

**Terms of Reference (ToR)**  
**for**  
**Consultant (Nepal)- Impact of flood Early Warning Systems in  
Nepal**

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**February 2022**

## ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

We believe in the power of small to change the big picture. And that together we can take practical action to build futures free from poverty.

## OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living.
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

## OUR CLIMATE RESILIENCE OFFER

By 2025, our work with partners will have enhanced risk knowledge systems so that 4 million people living in hazard-prone, climate-vulnerable communities are better protected.

- We know how to design, and get effectively delivered, early warning and climate information systems that meet the needs of vulnerable communities, with a particular focus on the needs of women and other people who face specific social barriers. This helps keep them safe from floods and other extreme weather events.
- We understand the realities of climate risk for vulnerable communities and solutions that work for them.
- We have seats in key international committees and advocacy networks and are adept at getting the perspectives of climate vulnerable communities heard, influencing policy makers, and other organisations such as insurance companies, to adapt their approaches so that they help reduce and mitigate these risks.
- We use evidence to influence across multiple scales, to ensure national and global risk management systems deliver for the most climate vulnerable people.

## 1. BACKGROUND INFORMATION

By 2025, Practical Action's work with partners will have enhanced risk knowledge systems so that 4 million people living in hazard-prone, climate vulnerable communities are better protected. We have a long-standing history working to enhance climate resilience for vulnerable communities.

For over 15 years, Practical Action has been working to build resilience in Nepal and Peru. We define resilience as the ability of a system, community, or society to pursue its social, ecological, and economic development and growth objectives, while managing its disaster risk over time in a mutually reinforcing way. This captures the essential forward-looking component of resilience; we do not want people to be resilient while denying their aspirations to improve their wellbeing.

Practical Action has been working to develop EWS in our partner countries for over two decades. We understand that EWS is integral to disaster preparedness as it builds the resilience of households and communities to disaster. EWS provide information before a hazard occurs which saves lives, livelihoods and reduces the overall impact of the event. Over time communities served by EWS learn about the hazard, rather than siren and flight, they become aware of the options available to them, they start to understand the hazard dynamics, which means lives are saved during the event and behaviours are changed in the longer term. We understand that for an EWS to be effective it must consider all elements of the system and take a holistic approach to ensure that timely, accurate reliable and understandable information reaches everyone in the right way for them to take action<sup>1</sup>.

- Practical Action has been working in Nepal as part of the Zurich Flood Resilience Alliance since 2013, where, we have a long history of developing EWS from manual observation to automated systems which have been adopted by the Department of Hydrology and Meteorology, local governments as well as by other actors and NGOs. We have created 89 Community Disaster Management Committees (CDMCs), build their capacity responding to flood disaster, and ways of building resilience who are connected to local communities and local governments and act as a first responder during the flood risk. Early Warning System (EWS) lead times have increased from 2-3 hours, to 5-7 hours, and loss of life is lower where we work compared to in river basins without EWS. We have been working in close coordination with local governments, influenced & inspire local governments to increase their investment in resilience building activities.<sup>2</sup>

## 2. EVALUATION DESCRIPTION

Practical Action seek to hire a consultant in Nepal to support the Lead Consultants who have been contracted to lead an internal impact assessment of Practical Action's Flood Early Warning Systems (EWS) work in Nepal and Peru.

This evaluation will seek to understand how Practical Action's EWS work has contributed to changes in people's lives and changes in the wider system, and we are looking for evaluators based

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[https://infohub.practicalaction.org/bitstream/handle/11283/622753/EWS%20Vision\\_web.pdf;jsessionid=FCD92FA9415F817452DE4F30F810AA35?sequence=1](https://infohub.practicalaction.org/bitstream/handle/11283/622753/EWS%20Vision_web.pdf;jsessionid=FCD92FA9415F817452DE4F30F810AA35?sequence=1)

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<https://infohub.practicalaction.org/bitstream/handle/11283/622831/Practical%20Action%20and%20the%20Zurich%20Flood%20Resilience%20Alliance.pdf?sequence=1&isAllowed=y>

in Nepal to support this process, especially to aid us understand how our work has contributed to changes in the lives of people in the flood affected areas and the national and local early warning response, preparedness and long term development systems that support these people.

