



Human and National Development Society (HANDS) Nepal
Dudhali-09, Sindhuli

**Term of Reference for
Internship for Community Adaptation Plan for Action (CAPA) Preparation**

Duration: 2 months

Expected starting date: Third week of February

Number of interns required: 4 (at least 2 female)

1. Background

1.1 Context:

Several evidences have shown that climate change is experienced all over the globe. Climate change is defined as a change in the state of the climate that can be identified and measured by changes in the mean and/or variability of its properties (Intergovernmental Panel on Climate Change, [IPCC], 2007). Climate change can persist over a long time, usually over decades and much longer and leads to extremes of weather conditions such as temperature, wind, rainfall, and humidity. The consequences of climate change impact the environment, health, agriculture, and transportation. According to the National Strategic Action plan 2018-2030 and report of UNDP, BCPR and maple Croft 2011/NAPA to climate change 2010, the status of disaster risk in Nepal is as; 11th position from earthquake risk; 30th position from flood and landslide disaster; 4th position from climate change impact; 20th position in overall disaster risk. Nepal is prone to risk on multi hazards including flooding and landslide in proposed project areas during monsoon season.

In Sindhuli district climate, people are experiencing high temperatures, off season rains, drought and flooding. However, the level of the knowledge, attitudes, and practices of community people in regards to climate change is very much low. Students have moderate level of knowledge and hold misconceptions on climate change basic concepts, impacts on different systems and adaptations strategies. Dealing with this issue relating community and students' knowledge on climate change and its adaptation, there is a need of plan interventions at school and community level. The assessment of climate vulnerability and communication adaptation plan of action based on climate risk help community for climate resiliency.

1.2 Rationale: Gender Responsive School and Community Safety Initiatives (GRSCSI) is a regional project of Plan International Nepal that is going to be implemented in Nepal and Bangladesh with support of Plan International in Asia (ARO) and Japanese National Office. The project is being implementing in 8 public schools and their 24 communities of Dudhali municipality and Marin RM of Sindhuli district since July, 2021 for three years. The district has both hills and Terai (flat land) which is prone to multiple hazards, the most frequent are landslide, floods, fire and lightening. This project aims to contribute achieving a gender transformative, safer education and learning environment both at school and community levels that responds to and prepares for multi-hazards risks. To achieve its desired goal, the project will work with girls, boys, teachers, male and female community members, Parent Teacher Association (PTA), School Management Committees (SMCs), and local government. During the 3 (three) years implementation, the project expects to achieve three outcomes;

- Strengthened safer and gender responsive school environment aligning with Comprehensive School Safety framework
- Enhanced community DRM capacities that are gender responsive, inclusive and integrated with school preparedness initiatives
- Promotion of gender-responsive safe school initiatives at local, provincial, national, and regional levels.

By the end of the project, about 6,980 people including 2,240 students of 8 schools and its catchment areas of 24 communities in the two municipalities is going to support. This project promotes meaningful participation of girls and boys in schools and their contribution towards the planning and decision-making processes of the school and community disaster risk reduction. After implementation of the project for one year, the project has expanded its scope to address issues of climate change. Hence, community adaptation plan for action (CAPA) was added to achieve result 2 of the project. HANDS Nepal, Sindhuli is working as an implementing partner of the project with partnership with Plan International Nepal in Sindhuli.

To fulfill the requirement of outcome 2, the community are going to be supported for participatory climate vulnerability and risk assessment, community adaptation plan for action (CAPA), and support to community for CAPA. As a result, the adaptation capacity will be increased in vulnerable communities. With reference to government guideline and other relevant tools, the project is going to support to prepare 24 gender responsive CAPA in the project sites in Sindhuli through mobilizing interns. Therefore, this Terms of Reference (ToR) has been developed to seek 4 interns from Master degree in environmental science, environmental management, environmental engineering or climate change to contribute for climate and disaster vulnerability assessment and Community Adaptation Plan of Action (CAPA) for target project area.

2. Objectives

The overall objective of this task is to prepare Community Adaptation Plan for Action (CAPA) of 24 community disaster management committee (CDMC) from Dudhauri Municipality and Maruwa Rural Municipality after participatory climate/disaster vulnerability capacity assessment. Specially,

- To prepare Disaster/Climate VCA profile of communities
- To prepare draft of Community Adaptation Plan of Action.

