

**EOI Call for Consultant
Terms of Reference for DiDRR and Gender Consultant**

Nature of Consultancy	Firm
Duration	February 2023 – July 2023 (7 months)
Location	Sambhunath Municipality, Saptari District
Published date	December 21, 2022
End date of application submission	January 6, 2023

1. Context and Background

Mahuli Community Development Centre (MCDC) is national non-Government organization working in partnership with Habitat for Humanity International Nepal on shelter program focusing on housing and land rights, promoting dignity and hope, and supports sustainable and transformational community development.

Resilient Inclusive Sustainable Eastern Nepal- RISEN project objective is to build disaster resilient communities through improving the capacity of the local government and communities to develop and implement people centred DR3 (Disaster Risk Reduction and Response) gender and disability inclusive plans.

This Terms of Reference (ToR) is developed to solicit consultancy service from qualified firm to have a team expertise on Gender and Disability Inclusive Disaster Risk Reduction (DiDRR) to provide their technical expertise in developing/ updating Local Disaster and Climate Resilience Plan (LDCRP) and Disaster Preparedness and Response Plan (DPRP) of rural/municipalities in Eastern Nepal. This assignment is part of a project focused on Disaster Risk Reduction and Response (DR3) for localization of DRR policy and plan that includes gender and disability inclusion. The identified project location in Saptari district is Sambhunath Municipality.

The consulting team will be responsible for identifying Gender and Disability specific gaps in local level DR3 plans and policies, together with facilitating DR3 training to the local government on Gender and Disability inclusive housing and climate Change Adaptation based manual designed by Habitat Nepal. Also, the consultant team will support in developing/ updating DR3 framework based on the gaps identified at the starting of consultancy service.

2. Objectives and Expected Outputs

The overall objective of the service is to conduct gap analysis, report preparation, and support develop disability and gender inclusive Local Disaster and Climate Resilience Plan (LDCRP) and Disaster Preparedness and Response Plan of Shambhunath Municipality, Saptari district.

- a. Gap analysis of existing LDCRP, DPRP and DM fund mobilization guideline especially on disability and gender inclusivity.
- b. Facilitate four days trainings in Saptari district.
- c. Facilitate consultation workshop in each Rural/Municipality.
- d. Facilitate information sharing workshop in each Rural/Municipality.
- e. Facilitate LDCRP and DPRP draft sharing workshop in each Rural/Municipality.
- f. Facilitate ward level workshops in each Rural/Municipality.
- g. Data compilation and draft LDCRP and DPRP.
- h. Finalization and handover LDCRP and DPRP to the R/Municipality.

3. Key Deliverables

- Inception report
- Gender and disability gap analysis report with reference to the LDCRP, DPRP and DM fund mobilization guideline.
- Gender and disability inclusive DR3 training report.
- As the final product, disability inclusive Local Disaster and Climate Resilience Plan (LDCRP), and Disaster Preparedness and Response Plan (DPRP) prepared of Sambhunath Municipality, Saptari district.

4. Qualifications, skills and experience:

The consultant firm will be expected to have competent team members with proven experience in DiDR and Gender Inclusion in DRR perspective. The team must also have experience in carrying out climate and disaster risk assessment and developing LDCRP and DPRP. Having knowledge and skills on disaster in context of housing and land is a must.

Since Safeguarding is one of the key concerns of the project, a proven experience is required in Safeguarding Essentials.

6. Bid Requirements: Interested Firm are requested to submit:

- An expression of interest detailing their interpretation of the Terms of Reference (TOR) and work schedule.
- A detailed budget for proposed costs for 3 major activities including all taxes liable to be paid.

S.no	Major activities	Action Details	Days
1.	Gap Analysis	Study of documents (local government DR3 plans and policies, guideline) identifying gaps on gender and disability perspective. Report Submission with recommendation	3
2.	Training	Facilitate DR3 training inclusivity of gender and disability, housing and land.	6
3.	LDCRP and DPRP	Ward level risk assessment. Palika level workshop for sharing the findings. LDCRP and DPRP preparation	25

- A capability statement demonstrating how they meet the required qualifications and competencies.
- Copies of Curriculum Vitae (CV).
- Two references (including one from your last client/employer).
- The entire bid should be a maximum of seven (4) pages including the budget. Bids not meeting this requirement will not be considered.
- Confidentiality of Information. All documents and data collected will be treated as confidential and used solely to facilitate analysis.

7. Instructions to submit the proposal

Please send your proposal as stated in point (6) to **mcddc.silverjubilee@gmail.com** or drop the hard copies at office no later than COB 6 January 2023.