Terms of Reference (ToR)

For
Learning documentation of end to end flood early warning system and their contribution to
DRR and resilient building

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1. BACKGROUND

Practical Action is a change-making organisation that works in the unconventional ways. We put ingenious ideas to work so people in poverty can change their world. We do think differently, so answers that start small can grow big bringing people together in bold collaboration, using innovation and knowledge to build futures free from poverty and help shape a world that works better for everyone. Practical Action Nepal office focuses three change ambitions Energy that transforms, Farming that works, and Resilience that protects. Besides these three major areas, two cross-cutting theme include gender and market along with overarching goal of climate resilience and climate technologies.

Under the change area Resilience that Protects Practical Action has been implementing Strengthening end to end flood early warning system and preparedness for effective disaster reduction and resilience in Nepal (SEPEDRR) project with support from USAID’s Bureau for Humanitarian Assistance (BHA) in partnership with Nepal Red Cross Society’s (NRCS) Dang district chapter in West Rapti and Babai Basin and with NRCS Surkhet Chapter in Sotkhola Basin. The objectives to strengthen flood EWS and preparedness for effective response and to strengthen the capacity of the different actors to formulate effective disaster management plans, policies and strategies. The project is strengthening a community-centered E2E flood EWS in Sotkhola, west Rapti and Babai River Basins, which enhances awareness and capacity of vulnerable communities and disaster risk reduction (DRR)-related agencies to understand, monitor, and prepare for effective flood warning and response. The project provides trainings on EWS, DRR, and integrating DRR into development planning. The project also supports formation and strengthening of flood preparedness and response institutions at vulnerable communities, respective municipalities and rural municipalities. The project cooperates and collaborates with Local Governments of the project area, the District Disaster Management Committee (DDMC), stakeholders in respective districts and works with and supports Nepal’s Department of Hydrology and Meteorology (DHM) to upgrade and manage flood risk monitoring, forecasting and communication systems. The project also inspires other related stakeholders to scale up successes of EWS in many other vulnerable communities in Nepal. The project has been implementing in the above mentioned river basins since September 2018.

The project is enhancing understanding of disaster risks at community and municipal level through various meetings, interactions and capacity building trainings. The project supported local governments to prepare DRR policy and strategic action plan; and upgraded four rainfall stations based on recommendations for real time early warning to communities and local governments in West Rapti, Babai and Sotkhola River basin and enhanced capacity of vulnerable communities and local governments to prepare and effective respond to disasters and emergencies. The project worked with national media and provincial government to inspire the local government and province governments for formulation and implementation of the DRR/M and EWS plan, policy and strategies.

The project aims to capture lessons learned in the project to increase knowledge and understanding about systematic approach and practices to strengthen resilience to disaster risk at the local level. The project will share this knowledge with Local/Provincials/Federal
Governments, communities and stakeholders for scale up and replication. Also encourage them for better planning and increased funding for communities’ resilience.

2. OBJECTIVES

The overall objective of this assignment is to capture the “Learning documentation of project interventions and their contribution to resilient building”. The study will be carried out in nine municipalities (Rapti Rural Municipality, Lamahi Municipality, Gadhawa Rural Municipality, Rajpur Rural Municipality, Tulsipur sub metropolitan city, Dangisharan Rural Municipality, Shantinagar Rural Municipality and Babai Rural Municipality in Dang; and Barahatal Rural Municipality in Surkhet district) including Lumbini Province and Karnali province. It will document the process and outcomes together with good practices of the project.

The specific objectives are:

i. To document the good practices/case stories of project interventions in the form of narrative (at least 8) for showcasing to a wide spectrum of audience.

ii. To measure the progress against the target of indicators of the project and evaluate the project considering the achievement, relevancy, efficiency, effectiveness, impact, sustainability, and gender equality & social inclusion perspective.

