

## Terms of Reference (TOR)

for

### Consultancy Assignment to Develop a Capacity Building Training Manual for Mainstreaming Disaster Risk Reduction and Management (DRRM) into Municipal Governments, and Train Elected Municipal Representatives and Functionaries.

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<b>Project title</b>	: Strengthening Disaster Resilience of Municipal Governments in Nepal
<b>Organization</b>	: Municipal Association of Nepal (MuAN)
<b>Supported by</b>	: TAYAR Nepal – Improved Disaster Risk Management (DRRM) Project/USAID
<b>Position title</b>	: Consultant
<b>Experience</b>	: 10+ years
<b>Report to</b>	: Executive Director of MuAN
<b>Duration</b>	: 15 days

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#### 1. Background

The Municipal Association of Nepal (MuAN), founded in 1994, is an umbrella organization that represents all municipalities in Nepal and is registered under the National Directive Act 1961 AD. MuAN has successfully established itself as a national voice for municipalities, achieving a number of significant policy reform milestones in areas such as decentralization, governance, poverty, gender, and urban environmental issues. MuAN has been partnering with development partners on strengthening local governance and enhancing capacity of local governments including the organization. On this premise, MuAN has been implementing a project called "Strengthening Disaster Resilience of Municipal Governments in Nepal" with the support from USAID-funded Improved Disaster Risk Management (DRRM) Project, also known as TAYAR Nepal Program. The overall objective of the project is to assist in the strengthening of disaster risk reduction and management capacity at the subnational level.

#### 2. Objectives

**Objective 1 - Develop training manual on Mainstreaming Disaster Risk Reduction and Management (DRRM) into Municipal Governments:** As part of the project, MuAN needs to develop a comprehensive training manual on Mainstreaming Disaster Risk Reduction and Management (DRRM) into Municipal Governments, in reference to the ToT Manual developed by International Organization for Migration (IOM) and Local Development Training Academy (LDTA) on disaster climate. The manual has three major objectives:

- 1) to mainstream DRRM in municipal annual and periodic plans, and enabling municipalities to include GESI in overall DRRM processes and mechanisms,
- 2) build capacity of municipalities in developing local disaster risk management acts, institutions, policies and procedures for disaster risk reduction and management,
- 3) build capacity of elected representatives and functionaries on the roles and responsibilities of municipalities on disaster preparedness and response.

**Objective 2 - Deliver trainings for the Mayors, Deputy Mayors and Senior Officials of Municipal Governments:** Once the manual is finalized and approved, the consultant should deliver the five provincial-level trainings for the Mayors, Deputy Mayors and Senior Officials of Municipalities such as Chief Administrative Officer, DRR Focal Persons, Members of the local DRM Committees, and Social Development Committees under the Executive Committee of municipalities, etc.

### 3. Scope of Work

Under the direct supervision of MuAN's Executive Director, the Consultant is expected to carry out as follows;

- To understand and internalize the scope of work, consult with MuAN's Executive Director, the project's Technical Advisor, MuAN's DRRM Unit, and the rest of the team of the project.
- The consultant should conduct a desk review, consult with IOM and LDTA on disaster climate, DRRM Unit, and stakeholders, and develop a training manual in Nepali on mainstreaming Disaster Risk Reduction and Management (DRRM) into municipal governments.
- The consultant should review the existing DRRM documents, policies, bylaws, guidelines, manuals, and procedures before drafting the manual for the project.
- The consultant should develop the manual in connection with the existing materials (produced by the authorities of Nepal government or non-governmental organizations) as reference.
- Explore through and identify more knowledge on Nepal's DRRM sector, keep proper references of the all material cited.
- The consultant should integrate the Gender Equality and Social Inclusion (GESI) aspects in the manual.
- The consultant should develop a three-day training manual based on the disaster climate ToT manual developed by IOM and LDTA, with 12 consecutive sessions.
- The consultant shall undertake the responsibility of designing the manual with illustrations where necessary.
- Incorporate feedback from the project team, TAYAR Nepal and the training participants and finalize the training manual.
- Based on the manual, deliver five provincial-level trainings (25 participants in each training) to the elected representatives and functionaries of the municipal government in coordination and consultation with MuAN.

#### ***The manual shall include, at minimum, the following:***

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

### 4. Deliverables for Consultant

The consultant shall deliver as follows:

- Contents of manual for approval from MuAN and TAYAR Nepal.
- Draft consolidated training manual in Nepali.
- Designing and finalization of training manual after final review and approval of TAYAR Nepal.
- Facilitation of five provincial-level trainings.
- Report of five provincial-level trainings.

## **5. Required Academic Qualification, Experience and Competencies**

### ***Education***

- Advanced university degree (at least Master's degree) in Disaster Risk Reduction & Management (DRRM) or social science or engineering, environment, urban planning, civil engineering, natural resources management, or any relevant field. Candidate with PhD degree in relevant field will have an advantage.

### ***Experience***

- At least 10 years of experience working in Nepal's development sector, including disaster risk reduction and management (DRRM), policy formulation, and national and sub-national level development/planning processes with the Nepalese government, UN agencies, development partners, and non-governmental organizations (NGOs).
- At least 5 years of relevant experience in natural hazards, disasters, humanitarian affairs, vulnerability assessment, climate change, resilient infrastructure, and disaster risk management is required.
- Professional/technical skills in leading various DRR trainings with cross-cutting issues such as GESI, sociocultural, and socioeconomic aspects are required.
- Professional experience in the development of training manuals and the delivery of high-level trainings in the relevant field.
- Strong knowledge and understanding of Nepal's disaster risk management institutions, policies, and municipal governance mechanisms, as well as emergency preparedness and recovery strategies.
- Excellent knowledge and ability to produce high-quality documents on disaster sector governance, advocacy, local governance, political economy, and policy analysis.

### ***Competencies***

- Excellent communication and writing skills both English and Nepali at professional level.
- Excellent communication and interpersonal skills, experience working in a team.
- Professional attitude in related field of work and ability to work in multi-cultural environments.
- Excellent command in designing and executing audience-focused trainings, workshops and seminars.
- Can communicate proactively with stakeholders, including government authorities, CSOs, UN agencies, other development partners, and relevant stakeholders.