

DFID India

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Section 4 Appendix A, Annex A

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Introduction

1. Following the 2015 earthquakes in Nepal the focus of national authorities and the international community was to address critical humanitarian needs in the short term. Now, more than one year on, the National Reconstruction Authority (NRA) has been established and a Post Disaster Recovery Framework (PDRF) has been published by the NRA which sets out the scope and scale of recovery across multiple sectors.
2. Local Government in Nepal comprises District and at the sub-District level: Village Development Committees (VDC) and Municipalities. Each VDC has nine Wards which have Ward Citizen Forums. Following national level planning processes the need now is for effective, coordinated local government reconstruction planning processes. These will need to ensure that people are not left behind by reconstruction processes. District and VDC level planning processes will effectively operationalise the PDRF at local level.
3. The most senior official in districts is the Chief District Officer (CDO), who is responsible for security and also chairs the emergency District Disaster and Recovery Committee the DDRC. The CDO is an appointed official of the central Ministry of Home Affairs. Each district also has a Local Development Officer (LDO), an official of the Ministry of Federal Affairs and Local Development (MOFALD). VDC secretaries are also appointed by MOFALD. The National Reconstruction Authority has opened sub-regional office covering earthquake affected districts.
4. The six-year DFID Reconstruction programme proposes working in four districts: Gorkha, Dhading, Nuwakot, and Rasuwa. These TORs cover initial work, within the first year, to strengthen district level planning processes.

Focus

5. This Technical Assistance (TA) project to District Governments, which is the requirement of these ToRs, should contribute to local government efforts to develop comprehensive five-year reconstruction and recovery strategies for their districts. In doing so, the support should reinforce district capacity to coordinate the multiple actors engaged in recovery from both local and international public, NGO and private investments.
6. Expected results include:
 - i. Government-owned five year strategic plans for post-earthquake recovery and reconstruction at district and sub-district level;
 - ii. Realistic timelines for recovery – by sector, by community, by year; together with one-year workplans.
 - iii. Effective information management systems that enable mapping of needs, priorities and gaps across sectors and communities together with analysis of existing, completed or committed works by government and all agencies working on reconstruction.
 - iv. Efficient and effectively prioritised allocation of resources for recovery and reconstruction;
 - v. The most vulnerable disaster-affected communities are supported in their own recovery in a timely manner.

The recipient of these services is the government of Nepal

Scope

7. The scope of this programme involves resourcing and leading a team to provide partnership technical assistance to four district governments, to deliver the results outlined in para 6 above.
8. The Reconstruction TA project is planned to support the districts of Ghorka, Nuwakot, Dhading and Rasuwa – four districts the western portion of the area most affected by the 2015 earthquakes in Nepal.
9. The time frame of the support is one year, ideally starting July 2016.
10. A one-year contract will be signed with the selected Supplier. This will be subject to a review, after six months, of performance and contract compliance.
11. An inception phase of one month is expected during which the supplier will assess local operational constraints.
12. DFID will require approaches that best demonstrates value for money during the programme duration for the technical and budget aspects of the programme.
13. Supplier technical advisors under this programme are expected to be physically based within the local government offices that they are supporting.

Requirements

Strategic planning

14. Support District Government – Chief District Officer, Local Development Officer (LDO) or other appropriate counterpart – in the research, preparation and drafting of 5 year reconstruction plans for the district.
15. Ensure adequate fit and integration with the national Post-Disaster Recovery Framework (PDRF) strategy and with central Ministries in relevant sectors (transport, energy, WASH, education, health, social welfare, etc.)
16. Support inclusion of social welfare / safety nets and protection for the most vulnerable; integrate with central Government policy and with donors, UN agencies and NGOs that support this sector.
17. Provide, as required, support to financial planning for district-wide reconstruction across all priority sectors. Where possible match financial needs against commitments in each sector and by community to enable accurate gap analysis and prioritisation of available resources.

Reconstruction Planning

18. Collaborate with central and district-level line ministries and the wider humanitarian and development community to commission (where needed) and collate detailed needs assessments in each sector across the earthquake affected communities – including Village Development Committees (VDCs) and Wards.
19. Use needs assessments / studies to define accurate budgets per sector at district level.
20. Analyse available financial flows, per year, against requirement in each sector to determine deficit (gap).
21. Support the elaboration of prioritisation criteria as defined by district offices. This should lead to clear representation of action plans per sector, by priority community, across both rural and urban zones.
22. Develop Gantt charts and sequencing of activities as per strategic vision and sector plans and budget limitations;
23. Enable and support partner organisations to share project plans and capacities to support the reconstruction strategy; this should include NGOs, INGOs, Red Cross, civil society organisations, private sector and donors. Liaise with the information management unit to ensure partner information is graphically mapped and that it shows and accurate reflection of field realities and gaps.

Information Management

The following should be submitted to district level Government.

24. Develop and/or draw from existing information management tools to expedite actor mapping across district, VDC and wards.
25. Develop actor maps of “who does what where” (3W) including projects that are completed, proposed, in progress or pending approval.
26. Ensure multi-sector coverage of data capture, including all relevant sectors as set out in the PDRF, in consultation with the LDO. These include, but are not limited to, WASH, food security and livelihoods (FSL), critical access and trails, energy, geological surveys.
27. Show multi-sector 3W data down to ward level; expanded from VDC level in electronic format (mouse clicks on each ward enabling access to relevant data) and in turn VCD coverage shown at district level.
28. Based on needs assessments and 3Ws produce regular Gap Analysis, by sector, by ward / VDC.
29. Be able to flag to government and DFID, urgent reconstruction priorities (eg. for quick-win interventions) as identified.
30. Establish physical plotting and printing facilities as required to produce maps and other strategic planning products.

