

TERMS OF REFERENCE (ToR)

Local implementation partner in South Asia

Promoting Anticipatory Actions to Address climate and environment risks for community transformation (PROAACT) project

Action area: Economies

Strategic group: Resilient economies and landscapes

ToR

About ICIMOD

The Hindu Kush Himalaya (HKH) region stretches 3,500km 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](#).

Project background

The UN Environment Programme (UNEP) and the European Union (EU) established a partnership on climate, environment and stability in 2017 to strengthen the capacity of countries and international partners to identify environment and climate-related risks, and to plan effective risk reduction and response measures. UNEP has designated the International Centre for Integrated Mountain Development (ICIMOD) as the regional entity responsible for leading the implementation of activities in South Asia, through a project titled ‘Promoting Anticipatory Actions to Address Climate and Environment Risks for Community Transformation (PROAACT)’.

This work will be carried out within the Action area: Economies of the Strategic group: Resilient Economies and Landscapes of ICIMOD. This Action area mainly targets locally led adaptation, focusing on Nature-based Solutions (NbS).

PROAACT has prioritised South Asia, recognising the region’s heightened vulnerability to climate and environmental risk, with a particular focus on the Water-Energy-Food-Environment (W-E-F-E) nexus and its associated threats.

Objectives

The initiative aims to:

- 1) enhance the capacity and resilience of local communities living within the Ganges and Indus River Basins, to climate and environmental risks, as well as associated threats to social cohesion and stability
- 2) foster regional collaboration between stakeholders (inter-organizational cooperation, peer-to-peer learning, and institutional interaction)

PROAACT will support target communities to develop and implement locally led adaptation actions with a focus on NbS for socio-ecological resilience and building knowledge and networks. The initiative will focus on Bangladesh and Nepal (Ganges River Basin) and Pakistan (Indus River Basin), targeting the communities most at risk.

Through this project, ICIMOD will provide support to local stakeholders in Bangladesh, Nepal, and Pakistan for the co-development and implementation of inclusive Local Adaptation Plan to enhance the capacity and resilience of target local communities living within the Ganges and Indus River Basins in these three countries.

Ganges River Basin

The Ganges River Basin stretches approximately 2,525 km and spans four countries: 79% of the basin lies in India, 14% in Nepal, 4% in Bangladesh, and 3% in China. It is one of the most densely populated river basins in the world, supporting nearly half of India's population (around 600 million people), as well as the entire population of Nepal (around 30 million people), and millions more in Bangladesh. The Ganges River Basin is considered one of the poorest areas in the world. Some of South Asia's poorest and most marginalised populations live along the riverbanks, relying heavily on its ecosystem services for their livelihoods. Additionally, the Ganges River Basin is also marked by intersecting inequalities related to gender, caste, ethnicity, religion, and geography. The vast scale of the Ganges River Basin, the diversity of stakeholders' priorities, coupled with deeply rooted socio-economic diversity and inequalities, present significant challenges for effective, inclusive water resources management.

Indus River Basin

The Indus River Basin stretches approximately 3,200 km and spans a total area of 1.1 million square kilometres, covering four countries: 52% in Pakistan, 33% in India, 8% in China, and 6% in Afghanistan. The Indus is a crucial source of water for drinking, household and industrial uses. The socio-economic development of these countries heavily depends on the Indus' water resources. It is particularly vital to the agricultural lands in Afghanistan, India, and Pakistan. However, the Indus River Basin is under pressure due to population growth, environmental degradation, unregulated and inefficient water use, and widespread poverty. These factors, intensified by climate change, make the lower Indus one of the most water-stressed areas in the world. Water pollution is also an escalating concern, with the Indus River Basin now considered the largest carrier of waste into the Arabian Sea, driven by rapid industrialisation, urbanisation, and the discharge of untreated sewage.

