
  - a. Shadanand municipality
  - b. Pauwadungma rural municipality
  - c. Aamchwok rural municipality
  - d. Arun ruran municipality
  
3. Dhankuta:
  - a. Pakhribas municipality
  - b. Chhatar Jorpati rural municipality
  - c. Sangurigadhi rural municipality
  - d. Sahidbhumi rural municipality
  
4. Udayapur:
  - a. Belaka municipality
  - b. Limchungbung rural municipality
  - c. Rautamai rural municipality
  - d. Tapli rural municipality
  
5. Sunsari:
  - a. Barahachetra municipality
  - b. Biratnagar Sub-metropolitan city
  - c. Koshi rural municipality
  - d. Dharan Sub-metropolitan City





Government of Nepal  
Ministry of Home Affairs

**National Disaster Risk Reduction and Management Authority  
(NDRRMA)**

**Earthquake Housing Reconstruction Project (EHRP)**

**Project Implementation Unit (PIU)**

Singhadurbar, Kathmandu

**Terms of Reference for  
Hiring of Consulting Firm for Preparation of Local Disaster Resilience Framework in  
selected municipalities (Package III)  
(Total Package IX)**

December, 2022



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## 1. Project Background and Objectives

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Furthermore, the Disaster Risk Reduction National Strategic Plan of Action 2018 – 2030, that addresses local needs and guide the strategic plans for local disaster resilience. The NDRF aims to address key priorities of the Government of Nepal moving forward and envision the challenges posed by multiple hazards, including climate change, increased landslide events, frequent floods, fire, epidemic and ubiquitous seismic risks.

The legislative framework for reducing the impact of hazards, risks and increasing community resilience needs to be framed according to local needs and should be compatible with the National Disaster Resilience Framework (NDRF 2021-2030) so that national goal of disaster resilient Nepal by 2030 can be achieved. The lack of capacity at the local level dealing in disaster risk reduction with multi-hazard context need to be enhanced. The enhanced capability of local authorities, i.e. local levels, for effective control of negative consequences of the hazards and risks can only be minimized by implementing locally adaptable activities for risk reduction, preparedness and response with the reference to build back better.

In doing so, the municipal level disaster resilience framework with strategic plan of action needs to be prepared and appropriate mechanisms for developing local capacities have to be established.

To begin with, NDRRMA has provided technical expertise and financial support to prepare Local Disaster Resilience Framework (LDRF) with strategic plan of actions for selected 33 Municipality in 2078/2079. Further building on the learnings, and the positive feedback from the local government, NDRRMA plan to continue the support and facilitation to another 180 Municipality this year 2079/2080.

Given the importance of the fact discussed, the NDRRMA plans to hire a consulting firm to support the local government in preparing their NDRF with strategic plan of action ; short term, medium term and long term- along with financing plan and responsibilities that guides local authorities, i.e., Local levels and wards that is in line with the national goal set by NDRF and to achieve the national goal.

This ToR is to support the formulation of LDRF for 20 identified local governments.



## 2. Objective of the assignment

---

This project aims to develop Local Disaster Resilience Framework incorporating multi-hazards specific to local governments to assess the municipal governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information; and develop a framework that address multiple hazards and risk. This will help NDRRMA in decision-making, carry strategic dialogues with all local stakeholders and link with the national disaster resilience framework of GoN and other partners to make Nepal resilient by 2030.

The framework will be based on the GON's NDRF with its eight priority sector and also vice versa with further building on DRR Strategic Action Plan 2018- 2030, localizing Sendai Framework for Disaster Risk Reduction (2015–2030), Sustainable Development Goal (SGD 2030), Paris Climate Agreement 2015, Green, Resilient, and Inclusive Development (GRID) framework. Unpacking all of them into the local context, LDRF provides a road map to achieve resilient Nepal by 2030.

### The specific objectives of the proposed work are:

1. Carry out a comprehensive assessment and understanding of all eight priority area spelled out in the NDRF with scientific knowledge, data, geographic information system (GIS) maps and evidences
2. Conduct a comprehensive assessment of local governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information including hazard – wise climate change risks and disaster profiling.
3. Identify key disaster risks including collating available risks, hazards and exposure information at the municipality/district
4. Reviewing and assessing the current status of local governance in DRR including looking at past trends on DRRM expenditure;
5. Preparation of comprehensive strategic plan of actions (2022-2030); a road map to achieve resilience, short, medium and long terms action plan with financial projection and guidance for arrangement based on in-depth assessment and analysis of eight priority sector.
6. Preparing institutional, finance and monitoring and evaluation framework and arrangement to facilitate the implementation of the LDRF including monitoring and evaluation.

## 3. Scope of Work

---

The overall objectives of LDRF is to localize and translate NDRF (2022-2030) into actions to contribute in achieving resilient Nepal by 2030. Hence the LDRF should cover broadly in the following priority area with detail assessment, analysis and develop strategic plan of actions.

- Priority Area 1: Understanding disaster and climate change risks with data, GIS maps, Geo morphology, River morphology (as required) and evidences, identifying key disaster risks including collating available risk, hazard and exposure information at the municipality and also linking to the district as required.
- Priority Area 2: Strengthening disaster risk governance at federal, provincial and local levels
- Priority Area 3: Promoting comprehensive risk-informed private and public investments in disaster risk reduction for resilience incorporating **climate change scenario and its emerging risks**.
- Priority Area 4: Enhancing disaster preparedness for effective response including **climate induced disaster**.
- Priority Area 5: “Build Back Better” in recovery, rehabilitation and reconstruction



- Priority Area 6: Research on emerging disaster risks and challenges, training and capacity development
- Priority Area 7: Multi hazard early warning system **including climate change risk.**
- Priority Area 8: Disaster risk financing considering emerging disaster risks including **climate change induced disaster.**
- Reviewing municipality's damage and loss information at least for last decade or more.
- Reviewing of **LAPA/LDCRP if prepared** (available) DRRM laws, bylaws, local provisions, rules active in the local levels, including budgetary requirements;
- Assessing municipal capacity: human resources, technical staffing to conduct local DRRM activities;
- Conducting consultations on Gender Equality and, Social Inclusion (GESI), disability and socio-economic situation and perspective with local stakeholders;
- Includes hazard –wise climate change risks and disaster profiling
- Preparation of road map for implementation of LDRF with strategic plan of action (2022-2030) short, medium and long term action. Based on the comprehensive risks review, detailed consultation and analysis, draft a report that should be prepared and presented to the respective local government and NDRRMA.

## 4. Methodology

---

The work should be undertaken on a phase-wise basis. The envisioned time frame of the completion of work is within six (6) months from the beginning of the project. The consultant can review and re-schedule the implementation strategy of activities (if any) that need to be submitted with the inception report not exceeding the time duration.

### 4.1 First phase: Stocktaking

1. The **stocktaking** broadly include multi-hazard mapping using secondary available information with scientific data, GIS maps, geo morphology, river morphology (as required) and information of hazard wise risks over eight priority area identified in the NDRF,
2. Collection and review of the situation of DRRM implementation in the local levels (LAPA, LDCRP if available), the past efforts done, their successes, and challenges in building capacity for the implementation.
3. Preparation for first level orientation and consultation meeting (one day); presentation of the results of a detailed review of secondary information. The review includes (review of the existing DRRM related document at the local level regarding DRRM activities; consultation meetings with local stakeholders;
4. List out the activities for the next step of designing draft LDRF report.

### 4.2 Second Phase: In-depth assessment and analysis

1. Includes a detailed survey, field observation, consultation meeting, and in-depth analysis both data, evidences, cases and results from the series of consultation meeting with stakeholders on the priority areas.
2. The challenges and difficulties faced by municipalities to implement their plans and programs may be budgetary, human resources, policy, guidelines, LAPA, LDCRP (if available) and others.
3. Review of existing institutional set-up
4. Status of DRRM implementation, e.g., Risk Sensitive Land Use Planning (RSLUP), building code, climate resilient infrastructure, and/or other capacity building, training etc;



5. Available resources on local DRRM initiatives, including review of DRRM activities, plans policies, current budgeted amounts for DRRM and **climate change risks assessment and adaptation plan (if available)**, long-term and short-term initiation taken by municipality;

#### **4.3 Third phase: Developing LDRF with road map**

1. Prepare a draft LDRF, presentation of findings and over all architecture LDRF with road map action plan with the local government officials for both orientation, dissemination and obtain feedback and comments (2 day workshop)
2. Includes action plan for short term (2 years), mid-term (5 years) and long term (by 2030) for effective implementation of LDRF activities incorporating emerging situation of climate change risk.
3. Detailed LDRF with responsibilities of concerned organizations, positions and stakeholders with the perspective of disaster as a matter of concerned for all, whole of the society.
4. Disaster risk financing action plan that includes the requirements of municipal governments for effective implementation of LDRF, financial sources and guidance for mobilizing external resource.
5. Finalize the LDRF incorporating all the relevant comments and feedbacks obtain from the workshop, formal, informal meetings and conversations with the local government officials and stakeholders.

## **5. Qualification of consulting firm and team composition**

---

### **5.1 Qualification of consulting firm**

The consulting firm should have a strong team that demonstrates a mix of expertise to complete the task stated in the scope of work. The team formation should be composed of experts with extensive experience in coordinating and implementing DRRM activities. The consulting firm should have minimum 5 years' experience, and should have completed/ substantially completed at least one project related to DRR/M. Firm having experience in successful completion of at least one project in multilateral organization (W/B, ADB, UN Agencies) will get preference..

### **Key Experts**

#### **5.2 Team composition:**

##### **1. Team Leader: 1 person**

The Team Leader shall have minimum master's degree in DRR/M, Civil Engineering, or Social subjects. H/She must have working experience in the area of climate and DRRM. Experience and knowledge of working with local governments will get preference. The Team Leader should have minimum 10 years general experience with 7 years in DRR/M and higher experience is preferable. The team leader is responsible to develop municipal framework incorporating multi-hazards specific to local governments. The leader is responsible for reviewing DRR/M policy, capacity assessment, gap identification and design activities to respond to the need of the municipal governments.

##### **2. Infrastructure cum Planning Expert: 20 persons**

The infrastructure cum planning expert shall have minimum master's degree in DRR/M, Civil Engineering, Urban planning or relevant subjects. The expert should have minimum 10 years of general experience with 7 years in DRR/M training programs related to DRRM. Experience of working with local level will get



preference. The expert is responsible for collating disaster risk assessment information, existing structure assessment, local consultation and framework preparation.

### **3. Socio-Economic Expert: 20 persons**

The socio-economic expert shall have minimum master's degree in economics, commerce, finance or relevant subjects. The Socio-economic expert should have minimum 10 years of general experience with 7 years in DRR/M working in the field of socio-economics, demonstrate the proven expertise of DRR and socio-economics. Experience of working with local level will get preference. The expert shall work in liase with infrastructure and planning expert to identify the socio and economic condition in the municipality including socio-economic assessment. The socio-economic expert will collate available human vulnerability information including the information from local profile, e-Profile of the municipality.

### **4. Monitoring, Evaluation and Learning (MEL) Expert: 1 person**

The monitoring and evaluation expert shall have minimum master's degree in DRR/M, or relevant subjects. H/She should have minimum 7 years general experience with 5 years in assessing the program implementation and suggest learnings. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR and CCA plans based on the framework. The expert is responsible to review and assess the current status of local level in DRR/M, study the existing DRR/M laws, bylaws, local provisions, rules active in the Local levels, including budgetary allocation for DRR.

### **5. GIS Expert: 1 person**

The GIS expert shall have minimum Bachelor's degree in Engineering faculty or equivalent. H/She should have minimum 3 years general experience with 2 years in assessing the GIS maps as well as preparation of complete GIS map in proper and acceptable form. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR plan based on prepared GIS maps.

## **6. Deliverables and schedule**

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The following deliverables are proposed after signing:

### **6.1 Inception report:**

The inception report is to be submitted within two week of agreement. The inception report should cover the outline of the entire program implementation strategy on how the organization plans to cover the tasks within the program time limit.