This is a critical learning activity to inform future project design, implementation and the strategic direction of Practical Action's Resilience That Protects programmatic and influencing portfolio.

### 3. ABOUT THE ROLE

|              |  |
|--------------|--|
| Title        | Consultant (Nepal)- Impact of Flood Early Warning Systems in Nepal                                 |
| Reporting to | Lead Consultant (managed by Practical Action's Impact and Evidence Advisor)                        |
| Location     | Kathmandu and field sites  |
| Duration     | March- June 2022 (depending on COVID-19 restrictions)  |
| Travel       | Expected travel to affected communities and projects in Nepal (depending on COVID-19 restrictions) |
| Working days | Estimated 25 days  |

### 4. EVALUATION SCOPE AND LINES OF ENQUIRY

**Dates of assignment:** to be completed between March-June 2022 (depending on COVID-19 restrictions)

**Geographical scope:** Nepal (Flood prone areas of Karnali, Rapti, Babai, Kankai and Kamala)

**Purpose:** the aim of the evaluation is to understand how Practical Action's Flood EWS work has contributed to changes in people's lives and changes in the system-both successfully and unsuccessfully. The evaluation will consider barriers hindering and opportunities enabling our route to scale. It will recommend how to support wide scale change to advance the lives and livelihoods of flood affected communities across Nepal.

As Practical Action works in partnership with communities, institutions and organisations to create change, this evaluation will focus on the contribution we have made towards improved quality of life and livelihoods of communities affected by hazards and what contributions we have made towards systemic change for sustained resilience at scale.

Learning is a key component of this evaluation. The Consultant (Nepal) will work closely with Practical Action to capture, share and action lessons identified.

#### Lines of inquiry:

**To what extent has Practical Action's Flood Early Warning Systems programming in Nepal contributed to changes in people's lives and changes in the system?**

The following represent key questions to be explored within the identified geographic areas:

1. What has changed in the lives of households/communities at risk of floods in relation to their risk over the last 10-15 years? And, how has Practical Action contributed to these changes?

2. What changes have taken place in the enabling environment, how has the national DRR and EWS system responded and adopted the ideas piloted, how has Practical Action contributed to these changes?
3. Have relationships within households or communities been altered by the implementation of any EWS? Considering different vulnerabilities, gender relations/power dynamics.
4. Have institutions been created, adapted or influenced as a result of Flood Early Warning Systems? Consider resultant changes to community-based organisations, local and national governments, private sector companies and media outlets.
5. What relational changes have occurred between key stakeholders as a result of Flood Early Warning Systems? Consider changes to communication, shifts in power dynamics, new collaborations.
6. To what extent are the EWS economically, socially and legally sustainable and what are the factors that contribute or hinder their sustainability? Consider the length of time the EWS have been operating and whether they have been through a 'full life cycle'. Also consider if they are independent or still supported by external resources.
7. To what extent have Flood Early Warning Systems been taken to scale, at community, local government and national government scales and what was the contribution of Practical Actions work in making this change happen? Where real change hasn't happened does Practical Actions work demonstrate potential for scale? What opportunities and barriers have existed to reach scale?
8. To what extent has Practical Action contributed to the identified changes to people's lives and the wider system? What lessons can we learn?

## 5. ASSIGNMENT ACTIVITIES

During the assignment, the Consultant (Nepal) will be expected to:

- Participate in coordination meetings with the Lead Consultants, Consultant and Practical Action's evaluation support team
- Lead the primary data collection plan as per the inception report
- Translate primary data and synthesis data into meaningful analysis
- Document and share lessons learnt throughout the data collection process

### Phase 1- Field Preparation

- Support the Lead Consultant to design suitable primary data collection tools
- Translate data collection tools for field locations
- Lead field testing activities if required
- Ensure data collection tools are appropriate for local context

### Phase 2- Primary Data Collection

- Implement the primary data collection plan as stated in the Inception Report
- Consult with local and national stakeholders as identified in the Inception Report
- Capture learnings and field observations throughout the data collection process and ensure these are shared with the lead consultants

### Phase 3- Data Analysis and Visualisation

- Lead data interpretation, coding/theming and analysis from primary data collected

- Support the Lead Consultant to produce meaningful results, findings and data visualisation
- Quality assure analysis produced and ensure analysis is contextually appropriate

