

Government of the People's Republic of Bangladesh
Local Government Engineering Department (LGED)
Local Government COVID-19 Response and Recovery Project (LGCRRP)
Level-7, RDEC-LGED Bhaban, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

Terms of Reference
for
Selection of Disaster Risk Management Specialist /Consultant

January 2023

Project Background:

The Local Government COVID-19 Response and Recovery Project (LGCRRP) is a 3-year operation of the Government of Bangladesh with financial assistance from the World Bank. LGCRRP's development objective is to strengthen urban local governments' Institute (ULGI) response to the COVID-19 pandemic and preparedness for future shocks.

Component 1: COVID-19 Response Grants (CRGs)

Through Component 1, the project will provide eligible and qualifying ULGIs (329 Pourashavas and 10 City Corporations) with CRGs over a period of three fiscal years. Annual grant allocations will be disbursed on a six-monthly basis, with each eligible ULGI being potentially able to qualify for six 6-monthly grant disbursements over the project period. CRGs will be used by qualifying ULGIs to finance activities that are intended to respond directly to the ongoing COVID-19 pandemic, for purposes of emergency response, immediate relief or socioeconomic recovery. Eligible ULGIs will qualify for CRGs by fully meeting a number of Minimum Conditions (MCs). MCs are intended to ensure that ULGIs have basic capacities in place to use project grants effectively and appropriately.

Component 2: Implementation and capacity development support, digital technology and project management

Through Component 2, the project will finance: a range of activities aimed at supporting ULGI response to the ongoing COVID-19 pandemic, as well as at strengthening ULGIs' medium-long term resilience and crisis-disaster response capacities; and project management functions and activities. Support for the use and application of digital technology will cut across Component 2 activities, aimed at strengthening overall ULGI and project performance in the immediate and medium to long terms.

Objective of the Assignment

Under the guidance of the Project Director in implementing all aspects of disaster risk management & climate impacts under the project

- To carry out preparation of Emergency Preparedness and Response plans & implementation in ULGIs and preparation of disaster and climate risk mitigation measures to optimize institutional capacity of ULGIs in line with LGCRRP objectives.

14.12.2021



- To monitoring and reporting all field level disaster and climate risk mitigation activities of ULGIs.
- To assist the PMU in ensuring the compliance of all disaster and climate risk mitigation activities related with ULGIs for smooth implementation of the project activities.

These Terms of Reference describe the responsibilities and tasks of the PMU's Disaster Risk Management Specialist (DRMS).

The Responsibilities/ Accountabilities of Disaster Risk Management Consultant includes, but not limited to, the following:

- ULGI preparedness/resilience with respect to future disease outbreaks, climate impacts and other disasters/shocks:
Draft detailed Terms of Reference for consultancies that will:
 - Develop local disease outbreak surveillance and risk mitigation measures for ULGIs;
 - Design Emergency Preparedness and Response plans for ULGIs;
 - Scope out the options for mainstreaming disaster and climate risk mitigation measures into regular ULGI planning, budgeting and management processes.
- Oversee and supervise the work of external consultants in the areas of disaster risk management and preparedness;
- Provide inputs to LGCRRP training and capacity building for ULGIs with respect to DRM and preparedness issues;
- Assist in developing disaster/climate preparedness planning guidelines for ULGIs;
- Backstop RMSUs with respect to their support for ULGI preparedness planning;
- Monitor ULGI preparedness planning activities and processes;
- Assist in conducting local-level simulations of emergency response;

14.12.2022



- Facilitate LGCRRP coordination of its disaster/climate preparedness activities with concerned national, sub-national and donor agencies.
- Provide training to RMSU staff to equip them to assist Pourashava and City Corporations functionaries;
- Design a series of Informative materials aimed at providing the general public, ULGIs officials and other stakeholders with basic information about project modalities, conditions and outcomes;
- Any other task as and when assigned by the project authority.

Qualification and Experience Requirements:

a. Academic:

- A Masters in Disaster Management or any other relevant discipline from a recognized University;

b. Experience :

- At least 10 (Ten) years of experience in areas of disaster risk management of which at least 5 (Five) years in government / semi government organizations or donor supported development projects being actively involved in and fully conversant with disaster risk management;
- Experience in disaster management technical project design, TOR preparation, bid preparation for consulting and non-consulting services
- Experience in working with World Bank Assisted Projects.
- Experience of working with ULGIs would have preference.
- Fully conversant with and having hands on experience in data analysis and computer skills and ability to work in a fast-paced environment
- During the term of the contract the consultant shall not be associated with any other Government agency, consulting firm or private business entities
- Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but if they are selected they will be required before signing the proposed contract to provide documentary evidence of having satisfactorily complied with their existing contract's requirements with respect to early termination of the contract by the consultant, including advance notice period, to avoid disruption in implementation of that project.

2
14.12.2022

Deliverables

The key deliverables of the DRMS will be:

- Emergency Preparedness and Response plans for ULGIs
- Local disease outbreak surveillance and risk mitigation measures for ULGIs
- List of options for mainstreaming disaster and climate risk mitigation measures for ULGIs
- Disaster/climate preparedness planning guidelines for ULGIs
- A series of Informative materials for ULGIs
- Training curriculum, training modules & tutorials including instruction manuals for Pourashavas and City Corporations;
- Capacity building training to ULGI functionaries of specified number of government staff designated by LGED, quarterly reports on the trainings provided by the consultant and the learning progress of each staff. Consultant's performance at the end of the contract will include an assessment of the knowledge and capability of the designated government officials for independently carrying out the ULGI's routine functional tasks by the end of the consultant's contract.
- Monthly, semi-annual, and annual capacity building progress reports based on format to be agreed with LGED in consultation with World Bank.
- Project related ULGI's documentation and records are systematically maintained so as to be readily available for review and audit.

Duration of employment and Place of Work:

- The duration of the assignment will be 36 person months and the tentative commencement date is February, 2023. There will be an annual performance assessment of the incumbent by the PMU, LGCRRP/LGED. Satisfactory performance will be a condition for continuation of the contract.
- Duty Station: Project office/Head office located at LGED Office located at Dhaka; however, the consultant needs to do field visits in 329 Pourashavas and 10 City Corporations. During the Covid-19 pandemic period until such time that the Government offices are fully open/operational and unrestricted travel to and within Bangladesh is permitted by the Government, LGED and the consultant will

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discuss and agree on a mutually acceptable working arrangement for the consultant to work remotely from his/her home location.

Institutional arrangements

LGED under the Local Government Division (LGD) of the Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C) is responsible for project implementation. LGED will establish a Project Management Unit (PMU), headed by a Project Director, a senior GoB official deputed by LGED; the PD will be assisted by two or more Deputies, deputed by LGED. The PMU will be responsible for core project management functions and the coordination of project activities. A team of consultants will assist PMU and they will report to the Project Director and Deputy Project Directors. Necessary office space, office equipment, stationery, data, information, documents in connection with the project, transportation facilities for field trips will be provided by the LGCRRP, LGED.

Selection Method:

Selection of the consultant will follow the World Bank's procedures for 'Open Competitive Selection of Individual Consultants' described in the 'Procurement Regulations for IPF Borrowers (July 2016, Revised November 2020)'.


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