### **6.2 Phase I report:**

Phase 1 report is to be submitted within two (2) months of the contract signed. The report should cover stocktaking of field level disaster risk information, hazard assessment, exposure data, past and ongoing works done on DRRM, available loss and damage information, existing and upcoming DRRM policy and action plans including various available relevant documents that will be of help in understanding the disaster



risk and investment plans. The report should cover summary analysis of findings from the local assessment for the selected 20 local levels that sufficiently assess the needs and other requirement materials for the preparation of the Local Disaster Resilience Framework.

### **6.3 Phase II report/draft LDRF:**

The phase II report is to be submitted within four (4) months of the project being signed. The report covers the compact and comprehensive framework as defined, covering the entire scope of work, including the road map for effective implementation of the LDRF, as agreed in the inception report.

### **6.4 Final LDRF report with detailed plan of actions**

The Final Report is to be submitted overall project summary report and FINAL LDRF within Six (6) months. The LDRF in **Nepali language with a summary version in English** which incorporates feedback from relevant stakeholders.

## **7. Reporting Arrangements**

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The consultant team will report directly to the respective municipal office and the liaison officer at NDRRMA.

## **8. Remuneration and logistic support to the consulting firm**

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The consulting firm shall be provided the remuneration and other logistic support as below:

- The consulting firm remuneration shall be finalized through negotiation.
- The price escalation is not applicable to this consulting service.
- The consulting firm shall be paid by NDRRMA on the submission of his/her invoice with the obligatory reports, certified by the respective Project Director or his/her authorized representative.
- The client shall facilitate in interaction and exchange of information between the consulting firm and the project supported agencies/staff/consultants etc.

## **9. Contract type and payment schedule**

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The contract will be carried out in time based and payment schedule as below:

- I. 20% of total agreed amount shall be disbursed after agreement on the submission of advance payment guarantee of the same amount;
- II. 10% total agreed amount shall be disbursed completion of the inception phase;
- III. 40% of total agreed amount shall be disbursed upon the submission and acceptance of the Phase II report
- IV. 20% of total agreed amount shall be disbursed upon the submission and acceptance of the draft LDRFs.
- V. Remaining 10% upon submission and acceptance of all the final deliverables.

## **10. Timeline**

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The total assignment period will be six (6) months, tentatively from second week of January, 2023.





## **11. Selection method**

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A Consultant will be selected following The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017 and August 2018), Section VII: Approved Selection Methods Consulting Services, Consultant Qualification Selection Method with lump-sum based contract.

## **12. Taxation**

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The consulting firm shall be fully responsible for all taxes imposed by the Government of Nepal.



## **Annex 1: List of Working Districts and Municipalities**

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### **Package III**

1. Saptari:
  - a. Bode Barsain municipality
  - b. Saptakoshi rural municipality
  - c. Kanchanrup rural municipality
  - d. Tilathi Koiladi rural municipality
  
2. Mahottari:
  - a. Bhangaha municipality
  - b. Ekdanra rural municipality
  - c. Pipra rural municipality
  - d. Sonama rural municipality
  
3. Sarlahi:
  - a. Haripur municipality
  - b. Bramhapuri rural municipality
  - c. Basbariya rural municipality
  - d. Loharpatti rural municipality
  
4. Rautahat:
  - a. Rajpur municipality
  - b. Garuda municipality
  - c. Durga Bhagwati rural municipality
  - d. Yemunamai rural municipality
  
5. Parsa:
  - a. Parsagadhi municipality
  - b. Bindabasini rural municipality
  - c. Chipaharmai rural municipality
  - d. Jagamathpur rural municipality



Government of Nepal  
Ministry of Home Affairs  
**National Disaster Risk Reduction and Management Authority  
(NDRRMA)**  
**Earthquake Housing Reconstruction Project (EHRP)**  
**Project Implementation Unit (PIU)**  
Singhadurbar, Kathmandu

**Terms of Reference for  
Hiring of Consulting Firm for Preparation of Local Disaster Resilience Framework in  
selected municipalities (Package IV)  
(Total Package IX)**

December, 2022



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## 1. Project Background and Objectives

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Nepal is exposed to multiple hazards, which creates a multitude of disasters throughout the country. Due to the young and fragile mountain topography, concentrated rainfall, steep slopes, climatic condition, has made Nepal one of the high risk zone from different disasters. In the recent days, the country is witnessing increasing consequences of hazards and risks due to rapid urbanization, extreme weather and other climatic factors. The consequences are increasing loss of lives, damage of community infrastructure and properties impacting everyday lives. Every year, on average more than 500 various disastrous incidents occur resulting loss of physical infrastructures, human life, damage to properties and affecting livelihoods due to natural and non-natural disasters.

In Nepal, Ministry of Home Affairs (MOHA), NDRRMA leads on disaster risk reduction and management, whereas, the Ministry of Forest and Environment (MoFE) is the focal point of UNFCCC for climate change. Likewise, the Ministry of Federal Affairs and General Administration (MoFAGA) coordinates the development of guidelines for the integration of Climate Change Adaptation (CCA) and Disaster Risk Reduction (DRR) into the planning process. In such background National Disaster Risk Reduction and Management Authority (NDRRMA) has come to the decision to formulate the National Disaster Resilience Framework (NDRF 2021-2030) with inputs from all stakeholders, building upon a strong foundation of the successful reconstruction programme after the 2015 Gorkha earthquake, experiences of NDRRMA and overall recent year experiences in disaster and climate change risk reduction and management.

Furthermore, the Disaster Risk Reduction National Strategic Plan of Action 2018 – 2030, that addresses local needs and guide the strategic plans for local disaster resilience. The NDRF aims to address key priorities of the Government of Nepal moving forward and envision the challenges posed by multiple hazards, including climate change, increased landslide events, frequent floods, fire, epidemic and ubiquitous seismic risks.

The legislative framework for reducing the impact of hazards, risks and increasing community resilience needs to be framed according to local needs and should be compatible with the National Disaster Resilience Framework (NDRF 2021-2030) so that national goal of disaster resilient Nepal by 2030 can be achieved. The lack of capacity at the local level dealing in disaster risk reduction with multi-hazard context need to be enhanced. The enhanced capability of local authorities, i.e. local levels, for effective control of negative consequences of the hazards and risks can only be minimized by implementing locally adaptable activities for risk reduction, preparedness and response with the reference to build back better.

In doing so, the municipal level disaster resilience framework with strategic plan of action needs to be prepared and appropriate mechanisms for developing local capacities have to be established.

To begin with, NDRRMA has provided technical expertise and financial support to prepare Local Disaster Resilience Framework (LDRF) with strategic plan of actions for selected 33 Municipality in 2078/2079. Further building on the learnings, and the positive feedback from the local government, NDRRMA plan to continue the support and facilitation to another 180 Municipality this year 2079/2080.

Given the importance of the fact discussed, the NDRRMA plans to hire a consulting firm to support the local government in preparing their NDRF with strategic plan of action ; short term, medium term and long term- along with financing plan and responsibilities that guides local authorities, i.e., Local levels and wards that is in line with the national goal set by NDRF and to achieve the national goal.

This ToR is to support the formulation of LDRF for 20 identified local governments.



## 2. Objective of the assignment

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This project aims to develop Local Disaster Resilience Framework incorporating multi-hazards specific to local governments to assess the municipal governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information; and develop a framework that address multiple hazards and risk. This will help NDRRMA in decision-making, carry strategic dialogues with all local stakeholders and link with the national disaster resilience framework of GoN and other partners to make Nepal resilient by 2030.

The framework will be based on the GON's NDRF with its eight priority sector and also vice versa with further building on DRR Strategic Action Plan 2018- 2030, localizing Sendai Framework for Disaster Risk Reduction (2015–2030), Sustainable Development Goal (SGD 2030), Paris Climate Agreement 2015, Green, Resilient, and Inclusive Development (GRID) framework. Unpacking all of them into the local context, LDRF provides a road map to achieve resilient Nepal by 2030.

### The specific objectives of the proposed work are:

1. Carry out a comprehensive assessment and understanding of all eight priority area spelled out in the NDRF with scientific knowledge, data, geographic information system (GIS) maps and evidences
2. Conduct a comprehensive assessment of local governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information including hazard – wise climate change risks and disaster profiling.
3. Identify key disaster risks including collating available risks, hazards and exposure information at the municipality/district
4. Reviewing and assessing the current status of local governance in DRR including looking at past trends on DRRM expenditure;
5. Preparation of comprehensive strategic plan of actions (2022-2030); a road map to achieve resilience, short, medium and long terms action plan with financial projection and guidance for arrangement based on in-depth assessment and analysis of eight priority sector.
6. Preparing institutional, finance and monitoring and evaluation framework and arrangement to facilitate the implementation of the LDRF including monitoring and evaluation.

## 3. Scope of Work

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The overall objectives of LDRF is to localize and translate NDRF (2022-2030) into actions to contribute in achieving resilient Nepal by 2030. Hence the LDRF should cover broadly in the following priority area with detail assessment, analysis and develop strategic plan of actions.

- Priority Area 1: Understanding disaster and climate change risks with data, GIS maps, Geo morphology, River morphology (as required) and evidences, identifying key disaster risks including collating available risk, hazard and exposure information at the municipality and also linking to the district as required.
- Priority Area 2: Strengthening disaster risk governance at federal, provincial and local levels
- Priority Area 3: Promoting comprehensive risk-informed private and public investments in disaster risk reduction for resilience incorporating **climate change scenario and its emerging risks**.
- Priority Area 4: Enhancing disaster preparedness for effective response including **climate induced disaster**.
- Priority Area 5: “Build Back Better” in recovery, rehabilitation and reconstruction



- Priority Area 6: Research on emerging disaster risks and challenges, training and capacity development
- Priority Area 7: Multi hazard early warning system **including climate change risk.**
- Priority Area 8: Disaster risk financing considering emerging disaster risks including **climate change induced disaster.**
- Reviewing municipality's damage and loss information at least for last decade or more.
- Reviewing of **LAPA/LDCRP if prepared** (available) DRRM laws, bylaws, local provisions, rules active in the local levels, including budgetary requirements;
- Assessing municipal capacity: human resources, technical staffing to conduct local DRRM activities;
- Conducting consultations on Gender Equality and, Social Inclusion (GESI), disability and socio-economic situation and perspective with local stakeholders;
- Includes hazard –wise climate change risks and disaster profiling
- Preparation of road map for implementation of LDRF with strategic plan of action (2022-2030) short, medium and long term action. Based on the comprehensive risks review, detailed consultation and analysis, draft a report that should be prepared and presented to the respective local government and NDRRMA.

## 4. Methodology

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The work should be undertaken on a phase-wise basis. The envisioned time frame of the completion of work is within six (6) months from the beginning of the project. The consultant can review and re-schedule the implementation strategy of activities (if any) that need to be submitted with the inception report not exceeding the time duration.

### 4.1 First phase: Stocktaking

1. The **stocktaking** broadly include multi-hazard mapping using secondary available information with scientific data, GIS maps, geo morphology, river morphology (as required) and information of hazard wise risks over eight priority area identified in the NDRF,
2. Collection and review of the situation of DRRM implementation in the local levels (LAPA, LDCRP if available), the past efforts done, their successes, and challenges in building capacity for the implementation.
3. Preparation for first level orientation and consultation meeting (one day); presentation of the results of a detailed review of secondary information. The review includes (review of the existing DRRM related document at the local level regarding DRRM activities; consultation meetings with local stakeholders;
4. List out the activities for the next step of designing draft LDRF report.