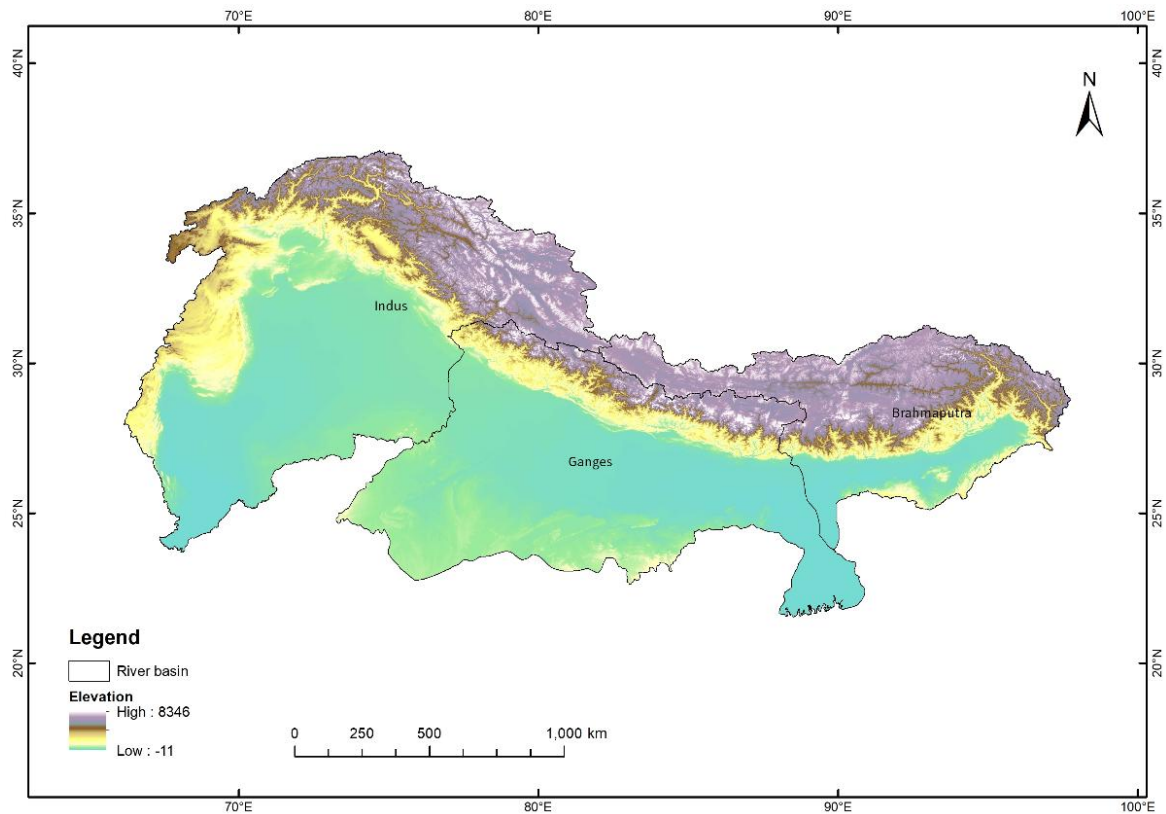


Figure 1. Ganges and Indus River Basins | Source: SRTM 90m Digital Elevation Database, CGIAR

Extreme weather events in these basins have become more frequent and intense over the past six decades. Water scarcity and droughts often prevail during the dry season with the occurrence of disastrous flooding each year during the monsoon. Over the recent decades, there have been destructive climate-induced disasters in both river basins. In 2022, Pakistan suffered one of the most devastating and widespread floods in its history, with more than 1,700 deaths and 33 million people affected across the Indus River Basin. Similarly, the devastating flood in 2024 in Kathmandu, Nepal, and the catastrophic rock and ice avalanche at Chamoli, India, in 2021 resulted in the tragic loss of human lives, widespread destruction of critical infrastructures, and irreversible damage to ecosystems and livelihoods.

Water-induced hazards are projected to increase in both frequency and severity in the coming decades. These climate change impacts have significant implications for communities, particularly for disadvantaged groups. As a result, a range of socio-economic challenges are further exacerbated, including poverty, hunger, health hazards and escalating social tensions, deepening existing vulnerabilities, and placing additional stress on natural resources. Given social and gender hierarchies across the region, women, girls, people with disabilities, elderly, low-income groups, and other disadvantaged groups face heightened risks.

The Ganges and Indus River Basins are transboundary river systems, which create critical interdependence among countries. The upstream activities – such as hydropower development, deforestation, and water extraction in India and Nepal directly affect water availability, sediment flows, and flood risks downstream in Bangladesh and Pakistan.

