

Terms of Reference (ToR)
Multi-Stakeholder Participatory Climate Vulnerability Risk Assessment of Pilot Project
Sites Tirhut Rural Municipality and Kanchanrup Municipality of Saptari District;
Chandrapur and Brindaban Municipalities of Rautahat District

1. Background

Himalaya Conservation Group Nepal is a non-governmental, non-profit organization dedicated to promote Himalayan environment conservation from local to regional level through field studies, research works, and implementation and advocacy of safe and sustainable development approaches focusing primarily on disaster and climate change framework, geo-disaster management framework, and research-based technology framework.

HCG in partnership with Oxfam Nepal as Lead and RDC and KVS as Implementing partner received a three-year Grant from EU to contribute to enhance CSOs roles as key development partners for climate resilient policies and practices that is aimed to improve climate governance by strengthening Civil Society Organizations (CSO), ensuring the accountability of local government and enabling partnership for inclusive, and climate-sensitive actions.

The project will work towards improving climate governance by strengthening Civil Society Organizations (CSO), ensuring the accountability of local government and enabling partnership for inclusive, and climate-sensitive action. The project has set three major outcomes from the project focusing on women, youth, PWD, marginalized group, engagement.

The Vulnerability risk assessment will develop a holistic, landscape-wide understanding of vulnerability and links up actors across various levels of governance to jointly identify and analyze the root causes of vulnerabilities for distinct social groups. It has been successfully used in rural, fragile and urban settings and is well regarded within the sector. It supports the design of adaptation actions that are equitable, gender-sensitive and effective.

2. Project Working Areas

Out of 77 districts in Nepal, the targeted districts of Province 2, Saptari ranks high risk while Rautahat falls under moderate risk in combined multiple climate risks, exposure and vulnerabilities (Nepal Climate Vulnerability Profile, Government of Nepal)

The project has been working with vulnerable communities in four rural/municipalities of province 2:

1. Tirhut Rural Municipality and Kanchanrup Municipality of Saptari District
2. Chandrapur and Brindaban Municipalities of Rautahat District

3. Scope of Work:

Climate and Disaster Risk identification and assessment are the two important steps that form the basis for in-depth understanding of vulnerability and successful implementation of advocacy approaches and adaptation practices in the selected area. This involves identification and assessment of current climate induced disaster and climate variability and future climate change and disaster risks and associated societal vulnerabilities.

By identifying climate change and disaster risks, communities will be able to better prioritize and manage these risks and plan how to adapt with the climate change impacts and reduce disaster risk. Early investment in preparation and adaptation planning will help community to avoid or minimize climate change impacts and reduce the costs of adaptation and impacts when they occur.

The broader objective of this work is to assess community's vulnerability to climate change and define the associated risks by analyzing the impacts of disaster and climate change on the communities and their livelihood targeting agriculture and forestry.

Specifically, the study aims to do the following:

- ... Assess the local risks, hazard and prepare a holistic picture of the vulnerability and risks in the local area.
- ... Identify the key climate change hazards or disasters communities are faced with and the specific related impacts on livelihood, farming and forest sectors.
- ... Analyze the socio-economic impacts of the identified climate induced hazards on the communities
- ... Work with communities, partners and other stakeholders to develop plan for reducing the vulnerability\managing the impacts and risks.
- ... Develop a multi-stakeholder (women, girls, Dalit women and women with disabilities) framework action on climate change and mainstream to inform the impact on the Climate change on each specific category
- ... Identify priority areas with high risks or vulnerability
- ... Support in drafting or updating the climate change adaptation plans or Municipal Adaptation Plan (MAP) of the municipalities for climate resilient plan and policies.

4. RESPONSIBILITIES AND DELIVERABLES OF CONSULTANTS/SCOPE OF WORK

4.1. Responsibilities:

- ... Update progress of study on regular basis to HCG and other partners as appropriate.
- ... Update HCG in case of any emerging issues related to VRA during field work
- ... Prepare draft report and share with HCG team, project staffs and collect their feedback.
- ... Present major findings to HCG and collect feedbacks.
- ... Prepare final report on VRA and Municipal Adaptation Plan (MAP) incorporating feedbacks and suggestions and submission of final report (a compiled version of the report - both hard copy and electronic version in word format to submit within the contract period.

