



Government of Nepal  
**National Disaster Risk Reduction and Management Authority**  
**Earthquake Housing Reconstruction Project (EHRP)**  
Project Implementation Unit (PIU)  
Singhadurbar, Kathmandu

## **REQUEST FOR EXPRESSIONS OF INTEREST**

**Nepal**

**Earthquake Housing Reconstruction Project (EHRP)**

**Credit No.:** NP-65300

**Assignment Title:** *Hiring a firm for dissemination of LDRF related information*

**Reference No.:** NP-NDRRMA-311318-CS-CQS

The National Disaster Risk Reduction and Management Authority, Singhadurbar, Kathmandu has received financing from the World Bank toward the cost of the Earthquake Housing Reconstruction Project (EHRP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include Hiring a firm for dissemination of LDRF related information as mentioned in Terms of Reference. Overall duration for this activity will be six (6) months. Commencement of the work will be approximately January, 2023 and will be ensuring full consistency with the TOR attached to in this REOI.

The Terms of Reference (TOR) for the primary procurement stage for the assignment are attached to this request for expressions of interest.

The National Disaster Risk Reduction and Management Authority, Singhadurbar, Kathmandu, now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: attached with this request for expression of interest.

**Key Experts will not be evaluated at the shortlisting stage. This consulting service is not applicable for non-profit organization (such as NGOs/NPOs)**

The consulting firm securing highest marks after evaluation will be shortlisted for submission of technical and financial proposal. Furthermore, all procedures of selection of consultant shall be carried out under Consultant's Qualification Based Selection (CQS) method of World Bank.



The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 (Revised in November, 2017) ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

In addition, please refer to the following specific information on conflict of interest related to this assignment:

Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interests of the Borrower. Without limitation on the generality of the foregoing, Consultants shall not be hired under the circumstances set forth below:

- a. a firm that has been engaged by the Borrower to provide Goods, Works, or Non-consulting Services for a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm), shall be disqualified from providing Consulting Services resulting from, or directly related to, those Goods, Works, or Non-consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;
- b. a firm that has been engaged by the Borrower to provide Consulting Services for the preparation or implementation of a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that Consulting firm), shall be disqualified from subsequently providing Goods, Works, or Non-consulting Services resulting from, or directly related to those Consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;
- c. neither a Consultant (including personnel and sub-consultants), nor an affiliate (that directly or indirectly controls, is controlled by, or is under common control with that Consultant), shall be hired for any assignment that, by its nature, creates a conflict of interest with another assignment of the Consultant;
- d. Consultants (including their experts and other personnel, and sub-consultants), that have a close business or family relationship with a professional staff of the Borrower, or of the project implementing agency, or of a recipient of a part of the Bank's financing, or any other party representing or acting on behalf of the Borrower, that is directly or indirectly involved in any part of:
  - i. the preparation of the TOR for the assignment;
  - ii. the selection process for the contract; or
  - iii. the supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.



Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in **Consultant's Qualification based method** described in the Procurement Regulations and to be specifically set out in the Request for Proposals.

Interested eligible consultants may obtain further information and detail Terms of Reference (ToR) free of cost at the address below during **office hours on or before December 16, 2022** or can be downloaded from NDRRMA website [www.bipad.gov.np](http://www.bipad.gov.np).

Expressions of interest must be delivered in a written form to the Project Director, Earthquake Housing Reconstruction Project (EHRP), Project Implementation Unit (PIU), Singhadurbar, Kathmandu, Nepal (Tel: +977 1 4211202, E-mail: [ehrp.piu@gmail.com](mailto:ehrp.piu@gmail.com)) by **on or before 12:00 hours, December 18, 2022**.

**Expression of Interest must be in sealed hard copy/s and must be delivered by hand within the time. NDRRMA will not be responsible if the sealed Expression of Interest is not delivered due to any reasons in NDRRMA office within the given time.**

National Disaster Risk Reduction and Management Authority  
Attn: Project Director  
Singhadurbar, Kathmandu, Nepal  
Tel: +977-01-4211202  
E-mail: [ehrp.piu@gmail.com](mailto:ehrp.piu@gmail.com)



## 2. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions and general qualifications).
3. This expression of interest is open to all eligible consulting firms.
4. A Consultant will be selected in accordance with the Consultant's Qualification based Selection Method as specified in World Bank Procurement Regulations, July, 2016 (revised in November, 2107)
5. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - EOI Form: Letter of Application (Form 1)
    - EOI Form: Applicant's Information (Form 2)
    - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
    - EOI Form: Capacity Details (Form 4)
6. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
7. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the *Hiring of a firm for dissemination of LDRF related information*. The Envelope should also clearly indicate the name and address of the Applicant. No electronic proposal will be received.
8. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.