Political instability, fragmented governance systems, and the lack of robust multilateral cooperation continue to undermine effective adaptation efforts, posing significant long-term risks to regional social cohesion and stability.

Considering this context, the initiative will focus on Bangladesh and Nepal (Ganges River Basin) and Pakistan (Indus River Basin), targeting the communities most at risk. This initiative also aims to foster regional collaboration, promote knowledge exchange, and enhance joint solutions to shared challenges in governance, climate adaptation, and environmental protection.

Expected outcomes

In the medium- and long-term, the initiative is expected to contribute to the ICIMOD and EU-UNEP partnership's high-level result and impact, which aims to equip target communities and countries with the necessary capacity for climate adaptation and fostering social cohesion. The assumption is that this capacity will enable them to address the climate and environmental risks driving tension and instability, supporting long-term resilience and ultimately helping to sustain stability.

The expected outcomes of this initiative align with ICIMOD's High-Level Outcomes to 2030:

Outcome 1: Policy responses and practice solutions are widely adopted and supported by large-scale investment.

Outcome 2: Regional cooperation and collaboration lead to critical policy decisions.

Outcome 3: Recognition of the HKH mountain agenda in global policy forums, which attracts more investment for the region.

The project will primarily address the interconnected climate, environmental, and socio-economic challenges faced by the HKH communities in the Ganges and Indus River Basins, through the implementation of locally led and anticipatory adaptation actions and the promotion of regional cooperation (inter-organizational cooperation, peer-to-peer learning, and institutional interaction) between implementing partners. Moreover, the project aligns with national climate priorities of Bangladesh, Nepal, and Pakistan by strengthening inclusive, community-level capacity to plan and implement adaptation programs, including National Adaptation Plans (NAP).

The initiative targets eight local grantees, Non-Governmental Organisations (NGOs)/Community-Based Organisations (CBOs), selected through a Call for Proposal process. The initiative is expected to indirectly benefit all local communities across the region through regional knowledge exchange.

Expressions of interest

ICIMOD invites Expression of Interest for eight grantees for the implementation of initiatives in Bangladesh, Nepal and Pakistan. The grantee must be a non-profit Non-Governmental Organisations (NGOs)/ Community-Based Organisations (CBOs) registered in Bangladesh, Nepal, and Pakistan to express interest in working with local communities to plan and implement locally led adaptation measures, to be funded by the project. Organisations are eligible to apply only for their country of legal registration.

ICIMOD will channel the funds directly to the selected eight grantees. In addition to funding, each selected grantee will receive technical support from ICIMOD, including training and consultations on risk and vulnerability analysis, planning NbS adapted to the scenario of each of the priority areas, and co-development of anticipatory Local Adaptation Plans for each of the selected project areas.

The selected grantees will participate in the national and regional network that promotes inter-organisational cooperation, peer-to-peer learning, and institutional interaction to maximise the impact of the implemented projects.

Overall activities of the projects to be implemented by the selected grantees

- Facilitate and organise community planning sessions with target communities, using the adapted ICIMOD/UNEP tools for participatory and inclusive climate risk assessment and develop locally led adaptation measures, with a focus on Nature-based solutions.
- Liaise with local authorities for the co-development, prioritisation, and implementation of the local adaptation plan.
- Prioritise the activities from the Local Adaptation Plan for implementation in the communities through the participatory approaches.
- Implement the selected locally led adaptation interventions, including procurement, implementation, and monitoring.
- Document the learning, knowledge and practice from projects implemented in the communities.
- Participate actively in regional networks facilitated by ICIMOD/UNEP on climate change adaptation for the exchange of information and best practices in the South Asia Region and/or globally.

Project area

The project will be implemented in a total of eight climate hotspots from the Ganges River Basin in Bangladesh and Nepal, and the Indus River Basin in Pakistan. The climate hotspots were prioritised from the stakeholder consultation meeting conducted in Dhaka Bangladesh, Islamabad Pakistan, and Kathmandu Nepal, based on findings of vulnerability risk assessment, multi-hazard risk analysis or vulnerability mapping atlas of the respective countries, along with the practical experiences and field information of the participants. The prioritised hotspots are:

- **Bangladesh** – Satkhira District, Nawabganj District, and Shariatpur District
- **Nepal** – Sindhupalchowk District, Dhading District, and Rolpa District

- **Pakistan** – Astore District and Swat District

Each EOI must be submitted for one specific location from those eight prioritised climate hotspots. Applicants may submit multiple EOIs for different locations; however, only one grant will be awarded per applicant.

