

Term of Reference (ToR)

Preparation of Local Disaster and Climate Resilience Plan (LDCRP/F)

1. Background

Social Network for Justice and Development (SNJD) is a non-governmental, non-political and non-profit making organization established in 2008 with its headquarter in Jhapa District of Nepal. SNJD has been implementing different interventions in diverse thematic areas by mobilizing the funds and technical assistance from different international funding agencies. SNJD is executing projects on humanitarian assistance, community development, conservation of natural resources, and environmental protection mainly in the Terai of Nepal. SNJD has made partnership with Lutheran World Federation (LWF) Nepal and implementing different sectorial short and long term projects on with the funding and technical support from LWF Nepal.

This Terms of Reference (ToR) is developed to solicit consultancy support services from qualified organizations, consulting firms or individuals to prepare **Local Disaster and Climate Resilience Plan for Kachankawal Rural Municipality of Jhapa District**.

- SNJD is currently implementing a project- Local Initiatives for Community Empowerment & Development (LICED) for Nepal funded by LWF Nepal. This project is focused on addressing the issues of Disaster Risk Reduction, Education, Livelihood, Environment, Advocacy, Governance & Covid 19.

2. Objectives of the Assignment

The overall objectives of the assignment are;

- i. Prepare Local Disaster and Climate Resilience Plan (LDCRP/F) of Kachankawal Rural Municipality of Jhapa district based on the available LDCRP/F guideline

3. Scope of Assignment

The scope of assignment includes inter-alia, but not limited to the following:

- Organize briefing meetings with project partner, municipality authority
- Undertake orientation on the preparation of Local Disaster and Climate Resilience Plan process
- Conduct Vulnerability and Capacity Assessment (VCA) exercise with the community and interview key stakeholders
- Present the draft report during a consultative meeting/workshop for feedback/review and comments to validate the information and disseminate findings of the preparation of LDCRP/F.
- Submit a final report with Rural Municipality on behalf of Project partner for their endorsement.



4. Methodology

The consultant follows the Local Disaster and Climate Resilience Planning (LDCRP/F) guidelines, and the technical proposal should include a detailed methodology.

5. Deliverables

- Inception report with 7 days from the contract signing outlining work plan, tools for the assignment and methodology detailed.
- LDCRP/F of assigned Rural Municipality.

6. Roles and responsibilities

The Consultant will be responsible for:

- Develop tools for undertaking the assignments to deliver the envisaged outputs
- Develop a final work plan for undertaking an assignment with the support from the project
- Data compilation and analysis
- Presentation of draft findings to SNJD and municipal authority
- Finalization of the LDCRP/F according to feedback provided

The Project will be responsible for:

- Review, provide inputs feedback, and approval of the final plan, tools, and methodology
- Provide relevant documents and references (as available), initial briefing on the intervention as well as expectations of this assignment
- Provide field coordination support with the concerned stakeholders and available information/data that aids the assignment.
- Organize appointments with the relevant stakeholders
- Timely feedback on the received document from the consultant

7. Budget and timeline

The budget (remuneration) will be agreed with the consultant according to the submitted proposal, negotiation and available budget in the project. The timeline for this assignment starts from **26 March 2025 and ends on 25 April 2025.** Within this timeline, the Consultant is expected to work for 30 days.

Tentative schedule for Rural municipality:

Task (For the finalization of the LDCRP for Rural municipality)	Time allocation
Orientation & Discussion on LDCRP/LDCRF Preparation with Local Disaster Management Committee.	1 Day
Ward Level risk analysis meeting	7 Days
Draft LDCRP/LDCRF report preparation (Resource Person)	7 Days
Discussion/Presentation of Draft LDCRP/LDCRF report with Local disaster management Committee (LDMC) & stakeholders	1 Day
Final LDCRP/ LDCRF Report preparation	4 Days
Total	20 days



8. Guidance and Supervision

The consultant will report to the Project Coordinator of SNJD. However, the consultant will follow all the technical instructions and recommendations provided by the technical team from LWF Nepal.

9. Special Terms & Conditions / Specific Criteria

- Firm Registration Copy, VAT/PAN Registration Copy, Latest tax clearance Copy. (If Individual PAN Copy).
- The team leader should have a Bachelor's degree in Environment, social science, disaster risk management or related streams.
- Minimum 5 years of relevant experience, preferably in developing disaster risk reduction or management plans
- Knowledgeable about disaster risk management and climate change concepts and approaches
- An example of at least two similar completed assignments along with the technical proposal.

10. Evaluation Process

After evaluation of the proposals by the procurement committee, the project will make an award to the applicant whose proposal provides the best value considering both technical and financial aspects. There will be 80% marks for technical evaluation and 20 % marks for financial evaluation.

Sn.	Criteria	Score
A	Technical Proposal	80
1	Understanding of Terms of Reference and Scope of Work	20
2	Proposed Methodology, approach, data analysis strategy and timeline	35
3	Experience	25
B	Financial Proposal (value for money)	20
	Total	100

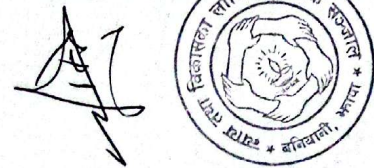
11. Payment Modality

The Consultant shall be paid in three installments upon request with tax invoices:

- First Installment: 40% of the contract amount shall be paid upon submission of inception report with detailed methodology framework and plan and acceptable to the procuring entity
- Second installment: 35% of the contract amount shall be paid upon submission of the draft report and acceptable to the procuring entity
- Third/Final Installment: 25% of the contract amount shall be paid upon completion and submission and acceptance of the final report.

12. To apply

Interested private firms, organizations, individuals who meet the above requirements should apply by submitting their Expression of Interest (EoI) with the proposal that clearly outlines the details to accomplish the assignment with their signature in related documents (CV & Proposal) to snjd2008@gmail.com with subject line *EOI for LDCRP/F*. OR Hard copies of the proposal can



be submitted to SNJD Office (address below). The closing date for application is 23 March 2025. The only short-listed applying individual/s, firms will be contacted for further discussion and will be required to present their proposed methodology and previous similar experience.

All the applicants must follow SNJD Code of Conduct, Child Safeguarding Policy, Safeguarding Policy for Preventing Sexual Exploitation and Abuse and others policies of SNJD.

The project reserves the right to accept or reject any or all proposals without assigning any reason.

Social Network for Justice and Development (SNJD)

Kachankawa-6, Jhapa

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