

Terms of Reference (ToR) to

“Facilitate four Local Governments to develop Disaster Risk Reduction Plan that include economic recovery package to address short- and medium-term impact due to COVID-19 pandemic including provision of stimulus package and food security through climate change adaptation technologies dissemination” under Promoting Economic Resilience of COVID-19 Affected Vulnerable People Project

1. Introduction

ADRA Nepal is working in Nepal since 1987 with the people in poverty and distress. It has diversified portfolio focusing on health, economic development, food security and emergency management with gender, good governance, education, environment, human rights and peace building as cross cutting issues. ADRA has been very active in humanitarian response projects namely post-earthquake response and recovery projects such as the distribution of food and non-food items, transitional shelter, restarting school education through temporary learning centers and associated activities, health camps, livelihood, and economic recovery through support in restarting agriculture and rehabilitating damaged irrigation scheme, health camps, and so on, etc. ADRA Nepal is active towards carrying out response and recovery related interventions to serve the needs of COVID affected families and government institutions with the support of DFAT, CFGB, Swiss Solidarity, ADRA Network and various donors.

Promoting Economic Resilience of COVID-19 Affected Vulnerable People (PERCAV) is aligned with official guiding documents from Australia as well as Government of Nepal. The interventions designed contribute to reduce the inequalities and economic hardships faced by most vulnerable population majorly women and PWD of 440 HHs from Swargadwari Municipality and Mandavi RM of Pyuthan and Runtigadhi RM and Sunilsmriti RM of Rolpa which has been exacerbated in the present context of COVID-19 pandemic situation. It intends to contribute governments to overcome the lack of resources and capacity in economic upliftment of its citizen as well as capacitate them for effective preparedness and recovery plan to overcome the COVID-19 negative impacts. The proposed project is majorly focused on Economic Recovery action of Australia's Partnerships for Recovery: COVID 19 Development Response Plan contributing to women's economic empowerment and gender equality. The project also contributes to Stability action of the Plan.

The project is also consistent with “Creating the foundation for prosperity through disciplined job opportunities increment, sustainable and inclusive income level increment and reduce poverty.” It also corresponds with increasing employment opportunities and income, gender equality and women empowerment (respectful livelihoods for women, elimination of violence and discrimination, equal access to resources and opportunities) and youth (enhancing skill and capacities, create employment and self-employment opportunities). Project will align its activities to achieve the SDG 1 (**End poverty in all forms everywhere**), SDG 2 (**End hunger, achieve food security and improved nutrition and promote sustainable agriculture**) and SDG 5 (**Achieve gender equality and empower all women and girls**) also.

ADRA Nepal is closely working with RUDAS Nepal at four wards of Runtigadi and Sunil Smriti Rural Municipality of Rolpa District and FIRDO Nepal at four wards of Swargadwari Municipality and Mandavi Rural Municipality of Pyuthan District to carry out the implementation of planned activities. ADRA Nepal will be responsible for the overall management, progress monitoring, and evaluation of the project at the field and ensure the quality and quantity of results as per the

original plan. It will also provide required backstopping to implementing partners; RUDAS Nepal and FIRDO Nepal. ADRA Nepal will ensure compliances with government and DFAT's compliance standards in the project implementation, monitoring and evaluation, accountability to project participants, financial management and reporting.

The expected results of the project are:

Goal:

The proposed project is majorly focused on Economic Recovery action of Australia's Partnerships for Recovery: COVID 19 Development Response Plan contributing to women's economic empowerment and gender equality. The project also contributes to Stability action of the Plan. This project aims to promote economic resilience of the most vulnerable population to cope with future economic shocks of poor and vulnerable people of Swargadwari Municipality and Mandavi RM, Pyuthan and Runtigadhi Rural Municipality and Sunilsmriti RM, Rolpa through resilient and market led livelihood options, business development services and gender equality.

Expected Outcomes:

To address the problem and achieve the project goal, the project will have three outcomes:

Outcome 1: Enhanced knowledge, attitudes and practices of COVID-19 affected population, particularly women, PWD and marginalised groups, in on-farm and off-farm enterprises.

Outcome 2: Increased awareness and consciousness on gender equality in community

Outcome 3: Increased engagement of local government in short to medium term economic recovery and emergency preparedness to reduce the negative impact of COVID-19 pandemic.

