International Organization for Migration (IOM)

The UN Migration Agency

Terms of Reference

Needs and Capacity Assessment of fourteen selected Rural and Urban Municipalities on Disaster Risk Management and Post- Disaster Recovery

International Organization for Migration (IOM) the UN migration agency is committed to the principle that humane and orderly migration benefits both migrants and society.

IOM is committed to support its Member States implement the Sendai Framework for Disaster Risk Reduction 2015 – 2030 coherently with the Sustainable Development Goals (SDGs). IOM brings a unique perspective and comparative advantage to this global agenda given the intrinsic links between mobility, risk and resilience.[1] With IOM's entry into the UN system as a Related Agency in 2016, a unique opportunity now presents itself for IOM to scale up its engagements and operational partnerships in support of Member States, and to promote greater attention to the mobility dimensions of DRR within inter-agency planning frameworks and mechanisms, such as the United Nations Development Assistance Framework (UNDAF), Humanitarian Response Plans (HRP) and the Capacity for Disaster Reduction Initiative (CADRI).

Background

Nepal is one of the most disaster-prone countries in South Asia and frequently experiences geologic and climate change-induced hazards. Floods, droughts, earthquakes and landslides are some of the natural hazards that have resulted in the loss of lives, and damage to properties in both urban and rural settings. The 2015 earthquakes are the most catastrophic example of this vulnerability, as well as yearly flooding in the Terai belt.

The Constitution of Nepal embarked on a revised structure of governance and shifted to a federal system. It created three tiers of the Government at the federal, state and local levels with significant decentralization of decision making, resources management and service delivery systems to the sub-national level. The newly enacted Disaster Risk Reduction and Management Act 2017 also addresses the new federal structures with the Provincial Disaster Management Committee (PDMC) and Local Disaster Management Committee (LDMC)

---

[1] For more information on IOM's global disaster risk reduction work, see *Taking Sendai Forward: IOM Strategic Work Plan on Disaster Risk Reduction and Resilience (2017-2020)*. https://www.iom.int/disaster-risk-reduction

including the District Disaster Management Committee (DDMC) including their roles and responsibilities in DRM at the provincial and local level. It is also noteworthy that this new DRRM Act plans to enact and integrate the entire disaster management cycle including measures for prevention/mitigation at the beginning, subsequently followed by the phases of early warning/preparedness, response and finally recovery/reconstruction.

Given the role and responsibilities of the Municipal Government authorities into diverse areas including Disaster Risk Management (DRM) and post-disaster recovery, it is vital to analyze and assess the existing strengths, capacity, resources and knowledge of these authorities. In this context, IOM, will be conducting a detailed assessment for the selected Municipalities in relation to the implementation of DRRM Act 2017 and in line with the provisions of the Constitution of Nepal. The Act has assigned considerable power including specific roles and responsibilities to the municipalities. On the other hand, there could be capacity and knowledge gaps, which could hinder smooth implementation of the Act.

Objectives

The assessment aims to generate baseline on strength, needs and analyze capacity gaps of the municipal government that will guide the consultations and capacity enhancement components that will be designed to address the identified gaps.

The specific objectives of this assessment are as follows:

- To understand how municipal authorities are budgeting for DRM and disaster preparedness
- To understand the response capacity of the municipality
- To know the status of building code implementation and land use planning in each of the municipalities and to what degree do they incorporate hazard mapping into it
- To map out if the municipalities have passed any laws/ regulations/ policies that relate to DRM and how were those developed;
- To assess existing administrative infrastructure or planned engagement and coordination with neighboring municipalities as well as with the provinces and central level on DRM issues
- To know the municipalities engagement with vulnerable populations in relation to DRM issues
- To know regarding the existing or planned vertical and horizontal engagement and coordination mechanism of the municipalities

TARGETED MUNICIPALITIES

Targeted Municipalities/Rural Municipalities

State/Province	Name of Districts	Names of Metro/Sub-Metropolitan cities and Municipalities Total 14
Province 1	Morang	Biratnagar Metropolitan City
	Udayapur	Udayapurgadhi Rural Municipality
Province 2	Saptari	Rajbiraj Municipality
	Mahottari	Bhangaha Rural Municipality
Province 3	Dolakha	Bhimeswor Municipality
	Dhading	Nilkantha Municipality
Province 4	Baglung	Baglung Municipality
	Kaski	Machhapuchchhre Rural Municipality
Province 5	Dang	Tulsipur Sub Metropolitan City
	Bardia	Guleria Municipality
Province 6	Surkhet	Birendranagar Municipality
	Salyan	Kapurkot Rural Municipality
Province 7	Bajhang	Jayprithvi Municipality
	Kailali	Dhangadi Sub Metropolitan City

SCOPE OF SERVICES AND EXPECTED OUTPUTS

Under the overall supervision of the Chief of Mission, IOM Nepal and the direct supervision of the Project Manager, the hired consultant/lead researcher will work to perform the following tasks:

Inception phase:

- Based on a desk review of existing information, and in close coordination with project team develop an inception report which outlines: proposed work-plan/field plans, descriptive methodologies with tools/techniques and survey questionnaire for needs and capacity assessment and stakeholder analysis.
- Conduct assessment of available data sources, quality, reliability and consistency of data and information gaps together with IOM team.
- Provide substantial inputs to develop the framework, design methodologies and instruments for data collection and analysis and adapt a template in coordination with the IOM team

- Conduct training on research methodology with focus on the survey questionnaire to IOM enumerators to be deployed in the field to collect data
- Analyze the received data and other relevant information obtained through enumerators and likewise organize meetings & interviews requesting any additional information if need be
- Participate in field researches for any in-depth interview, consultation or FGDs that requires direct involvement of the lead researcher.
- Produce draft report based on the Table of Contents and methodology agreed upon by IOM team
- Share findings of the assessment with the municipalities and the Ministry of Federal Administration and General Administration and IOM team.
- Incorporate feedback and present the revised final report to IOM team.
- Based on the set of recommendation from the assessment report support team in developing training modules in coordination with IOM Team.

KEY DELIVERABLES

I.   Inception report with detail methodology and time frame
II.   Survey Questionnaire
III.   Draft assessment report
IV.   Final validated baseline report
V.   Draft Training Module

TIMELINES

S.N	Activities	Timeline (by the end of)
1	Submission of inception report	25th of August, 2018
2.	Field work and data collection	12th October, 2018
3.	Sharing of findings in the municipalities	31st October, 2018
5.	Validation of Findings & Submission of Draft Report	16th November, 2018
4.	Submission of validated final assessment report	30th November, 2018
6.	Training Module	15th of December, 2018

REQUIREMENTS AND QUALIFICATIONS

1. Advance degree in Disaster Management, Development, Social Sciences, or Public policy or any other relevant disciplines
2. Prior experience of conducting study/research in the area of DRR, community stabilization, livelihoods or related field.
3. Experience in statistical research and Capacity needs assessment, preferably on DRR related issues
4. Excellent understanding of DRR&M situations in Nepal and its integration in the federal structure
5. Experience working with the senior officials of governmental institutions in Nepal
6. Knowledge of Provincial and Municipal level Government structure
7. Confident use of statistical analysis software and social research methods
8. Proven experience in gender analysis/mainstreaming
9. Abilities to work under pressure and meet deadlines
10. Strong analytical, writing, editing and communication skills
11. Fluency in both written and spoken Nepali and English