Methodology

The project involves both primary and secondary data collection and analysis for the development of the Local Adaptation Plans. Similarly, the Local Adaptation Plan development and Implementation involve a rigorous participatory process involving communities, local government/authorities, and other stakeholders. At a minimum, the development of these plans shall involve the following steps:

- Literature review: National Adaptation Plan (NAP), Nationally Determined Contributions (NDCs), National Climate Change Policy, Risk Assessment Report, International/National Reports/Profiles/Plans/Strategies on climate and environment, vulnerability index, and all relevant documents.
- Data collection: Conduct surveys, interviews, and focus group discussions with local communities, ensuring participation of marginalised and vulnerable groups, district officials, and stakeholders involved in forest management.
- Stakeholder consultations: Engage with government departments, local community groups and representatives, NGOs, and private sector entities to gather diverse perspectives and insights.
- Risk assessment: Use UNEP/ICIMOD tools using a participatory approach in the communities to identify risks and potential socio-ecological challenges causing instability.
- Environmental and economic analysis: Use quantitative tools to evaluate the environmental impact and economic viability.
- Local Adaptation Planning: Participatory process along with national/local planning process of respective country involving local government/authorities, local communities, and other stakeholders.
- Prioritisation of activities: Participatory process for prioritisation of the activities to implement in the communities deriving from the developed Local Adaptation Plans.
- Case studies and knowledge products: Document case studies of successful locally led NbS for climate adaptation and socio-ecological stability in the target communities and best practices. Develop knowledge products based on locally led adaptation practices and community-led socio-ecological stability.

Deliverables

The grantee will be responsible for the following deliverables:

Outcome 1: Communities have enhanced capacity to build resilience to climate change and environment-related risks and associated stability threats at the local level.

To achieve Outcome 1, the initiative will implement targeted activities under Outputs 1.1 and 1.2.

Output 1.1: Communities are supported in utilising integrated risk assessment and planning tools to enhance their resilience to climate change and their capacity to anticipate and address environmental risks to social cohesion and stability.

Output 1.1 focuses on the use of a practical, area-specific toolkit designed to help local communities develop and implement their own locally led adaptation plans, based on their prioritised needs. Output 1.1 will be achieved through the following activities:

Activity 1.1.1 Training and capacity building of local communities on the application of analytical, planning and dialogue tools, using a learning-by-doing approach in which communities will be guided to conduct local integrated risk assessments.

Deliverables		Delivery time
D 1.1.1	Report on training session delivered to the communities to conduct local integrated risk assessments	Month 1
D 1.1.2	Report on local integrated risk assessments conducted in the communities to develop Local Adaptation Plan	Month 1

Output 1.2: Communities are supported to plan and implement inclusive and gender-responsive interventions to build local resilience to climate-related risks for social cohesion and socio-economic stability.

Output 1.2 focuses on the co-development of context-specific, gender-responsive Local Adaptation Plans using the toolkit, through participatory planning processes that incorporate the prioritised needs of local communities – both immediate and long-term – and Indigenous knowledge. Output 1.2 will be delivered through the following activities:

Activity 1.2.1. Facilitation of participatory planning processes for early warning of climate risks, anticipatory climate change adaptation and sustainable natural resource management, based on inclusive dialogue and consensus-building in consultation with the communities and local governments.

Organise a series of participatory planning sessions, with each local community, government and civil society representatives, to co-develop gender-responsive anticipatory Local Adaptation Plans, aligned with existing local and national climate strategies and goals, in particular Local Adaptation Plans for Action (LAPAs), NAP, NDC, etc. The participatory planning session will focus on identifying local risks and potential adaptation solutions, with a focus on NbS. Similarly, the participatory planning session will prioritise those solutions for implementation. Approval of the developed Local Adaptation Plan from ICIMOD and the local government. Local Adaptation Plan will be developed both in English and the national/local working language of the specific project location.