### 4.2 Second Phase: In-depth assessment and analysis

1. Includes a detailed survey, field observation, consultation meeting, and in-depth analysis both data, evidences, cases and results from the series of consultation meeting with stakeholders on the priority areas.
2. The challenges and difficulties faced by municipalities to implement their plans and programs may be budgetary, human resources, policy, guidelines, LAPA, LDCRP (if available) and others.
3. Review of existing institutional set-up
4. Status of DRRM implementation, e.g., Risk Sensitive Land Use Planning (RSLUP), building code, climate resilient infrastructure, and/or other capacity building, training etc;



5. Available resources on local DRRM initiatives, including review of DRRM activities, plans policies, current budgeted amounts for DRRM and **climate change risks assessment and adaptation plan (if available)**, long-term and short-term initiation taken by municipality;

#### **4.3 Third phase: Developing LDRF with road map**

1. Prepare a draft LDRF, presentation of findings and over all architecture LDRF with road map action plan with the local government officials for both orientation, dissemination and obtain feedback and comments (2 day workshop)
2. Includes action plan for short term (2 years), mid-term (5 years) and long term (by 2030) for effective implementation of LDRF activities incorporating emerging situation of climate change risk.
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## **5. Qualification of consulting firm and team composition**

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### **5.1 Qualification of consulting firm**

The consulting firm should have a strong team that demonstrates a mix of expertise to complete the task stated in the scope of work. The team formation should be composed of experts with extensive experience in coordinating and implementing DRRM activities. The consulting firm should have minimum 5 years' experience, and should have completed/ substantially completed at least one project related to DRR/M. Firm having experience in successful completion of at least one project in multilateral organization (W/B, ADB, UN Agencies) will get preference..

### **Key Experts**

#### **5.2 Team composition:**

##### **1. Team Leader: 1 person**

The Team Leader shall have minimum master's degree in DRR/M, Civil Engineering, or Social subjects. H/She must have working experience in the area of climate and DRRM. Experience and knowledge of working with local governments will get preference. The Team Leader should have minimum 10 years general experience with 7 years in DRR/M and higher experience is preferable. The team leader is responsible to develop municipal framework incorporating multi-hazards specific to local governments. The leader is responsible for reviewing DRR/M policy, capacity assessment, gap identification and design activities to respond to the need of the municipal governments.

##### **2. Infrastructure cum Planning Expert: 20 persons**

The infrastructure cum planning expert shall have minimum master's degree in DRR/M, Civil Engineering, Urban planning or relevant subjects. The expert should have minimum 10 years of general experience with 7 years in DRR/M training programs related to DRRM. Experience of working with local level will get





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### **3. Socio-Economic Expert: 20 persons**

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The following deliverables are proposed after signing:

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The consultant team will report directly to the respective municipal office and the liaison officer at NDRRMA.

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## **10. Timeline**

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The total assignment period will be six (6) months, tentatively from second week of January, 2023.



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## **12. Taxation**

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## **Annex 1: List of Working Districts and Municipalities**

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### **Package IV**

1. Dolakha:
  - a. Bhimeshwor municipality
  - b. Tamakoshi rural municipality
  - c. Bigu rural municipality
  - d. Melung rural municipality
  
2. Ramechhap:
  - a. Manthali municipality
  - b. Likhu Tamakoshi rural municipality
  - c. Gokulganga rural municipality
  - d. Khadadevi rural municipality
  
3. Dhading:
  - a. Ruby Valley rural municipality
  - b. Thakre rural municipality
  
4. Sindhupalchok:
  - a. Lisankhu Pakhar rural municipality
  - b. Indrawati rural municipality
  - c. Tripurasundari rural municipality
  - d. Panchpokhari thangpal rural municipality
  
5. Makawanpur:
  - a. Bhimphedi rural municipality
  - b. Bagmati rural municipality
  - c. Raksirang rural municipality
  - d. Indrasarowar rural municipality
  
6. Lalitpur:
  - a. Konjyosom rural municipality
  - e. Bagmati rural municipality



Government of Nepal  
Ministry of Home Affairs

**National Disaster Risk Reduction and Management Authority  
(NDRRMA)**

**Earthquake Housing Reconstruction Project (EHRP)**

**Project Implementation Unit (PIU)**

Singhadurbar, Kathmandu

**Terms of Reference for  
Hiring of Consulting Firm for Preparation of Local Disaster Resilience Framework in  
selected municipalities (Package V)  
(Total Package IX)**

December, 2022



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In doing so, the municipal level disaster resilience framework with strategic plan of action needs to be prepared and appropriate mechanisms for developing local capacities have to be established.

To begin with, NDRRMA has provided technical expertise and financial support to prepare Local Disaster Resilience Framework (LDRF) with strategic plan of actions for selected 33 Municipality in 2078/2079. Further building on the learnings, and the positive feedback from the local government, NDRRMA plan to continue the support and facilitation to another 180 Municipality this year 2079/2080.

Given the importance of the fact discussed, the NDRRMA plans to hire a consulting firm to support the local government in preparing their NDRF with strategic plan of action ; short term, medium term and long term- along with financing plan and responsibilities that guides local authorities, i.e., Local levels and wards that is in line with the national goal set by NDRF and to achieve the national goal.

This ToR is to support the formulation of LDRF for 20 identified local governments.



## 2. Objective of the assignment

---

This project aims to develop Local Disaster Resilience Framework incorporating multi-hazards specific to local governments to assess the municipal governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information; and develop a framework that address multiple hazards and risk. This will help NDRRMA in decision-making, carry strategic dialogues with all local stakeholders and link with the national disaster resilience framework of GoN and other partners to make Nepal resilient by 2030.

The framework will be based on the GON's NDRF with its eight priority sector and also vice versa with further building on DRR Strategic Action Plan 2018- 2030, localizing Sendai Framework for Disaster Risk Reduction (2015–2030), Sustainable Development Goal (SGD 2030), Paris Climate Agreement 2015, Green, Resilient, and Inclusive Development (GRID) framework. Unpacking all of them into the local context, LDRF provides a road map to achieve resilient Nepal by 2030.

### The specific objectives of the proposed work are:

1. Carry out a comprehensive assessment and understanding of all eight priority area spelled out in the NDRF with scientific knowledge, data, geographic information system (GIS) maps and evidences
2. Conduct a comprehensive assessment of local governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information including hazard – wise climate change risks and disaster profiling.
3. Identify key disaster risks including collating available risks, hazards and exposure information at the municipality/district
4. Reviewing and assessing the current status of local governance in DRR including looking at past trends on DRRM expenditure;
5. Preparation of comprehensive strategic plan of actions (2022-2030); a road map to achieve resilience, short, medium and long terms action plan with financial projection and guidance for arrangement based on in-depth assessment and analysis of eight priority sector.
6. Preparing institutional, finance and monitoring and evaluation framework and arrangement to facilitate the implementation of the LDRF including monitoring and evaluation.

## 3. Scope of Work

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The overall objectives of LDRF is to localize and translate NDRF (2022-2030) into actions to contribute in achieving resilient Nepal by 2030. Hence the LDRF should cover broadly in the following priority area with detail assessment, analysis and develop strategic plan of actions.

- Priority Area 1: Understanding disaster and climate change risks with data, GIS maps, Geo morphology, River morphology (as required) and evidences, identifying key disaster risks including collating available risk, hazard and exposure information at the municipality and also linking to the district as required.
- Priority Area 2: Strengthening disaster risk governance at federal, provincial and local levels
- Priority Area 3: Promoting comprehensive risk-informed private and public investments in disaster risk reduction for resilience incorporating **climate change scenario and its emerging risks**.
- Priority Area 4: Enhancing disaster preparedness for effective response including **climate induced disaster**.
- Priority Area 5: “Build Back Better” in recovery, rehabilitation and reconstruction





- Priority Area 6: Research on emerging disaster risks and challenges, training and capacity development
- Priority Area 7: Multi hazard early warning system **including climate change risk.**
- Priority Area 8: Disaster risk financing considering emerging disaster risks including **climate change induced disaster.**
- Reviewing municipality's damage and loss information at least for last decade or more.
- Reviewing of **LAPA/LDCRP if prepared** (available) DRRM laws, bylaws, local provisions, rules active in the local levels, including budgetary requirements;
- Assessing municipal capacity: human resources, technical staffing to conduct local DRRM activities;
- Conducting consultations on Gender Equality and, Social Inclusion (GESI), disability and socio-economic situation and perspective with local stakeholders;
- Includes hazard –wise climate change risks and disaster profiling
- Preparation of road map for implementation of LDRF with strategic plan of action (2022-2030) short, medium and long term action. Based on the comprehensive risks review, detailed consultation and analysis, draft a report that should be prepared and presented to the respective local government and NDRRMA.

## 4. Methodology

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The work should be undertaken on a phase-wise basis. The envisioned time frame of the completion of work is within six (6) months from the beginning of the project. The consultant can review and re-schedule the implementation strategy of activities (if any) that need to be submitted with the inception report not exceeding the time duration.

### 4.1 First phase: Stocktaking

1. The **stocktaking** broadly include multi-hazard mapping using secondary available information with scientific data, GIS maps, geo morphology, river morphology (as required) and information of hazard wise risks over eight priority area identified in the NDRF,
2. Collection and review of the situation of DRRM implementation in the local levels (LAPA, LDCRP if available), the past efforts done, their successes, and challenges in building capacity for the implementation.
3. Preparation for first level orientation and consultation meeting (one day); presentation of the results of a detailed review of secondary information. The review includes (review of the existing DRRM related document at the local level regarding DRRM activities; consultation meetings with local stakeholders;
4. List out the activities for the next step of designing draft LDRF report.

### 4.2 Second Phase: In-depth assessment and analysis

1. Includes a detailed survey, field observation, consultation meeting, and in-depth analysis both data, evidences, cases and results from the series of consultation meeting with stakeholders on the priority areas.
2. The challenges and difficulties faced by municipalities to implement their plans and programs may be budgetary, human resources, policy, guidelines, LAPA, LDCRP (if available) and others.
3. Review of existing institutional set-up
4. Status of DRRM implementation, e.g., Risk Sensitive Land Use Planning (RSLUP), building code, climate resilient infrastructure, and/or other capacity building, training etc;



5. Available resources on local DRRM initiatives, including review of DRRM activities, plans policies, current budgeted amounts for DRRM and **climate change risks assessment and adaptation plan (if available)**, long-term and short-term initiation taken by municipality;

#### **4.3 Third phase: Developing LDRF with road map**

1. Prepare a draft LDRF, presentation of findings and over all architecture LDRF with road map action plan with the local government officials for both orientation, dissemination and obtain feedback and comments (2 day workshop)
2. Includes action plan for short term (2 years), mid-term (5 years) and long term (by 2030) for effective implementation of LDRF activities incorporating emerging situation of climate change risk.
3. Detailed LDRF with responsibilities of concerned organizations, positions and stakeholders with the perspective of disaster as a matter of concerned for all, whole of the society.
4. Disaster risk financing action plan that includes the requirements of municipal governments for effective implementation of LDRF, financial sources and guidance for mobilizing external resource.
5. Finalize the LDRF incorporating all the relevant comments and feedbacks obtain from the workshop, formal, informal meetings and conversations with the local government officials and stakeholders.

## **5. Qualification of consulting firm and team composition**

---

### **5.1 Qualification of consulting firm**

The consulting firm should have a strong team that demonstrates a mix of expertise to complete the task stated in the scope of work. The team formation should be composed of experts with extensive experience in coordinating and implementing DRRM activities. The consulting firm should have minimum 5 years' experience, and should have completed/ substantially completed at least one project related to DRR/M. Firm having experience in successful completion of at least one project in multilateral organization (W/B, ADB, UN Agencies) will get preference..

### **Key Experts**

#### **5.2 Team composition:**

##### **1. Team Leader: 1 person**

The Team Leader shall have minimum master's degree in DRR/M, Civil Engineering, or Social subjects. H/She must have working experience in the area of climate and DRRM. Experience and knowledge of working with local governments will get preference. The Team Leader should have minimum 10 years general experience with 7 years in DRR/M and higher experience is preferable. The team leader is responsible to develop municipal framework incorporating multi-hazards specific to local governments. The leader is responsible for reviewing DRR/M policy, capacity assessment, gap identification and design activities to respond to the need of the municipal governments.

