

Annex 1

Terms of Reference Preparation of a Status Report on Natural Disaster Preparedness Plans

Background

There is a growing concern within the international community to improve disaster management and preparedness. As a response, ICIMOD has initiated work on collating important information about disaster preparedness in the region through a project titled '**Living with Risks – Sharing Knowledge on Disaster Preparedness in the Himalayan Region**'. The specific objective of the project is to support key practitioners with current knowledge in the field of disaster preparedness, mainly floods, landslides and earthquakes; and build capacity in multi-hazard risk assessment, as well as provide a platform for interaction and exchange of experiences. The prime target countries for the project are Bangladesh, India, Nepal and Pakistan, and with the mountain areas in these countries being of particular interest.

The project is funded by the European Commission Humanitarian Aid Department (DG ECHO) and will be implemented between 1 April 2006 and 30 June 2007.

As part of the activities, the project will promote exchange of experiences, best practices and cross-learning between practitioners through the arrangement of two **regional workshops** and the establishment of a website as the basis for knowledge networking.

The first workshop is anticipated to take place in early August. The workshop will focus on disaster preparedness in general and **plans** for disaster preparedness in particular. In this case, Plans on a *national* level are of prime interest, but plans on *district* and *community* levels are also of great importance.

Objective of the task

The objective is to provide an account on state-of-the-art on disaster preparedness plans in each of the four target countries: Bangladesh, India, Nepal and Pakistan. There will be a document for each country, with the aim to provide as complete account of existing plans as possible. The account will form basis for a gap analysis during the forthcoming workshop regarding Natural Disaster Preparedness Plans (NDPP) in the four target countries.

Scope of work

The consultant shall prepare a status report on Natural Disaster Preparedness Plans (NDPP) in his/her country.

- A) This report shall list all relevant Preparedness Plans on a national level in relation to three main natural hazards:
- Floods (including flash floods)
 - Landslides (and related land mass movements)
 - Earthquakes

When applicable, a mountain focus shall be taken.

- B) In addition the report shall account for the existence of Preparedness Plans on a district (or similar) and community levels in relation to the three above-mentioned natural hazards. Examples of existing plans shall be attached.
- C) For the national, district, and community plans listed and described, an account of the history of the plans (how they were put into place), institutional ownership and their present functionality, shall be given. Hence, the work encompass a *quantitative* aspect, listing, and describing all relevant Natural Disaster Preparedness Plans, and a *qualitative* aspect, accounting for the functionality of the plans. With functionality means the success with which the plan has been implemented; is it in place and being used? If not, what are the shortcomings and gaps? Case studies may be enclosed from relevant institutions.
- D) The work can be based on individual expertise, or as collaborative work of a group or institution. The work will to a large extent be a desk study using modern communication facilities (internet, telephone, fax), but it *may involve visits to relevant governmental* or other institutions for the collection and assessment of NDPP. In general, the consultant shall try to be as thorough investigating, precise, and objective as possible in his/her study. In cases the consultant may provide his/her own personal analysis on adequacy of plan, impediments to implementation, among others.
- E) All NDPP accounted for and discussed in the report shall appear in the list of References. Relevant plans may also be attached as appendices to the report. In addition, as an appendix, a list of organisations working in Disaster Preparedness in the country shall be provided (it does not need to be exhaustive). From the list it should be clear if the organisation is a governmental, NGO, or other organisation and their role should be stated. Informal networks and/or institutions may also be mentioned.

Reporting

The consultant shall be prepared to present his/her report at the regional disaster preparedness workshop planned for in the end of August 2006.

ICIMOD contacts

For issues or enquiries in relation to the scope of work, please contact Dr. Mats Eriksson (meriksson@icimod.org) or Mr. Vijay Khadgi (vkhadgi@icimod.org) at Water, Hazards and Environmental Management, ICIMOD, tel. +977 1 55 25 313.