

**Term of Reference (ToR)**  
**For**  
**Assessing Climate and Disaster Risk Mapping, Profiling and Preparation of Local  
Disaster and Climate Resilience Framework (LDCRF) for Gurbhakot Municipality of  
Surkhet District of Karnali Province**

**1. Context and Background**

Local Initiatives for Biodiversity, Research and Development (LI-BIRD) is a non-profit, non-governmental organization established in October 1995 with its Head Office in Pokhara and Programme Coordination Office in Lalitpur. LI-BIRD is committed to capitalizing on local resources, innovations and institutions for the sustainable management of natural resources and building resilience to climate change for improving the livelihoods of target beneficiaries that includes smallholder farmers particularly women in Nepal.

Nepal has established a wide range of national policies and strategic frameworks focusing on managing the effects of climate change. All of these policies are developed for ensuring prioritization and implementation of climate change resilient measures considering the vulnerability of the country towards different hazards associated with climatic events. Under its decentralized governance regime consisting of federal, provincial, and local levels, the municipalities and other local government bodies in Nepal have been assigned the task of formulating and implementing local level policies and plans for managing disaster risk and addressing impacts of climate change.

The Government of Nepal (GoN) has issued several planning guidelines under its decentralization policy to help the local government to mainstream climate change adaptation and disaster risk reduction. The Local Adaptation Plan of Action (LAPA) is one such plan that has been recognized by all local government bodies in Nepal as an important framework for identifying climate vulnerabilities and implementing adaptation measures to ensure community resilience against climate change. Additionally, GoN has also approved the Local Disaster Risk Management Planning Guideline (LDRMP).

A number of national policies and strategies aimed at dealing with the consequences of climate change have already been developed in Nepal. These national policies and strategies are always developed keeping in mind how the country will be affected from the climate change impacts, and they have been developed in the context of different hazards that can occur in relation to climate change. Within the context of Nepal's decentralized government, comprising three tiers of government (federal, provincial, and local), the task of formulation and implementation of local-level policies and plans related to management of risk scenarios and climate change impacts lies with municipalities and other local governments of Nepal.

In order to mainstream the process of climate change adaptation and disaster risk reduction within its decentralized governance system, the GoN has developed various planning guidelines. LAPA (Local Adaptation Plan of Action) is one of these plans and has been recognized by all the local government organizations of Nepal as an important framework for

vulnerability assessments and implementation of adaptation measures for building resilience in the face of climate change impacts. Another guideline developed by the GoN is LDRMP (Local Disaster Risk Management Planning).

Moreover, as part of efforts to make the process less complex and cumbersome, the Executive Committee of NDRRMA approved the Local Disaster and Climate Resilience Framework (LDCRF). This is seen as a move towards integration as it combines the three distinct planning instruments of LDCRP, DPRP, and LAPA into one document. It is hoped that with this framework, planning would be made simpler and more coherent through a reduction of redundancies. As such, the process should become more manageable not only in terms of making it easier for local authorities to plan but also in minimizing costs, which according to the guideline, is another benefit.

In order to ensure the successful implementation of the integrated approach, an enabling environment needs to be developed for the local government. In this regard, LI-BIRD has initiated efforts to assist in the development of LDCRF in Gurbhakto Municipality. An important part of this initiative includes the undertaking of Participatory Climate Vulnerability and Capacity Assessment (CVCA). The importance of the CVCA lies in the fact that through this assessment, it is possible to assess the degree of vulnerability, exposure, and sensitivity of communities in relation to the threats caused by the climatic conditions, as well as their capacity to adapt.

For the preparation of the LDCRF, there will have to be a number of carefully planned tasks that need to be undertaken in a coordinated manner. This will include the analysis of data gathered through the CVCA process and consultations as well as communication of the results to relevant actors at the community, ward and municipal levels. Further, the gathering of relevant secondary data from the local authorities is essential so as to provide supplementary information to primary data from the participatory exercises.

After undertaking all the necessary preparations, the preparation of the LDCRF document is required according to the stipulated guidelines approved by the NDRRMA. The LDCRF must take into account national policy frameworks, current local plans, and sector-specific strategies.

## **2. Objectives**

The overall objective of this assignment is to assess climate and disaster risks and to develop a comprehensive Local Disaster and Climate Resilience Framework (LDCRF) for Gurbhakot Municipality in Surkhet District. The specific objectives are as follows:

- a. To undertake preliminary consultations with elected representatives, including members of the Local Disaster Management Committee (LDMC), to ensure institutional coordination and stakeholder engagement.
- b. To conduct Participatory Climate Vulnerability and Capacity Assessments (CVCA) across all wards, in collaboration with local government representatives and community members, and to disseminate the findings to ward and municipal stakeholders.

