**Terms of Reference (ToR) for**

**Sustainability Strategy Development**

**Inclusive Community Disaster Risk Management (ICDRM) project**

**Supported By: Plan International Bangladesh**

**Implemented By: JAGO NARI**

**April, 2021**

**Project Durations: 1St March 2018 to 30 September 2021**

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## i. Glossary

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| BDO | Barishal Divisional Office |
| C&Y Group | Child & Youth Groups |
| CE | Chief Executive |
| CRA | Community Risk Assessment |
| CVs | Curriculum Vitae |
| DDMC | District Disaster Management Committee |
| DRM | Disaster Risk Management |
| EOI | Express of Interest |
| ICDRM | Inclusive Community Disaster Risk Management |
| NGOs | Non-Government Organizations |
| PM | Project Manager |
| RRAP | Risk Reduction Action Plan |
| ToR | Terms of Reference |
| UDMC | Union Disaster Management Committee |
| UzDMC | Upazila Disaster Management Committee |
| WDMC | Ward Disaster Management Committee |

**Terms of Reference (TOR)**

**Hiring of Consultant/Consulting firm to**

**Develop Sustainability Strategy**

## 01. Background and Introduction;

JAGO NARI is a non-political, non-profit, rights based and non-government Organization (NGOs) committed to participate in and promote national development through upgrading the socio-economic condition and promoting and protecting the rights of the disadvantaged, deprived backward and poor communities of the society. JAGO NARI started its activities in a right based approach among poor and working women in Urban and rural area of Barguna district and beyond.

JAGO NARI in partnership with Plan International Bangladesh is implementing a project titled **Inclusive Community Disaster Risk Management (ICDRM),** a comprehensive community led inclusive DRM project which is implementing in Bhola. The purpose of the project is to increase inclusive disaster preparedness and response capabilities of communities in Bangladesh. It is an innovative project to promote the culture of inclusion at different levels of its interventions keeping key project stakeholders at the centre those are Ward Disaster Management Committee (WDMC), Union Disaster Management Committee (UDMC), Upazila Disaster Management Committee (UzDMC) and District Disaster Management Committee (DDMC). The duration of ICDRM project is 4 years - started in October 2017 and will continue until September 2021. The project is being implemented in highly disaster prone 3 unions (Bheduria Kachia and Rajapur) of Bhola Sadar Upazila under Bhola district in Bangladesh.

The major outcomes of the project are:

1. Increased natural disaster preparedness capabilities of communities in Bangladesh
2. To create an inclusive disaster management model by integrating the excluded people in the society such as women, children, youth, PWDs, elderly, third gender etc. into the main framework of disaster management.

From the inception to till date, project has formed WDMC, Child & Youth (C&Y) groups and reformed UDMC & UzDMC to ensure the participation of all groups of people (women, children, youth, elderly, PWD and LGBTIQ+) to make it inclusive. Provided training on Climate Change Adaptation and Inclusive DRM, community risk assessment, gender-sensitive contingency planning, establish Community Based Early Warning System, Comprehensive Safe School Framework, effective mainstreaming of gender, disability, culture sensitivity in disaster risk reduction planning and investment etc for their capacity building.

As an outcome of these trainings they have been prepared contingency plan and Risk Reduction Action Plan (RRAP) for their areas and contributed to early warning dissemination during any cyclone. However, in the local culture, women and other vulnerable groups normally don’t come to the front and talk to access their rights and entitlement for the power dynamics of our society. In that reasons, project provided leadership and advocacy training as they can continue the risk identification activities and implement the Risk Reduction Action Plan (RRAP) mobilizing recourses through effective advocacy with concern government and non-government sources. This project will be phase out in this September but COVID-19 has changed the implementation modalities. So main objectives of the sand Main objective of this assignment to develop a sustainability strategy of project activities through better partnership with different stakeholders (e.g DRM committees, implementing partner organization, local administration, concern department, NGO, community etc) so that the disaster preparedness and risk reduction activities can continue by the DRM committees addressing the inclusion issues after the project phase out.

## 02. Purpose of the Assignment

This assignment is expected to develop a sustainability strategy for the project activities through better partnership with different stakeholders.

## 03. Objectives of the Assignment:

* To develop sustainability strategy for project activities addressing the inclusion issues so that each and every DRM committees and stakeholders can follow this strategy for their ready reference to take any initiatives for disaster preparedness and risk reduction.
* To highlight the alternative approaches to carry out the DRM activities during any adverse situation like COVID-19.
* To validate the sustainability strategy with concerned DRM committees and stakeholders.
* To share the sustainability strategy with all the committees and stakeholders to use as a guiding document for continuing the inclusive DRM and preparedness activities.

