

Term of Reference (ToR)

Preparation of School Safety Plan

1. Introduction

This Terms of Reference (ToR) is developed to solicit consultancy support services from qualified individuals or organizations to prepare the School Safety plan of 7 community schools. This assignment is part of the School DRR program. CARITAS Nepal is implementing a School-Based Disaster Risk Reduction(S-DRR) program for building the resilience of school and the community in Kamal Rural Municipality, Jhapa. Holistic approaches have been followed to execute the activities so the Schools, local institutions and communities can increase their resilience against vulnerabilities to flood and other hazards; make plans to prepare themselves to prevent future disasters.

7 schools have been selected with the coordination of the local government. The program has focused on transferring knowledge on the cycle of Disaster Risk Reduction, Disaster Management, and roles and responsibility of schools, local stakeholders, and the communities to develop the schools more resilient based on the guidelines and directives of the Comprehensive School Safety Framework 2075.

2. Context and Rationale

Kamal Rural municipality remains at high risk from flood and other multi-hazards therefore there is always a high possibility that schools are likely to be damaged by flood and affected by other hazards like cold-wave, storm, thunderbolt, etc. In 2017 more than 1000 houses were affected partially or fully by the flood. These disasters, combined with persistent poverty as well as the effects of climate change, environmental degradation, and unplanned construction works are eroding the resilience mechanisms of targeted schools and communities. So, school facilities need to be protected from disasters as they save the lives of children and they can also help to work as shelters in post-disaster scenarios. Safer schools are necessary to prevent the lives of children during natural hazards events.

The Ministry of Education in the new School Sector Development Plan (SSDP) (2016-2023) has prioritized School Safety and Disaster Risk Reduction. There is an opportunity to ensure that this works beyond only earthquake reconstruction, starting to implement the national-wide vision. The SSDP re-emphasizes the need for a comprehensive three-pillar approach to school safety (i) safe learning facilities, (ii)

school disaster management, and (iii) resilient education, and formalizes objectives and targets for implementation in both earthquake and non-earthquake affected areas.

'Comprehensive School Safety Framework' is adopted by United Nations agencies and humanitarian organizations in the education sector and seeks to ensure children and school personnel are accessing a learning environment that complies with minimum safety standards in protecting children from natural and other disasters, and that disruptions to education are mitigated to the extent possible. It rests on three overlapping pillars of (i) safe learning facilities, (ii) school disaster management, and (iii) risk reduction and resilience education.

Promoting school safety is of strategic importance to overall community safety as activities related to school safety trickle down to the larger community through various means such as training of masons, interests of parents, and conveyance of information by children to the entire household. Educating school children on how to make their environment risk-free may lead to educated and safer generations. Moreover, resilient schools are an effective medium for disseminating disaster risk reduction awareness in the communities, can act as a center of learning, can be instrumental in the transfer of technology to the communities, and have a significant role to build disaster-resilient communities.

3. Objectives of the Assignment

The overall objective of the assignment is to prepare the comprehensive school safety plan of 7 community schools of Kamal Rural Municipality based on the Comprehensive school safety framework.

4. Scope of Work

- The consultant should review all guidelines and reference materials related to disaster management and school safety issued by the government of Nepal as well as international agencies. Comprehensive School Safety Framework 2075, Comprehensive School Safety Communication and Dissemination Strategy 2075, School Sector Development Plan, and Minimum School Safety Package (MSSP) are a few of them illustrated here.
- Consultation meetings should be organized with the School Management Committee, Parents Teacher Association, Teachers, and students in the respective school to follow the participatory approach in the school safety plan development.

- Consultation is also required with district education development coordination units [EDCUs], local government education, and DRR committees to incorporate the resources in the plan.
- Collection and study of information and reference materials like village profile of Kamal Rural Municipality, relevant school's publications, school data, DRR Policies, and guidelines issued by the local, provincial and federal governments and other necessary materials.
- Review of School Improvement Plan (SIP) developed by the respective schools.
- Review of the data related to disasters from different secondary sources.
- DRR orientation to SMC, Teachers, and Students
- Carrying out GESI Sensitive hazard, vulnerability, and capacity (HVCAs) of the school
- Listing structural risks mitigation activities and responsible institutions

5. Expected Results

After accomplishing the assignment, 7 community schools of Kamal Rural Municipality will have a Comprehensive School Safety Plan along with a plan of actions that will guide for further operation of the school resilience in the future.

