



Terms of Reference

For Hiring individual/firm for Developing a Framework for Private Sector Engagement in Disaster Risk Reduction (DRR)

1. Background

1.1 Project Summary

Strengthening institutional systems and governance mechanisms for improved earthquake preparedness and disaster response commonly known as Strengthening Urban Resilience Project (SURP)-II is a consortium-based project led by Save the Children International (SCI) in partnership with Plan International Bangladesh (PIB) and funded by European Commission - Civil Protection & Humanitarian Aid Operations (ECHO). The principal objective of the project is to reduce the impact of urban hazards and risks in Bangladesh through the application of a systematic, inclusive and coordinated approach to enhance the earthquake preparedness and response capacities of urban stakeholders. The specific objective is setting up effective urban governance mechanisms to manage urban hazards, especially earthquake preparedness and response, in Dhaka North, Dhaka South and Narayanganj city corporations. This action aims to improve urban governance mechanisms, greater coordination and practical demonstration of SOPs to manage urban hazards especially earthquake preparedness and response in DNCC, DSCC and NCC. The project duration is from 15 June, 2019 to 14 June, 2021. CPD and PSTC are implementing the project with the technical support of SCI and PIB.

The project aims to generate three results:

1. Inclusive and participatory multi-hazard contingency plans of Dhaka North, Dhaka South and Narayanganj city corporations are developed and operationalized
2. Health, education, utility services and private sector authorities have increased capacity to implement and mobilize resources for emergency preparedness and response
3. An accessible knowledge management and institutional coordination system is in place to facilitate urban disaster risk.

This action will produce the output of two broad activities under the result of health, education, utility services and private sector authorities have increased capacity to implement and mobilize resources for emergency preparedness and response. Here private sector engagement is key focus activities in a view to increase their contribution to DRR through mobilizing resources

1. To develop a framework for private sector engagement/investment in DRR
2. Facilitate framework through workshop with relevant stakeholders to finalize the framework for private sector and share the implementation plan

Context

The humanitarian architecture is rapidly reshaping, putting challenges related to overlapping of efforts, access to humanitarian funds and lack of vertical and horizontal coordination during disaster still continue. The risk to communities in disaster prone areas is compounded by high levels of social vulnerability prolonged by uncoordinated systems and mechanisms at the local level. Again, lack of synergies in proper mapping and implementation of humanitarian projects are also making DRR sectors uncoordinated and miss management. So, there found gaps in the

governing environment that drive lack of incentives for the private sector stakeholders to invest in disaster risk reduction measures in large scale infrastructure projects (Jain, 2014). As World Humanitarian Summit (WHS) in Istanbul, 2016 to redefine the humanitarian reform processes with a focus on improving humanitarian leadership; humanitarian responses are intended to shifting the power towards localization and securing faster and equitable funding defining the new roles and leadership. Subsequently, there should have meaningful effort to put such local actors at the heads of humanitarian response as well as clarify the role of other sectors, including the private sector, towards localization (ADPC, 2018)

Likewise every other sector, Private Sector Engagement in view is indispensable to broadening their social responsibilities to reduce the vulnerabilities in urban disaster that would either contribute to national government as well as meet their individual business manifesto. This sector can put vital roles in managing disaster through structured engagement as they are gradually emerging as prime role players in disaster response and recovery. Eventually, natural disaster threatens a nation, public facilities and private business similarly have to protect their assets, their workforce and their supply chains in a view to the national economy and society to keep functioning (UNDRR, 2008) Hence, the roles they have to play are either insufficient or approval processes and capacities of authorities are not sufficient to ensure the inclusion of disaster risk reduction measures, which leads to developments built-in disaster-prone areas, increasing the exposure and thereby the risk to property, people, systems and economy

It follows that all of society, the private sector included, has a role to play in reducing disaster risk. Natural hazards need not result automatically in disasters. Simple measures can be taken beforehand to strengthen the resilience of communities, to save lives, to secure livelihoods and to prevent the loss of investments and development gains. So, it is clearly understandable that private sectors have substantial roles in reducing disaster risks as hazards don't automatically turn as disaster, coordinated and synergies measures can be taken beforehand to reinforce the resilience among the vulnerable communities to save lives, secure livelihoods, to prevent the loss of investment and development gains.

This project will support MoDMR to develop framework for private sector engagement in DRR (Special focus on earthquake and response funding) as well as to detail mapping of private sectors institution and organizations for safe cities and communities which will contribute GoB to achieve the SDGs and Sendai Framework priorities. The main objective of this action is to develop an effective framework on private sector contribution in DRR in collaboration with MoDMR with a view to mobilize resources for emergency preparedness and response. Some of the specific objectives of this actions are as:

- Continuation of the capacity building support for them and making concrete plan for leveraging fund from private sector for urban resilience.
- Private sector organizations have substantial potentiality to come forward and offer financial support for the risk reduction action plans and contingency plans.
- Initializing community and private sector disaster awareness, generating a strong demand on the part of city authorities to improve their ability to plan, prepare, mitigate and respond to urban disaster in a holistic way

For accomplishing the that action SURP consortia will exchange technical and collaborative support with Ministry of Disaster Management and Relief (MoDRM) and Ministry of Local Govt., Rural Development (MoLGRD), City Corporations, FSCD along with BGME & BKMEA making sure the broader coordination with all allied govt. agencies /sectors. The project will facilitate

series of dialogue involving participants from CC, ministries, private sector personnel, academia and civil societies to reach a common consensus to make coordination mechanism within the agencies on reducing urban disaster risk. This concept note largely aims to clarify the ways covering the main outcomes, objectives, deliverables in how activities will be accomplished aligning to the project's quality and resilience markers.