3. Scope of the task: This task is designed as an on the job training. However, interns have to accomplish following task in stipulated times;

- **Participate in capacity building packages including mentorship:** The project will provide capacity building on CAPA preparation including climate/disaster vulnerability assessment. At least three days training from experts and staffs from Plan International Nepal and HANDS Nepal will be provided and interns have mandatory to attend the training. Further, PC of HANDS Nepal will continue mentoring of the interns, whereas MERL and GESI Officer, and field supervisor (FS) will support in field work. Further, Program Specialist-Learn or PC-Resilience from Plan International Nepal has also mentoring these interns. Hence, interns have been participated bi-weekly update meeting with PC of HANDS Nepal and monthly meeting with Program Specialist-Learn or PC-Resilience from Plan International Nepal. And Interns have to prepare short meeting notes and have to submit it to PC of HANDS Nepal.
- **Climate/Disaster Vulnerability and Capacity Assessment (VCA):** After training and first meeting with PC, interns have to stay in proposal community for VCA for climate change and disasters. One- or two-day workshop for VCA have to be led by interns, whereas FS will support for VCA. Standard VCA tools has to be applied for VCA as per project requirement. VCA tools were familiarized during the training. After conducting of VCA, each intern has to prepare at risk profile report of at least 6 communities in provided template in Nepali language. Interns are encouraged to prepare scientific research for their thesis or individual report during this project.
- **Prepare draft of CAPA of communities:** After the VCA, each intern has to draft of Community Adaptation Plan of Action (CAPA) of respective communities in standard template in Nepali language. In this regard, interns have to facilitate one-day workshop with support of FS. The required template and tools will be provided during the training or suggest to refer

literature by PC of HANDS Nepal. All information has to be compiled and be prepared a draft of CAPA of each CDMC.

4. Target

The project has targeted to Dudhauri municipality and Maruwa RM of Sindhuli district. There are 12 communities in each municipality. Interns has to stay in allocated community. In one location two interns has to be stayed.

5. Duration and Time Frame of Consultancy Service

The total days of involvement of intern is estimated for 60 days including weekend and holiday. The field movement of the candidate will be of 35 days in field, 5 days in training and mentoring sessions, weekend and holiday 10 days and remaining 10 days' work from home for CAPA document finalization will be provided for the completion of task after the field in their own residence. Hence the duration of consultancy service will start from Mar, 2022 and will end on May, 2022. However, duration of service delivery may change as per need through mutual understanding.

SN	Activity	Timeline	Duration	Remarks
1.	Publish notice for internship	Jan 6, 2023	7-10 days	
2.	Selection of Interns	Jan 25, 2023		
3.	Agreement with Interns	Jan 31-Feb 7, 2023		
4	Induction to interns	February 7-12, 2023	1 day	
5	Training on CAPA preparation	Feb 20-25, 2023	3 days	Mandatory for effective internship
6	Field works	Feb. 25-April 2, 2023	35 days	Immediately after training
6.1	Workshop for VCA at community	Feb. 28-Mar 15, 2023	15 days	6 CDMC per interns
6.2	Meeting with PC	Mar 15-18, 2023	1 days	
6.3	Drafting of CDMC's risk profile	Mar 16-22, 2023	6 days	
6.4	Workshop of CAPA at community	Mar 23-April 2, 2023	8 days	6 CDMC per interns
6.5	Meeting with PC	April 2-4, 2023	1 Days	
7	Finalized risk profile	April 4-10, 2023	6 days	
8	Drafted CAPA	April 4-20, 2023	15 days	Work for home
9	Meeting with PC	April 20-24, 2023	½ days	Virtual
10	Wrap up meeting	May 1-7, 2023	½ days	Virtual

6. Deliverables: At end of this task, the interns shall provide following documents;

- Task completion reports
- Meeting note after meeting with PC and PS of partner organization
- 6 Disaster /Climate VCA Profile as per allocated 6 CDMC
- Draft of 6 CAPA for allocated 6 communities
- Time sheet
- Optional: Research paper, if prepare and publish by interns

7. Qualification for Intern:

The interested candidate should fulfill following criteria or eligibility for application.

- Consultant should have clear of 1st semester in Master's degree in Environment Science and Master's degree running in relevant field.
- Should have recommendation letter from department/college
- Good writing skills in English and Nepali languages.

8. Selection Criteria and Process

The interns will be selected through CV screening, written test (online) and interview (online). CV screening has weightage of 30%, written test 30% and interview 40%. CV screening criteria are as follow;

The following selection criteria will be used for technical evaluation of the proposals.	Weightage
Education	35
Training Received	15
Training facilitation/Communication skills	10
Computer skill (Nepali)	10
Gender	5
Ethnicity	5
Locality	5
Reference letter	10
Letter of Department or College	5
Total	100

9. **Benefits and others:** All interns will treat equally and will provide following payment and benefits;
Internship payment: NPR 26,000 per month i.e. total NPR 52,000 including applicable tax
Communication: NPR: 300 per months
Accommodation for field stay (lum sum): NPR 3,000.00
Transportation: A. Origin to Sindhuli (roundtrip): Max. 3,000.00 or actual, which will be less
B. Local (during field): Max. 2,000 (Claim as per actual)
Insurance: Group accidental, not medical coverage
DSA: Not applicable
Training: Free
Certificate of experience and acknowledgement

Payment will be provided monthly basis. However, payment for second monthly will be provided only after acceptance of task completion report, which will consist final risk profile of CDMC and draft of CAPA.

10. **Application:** Interested candidate are requested to send their updated CV with a cover letter mentioning your motivation, a reference letter from your professional or academic supervisor, Copy of Citizenship card, PAN card and a letter of recommendation from department or college.