ICIMOD

TERMS OF REFERENCE (ToR)

Preparation of Local Disaster and Climate Resilience Frameworks (LDCRF) for 9 municipalities/rural municipalities in Rautahat, Dhanusha, Mahottari, and Dhankuta Districts, Nepal

Action Area: Water and Disaster Risk Reduction

Strategic Group: Climate and Environmental Risks



ToR

About ICIMOD

The Hindu Kush Himalaya (HKH) region stretches 3,500 km across Asia, spanning eight countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Encompassing high-altitude mountain ranges, mid-hills, and plains, the zone is vital for the food, water, and energy security of up to two billion people and is a habitat for countless irreplaceable species. It is also acutely fragile and vulnerable to the impacts of the triple planetary crisis of climate change, pollution, and biodiversity loss.

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is an international knowledge organisation focused on the HKH region, working since 1983 to deliver greener, more inclusive, and climate-resilient development. Our work is guided by our Strategy 2030, Medium-Term Action Plan V (2023–2026) and the associated Results Framework, and our various policies. Learn more on our website.

Consultancy overview

Rautahat, Dhanusha and Mahottari, in Nepal's Madhesh Province, lie in the Terai plains and face recurring floods, inundation, riverbank erosion, waterlogging, heatwaves, cold waves, fire, and epidemic risks, particularly during the monsoon. Dhankuta, in Koshi Province, lies in the Mid-Hills and faces recurring risks of landslides, soil erosion, fires, and earthquakes. Together, the two settings represent contrasting physiographic and hazard contexts within Nepal's disaster and climate risk landscape.

The Government of Nepal has adopted a range of instruments to guide disaster and climate governance, including the National Disaster Risk Reduction Policy 2075, the Disaster Risk Reduction and Management Act 2074, the Local Government Operation Act 2074, and the Disaster Risk Reduction National Strategic Action Plan (2018–2030). To operationalise these at the local level, the Government has issued the Local Disaster and Climate Resilience Framework (LDCRF) Preparation Guideline, 2081. Despite this, effective implementation remains constrained by limited municipal-level technical capacity, fragmented local planning instruments, and the absence of an integrated, municipality-specific resilience framework.

ICIMOD intends to engage a qualified consulting firm, or a joint venture of firms, to prepare LDCRFs for 9 municipalities/rural municipalities across four districts: three in

Rautahat and three in Mahottari and one in Dhanusha (Madhesh Province), and two in Dhankuta (Koshi Province).

The aim is to support these nine municipalities in transitioning towards evidence-based, gender equality, disability, and social inclusion (GEDSI)-responsive disaster and climate resilience planning. The assignment will establish each municipality's hazard, exposure, and vulnerability profile, assess existing disaster risk reduction (DRR)/climate change adaptation (CCA) planning and institutional capacity, and develop a prioritised LDCRF and implementation roadmap for each municipality across the four districts within the assignment period (see **Duration and notice period**).

This assignment is co-financed by ICIMOD, its partners, and the nine participating municipalities/rural municipalities. Each municipality will contribute partially towards the cost of preparing its own LDCRF, under a cost-sharing arrangement agreed between ICIMOD and its partner, and the respective municipal government (see **Terms of payment**).

District	Municipality / Rural Municipality	Province
Rautahat	Gaur Municipality	Madhesh Province
	Gujara Municipality	
	Maulapur Municipality	
Mahottari	Bardibas Municipality	
	Balwa Municipality	
	Bhangaha Municipality	
Dhanusha	Mithila Municipality	
Dhankuta	Dhankuta Municipality	Koshi Province
	Chhathar Jorpati Rural Municipality	

Objectives

The overall objective of this consultancy is to prepare LDCRF for 9 municipalities/rural municipalities in the districts of Rautahat, Dhanusha, Mahottari, and Dhankuta, in accordance with the LDCRF Preparation Guideline, 2081, and to support their integration into municipal development planning.

Specifically, the consulting firm shall:

- Assess disaster and climate hazard, exposure, vulnerability, and capacity for each of the 9 municipalities, through review of existing plans, policies and secondary data, and targeted field verification.
- Undertake municipal-level consultations – including GEDSI-responsive engagement with women, children, the elderly, persons with disabilities, and gender and sexual minorities – to validate risk profiles and priorities in each municipality.
- Develop an integrated LDCRF and implementation roadmap for each of the 9 municipalities, tailored to the Terai (Rautahat, Dhanusha and Mahottari) and Mid-Hill (Dhankuta) contexts, enabling prioritised, budget-integrated disaster and climate resilience planning.
- Generate a cross-district synthesis of findings and lessons to inform ICIMOD's future engagement in these areas.