Introduction of Implementing Organization

Population Services and Training Center (PSTC) is a not for profit voluntary Organization with prominent focus on Population Health and Nutrition, Youth and Adolescent Development, Gender and Governance, Climate Change Adaptation, and Skills Education and Training. It has good knowledge, skills, experience and sufficient manpower for emergency preparedness, resilience and response to the emergencies. PSTC has a very good experience in implementation of DIPECHO projects. PSTC has implemented DIPECHO V, VI, VII, VIII and SURP program cycle since 2009 in Dhaka South City Corporation in partnership with ActionAid. PSTC has also worked for Disaster Risk Reduction (DRR), Resilience and climate adaptation in Dhaka urban areas and implemented a good number of projects in partnership with renowned institutional donors and INGOs. PSTC is now working as an implementing partner of Plan International Bangladesh for SURP-II project to develop national and ward level systems, plans and co-ordination mechanisms further more to strengthen preparedness and response capacities for key urban disaster risks in 4 wards of Dhaka South City Corporation.

2. Target Groups

The framework will be the benefaction of BKMEA, BGMEA, Garments Authorities, Workers, BKME & BGME Representative Department of Inspection for Factories and Establishments, Private Sector Investment Board, Ministry of Disaster Management & Relief (MoDMR) Department of Disaster Management (DDM), National/International NGOs, UN Agencies, Donor Agencies, Relevant Policy Makers, Researcher, Project Designers, University Students, Development Practitioners, Relevant Ministries and Govt. Department etc.

3. Scope works for the assignment (*specific tasks, activities, deliverables, and timelines*)

Key Deliverables

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

- A work plan and methodology of carrying out framework for Private Sector Engagement in Disaster Risk Reduction (DRR) preparation process
- The draft document (soft/print) of private sector engagement framework
- The final report (soft/print) of private sector engagement framework
- Facilitate draft framework document in validation workshop

Please be noted that all the draft and final version of framework report are to be written in English and Bangla.

Consultant/s Roles

The consultant is expected to work closely with the respective authority and communicate and coordinate with PSTC and Plan International Bangladesh. He/She will develop the contingency plan with following consideration

- Make sure an initiation session including time-frame & method of developing the documents and share with PSTC and Plan International Bangladesh.
- Study the project and rational 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 PSTC, Plan International Bangladesh and Department of Disaster Management (DDM) focal
- Present final version of the documents through a sharing meeting Plan International Bangladesh and Department of Disaster Management (DDM) focal
- Maintain regular communication with key contact person(s) of PSTC and Plan International Bangladesh throughout the assignment period.
- Designing final version of framework document with necessary sections with multicolor cover page and making it printable version

Time frame

The consultant will submit a work plan with key milestones and this offered work plan will be reviewed and accepted by PSTC within 7 working days after signing the contract. Noted that final version of framework is to be delivered within 3 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	Making Draft detail methodologies or outline, work plan and sharing with PSTC/PI-DDM	3 days	Consultant/s
2	Finalization of work plan and methodology	2 Days	Consultant/s
3	Literature & Secondary documents reviews and field works including PRA and consultation with respective stakeholders	20 days	Consultant/s
4	Draft Private Sector Framework and sharing with PI-DDM/PSTC for review	10 Days	
	Reviewing the document by PI-DDM/PSTC	5 days	PSTC/Plan International Bangladesh &DDM
5	Facilitate draft framework with respective stakeholders through validation workshop	5 days	Consultant/s

4	Revise document as per the feedbacks and preparing for final proofing and approval	5 days	Consultant/s
5	Presenting the final framework document with respective stakeholders and taken approval	5 days	Consultant/s
6	Preparing the final document for printing including cover page design	5 days	

4. Reporting

The Consultant will directly report to Dr. Md. Mahbubul Alam, Head of Programmes –PSTC in close coordination with PI and DDM focal point. He/she will work closely with the implementation team of SURP-II of PIB-DDM and PSTC. All the financial matters of this consultancy will be taken care by PSTC as per organizational policy.

5. Role of PSTC/PIB

- PSTC/PIB will support the consultant for reaching the target group of population.
- PSTC/PIB will review the produced draft framework documents and give feedback as much as possible
- Arrange sharing meeting for sharing/finalizing the produced framework.
- In general, PSTC/PIB will provide technical support as deemed necessary.

6. Consultant/s Qualifications

Facilitator need to have the following competencies,

- Prior experience conducting similar policy framework 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.
- Experience in working with relevant ministries and govt. department or bodies

7. 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.

8. 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.

9. Child Protection Policy

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

10. 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 **(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 **provided email (Email: azad.m@pstc-bgd.org) by 25 October 2020, before 17:00 hours Bangladesh time.** Please be aware that incomplete or partial submission will be rejected without any review.