##### **2. Infrastructure cum Planning Expert: 20 persons**

The infrastructure cum planning expert shall have minimum master's degree in DRR/M, Civil Engineering, Urban planning or relevant subjects. The expert should have minimum 10 years of general experience with 7 years in DRR/M training programs related to DRRM. Experience of working with local level will get



preference. The expert is responsible for collating disaster risk assessment information, existing structure assessment, local consultation and framework preparation.

### **3. Socio-Economic Expert: 20 persons**

The socio-economic expert shall have minimum master's degree in economics, commerce, finance or relevant subjects. The Socio-economic expert should have minimum 10 years of general experience with 7 years in DRR/M working in the field of socio-economics, demonstrate the proven expertise of DRR and socio-economics. Experience of working with local level will get preference. The expert shall work in liase with infrastructure and planning expert to identify the socio and economic condition in the municipality including socio-economic assessment. The socio-economic expert will collate available human vulnerability information including the information from local profile, e-Profile of the municipality.

### **4. Monitoring, Evaluation and Learning (MEL) Expert: 1 person**

The monitoring and evaluation expert shall have minimum master's degree in DRR/M, or relevant subjects. H/She should have minimum 7 years general experience with 5 years in assessing the program implementation and suggest learnings. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR and CCA plans based on the framework. The expert is responsible to review and assess the current status of local level in DRR/M, study the existing DRR/M laws, bylaws, local provisions, rules active in the Local levels, including budgetary allocation for DRR.

### **5. GIS Expert: 1 person**

The GIS expert shall have minimum Bachelor's degree in Engineering faculty or equivalent. H/She should have minimum 3 years general experience with 2 years in assessing the GIS maps as well as preparation of complete GIS map in proper and acceptable form. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR plan based on prepared GIS maps.

## **6. Deliverables and schedule**

---

The following deliverables are proposed after signing:

### **6.1 Inception report:**

The inception report is to be submitted within two week of agreement. The inception report should cover the outline of the entire program implementation strategy on how the organization plans to cover the tasks within the program time limit.

### **6.2 Phase I report:**

Phase 1 report is to be submitted within two (2) months of the contract signed. The report should cover stocktaking of field level disaster risk information, hazard assessment, exposure data, past and ongoing works done on DRRM, available loss and damage information, existing and upcoming DRRM policy and action plans including various available relevant documents that will be of help in understanding the disaster



risk and investment plans. The report should cover summary analysis of findings from the local assessment for the selected 20 local levels that sufficiently assess the needs and other requirement materials for the preparation of the Local Disaster Resilience Framework.

### **6.3 Phase II report/draft LDRF:**

The phase II report is to be submitted within four (4) months of the project being signed. The report covers the compact and comprehensive framework as defined, covering the entire scope of work, including the road map for effective implementation of the LDRF, as agreed in the inception report.

### **6.4 Final LDRF report with detailed plan of actions**

The Final Report is to be submitted overall project summary report and FINAL LDRF within Six (6) months. The LDRF in **Nepali language with a summary version in English** which incorporates feedback from relevant stakeholders.

## **7. Reporting Arrangements**

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The consultant team will report directly to the respective municipal office and the liaison officer at NDRRMA.

## **8. Remuneration and logistic support to the consulting firm**

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The consulting firm shall be provided the remuneration and other logistic support as below:

- The consulting firm remuneration shall be finalized through negotiation.
- The price escalation is not applicable to this consulting service.
- The consulting firm shall be paid by NDRRMA on the submission of his/her invoice with the obligatory reports, certified by the respective Project Director or his/her authorized representative.
- The client shall facilitate in interaction and exchange of information between the consulting firm and the project supported agencies/staff/consultants etc.

## **9. Contract type and payment schedule**

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The contract will be carried out in time based and payment schedule as below:

- I. 20% of total agreed amount shall be disbursed after agreement on the submission of advance payment guarantee of the same amount;
- II. 10% total agreed amount shall be disbursed completion of the inception phase;
- III. 40% of total agreed amount shall be disbursed upon the submission and acceptance of the Phase II report
- IV. 20% of total agreed amount shall be disbursed upon the submission and acceptance of the draft LDRFs.
- V. Remaining 10% upon submission and acceptance of all the final deliverables.

## **10. Timeline**

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The total assignment period will be six (6) months, tentatively from second week of January, 2023.



## **11. Selection method**

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A Consultant will be selected following The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017 and August 2018), Section VII: Approved Selection Methods Consulting Services, Consultant Qualification Selection Method with lump-sum based contract.

## **12. Taxation**

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The consulting firm shall be fully responsible for all taxes imposed by the Government of Nepal.



## **Annex 1: List of Working Districts and Municipalities**

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### **Package V**

1. Gorkha:
  - a. Palungtar municipality
  - b. Bhimsen Thapa rural municipality
  - c. Sahid Lakhan Thapa rural municipality
  - d. Barpak Sulikot rural municipality
  
2. Tahanun:
  - a. Bandipur rural municipality
3. Kaski:
  - a. Machhapuchhre rural municipality
  - b. Annapurna rural municipality
  - c. Rupa rural municipality
4. Myagdi:
  - a. Dhaulagiri rural municipality
  - b. Raghuganga rural municipality
  - c. Malika rural municipality
  - d. Mangala rural municipality
5. Parbat:
  - a. Modi rural municipality
  - b. Jaljala rural municipality
  - c. Bihadi rural municipality
  - d. Paiyu rural municipality
6. Baglung:
  - a. Taman khola rural municipality
  - b. Tara khola rural municipality
7. Lamjung
  - a. Dordi rural municipality
  - b. Marsyangdi rural municipality



Government of Nepal  
Ministry of Home Affairs

**National Disaster Risk Reduction and Management Authority  
(NDRRMA)**

**Earthquake Housing Reconstruction Project (EHRP)**

**Project Implementation Unit (PIU)**

Singhadurbar, Kathmandu

**Terms of Reference for  
Hiring of Consulting Firm for Preparation of Local Disaster Resilience Framework in  
selected municipalities (Package VI)  
(Total Package IX)**

December, 2022



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## 1. Project Background and Objectives

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Nepal is exposed to multiple hazards, which creates a multitude of disasters throughout the country. Due to the young and fragile mountain topography, concentrated rainfall, steep slopes, climatic condition, has made Nepal one of the high risk zone from different disasters. In the recent days, the country is witnessing increasing consequences of hazards and risks due to rapid urbanization, extreme weather and other climatic factors. The consequences are increasing loss of lives, damage of community infrastructure and properties impacting everyday lives. Every year, on average more than 500 various disastrous incidents occur resulting loss of physical infrastructures, human life, damage to properties and affecting livelihoods due to natural and non-natural disasters.

In Nepal, Ministry of Home Affairs (MOHA), NDRRMA leads on disaster risk reduction and management, whereas, the Ministry of Forest and Environment (MoFE) is the focal point of UNFCCC for climate change. Likewise, the Ministry of Federal Affairs and General Administration (MoFAGA) coordinates the development of guidelines for the integration of Climate Change Adaptation (CCA) and Disaster Risk Reduction (DRR) into the planning process. In such background National Disaster Risk Reduction and Management Authority (NDRRMA) has come to the decision to formulate the National Disaster Resilience Framework (NDRF 2021-2030) with inputs from all stakeholders, building upon a strong foundation of the successful reconstruction programme after the 2015 Gorkha earthquake, experiences of NDRRMA and overall recent year experiences in disaster and climate change risk reduction and management.

Furthermore, the Disaster Risk Reduction National Strategic Plan of Action 2018 – 2030, that addresses local needs and guide the strategic plans for local disaster resilience. The NDRF aims to address key priorities of the Government of Nepal moving forward and envision the challenges posed by multiple hazards, including climate change, increased landslide events, frequent floods, fire, epidemic and ubiquitous seismic risks.

The legislative framework for reducing the impact of hazards, risks and increasing community resilience needs to be framed according to local needs and should be compatible with the National Disaster Resilience Framework (NDRF 2021-2030) so that national goal of disaster resilient Nepal by 2030 can be achieved. The lack of capacity at the local level dealing in disaster risk reduction with multi-hazard context need to be enhanced. The enhanced capability of local authorities, i.e. local levels, for effective control of negative consequences of the hazards and risks can only be minimized by implementing locally adaptable activities for risk reduction, preparedness and response with the reference to build back better.

In doing so, the municipal level disaster resilience framework with strategic plan of action needs to be prepared and appropriate mechanisms for developing local capacities have to be established.

To begin with, NDRRMA has provided technical expertise and financial support to prepare Local Disaster Resilience Framework (LDRF) with strategic plan of actions for selected 33 Municipality in 2078/2079. Further building on the learnings, and the positive feedback from the local government, NDRRMA plan to continue the support and facilitation to another 180 Municipality this year 2079/2080.

Given the importance of the fact discussed, the NDRRMA plans to hire a consulting firm to support the local government in preparing their NDRF with strategic plan of action ; short term, medium term and long term- along with financing plan and responsibilities that guides local authorities, i.e., Local levels and wards that is in line with the national goal set by NDRF and to achieve the national goal.

This ToR is to support the formulation of LDRF for 20 identified local governments.



## 2. Objective of the assignment

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This project aims to develop Local Disaster Resilience Framework incorporating multi-hazards specific to local governments to assess the municipal governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information; and develop a framework that address multiple hazards and risk. This will help NDRRMA in decision-making, carry strategic dialogues with all local stakeholders and link with the national disaster resilience framework of GoN and other partners to make Nepal resilient by 2030.

The framework will be based on the GON's NDRF with its eight priority sector and also vice versa with further building on DRR Strategic Action Plan 2018- 2030, localizing Sendai Framework for Disaster Risk Reduction (2015–2030), Sustainable Development Goal (SGD 2030), Paris Climate Agreement 2015, Green, Resilient, and Inclusive Development (GRID) framework. Unpacking all of them into the local context, LDRF provides a road map to achieve resilient Nepal by 2030.

### The specific objectives of the proposed work are:

1. Carry out a comprehensive assessment and understanding of all eight priority area spelled out in the NDRF with scientific knowledge, data, geographic information system (GIS) maps and evidences
2. Conduct a comprehensive assessment of local governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information including hazard – wise climate change risks and disaster profiling.
3. Identify key disaster risks including collating available risks, hazards and exposure information at the municipality/district
4. Reviewing and assessing the current status of local governance in DRR including looking at past trends on DRRM expenditure;
5. Preparation of comprehensive strategic plan of actions (2022-2030); a road map to achieve resilience, short, medium and long terms action plan with financial projection and guidance for arrangement based on in-depth assessment and analysis of eight priority sector.
6. Preparing institutional, finance and monitoring and evaluation framework and arrangement to facilitate the implementation of the LDRF including monitoring and evaluation.

## 3. Scope of Work

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The overall objectives of LDRF is to localize and translate NDRF (2022-2030) into actions to contribute in achieving resilient Nepal by 2030. Hence the LDRF should cover broadly in the following priority area with detail assessment, analysis and develop strategic plan of actions.

- Priority Area 1: Understanding disaster and climate change risks with data, GIS maps, Geo morphology, River morphology (as required) and evidences, identifying key disaster risks including collating available risk, hazard and exposure information at the municipality and also linking to the district as required.
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- Preparation of road map for implementation of LDRF with strategic plan of action (2022-2030) short, medium and long term action. Based on the comprehensive risks review, detailed consultation and analysis, draft a report that should be prepared and presented to the respective local government and NDRRMA.

## 4. Methodology

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The work should be undertaken on a phase-wise basis. The envisioned time frame of the completion of work is within six (6) months from the beginning of the project. The consultant can review and re-schedule the implementation strategy of activities (if any) that need to be submitted with the inception report not exceeding the time duration.

