

**Terms of Reference (ToR)**

**For**

**Consultant – Providing Technical Assistance on Early Warning  
System to DEOC of Kailali district**

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Closing Date: 15 May 2023

Duration of the work: 01 June 2023– 31 October 2023

**Practical Action Nepal Office**

House No. 1114, Panipokhari, Lazimpat  
Kathmandu, Nepal

Phone: +977-1-4523639/640/4513452

E-mail: [proposals@practicalaction.org.np](mailto:proposals@practicalaction.org.np)

**April 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**.

**The International Centre for Integrated Mountain Development (ICIMOD)** is a regional intergovernmental learning and knowledge sharing center serving the eight regional member countries of the Hindu Kush Himalayas – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – and based in Kathmandu, Nepal. Globalization and climate change have an increasing influence on the stability of fragile mountain ecosystems and the livelihoods of mountain people. ICIMOD aims to assist mountain people to understand these changes, adapt to them, and make the most of new opportunities, while addressing upstream-downstream issues.

The Centre support regional transboundary programmes through partnership with regional partner institutions, facilitate the exchange of experience, and serve as a regional knowledge hub. We strengthen networking among regional and global centres of excellence. Overall, we are working to develop an economically and environmentally sound mountain ecosystem to improve the living standards of mountain populations and to sustain vital ecosystem services for the billions of people living downstream now, and for the future.

ICIMOD aims to deliver impacts through its six Regional Programmes, which are supported by the four thematic Areas of Livelihood, Ecosystem services, Water and Air and Geospatial Solutions and underpinned by Knowledge management and Communication.

**Practical Action and ICIMOD** recognized the mutual objective of collaboration between two parties to work in far western province to strengthen and localization of multi-hazard early warning system through the Project “**Strengthening and localisation of multi-hazard early warning system in Sudurpaschim province of Nepal**”.

Under this work, Practical Action is providing technical assistance to different government institutions on EWS in Sudurpaschim Province. The support to DEOC of Kailali for responding in monsoon 2023 in observing, monitoring, analysing and alerting of risk information during flood and landslide events. Therefore, Practical Action is exploring for an individual consultant who can provide this service mainly in EWS stationing at DEOC of Kailali.

## 2. OBJECTIVE OF THE ASSIGNMENT

The major objective of this assignment is to provide the technical assistance to PEOC and DEOC under the provision and standard practices of the government which contribute to the overall

objective of the project i.e. to strengthen multi-hazard EWS in Sudurpaschim Province, improve EWS governance, effective and simplified risk communication and enhanced coordination and linkages between and among all concerned stakeholders in the DRRM landscape.

**Specifically, the consultant will:**

- Regularly observe the flood and landslide occurrence and situation of the district.
- Analyse the context of flood risk and support to activate risk messages on behalf of DEOC.
- Facilitated to establish of linkages between probable flood-affected local palika/s and DEOC
- Build strong rapport and relationship between PEOC, DEOC, and other stakeholders
- Facilitate the endorsement of the EWS Strategic Action Plan of the Ministry of Internal Affair and Law
- Maintain DEOC functional and UpToDate and support any work assigned by the Chief District Officer (CDO)
- Coordinate with PA staff working in the region and on behalf of pA coordinate with stakeholders on building disaster risk governance to manage disaster risk and lobby for investing in disaster risk reduction for resilience.

### **3. SCOPE OF THE WORK**

Based on the objective, following are the major scopes of this study but not limited to:

- This position should work under the direct supervision of the District Administration Office and the focal person of DEOC.
- It should follow the standard procedure and practices of DEOC and the guidance of the District Administration Office.
- The consultant should plan and work together with the team of DEOC and PEOC
- The consultant must report to Practical Action monthly and the work plan to be approved by the focal person of DEOC.
- This position is expected to establish coordination and collaboration with different stakeholders to strengthen the DEOC functions including provincial government and other like-minded organizations.
- Facilitates organizing events related to Disaster Risk Reduction, and Early Warning System at the provincial level in consultation with the Thematic Lead (Climate and Resilience) of Practical Action.
- Supports dissemination of the strategic action plan of the province and plan for follow-up during the tenure.

### **4. DELIVERABLES**

The followings are the expected deliverables from this assignment:

- Monthly technical reports and updates for assigned months
- Monthly plan approved by focal person of DEOC for assigned months

- Publication of Research reports including Policy brief on localization of Early Warning System
- Status on endorsement of EWS strategic Action Plan of the Ministry of Internal Affairs and Law
- Final assignment completion report

## 5. ROLES AND RESPONSIBILITY

### 5.1 CONSULTANT

The main roles of the consultant shall be:

- Support to DEOC for flood and landslide risk information collection, update and alert them during the monsoon period.
- Coordination and collaboration among DDRM team and other like minded organizations.
- Resource exploration and coordination to strengthen the DEOC
- Maintain relationship with all stakeholders
- Bridge between stakeholders and Practical Action
- Build strong rapport and relationship between PEOC and DEOC
- Support in event management of Practical Action such as World Environmental Day, IDDR
- Work closely with Practical Action working Palikas
- Facilitate in the endorsement of EWS strategic Action Plan of the Ministry of Internal Affairs and Law
- Maintain DEOC functional and UpToDate
- Coordinate with other INGOS and NGOs working in the region, and leverage funding
- Attend key meetings related to Climate and DRR

### 5.2 PRACTICAL ACTION

The main responsibility of Practical Action Nepal Office is to:

- Orient consultant on the concept and objectives of the assignment.
- Provide timely feedbacks and inputs.
- Release budget as per the agreement.
- Communicate regularly with consultant

## 6. DURATION

The duration of this assignment will be approximately 5 months on monthly basis with 40 hours per week. This consultant will be based in DEOC of Kailali. The consultant is expected to start work from June 2023 and complete the assignment by October 2023.

## 7. BUDGET

The maximum available budget for this whole period is **NPR. 400,000.00** (In words: Four hundred thousand Nepali Rupees only) inclusive of applicable taxes. However, the consultant can claim any field expenses i.e., DSA, lodge and air/road related to pre-approved travel plan on an actual basis. This expenses will be provided as per the policy of Practical Action.

The payment will be made on monthly basis after submitting the timesheet and invoice with other related evidence of field.

## **8. AREAS OF EXPERTISE AND COMPETENCIES:**

Practical Action seeks to hire an independent consultant to help deliver this assignment. The consultant should have the capacity to work together with DEOC, Kailali and have qualifications and experience in the following areas:

- The consultant should have a Bachelor's degree in Information Technology/Environment Science or equivalent with experience in DRR and climate change risk.
- Knowledge of the river basins of Sudurpaschim will be an added advantage.
- The consultant should have the capacity to write reports, develop knowledge products, and draft policy briefs and publications and be sensitive to gender and social inclusion.

## **BEHAVIOURAL COMPETENCIES**

All staff work towards demonstrating excellence and with our core behavioral 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

## **9. EVALUATION PROCESS**

All applicants will be evaluated on the basis of qualifications, experiences and commitments mentioned in the expression of interest. Practical Action reserves right to select the appropriate person.

## **10. INVITATION OF PROPOSAL**

Practical Action Nepal Office requests interested professionals (registered in PAN) to submit (i) expression of interest (1 page), (ii) a copy of recent CV and (iv) a copy of PAN certificate to [proposals@practicalaction.org.np](mailto:proposals@practicalaction.org.np) no later than 15<sup>th</sup> May 2023.

Practical Action  
House No. 1114, Panipokhari, Lazimpat  
PO Box 15135, Kathmandu, Nepal  
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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