- c. To prepare climate and hazard-specific risk maps utilizing Geographic Information Systems (GIS) for evidence-based planning and decision-making.
- d. To formulate the LDCRF in accordance with the LDCRF Formulation Guideline, 2081, based on the analysis of CVCA findings, risk profiling, and relevant secondary data.
- e. To facilitate coordination with municipal-level elected representatives and officials to ensure review, acceptance, and formal endorsement of the LDCRF.

### **3. Scope of the work**

To ensure a clear and shared understanding of the assignment, the consultant shall initiate the engagement through discussions with the project team to refine the scope and approach. The key tasks include, but are not limited to, the following:

- a. To collect and review relevant secondary data, documents, and existing plans related to disaster preparedness and response, climate profiles, and the Local Adaptation Plan of Action (LAPA) of Gurbhakot Municipality, with a focus on the most recent one-year historical data.
- b. To develop a comprehensive work plan outlining detailed methodologies, tools, checklists, and a clear timeline for conducting assessments and preparing the final LDCRF.
- c. To coordinate and conduct preliminary meetings with the Local Disaster Management Committee (LDMC) of Gurbhakot Municipality to ensure alignment and institutional collaboration.
- d. To enhance awareness among stakeholders regarding disaster risk management (DRM) policies, institutional frameworks, recurring hazards, and the short-, medium-, and long-term impacts of climate change at the local level.
- e. To ensure inclusive, transparent, and participatory processes, giving due consideration to the perspectives and concerns of all stakeholders, particularly vulnerable, marginalized groups and persons with disabilities.
- f. To apply localized, climate scenario-based disaster risk mapping tools and products throughout the planning and consultation processes.
- g. h. To foster a clear understanding among stakeholders of their respective roles and responsibilities in disaster risk reduction and emergency response, and to encourage their commitment to translating plans into actionable programs and budgets.
- h. To integrate existing Disaster Preparedness and Response Plans (DPRP) and Local Adaptation Plans of Action (LAPA) into the draft LDCRF.

**LI-BIRD** will provide the following support to ensure the consultant/s or contracting firms are supported in the process:

- a. Timely review, feedback, inputs and approval of the plans, processes, tools and methodology.
- b. Share relevant documents and references, initial briefings by PRARAMBHA Project and interventions planned - including the expectations from this assignment.
- c. Provide National/District and field coordination support with the concerned stakeholders and available information/data that aids the assignment.

#### 4. Methodology

Based on data collected through VCA and GIS mapping, the consultant is required to develop an LDCRF that incorporates detailed mapping and comprehensive risk profiling of Gurbhakot Municipality. In the technical proposal, the consultant(s) or consulting firms shall clearly present the proposed processes, methodologies, and tools to be utilized in the preparation of the plan and framework. These processes and approaches must align with existing guidelines and shall be subject to prior review and approval by LI-BIRD before field movement.

- a. **Review of secondary documents (desk study):** A desk review for acquiring secondary information about climate change and DRR in a targeted municipality is mostly driven by the assessment's objectives. A review of pertinent literature, including articles and reports, as well as current local level frameworks and policies is required to understand the socioeconomic, demographic, and political conditions in the targeted wards and municipality. Policies, plans, and programs of local government will be examined at the local level, along with the periodic plan of LG.
- b. **Collection of primary information:** The consultant(s) or consulting firms is required to visit project areas, observe project sites, carry out field assessments, conduct vulnerability and capacity assessment (VCA) with target groups, and interact with ward, Local Government (LG) and stakeholders for validating the VCA data and information.
- c. **Analysis and report preparation:** The consultant(s) or consulting firms required to compile and consolidate relevant primary and secondary information/data (qualitative and quantitative) required for preparation the plans. The consultant(s) or consulting firms will collect weather and other relevant data from nearby meteorological stations and other means, and prepare risk visualized maps. Based on these information and analysis, the consultant is required to draft the LDCRF and share it to the project team for review and feedbacks. Upon the feedback provided, the consultant will finalize the plans and submit them to the project team and Local Government.
- d. **Sharing of the findings to the LG and project team:** Once the draft report of the LDCRF is prepared. The consultant(s) or consulting firms, in support of project team, is required to present the findings through validation workshop to the representatives of the respective municipality and project field staffs to mainstream the suggested interventions in the municipal annual planning process.
- e. **Sharing final report:** Finally, the LDCRF report will be delivered to the Gurbhakot municipality.