6. Methodology

The consultant adheres to the SIP, Comprehensive School Safety Framework, School Safety guideline, and detailed methodology should mention in the technical proposal.

7. Roles and Responsibilities

The Consultant will be responsible for:

- Develop tools for undertaking the assignments to deliver the envisaged outputs
- Develop a final work plan for undertaking an assignment with support from the project
- Data compilation and analysis
- Presentation of draft findings to the Caritas Nepal, School, and municipal authorities
- Finalization of the School Safety plan according to feedback provided

The Project will be responsible for:

- Review, provide inputs feedback, and approval the final plan, tools, and methodology

- Provide relevant documents and references, initial briefing on the intervention as well as expectations of this assignment
- Provide logistic support and cost for organizing consultation workshops
- Timely feedback on the received document from the consultant
- Organize appointments with the relevant stakeholders

8. Budget and Timeline

The budget (remuneration) will be agreed upon with the consultant according to the submitted proposal, negotiation, and available budget in the project. The timeline for this assignment starts from 20 December 2020 and ends on 15th February 2020. Within this timeline, the Consultant is expected to work for 57 man-days with the following schedule

Task	Time allocation
Design of checklists, fieldwork plan, and methodology	3 day
Meeting with the project team to draft the plan and methodology	1 day
Coordination with Municipality and School Management Committee and finalize the plan	1 day
Orientation on DRR and HVCA tools to SMC, Parent, Teachers and Students	14 days
Undertake Risk, Vulnerability, and Capacity Assessment	7 days
Draft Preparation of School Safety Plan	21 days
Draft School Plan sharing for comments and feedback	7 days
Complete all the write-up and do the final submission	2 days
Submission of Final Report	1 day
Total	57 days

9. Outputs and Deliverables

Report	Due Date	No of copies, type & language
Inception Report	1st Week from the Agreement	1 copy/ Nepali Language

Progress Draft Report	1.5 Month End	Draft report of 7 Schools Safety Plan
Final Report	2 Months	Final Reports of All 7 School

10. Special Terms & Conditions / Specific Criteria

- The consultant should have a master degree in disaster risk mitigation and Environment Science
- Minimum 15 years of relevant experience in disaster risk management, including in the development of school DRM plan, DRR IEC development, policies and strategies in disaster risk reduction
- Knowledgeable about School-based disaster risk management and VCA approaches
- An example of at least five similar completed assignments and outputs shall be shared during the discussion meeting.

11. Evaluation Process

After evaluation of the proposals by the procurement committee, the project will make an award to the applicant whose proposal provides the best value considering both technical and financial aspects. There will be 80% marks for technical evaluation and 20 % marks for financial evaluation.

12. Payment Modality

The Consultant shall be paid in two installments:

- First Installment: 50% of the contract amount shall be paid upon submission of inception report with detailed methodology framework and plan and acceptable to the procuring entity
- Second installment: 25% of the contract amount shall be paid upon submission of the progress draft report
- Third installment: 25% of the contract amount shall be paid upon submission and acceptance of the final report.

Personal responsible for receiving tenders:

ranjit@caritas.org.np

devendra@caritas.org.np

To apply

Interested private firms or individuals, who meet the above requirements, should apply by submitting their Expression of Interest (EoI) with the proposal (not more than 5 pages) and that clearly outlines the following to accomplish the assignment emailed to ranjit@caritas.org.np and devendra@caritas.org.np with subject line Preparation of School Safety Plan. The closing date for application is 1 December, 2020. The only short-listed proposal will be contacted for further discussion and will be required to present their proposed methodology and previous similar experience. For any clarification required on the Terms of Reference (ToR) please contact at email: rabin@caritas.org.np

The project reserves the right to accept or reject any or all proposals without assigning any reason.