**TERM OF REFERENCE (TOR)**

**Develop Training Manual on Community Based Disaster Management and deliver training**

1. **BACKGROUND**

Nepal is highly vulnerable to climate change and natural hazards such as earthquake, drought, flash flood, landslide, thunderstorm, fire, and glacial lack outburst floods (GLOF). The result of numerous studies on disaster shows that Nepal is 4th in terms of climate risk, 11th in terms of earthquake risk and 30th in terms of flood risk globally. The rampant unplanned nature of urban growth with little or no harmonized land use planning has increased the vulnerability of the communities from disasters. Depending on the type and scale of the disasters in different parts of the country, loss of lives and property is a common phenomenon. The level of awareness and knowledge of local communities and stakeholders on disaster risk management is low.

KIRDARC Nepal is an NGO dedicated to Human Rights, Peace Building, Media and Development in Karnali Zone since 1999. It works with a mission to enable Karnali people to claim and exercise their rights for poverty reduction and improved livelihoods through their organization, research, policy advocacy and judicious resources mobilization. It has been implementing various project/programs with the funding support of different partner organizations.

With the support from USAID Paani Program, KIRDARC Nepal, is implementing JAL KACHAHARI program on five watersheds: Phoksundo Suligaad, Rara Khatyad, Tila Karnali, Middle Karnali and Lower Karnali representing both upstream and downstream areas of the Karnali river basin. KIRDARC will identify an individual or team of experts to develop a training manual on Community Based Disaster Management. KIRDARC through the identified expert/s, will deliver this three-day training on community based disaster management with special focus of flood disaster and flood early warning system to the local government officials and the local communities in Lower Karnali watershed.

1. **OBJECTIVE**

* To develop training manual on community based disaster management; and
* To deliver Training to Paani Program’s selected trainees on community based disaster management

1. **SCOPE OF WORK**

*The vendor shall carry out the following:*

* Conduct desk study, consultation meetings with KIRDARC, Paani Team and stakeholders, and develop / customize community based disaster management training materials in English and Nepali. The vendor will use Paani Program document including watershed profile and other relevant information to develop training materials.
* ***The training material shall be developed to meet the following requirements:***
  + In line with community based disaster management
  + For three days training

***The training material shall include, at minimum, the following sections:***

* + Summary of training needs analysis;
  + Training module / outline;
  + Training schedule (over 3 days);
  + Teaching approach (e.g.: interactive, passive, lectures, demonstrations, hands-on);
  + Process for evaluating the trainees;
  + Training manual, containing training material for trainees (in A4 size, MS Word), and classroom presentations (PowerPoint);
  + List and short description of reference material.

***The training material shall include practical sessions.***

* The training material shall be provided in electronic form and, optionally, in paper form to all participants;
* The vendor will conduct training for about 30 participants (communities vulnerable to natural disaster mainly flood, Thakur Baba, Madhuban and Rajapur municipality of Bardiya District maintaining at least 33 percent women and at least 50 percent marginalized people from vulnerable communities.
* The vendor shall employee relevant technical experts. The following illustrative technical experts and assistants are envisaged for the completion of the task; however, the vendor shall provide/propose its best experts to complete the tasks more effectively and efficiently:

1. **TECHNICAL EXPERT**

* Academic qualification: Minimum Master's degree or advanced degree on Environment, Urban Planning, Civil Engineering, Hydrology, disaster management, Natural Resources Management, or other related field.
* Professional Experience in training manual development and conducting training in relevant subject : 8 years or more
* At least five years of relevant experience in the areas related to natural hazards, disasters, humanitarian affairs, vulnerability assessment, climate change, resilient infrastructure, and disaster risk management.
* DRM Policy, Strategy, and Institutions - Familiarity with disaster risk management institutions and governance concepts, emergency preparedness and recovery strategies
* Proven ability to communicate effectively and develop written content and presentations for different audiences.
* Demonstrated professional/technical skills leading different trainings on DRR with cross cutting issues such as GESI, socio cultural and socioeconomic aspects.
* Highly experience on developing manual on disaster risk reduction, community based disaster management training
* The vendor will closely coordinate / consult with KIRDARC team in each step to ensure the service is performed as per requirement and expectations.
* Any proposed activities in the field during training material development such as meeting cost, etc. the vendor must cover the all relevant cost include transport, accommodation (if any), event material, etc.). The training material development should be completed within 20 days after issuing a purchase order. The training will be completed within 1 month after issuing a purchase order;

1. **TASKS / DETAIL REQUIREMENTS**

*The vendor will conduct the following tasks:*

**Task 1**. Submit Final Work plan, Training Outline

**Task 2**. Develop training material for 3 days instruction, in English and Nepali,

**Task 3**. Conduct training

**Task 4**. Final Report, include but not limited to:

* + Final Training Material
  + Evaluations
  + Recommendations, input, lessons learned, etc.

1. **TECHNICAL MONITORING:**

* Projector Coordinator from KIRDARC and Technical experts USAID Paani Program will monitor the process to ensure the quality product.
* All the documents will be reviewed and finalized in consultation with technical person from KIRDARC and USAID Paani Program.

1. **KEY DELIVERABLES:**

* Three (3) copies of community based disaster management Training Material in English and Nepali
* Deliver 3 days training at Community level (Nepali language preferable)

1. **FACILITY AND PAYMENT PROCEDURE:**

The payment will be made in two installments. 70 % of total budget will be release after submission of draft training manual. The final 30% will be released after the submission of final manual and training.

1. **RESPONSES:**

Interested candidates/applicants/institutions are requested to send their proposal in sealed envelope clearly mentioning the title of assignment addressing to the Human Resource and General System Division, KIRDARC Nepal, Sanepa, Lalitpur no later than 14th January 2020.

1. **BRANDING AND MARKING:**

The vendor need to follow proper branding and marking plan of USAID. KIDARC may guide the vendor to follow required branding and marking requirements according to USAID branding and marking plan. Vendor will use USAID logo on the program banner in the case of organizing training and events. The placement of USAID logo must be on the top left corner of the banner.

While producing a manual, a vendor need to follow USAID’s design and formatting template for the final submission. A design template will be provided to the vendor to prepare final draft of manual. All the products, banners, reports need to be approved from Paani communications to ensure branding and marking is followed properly.

**Note: You can access the reference documents of PAANI from the**

[**https://dai0-my.sharepoint.com/:f:/g/personal/pushkar\_khanal\_dai\_com/EoUqxzE8HLRAh8uUNN2xcmoBqBmHWkik2yibmIBk5Ry0Ug**](https://dai0-my.sharepoint.com/:f:/g/personal/pushkar_khanal_dai_com/EoUqxzE8HLRAh8uUNN2xcmoBqBmHWkik2yibmIBk5Ry0Ug)

If any queries please contact Office No – 97715548040 /5548321