

Terms of Reference (TOR) for Need Assessment on Nepal's DRR Management especially focusing on Landslide and Earthquake

1. Background and Overview

ActionAid is a global justice federation working to achieve social justice, gender equality and poverty eradication. It was founded as a charity in 1972, and throughout its history it has innovated and evolved its approach to better address the structural drivers of poverty and injustice. ActionAid believes people living in poverty and exclusion have the power within them to create change for themselves, their families and communities and ActionAid is a catalyst for that change. ActionAid International Nepal (AIN) has been working in Nepal since 1982. In the 1990s, ActionAid adopted a human rights-based approach to development, which is ongoing as its core approach. In 2003, the ActionAid International federation was established, comprising members in every region of the world, and headquartered in South Africa.

We believe in human rights and embrace the Human Right Based Approach to fight against not only the symptoms but also the structural causes of poverty, injustice, and inequality. Discriminated, excluded, and exploited people – particularly women and girls – living in poverty and injustice, whose rights are denied or violated, are our primary stakeholders. We take sides with them and stand by them; their stories, energy and activism inspire us and our work. AIN believes that young people are the driving force and energy to bring positive changes in the community and therefore AIN will work with young people while keeping women and girls at the centre among people living in poverty and exclusions.

The document outlines the Terms of Reference (ToR) for conducting a disaster management needs assessment against the ECHO HIP 2024 Call for Proposal (CfP). The purpose of this assessment is to comprehensively evaluate the disaster management status and needs of a specific region or community to inform the development of effective disaster preparedness and response strategies. The assessment will provide insights into the vulnerabilities, resources, and capacity gaps within the areas to better equip stakeholders with the information necessary for disaster risk reduction and management.

2. Objectives

The primary objectives of this disaster management need assessment are as follows:

- a) To identify and analyse the specific disaster risks and vulnerabilities within the target region or community.
- b) To assess the current disaster management capabilities and resources available in terms of human/financial resources, system, and policies of local and provincial government
- c) To provide recommendations for strengthening disaster management in the areas
- d) To engage with key stakeholders and ensure their participation and buy-in throughout the assessment process.

3. Scope of Work

The assessment will include but not be limited to the following activities:

- a) Review of existing national and international disaster management plans, policies.
- b) Identification of the range of natural and man-made hazards and vulnerabilities affecting the region
- c) Analysis and scope of early warning mechanism especially focusing on landslides.
- d) Assessment of housing structure in the target area to analyze its capacity to cope with the earthquake.
- e) Evaluation of the current state of disaster response and recovery mechanism in place
- f) Assessment of community engagement and awareness regarding disaster preparedness and risk reduction
- g) Detailed analysis of the available resources, infrastructures, and response capabilities of local and provincial government in relation to the national policies and standards.
- h) Disaggregated demographics information based on caste, age, ethnicity, gender, disability, vulnerability, etc. related to target area.
- i) Analysis and relevancy of other disaster preparedness initiatives such as anticipatory action, logistics, shock responsive social protection, cash preparedness, etc. in relation to the target area.
- j) Development of a report with findings, conclusion, and actionable recommendations.
- k) Stakeholder consultation with local government agencies, non-governmental organizations, community leaders, and relevant experts.
- l) Consultant may engage in the proposal development and contribute to the whole proposal development cycle once need assessment completed.

4. Methodology:

The need assessment will utilize a combination of qualitative and quantitative research methods, including but not limited to:

- a) Review of secondary data and literature
- b) Key informant interview
- c) Survey and questionnaires
- d) Focus Group discussion.
- e) Site visit and field observations.

5. Expected Deliverables

The consultant or assessment team is expected to provide the following deliverables:

- a) Inception report: A document outlining the methodology, work plan and timeline.
- b) Draft needs assessment reports: A comprehensive report detailing the findings, conclusions, and recommendations.
- c) Final need assessment report: An updated and refined version of the report based on feedback and comments received.
- d) A presentation to relevant stakeholders, summarizing the key findings and recommendations.
- e) Develop a concept note and contribute to the whole proposal development process.

6. Timeframe

The disaster management needs assessment is expected to be completed within a specified timeframe, which will be clearly defined in the contract or agreement.

7. Reporting/Focal Person

The consultant or assessment team will report to Livelihood and Natural Resources Specialist and Fundraising Officer.

8. Budget:

The consultant shall submit the details proposal and timeline with budget details for the above-mentioned deliverables.

9. Consultant's Profile

The consultant should be expert with the following competencies:

- Good understanding of DRM practices of Nepal.
- Have good understanding and experience on ECHO related proposal development.
- Demonstrated track record in conducting needs assessment and research.
- Good understanding of poverty and exclusion in Nepal and the work of I/NGOs.
- Excellent analytical and communication skills

10. Confidentiality

All data and information collected during the needs assessment should be treated with strict confidentiality and used only for the purpose of this assessment. The assessment should be conducted in compliance with relevant ethical guidelines and international standards for data collection and research.

11. Proposal Evaluation Criteria

Key Areas for Proposal Evaluation	Weightage
Technical Proposal <ul style="list-style-type: none"> ➤ Understanding of assignment and delivery approach (10 points) ➤ Demonstrated 5 years of experience in related research field- with evidence of quality work (10 points) ➤ Demonstrated capacity to carry out the assignment (10 points) ➤ Evidence of customer/ client satisfaction in terms of services provided in past (10 points). 	40%
Financial Proposal <ul style="list-style-type: none"> ➤ A clear financial proposal linked to the technical proposal, highlighting key costs and any reimbursable expenses (if any) 	60%

12. Proposal Submission Guideline

Interested consultancy firms/individuals who meet the above requirement should send their technical and financial proposals (which also includes detailed methodology, a work plan, a budget, and their CV) to jobs.nepal@actonaid.org by 10th December 2023, 5:00 pm. The selection will be based on a combination of technical expertise, relevant experience, proposed methodology and proposed budget.

13. Amendment of Terms

AAIN reserves the right to amend these terms of reference at any time, and any such amendments will be communicated in writing to the selected consultant.