### 3. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

Eligibility & Completeness Test	Compliance
Copy of registration of the consulting firm	
VAT/PAN registration certificate	
Tax clearance certificate for FY 2078/79 or evidence of Time Extension for FY 2078/79	
Letter of Declaration that no de-barred from Government of Nepal as well as World Bank	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Consulting Firm Experience	
EOI Form 4: Capacity	

EOI Evaluation Criteria	Minimum Requirements	Score
<b>Experience</b>		
General Experience of consulting firm	<p><i>each consulting firm of sole or JV application should have at least five (5) years of general experience and three (3) years of general experience for other partners in case of JV</i></p> <p><i>General Experience list (3A) should be filled.</i></p> <p><i>Submit all the experiences with evidences regarding Civil Engineering related training Projects</i></p>	20
Specific experience and Similar Nature of Works related experiences of consulting firm within last 7 years.	<i>Highly <b>preferable</b> having experience in successful completion of project in multi-lateral organization (WB, ADB, UN Agencies etc.)</i>	60
	<i>Highly <b>preferable</b> having experience in DRRM related training projects.</i>	



	<i>Submit all the experiences with evidences regarding DRRM related training projects</i>	
<b>Capacity</b>		
Financial Capacity	<i>Average Annual Turnover should be NRs. 11,700,000/- (average of best 3 years among last 7 years) where lead partner should have at least 40% of it.</i>	20

Minimum score to pass: 60 marks

#### **4. EOI Forms & Formats**

Form 1: Letter of Application

Form 2: Applicant's information

Form 3: Experience (*General, Specific and Geographical*)

Form 4: Capacity



## Letter of Application

*(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)*

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by [Insert name of Client] as Consultant for {Insert brief description of Work/Services}.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. [Insert name of Client] and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. [Insert name of Client] and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.1
5. All further communication concerning this Application should be addressed to the following person,

[Person]

\_\_\_\_\_



[Company]

[Address]

[Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application is complete, true and correct in every detail.

Signed \_\_\_\_\_ :

Name \_\_\_\_\_ :

For and on behalf of (name of Applicant or partner of a joint venture):





## **Applicant's Information Form**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

***(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)***



## Experience

### 3(A). General Work Experience

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

**Note: Supportive experience letter of organization should be mandatorily attached with this.**

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						



### 3(B). Specific Experience

#### Details of similar assignments undertaken in the previous seven years

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) <sup>2</sup> :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment. Supportive experience letter of organization should be mandatorily attached with this.</b>	

Firm's Name: \_\_\_\_\_  
\_\_\_\_\_



### 3(C). Geographic Experience

#### Experience of working in similar geographic region or country

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

<i>No</i>	<i>Name of the Project</i>	<i>Location (Country/Organizati on)</i>	<i>Execution Year and Duration</i>
<i>1.</i>			
<i>2.</i>			
<i>3.</i>			
<i>4.</i>			
<i>5.</i>			
<i>6.</i>			
<i>7.</i>			



### 1. CAPACITY

#### 4(A). Financial Capacity

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover of Best of 3 Fiscal Year  
Of Last 7 Fiscal Years

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*(Note: Supporting documents for Average Turnover should be submitted for the above.)*



Government of Nepal  
Ministry of Home Affairs  
**National Disaster Risk Reduction and Management Authority**  
**Earthquake Housing Reconstruction Project (EHRP)**  
Kathmandu, Nepal

**Terms of Reference (ToR)**  
**of**  
**Local Disaster Resilience Framework (LDRF) Dissemination Workshop**

December, 2022



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## 1. BACKGROUND

Nepal is exposed to multiple hazards, which creates a multitude of disasters throughout the country. Due to the young and fragile mountain topography, concentrated rainfall, steep slopes, climatic condition, has made Nepal one of the high risk zone from different disasters. Every year, on average more than 500 various disastrous incidents occur resulting loss of physical infrastructures, human life, damage to properties and affecting livelihoods due to natural and non-natural disasters.