## 04. Expected outcome of this activity;

This strategy will contribute in the following areas

* DRM committees will be able to continue their activities coordinating with concern stakeholders;
* Each stakeholder will be able to consider the inclusion issues and engaging DRM committees during their disaster management program planning and implementation.
* DRM committees will be able to carry out the DRM activities during any adverse situation like COVID-19 pandemic.
* Partner’s organizations capacity will be built up on sustaining project interventions even after project phase-out.
* DRM committees will be able to coordination with local government and other possible sources for fund mobilization for implement their RRAP.
* Effective participation of vulnerable groups like elderly, women, PWDs, Child and Youth, Minorities and LGBT etc will be increased in the DRM activities;

## 05. Specific task of the Assignment;

****The consultant has to develop the sustainability strategy in consultation with different stakeholders, implementing partner and experts considering the adverse situation like COVID-19 pandemic. A holistic strategy needs to develop mentioning the roles and modalities of contribution of each and every DRM committees and stakeholders. As an example, following issues can be considered for strategy development.

**1) Supportive Institutional Environments:** To show the link & clear understanding with the existing policy and legal framework to sustain project activities like Sendai Framework, National Disaster Management Plan and Bangladesh Climate Change Strategy and Action Plan etc; for smoothly functioning DRM components;

**2)** **Commitment and Ownership:** Todevelop a sustainable strategy or action, whichLocal level DRM committee can create demand or raise voice with local government to implement their RRAP.

**3)** **Institutional Capacity:** To develop partner capacity to sustain their works. So what Initiatives need to be undertaken based on their capacity gaps in the areas of Project management, fund raising, resource mobilization, strategies/plans, gender, inclusivity and managerial leadership (including coordination) through training need assessment. And finally, to develop phase-out and exit strategies plan for their institutional capacity building so that each stakeholder can support in line with their mandate.

**4)** **Economic and Financial Aspects:** To introduce cost effective strategies to take any DRM intervention and also explore the funding sources from local government and other NGOs to implement the disaster risk management activities by the DRM committees. In addition, after phase-out of the project, local DRM committee members can continue project activities in their respective area;

**5) Genuine and Effective Participation:** To develop a strategy on effective participation from all groups like DRM committees, community people, local Government and especially vulnerable groups like elderly, women, PWDs, Child and Youth, Minorities and LGBT, for sustainability of DRM project intervention;

* Draft sustainability strategy has to share with the relevant personnel from Plan International Bangladesh (Head of DRM, DRM Specialist, & Divisional Manager and other concerned), representative of JAGO NARI management for their valuable feedback. They will provide necessary feedback and the selected consultant/consulting firm will have to incorporate all the feedback to develop an effective and holistic sustainability strategy of the project activities.
* Consultant/consulting firm have to conduct a daylong workshop to validate the sustainability strategy with wider range of participants from DRM committees’ (representative from national, division, union and wards level), government officials and C&Y groups representatives, representative of partners NGOs etc. JAGO NARI will support to organize the workshop at Bhola and approximately 30-40 participants will join the workshop. Project will arrange the venue and other logistic support to organize this workshop. Workshop modalities have to be face to face but if COVID-19 Situation is not improved, then we will decide for any other suitable alternative modalities.
* Finally, the consultant/consulting firm will share the final version of the sustainability strategy addressing the feedback of validation workshop with relevant personnel from Plan International Bangladesh & JAGO NARI Management for their final confirmation.

## 06. Issues Related to the assignment;

1. The assignment must be completed and delivered by **25 June’ 2021**
2. Persons involved in carrying out the task/assignment (for any clarification the agency shall contact):

* Md Mizanur Rahman, Project Manager (PM)-ICDRM project, JAGO NARI, Bhola.
* Md. Hosne Ara Hasi, Chief executive (CE), JAGO NARI, Barguna.

1. Location to be covered for field scoping as part of sustainability strategy development: 03 Unions (Bheduria, Kachia & Rajapur) of Bhola Sadar Upazila, Bhola
2. Methodology (how the task/assignment will be carried out):

* After winning the bidding process, JAGO NARI will invite selected firm/individual to a formal meeting.
* Modify and resubmit the plan and budget.
* Approve the design of Proposal from JAGO NARI
* Work with assigned team/person and complete the work
* Deliver the items as mention in the deliverables part.