Expected Outputs:

Expected outputs of the project are as:

Output 1.1: Understanding the enterprise need of project participants for self-employment

Output 1.2: Capacity building of project participants in entrepreneurship skill, enterprise development and marketing

Output 1.3: Conduction of training on technical skill-based training and providing necessary support to project participants to operate the enterprise of their choice and knowhow

Output 1.4: Facilitation in formalization of enterprises for greater access to investment

Output 1.5: Facilitation in integration of the enterprise's product in the value chain

Output 2.1: Strengthening leadership and decision-making skills of women entrepreneurs

Output 2.2: Sensitization of gender equality among HHs of project participants by mobilization of women volunteers

Output 2.3: Conduction of community gender awareness and GBV sensitization campaign

Output 2.4: Advocate and facilitate LGs to have gender equality and social inclusion policies and programs

Output 2.5: Provide targeted support to PWD

Output 3.1: Facilitate to develop economic recovery plan to address the impact of COVID-19 pandemic

Output 3.2: Collaborate with LGs to initiate establishment of climate resilient community asset

Output 3.3: Collaborate with LGs in emergency preparedness and response to stop the spread of COVID-19 infection

Working areas and project beneficiaries

The project will work with most vulnerable communities who has been affected by COVID-19 pandemic from 4 local government of Lumbini Province i.e. Sworgadwari Municipality and Mandavi Rural Municipality of Pyuthan Districts, and Runtigadhi Rural Municipality and Sunil Smriti Rural Municipality of Rolpa Districts. Among four LGs, Sworgadwari Municipality. and Runtigadhi RM are existing project sites of Generating Opportunities in Agriculture and Livelihood (GOAL-II) project funded by Australian Government through DFAT and under its ANCP and remaining two will be new areas.

Total of 700 participants (at least 70% women and 10% PWD/family with PWD) will be directly engaged in training or capacity building program and other material and service support. Out of the total 700, there will be 440 participants (100% women and PWD/family with PWD) directly engaged in enterprise development interventions (Outcome 1) and women empowerment (Outcome 2). These participants were identified using Intersectionality Study and consultation with LGs including their last years' experience of COVID-19 support. Criteria will be set for final selection of the participants including mandatory criteria of i) HHs who have lost or have limited livelihood opportunities due to COVID-19 and ii) HHs without having similar support from other organization (including ADRA's existing GOAL-II project) as well as will have prioritized criteria such as having single women/children/elderly led households, HHs with PWD as member, landless and ultra-poor, GBV survivors, HHs with unaccompanied children and out-of-school children, HHs with migrant returnee worker who have lost the job and livelihood is severely affected, HHs belonging to marginalized communities including Dalits, Ethnic Minority, Muslims.

2. Rationale of the work

ADRA Nepal emphasizes on result-based project framework and PERCAV project has defined set of project goal, outcome, outputs, and inputs stated in log frame with indicators.

The project already conducted intersection study to identify the most vulnerable population in the project working LGs that are affected by COVID-19 impact based on the above-mentioned criteria. Those identified population will be project participants who will receive support from the project such as but not limited to on-farm (agriculture, vegetable cultivation, livestock farming) and off-farm enterprise opportunities, diversified income generating opportunities, market system and its functionality, gender empowerment, leadership development, community development.

It is envisioned that interventions intends to provide COVID-19 affected vulnerable families or families-at-risk with an opportunity to engage in income generating activities based on their existing needs, experience, and willingness. Such families will be equipped with resources (knowledge, skill, and inputs) so that they can amplify their income generating opportunities. Whether it be on-farm or off-farm support, such activities will enable the families to upgrade their capacity to recover from COVID-19 created stress and economic loss.

There have occurred the disaster incidents such as fire, landslide, drought, storm and diseases in crops and livestock which affected to local communities. The LGs has provisioned the budget

for address and response to the affected peoples but not mobilized effectively due to lacks disaster risk reduction plan, management strategy and guideline. The LGs has realized the necessity of the dedicated disaster risk reduction plan and requested to development partners/projects to the technical support and facilitation for develop of the plan. They are interested to develop of the plan where allocated the funds this year.

3. Scope of the work

During 17/18 and 18/19 only, total of over 14000 individuals from Rolpa and Pyuthan district (combined) received labor approval. Considering the fact, people migrating to India is more preferred trend among population from Rolpa and Pythan comparing to countries requiring labor approval, the number of out-migrants is significantly high. During the COVID-19 scenario, most of the out-migrants from India and district outside of Rolpa and Pyuthan returned to their respective districts due to close of their income sources either permanently or temporarily. As per Local Governments (LGs), though the number was not officially documented, considerably high number of people returned since COVID outbreak back in February 2020.

