

**Term of Reference (TOR) for**

**Consultancy Services for Development of Advocacy Toolkit for  
Mainstreaming and Integrating Disaster Risk Management Activities at Local  
Level in Nepal**

**1. Background**

**Working for access and creation Nepal (WAC-Nepal)** is a non-profit organization established with the pure intention to improve the livelihoods of rural people by providing immediate support on health, education, and disaster management.

**WAC** is currently implementing **Community Based Disaster Risk Reduction (CBDRR)** with the financial and technical support of **World Vision International Nepal (WVI Nepal)**. The project is focused on supporting the vulnerable population of the disaster affected municipalities in **Panchadewal Binayak Municipality and Turmakhand Rural Municipality of Achham District** to develop preparedness and response capacities from the continuous impacts of the disasters prevalent in their municipalities.

This term of reference (TOR) is developed to solicit support services from qualified individuals or organizations to develop advocacy toolkit that will serve as a practical guide for community members, local level governments, community leaders, and other stakeholders involved in DRM activities in Nepal for mainstreaming and integrating DRR into development plan.

**2. About Scope of Work (SOW):**

The consultant will be responsible for developing an advocacy toolkit aimed at mainstreaming and integrating disaster risk management (DRM) activities identified in DRM plans into the local level planning and budgeting process of Nepal. This will involve:

- Conducting a comprehensive review of relevant plans/policies and existing DRM plans/policies/frameworks.
- Designing tools and methodologies for vulnerability assessment, preparedness planning, action planning, and monitoring and evaluation, tailored to the local level context.
- Drafting guidance documents and instructional materials for the toolkit.
- Consulting with stakeholders, including local governments, community leaders, and NGOs, to ensure the relevance and applicability of the toolkit.
- Incorporating feedback from stakeholders and finalizing the toolkit for dissemination.

**WAC** will ensure all logistics of the workshop within the project locations. This includes logistics (travel, food and training materials) for all the participants and the instructor.

**3. Deliverables of the assignment are,**

- A comprehensive advocacy toolkit addressing the objectives outlined in the scope of work.

- Matrix outlining tools in a "what, why, when, who, and how" model for each step of the DRM process.
- Detailed explanations of tools categorized into the four major steps: vulnerability assessment, preparedness planning, action planning, and monitoring and evaluation.
- Guidance documents and instructional materials accompanying the toolkit.
- Consultation reports summarizing stakeholder feedback and incorporating it into the final toolkit.

Consultant will work in consultation of **WAC** and World Vision International Nepal-WVI Nepal. S/he will require his/her computer and any additional tools required for the training. **WAC** will provide regular workshop and trainings materials limited to stationery, projector, event venue, whiteboards.

#### 4. Timeframe:

The services are required to be completed by May 10<sup>th</sup> June,2024.

<b>Deliverables</b>	<b>Tentative Date</b>
Develop draft version of advocacy tool kit	May 27 <sup>th</sup> , 2024
Conduct <b>2</b> consultation workshop at municipal level for review, feedbacks and suggestions	June 5 <sup>th</sup> , 2024
Finalized version of advocacy toolkit along with report	June 10 <sup>th</sup> , 2024

#### 5. Qualification of applicant:

- 3-5 years of demonstrated expertise and experience of advocating for mainstreaming of disaster risk management at local level.
- Strong analytical and research skills, with the ability to review and synthesize complex policy documents.
- Experience in toolkit development, including the design of tools and methodologies for DRM activities.
- Excellent communication and facilitation skills, with the ability to engage effectively with diverse stakeholders.
- Understanding of local governance structures and processes in Nepal would be an advantage.

#### 6. Selection Criteria

**WAC** will assess applications based on the following criteria and as demonstrated in the application and the supporting documents:

- Required knowledge and qualification on the subject matter
- Relevant experience in conducting advocacy and influencing training and development of advocacy toolkits.

- Language skills in written Nepali and English as supported by the documents submitted with the application.
- Budget requested for the completion of the deliverables.

## 7. Mode of Payment

- 50% of total contract amount after submission of draft version deliverables
- 50% of the amount after submission of the final report and acceptance thereof by **WAC** and WVI Nepal.

## 8. Application process

Applicants are asked to provide the following information:

- CV specifying organizational/ individual capacity statement relevant to development of advocacy tool required within the deliverables.
- Relevant supporting documents including a technical proposal (not more than 3 pages) and any samples of previous work.
- Financial proposal for the service required.
- Proof of firm tax / VAT registration (for a firm) and Proof of tax registration (for an individual).

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 **WAC Nepal**. **WAC Nepal** will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.

Interested private firms, 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 to [procurement@wac.org.np](mailto:procurement@wac.org.np) with subject line **EOI for Development of Advocacy tool**. Hard copies of the proposal can be submitted to **WAC- Nepal Head Office sanfebager Achham/ Project Office Binayak Achham**.

The closing date for application is **20<sup>th</sup> May ,2024**. Only short-listed individuals or consulting firms will be contacted for further discussion and will be required to present their proposed methodology.

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

WAC Nepal  
Sanfebager Achham

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