Scope of work

Given the assignment period (see **Duration and notice period**) and the geographic spread across four districts, the consultancy firm is expected to organise delivery around four district clusters, Rautahat, Dhanusha, Mahottari, and Dhankuta, and to execute Main Tasks 2 to 4 across all 9 municipalities.

Main task 1: inception, coordination, and mobilisation

The consultancy firm shall establish inception arrangements and mobilise field teams (simultaneously, if required) across the Rautahat, Dhanusha, Mahottari, and Dhankuta district clusters.

Sub-task 1.1: conduct inception and coordination

The consultancy firm shall:

- Conduct a joint inception meeting with ICIMOD to confirm the work plan, team deployment, and district-cluster arrangements.
- Hold a one-day coordination/orientation meeting in each of the four districts, engaging municipal Disaster Risk Reduction and Management (DRRM) committees, ward representatives, and vulnerable groups (women, children, the elderly, persons with disabilities, and gender and sexual minorities).
- Prepare a consolidated Inception Report covering all 9 municipalities, including a district-wise work plan and staffing/task assignment that demonstrates the firm's (or joint venture's) capacity to deliver.

Main task 2: municipal profiling, hazard, risk, and vulnerability assessment

The consultancy firm shall undertake profiling and risk assessment for each of the 9 municipalities, in parallel across the four district clusters.

Sub-task 2.1: review existing plans, policies, and secondary data

The consultancy firm shall:

- Review DRRM and climate change-related laws, plans, policies, and budgetary provisions applicable to each municipality.
- Compile historical disaster and loss data (minimum last decade) for each municipality.

Sub-task 2.2: prepare municipal profiles and hazard/risk assessments

The consultancy firm shall perform the following works in consultation with each municipality's DRRM Committee:

- Prepare a general municipal profile (physical conditions, social conditions, and ward-level demography) for each municipality.
- Conduct hazard, exposure, vulnerability, and capacity assessments – including GEDSI and socio-economic consultations – for each municipality.
- Conduct field verification, surveys and stakeholder consultations, scheduled concurrently across the four district clusters.

Sub-task 2.3: conduct municipal consultation workshops

- Undertake a one-day consultation workshop in each municipality,
- Record the stakeholder feedback, and
- Finalise the municipal profile and risk assessment incorporating stakeholder comments.

Main task 3: preparation of integrated LDCRF plans

The consultancy firm shall prepare an integrated LDCRF plan for each of the 9 municipalities, in parallel across the four district clusters.

Sub-task 3.1: formulate the integrated plan for each municipality

The consultancy firm shall:

- Identify stakeholders, their roles, and residual disaster/climate risk for each municipality.
- Formulate a vision, mission, strategy, and prioritised DRR/CCA measures for each municipality, with implementing agencies stated.
- Develop a short-term (2-year), medium-term (5-year), and long-term (to 2030) action plan and implementation strategy – phases, tasks, responsible parties, resource requirements and dependencies – for each municipality.

Main task 4: draft LDCRF, budgeting integration, and municipal validation

Sub-task 4.1: prepare the draft LDCRF for each municipality

The consultancy firm shall:

- Prepare a draft LDCRF for each of the nine municipalities, including a financing/budget-integration plan and a mechanism for the municipality's Local Disaster Management Fund.

Sub-task 4.2: conduct a validation workshop

- Present each draft LDCRF to the respective municipal executive committee for validation, scheduled concurrently across the four districts,
- Record the stakeholder feedback, and
- Finalise the validation summary incorporating stakeholder comments.

Main task 5: finalisation and cross-district synthesis

Sub-task 5.1: finalise and submit

The consultancy firm shall:

- Finalise all nine LDCRFs, in Nepali and English, incorporating stakeholder and municipal feedback.
- Prepare a brief cross-district synthesis note comparing findings and lessons across the Terai (Rautahat, Dhanusha and Mahottari) and Mid-Hill (Dhankuta) contexts, for ICIMOD's use in future programming.
- Submit the final report incorporating all inputs, together with all GIS datasets (shapefiles/geodatabase), ward-level hazard and risk maps, and survey data in editable formats, for handover to ICIMOD and each municipality.