The overall objective of the assignment is to prepare Disaster Risk Reduction (DRR) plan that includes the economic recovery plan of the four LGs of Rolpa and Pyuthan where implementing the project activities. LGs allocated a certain amount of budget for preparation Disaster Risk Reduction (DRR) plan. However, as the second wave of COVID 19 was more critical with more serious impact on human health, resource constraint among Local Government were observed. LGs responded to the first wave of COVID-19 affected families (most vulnerable) with food items, but with changed needs and priorities during second and third wave, LGs are not able to support COVID-19 affected families other than that for their economic recovery. LGs are not allocating further resources neither for the preparation of COVID-19 economic recovery package nor for the support to the most vulnerable groups impacted by COVID-19 due to gaps of disaster risk reduction and response plan.

After the preparation of Disaster Risk Reduction and preparedness plan, LGs will be able to allocate the budget for short term and medium-term stimulus package and food security through climate change adaptation technologies dissemination.

The expenditure for the activity will be reported after the accomplishment of the activity along with the brief report. The project will meet regularly with LGs and lobbying with the for the program preparation and budget allocation to the for short term and medium-term economic recovery plan, disaster preparedness and response.

The specific objectives for the development of disaster risk reduction and preparedness plan are the following:

- a) Organize briefing meetings with partners and LGs authority
- b) Review of all wards and Palika level documents of Swargadwari, Mandavi, Runtigadi, and Sunil Smriti.
- c) Prepare tools to collect information for the development of disaster risk reduction and preparedness plan (Vulnerability and capacity assessment, risk/hazards profile, history, and effects of disaster, it's mitigation measures and plan) to address short- and medium-term impact due to disaster including COVID-19, pandemic including provision of economic recovery package and food security through change adaptation technologies dissemination.

- d) Facilitate four Palika level consultation workshop and eight wards (2 wards/palika) level consultation workshop for the preparation of disaster risk reduction plan and orient on data collection tools.
- e) Orient the Palika/ward level staff for the collection of data from ward level.
- f) Data entry and analysis of all wards and Palika level and prepare short term and medium-term disaster preparedness and response plan including economic recovery plan with stimulus package and food security through climate change adaptation technologies and resilient infrastructure required with dissemination.
- g) Prepare and submit draft for short-term and medium-term disaster preparedness and response plan that includes economic recovery package including stimulus package and food security through climate resilient infrastructure and climate change adaptation technologies dissemination.
- h) Incorporate the feedback and comments from Palika and Project staff on the draft.
- i) Attend Palika level final workshop and present the nearly final short-term and medium-term disaster preparedness and response plan including economic recovery stimulus package and food security through climate change adaptation technologies dissemination for validation.
- j) Incorporate the feedback of final workshop and finalize the disaster preparedness and response plan.

4. Methodology

4.1. Review of relevant document

Review of all 31 wards and 4 Palika level Policy, plan, and other documents of Swargadwari, Mandavi, Runtigadi, and Sunil Smriti Rural/Municipality, ADRA PERCAV project and other national and international literature related to disaster preparedness and response plan including of COVID-19 economic recovery plan.

4.2. Development of tools to collect required information from field

Prepare both qualitative and quantitative tools to collect required information for the preparation of the disaster preparedness and response plan. At least 31 FGD (1 FGD/ward) and 82 KII at ward and Palika level key informant interview with relevant stakeholder to collect necessary information for the development of disaster preparedness and response plan to address short- and medium-term impact due to disaster and COVID-19 pandemic including provision of stimulus package and food security through climate change adaptation technologies dissemination

4.3. Facilitation of Palika level and ward level workshop/orientation

After finalization of the tools PERCAV project will coordinate with respective Palika and 8 wards to organize Palika and ward level orientation/initial consultation workshop. The consultant will present tools, methodology, and expected outcomes with Palika so that they will review and finalize the tools and prepare action plan to collect required information from field.

4.4. Data entry and Analysis

After finalizing the tools and formats in close consultation with Palika and ward representatives, the tools and formats will be provided to the Palika and wards. Consultant will collect hard/soft copy from the respective Palika and enter the data and analysis.

4.5. Development of short-term and medium-term disaster risk reduction including economic recovery plan

The consultant will prepare disaster preparedness and response plan and economic recovery plan stimulus package and food security through climate change adaptation technologies dissemination and resilient infrastructure. The Palika level detail plan with target and budget also includes the brief separate plan for all wards based on the need and assessment of the wards.

4.6. Facilitation of Palika level final workshop and presentation of the economic recovery package

The draft plan will be circulated to the Palika and ward level and collect their feedback and comments. The consultant will be responsible to incorporate the feedback and comments then Palika level final workshop will be organized by the PERCAV project, and the consultant will present physically on the workshop and present the package.