#### 5. Competency of Consultant

##### **Climate Change and DRR Expert**

- The lead consultant must hold at least a master's degree in a relevant discipline (Environmental Sciences, Climate Change, Disaster Risk Management, Forestry, Development Studies, Social Sciences, or related fields), with a minimum of 5 years of professional experience in similar assignments.
- Demonstrated expertise and comprehensive understanding of disaster risk management (DRR) and climate change concepts, frameworks, and methodologies, including their application in both local and global contexts.

- Proven experience in conducting climate risk assessments, vulnerability analysis, and disaster risk assessments, particularly at the community and municipal levels.
- Strong knowledge of national policies, strategies, and institutional frameworks related to climate change adaptation and disaster risk reduction, with the ability to align interventions accordingly.
- Experience in integrating climate change adaptation and DRR measures into local development planning processes, including tools such as LDCRF, CVCA, or similar frameworks.
- Excellent analytical, coordination, and report-writing skills, with the ability to translate technical findings into practical recommendations for diverse stakeholders.

### **GIS Expert**

- The GIS expert must hold at least a bachelor's degree (master's preferred) in a relevant discipline (Geographic Information Systems, Geomatics, Geography, Environmental Science, Remote Sensing, or related fields), with a minimum of 3–5 years of relevant professional experience in similar assignments.
- Demonstrated expertise in GIS mapping, spatial data analysis, and remote sensing techniques, with strong proficiency in GIS software such as ArcGIS, QGIS, and other relevant tools.
- Proven experience in preparing hazard, vulnerability, and risk maps, including applications in disaster risk reduction (DRR) and climate change adaptation planning at local and regional levels.
- Experience in integrating geospatial analysis into planning processes, including tools such as LDCRF, CVCA, participatory risk assessments, or similar frameworks.

### **GESI Expert**

- The GEDSI expert must have at least a master's degree in a relevant discipline (Gender Studies, Social Sciences, Development Studies, Sociology, Anthropology, or related fields) with a minimum of 5 years of relevant work experience in similar assignments.
- Demonstrated expertise and in-depth knowledge of gender equality, disability inclusion, and social inclusion principles, frameworks, and practical approaches, particularly in the context of development, climate change, and disaster risk management at both local and global levels.
- Proven experience in integrating GEDSI considerations into policies, programs, and assessments, including community-level planning and vulnerability assessments.
- Strong understanding of the barriers faced by marginalized and vulnerable groups, including women, persons with disabilities, and socially excluded communities, with the ability to recommend inclusive and equitable strategies.
- Experience in facilitating participatory and inclusive consultations, ensuring meaningful engagement of diverse stakeholders.

***Note: Example of at least two similar completed assignments and outputs shall be shared along with the technical proposal.***

## 6. Key Deliverables and Timeline

The consultant and/or the team of experts is expected to accomplish the assigned task within the period of 10 weeks from the signing of contract. The consultant is expected to submit the final documents (LDCRF) to the project team by 7<sup>th</sup> September 2026. The consultant will directly report to the Team Leader of the PRARAMBHA project of LI-BIRD.

The detailed deliverables, timeline, and payment mechanism is outlined below:

| Deliverables                                                                                                                                                                                                                                                                                                                          | Timeline                                                                       | Payment                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------|
| <b>A copy of Inception Report</b> with methodology, checklists-if any, proposed work plan, timeline, tools for data collection, and outline.                                                                                                                                                                                          | 5-10 Aug, 2026<br>( <i>1 week after signing the contract</i> )                 | <b>25%</b> of the total contract amount |
| <b>A draft copy of LDCRF</b><br>[Should include: <ul style="list-style-type: none"><li>- Meeting minutes and attendance details.</li><li>- Presentation content, tools if any developed for/used during the study.</li><li>- Copies of data/references used in the study.</li><li>- GIS operable copies of maps/ products.]</li></ul> | 11 Aug to 30 Aug, 2026<br>( <i>3 weeks after submitting inception report</i> ) | <b>45%</b> of the contract amount       |
| <b>Four-pager brief report</b> with key highlights of the reports finding, gaps and recommendations.<br><b>Final copy of LDCRF</b> incorporating the comments and suggestions from the stakeholders including LIBIRD technical team.                                                                                                  | 7-15 Sep, 2026<br>( <i>1 weeks after submitting the draft report</i> )         | <b>30%</b> of the Contract Amount       |

### Notes:

- All payments are contingent to confirmation from the project team of PRARAMBHA, LI-BIRD.
- LI-BIRD requires that If consultant/s or contracting firms does not finish, to the satisfaction of LI-BIRD, within the time specified for any part of the total of the items as required in the agreement, professional will pay penalties as per the organization's decision/policy.