Activity 1.2.2 Lead and provide technical support for locally led implementation of priority actions for community resilience and social cohesion, based on best practice for sustainable natural resources management.

Sub-Activity 1.2.2.1 Provide continuous technical support and advisory services for finalisation of anticipatory climate adaptation actions, selection and implementation of at least one action, including budgeting, costing, procurement and monitoring, with strong potential to reduce social tension and build social resilience.

Sub-Activity 1.2.2.2 Conduct regular field visits to monitor the implementation of selected anticipatory locally led climate adaptation action.

Sub-Activity 1.2.2.3 Publish co-developed anticipatory Local Adaptation Plans, case studies on the implementation of selected actions, and other relevant materials on the online dashboard.

Sub-Activity 1.2.2.4. Develop case studies documenting the implementation of anticipatory locally led climate adaptation actions, including key lessons learned, and best practices.

Deliverables		Delivery time
D1.2.1	Participatory planning processes facilitated in communities by grantees for identifying risks and potential adaptation solutions	Month 2
D.1.2.2	Participatory planning processes led by grantees to prioritise adaptation solutions	Month 4
D1.2.3	Co-developed final gender responsive anticipatory Local Adaptation Plans, with inputs from relevant experts and ICIMOD	Month 4
D1.2.3.1	Approved Local Adaptation Plan from ICIMOD/ EU-UNEP	Month 5
D1.2.3.2	Initiate implementation of prioritised action to build resilience and social cohesion	Month 5
D1.2.3.3	Updated online dashboard with co-developed anticipatory Local Adaptation Plans, case studies and other materials	Month 6, 9, 12, 16
D1.2.3.4	Case studies documenting the implementation of identified adaptation action from anticipatory LAP and lessons learnt	Month 16
D.1.2.4	- Quarterly progress technical and financial report - Final report of project completion with financial report and all supporting documents	Month 3, 6, 9, 12,15 Month 17

Outcome 2: Communities engage with each other within and across regions and foster cooperation between countries and regions facing interrelated climate and environment-related threats.

Output 2.1: Spaces and frameworks for dialogue are established or optimised to facilitate horizontal collaboration, information sharing, and co-development of solutions with partners within and between regions.

Output 2.1 focuses on contributing to networks established by UNEP/ICIMOD, such as the Indus River Basin Network, or establishing new regional networks and/or platforms to foster collaboration on locally led adaptation actions through scientific knowledge and experience-sharing. Output 2.1 will be delivered through the following sub-activities:

Activity 2.1.1 Contribute to the regional network by leveraging ICIMOD's existing networks of communities and local actors in Bangladesh, Nepal, and Pakistan.

- Contribute and share the learnings in a virtual space to facilitate regular engagement and collaboration among Community of Practice members.
- Participate in all the biannual in-person national meetings conducted in each country.
- Participate in two annual in-person regional forums.

Facilitating and/or support to ICIMOD for technical and policy exchanges on climate and environmental measures for enhancing social cohesion and stability as part of regional processes, to create/access pathways to influence for community experiences in broader policy design.

Deliverables		Delivery time
D2.1.1.1	Participate and contribute to strengthening established regional networks to be shared by ICIMOD/UNEP	Month 6
D2.1.1.2	Participate and contribute in virtual space for networking, knowledge exchange, sharing best practices and lessons learnt	Month 6 onwards
D2.1.1.3	Participate and support in four national meetings (virtually or in-person) in the respective countries, and share learning and practices	Month 4, 8, 12, 16
D2.1.1.4	Participate and support in two regional forums	Month 9, 17

Project implementation

The grantees are fully responsible for the high-quality organisation and implementation of all the activities required to deliver the development and implementation of the local adaptation plans and associated measures successfully. The scope of the project includes all activities required to develop the inclusive community Local Adaptation Plan in the prioritised climate hotspot and to implement the prioritised measures and activities from the approved local adaptation plan, with a focus on NbS. The developed local adaptation plan must be shared with ICIMOD/EU-UNEP before implementation of the identified action for approval. Once approved, the prioritised activities identified in the plan should be implemented in the target communities to strengthen their resilience and address socio-ecological instability and vulnerabilities.

