

Ministry of Population and Environment (MoPE)
Department of Hydrology and Meteorology (DHM)
Community Based Flood and Glacial Lake Outburst Risk Reduction Project
CFGORRP

Terms of Reference

Documentation of Project's Best Practice and Case Stories

Background

Community Based Flood and Glacial Lake Outburst Risk Reduction Project (CFGORRP) is a joint undertaking of the Government of Nepal (GoN), Global Environment Facility (GEF) and the United Nations Development Programme (UNDP). The project is being implemented by the Department of Hydrology and Meteorology (DHM) under the Ministry of Population and Environment (MoPE) as the lead Implementing Agency. Department of Water Induced Disaster Management (DWIDM), Department of Soil Conservation and Watershed Management (DSCWM) and Department of National Park and Wildlife Conservation (DNPWC) are the three collaborating partners of the project.

The CFGORRP/DHM has two outcomes: The First Outcome / Component I focuses on the Imja Glacial Lake Outburst Flood (GLOF) risk reduction in Solukhumbu, covering Chaurikharka, Namche, Khumjung and Juving VDCs (then) including high risk settlements along the 50 km downstream of Imja Lake. Second Outcome / Component II is aimed at reducing the flood risk in Terai and Churia covering 8 VDCs (then) namely Sarpallo and Nainhi in Ratu (in Mahottari district), Tulsipur and Pipra Pra Pi in Gagan (in Siraha district), Dighawa and Pakari VDCs (then) in Khando (in Saptari district) and Hadiya and Jogidaha in Triyuga Watersheds (in Udayapur district).

1. Rationale

CFGORRP/DHM started its programme implementation from the beginning of 2014 and will continue until July 2017. During these period, the Project has implemented both structural and nonstructural measures in the targeted VDCs in a bid to reduce GLOF and Flood risks. Structural measures include Imja lake lowering construction works, installation and operationalization of automated, semi-automated and community based GLOF/Flood early warning systems (EWS), construction of embankment stretches, flood proofing drainage system (FPDS), elevated tube wells (ETWs), evacuation centers (ECs) and sediment trap measures in two upstream VDCs (then) in Dhanusha & Mahottari districts. Under nonstructural measures, formation, capacity building, equipping and operationalization of local level institutions like Local level Disaster Risk Management Committees (LDRMCs), Community level Disaster Management Committees

(CDMCs) and Taskforces; capacity building trainings on GLOF/Flood risk management to the officials and representatives at local, district and national level have been completed. Vulnerable people in the project areas have been trained and sensitized on flood/GLOF risk reduction measures through a combination of activities including mock drill events, street drama demonstrations, publication and distribution of Information, Communication and Education (IEC) materials along with airing of radio programs, public service announcements and jingles by mobilizing local FM stations.

The project has been designed and executed in the context of emerging needs of climate change adaptation initiatives for reducing vulnerabilities in selected communities. Significant progresses have been made towards reducing vulnerabilities of communities due to climate change impacts. Mid Term Review (MTR) of Project was completed on April, 2016 and rated project at 'Satisfactory' level. However, the MTR prescribed to focus on the sustainability aspects of the interventions undertaken. Based on the recommendations of MTR and project priority, CFGORRP/DHM has devised strategies and activities and aligned the Exit Strategy to address the overarching thrust of sustainability.

As the project is coming to the end of its implementation cycle, the project aims to document the best practices and lessons by assessing the changes it has brought as a result of the various interventions undertaken for targeted beneficiaries. It is with this intention that the project intends to document the Project's Best Practices and Lessons as Knowledge Product to be shared across a wider audience.

2. Objectives of the Assignment

The main objective of this assignment is to document the Project's Best Practices and Lessons Learned that merit attention for documentation as knowledge products for wider dissemination.

Specific objectives include:

- Document the best practices and lessons learned during the project implementation cycle in the form of narrative, case stories and photographs for showcasing to a wide spectrum of audience.
- Capture and document case stories that have evolved at the ground level during the project implementation cycle with relevant photographs showcasing changes and impacts brought out by the project.

3. Scope of Works

The scope of works includes inter-alia, but not limited to the following:

- Undertake a desktop review of project document, annual progress reports and other relevant documents to have a clear understanding of project's objective and outcomes. Review Best Practice, Lesson Learnt and Case Studies documents of other development agencies to have understanding and clarity on the concept.
- Based on the review and analysis, prepare an inception report including a clear cut methodology, time frame and steps to be followed to undertake the above study.
- Present the inception report with detail timeline during a consultative meeting comprising of CFGORRP/DHM, UNDP and partners.
- Refine the methodology based on the inputs and comments and prepare a checklist of topical themes for documenting best practices, lessons and case stories.
- Undertake central level & field level consultative meetings with Project Management Unit (PMU), DHM, UNDP, collaborating partners such as DNPWC, DSCWM, DWIDM, SNP, Nepal Army, PCTMCDB including Field Coordination Office (FCO), Lahan team and stakeholders to identify and probe probable areas for documenting good practices and lessons realized during the implementation of the project.
- Undertake field visits under both components with a maximum of two weeks spent on each field visit for the collection of information with local stakeholders, communities and institutions.
- Organize meetings with local stakeholders and employ appropriate tools and methods (discussion, interactions, Focused Group Discussion, Key Informant Interview) to generate information at various levels such as institutional, empowerment, awareness, capacity building in a bid to identify best practices and lessons and to develop specific case stories within that dimension. Selection and areas for probing case stories to be documented shall be discussed and decided with the project team.
- Assess and review the various interventions both structural and non-structural measures such as Imja lake lowering, Embankments, bioengineering measures, ETWs, FPDS, EWS that have contributed towards the safety and well-being of local communities.
- Based on the review, analysis and groundwork explore and document best practices, lessons and case stories.
- Present the draft report during a consultative meeting for feedback/review and comments. Submit a ready to print hard and soft copy of the final product at PMU. The report will consists of:
 - a. Narrative of best practices & lessons
 - b. Case Stories
 - c. Photographs with captions