The legislative framework for reducing the impact of hazards, risks and increasing community resilience needs to be framed according to local needs and should be compatible with the national framework so that national goals can be achieved. The lack of capacity at the local level in disaster risk reduction dealing with multi-hazard context need to be enhanced. The enhanced capability of local authorities, i.e. Local levels (municipalities), for effective control of negative consequences of the hazards and risks can only be minimised by implementing locally adaptable activities for risk reduction, preparedness, etc. In doing so, the municipal level local disaster resilient framework with plan needs to be established, addressing the local problems in the context of the national disaster resilience framework, and appropriate mechanisms for developing local capacities have to be established.

National Disaster Risk Reduction and Management Authority (NDRRMA) has come to the decision to formulate the National Disaster Resilience Framework (NDRF 2021-2030) with inputs from all stakeholders, building upon a strong foundation of the successful reconstruction programme after the 2015 Gorkha earthquake and recent year experiences in risk reduction. In addition, Disaster Risk Reduction National Strategic Plan of Action 2018 – 2030, addresses local needs and guide the strategic plans for local disaster resilience. The NDRF aims to address key priorities of the Government of Nepal moving forward and envision the challenges posed by multiple hazards, including climate change, increased landslide events, frequent floods, fire, epidemic and ubiquitous seismic risks.

In this context, NDRRMA provided technical support to prepare Local Disaster Resilience Framework (LDRF) with strategic plan of actions for selected 33 Municipality. This is primarily localizing efforts to National Disaster Resilience Framework (NDRF) with further building on Sendai Framework for Disaster Risk Reduction (2015–2030). With the financial and technical support, 33 LDRF is now ready. The final version was prepared with comprehensive review of secondary information of hazards, vulnerabilities and risks of each municipality, rigorous field visits, observations, and series of key informant interviews with municipality officials and consultation meetings. However once final version is prepared, only a virtual consultations was made with few people as the time was a transition of out-going and in-coming local representatives. Hence there is need to share the final version LDRF with new officials (local government representatives and staff) in-person for both orientation, educating and obtaining comments and feedbacks (if any) as it is a living documents by organizing a dissemination workshop in all 33 municipality.





## **2. OBJECTIVES OF THE SERVICE**

The overall objective of the consulting service is to **conduct LDRF dissemination workshops of 33 Municipality<sup>1</sup>**. The dissemination workshops will be among District representatives (DDMC), Municipality representatives (concerned representatives and staff), NDRRMA team and the representative expert from three consulting firms who supported and facilitated to prepare final version LDRF of 33 Municipality.

The specific objectives of the consulting service are:

- Conduct dissemination workshops systematically, the expert team is to present the final version LDRF, details of its content, existing situation of hazards, exposures, vulnerabilities and risks scenario, findings, proposed plan of actions, short term, medium term and long term and open up for the reflections, discussion and feedbacks.
- Arrange systematic recording, written documentation jointly with experts particularly highlighting the comments and feedbacks from the municipality officials that should incorporate in the updated version of LDRF.

## **3. SCOPE OF THE SERVICE**

The prime scope of the consulting service is to conduct 33 LDRF dissemination workshops, orient and educate the local government officials, gather feedbacks on final version LDRF. The consultant, shall carry out activities but not limited to and deliver services as follows:

- Be acquainted with proposed National Disaster Resilience Framework (NDRF), its content, priorities and make sure the LDRF final version are appropriately aligned with NDRF considering the local context.
- Coordinate with 33 Municipality of 10 districts, technical experts, and NDRRMA team, to confirm the proposed date, venue and logistics for the workshops, ensure concerned persons district representatives (DDMC, DDC) (Municipality officials – staff and representatives) from municipality are participated in the workshop.
- Organize and facilitate **15 separate district based workshops<sup>2</sup>** together with technical experts and NDRRMA team.
- Collect feedback from the Municipality officials and facilitate expert team to address relevant feedbacks in appropriate section of LDRF to prepare updated version.
- Prepare a comprehensive consolidated report of all workshops and individual workshop.