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## 07. Expected Deliverable;

* Soft copy of developed sustainability strategy – 1 copy Bangla Version and 1 Copy English Version.
* Hard copy of the strategy – 10 copies with standard ring binding (5 copies Bangla & 5 copies English version);
* Conduction a daylong validation workshop (approximately 30-40 participants). Project will organize the workshop and ensure attendance of the participants which will be held at suitable venue in project area (Bhola Sadar)

## 08. Language;

* Sustainability Strategy -Bangla & English version.
* For sharing in the validation workshop – Bangla version

## 9. Proposal Submission;

The Consultant/ Consulting firm needs to submit technical and financial proposal in a sealed envelope.

## 10. Technical Proposal;

The Consultant/ Consulting firm needs to ensure following technical logistics and human resource support for the documentaries.

* **Technical Team:**

Need experienced technical team as follows: (Required CV with photo for each of the personals)

* Key Expert/Team leader: At least 8 years’ experience in DRM field (project design, fund raising, implementation, evaluation etc). Experience on existing DRM institutional and legal frameworks, different DRM approaches & good practices, DRM funding mechanism (local and national), conduct CRA and develop RRAP, Coordination and linkage development techniques with Local Government for implementing RRAP, institutional capacity development (like Project Management, monitoring & evaluation, Resource management, advocacy strategy development for seeking fund from Local Government and cost effective budgeting for DRM intervention), experienced to ensure participation of all level stakeholders in DRM activities with engaging vulnerable groups (elderly people, PWD, women, transgender, minority people, child & youth; Experienced in sustainability strategy development for DRM project/activities is highly desirable.
* Gender and inclusion experienced person to address the gender and inclusion issues in DRM activities,

## 11. Submission document/Checklist;

1. CVs of the members of the assigned team
2. Proposal

* Methodology (technical analysis of proposed participatory tools);
* Activity schedule;
* Financial proposal;
* Prior experience and other form of documentation relevant to the subject;
* Legal papers (Copy of trade license, Copy of VAT registration, Copy of TIN certificates)
* Other (if appropriate)

## 12. Qualification/ Parameters for selection to carry out the Assignment;

An external advertisement will be circulated in the bd. Jobs. Proposals will be analysed based on the following criteria

* Consultant/consulting firm must have 2-3 years previous experience on similar work: 15
* Understanding the assignment (concept and plan): 05
* Appropriate methodology: 30;
* Relevant competency of team leader and team composition: 30;
* Amount of budget and justification: 20

## 13. Timeframe and duration of the Assignment;

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| --- | --- |
| **Date** | **Event/Activity** |
| **By May 20, 2021** | * Submission deadline of EOI |
| **By May 27, 2021** | * Initial Briefing * Contract signing * Methodology, detailed work plan and agreed timeframe * Sharing and review of key documents and data |
| **By June 10, 2021** | * Draft strategy development * Sharing the sustainability strategy * Draft finalization of sustainability strategy |
| **By June 15, 2021** | * Conduct a daylong validation workshop with DRM Committee members, representative of Partners NGOs, Government official and others relevant stakeholders |
| **By June 18, 2021** | * Address the feedback from the workshop and submit to JAGO NARI for final feedback. |
| **By June 22, 2021** | * Submission of final sustainability strategy to JAGO NARI |
| **By June 25, 2021** | * Complete Final payment. |

## 14. Mode of Payment;

Payment will be made through account payee cheque/bank transfer in the name of the assigned Consultant/ Consultant firm/individuals upon deduction of VAT and Tax at source as per Bangladesh Government rules.

## 15. Payment Schedule;

* JAGO NARI will disburse 1st Installment-30% upon submission of Inception Report and signing of Agreement
* 2nd Instalment-30% upon completion of first draft module
* Final Payment-rest 40% upon successful completion and submission of final product with required copies.

## 16. Address of Technical & Financial Proposal together in a sealed envelope;

The Chief Executive

JAGO NARI

Asahi mansion, College Road, Barguna

Email: **jago\_nari@yahoo.com and CC to jnpmicdrm@gmail.com**

## 17. Disclaimer/Reservation and Confidentially;

JAGO NARI reserves the right to accept or reject any or all proposal, withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines or without assigning any reason what so ever. The consultant/Consulting firm/individual undertakes to maintain confidentiality on all information that is not the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

## 18. Child & Youth Safeguarding Policy;

The agency shall comply with the child and youth safeguarding Policy of Plan International Bangladesh signed by JAGO NARI. Any violation/deviation in complying with Plan’s child & Youth safe guarding policy will not only result-in termination of the agreement but also JAGO NARI will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of Plan’s Child &Youth Safeguarding Policy.

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