Deliverables

The consultant will accomplish the following deliverables:

Deliverable	Deadline
Inception Report (all 9 municipalities, consolidated)	20 November 2026

Deliverable	Deadline
Municipal profiles and hazard/risk/vulnerability assessments (all 9)	18 December 2026
Draft LDCRF for all 9 municipalities	5 January 2027
Municipal validation workshops completed (all 9)	20 January 2027
Final LDCRF reports (all 9, Nepali and English), GIS datasets and hazard/risk maps, and Cross-District Synthesis Note	**29 January 2027**

Qualifications and experience

The consulting team should comprise the following key experts with relevant qualifications and experience. Given the compressed, multi-district nature of this assignment, firms may propose as a joint venture of up to three (3) member firms; joint venture proposals should clearly present the division of tasks and responsibilities across the Rautahat, Dhanusha, Mahottari, and Dhankuta clusters. Bidders – particularly joint ventures – are encouraged to propose more than one of the positions below (for example, one Socio-Economic/GEDSI Expert per district cluster) where this strengthens the firm's ability to deliver all 9 LDCRFs within the assignment period.

1. Team Leader/DRR and Climate Resilience Planning Specialist

- Master's degree in Disaster Risk Reduction and Management (DRR/M), Urban Planning, Civil Engineering, Sociology, or a related field.
- Minimum seven (7) years of professional experience in disaster and climate-resilient planning.
- Proven experience developing LDCRFs, local disaster/climate risk plans, or similar municipal-level strategic frameworks.
- Working knowledge of local government systems and the LDCRF Preparation Guideline, 2081, or equivalent local planning guidelines.
- Excellent technical report-writing, stakeholder consultation, facilitation, and presentation skills.

2. Infrastructure/Urban Planning Expert

- Master's degree in Urban Planning, Civil Engineering, or a related field.
- Minimum five (5) years of experience in urban and infrastructure planning, and DRR/CCA planning.
- Working knowledge of GEDSI-responsive planning.

3. Geotechnical Engineer/Engineering Geologist

- Master's degree in Geotechnical Engineering, Engineering Geology, or a related field.
- Minimum three (3) years of relevant experience, including landslide and slope-stability assessment.

4. Civil Engineer

- Bachelor's degree in Civil Engineering or a related field.
- Minimum three (3) years of relevant experience in disaster-resilient infrastructure.

5. Climate Change Expert

- Master's degree in Climate Change Studies, Environmental Science, or a related field.
- Minimum three (3) years of relevant experience in climate risk and adaptation planning.

6. Socio-Economic/GEDSI Expert

- Master's degree in Sociology, Economics, Development Studies, or a related field.
- Minimum three (3) years of experience in DRR/M and socio-economic assessment.
- Demonstrated experience conducting GEDSI-responsive stakeholder consultations.

7. Hydrologist

- Master's degree in Hydrology, Water Resources Engineering, or a related field.
- Minimum three (3) years of relevant experience, including flood and riverine hazard assessment.

8. GIS Expert

- Bachelor's degree in Engineering or a related field.
- Minimum three (3) years of experience in hazard/risk GIS mapping and database preparation.

9. District Field Coordinators (minimum one each for Rautahat, Dhanusha, Mahottari, and Dhankuta)

- Bachelor's degree in a relevant field.
- Minimum three (3) years of field-based DRR/development experience.
- Fluency in Nepali and familiarity with the respective district is required; working knowledge of the relevant local language(s) (e.g. Maithili, Bhojpuri, or Bajjika in Rautahat, Dhanusha and Mahottari) is an advantage.

Duration and notice period

The contract period for this assignment is until 29 January 2027. The exact start and end date of the consultancy will be confirmed in the consultancy contract.

Given this limited timeframe and the requirement to deliver LDCRFs for 9 municipalities across four districts by 29 January 2027, bidders are strongly encouraged to propose a joint venture or an equivalent internal team structure capable of executing Main tasks 2 to 4 in parallel across the Rautahat, Dhanusha, Mahottari, and Dhankuta clusters, rather than sequentially.

The consultancy assignment may be terminated by either party upon providing 15 days' prior written notice. In such cases, payment shall be made on a pro-rata basis for work satisfactorily completed up to the effective date of termination, subject to ICIMOD's approval. However, in the case of misconduct by the consultant, the notice period does not apply.

Reporting requirements

The consultant will report to ICIMOD's Community-Based Disaster Risk Management (CBDRM) Specialist and provide regular progress and challenge updates to the Intervention Manager – Disaster Risk Reduction (DRR) and the Water and DRR Lead. All deliverables must be submitted as a draft for review and approval by the ICIMOD team before final submission. ICIMOD will provide consolidated comments on each draft deliverable within five (5) working days of receipt, and the consultant shall address them within three (3) working days.

