

Terms of Reference

For hiring individual/firm for ‘Development of disaster management contingency plan’

1. Background of the Assignment

Bangladesh has been considered as one of the disaster prone countries in the world. It has made significant progress in disaster management over the last two decades. However, due to the rapid economic growth resulted in massive urbanization is changing the traditional disaster risk profile of Bangladesh to a great extent. The population density, concentrated economic activity, unplanned urbanization etc. are also contributing to increase this risk. In this context Strengthening Urban Resilience Project (SURP) II has been supporting duty bearers, community stakeholders at local level for improving earthquake preparedness and disaster response.

SURP II is being implemented by Population Services and Training Center with the technical assistance from Plan International Bangladesh and with the financial assistance by European Commission for Civil Protection and Humanitarian Aid Operations (ECHO) in Dhaka South City Corporation area. It aspires to strengthening institutional systems and governance mechanism for improved earthquake preparedness and disaster response. It also focus on evidence-based advocacy for improved multi-level co-ordination mechanisms in Bangladesh.

One of the multiple initiatives of SURP-II is to develop and activate ward levels disaster management system to harness the potential of local community and create ownership among local inhabitants as they are the first responder during any crisis. Consequently, SURP II intends to develop disaster management contingency plan at four wards of Dhaka South City Corporation and two hospitals. It aims to create a role model of ward level contingency plan and hospital level contingency plan.

2. Objectives of the assignment

- To develop disaster management contingency plan for four wards (47, 49, 58 & 59 number ward) of DSCC and two hospital (Institute of Child and Mother Health and Dhaka National Medical Institute Hospital). It should include the safe and safety aspect of inhabitants, their properties including evacuation plan. It also aims to identify the available resources of the wards and hospitals (both social and infrastructural) that can be best used during disaster. It should also demonstrate the value of the contingency plan that how it will benefit the community during the emergency period.
- To share the contingency plan with respective authority towards incorporating in the annual development plan and its operationalization in long run.

3. Scope of assignment

With the facilitation of SURP II, 4 Ward Disaster Management Committees (WDMC) have been formed as a local level institution according to the circulation of DSCC/DDM. In urban context, WDMCs are able to keep a vital role at ward level to cope with disaster. The WDMCs are now conducting meeting in every two months on disaster related different agenda and sometimes make plan of action. By this time the WDMC members have been trained on disaster management as per harmonized guideline of DDM. Through the project facilitation, the WDMC selected 50 urban community volunteers in every

ward and they have received a 3 days' training on search and rescue, firefighting and first aid by Fire Service and Civil Defense. A significant number of WDMC members and Urban Committee Volunteers have been trained for assessing the Urban Risk and developing the Risk Reduction Action Plan with the project support. To develop the ward level Risk Reduction Action Plan (RRAP), WDMC took the lead and played a vital role. Consequently, an Urban Risk Assessment has been conducted by the WDMC and accordingly a Risk Reduction Action Plan has been also developed. That will be shared and validated by the concern authority of DSCC. The Risk Reduction Action Plan has been developed considering the needs of the community vulnerable groups for disaster. Project will facilitate WDMC to identify open spaces or shelters where the disaster victims can use the spaces during emergency evacuations. The project will also support the WDMCs to reorganize the open spaces with basic facilities (if applicable) especially for marginalized groups like adolescent girls, children, women and disable people. It will be the model of open spaces based on the recommendations of community contingency plans. At hospital, SURP II conducted mass casualty capacity building workshop for doctors and other service providers. So, it is extremely important to reflect the community's aspiration in the developed disaster management contingency plan.

4. Project back ground

The assignment will be conducted under the project name “Strengthening urban resilience (SURP-II) through enhanced preparedness and evidence based advocacy for improved multi-level coordination mechanisms in Bangladesh”. In short the project has been termed as SURP-II. The primary project of SURP II is to increase institutional capacity to operationalize inclusive policy, frameworks and planning which minimize urban disaster risks particularly earthquake and fire. SURP II consist of 3 following major result area

Result 1: Inclusive and participatory multi-hazard contingency plans of Dhaka South city corporations are developed and operationalized

Result 2: Health, education, utility services and private sector authorities have increased capacity to implement and mobilize resources for emergency preparedness and response

Result 3: An accessible knowledge management and institutional coordination system is in place to facilitate urban disaster risk reduction

SURP II in being implemented by PSTC and with technical support from Plan International Bangladesh.

5. Consultant/s Roles

The consultant is expected to work closely with the respective authority from PSTC and technical partners. He/She will develop the contingency plan with following consideration

- Make sure an initiation session including time-frame & methods of developing the documents and share with PSTC.
- Review documents (both internal and external) for an effective plan.
- Taking prior ethical approval (formal/informal) for preparing the documents from the concern authority.
- Share the draft contingency plan and taking feedback from project authority
- Present final version of the documents through a sharing meetings with project authority
- Maintain regular communication with key contact person(s) throughout the assignment period.