#### **Phase 4- Verification of Findings**

- Support the Lead Consultant to present findings to the Evaluation Support team
- Record recommendations, feedback and learnings from the group
- Lead community feedback mechanisms to share and verify findings with communities

#### **Phase 5- Communication and Learning**

- Participate in assignment learning event

### **6. EXPECTED DELIVERABLES AND TARGET DATES**

The Consultant (Nepal) is expected to complete the following deliverables:

- Deliverable 1: **translated and field-tested data collection tools** as stated in the Inception Report. This will include interview scripts and survey question sets.
- Deliverable 2: **lead primary data collection methods** as stated in the Inception Report. This will include interviews with identified stakeholders, household surveys with communities and observational accounts from field visits.
- Deliverable 3: **provide coded, cleaned and analysed data** to the Lead Consultant to support the drafting of the Final Impact Assessment Report.
- Deliverable 4: lead **one community feedback mechanism**
- Deliverable 5: produce a **Lessons Learnt report** outlining key issues arising as a result of the primary data collection and participate in the end of assignment Presentation of Findings learning event

Satisfactory completion of all deliverables is subject to Practical Action approval.

### **7. AREAS OF EXPERTISE AND COMPETENCIES**

Practical Action seek to hire an independent consultant/ consulting firms (registered in VAT) based in Nepal to help deliver this impact assessment. The consultant deployed by the firm or individual should have qualifications and experience in the following areas:

Essential:

- Fluency in written and spoken Nepali
- Working proficiency in written and spoken English
- Good knowledge and past experience of conducting qualitative and quantitative data collection/research in communities
- Strong data analysis skills and familiarisation with data packages/visualisation software
- Strong communication skills and ability to work as part of a small team
- Strong cultural sensitivity and proven knowledge of research ethics

Desirable:

- Interest in community based early warning systems and disaster risk management
- Master's degree in social science or relevant discipline
- Demonstrated experience of gender sensitive Monitoring, Evaluation and Learning

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

- a. A brief technical and financial proposal along with budget breakdown (with timeline);
- b. A copy of Company Registration certificate (if consulting firm);
- c. A copy of VAT certificate (obligatory); and
- d. A copy of tax clearance certificate for last fiscal year from Inland Revenue Office

## **BEHAVIOURAL COMPETENCIES**

All staff work towards demonstrating excellence and with our core behavioural values. We seek to:

- Be inspired and inspiring about our work
- Demonstrate dynamism in what we do
- Be good at connecting and collaborating
- Learn and share knowledge
- Demonstrate creativity in doing their job
- Be focused on getting the job done

## **8. DURATION**

The assignment is expected to start from 1<sup>st</sup> March 2022 and end within first week of June 2022.

## **9. BUDGET**

The maximum available budget is **NRs. 700,000.00** (In words: Seven hundred thousand rupees only) inclusive of applicable taxes. This includes consultant's fee, lodging, (accommodation), DSA, travel and stationaries including all other associated cost with this study. Applicable taxes will be deducted at source.

Payment will be made in three instalments: 40% upon acceptance of inception report, 30% upon submission of draft report and remaining 30% upon submission of final Lesson Learnt report and all other deliverables as stipulated in section 6 of this ToR.

The budget plan should include the proper breakdown of person-days for each phase activities indicated in the above section of this ToR.

## **10. EVALUATION OF PROPOSAL**

All received proposals shall be reviewed following criteria based on consultant's similar working experience, understanding of the assignment, competent methodology, consistency, coherence and compliance and proposed budget. All rights of approval of proposal remain with Practical Action and its decision will be considered final. A MS Teams interview will be held with the Evaluation Team and the Lead Consultant for shortlisted consultants.

## 11. INVITATION OF PROPOSAL

Practical Action Nepal Office requests interested professionals /agencies/firms (registered in VAT) to submit (i) letter of interest (1 page), (ii) a brief technical proposal along with the timeline and CV of professionals to be involved in the assignment and (iii) a final proposal with detail budget breakdown to [proposals@practicalaction.org.np](mailto:proposals@practicalaction.org.np) with the title “Consultant (Nepal)- Impact of Flood Early Warning Systems in Nepal” not later than 14 February 2022, 17:00 hrs.

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



**BIG  
CHANGE**  
starts small