ICIMOD will facilitate official introductions and correspondence with the participating municipalities and share available secondary data. Each municipality will nominate a focal person, convene its Disaster Risk Reduction and Management Committee and municipal executive committee for consultations and validation, and provide available municipal data. The consultant shall bear all field and workshop logistics costs, as reflected in the financial proposal.

Proposal

Technical proposal

Applicants must include the following sections in the technical proposal:

- Technical approach and methodology – applicants should explain their understanding of the objectives of the assignment, their approach to the services, and the methodology to be used to deliver LDCRFs for all 9 municipalities in parallel within the assignment period, including the proposed district-cluster coordination and field-logistics plan.
- Organisation and experts – applicants should propose the structure and composition of their team (including, where applicable, joint venture partner roles), listing the main discipline of the assignment, the key expert responsible, and the proposed technical and support staff.
- Relevant past experience – applicants must include their organization's past experience relevant to this request for proposals, including experience preparing LDCRFs or similar plans in the Terai and/or Mid-Hills of Nepal.

Financial proposal

The bidder should provide financial quotations with a breakdown of all costs, including applicable tax, in the budget:

- Breakdown of experts' charges, including the number of days and rate, by municipality/district cluster where applicable.
- Breakdown of any other costs – item, unit, quantity, rate – including inter-district travel, municipal workshops, and translation/production of LDCRF reports in Nepali and English.
- Where the applicant proposes as a Joint Venture, the financial proposal should indicate the cost-sharing arrangement between partners.

- A cost breakdown disaggregated by each of the nine municipalities reflecting the actual cost of preparing that municipality's LDCRF. This disaggregation is required to support per-municipality invoicing under the joint bid/co-financing arrangement described in **Terms of payment**.

Evaluation criteria

The technical proposal will be evaluated based on the following:

Criteria	Maximum score	Details
Quality of the proposal	10	Structure and comprehensiveness of the proposal based on the ToR requirements.
Understanding and approach to the proposed tasks	20	Understanding of the assignment, proposed methodology, work plan, and stakeholder engagement approach – including the robustness of the approach to delivering nine LDCRFs in parallel across four districts within the assignment period.
Organisation experience	20	Relevant experience in similar assignments, including preparing LDCRFs or similar local disaster/climate plans, and experience working in the Terai and/or Mid-Hills of Nepal, including as a Joint Venture.
Human resources	20	Qualifications, relevant experience, and suitability of the proposed key experts and District Field Coordinators, including adequacy of staffing to cover all four district clusters simultaneously.
Proposed timeline and deliverables	10	Realistic timeline and alignment of activities and deliverables with the ToR, and feasibility of submitting all nine draft LDCRFs by 05 January 2027 and final LDCRFs by 29 January 2027.

Criteria	Maximum score	Details
Proposed management and operation plan	20	Project management approach and coordination across district clusters and, where applicable, Joint Venture partners; quality assurance, reporting, and risk management.
TOTAL	**100**	

The service provider will be selected based on the highest-ranked technical proposal (60% weightage) and the lowest-cost financial proposal (40% weightage).

The service provider will be selected on the basis of the highest cumulative scores obtained in the technical and financial proposals, using the following formula:

- Technical score = score obtained based on the technical proposal (total 100)
- Financial score = score obtained based on the financial proposal (total 100), calculated as Sf = 100 × Fm / F, where Fm is the lowest evaluated financial proposal and F is the price of the proposal under consideration
- Total score = 60% of technical proposal + 40% of financial proposal

The service provider that achieves the highest score based on the criteria will be awarded. Only proposals scoring at least 60 points in the technical evaluation will proceed to financial evaluation.

ICIMOD reserves the right to accept or reject any or all proposals received without providing any reason whatsoever.

Terms of payment

As this is a joint bid co-financed by ICIMOD and the 9 participating municipalities/rural municipalities, payment obligations under the resulting contract are shared between ICIMOD and its partners, and each municipality, in proportion to each party's actual, confirmed contribution to that municipality's LDCRF. The consulting firm shall raise separate invoices for ICIMOD and each of the 9 municipalities, rather than a single consolidated invoice, reflecting the municipality-specific cost breakdown submitted in the financial proposal.