- The final version of four ward level contingency plan and two (2) hospital level contingency plan will be amended in line with given structure of ToR.
- The content should be included with contingency plan as below;
- ✓ Ward Profile with Geographical location, Boundary & area;
 - Total ward population, male, female & elderly;
 - Identify the first responders in search and rescue operation
 - Identify community based social volunteers;
 - Training and simulation for earthquake disaster preparedness in local areas;
 - Develop reporting and coordination mechanism;
 - Identify emergency route and open space for emergency evacuation;
 - Identification of school, college, park-playground, graveyard etc;
 - Identify emergency medical health care center & hospitals;
 - Make inventory for available rescue equipment's, food & nutrition in that area;
 - Request RAJUK to identify risky buildings and resettlement planning;
 - Vulnerability assessment for electric, gas, water supply, sewerage & drainage systems by relevant departments;
 - Training of students & stakeholders, awareness, rally, campaign etc. to be done in relevant wards;
 - Preparation of maps (Social map, hazard map, resource map).

6. Role of PSTC

- PSTC will support the consultant for reaching the target group of population.
- Review the produced draft contingency plan and give feedback as much as possible
- Arrange meeting for sharing the final plan.
- In general PSTC will provide technical support as deemed necessary.

7. Methodology

The consultant/s are anticipated to recommend for appropriate method to prepare the expected contingency plan at ward level and deliver the final product. The methodology and tools should be attuned in discussion with PSTC and technical partner and finalized before implementation.

8. Deliverables

This assignment consider the following key deliverable from the consultant/s

- A work plan and methodology of carrying out contingency plan preparation process
- The draft report on disaster management contingency plan of four wards (47, 49, 58 & 59) and two contingency plan for two hospital.
- The final report on disaster management contingency plan of four wards (47, 49, 58 & 59) and two hospital.

Please be noted that all the draft and final report need to be written in Bengali.

9. Consultant/s Qualifications

Facilitator need to have the following competencies,

- Prior experience of conducting similar contingency plan in DRR context
- A basic understanding on the DRR and humanitarian landscape of Bangladesh
- Working experience on DRR and humanitarian context preferably in urban area

- Excellent facilitation skill and expertise in quality report writing
- Understanding the context of Bangladesh and global humanitarian sector.
- Able to meet deadline
- Experience in carrying out the jobs with child, adolescent on child rights, protection will be an advantage.
- Has experience of working with children with no history of violation of child rights.

10. Time frame

The consultant will submit a work plan with key milestones and this offered work plan will be reviewed within 7 working days after signing the contract. Noted that final version of 6 contingency plan need to be delivered within two months after signing of contract with the incorporation of feedback. However, the following timeline are indicative only and subject to internal change keeping two months' timeline intact.

Serial	Activity	# of calendar days	Persons involved
1	Finalization of work plan and methodology	5 Days	Consultant/s
2	Field work	20 Days	Consultant/s
3	Draft contingency Plan sharing with PSTC/Plan International Bangladesh	20 days	Consultant/s
4	Feedback in draft report	10 Days	PSTC/Plan International Bangladesh
5	Final report	5 Days	Consultant/s
Total duration of the assignment = 60 days (Two months)			

11. Reporting

The Consultant will directly report to Head of Programs of PSTC. He/she will work closely with the implementation team of SURP-2. All the financial matters of this consultancy will be taken care as per organizational policy.

12. TERMS OF PAYMENT

The Consultant fees shall be paid in two installments, 1st instalment after signing the contract (40%) and final one after acceptance of the Contingency Plans and report (60%). Tax and VAT shall be deducted at source as per GOB rules during payment.

All payments will be made through bank transfer/Account payee Cheque in the name of Consultant/firm.

13. Ethical Consideration

There will be nothing in the study, which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the study. The objectives will be clearly explained to all the respondents of the study before gathering data from them. The evaluators will be abstained from collecting data from those who will deny or show any kind of disinterest in providing

information. Thus, verbal/written consent of the respondents should be taken before collecting data. Confidentiality of data should be maintained and pseudonym will be used in the report.

14. Child Protection Policy

The individual/organization shall comply the child Protection Policy of PSTC. Any violation /deviation in complying with child protection policy will not only result-in termination of the agreement but also PSTC will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of Child Protection Policy.

Application Procedures

Interested Individual/organization are requested to submit a technical & a financial proposal (separately) both as soft copy (PDF Version) and hard copy addressing **to Md. Azad, Component Manager-HRA, Population Services and Training Center (PSTC)**, House # 93/3, Level 4-6, Road # 8, Block - C, Niketon, Gulshan 1, Dhaka 1212, BANGLADESH) and **through email** (Email: azad.m@pstc-bgd.org) by **15th March 2020, before 17:00 hours Bangladesh time**. Please be aware that incomplete or partial submission will be rejected without any review.