4.2. Deliverables:

The consultant is liable for following deliverables during service period:

- ... An Inception Report which includes a proposal of methodologies and detailed work plan followed by inception meeting
- ... Conduct training workshop on climate risk assessments
- ... Draft climate vulnerability and risk assessment report including maps
- ... Presentation of draft climate vulnerability and risk assessment report for review and inputs

- ... Final report of VRA in both English and Nepali (four reports, one for each rural/municipality)
- ... Four Municipal Adaptation Plan (MAP) based on the VRA findings

5. DURATION

Work is expected to start by 1st December 2020 and conclude by 15th February 2021 (with final reporting). The Consultant may be an individual or firm. The consultancy is scheduled to last for two and half months including field work and report completion.

6. CONSULTANT QUALIFICATIONS AND EXPERTISE

The consultant shall provide and manage a dedicated team comprising the following professional to accomplish the proposed assignment. It is expected that the consultants will propose their required person-months to carry out the task as per the Terms of Reference.

SN	Position	No. of persons	Month	Minimum Years of Experience	Required Qualification
1	Team Leader/ DRR/Climate Change Expert/	1	2	10 Years	Master's degree in Environmental Science/ Forestry/Disaster Risk Reduction and Management/ Climate change or other related discipline with minimum 10 years of experience in vulnerability and disaster risk assessment; research and working experience with I/NGOs.
2	Socio-Economic and Livelihood Expert	1	2	5 years	Master's degree in Economics/ Sociology/Mathematics or relevant field with minimum 5 years of experience in the SPSS and data analysis.
3	Geological and Watershed management Expert	1	0.5	5 years	Master's degree in Geology with minimum 5 years of experience in the disaster and climate risk assessment work.
4	Agricultural and Food Security Expert	1	0.5	5 years	Master's degree in Agriculture with minimum 5 years of experience in the climate change and disaster risk assessment work.
5	Forest and Biodiversity Expert	1	0.5	5 years	Master's degree in Forestry with minimum 5 years of experience in the climate change and disaster risk assessment work.

7. REPORTING LINE MANAGER

The consulting firm will work closely with the Advocacy and Influencing Coordinator from Himalaya Conservation Group (HCG) Nepal and Technical Coordinator, Climate change and Disaster Risk Management Expert from Oxfam.

8. FEES

- 8.1 Detail of costs with number of days and schedule, to be submitted from consultant.
- 8.2 HCG will cover workshop costs including food for participants, and venue.
- 8.3 The budget for this assignment will be as per the procurement policy of organization and tax will be deducted as per the government policy of Nepal.

9. PAYMENT MODALITY

- The payment will be made in two installments.
- ... 30 % at the time of agreement signing as mobilization advance.
 - ... 40% after completion of the workshop and submission of draft report with MAP.
 - ... 30% after the completion of final report

10. FOR SUBMISSION

The potential and interested firm/companies must submit technical and financial proposal showing their interest to conduct VRA in Tirhut Rural Municipality and Kanchanrup Municipality from Saptari District and Chandrapur Municipality and Brindaban Municipality of Rautahat District, of Province-2 of Nepal. Following documents are expected to receive as technical and financial proposition within 15 days of date of announcement.

- ... CVs of all team members
- ... Company registration documents
- ... Technical proposal
- ... Financial proposal
- ... Cover letter expressing interest

It is expected that the applicant has read well and understood the Objective, Scope of Work, and requirements for proposal submission.

The technical and financial proposal should be emailed with subject line: **“Multi-Stakeholder Participatory Climate Vulnerability Risk Assessment”**.

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE**. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified. The password for opening the Financial Proposal should be provided only upon request of HCG. HCG will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

Proposals may be submitted on or before Sunday **22 November 2020** via email, to HCG Procurement Unit: procurementhcg@gmail.com.

11. Evaluation Criteria:

Firm/companies will be evaluated based on following criteria: The weight for technical portion of the proposal will be 70% and financial 30%. The key factors stated below will be taken in consideration during the evaluation process

- ... Previous work experiences in the relevant areas
- ... Methodological/technical aspects of carrying out the study
- ... Technical expertise of the team members in DRR and Climate Change
- ... Financial aspects (consultant fees, breakdown of activity costs etc.)