## **4. METHODOLOGY**

The consultant shall adopt an appropriate methodology to successfully complete the assignment considering following points:

### **4.1 Preparatory work:**

- Understand the essence of proposed NDRF and all 33 version LDRF.

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<sup>1</sup> The list is in Annex 1

<sup>2</sup> The list is attached in Annex 2



- Coordinate and communicate with 33 Municipality concerned officials and 10 district concerned officials.
- Coordinate with expert team of consulting firms (team prepared final version LDRF) and NDRRMA team for joint visit.
- Prepare detail itinerary and **workshop plan, detail day schedule, date, time and venue and logistic information** in coordination with Municipality and district officials.
- Prepare list of participants from local government officials.

#### **4.2 Organizing workshops**

- Identify the best venue that can easily accommodate the expected number of participants.
- Re-confirm the list of participants from local government officials, district officials,
- Arrange logistics (stationery, multimedia, PPT etc.) for the workshops.
- Designate the person for the documentation specially to collect feedbacks from the workshop.
- Support expert team to incorporate relevant feedbacks and prepare refined version of 33 LDRF.

### **5. DELIVERABLES**

#### **5.1 Inception report**

The report should include:

- An understanding and clarity of assignments to be accomplished.
- Proposed detail methodology of workshops with tentative date of workshops, travel plan, time frame for completion of tasks and travel itinerary for 10 districts (33 municipality).
- Clarity of individual's role for the overall assignments in the team.

#### **5.2 Workshop update report**

The report should include:

- Bi-monthly update report containing the summary of the workshop completed for that period, summary of feedbacks received, highlights of the workshop proceeding, number and list of participants and photographs.

#### **5.3 Final report**

- Consolidated report of all the workshops, adequate information on the methodology adopted with summary of feedbacks obtained and their incorporation in the final version, summary of contribution made by experts and NDRRMA team, feedback to NDRRMA in the future, number and list of participants, photos, copy of FINAL version of 33 LDRF.

### **6. QUALIFICATION AND EXPERIENCE OF THE FIRM AND KEY PERSONNEL**

- Consulting firm should have at least five (5) years of experience working disaster risks management.
- Composition of Team as below:

<b>S.N.</b>	<b>Description</b>	<b>Minimum Qualification</b>	<b>Minimum Experience</b>



S.N.	Description	Minimum Qualification	Minimum Experience
1	Team Leader	Master's degree in DRRM or Development studies or NRM	Minimum 10 years on general experience and 7 years of work experience in Disaster Risk Reduction and Management sector.
2	Documentation and report writing expert	Bachelor's degree in Development Studies or DRRM	Minimum 3 years of general experiences and 2 years of experience of documentation, excellent in both Nepali and English writing/typing.
3	Logistic Officer	Bachelor's degree in Arts, Or Social Science Or Social Service	Minimum 3 years of general experience and 2 years of specific experience of office, logistic, communication management, excellent in both Nepali and English writing/typing.

## 7. DURATION OF CONSULTING SERVICE

The total duration of consulting services shall be six (6) months and shall start tentatively from January, 2023. The contract may be terminated if the office does not need the consulting service due to the office's internal management or unsatisfactory performance of the firm as evaluated by the NDRRMA and or its authorized agency.

## 8. MODE OF PAYMENT

The Consulting firm shall be paid as per following mode of payment:

S.N.	DESCRIPTION	PAYMENT MODE
1	Submission and approval of inception report	20% of the contract amount
2	Submission and approval of progress/training completion report (payment shall be carried out after completion of each training program as per submitted invoices)	70% of the contract amount
3	Submission and approval of Final Report	10% of the contract amount

## 9. PROCUREMENT METHOD

The consulting firm will be selected in accordance with The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017, Section VII: Approved Selection Methods Consulting Services; Consultant Qualification Selection (CQS) method.



## **10. TAXATION**

The Consulting firm shall be fully responsible for all taxes as per prevailing act of Government of Nepal.

## **11. AGREEMENT**

The Consulting firm shall be required to enter into an agreement with the NDRRMA on lump-sum based contract.



