

Terms of Reference

Consultancy for the formulation of Disaster Risk Management Strategic Plans of Action for Xiengkhouang and Huaphanh Provinces

I. Background

Fondation Caritas Luxembourg is an international non-governmental organization, working for the fundamental rights of all people to secure access to food, water, health, education, employment and income, around the world. Caritas officially opened its country office in Laos in October 2010 and has since implemented several projects in Xiengkhouang, Bolikhamxay and Vientiane provinces, in the field of Disaster Risk Reduction, sustainable livelihood strengthening as well as health and nutrition.

Caritas works with partner organizations at the appropriate central and local levels, including government agencies and civil society organizations. Partner organizations provide support to those in need and allow them to be involved and take the lead in the activities' implementation. Caritas promotes partners' ability to ensure mutual respect, transparency and readiness to engage in dialogue. All exchanges are based on respect for culture, customs and ways of life. Caritas avoids creating situations that could lead to dependencies, conflicts, or injustice.

Caritas Luxembourg is currently applying an innovative approach to project implementation whereby the district and provincial counterparts are responsible for the activity implementation and Caritas takes on a supporting role. This strategy promotes local ownership and encourages a participative approach at all levels for the implementation of the Community Disaster Risk Reduction and Management Project Phase IV (CDRRM IV) in Kham, Nonghaed districts in Xiengkhouang province, and Houamuang district in Huaphanh province. This approach was scaled up from the CDRRM III project previously implemented in Khoun, Phoukout and Mok districts of Xiengkhouang.

The overall objective of the CDRRM IV project is to contribute to Disaster Risk Reduction in Lao PDR through strengthened disaster management, with the specific objective to reduce losses in assets and livelihoods due to natural disasters in Kham, Nonghaed and Houamuang districts. The Community Disaster Risk Reduction and Management Project Phase IV (CDRRM IV) comprises 3 main results: **(1)** Increased resilience of communities to disasters, **(2)** Governance systems are strengthened for Disaster Risk Reduction and **(3)** Adapted infrastructures for DRR are in place.

The present ToR aim at supporting the development of **Provincial Disaster Risk Management Plans of Actions for 5 years**, for two provinces: Xiengkhouang and Huaphanh. The Plans of Actions should be based on comprehensive knowledge and analysis of disasters occurring in the provinces. Therefore, a first step toward the development of the plans will be the consolidation of a mapping of high-risks villages in the provinces with key data on disasters impact. This mapping will be consolidated based on secondary data provided by the Provincial Authorities. The second step will be the development of a Plan of Actions for DRM for each province. The Plans of Action should be aligned with the Law on Disaster Risk Management of 2019 and the National Strategy on Disaster Risk Management. In Xiengkhouang, no Provincial Action Plan for DRM has been consolidated yet,



while in Huaphanh, a previous Action Plan for DRM was developed, but it now needs to be reviewed to be aligned with the national DRM framework, and to be coherent with the existing provincial policy frameworks. Therefore, two main outputs are awaited from the proposed consultancy: (1) Mapping of high-risks villages in the two provinces based on Provincial Authorities data on disasters (2) Two Provincial Disaster Management Plans of Action.

II. Purpose of this Terms of Reference (ToR)

The purpose of this ToR is to provide a general framework to lead and guide the consultant in conducting a Disaster Mapping and on consolidating Provincial Disaster Management Plans of Actions for 5 years, for both provinces of Xiengkhouang and Huaphanh.

III. Overall Objective

The overall objective of this consultancy is:

- To implement a mapping of disasters in the 2 provinces. This mapping should be based on secondary data from district and provincial authorities on disasters. The mapping aims to identify the main villages affected by disasters in the 2 provinces in the past 10 years and the scale of the disasters' impacts (number of households affected per village, estimated losses of assets, infrastructure destroyed...).
- To revise and develop two 5 years Provincial Disaster Risk Reduction Strategic Plans for both Xiengkhouang and Huaphanh provinces, with the objective to ensure that the Provincial Disaster Prevention and Control Committee (PDPC) members fulfil their mandate and implement effective actions for Disaster Management.