3. SCOPE OF THE WORK

i. The consultant need to undertake a desktop review of project document, results indicators, baseline, different reports from project and other relevant documents to have a clear understanding of project’s objective and outcomes as well as overarching goal of Practical Action Nepal.

ii. The consultant team will document the good practices/case stories of project interventions in the form of narrative (at least 8) for showcasing to a wide spectrum of audience including a policy brief. The good practices should consider on; improvement on disaster risk governance and EWS governance, communities’ empowerment, local resources mobilisation for DRR, capacity enhancement of communities and local government on flood EWS and DRR, private sectors engagement on DRR/EWS, strengthen relationships between communities, governments and other stakeholders.

iii. The team will measure and evaluate the overall progress against results indicators of the project (and evaluate considering the achievement, relevancy, efficiency, effectiveness, impact, sustainability, and gender.)

iv. The team will integrate gender and social inclusion perspectives in all of the above.

4. METHODOLOGY

The process of learning documentation involves framing the outline of the documentation need by developing a check list, literature review, review of the existing documentations on project related intervention, data collection from field for results level information; analysis, reflection and synthesis; and, documentation.

The assessment will utilize different tools of empirical data collection and analysis over its inception phase, interim and final reporting phase. The elaborated details of tasks under this assessment are described below: The methodology will be finalized with the consultation between consultant and Project Team.
A. Inception phase:
- After the formal agreement, the assignment will start with an inception phase.
- This phase will undertake a desk review: EWS literature, project document, log-frame of the project, baseline situation, different reports, meta narrative and other relevant documents to have a clear understanding of project’s objective and outcomes as well as overarching goal of Practical Action Nepal on change ambition.
- Review good practices of the project, lesson learnt and case studies documents.
- The consultant will also refine how s/he is going to undertake the assessment, analysis, and what sources of information they are going to use for the study.
- Based on the review and analysis, prepare an inception report including a clear cut methodology, time frame and steps to be followed to undertake the above study.
- Refine the methodology based on the inputs and comments and prepare a checklist of topical themes for documenting best practices, lessons and case stories.
- The consultant will analyze gender and social inclusion aspects in all of the above.
- The inception phase will end with submission of the inception report and finalize it after incorporating comments/feedback from Practical Action team.

B. Interim Phases:
- After inception phase, the assessment will then progress to the interim phase which includes field work and collection of good practices from field (around two weeks at field level).
- The team will utilize different data collection tools such as field observation, expert interviews, key informant interviews, Focus Group Discussion (FDGs), interaction meeting/workshop with communities, local and provincial governments and other stakeholders, validating project achievements with community and relevant stakeholders.
- The learning documents should reflect how the communities are vulnerable to flood risk and how the project interventions are addressing for reducing such risk.
- The project learning should be concentrated on the aspects of; improvement on disaster risk governance and EWS governance, communities’ empowerment, local resources mobilization for DRR, capacity enhancement of communities and local government on flood EWS and DRR, private sectors engagement on DRR/EWS, strengthen relationships between communities, governments and other stakeholders.
- The consultant need to assess on the overall progress against log frame of the project (and evaluate considering the achievement, relevancy, efficiency, effectiveness, impact, sustainability, and gender.)
- The consultant will also collect the good practices and lessons learned from project intervention in the form of narrative, case stories (at least 8 numbers) as well as photo documentation. Selection and areas for probing case stories to be documented shall be discussed and decided with the project team.
- Capture the project learning, impact and lessons learned to be replicated in other EWS and DRR projects and recommendation to be improved in the future.
- The team will integrate gender and social inclusion perspectives in all of the above.
- The consultant will present the brief progress reports/presentation after the data collection is completed with information on the tasks accomplished and need to revisit tools and methodologies, content of the report proposed if deemed so.
C. Reporting phase:

- After completing the field work, the consultant should submit the draft report of learning documentation which will be reviewed by the technical team of Practical Action Nepal for feedback/suggestions.
- The consultant will incorporate input and submit the revised version.
- The full draft of the report will be reviewed by Practical Action.
- The consultant will submit the final report including a final presentation by incorporating all comments from reviewers.
- The consultant should also submit all original photos, data analysis sheet, and other audio/visual if any to the Practical Action.