The grantee must have a team of qualified specialists and team members necessary to carry out all activities required to meet the project's objectives and expected outcomes. A competitive project implementation team should be proposed as part of the application, and the CVs of all proposed team members must be included. The key activities and their implementing stage are presented in Annexe I.

Selection process

- The grantee will be selected through an open competitive process based on technical qualifications and experience that includes clarity in the proposed methodology and work plan, team composition and qualifications, demonstrated expertise in developing and implementing Local Adaptation Plan, experience on NbS, budgeting, and compliance with all legal and financial documents, as required.
- Based on the evaluation, the top eight applicants, with a minimum of two per target country, will be selected.

Criteria for the selection

The grantee should meet the following criteria

1. Experience of managing at least three environmental/climate-related project
2. Experience in implementation of natural resource management and/or climate change adaptation activities in the communities.
3. Has developed plans/strategies/policies and capacity development activities on climate change and adaptation
4. Organised capacity-building trainings
5. Has previous experience collaborating with state and/or international organisations.
6. Has a qualified multidisciplinary team with expertise in Climate Change Adaptation, NbS, Livelihoods, gender equality and social inclusion (GESI), and social sciences available to deliver the work as outlined in the Terms of Reference
7. Demonstrated experience preparing analytical briefs, assessments, plans, and reports

Criteria for EOI evaluation

Criteria	Maximum score	Details
Understanding of the proposed tasks and project area	10	Well-structured and comprehensive understanding of the ToR requirements; the proposal demonstrates a strong understanding of the ToR. It contextualises the task within the specific vulnerabilities of the selected hotspot and aligns the proposed work with national strategies (NAP, NDC). The rationale for hotspot selection is well justified.
Robustness of methodology	15	Clarity and robustness of the methodology. Applicants can build on the basic methodology

		outlined in the ToR, clearly outlining all stages of LAP development and implementation.
Proposed timeline for deliverables and management, and operation plan	15	<ul style="list-style-type: none"> - Schedule of the project process - Clarity of implementation plans and guidelines - Engagement in local/regional networks and collaborations across sectors
Organisation experience	25	<ul style="list-style-type: none"> - Demonstrated experience in working with communities on topics related to climate change, environment, NbS and/or community development - Experience working with international organisations in managing environmental/climate-related projects along with financial management and delivering value for money - Evidence of operations and experience in the prioritised project areas/climate hotspots - Developed plan/ strategies/policy and capacity development activities on climate change and adaptation over the past three years - Demonstrated experience preparing analytical briefs, assessments, or reports
Human resources – qualification and experience		
Team lead/Project manager	7	Relevant academic qualification and experience
Relevance and strength of the team	18	
Budget Planning	10	Budget breakdown into major activities categories and their planning clearly demonstrating expertise in project and financial management and value for money

The grantee will be selected based on the highest cumulative scores. The top eight grantees with the maximum score based on the criteria will be awarded a contract with ICIMOD.

Please make sure all required documents are included in the application. Only complete applications will be considered for evaluation.

Project duration

- The project will be implemented from March 2026 – August 2027.
- All deliverables must be completed within the agreed timeline.

Grant award

Eight highest-scoring organisations/applications, based on the evaluation process outlined above, will each be awarded a grant contract of approximately USD 164,000. These

contracts will be signed with ICIMOD to support the implementation of the selected climate resilience and environmental initiatives, as outlined in the ToR.

The funds allocated under the contract will be used to achieve the project outcomes through completion of all the mentioned project activities and sub-activities or any activities identified during the project implementation phase to achieve the project outcomes. The contract amount also includes all human resources and operational costs required for the successful implementation of the project activities. The majority of the funds need to be spent at the community level for the project implementation, including the implementation of selected adaptation actions.

Reporting and supervision

The selected organisation/grantee will work under the overall guidance of ICIMOD and in close coordination with the national/local government of the respective countries. Progress will be monitored through regular virtual and in-person meetings. Draft and final deliverables will be reviewed and approved by ICIMOD.

Ethical considerations

The grantee 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. The grantee needs to adhere to the in-country regulations while executing the project.

ICIMOD's core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of 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.

Our 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, grantees, and volunteers to share this commitment. We will do everything possible to ensure that only those who are suitable to work within 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 this selection exercise. All information provided shall be either returned or securely destroyed for unsuccessful applicants at the conclusion of the selection exercise.