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1. The **stocktaking** broadly include multi-hazard mapping using secondary available information with scientific data, GIS maps, geo morphology, river morphology (as required) and information of hazard wise risks over eight priority area identified in the NDRF,
2. Collection and review of the situation of DRRM implementation in the local levels (LAPA, LDCRP if available), the past efforts done, their successes, and challenges in building capacity for the implementation.
3. Preparation for first level orientation and consultation meeting (one day); presentation of the results of a detailed review of secondary information. The review includes (review of the existing DRRM related document at the local level regarding DRRM activities; consultation meetings with local stakeholders;
4. List out the activities for the next step of designing draft LDRF report.

### 4.2 Second Phase: In-depth assessment and analysis

1. Includes a detailed survey, field observation, consultation meeting, and in-depth analysis both data, evidences, cases and results from the series of consultation meeting with stakeholders on the priority areas.
2. The challenges and difficulties faced by municipalities to implement their plans and programs may be budgetary, human resources, policy, guidelines, LAPA, LDCRP (if available) and others.
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4. Status of DRRM implementation, e.g., Risk Sensitive Land Use Planning (RSLUP), building code, climate resilient infrastructure, and/or other capacity building, training etc;



5. Available resources on local DRRM initiatives, including review of DRRM activities, plans policies, current budgeted amounts for DRRM and **climate change risks assessment and adaptation plan (if available)**, long-term and short-term initiation taken by municipality;

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1. Prepare a draft LDRF, presentation of findings and over all architecture LDRF with road map action plan with the local government officials for both orientation, dissemination and obtain feedback and comments (2 day workshop)
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5. Finalize the LDRF incorporating all the relevant comments and feedbacks obtain from the workshop, formal, informal meetings and conversations with the local government officials and stakeholders.

## **5. Qualification of consulting firm and team composition**

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### **5.1 Qualification of consulting firm**

The consulting firm should have a strong team that demonstrates a mix of expertise to complete the task stated in the scope of work. The team formation should be composed of experts with extensive experience in coordinating and implementing DRRM activities. The consulting firm should have minimum 5 years' experience, and should have completed/ substantially completed at least one project related to DRR/M. Firm having experience in successful completion of at least one project in multilateral organization (W/B, ADB, UN Agencies) will get preference..

### **Key Experts**

#### **5.2 Team composition:**

##### **1. Team Leader: 1 person**

The Team Leader shall have minimum master's degree in DRR/M, Civil Engineering, or Social subjects. H/She must have working experience in the area of climate and DRRM. Experience and knowledge of working with local governments will get preference. The Team Leader should have minimum 10 years general experience with 7 years in DRR/M and higher experience is preferable. The team leader is responsible to develop municipal framework incorporating multi-hazards specific to local governments. The leader is responsible for reviewing DRR/M policy, capacity assessment, gap identification and design activities to respond to the need of the municipal governments.

##### **2. Infrastructure cum Planning Expert: 20 persons**

The infrastructure cum planning expert shall have minimum master's degree in DRR/M, Civil Engineering, Urban planning or relevant subjects. The expert should have minimum 10 years of general experience with 7 years in DRR/M training programs related to DRRM. Experience of working with local level will get



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The monitoring and evaluation expert shall have minimum master's degree in DRR/M, or relevant subjects. H/She should have minimum 7 years general experience with 5 years in assessing the program implementation and suggest learnings. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR and CCA plans based on the framework. The expert is responsible to review and assess the current status of local level in DRR/M, study the existing DRR/M laws, bylaws, local provisions, rules active in the Local levels, including budgetary allocation for DRR.

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## **6. Deliverables and schedule**

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The following deliverables are proposed after signing:

### **6.1 Inception report:**

The inception report is to be submitted within two week of agreement. The inception report should cover the outline of the entire program implementation strategy on how the organization plans to cover the tasks within the program time limit.

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## **10. Timeline**

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The total assignment period will be six (6) months, tentatively from second week of January, 2023.



## **11. Selection method**

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A Consultant will be selected following The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017 and August 2018), Section VII: Approved Selection Methods Consulting Services, Consultant Qualification Selection Method with lump-sum based contract.

## **12. Taxation**

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The consulting firm shall be fully responsible for all taxes imposed by the Government of Nepal.



## **Annex 1: List of Working Districts and Municipalities**

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### **Package VI**

1. Rolpa:
  - a. Lungri rural municipality
  - b. Tribeni rural municipality
  - c. Runtigadi rural municipality
  - d. Sunil Smriti rural municipality
  
2. Pyuthan:
  - a. Airawati rural municipality
  - b. Mallarani rural municipality
  
3. Dang
  - a. Ghorahi Sub-Metropolitan city
  - b. Rapti rural municipality
  
4. Gulmi:
  - a. Musikot municipality
  - b. Isma rural municipality
  - c. Malika rural municipality
  - d. Dhurkot rural municipality
  
5. Banke:
  - a. Khajura rural municipality
  - b. Baijanath rural municipality
  - c. Narainapur rural municipality
  - d. Rapti Sonari rural municipality
  
6. Bardiya:
  - a. Gulariya municipality
  - b. Rajapur municipality
  - c. Barbardiya rural municipality
  - d. Geruwa rural municipality





Government of Nepal  
Ministry of Home Affairs  
**National Disaster Risk Reduction and Management Authority  
(NDRRMA)**  
**Earthquake Housing Reconstruction Project (EHRP)**  
**Project Implementation Unit (PIU)**  
Singhadurbar, Kathmandu

**Terms of Reference for  
Hiring of Consulting Firm for Preparation of Local Disaster Resilience Framework in  
selected municipalities (Package VII)  
(Total Package IX)**

December, 2022

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## 1. Project Background and Objectives

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Nepal is exposed to multiple hazards, which creates a multitude of disasters throughout the country. Due to the young and fragile mountain topography, concentrated rainfall, steep slopes, climatic condition, has made Nepal one of the high risk zone from different disasters. In the recent days, the country is witnessing increasing consequences of hazards and risks due to rapid urbanization, extreme weather and other climatic factors. The consequences are increasing loss of lives, damage of community infrastructure and properties impacting everyday lives. Every year, on average more than 500 various disastrous incidents occur resulting loss of physical infrastructures, human life, damage to properties and affecting livelihoods due to natural and non-natural disasters.

In Nepal, Ministry of Home Affairs (MOHA), NDRRMA leads on disaster risk reduction and management, whereas, the Ministry of Forest and Environment (MoFE) is the focal point of UNFCCC for climate change. Likewise, the Ministry of Federal Affairs and General Administration (MoFAGA) coordinates the development of guidelines for the integration of Climate Change Adaptation (CCA) and Disaster Risk Reduction (DRR) into the planning process. In such background National Disaster Risk Reduction and Management Authority (NDRRMA) has come to the decision to formulate the National Disaster Resilience Framework (NDRF 2021-2030) with inputs from all stakeholders, building upon a strong foundation of the successful reconstruction programme after the 2015 Gorkha earthquake, experiences of NDRRMA and overall recent year experiences in disaster and climate change risk reduction and management.

Furthermore, the Disaster Risk Reduction National Strategic Plan of Action 2018 – 2030, that addresses local needs and guide the strategic plans for local disaster resilience. The NDRF aims to address key priorities of the Government of Nepal moving forward and envision the challenges posed by multiple hazards, including climate change, increased landslide events, frequent floods, fire, epidemic and ubiquitous seismic risks.

The legislative framework for reducing the impact of hazards, risks and increasing community resilience needs to be framed according to local needs and should be compatible with the National Disaster Resilience Framework (NDRF 2021-2030) so that national goal of disaster resilient Nepal by 2030 can be achieved. The lack of capacity at the local level dealing in disaster risk reduction with multi-hazard context need to be enhanced. The enhanced capability of local authorities, i.e. local levels, for effective control of negative consequences of the hazards and risks can only be minimized by implementing locally adaptable activities for risk reduction, preparedness and response with the reference to build back better.

In doing so, the municipal level disaster resilience framework with strategic plan of action needs to be prepared and appropriate mechanisms for developing local capacities have to be established.

To begin with, NDRRMA has provided technical expertise and financial support to prepare Local Disaster Resilience Framework (LDRF) with strategic plan of actions for selected 33 Municipality in 2078/2079. Further building on the learnings, and the positive feedback from the local government, NDRRMA plan to continue the support and facilitation to another 180 Municipality this year 2079/2080.

Given the importance of the fact discussed, the NDRRMA plans to hire a consulting firm to support the local government in preparing their NDRF with strategic plan of action ; short term, medium term and long term- along with financing plan and responsibilities that guides local authorities, i.e., Local levels and wards that is in line with the national goal set by NDRF and to achieve the national goal.

This ToR is to support the formulation of LDRF for 20 identified local governments.

## 2. Objective of the assignment

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This project aims to develop Local Disaster Resilience Framework incorporating multi-hazards specific to local governments to assess the municipal governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information; and develop a framework that address multiple hazards and risk. This will help NDRRMA in decision-making, carry strategic dialogues with all local stakeholders and link with the national disaster resilience framework of GoN and other partners to make Nepal resilient by 2030.

The framework will be based on the GON's NDRF with its eight priority sector and also vice versa with further building on DRR Strategic Action Plan 2018- 2030, localizing Sendai Framework for Disaster Risk Reduction (2015–2030), Sustainable Development Goal (SGD 2030), Paris Climate Agreement 2015, Green, Resilient, and Inclusive Development (GRID) framework. Unpacking all of them into the local context, LDRF provides a road map to achieve resilient Nepal by 2030.

### The specific objectives of the proposed work are:

1. Carry out a comprehensive assessment and understanding of all eight priority area spelled out in the NDRF with scientific knowledge, data, geographic information system (GIS) maps and evidences
2. Conduct a comprehensive assessment of local governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information including hazard – wise climate change risks and disaster profiling.
3. Identify key disaster risks including collating available risks, hazards and exposure information at the municipality/district
4. Reviewing and assessing the current status of local governance in DRR including looking at past trends on DRRM expenditure;
5. Preparation of comprehensive strategic plan of actions (2022-2030); a road map to achieve resilience, short, medium and long terms action plan with financial projection and guidance for arrangement based on in-depth assessment and analysis of eight priority sector.
6. Preparing institutional, finance and monitoring and evaluation framework and arrangement to facilitate the implementation of the LDRF including monitoring and evaluation.

## 3. Scope of Work

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The overall objectives of LDRF is to localize and translate NDRF (2022-2030) into actions to contribute in achieving resilient Nepal by 2030. Hence the LDRF should cover broadly in the following priority area with detail assessment, analysis and develop strategic plan of actions.

- Priority Area 1: Understanding disaster and climate change risks with data, GIS maps, Geo morphology, River morphology (as required) and evidences, identifying key disaster risks including collating available risk, hazard and exposure information at the municipality and also linking to the district as required.
- Priority Area 2: Strengthening disaster risk governance at federal, provincial and local levels
- Priority Area 3: Promoting comprehensive risk-informed private and public investments in disaster risk reduction for resilience incorporating **climate change scenario and its emerging risks**.
- Priority Area 4: Enhancing disaster preparedness for effective response including **climate induced disaster**.
- Priority Area 5: “Build Back Better” in recovery, rehabilitation and reconstruction

- Priority Area 6: Research on emerging disaster risks and challenges, training and capacity development
- Priority Area 7: Multi hazard early warning system **including climate change risk.**
- Priority Area 8: Disaster risk financing considering emerging disaster risks including **climate change induced disaster.**
- Reviewing municipality's damage and loss information at least for last decade or more.
- Reviewing of **LAPA/LDCRP if prepared** (available) DRRM laws, bylaws, local provisions, rules active in the local levels, including budgetary requirements;
- Assessing municipal capacity: human resources, technical staffing to conduct local DRRM activities;
- Conducting consultations on Gender Equality and, Social Inclusion (GESI), disability and socio-economic situation and perspective with local stakeholders;
- Includes hazard –wise climate change risks and disaster profiling
- Preparation of road map for implementation of LDRF with strategic plan of action (2022-2030) short, medium and long term action. Based on the comprehensive risks review, detailed consultation and analysis, draft a report that should be prepared and presented to the respective local government and NDRRMA.

