

Terms of Reference (ToR)

for

the formulation of Standard Operating Procedure (SOP) for hydro-meteorological hazards (Flood and landslide) risk to minimize disaster loss and damages in Sindhupalchok District

Circulation Date: 28 February 2023

Closing Date: 15 March 2023

Duration of the work: 01 April 2023 – 15 May 2023

Practical Action

House No. 1114, Panipokhari, Lazimpat

P.O. Box 15135, Kathmandu, Nepal

Phone: +977-1-4423639/640 / 4413452

Fax: +977-1-4423632

E-mail: proposals@practicalaction.org.np

February 2023

1. BACKGROUND

Practical Action is a global change-making group that consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent publishing company and a technical consulting service. It combines these specialisms to multiply its impact and help shape a world that works better for everyone. In Nepal, Practical Action is focused on putting ingenious ideas into work to contribute to poverty reduction and sustainable wellbeing through working in three expertise change areas: Energy that transforms; Farming that works and **Resilience that protects**.

As per the Disaster Risk Reduction & Management Act (2017), and Climate Policy 2019, the government of Nepal has shifted its focus from reactive to proactive engagement for Disaster Risk Reduction and Management (DRRM). As per the provision of these policy and legal provision, and as per the global efforts to foster Early Warning for all in next 5 years, we aimed foster these national initiatives at local to build local capacity, strengthening of the Provincial Emergency Operation Centers (PEOCs) in province government and Local Emergency Operation Centers (LEOCs) and widen risk communication channel across the province.

Sindhupalchowk is one of the districts most vulnerable to multi-hazard risks and has been affected the most since it witnessed the devastation caused by the 2015 earthquake. The main source of hazards in the district are the many rivers that originate from high mountains which are further exposed to cascading hazards like landslides, yet there are limited or no EWS established upstream. Recent observations and data show that the intensity of precipitation is on the rise, and moving towards high mountains, leading to greater flood hazards in the downstream communities. The Melamchi-Helambu Watershed is considered a highly vulnerable due to the nature of cascading disasters. In order to save lives and livelihoods from multi-hazard risks (floods and landslides) occurring in Sindhupalchok districts, Practical Action has been implementing a project on Flood EWS in Melamchi and Helambu area. The project will contribute to achieve the objectives of the Disaster Risk Reduction and Management (DRRM) Act 2017, DRRM Policy 2018, DRRM Strategic Action Plan 2018-2030, Climate Change Policy 2019, and Nationally Determined Contributions (NDC) 2021. By doing so, the project will also contribute to achieving the vision of the Sendai Framework for Disaster Risk Reduction (SFDRR) (2015-2030) through substantially increasing the availability of and access to multi-hazard Early Warning System (EWS) and disaster risk information and assessments by local people by 2030.

The local governments and district disaster management committee (Chairperson of DDMC – CDO) have requested Practical Action for drafting of SOP which is expected to formalize communication channel during emergency situation. Practical Action and Community Development and Environment Conservation Forum (CDECF) jointly implementing the community centric early warning system project in Helambu- Melamchi river basin. Community centric EWS has not been initiated so far despite the high exposure to flood risk in the watershed. The project is focused and enhancing the community centric approaches in flood EWS. The project is supporting in establishment and networking of the emergency operating center in local, and district. The project is funded by USAID/BHA and has designed based on our previous experience in many river system of Nepal covering flood risk.

2. OBJECTIVE OF THE FORECAST BASED EWS

The overall objective of the assignment is to develop a comprehensive standard operating procedure (SOP) for the local governments (Helambu and Melamchi) to foster hydro-met early warning system, impact based forecasting, and develop emergency communication channel in line with national DRR frameworks, policy and strategies, and as per the local context of Sindhupalchok District. The SOP developed aims to foster an effective coordination mechanism between and among government agencies in risk communication. For making an effective mechanism SOPs developed help in detailing out of role and responsibilities of the stakeholders, develop coordination mechanism of Emergency Operation Centers (EOCs), and connect EOCs with DHM forecast system. The SOP developed would provide a necessary guidance and information to EOC officials for the management of effective response mechanism, coordination among all stakeholders, including within the EOC network.

The SOP would also contribute to strengthen impact based EWS in Sindhupalchok, improve EWS governance, effective and simplified risk communication, early actions from municipal side and enhanced coordination and linkages between and among all concerned stakeholders in the DRRM landscape.

3. SCOPE OF THE WORK

- Review and analyze the key DRM legislations such as DRR&M Act 2017, Provincial and Local levels DRR&M legislations, National DRR Policy 2018, National DRR&M Strategic Action Plan (2018 – 2030), Local Government Operation Act 2017, Developed SOPs of different municipalities and districts level, Climate Change Policy - 2019 and other relevant acts, policies, guidelines, tools, techniques,
- Review of previously developed SOPs specifically focus is flood and landslide,
- Explore practical ideas for efficient Early warning system to develop communication channeling the districts, linkage between the people of upstream and downstream and develop linkage with DDRC/DEOC for its sustainability,
- Explore the existing communication channels on the early warning system,
- Enhance the capacity of local level legislation committee in SOP development on DRR/EWS.
- Develop the protocol of community centric EWS of municipalities,
- Develop communication chart including key stakeholders, contact numbers for emergency communication,
- Organise workshop at Palika and district level for dissemination of findings.