During the performance of the assignment or at any time after expiry or termination of the agreement, the grantee shall not disclose to any party or otherwise make use of any

confidential information which they have obtained or may during the agreement relating to partner organisation/ICIMOD, the respondents, or otherwise.

The grantee 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

ICIMOD will retain all rights to pre-existing (background) intellectual property or materials collected by the grantee in the delivery of this project. All arising intellectual property, ideas, materials, processes, or processes formed in contemplation, course of, or as a result of the project should be passed to ICIMOD without restriction.

The grantee shall warrant that all arising intellectual property, materials and/or products produced in pursuit of this project 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 grantee 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 grantee for any other purpose without express written permission of ICIMOD.

Copyright of all arising documents, data, information, or reports produced by the grantee under this agreement shall belong to ICIMOD and will be passed to ICIMOD without restriction. Such documents, data, information, and reports shall not be used by the grantee for any other purpose other than in conjunction with this project, without the express written permission of ICIMOD's Head of Programme Funding.

Diversity, equity, inclusion, and safeguarding

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without 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.

Method of application

In the first phase, the grantees are requested to submit their EoIs along with valid legal documents through email to Consultancy.int@icimod.org by 25 January 2026 (5:00 PM Nepal Standard Time, UTC+05:45). Any email correspondence regarding this call should include the subject line: EoI for PROAACT Project_[Project area]

- EOI – Comprising all the required components and budgeting
- CV of all major team members
- Organisation registration certificate with renewal, if any
- Tax registration certificate (e.g. VAT/PAN/TPIN registration as per statutory requirements)

- Tax clearance or annual tax return of the last fiscal year
- Audit Report of the last 3 years including audited financial statements

For further inquiries or to submit proposals, please contact: consultancy.int@icimod.org

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Annexe I

To achieve the project objective and deliver the key deliverables, the project shall perform a minimum of the mentioned key activities. The mentioned key activities shall be further detailed or modified in the inception phase of the project based on the exact project location, key environmental/climate/socioecological challenges of the project location, and the existing plans and policies of the project location. The key activities to perform by the grantee in different stages of the project cycle are:

Stage 1

1. Develop an inception report with further illustration of the methodology (including a procedure for developing local adaptation plan focusing on NbS) and the coordination mechanism with the national/ local government for the development, approval, and implementation of the Local Adaptation Plan.
2. Stakeholder mapping and situation analysis of the selected local bodies.
1. Review relevant policies, laws and institutional mechanisms on environment, climate change, existing NAP/Local Adaptation Plan, NDC, and natural resource management.
3. Participate in a Training of Trainers conducted by ICIMOD on the adapted ICIMOD/UNEP methods and tools, with key project team members.
4. Submit the project implementation schedule, and a monitoring and reporting plan, along with a community consultation and participation plan for Local Adaptation Plan Development for approval from ICIMOD.
5. Approval of the Inception report with a detailed project implementation plan and timeline (Output 1.1).

Stage 2

1. Under the support and guidance of the ICIMOD, translate the training package of adapted methods and tools into the national/local language for community training and assessment.
2. Conduct the orientation and training on the tool and assessment to local communities.
3. Submit the report on training to communities.
4. In coordination with ICIMOD, conduct a climate and environmental risk assessment with analysis of socio-ecological instability and challenges of the local community using the tool. Prepare an assessment report.
5. Facilitate and organise community planning sessions with target communities, using the adapted ICIMOD/UNEP tools to identify risk and challenges. The vulnerability assessments adapted from the tools and training package should also focus on social challenges associated with the identified climate and environmental risk, causing socio-ecological instability.
6. Submit an assessment report with maps, figures, and databases to be approved by ICIMOD.

7. Include all comments and corrections in the report, maps, figures, and databases and present the final version with annexes and supporting documents. The report should be submitted to ICIMOD in English (Output 1.1).