Coordination

31. Support existing LDO / District coordination fora to hold effective reconstruction coordination meetings; develop efficient, action oriented and time-tracked minutes to enable follow up on issues raised and discussed at meetings. Provide secretariat support to enable these processes to function well.
32. Draw upon pre-existing coordination mechanisms including the DFID-funded District Lead Support-Agency project which supports actor mapping for disaster preparedness and emergency response in the event of disasters. Equally, build upon the information and network established under the DFID-funded Housing Recovery and Reconstruction Platform (HRRP) drawing specifically on the housing reconstruction coordination services it provides.
33. Integrate the DFID-funded Common Feedback Project (CFP) products and information as these relate to reconstruction across the district. Support the uptake and dissemination of CFP information and, to the extent possible, the adaptation of policies and projects to reflect feedback from communities. Promote further, tailored communication with communities to reflect the information needs of communities based on CFP findings and recommendations.
34. Facilitate an open channel of communications and integration with the NRA coordination cell whereby district level data and information management products and services are shared on a regular basis with NRA. Equally, draw upon centrally managed coordination and information management products to share with district level Governance and coordination mechanisms.

Knowledge Management

35. Develop a data base of existing knowledge, including research, evaluations, academic studies and evidence related to reconstruction in the district.
36. Create or adapt existing online and searchable website to enable access to all available and relevant information.

Recipient and Stakeholder Management

37. The recipient will be the District authorities and VDCs supported under this call. An aggregated report of the services delivered will be sent to DFID who will make that available for organisations considering future work to deliver physical reconstruction elements of the overall business case (which are outside of the scope of these TORs)
38. The supplier should quickly become familiar with the local context and embed effective approaches to stakeholder analysis and relationship management.

Eligibility

39. A preliminary due diligence assessment will be included at the concept note stage. Organisations that do not pass this phase will not be considered for funding. Full due diligence assessments will need to be conducted at the proposal stage.
40. The contract will have adequate provision for variation to adapt to changes that may occur during the life of the programme. To support this, Suppliers must be able to scale up quickly to provide the necessary resources required to deliver these ToRs. This assumes pre-existing presence and legal approval to work in Nepal.
41. Suppliers must demonstrate relevant expertise, globally, regionally or in-country, of managing similar capacity support programmes including the relevant technical requirements.
42. Only proposals deemed to offer good Value for Money (VfM) will be considered (for more on VfM, see DFID VfM guidance).

Skills and experience required:

43. Previous experience and capacity in information management, coordination, strategic planning and drafting to a high standard in English and Nepali languages.
44. Access and capacity in cutting-edge software to enable highly efficient data management, GIS supporting mapping, graphic analyses of social, geographic and physical data.
45. Excellent current understanding of the local cultural, political and socio-economic context of the target population; the earthquake context all of which should be backed up with evidence of experience working with the local communities and key local stakeholders in relevant fields.
46. Capacity to adjust to needs and requirements of district offices and LDOs to which this project will support.
47. Sector expertise in WASH and Transport would be valuable to support sector-level reconstruction planning in these sectors.

Policy requirements

48. Accountability to Affected Populations: The Supplier will have mechanisms in place that make it accountable to affected populations. It should explain what they are and how they feed in its project cycle.
49. Value for Money (VfM): The Supplier will demonstrate how the project offers good VfM through a value for money measurement framework and indicators that will be used to assess vfm throughout the life of the progame. This is a requirement for all DFID interventions globally; each partner needs to show factual evidence of VfM analysis and how efforts are made to maximise the impact of each pound spent to improve poor people's lives. VFM is not only about cost, it includes demonstration of efficiency and effectiveness that can be achieved from inputs to outcomes and impact.¹
50. Protection, gender and disability mainstreaming are core principles across DFID programmes worldwide. Suppliers are encouraged to set out how the coordination and information management services proposed will include adequate and appropriate measures to highlight and incorporate these issues. Equally, how these support existing national policies in social welfare and protection should be elaborated.
51. A payment by results (outputs) mechanism will be utilised for this contract. DFID will make disbursements on a quarterly basis based on outputs achieved by the supplier agreed at the end of the inception period and in each quarter. These will be verified by DFID.

Other requirements

¹ For more guidance on VfM please refer to: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/67479/DFID-approach-value-money.pdf

52. Suppliers should know and accept that the project will be regularly monitored by the DFID Nepal reconstruction team including a DFID-supported Field Office, and will be required to collaborate with DFID counterparts in a constructive and transparent way.
53. Suppliers are expected to submit an analysis of the governance and coordination mechanisms existing at district and VDC level; this should include a review of the recently implemented changes to VDCs and the new municipalities established in the target districts.
54. The supplier will be expected to collaborate closely with the wider DFID reconstruction programme. This will include regular updates on the status of the contract, of key risks and challenges, opportunities to reinforce further gains where possible. The seamless transition of this programme to longer term district Government support initiatives will be discussed during the course of the programme with local Government and DFID.
55. A Duty of Care assessment must be undertaken and delivered by the supplier. If the risk is assessed as being medium or above a DoC policy including recommendations will be required. The Duty of Care for all individuals operating under this contract will be with the Supplier.
56. Risk management is critical in the context of Nepal. Applicants should demonstrate an ability to analyse, take and manage risks, and maintain a risk register throughout the life of the project.
57. When explaining coordination mechanisms kindly note that generic description will not suffice. Applicants should show an effective knowledge of existing actors both locally and nationally, whether humanitarian or development, civil society, NGO, UN or government.
58. Regular reporting will be to the Government of Nepal at district level. DFID will expect reports at the following points:
 - a. End of inception phase
 - b. End of quarter one
 - c. Mid term report
 - d. End of quarter three
 - e. Project end.