## 4. Methodology

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The work should be undertaken on a phase-wise basis. The envisioned time frame of the completion of work is within six (6) months from the beginning of the project. The consultant can review and re-schedule the implementation strategy of activities (if any) that need to be submitted with the inception report not exceeding the time duration.

### 4.1 First phase: Stocktaking

1. The **stocktaking** broadly include multi-hazard mapping using secondary available information with scientific data, GIS maps, geo morphology, river morphology (as required) and information of hazard wise risks over eight priority area identified in the NDRF,
2. Collection and review of the situation of DRRM implementation in the local levels (LAPA, LDCRP if available), the past efforts done, their successes, and challenges in building capacity for the implementation.
3. Preparation for first level orientation and consultation meeting (one day); presentation of the results of a detailed review of secondary information. The review includes (review of the existing DRRM related document at the local level regarding DRRM activities; consultation meetings with local stakeholders;
4. List out the activities for the next step of designing draft LDRF report.

### 4.2 Second Phase: In-depth assessment and analysis

1. Includes a detailed survey, field observation, consultation meeting, and in-depth analysis both data, evidences, cases and results from the series of consultation meeting with stakeholders on the priority areas.
2. The challenges and difficulties faced by municipalities to implement their plans and programs may be budgetary, human resources, policy, guidelines, LAPA, LDCRP (if available) and others.
3. Review of existing institutional set-up
4. Status of DRRM implementation, e.g., Risk Sensitive Land Use Planning (RSLUP), building code, climate resilient infrastructure, and/or other capacity building, training etc;

5. Available resources on local DRRM initiatives, including review of DRRM activities, plans policies, current budgeted amounts for DRRM and **climate change risks assessment and adaptation plan (if available)**, long-term and short-term initiation taken by municipality;

#### **4.3 Third phase: Developing LDRF with road map**

1. Prepare a draft LDRF, presentation of findings and over all architecture LDRF with road map action plan with the local government officials for both orientation, dissemination and obtain feedback and comments (2 day workshop)
2. Includes action plan for short term (2 years), mid-term (5 years) and long term (by 2030) for effective implementation of LDRF activities incorporating emerging situation of climate change risk.
3. Detailed LDRF with responsibilities of concerned organizations, positions and stakeholders with the perspective of disaster as a matter of concerned for all, whole of the society.
4. Disaster risk financing action plan that includes the requirements of municipal governments for effective implementation of LDRF, financial sources and guidance for mobilizing external resource.
5. Finalize the LDRF incorporating all the relevant comments and feedbacks obtain from the workshop, formal, informal meetings and conversations with the local government officials and stakeholders.

## **5. Qualification of consulting firm and team composition**

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### **5.1 Qualification of consulting firm**

The consulting firm should have a strong team that demonstrates a mix of expertise to complete the task stated in the scope of work. The team formation should be composed of experts with extensive experience in coordinating and implementing DRRM activities. The consulting firm should have minimum 5 years' experience, and should have completed/ substantially completed at least one project related to DRR/M. Firm having experience in successful completion of at least one project in multilateral organization (W/B, ADB, UN Agencies) will get preference..

### **Key Experts**

#### **5.2 Team composition:**

##### **1. Team Leader: 1 person**

The Team Leader shall have minimum master's degree in DRR/M, Civil Engineering, or Social subjects. H/She must have working experience in the area of climate and DRRM. Experience and knowledge of working with local governments will get preference. The Team Leader should have minimum 10 years general experience with 7 years in DRR/M and higher experience is preferable. The team leader is responsible to develop municipal framework incorporating multi-hazards specific to local governments. The leader is responsible for reviewing DRR/M policy, capacity assessment, gap identification and design activities to respond to the need of the municipal governments.

##### **2. Infrastructure cum Planning Expert: 20 persons**

The infrastructure cum planning expert shall have minimum master's degree in DRR/M, Civil Engineering, Urban planning or relevant subjects. The expert should have minimum 10 years of general experience with 7 years in DRR/M training programs related to DRRM. Experience of working with local level will get

preference. The expert is responsible for collating disaster risk assessment information, existing structure assessment, local consultation and framework preparation.

### **3. Socio-Economic Expert: 20 persons**

The socio-economic expert shall have minimum master's degree in economics, commerce, finance or relevant subjects. The Socio-economic expert should have minimum 10 years of general experience with 7 years in DRR/M working in the field of socio-economics, demonstrate the proven expertise of DRR and socio-economics. Experience of working with local level will get preference. The expert shall work in liase with infrastructure and planning expert to identify the socio and economic condition in the municipality including socio-economic assessment. The socio-economic expert will collate available human vulnerability information including the information from local profile, e-Profile of the municipality.

### **4. Monitoring, Evaluation and Learning (MEL) Expert: 1 person**

The monitoring and evaluation expert shall have minimum master's degree in DRR/M, or relevant subjects. H/She should have minimum 7 years general experience with 5 years in assessing the program implementation and suggest learnings. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR and CCA plans based on the framework. The expert is responsible to review and assess the current status of local level in DRR/M, study the existing DRR/M laws, bylaws, local provisions, rules active in the Local levels, including budgetary allocation for DRR.

### **5. GIS Expert: 1 person**

The GIS expert shall have minimum Bachelor's degree in Engineering faculty or equivalent. H/She should have minimum 3 years general experience with 2 years in assessing the GIS maps as well as preparation of complete GIS map in proper and acceptable form. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR plan based on prepared GIS maps.

## **6. Deliverables and schedule**

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The following deliverables are proposed after signing:

### **6.1 Inception report:**

The inception report is to be submitted within two week of agreement. The inception report should cover the outline of the entire program implementation strategy on how the organization plans to cover the tasks within the program time limit.

### **6.2 Phase I report:**

Phase 1 report is to be submitted within two (2) months of the contract signed. The report should cover stocktaking of field level disaster risk information, hazard assessment, exposure data, past and ongoing works done on DRRM, available loss and damage information, existing and upcoming DRRM policy and action plans including various available relevant documents that will be of help in understanding the disaster

risk and investment plans. The report should cover summary analysis of findings from the local assessment for the selected 20 local levels that sufficiently assess the needs and other requirement materials for the preparation of the Local Disaster Resilience Framework.

### **6.3 Phase II report/draft LDRF:**

The phase II report is to be submitted within four (4) months of the project being signed. The report covers the compact and comprehensive framework as defined, covering the entire scope of work, including the road map for effective implementation of the LDRF, as agreed in the inception report.

### **6.4 Final LDRF report with detailed plan of actions**

The Final Report is to be submitted overall project summary report and FINAL LDRF within Six (6) months. The LDRF in **Nepali language with a summary version in English** which incorporates feedback from relevant stakeholders.

## **7. Reporting Arrangements**

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The consultant team will report directly to the respective municipal office and the liaison officer at NDRRMA.

## **8. Remuneration and logistic support to the consulting firm**

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The consulting firm shall be provided the remuneration and other logistic support as below:

- The consulting firm remuneration shall be finalized through negotiation.
- The price escalation is not applicable to this consulting service.
- The consulting firm shall be paid by NDRRMA on the submission of his/her invoice with the obligatory reports, certified by the respective Project Director or his/her authorized representative.
- The client shall facilitate in interaction and exchange of information between the consulting firm and the project supported agencies/staff/consultants etc.

## **9. Contract type and payment schedule**

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The contract will be carried out in time based and payment schedule as below:

- I. 20% of total agreed amount shall be disbursed after agreement on the submission of advance payment guarantee of the same amount;
- II. 10% total agreed amount shall be disbursed completion of the inception phase;
- III. 40% of total agreed amount shall be disbursed upon the submission and acceptance of the Phase II report
- IV. 20% of total agreed amount shall be disbursed upon the submission and acceptance of the draft LDRFs.
- V. Remaining 10% upon submission and acceptance of all the final deliverables.

## **10. Timeline**

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The total assignment period will be six (6) months, tentatively from second week of January, 2023.



## **11. Selection method**

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A Consultant will be selected following The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017 and August 2018), Section VII: Approved Selection Methods Consulting Services, Consultant Qualification Selection Method with lump-sum based contract.

## **12. Taxation**

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The consulting firm shall be fully responsible for all taxes imposed by the Government of Nepal.

## **Annex 1: List of Working Districts and Municipalities**

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### **Package VII**

1. Kalikot:
  - a. Mahawai rural municipality
  - b. Naraharinath rural municipality
  - c. Khadachakra municipality
  - d. Tilagufa municipality
  
2. Mugu:
  - a. Soru rural municipality
  - b. Khatyad rural municipality
  - c. Mugum Karmarong rural municipality
  - d. Chayanath Rara municipality
  
3. Dailekh:
  - a. Aathabis municipality
  - b. Thantikandh rural municipality
  - c. Gurans rural municipality
  - d. Naumule rural municipality
  
4. Jajarkot:
  - a. Chhedagad municipality
  - b. Barekot rural municipality
  - c. Junichande rural municipality
  - d. Kuse rural municipality
  
5. Salyan:
  - a. Bangad Kupinde municipality
  - b. Chhatreshwori rural municipality
  - c. Tribeni rural municipality
  - d. Kapurkot rural municipality



Government of Nepal  
Ministry of Home Affairs

**National Disaster Risk Reduction and Management Authority  
(NDRRMA)**

**Earthquake Housing Reconstruction Project (EHRP)**

**Project Implementation Unit (PIU)**

Singhadurbar, Kathmandu

**Terms of Reference for  
Hiring of Consulting Firm for Preparation of Local Disaster Resilience Framework in  
selected municipalities (Package VIII)  
(Total Package IX)**

December, 2022



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## 1. Project Background and Objectives

---

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Furthermore, the Disaster Risk Reduction National Strategic Plan of Action 2018 – 2030, that addresses local needs and guide the strategic plans for local disaster resilience. The NDRF aims to address key priorities of the Government of Nepal moving forward and envision the challenges posed by multiple hazards, including climate change, increased landslide events, frequent floods, fire, epidemic and ubiquitous seismic risks.

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In doing so, the municipal level disaster resilience framework with strategic plan of action needs to be prepared and appropriate mechanisms for developing local capacities have to be established.

To begin with, NDRRMA has provided technical expertise and financial support to prepare Local Disaster Resilience Framework (LDRF) with strategic plan of actions for selected 33 Municipality in 2078/2079. Further building on the learnings, and the positive feedback from the local government, NDRRMA plan to continue the support and facilitation to another 180 Municipality this year 2079/2080.

Given the importance of the fact discussed, the NDRRMA plans to hire a consulting firm to support the local government in preparing their NDRF with strategic plan of action ; short term, medium term and long term- along with financing plan and responsibilities that guides local authorities, i.e., Local levels and wards that is in line with the national goal set by NDRF and to achieve the national goal.

This ToR is to support the formulation of LDRF for 20 identified local governments.



## 2. Objective of the assignment

---

This project aims to develop Local Disaster Resilience Framework incorporating multi-hazards specific to local governments to assess the municipal governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information; and develop a framework that address multiple hazards and risk. This will help NDRRMA in decision-making, carry strategic dialogues with all local stakeholders and link with the national disaster resilience framework of GoN and other partners to make Nepal resilient by 2030.

The framework will be based on the GON's NDRF with its eight priority sector and also vice versa with further building on DRR Strategic Action Plan 2018- 2030, localizing Sendai Framework for Disaster Risk Reduction (2015–2030), Sustainable Development Goal (SGD 2030), Paris Climate Agreement 2015, Green, Resilient, and Inclusive Development (GRID) framework. Unpacking all of them into the local context, LDRF provides a road map to achieve resilient Nepal by 2030.