Stage 3

2. Facilitate and organise community planning sessions with target communities, using the adapted ICIMOD/UNEP tools to identify and prioritise locally led adaptation (LLA) measures, with a focus on NbS. The meeting will focus on solutions for enhancing early warning systems for climate risks, advancing locally led climate change adaptation strategies with a focus on NbS, and promoting sustainable natural resource management of target communities for the development of Local Adaptation Plan.
3. Create a communication group for all interested participants using a popular messaging platform and share the invitation link with ICIMOD (Activity 1.2.1). The group should be regularly updated with new participants and relevant content throughout the project to ensure active engagement and effective information sharing.
4. The identified measures and solutions of the risk and its associated challenges during the sessions, develop a Local Adaptation Plan ensuring broad community engagement and gender sensitivity with a focus on strengthening the resilience of local communities to climate and environmental risks. Particular attention should be paid to the possible updating of roadmaps for the effective implementation of activities, with integration into national or regional/local strategies for adaptation, which will entail long-term sustainability of the LLA projects.
5. The developed local adaptation should be in English and the national/local working language of the project area. The finalised plan should be approved by ICIMOD/UNEP.
6. To constantly interact with local authorities to implement the developed Local Adaptation Plan and their possible coordination, integration and alignment in local strategic plans and programs.
7. The developed Local Adaptation Plan should be in line with the NAP and the NDC of the respective country.
8. Identify policy gaps and recommend them in a local adaptation plan to support sustainable and resilient adaptation practices in the communities. Identify and implement ways to strengthen collaboration among government agencies, local communities, NGOs, and the private sector for socio-ecological stability.
9. Facilitate and organise community sessions to prioritise the activities from the approved adaptation plan for the implementation. The prioritised activities shall be approved by the local government/authority for the implementation and ICIMOD/UNEP (**Activity 1.2.2**).
10. Submit reports with photos and information on the planning sessions, meetings on the development of the Local Adaptation Plan (D.1.2.4 - Month 6).

Stage 4

1. Implement the finalised and approved Local Adaptation Plan, with the technical support and advice of ICIMOD/UNEP and the local government/authority (Activity 1.2.2).
2. To procure, contract, implement and monitor priority of LLA projects, ensuring their full implementation within the established time frame. ICIMOD will provide continuous technical support (backstopping) and advisory services to the selected local organisations (grantees) as they develop and execute the prioritised LLA projects. These will allow for tailored guidance, troubleshooting, and capacity building, ensuring that challenges are addressed promptly, and the interventions are adjusted as necessary to maintain their effectiveness and ensure their successful implementation.
3. Provide quarterly reports (in English) on the progress of the sub-project, including photos (D.1.2.4).
4. In coordination with ICIMOD, conduct a final assessment of the local community where the project is implemented. Prepare a final assessment report in English.
5. Submit the final report, maps, figures, and databases (in Excel format) for approval by ICIMOD for corrections and comments.
6. Include all comments and corrections in the final report, maps, figures, and databases and present the final version as a single analytical report with annexes. The analytical report should be submitted to ICIMOD in English (D1.2.4 Month 17).

Network and regional platform

1. Actively participate in the national network, regional network, and global network coordinated by ICIMOD/UNEP. The goal of the network is to ensure a regular exchange of experiences and lessons learned between grantees, local communities, and stakeholders. The network will promote cooperation in the field of locally led adaptation, sustainable management of natural resources, as well as the assessment of their contribution to risk reduction and strengthening social cohesion. Members of the network will be able to share knowledge, best practices, and best practices. In addition, regional Forums will be organised to share experiences and lessons learned between grantees and local actors, as well as to promote cross-learning between all beneficiaries and members of the regional network.
2. Expenses related to participation in the activities of the regional network will be covered by ICIMOD.

Oversight and monitoring of the implementation of the LLA projects

1. The grantee undertakes to constantly monitor the progress of implementation and indicators of the project at all stages.
2. The grantee shall provide a complete narrative progress report and financial report in the agreed format on a quarterly basis to the ICIMOD. The grantee shall also

provide narrative reports to government coordinating bodies on request or where appropriate.

3. The grantee undertakes to provide all necessary reporting documents at the request of ICIMOD.
4. Every year and at the end of the project, the grantee undertakes to provide all the necessary documentation for an accounting audit, which will be conducted by a certified auditor. Audit costs should be included in the budget. The grantee undertakes to send a copy of the audit report to ICIMOD as per the requirement.
5. To maintain the quality of work, ICIMOD will have the right to carry out selective monitoring of the work on the sub-project during and after its completion and without prior agreement with the Grantee.