4. METHODOLOGY

The consulting firm should use different methodology to achieve this task, but their methods, tools and works must be in line with development of SOP on forecast based early action in local government levels based on the existing policies and acts of DRR and climate change and should promote risk communication and EWS in community level. The methodology should be connected with scope of work, local consultation, key informant interviews, discussion with Department of Hydrology and

Meteorology officials, District Emergency Operation Centre officials etc. Shortlisted consulting firms is expected to present details methodology based on the scope of work.

5. A TENTATIVE BREAKDOWN OF THE WORK AND REQUIRED DAYS TO BE PERFORMED BY THE INDIVIDUAL OR CONSULTANT WILL BE AS FOLLOWING:

S.N.	Detail breaks down	Days allocated
1	Review and analyze the relevant literature as mentioned in scope of work and develop an innovative approach/methodology for the assignment	3
2	Consultation with various stakeholders including Local Government, local level stakeholders mainly with LEOC, DRR focal persons, specific consultation, with NDRRMA and DHM basin office	4
3	Organise workshop for understanding local needs, orient community and local governments staff about the needs of SOP in emergency context.	5
4	Analysis of information and data, drafting the community centric EWS SOP	5
5	Final sharing workshop, and input collection	3
6	Refine and improve the SOP of community centric EWS for finalization	5
	Total	25

6. DELIVERABLES

The expected deliverables of the assignment are:

- Inception Report entailing the framework, and methodology,
- Developing the standard operating procedures of Sindhupalchok both in English and in Nepali language with clear roles and responsibilities of local government and communities in EWS including the role in impact-based forecasting,
- Final process report in English language.

7. AREAS OF EXPERTISE AND COMPETENCIES

- The consulting firm should have a minimum of 5 years of working experience in the field of DRRM/CCA and early warning system especially the formulation of SOPs, policies, strategic action plan and DRRM plans. The Lead Consultant should have at least a Master’s degree in DRR/Environmental Science/hydrology/meteorology. At least 5 years of experience in DRR/Climate policy and plans preparation and having at least a Master's degree in Environmental Science/Rural Development/ or equivalent in the relevant sector,
- The consultant involve should have a wide range of knowledge and experience of community based EWS in Nepal. S/he should be familiar with National Guidelines and Policies related to DRRM, Climate change and related field, and should have good knowledge and skills with

experience of District, River corridor and province level training facilitation in DRR, Climate Change, EWS and Resilience,

- The consultant should have the best coordination skill with the province, government, local government, private sectors and other like-minded stakeholders,
- Proven experience in the development of SOPs would be added advantage,
- The consultant and his/her team members are sensitive towards gender, and social diversities.

The consultant firm should have applied with the following legal documents:

1. The signed Curriculum Vitae of proposed professionals with clearly mentioning their proposed position in this assignment,
2. Company registration certificate,
3. A copy of VAT certificate (Obligatory),
4. A copy of tax clearance for the last fiscal year from Inland Revenue Office.
5. Proven documents of previous work in DRRM/CCA and Early warning system, especially at preparing the SoP of DRR related actions.

8. DURATION

The work is expected to start from 1 April 2023 and to end by mid May 2023.

9. BUDGET

The total maximum budget available for this assignment is **NRs. 450,000.00** (In words: NPR. Four hundred fifty thousand only) **inclusive of all applicable taxes**. This includes consultant's fee, lodging/accommodation, air fare/travel including all other cost associated with this assignment. All applicable taxes will be deducted at source.

Consultant has to submit financial proposal including detail breakdown of costs with number of days and schedule.

The payment will be made in three installments; 30 percent after inception report, 30 percent after draft report and remaining 40 percent will be released after completion of the assignment and submission of the final report. Practical Action will not bear any financial liability in excess of the above amount.

10. EVALUATION OF PROPOSAL

All received proposal shall be reviewed following criteria based on sound understanding of the assignment, competent methodology, consistency, coherence and compliance experience of the consultant and proposed budget. All rights of approval of proposal remain with Practical Action and its decision will be considered as final result.

11. INVITATION OF PROPOSAL

Practical Action Nepal Office requests interested consulting firms (registered in VAT) to submit (i) a letter of interest (1 page) (ii) brief technical proposal along with your proposed methodology (not more than 3 pages) (iii) recently updated CVs, and (iv) a financial proposal with detail cost breakdown to conduct the proposed work to proposals@practicalaction.org.np on or before **15 March 2023** within 17:00 hrs.

Practical Action
House No. 1114, Panipokhari, Lazimpat
PO Box 15135, Kathmandu, Nepal
Phone: 977-1-4413452/4423639/640
E-mail: proposals@practicalaction.org.np

“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”