## ANNEX 1

### List of 33 Local Government

SN	District	Local Government (Municipality)
1	Baitadi,	Sigas RM, Shivanath RM
2	Darchula,	Duhun RM, Apihimal RM
3	Dadeldhura,	Navadurga RM, Amargadhi Municipality, Alital RM, Ganyapadhura RM, Parshuram Municipality
4	Rupendehi	Butwal Sub Metropolitan, Rohini RM
5	Bajhang	Thalara RM, Bitthadchir RM, Khaptadchhanna RM, Jayaprithvi Municipality
6	Bajura	Himali RM, Jagannath RM
7	Doti	Dipayal silgadhi, KI SinghRM, Adarsa RM, Joroyal RM, Sayal, RM
8	Dhankuta,	Chaubise RM
9	Ilam	Ilam Municipality, Suryodaya Municipality, Phokphokthum RM, Mansebung RM, Deumai RM, Sandakpur RM
10	Panchthar	Phidim Municipality, Miklajung RM, Phalgunanda RM, Tumwewa RM



## ANNEX 2

### Number of Workshop Events

No. of Workshop	District	Local Government (Municipality)
1	Baitadi,	Sigas RM, Shivanath RM
1	Darchula,	Duhun RM, Apihimal RM
2	Dadeldhura,	Navadurga RM, Amargadhi Municipality, Alital RM, Ganyapadhura RM, Parshuram Municipality
1	Rupendehi	Butwal Sub Metropolitan, Rohini RM
2	Bajhang	Thalara RM, Bitthadchir RM, Khaptadchhanna RM, Jayaprithvi Municipality
1	Bajura	Himali RM, Jagannath RM
2	Doti	Dipayal silgadhi, KI SinghRM, Adarsa RM, Joroyal RM, Sayal, RM
1	Dhankuta,	Chaubise RM
2	Ilam	Ilam Municipality, Suryodaya Municipality, Phokphokthum RM, Mansebung RM, Deumai RM, Sandakpur RM
2	Panchthar	Phidim Municipality, Miklajung RM, Phalgunanda RM, Tumwewa RM

- Note that 15 workshops shall be carried out covering 33 local bodies. The appropriate time and venue for conducting these workshop shall be finalized as per the easiness of these local bodies.



### ANNEX 3

#### Local Disaster Resilience Framework, Dissemination Workshop (Draft Modality)

**Participants:** Representatives from DDMC, Municipality Officials (where LDRF is prepared and Municipality where LDRF yet to prepare)

**Time: 2 Day, Number of Workshops 15, approximate 30-35 participants in each workshop**

**Objective:**

- Basic Orientation on NDRRMA ongoing activities directly related to Local Government (LDMC and DDMC)
- Sharing the findings of the final version Local Disaster Resilient Framework (LDRF)
- Open interaction and gather feedbacks to further refine the LDRF

**Outline of the Content for 2-day:**

1. Introduction to NDRRMA, its roles and functions
2. Orientation on National Disaster Resilience Framework (NDRF) 2022-2030, LDRF and its web based platform monitoring system
3. Orientation on Volunteer Management System (VMS), Resource Mapping System (RMS), Bipad Portal, E- Learning demonstration
4. Sharing of the findings from LDRF exercise
5. Open Interaction and collection of feedbacks on LDRF

SN	Time	Description	Remarks
<b>DAY 1</b>			
1	9.00 – 9.30	Opening Formalities (Participant introduction, Introduction to NDRRMA, DRM Act, Objective of the workshop)	Rep from NDRRMA
2	9.30 – 10.30	Proposed NDRF, LDRF and its web based Monitoring Platform	Rep from NDRRMA
<b>TEA</b>			
3	11.00 – 12.00	Volunteer Management System (VMS), Resource Mapping System (RMS), Bipad Portal	Rep from NDRRMA
4	12.00- 1.00	E- Learning demonstration	
<b>Lunch</b>			
5	2.00 – 3.00	Presentation of LDRF	Expert
6	3.00 – 4.00	Presentation of LDRF	Expert
<b>TEA</b>			
7	4.30 - 5.30	Presentation of LDRF	Expert
<b>DAY 2</b>			
	9.00 – 9.15	Recap of DAY 1	Expert
8	9.15 – 10.15	Municipality wise Group work	Rep from concerned Municipality
<b>TEA</b>			
9	11.00 – 12.30	Municipality wise Group Work Presentation	Rep from concerned Municipality
10	12.30 – 1.00	Workshop wrap, what next and closing	Rep from NDRRMA
<b>Lunch</b>			
	2.30	Departure	