4.7. Finalization of the disaster risk reduction plan

The consultant will incorporate the feedback and comments from final workshop of all four palika and ADRA staff and finalize the disaster preparedness and response plan including economic recovery plan.

Competency of Consultant:

Consultant or firm should possess prior work experience for the development of disaster preparedness and response plan including COVID-19 economic recovery plan and package and have experience of facilitating at Palika level and in-depth knowledge on prepare disaster preparedness and response plan, stimulus package and food security through climate change adaptation technologies dissemination socio-economic and on-farm (agri-livestock) and off-farm activities. Consultant should also possess educational background and work experiences in agriculture on-farm (agri-livestock) and off-farm agriculture, food security and climate change adaptation. Priority will be given who have prior experience in the proposed working area.

The team leader and/team members should have at least master's degree in Environment, social science and disaster management with minimum 5 years of relevant experience preferably in developing disaster risk reduction plan or management plan. The team should have expertise on livelihoods (both off-farm and on-farm), gender and social inclusion, infrastructure and data analysis.

5. Responsibilities and deliverables of the consultant/firm

5.1. Responsibilities:

The composition of study team consultant/firm and can choose depending on their internal system, ideas, and logic but team members must fulfill competency criteria (refer to point 5). However, ADRA recommends that team should comprise of one Team Leader (TL) who takes overall responsibility of this work and coordinate/liaise between ADRA and consultant team.

TL/consultant will work closely with ADRA's Project Coordinator/Manager. In each step and process, consultation with Project Coordinator, Manager and Livelihood Team Leader is vital. The consultancy/ consultant will be primarily responsible to the followings (details refer to point 4):

- Review of relevant document
- Development of tools to collect required information from field
- Facilitation of Palika level and ward level workshop/orientation
- Data entry and Analysis
- Development of short-term and medium-term disaster preparedness and response plan
- Facilitation of Palika level final workshop and presentation of the disaster preparedness and response plan including economic recovery package
- Finalization of the short and medium-term disaster preparedness and response plan including economic recovery package

5.2. Deliverables

The consultant/firm will facilitate Local Governments to develop disaster preparedness and response plan to address short- and medium-term impact due to disaster and COVID-19 pandemic including provision of stimulus package and food security through climate change adaptation technologies dissemination. Following will be deliverable after the accomplishment of the task.

1. Inception report within 7 days of from the contract signing outlining work plan, tools for the assignment and methodology detailed.
2. Tools developed to collect qualitative and quantitative information.
3. Meeting minutes, attendances, and photos of Palika and ward level workshop/orientation.
4. Raw and cleaned data from field in excel file
5. Analyzed form of data.
6. Palika level short-term and medium-term disaster preparedness and response plan to address short- and medium-term impact due to COVID-19 pandemic including economic recovery package and food security through climate change adaptation technologies dissemination and resilient structure required for the economic recovery package.

6. Submission of Technical and financial proposition

The potential and interested firm/consultant must submit technical and financial proposition showing their keen interest to for this work. Following documents are expected to receive as technical and financial proposition within a deadline of the announcement.

- CVs of consultant (s)
- Experience showing prior work of the consultant/firm
- Technical proposal
- Financial proposal
- Cover letter expressing interest

7. Technical and financial proposition evaluation Criteria

Consultant/ Firm will be evaluated based on following criteria: The weight for technical portion of the proposal will be 60% and financial 40%. The key factors stated below will be taken in consideration during the evaluation process

- Previous work experience in preparation of disaster preparedness and response plan and economic recovery plan -20%
- Methodological/technical aspects of carrying out the work-20%
- Technical expertise of the team in disaster risk reduction plan including GEDSI-20%
- Financial details relevant to the field condition (Person involved in the activities, travel, vehicle hire, and accommodation, initial and final workshop cost, data collecting cost (enumerator-training, allowance, communication, travel, tablets), data analysis, report writing and final report producing, print of DRR plan, final workshop breakdown of activity costs etc.) -40%

8. Financial Limitation

The proposed budget should include entire cost of consultant/agency as mentioned in point 4 and 6. Tax will be deducted at source as per regulations of Government of Nepal.

9. Payment modality

The consultant shall be paid in two installments upon request with invoices.

- After submission of the finalized inception report (with detail methodology framework, plan, and acceptable procurement entity) 60% of the contract amounts will be paid as a first instalment.
- Final 40% of the contract amounts will be paid after completion and submission of the final report and document.

10. Work Schedule

Detail will be worked out jointly with consultant team and project staff. Tentative timeline for the proposed task is 10 November 2022 to 31 January 2023.