

**Terms of Reference
for
National Consultant on developing Disaster Management (DM) and Contingency Plan (CP)
for the RNR Sector**

Services/Work Description	Develop Disaster Management and Contingency Plan for RNR Sector towards disaster resilient agriculture and food security in Bhutan.
Location	PPD, MOAF, Thimphu, Bhutan
Who can apply	Individual Consultant

Background

The most critical threat to agriculture sector is mounting frequency of natural hazards and disasters in the recent year. Given the location of the country in an ecologically risky area, the changing climate and increasing frequency of disasters is a major concern for agricultural productivity in general and food security in particular. Sector has been increasingly affected by crops and livestock damages by pest, diseases and wildlife, drought, forest fire, excessive rains, hailstorm, windstorm, landslides, erosions, earthquake etc. For example, 9% and 10% of farming households in 2014 and 2013 respectively have reported damages by various natural calamities. Household income ranging from 0.3 to 18 % is being lost due to human-wildlife conflict. Forest fire incidents increased from 33 in 2014-15 to 51 in 2015-16. Livestock sector was affected by highly pathogenic avian influenza outbreak in 2010, 2012 and 2013.

In view of the above, loss of agriculture assets such as crops, livestock, biodiversity and land to various forms of disaster represents huge social and economic costs that could jeopardise food security, livelihoods, and exacerbate poverty. Persistent threat from these disasters further compounds to recurring problem emanating from limited scope for expanding area under cultivation, low productivity, labor shortage, inadequate irrigation and marketing infrastructures.

Chapter 7 of the Disaster Management Act of Kingdom of Bhutan 2013 requires sectors to prepare Disaster Management and Contingency Plan. The Act call for Disaster Management and Contingency Plan to make provision for: a) Prevention, mitigation and preparedness; b) Maintaining emergency stockpiles including procedure for its release, replenishment and distribution during Disaster; c) Efficient response and relief during disasters; d) Budget projection for the implementation of the plan. It is also necessary that the Disaster Management and Contingency Plan is updated at least once a year and reviewed every five years. However, the Ministry is yet to come up with holistic and an integrated disaster management and contingency plan drawing upon key issues and priorities embedded in existing policies, regulatory and legislation frameworks and also building on good practices and experiences.

The Ministry of Agriculture and Forests will commission an assignment to review and analyse the Disaster Management in the RNR Sector and prepare a holistic DM and CP proposal for the sector. The plan document should enable decision maker to have comprehensive and realistic implementation modality in the event of disasters affecting the sector.

In order to expedite the formulation of plan, the Division will engage a local consultant for this assignment. The MoAF, however, intends to carry out periodic review in future of the plan as required by the Act through knowledge transfer and capacity building of the officials attached with the Consultant.

Objective of the assignment

The primary objective of the consultancy is to formulate and produce the full and final DM and CP for the RNR Sector.

Scope of work

- The Consultant will receive data and information as required from the PPD/MoAF and technical guidance from the departments and agencies within the Ministry. The DM and CP in the RNR Sector should effectively seek to manage the disaster risks in agriculture, forestry, livestock and associated sectors. The DM and CP should also identify critical areas to which the government/sectors would require to focus when it comes to DRR, preparedness, relief and recovery based on the most emerging risks and impacts.
- The consultant will be required to conduct a thorough technical analysis of feasible models and systems and develop detail plan document by providing detailed inputs. The Consultant will widely consult with the relevant agencies and review existing documents to prepare the document. The Consultant will have to coordinate data/information collection, literature review, and consultations with all relevant agencies. The should coordinate with Disaster Focal Point each in the PPD, DoA, DoL, DoFPS, DAMC and BAFRA who shall provide necessary inputs such as sharing past experience, baseline information and support the Consultant in developing a comprehensive plan that integrates whole RNR Sector.

Key task and responsibilities

Under the supervision of the PPD, MoAF and in close consultation with the Technical line agencies and key stakeholders, the firm will carry out the following tasks:

- Inception note: Develop and present a detailed methodology and work plan for the assignment through desk review of documents and available sources.
- Conduct desk review and analysis of information on disaster management priorities and activities of the Ministry for now and in future.
- Consult and coordinate inputs from the Ministry and relevant stakeholders.
- Coordinate consultations with stakeholders and obtain technical inputs from them including validation of the plan and input with evidence.

- The Plan should be developed outlining the core elements of DM and CP such as Prevention, mitigation and preparedness; Maintaining emergency stockpiles including procedure for its release, replenishment and distribution Disaster Management; Efficient response and relief during disasters; Budget projection for the implementation of the plan and also identify potential funding source and donors.
- Also refer amongst other the Contingency Planning Guidelines for Bhutan published by the DDM and the Disaster Management Act 2013 and then customized it to RNR Sector context to produce a realistic and implementatble DM and CP.
- Ensure synergy and linkage of the plan with overall national and sector's legislation, policies, goals and objectives for realistic implementation.

1. Duration of assignment, duty station and expected places of travel

The consultant will be recruited for **50 working days** spreading over the period from the week of **21st November 2016 to 27th January 2017**. The assignment will be carried out under the direct supervision of the Chief Planning Officer, and/or the focal person, Policy and Planning Division, Ministry of Agriculture and Forests.

2. Expected outputs

The assignment will produce and deliver the following outputs to the Division:

- An inception report detailing the methodology and work plan for the consulting assignment;
- Developed a holistic and integrated DM and CP for specific disasters affecting the RNR Sector with budget requirement.
- Two hard copies and one digital copy of finalized DM and CP document after completion of extensive consultation process and incorporation of stakeholders' comments.

3. Reporting and coordination

- The consultant will report directly to Chief Planning Officer and/or Focal person, PPD/MoAF and will liaise closely with them until such time that the final document is submitted and accepted by the Host Agency (PPD, MoAF).
- The consultant will facilitate/initiate all discussions related to assignment with the stakeholders contributing to this task.

4. Key Qualifications and Skills Required

The applicant should have minimum qualification of Masters in the fields of Disasters/Environmental/Social Science/Development studies with a minimum work experience of 7 years. He/She should have worked with similar assignments, more preferably in the field of disaster management in the past. Also, Applicant should have experience in conducting stakeholder consultations and meetings, and be able to work independently.

Excellent communication skills in English and dzongkha both written and spoken are essential, as most of the works will be done through the process of consultations with the stakeholders. The Consultant should also possess excellent skills in computers (MS words, MS Excel, Power points etc. amongst others).

He/She should be willing to travel to the field on the given tasks, if required.

5. Timeframe for the assignment and deliverables

The Consultant will be expected to undertake the following tasks and deliver on the required outputs as specified.

Sl. No.	Deliverables/output	Proposed working days under each activity	Remarks
1	Complete the inception report detailing the methodology; approaches and work plan for the assignment.	2	Consultant shall submit detail timeline and work schedule of assignment acceptable to employing agency (PPD) The working days would also include meetings or consultation workshops required with the stakeholders
2	Complete Desktop review	5	
3	Complete stakeholder consultations with relevant stakeholders	10	
4	Development of the detail DM and CP for the RNR Sector based on the findings of the review and stakeholder consultations	12	
5	Presentation of first draft of the plan to stakeholders	2	
6	Review the Draft Plan based on the comments from stakeholders and incorporate comments	7	
7	Present final draft and further review	2	
8	Finalize plan	8	
9	Submit the plan to PPD	2	
	Total working days	50 Days	