4. Specifications

- The Service Provider will develop at least 12 case stories covering both components. Each of the case stories will be within a range of 600 -1000 words. The report along with case stories shall be submitted in English language. The service provider will be responsible for the final editing/proof reading of the stories collected from the fields, which can be used for publication by the project.
- Photographs:
 - A total of 50 high quality photographs of project sites, interventions and beneficiaries proportionate to both components shall be submitted.
 - Caption each photograph with specific details such as geographical location, name of the person (for portraits), activity and any other relevant information for easy identification and location. Captions should be embedded in the jpeg images and also provided in a separate text document.
 - Photographs should be provided in electronic form in external hard drive, flash disk or CD.
 - Photo features:
 - ✓ Format of electronic pictures: JPEG, maximum TIFF, BMP, PNG
 - ✓ Colors: minimum RGB, maximum CMYK
 - ✓ Resolution: high (minimum 300 dpi scale up to A1 size)
 - ✓ Pixel dimension: 1600x900 px

5. Study area

The assignment will require travel to project working areas under both components i.e. four VDCs in Solukhumbu district and eight VDCs (then) in Mahottari, Saptati, Siraha and Udayapur districts and upstream of Ratu River basin. The assignment shall encompass interactions with stakeholders across national and local level for undertaking the aforementioned task.

6. Assignment duration & deliverables

Duration of this assignment is of 8 weeks including consultation, field visit and preparation and submission of final report. The contract will be deliverable-based and payment will be made after submission of the deliverables as specified in the contract agreement. An original copy of final report (hard & soft) is to be provided by the service provider.

Deliverables:

- i. An inception report with a clear study methodology and time frame and final checklist and content of themes and topics to be documented as best practices/lessons/case stories.

- ii. The draft report incorporating i) Narrative of Best Practices & Lessons, ii) 12 case stories and iii) 50 photographs.
- iii. A final ready to print template of final report comprising of best practices/lessons and case stories and photographs.

Deliverables Table

Deliverables	Timeline (June-July, 2017)	Payment	Remarks
1. Submit one copy of inception report with clear description of proposed work methodology with anticipated deliverables within the stipulated timeframe.	Within 1 week after contract signing.	40% of the contract amount	
2. Presentation of preliminary findings and submission of draft report.	Within 7 weeks after contract signing.	30% of the contract amount	The project team shall provide inputs in the draft report
3. Submission of Best Practice & Case Stories report (both hard and soft copies)	Within 8 weeks	30% of the contract amount	

7. Eligibility:

The potential institution having following criteria can apply for this assignment along with technical and financial proposal:

- ✓ Detail technical and financial proposal in two separate sealed envelope
 - ✓ Profile of the organization including organization structure
 - ✓ VAT registration certificates
 - ✓ Renewed registration and recent year Tax clearance certificates
 - ✓ Evidence of prior relevant experiences
 - ✓ Detailed working methodology including working schedule
- We are looking for following experts and the institution shall submit the signed CV of proposed personnel as follows:

Human Resource	Qualification and Experiences
Team Leader	<ul style="list-style-type: none"> • Master’s degree in English/Social Science/Mass Communication/Environmental science with over 10 years of relevant work experience in development sector preferably in CCA/DRR.

	<ul style="list-style-type: none"> • Prior working experiences in documentation of best practices & lessons and case stories and feature writing in newspapers. • Proven analytical and report writing skills in English is a must. • *Work experience and a clear understanding of the socio-economic context of the eastern Terai, Churia and high mountain region will value add.
Professional Photographer	<ul style="list-style-type: none"> • Bachelor degree on any field with more than 5 years professional experiences of photography in development sector. • Clear understanding and experiences of development sector is must. • *The photographer will require to have his/her own equipment.

8. Guidance and Supervision

The Service Provider shall work under the overall guidance and supervision of National Project Director (NPD) and National Project Manager (NPM), and in close consultation with Senior Technical Advisor (STA), Gender and Social Inclusion Specialist (GSIS) & Monitoring & Evaluation Officer (M&EO) and the Project team based at Field Coordination Office, Lahan.

9. Mode of Payment

The service provider shall be paid in three installments upon request with tax invoices:

- First Installment: 40% of the contract amount shall be paid upon submission of inception report with detail research methodology framework and plan with tax invoice
- Second installment: 30% of contract amount shall be paid upon submission of draft Outcome Assessment Study report with tax invoice
- Third/Final Installment: 30% of the contract amount shall be paid upon completion and submission and acceptance of final report with tax invoice.