IV. Main Tasks

The consultant team will have to focus on the following tasks:

- To collect data on disasters in the two target provinces from Provincial Labour and Social Welfare Office, Provincial Office of Natural Resource Management and other relevant provincial and district offices. These data may include the list of villages affected by disasters in the past 10 years, the type of disasters, the number of households affected, the estimated losses in assets, the infrastructures damaged by disasters;
- To analyse and consolidate a map of the provinces presenting the identified high-risk villages as well as a report on the main findings of the disaster mapping;
- To review the existing legal and strategic framework for Disaster Risk Management at provincial and national level;
- To revise and develop Provincial Disaster Risk Management Action Plans for 5 years for Huaphanh and Xiengkhouang provinces, aligned with the national framework and well embedded in the provincial strategies, in close cooperation with the Provincial Disaster Risk Management Committee and the project team. The Plans of Action should integrate the key findings of the disaster mapping;
- To be responsible for liaising with government partners at national, provincial and district level in two target provinces for the consolidation of the Mapping and Plans of Action;
- To hold stakeholders' meetings in cooperation with Caritas Luxembourg to present and validate the draft versions of the two 5 years Provincial Disaster Risk Management Action Plans for Xiengkhouang and Huaphanh Province.
- To finalize the 2 Plans of Action based on the comments from all parties, by fully integrating the findings of the risk mapping for 2 provinces.

V. Methodology

The consultant is required to work independently. However, the participatory methodology is suggested to stimulate interaction between consultant and project stakeholders especially with the Provincial and District Disaster Prevention and Control Committee (PDPCC) members.

The consultant and Caritas will have a briefing meeting to clarify the proposed TOR and the methodologies to be applied.

Caritas and its partners will assist in organizing the field visits, stakeholders' meeting including individual visit to Provincial Disaster Prevention and Control Committee (PDPCC) members.

Proposed methodology for the Disaster Mapping in two provinces:

- Review of secondary data from provincial authorities on the disasters impacts in the provinces, including on the list of villages affected by floods, landslides, fires and others in the past 10 years. The data collected should help to assess the scale of the impact (estimated losses and population affected);
- Mandatory field visits to a selection of villages for data control on disaster impacts;
- Analysis of data on disaster impacts and consolidation of a map of the high-risks villages, as well as a report on the key findings of the mapping.

Proposed methodology for the development of Provincial Plans of Actions on Disaster Risk Management:

- Document review:
 - Review of the key documents of the national framework on Disaster Risk management (Disaster Management Law of 2019 and 10 years National Strategy for Disaster Risk Management);
 - The existing provincial Disaster Risk reduction strategies plan in Huaphanh province;
 - CDRRM IV project proposal Y1 and Y2&3;
 - Other relevant documents at provincial level such as sectorial strategies and development plans;
- Key stakeholders' consultations:
 - Consultation meetings with Provincial Authorities on the roadmap for the disaster mapping implementation and development of Action Plans;
 - Workshop to review and consolidate the draft Plans of Actions with local Authorities;
 - Final presentation of the Plans to relevant stakeholders.

VI. Expected Outputs

- Clear workplan agreed by HoM, HoMA and PM before work begins;
- Clear methodology endorsed by HoM, HoMA and PM before work begins;
- Disaster Mapping in the form of maps of high-risk villages and report on the key findings;
- Final Lao 5 years Provincial Disaster Risk Reduction Plans of Action for Xiengkhouang and Huaphanh Provinces.

VII. Timeframe

This assignment will take a maximum of 3 months with around **40 working days** starting from mid-December 2021.

The final 5 years Provincial Disaster Risk Reduction Plans of Actions for Xiengkhouang and Huaphanh Province and risk mapping documentation should be submitted by **4th March 2022**. Any changes in the schedule will have to be approved by the Head of Mission.

VIII. Reporting Line

During the assignment the consultant reports to and closely collaborates with the Programme Manager, Assistant to the Country Office and Head of Mission. The consultant will have overall responsibility for the quality of the work and its timely completion.

IX. Cost

To be prepared and discussed based on the budget made available by Caritas and the budget proposed by the consultant.

X. Confidentiality

All documents received from the CDRRM IV project for the purpose of the assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to CDRRM IV Project. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without prior written authorization of the CDRRM IV Project.

XI. Required Qualification

The duties shall be conducted either by a consultant or a consultant team composed of up to 3 team members. The consultant team should be led by a team leader. Required qualification and skills are as follows:

- The team leader should have at minimum a Master's degree in the area of environmental science and policies, climate change studies, geography, development studies, or other relevant field to Disaster Risk Reduction;
- The team leader should have at least five years of professional experience in strategic planning and management;
- Prior working experiences in the development of national disaster risk reduction strategies among the team members is an added advantage;
- Demonstrated experiences in working with Lao government bodies in the development of programs for the public sector among the team members, especially in the area of disaster risk reduction and management, or rural community development;
- Fluency in Lao and English both spoken and written is required for the team leader;
- The consultant team should have applied GIS mapping skills.