### The specific objectives of the proposed work are:

1. Carry out a comprehensive assessment and understanding of all eight priority area spelled out in the NDRF with scientific knowledge, data, geographic information system (GIS) maps and evidences
2. Conduct a comprehensive assessment of local governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information including hazard – wise climate change risks and disaster profiling.
3. Identify key disaster risks including collating available risks, hazards and exposure information at the municipality/district
4. Reviewing and assessing the current status of local governance in DRR including looking at past trends on DRRM expenditure;
5. Preparation of comprehensive strategic plan of actions (2022-2030); a road map to achieve resilience, short, medium and long terms action plan with financial projection and guidance for arrangement based on in-depth assessment and analysis of eight priority sector.
6. Preparing institutional, finance and monitoring and evaluation framework and arrangement to facilitate the implementation of the LDRF including monitoring and evaluation.

## 3. Scope of Work

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The overall objectives of LDRF is to localize and translate NDRF (2022-2030) into actions to contribute in achieving resilient Nepal by 2030. Hence the LDRF should cover broadly in the following priority area with detail assessment, analysis and develop strategic plan of actions.

- Priority Area 1: Understanding disaster and climate change risks with data, GIS maps, Geo morphology, River morphology (as required) and evidences, identifying key disaster risks including collating available risk, hazard and exposure information at the municipality and also linking to the district as required.
- Priority Area 2: Strengthening disaster risk governance at federal, provincial and local levels
- Priority Area 3: Promoting comprehensive risk-informed private and public investments in disaster risk reduction for resilience incorporating **climate change scenario and its emerging risks**.
- Priority Area 4: Enhancing disaster preparedness for effective response including **climate induced disaster**.
- Priority Area 5: “Build Back Better” in recovery, rehabilitation and reconstruction



- Priority Area 6: Research on emerging disaster risks and challenges, training and capacity development
- Priority Area 7: Multi hazard early warning system **including climate change risk.**
- Priority Area 8: Disaster risk financing considering emerging disaster risks including **climate change induced disaster.**
- Reviewing municipality's damage and loss information at least for last decade or more.
- Reviewing of **LAPA/LDCRP if prepared** (available) DRRM laws, bylaws, local provisions, rules active in the local levels, including budgetary requirements;
- Assessing municipal capacity: human resources, technical staffing to conduct local DRRM activities;
- Conducting consultations on Gender Equality and, Social Inclusion (GESI), disability and socio-economic situation and perspective with local stakeholders;
- Includes hazard –wise climate change risks and disaster profiling
- Preparation of road map for implementation of LDRF with strategic plan of action (2022-2030) short, medium and long term action. Based on the comprehensive risks review, detailed consultation and analysis, draft a report that should be prepared and presented to the respective local government and NDRRMA.

## 4. Methodology

---

The work should be undertaken on a phase-wise basis. The envisioned time frame of the completion of work is within six (6) months from the beginning of the project. The consultant can review and re-schedule the implementation strategy of activities (if any) that need to be submitted with the inception report not exceeding the time duration.

### 4.1 First phase: Stocktaking

1. The **stocktaking** broadly include multi-hazard mapping using secondary available information with scientific data, GIS maps, geo morphology, river morphology (as required) and information of hazard wise risks over eight priority area identified in the NDRF,
2. Collection and review of the situation of DRRM implementation in the local levels (LAPA, LDCRP if available), the past efforts done, their successes, and challenges in building capacity for the implementation.
3. Preparation for first level orientation and consultation meeting (one day); presentation of the results of a detailed review of secondary information. The review includes (review of the existing DRRM related document at the local level regarding DRRM activities; consultation meetings with local stakeholders;
4. List out the activities for the next step of designing draft LDRF report.

### 4.2 Second Phase: In-depth assessment and analysis

1. Includes a detailed survey, field observation, consultation meeting, and in-depth analysis both data, evidences, cases and results from the series of consultation meeting with stakeholders on the priority areas.
2. The challenges and difficulties faced by municipalities to implement their plans and programs may be budgetary, human resources, policy, guidelines, LAPA, LDCRP (if available) and others.
3. Review of existing institutional set-up
4. Status of DRRM implementation, e.g., Risk Sensitive Land Use Planning (RSLUP), building code, climate resilient infrastructure, and/or other capacity building, training etc;



5. Available resources on local DRRM initiatives, including review of DRRM activities, plans policies, current budgeted amounts for DRRM and **climate change risks assessment and adaptation plan (if available)**, long-term and short-term initiation taken by municipality;

#### **4.3 Third phase: Developing LDRF with road map**

1. Prepare a draft LDRF, presentation of findings and over all architecture LDRF with road map action plan with the local government officials for both orientation, dissemination and obtain feedback and comments (2 day workshop)
2. Includes action plan for short term (2 years), mid-term (5 years) and long term (by 2030) for effective implementation of LDRF activities incorporating emerging situation of climate change risk.
3. Detailed LDRF with responsibilities of concerned organizations, positions and stakeholders with the perspective of disaster as a matter of concerned for all, whole of the society.
4. Disaster risk financing action plan that includes the requirements of municipal governments for effective implementation of LDRF, financial sources and guidance for mobilizing external resource.
5. Finalize the LDRF incorporating all the relevant comments and feedbacks obtain from the workshop, formal, informal meetings and conversations with the local government officials and stakeholders.

## **5. Qualification of consulting firm and team composition**

---

### **5.1 Qualification of consulting firm**

The consulting firm should have a strong team that demonstrates a mix of expertise to complete the task stated in the scope of work. The team formation should be composed of experts with extensive experience in coordinating and implementing DRRM activities. The consulting firm should have minimum 5 years' experience, and should have completed/ substantially completed at least one project related to DRR/M. Firm having experience in successful completion of at least one project in multilateral organization (W/B, ADB, UN Agencies) will get preference..

### **Key Experts**

#### **5.2 Team composition:**

##### **1. Team Leader: 1 person**

The Team Leader shall have minimum master's degree in DRR/M, Civil Engineering, or Social subjects. H/She must have working experience in the area of climate and DRRM. Experience and knowledge of working with local governments will get preference. The Team Leader should have minimum 10 years general experience with 7 years in DRR/M and higher experience is preferable. The team leader is responsible to develop municipal framework incorporating multi-hazards specific to local governments. The leader is responsible for reviewing DRR/M policy, capacity assessment, gap identification and design activities to respond to the need of the municipal governments.

##### **2. Infrastructure cum Planning Expert: 20 persons**

The infrastructure cum planning expert shall have minimum master's degree in DRR/M, Civil Engineering, Urban planning or relevant subjects. The expert should have minimum 10 years of general experience with 7 years in DRR/M training programs related to DRRM. Experience of working with local level will get





preference. The expert is responsible for collating disaster risk assessment information, existing structure assessment, local consultation and framework preparation.

### **3. Socio-Economic Expert: 20 persons**

The socio-economic expert shall have minimum master's degree in economics, commerce, finance or relevant subjects. The Socio-economic expert should have minimum 10 years of general experience with 7 years in DRR/M working in the field of socio-economics, demonstrate the proven expertise of DRR and socio-economics. Experience of working with local level will get preference. The expert shall work in liase with infrastructure and planning expert to identify the socio and economic condition in the municipality including socio-economic assessment. The socio-economic expert will collate available human vulnerability information including the information from local profile, e-Profile of the municipality.

### **4. Monitoring, Evaluation and Learning (MEL) Expert: 1 person**

The monitoring and evaluation expert shall have minimum master's degree in DRR/M, or relevant subjects. H/She should have minimum 7 years general experience with 5 years in assessing the program implementation and suggest learnings. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR and CCA plans based on the framework. The expert is responsible to review and assess the current status of local level in DRR/M, study the existing DRR/M laws, bylaws, local provisions, rules active in the Local levels, including budgetary allocation for DRR.

### **5. GIS Expert: 1 person**

The GIS expert shall have minimum Bachelor's degree in Engineering faculty or equivalent. H/She should have minimum 3 years general experience with 2 years in assessing the GIS maps as well as preparation of complete GIS map in proper and acceptable form. In addition, the team members should have experience in delivering training and educating local stakeholders in the implementation of the local level DRR plan based on prepared GIS maps.

## **6. Deliverables and schedule**

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The following deliverables are proposed after signing:

### **6.1 Inception report:**

The inception report is to be submitted within two week of agreement. The inception report should cover the outline of the entire program implementation strategy on how the organization plans to cover the tasks within the program time limit.

### **6.2 Phase I report:**

Phase 1 report is to be submitted within two (2) months of the contract signed. The report should cover stocktaking of field level disaster risk information, hazard assessment, exposure data, past and ongoing works done on DRRM, available loss and damage information, existing and upcoming DRRM policy and action plans including various available relevant documents that will be of help in understanding the disaster



risk and investment plans. The report should cover summary analysis of findings from the local assessment for the selected 20 local levels that sufficiently assess the needs and other requirement materials for the preparation of the Local Disaster Resilience Framework.

### **6.3 Phase II report/draft LDRF:**

The phase II report is to be submitted within four (4) months of the project being signed. The report covers the compact and comprehensive framework as defined, covering the entire scope of work, including the road map for effective implementation of the LDRF, as agreed in the inception report.

### **6.4 Final LDRF report with detailed plan of actions**

The Final Report is to be submitted overall project summary report and FINAL LDRF within Six (6) months. The LDRF in **Nepali language with a summary version in English** which incorporates feedback from relevant stakeholders.

## **7. Reporting Arrangements**

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The consultant team will report directly to the respective municipal office and the liaison officer at NDRRMA.

## **8. Remuneration and logistic support to the consulting firm**

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The consulting firm shall be provided the remuneration and other logistic support as below:

- The consulting firm remuneration shall be finalized through negotiation.
- The price escalation is not applicable to this consulting service.
- The consulting firm shall be paid by NDRRMA on the submission of his/her invoice with the obligatory reports, certified by the respective Project Director or his/her authorized representative.
- The client shall facilitate in interaction and exchange of information between the consulting firm and the project supported agencies/staff/consultants etc.

## **9. Contract type and payment schedule**

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The contract will be carried out in time based and payment schedule as below:

- I. 20% of total agreed amount shall be disbursed after agreement on the submission of advance payment guarantee of the same amount;
- II. 10% total agreed amount shall be disbursed completion of the inception phase;
- III. 40% of total agreed amount shall be disbursed upon the submission and acceptance of the Phase II report
- IV. 20% of total agreed amount shall be disbursed upon the submission and acceptance of the draft LDRFs.
- V. Remaining 10% upon submission and acceptance of all the final deliverables.

## **10. Timeline**

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The total assignment period will be six (6) months, tentatively from second week of January, 2023.



## **11. Selection method**

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A Consultant will be selected following The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017 and August 2018), Section VII: Approved Selection Methods Consulting Services, Consultant Qualification Selection Method with lump-sum based contract.

## **12. Taxation**

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The consulting firm shall be fully responsible for all taxes imposed by the Government of Nepal.



## **Annex 1: List of Working Districts and Municipalities**

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### **Package VIII**

1. Darchula:
  - a. Lekam rural municipality
  - b. Naugad rural municipality
  - c. Marma rural municipality
  - d. Malikaarjun rural municipality
  - e. Sailyashikhar municipality
  
2. Baitadi:
  - a. Purchaudi municipality
  - b. Dogadakedar rural municipality
  - c. Dilasaini rural municipality
  - d. Surnaya rural municipality
  
3. Dadeldhura:
  - a. Bhageswor rural municipality
  - b. Ajayameru rural municipality
  
4. Doti:
  - a. Badikedar rural municipality
  - b. Purbichauki rural municipality
  - c. Boogtan foodsil rural municipality
  - d. Shikhar municipality
  
5. Achham:
  - a. Panchadewal municipality
  - b. Turmakhad rural municipality
  - c. Chaurpati rural municipality
  - d. Dhakari rural municipality
  - e. Mellekh rural municipality



Government of Nepal  
Ministry of Home Affairs

**National Disaster Risk Reduction and Management Authority  
(NDRRMA)**

**Earthquake Housing Reconstruction Project (EHRP)**

**Project Implementation Unit (PIU)**

Singhadurbar, Kathmandu

**Terms of Reference for  
Hiring of Consulting Firm for Preparation of Local Disaster Resilience Framework in  
selected municipalities (Package IX)  
(Total Package IX)**

December, 2022



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## 1. Project Background and Objectives

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Nepal is exposed to multiple hazards, which creates a multitude of disasters throughout the country. Due to the young and fragile mountain topography, concentrated rainfall, steep slopes, climatic condition, has made Nepal one of the high risk zone from different disasters. In the recent days, the country is witnessing increasing consequences of hazards and risks due to rapid urbanization, extreme weather and other climatic factors. The consequences are increasing loss of lives, damage of community infrastructure and properties impacting everyday lives. Every year, on average more than 500 various disastrous incidents occur resulting loss of physical infrastructures, human life, damage to properties and affecting livelihoods due to natural and non-natural disasters.

