



## Terms of Reference (ToR)

### **Hiring individual/firm for developing and facilitating contingency & operation plans, debris management plan and RRAPs for Dhaka South City Corporation (DSCC) and facilitating training on 'dead body management' for respective stakeholders**

#### 1. Background

##### **1.1 Project Summary**

**Strengthening institutional systems and governance mechanisms for improved earthquake preparedness and disaster response** known as Strengthening Urban Resilience Project (SURP)-II is a consortium-based initiative 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 following 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 responses,
3. An accessible knowledge management and institutional coordination system is in place to facilitate urban disaster risk.

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. Along with the spatial inferiority, the existing urban trend and urbanization process of Bangladesh, increases vulnerability to natural disasters like earthquake through the unplanned urbanization & high concentration of people and assets. It is found that coordination among the GoB department are

not well functional and sometimes not well governed that creating mal-functionality within themselves and making multiplier negative effects for proper disaster management. So, coordination among the agencies are inevitable to reduce and manage urban disaster specially the disaster event like earth quake and fire incident.

This project will complement to Dhaka South City Corporation (DSCC) and associated government wings for developing and operationalizing through establishment of Inclusive and participatory multi-hazard contingency plans.

For accomplishing the action, SURP consortia will exchange technical and collaborative support with Ministry of Disaster Management and Relief (MoDRM) and its wing Department of Disaster Management and Relief aiming to facilitate the policy brief by the GoB. Multi of stakeholders to be included i.e. City Corporations, DGHS, FSCD, 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 and ensure governance for safe cities. 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 city corporation, urban DMCs, utilities services, health, education, law enforcement agencies and Armed Forced Division, FSCD, Urban Community Volunteers, academician, researchers, MoDMR, DDM, relevant national & international NGOs.

### **3. Scope of Work:**

This assignment will complement in making output of three broad activities under the result-1 (Inclusive and participatory multi-hazard contingency plans of Dhaka South city corporations are developed and operationalized) which are (1) Arrange workshop with city corporation, urban DMCs, utilities services, health, education, law enforcement agencies and Armed Forced Division to develop Contingency plan, operation plan for contingency plan and RRAPs and (2) Facilitate city corporation to develop an operational plan for debris management (3) Arrange capacity development training for city corporation staff members on Post Disaster Need Assessment, dead body management and debris management.

### Assignment Objectives:

- a. To develop and facilitate contingency & operational plan and RRAP in participation of Dhaka South city corporation, urban DMCs, utilities services, health, education, law enforcement agencies and Armed Forces Division.
- b. To develop operational plan for debris management and facilitate training post disaster, need assessment and dead body management and debris management for city corporation staff members for enhancing the capacity of CC staffs on managing urban disaster.
- c. One batch Dead body and debris management plan training facilitation for DSCC staffs.

### **Key Deliverables**

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

- 1) A work plan and methodology of carrying out operational plan for facilitating (a) contingency plan and RRAP for the respective stakeholders mentioned and (b) operational plan for debris management having with
  - a. Detail work plan with implementing process and output details of each sub activities
  - b. Detail outline of Module for facilitating training at CC and national level stakeholders as mentioned above.
- 2) preparation process including outline with detail methodologies of the actions
- 3) The draft document (soft/print) of Contingency plan covering well designed and standard structure meeting all criteria of a good quality operational plans for both of activities that are presentable and meet the govt. followed standard
- 4) The final report (soft/print) of operational plans for both of the activities mentioned (contingency and RRAP and Debris Management) brief covering well designed and standard structure meeting all criteria of a good policy that are presentable and meet the govt. followed quality
- 5) Facilitate two draft operational plans through onset validation workshops and revising as per recommendation given by the stakeholders
- 6) Facilitate training on both of operational plans for CC and national level stakeholders as mentioned above.
- 7) make sure the quality report on both operational and each of training held under this contract.

Please be noted that all the draft and final version of operational plans are to be written in both English and Bangla.

### **Consultant/s Roles**

The consultant/firm is expected to work closely with the respective authority of CC (in applicable cases) and communicate and coordinate with PSTC and Plan International Bangladesh. He/She/ will develop mentioned 2 (two) operational plans with following consideration

- Make sure an initiation session including time-frame & method of developing the documents and share with PSTC and Plan International Bangladesh (PIB).
- 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 operational plans and training module and take feedbacks from PSTC, Plan International Bangladesh and City Corroboration Focal (if necessary)
- Present final version of the documents (2 Operational Plans) through a sharing meeting ensuring the presence of PSTC, Plan International Bangladesh and City Corroboration focal (if necessary)
- Maintain regular communication with key contact person(s) of PSTC and Plan International Bangladesh throughout the assignment period.
- Designing final version of Operational Plans 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 and half months' timeline intact.

<b>Serial</b>	<b>Activity</b>	<b># of calendar days</b>	<b>Persons involved</b>
1	Making Draft detail methodologies or outline, work plan and sharing with PSTC/PIB	5 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	15 days	Consultant/s
4	Drafting Contingency plan and both Operational Plans and make it presentable for sharing PI-DDM/PSTC for review	10 Days	Consultant/s
	Reviewing the document by PI-DDM/CC focal	8 days	PSTC-PIB and CC focal
5	Facilitate draft document respective stakeholders through validation workshop	4 days	Consultant/s
4	Revise document as per the feedbacks and preparing for final proofing and approval	7 days	Consultant/s
5	Presenting the final framework document with respective stakeholders and taken approval	3 days	Consultant/s
6	Preparing the final document for printing including cover page design	5 days	

7	Preparing training module with presentation pack and validate with PSTC and PIB	5	Consultant/s
8	Facilitating training in CC level training ensuring the presence of relevant stakeholders	6 days	Consultant/s in assistance of PSTC/PIB

#### 4. Reporting

The Consultant will directly report to Dr. Md. Mahbubul Alam, Head of Programmes –PSTC in close coordination with PI. He/she will work closely with the implementation team of SURP-II of PIB 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 Contingency plan and debris management plan documents and give feedback as much as possible
- Arrange validation meeting for sharing/finalizing the produced documents.
- 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 plan in DRR and governance context
- A basic understanding on the DRR, governance and humanitarian landscape of Bangladesh
- Working experience on DRR governance 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, 1<sup>st</sup> 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](mailto:azad.m@pstc-bgd.org))** by 30<sup>th</sup> of November **2020, before 17:00 hours Bangladesh time**. Please be aware that incomplete or partial submission will be rejected without any review.