5. DELIVERABLES

The followings are the expected deliverables from this assignment;

- **Inception report**: An inception report incorporating findings of desk review, conceptual framework of the assessment, details of applicable tools and methodologies together with details of work plan, checklists, time schedules, content of themes and topics to be documented as best practices/lessons/case stories as well as tentative table of content for the final report.
- **Interim report**: A brief report on progress after the data collection is completed with information on the tasks accomplished and need to revisit tools and methodologies, content of the report proposed in Inception Report, etc. if deemed so.
- **Draft and final reports**: Detail draft report meeting the objectives of the ToR and with the methodologies in line with the Table of Content developed and agreed in Inception Report. The report should contain finding on the project learning, impact and lessons learned to be replicated in other climate change projects and recommendation to be improved in the future. Final report along with a draft policy brief will be the end product after incorporation of all the comments from Practical Action.
- **Raw generated data**: The consultant needs to submit the data generated in the process of this study in Excel as well as other field related photo/video documentation during field observation.
- **Summary Report and PowerPoint Presentation**: A summary report (4 pager) highlighting the findings of the assessment and Power point presentation for wider sharing and communication of the project.

6. EXPERTISE AND MANAGEMENT

The consulting firm should have good experience in qualitative and quantitative research; clear understanding on project learning documentation and experiences on evaluation of project. Prior working experience in Lumbini province and Karnali province, SEPEDRR working areas as well as evaluation of project related to CC/DRR will be an asset. The consulting firm can propose team members as per the need and scope of the assignment.
The Team Leader will manage the overall assignment and will be responsible for all the written outputs. S/he will ensure that the various elements of the analysis are efficiently planned and undertaken and that the synthesis of the evidence is effective and is presented in an appropriate manner that provides clear conclusions. The Team Leader will also be responsible for effective liaison with key stakeholders while conducting the assignment. The Team Leader should have following qualification and expertise:

- At least Master’s Degree in Natural Resource Management/Environmental Sciences/Disaster Management or related subjects and a proven track record of at least five years of work experience in similar field. At least 3-5 years of minimum experience for the assistant consultant with prior learning documentation and EWS knowledge with preferably a Master's degree in Environmental Science/Rural Development/Sociology or equivalent in the relevant sector;
- Prior working experiences in project evaluation, learning documentation of best practices & lessons and case stories and feature writing in newspapers is essential;
- Proven analytical and report writing skills is a must. An expert understating of flood EWS and DRR as well as understanding on the DRR policy. Standard Operating Procedure (SOP) for EWS and Sendai framework;
- Good understanding of the frameworks, tools, approaches and methodologies to assess the linkages between flood EWS governance, DRR and resilience;
- Prior experience of managing teams for similar consulting assignments;
- Strong organizational, written and oral presentation skills;
- Demonstrate ability to work under deadlines, handle multiple tasks, and take initiative;
- The Lead consultant and his/her team members are sensitive towards gender, and social diversities;
- Be sensitive on gender equality, social inclusion, and social safeguarding policy provision.

7. BUDGET

The maximum available budget is **NRs. 400,000.00** (In words: Four hundred thousand rupees only) inclusive of applicable taxes. This includes consultant’s fee, lodging (accommodation), air fare and stationaries including all other associated cost with this study. All applicable taxes will be deducted at source. 40% of total agreed amount shall be disbursed upon submission of inception report, 30% will be disbursed upon submission of draft report, and remaining 30% will be paid after submission all deliverables. Practical Action will not bear any financial liability in excess of the above amount.

Apart from the above, submission of the following will be taken into account during the selection process:

- A full technical and financial proposal along with the budget breakdown;
- A copy of Company Registration;
- A copy of VAT certificate (obligatory);
- A copy of tax clearance for last fiscal year from Inland Revenue Office; and
- All proposed professionals must sign the copy of clearly mentioning their proposed position in this assignment.
8. **DURATION AND TIMELINE**

The consultant is expected to complete the task within two months of the commencement of the assignment which is anticipated to be effective from 28th December 2020.

9. **EVALUATION CRITERIA**

Practical Action will review the applications based on the similar working experience and the robustness of the methodological approach in the submitted application including financial proposal.

10. **INVITATION FOR THE LETTER OF INTEREST**

Practical Action Nepal Office requests consulting firms (registered in VAT) to submit (i) an application highlighting the letter of interest (LoI) (ii) brief technical proposal along with your proposed methodology (not more than 7 pages) (iii) recently updated CVs, and (iv) a financial proposal with detail cost breakdown to conduct the proposed work to following address on or before 21 December 2020 within 17:00 hrs.

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*Practical Action believes in and follows through a fair and competitive process to recruit the consultant in all of its assignment to ensure quality assurance.*