In Nepal, Ministry of Home Affairs (MOHA), NDRRMA leads on disaster risk reduction and management, whereas, the Ministry of Forest and Environment (MoFE) is the focal point of UNFCCC for climate change. Likewise, the Ministry of Federal Affairs and General Administration (MoFAGA) coordinates the development of guidelines for the integration of Climate Change Adaptation (CCA) and Disaster Risk Reduction (DRR) into the planning process. In such background National Disaster Risk Reduction and Management Authority (NDRRMA) has come to the decision to formulate the National Disaster Resilience Framework (NDRF 2021-2030) with inputs from all stakeholders, building upon a strong foundation of the successful reconstruction programme after the 2015 Gorkha earthquake, experiences of NDRRMA and overall recent year experiences in disaster and climate change risk reduction and management.

Furthermore, the Disaster Risk Reduction National Strategic Plan of Action 2018 – 2030, that addresses local needs and guide the strategic plans for local disaster resilience. The NDRF aims to address key priorities of the Government of Nepal moving forward and envision the challenges posed by multiple hazards, including climate change, increased landslide events, frequent floods, fire, epidemic and ubiquitous seismic risks.

The legislative framework for reducing the impact of hazards, risks and increasing community resilience needs to be framed according to local needs and should be compatible with the National Disaster Resilience Framework (NDRF 2021-2030) so that national goal of disaster resilient Nepal by 2030 can be achieved. The lack of capacity at the local level dealing in disaster risk reduction with multi-hazard context need to be enhanced. The enhanced capability of local authorities, i.e. local levels, for effective control of negative consequences of the hazards and risks can only be minimized by implementing locally adaptable activities for risk reduction, preparedness and response with the reference to build back better.

In doing so, the municipal level disaster resilience framework with strategic plan of action needs to be prepared and appropriate mechanisms for developing local capacities have to be established.

To begin with, NDRRMA has provided technical expertise and financial support to prepare Local Disaster Resilience Framework (LDRF) with strategic plan of actions for selected 33 Municipality in 2078/2079. Further building on the learnings, and the positive feedback from the local government, NDRRMA plan to continue the support and facilitation to another 180 Municipality this year 2079/2080.

Given the importance of the fact discussed, the NDRRMA plans to hire a consulting firm to support the local government in preparing their NDRF with strategic plan of action ; short term, medium term and long term- along with financing plan and responsibilities that guides local authorities, i.e., Local levels and wards that is in line with the national goal set by NDRF and to achieve the national goal.

This ToR is to support the formulation of LDRF for 20 identified local governments.



## 2. Objective of the assignment

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This project aims to develop Local Disaster Resilience Framework incorporating multi-hazards specific to local governments to assess the municipal governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information; and develop a framework that address multiple hazards and risk. This will help NDRRMA in decision-making, carry strategic dialogues with all local stakeholders and link with the national disaster resilience framework of GoN and other partners to make Nepal resilient by 2030.

The framework will be based on the GON's NDRF with its eight priority sector and also vice versa with further building on DRR Strategic Action Plan 2018- 2030, localizing Sendai Framework for Disaster Risk Reduction (2015–2030), Sustainable Development Goal (SGD 2030), Paris Climate Agreement 2015, Green, Resilient, and Inclusive Development (GRID) framework. Unpacking all of them into the local context, LDRF provides a road map to achieve resilient Nepal by 2030.

### The specific objectives of the proposed work are:

1. Carry out a comprehensive assessment and understanding of all eight priority area spelled out in the NDRF with scientific knowledge, data, geographic information system (GIS) maps and evidences
2. Conduct a comprehensive assessment of local governments' capacity, active laws, bylaws, and other legislative provisions and available disaster and climate change risk information including hazard – wise climate change risks and disaster profiling.
3. Identify key disaster risks including collating available risks, hazards and exposure information at the municipality/district
4. Reviewing and assessing the current status of local governance in DRR including looking at past trends on DRRM expenditure;
5. Preparation of comprehensive strategic plan of actions (2022-2030); a road map to achieve resilience, short, medium and long terms action plan with financial projection and guidance for arrangement based on in-depth assessment and analysis of eight priority sector.
6. Preparing institutional, finance and monitoring and evaluation framework and arrangement to facilitate the implementation of the LDRF including monitoring and evaluation.

## 3. Scope of Work

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The overall objectives of LDRF is to localize and translate NDRF (2022-2030) into actions to contribute in achieving resilient Nepal by 2030. Hence the LDRF should cover broadly in the following priority area with detail assessment, analysis and develop strategic plan of actions.

- Priority Area 1: Understanding disaster and climate change risks with data, GIS maps, Geo morphology, River morphology (as required) and evidences, identifying key disaster risks including collating available risk, hazard and exposure information at the municipality and also linking to the district as required.
- Priority Area 2: Strengthening disaster risk governance at federal, provincial and local levels
- Priority Area 3: Promoting comprehensive risk-informed private and public investments in disaster risk reduction for resilience incorporating **climate change scenario and its emerging risks**.
- Priority Area 4: Enhancing disaster preparedness for effective response including **climate induced disaster**.
- Priority Area 5: “Build Back Better” in recovery, rehabilitation and reconstruction





- Priority Area 6: Research on emerging disaster risks and challenges, training and capacity development
- Priority Area 7: Multi hazard early warning system **including climate change risk.**
- Priority Area 8: Disaster risk financing considering emerging disaster risks including **climate change induced disaster.**
- Reviewing municipality's damage and loss information at least for last decade or more.
- Reviewing of **LAPA/LDCRP if prepared** (available) DRRM laws, bylaws, local provisions, rules active in the local levels, including budgetary requirements;
- Assessing municipal capacity: human resources, technical staffing to conduct local DRRM activities;
- Conducting consultations on Gender Equality and, Social Inclusion (GESI), disability and socio-economic situation and perspective with local stakeholders;
- Includes hazard –wise climate change risks and disaster profiling
- Preparation of road map for implementation of LDRF with strategic plan of action (2022-2030) short, medium and long term action. Based on the comprehensive risks review, detailed consultation and analysis, draft a report that should be prepared and presented to the respective local government and NDRRMA.

## 4. Methodology

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The work should be undertaken on a phase-wise basis. The envisioned time frame of the completion of work is within six (6) months from the beginning of the project. The consultant can review and re-schedule the implementation strategy of activities (if any) that need to be submitted with the inception report not exceeding the time duration.

### 4.1 First phase: Stocktaking

1. The **stocktaking** broadly include multi-hazard mapping using secondary available information with scientific data, GIS maps, geo morphology, river morphology (as required) and information of hazard wise risks over eight priority area identified in the NDRF,
2. Collection and review of the situation of DRRM implementation in the local levels (LAPA, LDCRP if available), the past efforts done, their successes, and challenges in building capacity for the implementation.
3. Preparation for first level orientation and consultation meeting (one day); presentation of the results of a detailed review of secondary information. The review includes (review of the existing DRRM related document at the local level regarding DRRM activities; consultation meetings with local stakeholders;
4. List out the activities for the next step of designing draft LDRF report.

### 4.2 Second Phase: In-depth assessment and analysis

1. Includes a detailed survey, field observation, consultation meeting, and in-depth analysis both data, evidences, cases and results from the series of consultation meeting with stakeholders on the priority areas.
2. The challenges and difficulties faced by municipalities to implement their plans and programs may be budgetary, human resources, policy, guidelines, LAPA, LDCRP (if available) and others.
3. Review of existing institutional set-up
4. Status of DRRM implementation, e.g., Risk Sensitive Land Use Planning (RSLUP), building code, climate resilient infrastructure, and/or other capacity building, training etc;



5. Available resources on local DRRM initiatives, including review of DRRM activities, plans policies, current budgeted amounts for DRRM and **climate change risks assessment and adaptation plan (if available)**, long-term and short-term initiation taken by municipality;

#### **4.3 Third phase: Developing LDRF with road map**

1. Prepare a draft LDRF, presentation of findings and over all architecture LDRF with road map action plan with the local government officials for both orientation, dissemination and obtain feedback and comments (2 day workshop)
2. Includes action plan for short term (2 years), mid-term (5 years) and long term (by 2030) for effective implementation of LDRF activities incorporating emerging situation of climate change risk.
3. Detailed LDRF with responsibilities of concerned organizations, positions and stakeholders with the perspective of disaster as a matter of concerned for all, whole of the society.
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The consulting firm should have a strong team that demonstrates a mix of expertise to complete the task stated in the scope of work. The team formation should be composed of experts with extensive experience in coordinating and implementing DRRM activities. The consulting firm should have minimum 5 years' experience, and should have completed/ substantially completed at least one project related to DRR/M. Firm having experience in successful completion of at least one project in multilateral organization (W/B, ADB, UN Agencies) will get preference..

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The Team Leader shall have minimum master's degree in DRR/M, Civil Engineering, or Social subjects. H/She must have working experience in the area of climate and DRRM. Experience and knowledge of working with local governments will get preference. The Team Leader should have minimum 10 years general experience with 7 years in DRR/M and higher experience is preferable. The team leader is responsible to develop municipal framework incorporating multi-hazards specific to local governments. The leader is responsible for reviewing DRR/M policy, capacity assessment, gap identification and design activities to respond to the need of the municipal governments.

##### **2. Infrastructure cum Planning Expert: 20 persons**

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### **6.3 Phase II report/draft LDRF:**

The phase II report is to be submitted within four (4) months of the project being signed. The report covers the compact and comprehensive framework as defined, covering the entire scope of work, including the road map for effective implementation of the LDRF, as agreed in the inception report.

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## **7. Reporting Arrangements**

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The consultant team will report directly to the respective municipal office and the liaison officer at NDRRMA.

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## **10. Timeline**

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The total assignment period will be six (6) months, tentatively from second week of January, 2023.



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A Consultant will be selected following The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017 and August 2018), Section VII: Approved Selection Methods Consulting Services, Consultant Qualification Selection Method with lump-sum based contract.

## **12. Taxation**

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The consulting firm shall be fully responsible for all taxes imposed by the Government of Nepal.



## **Annex 1: List of Working Districts and Municipalities**

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### **Package IX**

1. Bajhang:
  - a. Bungal municipality
  - b. Kedarsyu rural municipality
  - c. Saipaal rural municipality
  - d. Masta rural municipality
  
2. Bajura:
  - a. Budiganga municipality
  - b. Swami kartik khappar rural municipality
  - c. Gaumul rural municipality
  - d. Khaptad chededaha rural municipality
  
3. Kailali:
  - a. Tikapur municipality
  - b. Chure rural municipality
  - c. Kailari rural municipality
  - d. Mohanyal rural municipality
  
4. Kanchanpur:
  - a. Bhimdutta municipality
  - b. Punarbas municipality
  - c. Laljhadi rural municipality
  - d. Beldandi rural municipality
  
5. Rukum West:
  - a. Aathbiskot municipality
  - b. Banfikot rural municipality
  - c. Sani Bheri rural municipality
  - d. Tribeni rural municipality