Payments will be made upon satisfactory completion of deliverables for each milestone, applied to the relevant municipality's contract value (and, for the Cross-District Synthesis Note, to ICIMOD's contract value alone) as follows:

Payments will be made upon satisfactory completion of deliverables for each task as follows:

Milestone	Payment (%)
Upon signing of the contract	50%
Draft LDCRF for the relevant municipality	ICIMOD and partners' contribution
Upon submission of the final LDCRF for the relevant municipality and the Cross-District Synthesis Note, incorporating all inputs	Municipality's contribution

ICIMOD will confirm, prior to contract signing, the contribution split between ICIMOD and each municipality, and the invoicing and payment-processing arrangements with the respective municipal government. The Cross-District Synthesis Note (Main task 5) is a corporate ICIMOD deliverable and shall be invoiced to ICIMOD alone, excluded from the per-municipality contribution. No milestone payment will be released by a municipality until the corresponding deliverable for that municipality has been reviewed and approved. For clarity, the 50% payment upon contract signing is calculated on ICIMOD and partners' contribution only; the remaining 50% of ICIMOD and partners' contribution is payable upon approval of the draft LDCRF for the relevant municipality, and each municipality's contribution is payable in full upon approval of its final LDCRF.

Method of application

The completed proposal should be submitted through email to **consultancyhr@icimod.org** by 10 November 2026 (11:59 pm Nepal Standard Time, UTC+05:45) with the subject line, '**Application for LDCRF – Rautahat, Dhanusha, Mahottari, and Dhankuta**'.

Two separate files of technical and financial proposals should be submitted along with the valid legal documents as follows:

1. Legal registration and renewal certificate (for each joint venture partner, if applicable)
2. Tax registration certificate (e.g. TPIN/PAN/VAT certificate) issued by the relevant statutory authority in the country where the organisation is legally registered.
3. Institutional profile and other relevant documents related to the nature of procurement.
4. Tax clearance or annual tax return of the last fiscal year.
5. Audit report of the last three (3) years, including audited financial statements.
6. CVs of all major team members.
7. For joint ventures: a signed JV agreement and a power of attorney designating the lead firm.

As per ICIMOD's policy, English is the official language for all agreement documents. All required documents must therefore be submitted in English; if any certificate or supporting document is issued in a national or local language, a certified English translation must accompany the original.

ICIMOD reserves the right to accept or reject any or all proposals received without providing any reason whatsoever.

For further inquiries or to submit proposals, please contact:

consultancyhr@icimod.org

ICIMOD's Core Values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values express our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

Diversity, equity, inclusion, and safeguarding

ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not

limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, across the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment in which all its employees can participate fully and meaningfully, free from fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct (including child abuse), by our staff, representatives, or stakeholders is not condoned or tolerated.

Ethical consideration

The consulting institutions/firm will be required to take all the necessary actions to handle the collected data responsibly (see **ICIMOD Responsible Data Policy**) to ensure data privacy, anonymity, and confidentiality. Informed consent shall be obtained from all survey and consultation participants, with additional safeguards when engaging children and other vulnerable groups.

Commitment to the prevention of sexual harassment

ICIMOD is committed to the prevention and redressal of sexual harassment at the workplace and promoting the welfare of children, young people, and adults, and expects all staff, consultants/consulting firms, and volunteers to share this commitment. We will do everything possible to ensure that only those who align with our values are selected to work for us.

Confidentiality/non-disclosure

All material issued in connection with this ToR shall remain the property of ICIMOD and shall be used only for the purpose of this procurement exercise. All information provided shall be either returned to ICIMOD or securely destroyed by unsuccessful applicants upon completion of the procurement exercise.

During the performance of the assignment or at any time after expiry or termination of the Agreement, the consulting institutions/firm shall not disclose to any person or otherwise make use of any confidential information which s/he has obtained or may during this agreement relating to partner organisation/ICIMOD, the respondents or otherwise.

The consulting institutions/firms will be required to sign a non-disclosure/confidentiality agreement as part of their undertaking of this work.

Intellectual property, copyright, and ownership of all prepared information

The consulting institutions/firm shall retain all rights to pre-existing (background) intellectual property or materials used by the firm in the delivery of this study. All arising intellectual property, ideas, materials, processes, or processes formed in contemplation, course of, or as a result of this study shall be passed to ICIMOD without restriction.

The consulting institutions/firm shall warrant that all arising intellectual property, materials and/or products produced in pursuit of this study shall be original and shall not infringe on any third party's claim. All technical or business information, in whatever medium or format, originated, collated, or prepared by or for the consulting institutions/firm in contemplation, course of, or as a result of this assignment shall be transferred to ICIMOD without restriction on completion and shall not be used by the firm for any other purpose without express written permission of ICIMOD.

Copyright of all documents, data, information, or reports produced by the consulting institutions/firm under this assignment shall belong to ICIMOD and will be passed to ICIMOD without restriction. Such documents, data, information, and reports shall not be used by the firm for any other purpose other than in conjunction with this assignment, without the express written permission of ICIMOD's Head of Programme Finance.