## 7. Budget and Payment Schedule

The interested consultant team / consulting firm shall submit a budget sheet with a detailed breakdown including applicable taxes at the time of proposal submission. **The budget should cover consultancy fee of expert/s for not exceeding 10 weeks, plus travel and accommodation costs and all other applicable budget lines for field activities during the process.** The total budget will be negotiated between two parties and the agreed budget will be included in the final contract. The consultant shall bear all tariffs, duties, and applicable taxes

or charges levied at any stage during the execution of the work. The consultant/s or contracting firms are expected to complete the deliverables within 15 September, 2026.

## 8. Evaluation Criteria

The evaluation will be made based on the technical competency, quality of proposal, previous experiences and cost-based selection. A two-stage procedure shall be utilised in evaluating the proposals, a technical evaluation and a financial evaluation. Proposals will be ranked according to their combined technical ( $St$ ) and financial ( $Sf$ ) scores using the weights of 80% for the Technical Proposal; and 20% for the financial proposal. For the evaluation of the technical proposals, LI-BIRD and PRARAMBHA project team shall take the below criteria and weights into consideration.

| SN                           | Evaluation criteria                                                                                                                                                    | Score/points |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>A</b>                     | <b>Technical Proposal</b>                                                                                                                                              | <b>80</b>    |
| 1                            | Understanding on Terms of Reference and scope of work                                                                                                                  | 20           |
| 2                            | Proposed methodology, tools, approach and implementation plan and timeline (clarity of the proposal and sequencing of activities and tools to complete the assignment) | 30           |
| 3                            | Proposed study team and relevant experience in LDCRP/DPRP/LAPA/LDCRF [explain roles, responsibilities, and level of engagement of each team members]                   | 20           |
| 4                            | Similar past assignment (Based on provided sample of work)                                                                                                             | 10           |
| <b>B</b>                     | <b>Financial Proposal</b>                                                                                                                                              | <b>20</b>    |
| <b>Total Technical Score</b> |                                                                                                                                                                        | <b>100</b>   |

## 9. Termination of Contract

LI-BIRD will terminate the contract, if the consultant(s) or consulting firms breach in the performance or observance of its obligation under this ToR. The consultant(s) or consulting firms the consultant(s) or consulting firms shall be notified in written form within a week prior to the termination of the agreement.

## 10. Application and Submission Deadline

LI-BIRD expects the submission of EOI with technical and financial proposition within 7 days of date of announcement accommodating the following:

- Letter of interest
- Technical proposal
- Financial proposal
- Copy of legal documents like: PAN/VAT, latest tax clearance certificate & registration documents etc.
- Self-declaration
- Samples of previous work (at least one)
- CVs of proposed professionals (2 pages max for each)

***Note: All proposed professionals must sign the CV and clearly mention their roles, responsibilities, and level of engagement in the proposed study.***

**The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE.** Interested private firms and individuals, who meet the above-mentioned requirements are encouraged to apply by submitting hard copy of the above-mentioned documents in a sealed envelope with subject line “**Preparation of Local Disaster and Climate Resilience Framework (LDCRF) of Gurbhakot Municipality**” on or before **5:00 pm, Friday, 24 July, 2026** by hand delivery or courier to either of the following two addresses:

**Local Initiatives for Biodiversity, Research and Development (LI-BIRD)**

Head Office: Pokhara-11, Kaski, Nepal; Phone: +977 61 576834, 585357 Or,

Programme Coordination Office: Sanepa-2, Lalitpur, Nepal Phone: +977 01 5540330

E-mail: [procurement@libird.org](mailto:procurement@libird.org)

The proposal must be written in English language. The proposal received after the deadline will not be considered for evaluation.

A proposal that does not meet the requirements will be rejected. A proposal that meets the requirements and offers the best value for money will be selected.

***LI-BIRD reserves the right to accept or reject any or all proposals without assigning any reason.***