

Date: 2 September 2024

## Terms of Reference (ToR)

### Documentation of Lessons Learnt and Case Studies of Group Cash Transfer Approach in Anticipatory Action - Kanchanpur Flood, July 2024

#### Background

Nepal National Social Welfare (NNSWA) is an NGO established in 1990 registered with the District Administration Office Kanchanpur and affiliated to National Social Welfare Council, Kathmandu. It has been operating several community-based programs in Sudurpaschim province with the recognition of one of the best leading development organizations. NNSWA has been implementing Sudridh Project (Saving lives and building resilient livelihoods of the urban vulnerable population in Mahakali River Basin), in Bheemdatt, Dodhara Chandani and Parashuraam Municipalities with the financial support of DCA Nepal. One of the project goal is to increase flood resilience in the target communities and reduce the need for humanitarian assistance by enabling the Anticipatory Action (AA) approach in Dodhara Chandani Municipality, Kanchanpur District.

The anticipatory action approach connects forecasts and risk analyses to predefined action plans and pre-arranged financing. This project has facilitated the creation of an anticipatory action protocol for Dodhara Chandani Municipality, clarifying roles, actions, timing, and locations. Community-based AA protocols have also been designed, and simulation exercises were conducted with active participation from at-risk community members.

The project has supported communities by constructing safe shelters, establishing a multi-hazard siren system, conducting mock drills on AA protocols, providing lifesaving equipment, setting up cash transfer mechanisms, introducing group cash transfers, and mobilizing youth volunteers to scale up the anticipatory action approach in Nepal.

During the continuous heavy rainfall from July 4th to July 8th, 2024, Kanchanpur District in Far-Western Nepal was severely affected. Dodhara recorded 624 mm of rainfall within 24 hours on July 7th-8th, the highest ever recorded in Nepal. This extreme event, later identified by the Department of Hydrology and Meteorology as a 'Terai Cloudburst,' caused extensive damage to homes, infrastructure, and livelihoods.

In response, the Dodhara Chandani Municipality activated the early action protocol focused on risk communication and early evacuation. NNSWA, along with DCA, NAXA, IHRR, and Viamo, actively engaged in forecast-based early actions, including evacuation and early warning system (EWS) communications. With financial support from DCA, NNSWA also provided group cash transfers to selected at-risk groups as part of the anticipatory action before the flood disaster unfolded.

Research and knowledge management have been integral to the project, with a focus on building evidence and disseminating best practices in group cash transfer and anticipatory action.

## **Objective of the Assignment**

The objective of this assignment is to document the lessons learned and emerging good practices related to the group cash transfer approach in anticipatory action during the Kanchanpur flood in July 2024. The consultant is also expected to document four case studies from selected groups supported through the project. This documentation will contribute to harvesting lessons learned on group cash transfer programming for anticipatory action to all humanitarian actors and policy framework.

## **Scope of the Assignment:**

The consultant should work with regular coordination and communication with the project coordinator. The communication focal person of the NNSWA will be the focal person for this assignment and will coordinate for the field work. The consultant shall however ensure that services carried out are fully adequate to attain the objectives set out above. The consultant's duties shall include but not necessarily be limited to:

### **1. Extensive Literature Review:**

Conduct a thorough review of existing literature on group cash transfers and anticipatory action to provide a strong contextual background.

### **2. Focus Group Discussions (FGDs):**

Undertake field visits to the project locations (Kanchanpur) and conduct FGDs with project beneficiaries, including both at risk group.

### **3. Key Informant Interviews:**

Conduct interviews with municipal authorities and other key stakeholders, including project team members and local humanitarian actors involved in the AA response.

### **4. Case Study Documentation:**

Develop four detailed case studies that highlight the experiences and outcomes of individuals /groups who received group cash transfers.

### **5. Validation and Presentation:**

Present the draft knowledge products, including lessons learnt and case studies, to the project team for validation and feedback.

### **6. Final Report:**

Produce a final report that includes the documented lessons, best practices, challenges, way forward and case studies. This report will be a key component of the group cash transfer programming.

## **Deliverables**

1. Comprehensive literature review on group cash transfers and anticipatory action approach.
2. Four case studies from project areas.
3. Draft knowledge products (lessons learnt, best practices, challenges and way forward).

4. Final report incorporating feedback from validation sessions.

## **Timeframe**

The assignment is expected to be completed within 15 consultancy days, including field visits, data collection, and reporting. The consultant will be required to travel to project area in Kanchanpur district for on-site data collection.

## **Reporting Line**

The consultant will report directly to the NNSWA Project Manager, with close coordination with the DCA support team.

## **Budget and Payment Schedule**

The budget for the consultancy will be discussed and agreed upon based on the consultant's proposed work plan and financial offer. Payment will be made in installments:

1. 30% upon signing the contract
2. 40% upon submission of the draft report
3. 30% upon approval of the final report

## **Performance Standard**

The consultant undertakes to perform the services with the highest standards of professional and ethical competence and integrity.

## **Confidentiality**

The consultant shall not, during the term of this contract and within two years after its expiration, disclose any proprietary or confidential information relating to the services, this contract or the client's business or operations without the prior written consent of the client.

## **Ownership of the material**

Any studies, reports or other material, graphic or otherwise prepared by the consultant for the client under the contract shall belong to and remain the property of the client. The consultant may retain a copy of such documents.

Please submit your concept and detailed proposal to email **rks.pcsudhridh@gmail.com** by **8<sup>th</sup> Sep, 2024** emails should include the relevant Technical Areas, as listed above, in the subject line. Proposal received after the stated deadline will not be considered. NNSWA reserves the right to decide upon and select the appropriate individuals for further discussions and negotiation.



Procurement Committee

Kanchanpur

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