

Annex 1 - Terms of Reference TOR
For the Engagement of a Local NGO through a Responsible Party Agreement (RPA)

<u>Project Name:</u>	Strengthening Disaster Risk Management Capacities in Lebanon with special focus on Refugee-hosting, High-risk local authorities – Phase III
<u>Reference Number:</u>	00097147
<u>Type of Contract:</u>	Responsible Party Agreement
<u>Assignment:</u>	Empowerment of the Union of Municipalities of Baalbek to prepare and respond to natural Hazards

1. Background

The “Strengthening Disaster Risk Management Capacities in Lebanon” project aims to help the Lebanese Government to develop its disaster risk management (DRM) systems and risk reduction strategy through establishing effective national, regional, local and sectoral setups capable of acting towards the increase of societal resilience against disasters.

In 2012, a National Response Framework (NRF) was developed with the technical support of the DRM Unit at the Presidency of the Council of Ministers and in collaboration with all concerned ministries and public administrations. As part of the implementation of NRF, the UNDP DRM Unit has been empowering the DRR institutional setup at Ministries, Governorates, Casas, Union of municipalities and municipalities. DRR structures were developed in all Governorates of Lebanon, regional operation rooms were established and regional response plans were set in place. Part of these plans is to establish links with local communities and build capacities to develop local mitigation and response plans tailored to local needs.

The 2015-2030 international Sendai Framework of Action (SFA) for Disaster Risk Reduction (DRR) was adopted at the Third UN World Conference in Sendai, Japan, on March 18, 2015 and it advocates for a culturally-sensitive approach to DRR in general, and calls for the protection of cultural heritage from disaster risks across its four priority areas of action.

Moreover, according to the UNESCO, "World Heritage properties and heritage sites in general are exposed to the impacts of natural and man-triggered catastrophic events, which threaten their integrity and may compromise their value. The loss or deterioration of these outstanding properties has severely negative impacts on local and national communities, both because of their cultural importance, and because of their socio-economic value."

The Governorate of Baalbek El Hermel holds several cultural sites including Baalbek site which was inscribed in UNESCO World Heritage list in 1984 as such its protection against natural disaster is essential. The governorate also suffers from poverty, socio-economic inequalities, unplanned expansion, and environmental degradation, all of which aggravate the disaster factors and add to the vulnerability of the population.

Within the framework of supporting key sectors in DRM, and in accordance with the national

response plan, the DRM UNDP has been supporting the Governorate of Baalbek El Hermel to identify existing risks and hazards, to develop a regional response plan, to establish its Crisis Management Cells and in equipping its operations room and testing its efficiency through table top exercises to test the coordination among concerned stakeholders in response to a disaster.

Baalbeck ruins were identified as one of the major infrastructure vulnerable to natural hazards knowing that Lebanon lies between several faults and has witnessed in the past several major earthquakes and disasters causing death of citizens and destruction of houses as well as severe socio-economic crisis.

Through this project, the DRM structure of the Union of Municipalities of Baalbek was developed in coordination with UNDP and the Governors Office, roles and responsibilities within the Union were identified in line with the Governorate's response plan.

As such, as part of this project, a natural hazards mitigation plan shall be developed and implemented in Baalbeck Union of Municipalities involving seven municipalities: Baalbek, Younin, Eiat, Makneh, Haoush Tal Safiyeh, Nahle and Douris in line with the Union response plan.

2. Objectives

The main objective of this ToR is to empower the Union of Municipalities of Baalbek on prevention, readiness, response and recovery from natural hazards namely earthquakes, through:

1. Development of a local response plan to face natural hazards;
2. Building the technical capacities of the Union of Municipalities and establishing first responders teams;
3. Increasing local awareness on prevention, preparedness, mitigation and response to natural hazards including earthquakes.

3. Scope of Work

The Responsible Party shall provide technical expertise to the development and implementation of a natural hazards response plan for the union of municipalities of Baalbek and ensure the plan's coherence and complementarity with the existing Regional Response plan at the Governorate's level and the National Response Plan (previously completed by UNDP in cooperation with the related authorities).

The Responsible Party is expected to achieve the following outputs:

1. Develop the local response plan to face natural hazards:

The development of the response plan should be based on:

a. Critical infrastructure SWOT analysis and mapping:

The Responsible Party shall conduct a needs assessment and SWOT analysis for each of the 7 targeted municipalities using a participatory approach and involving all stakeholders. The assessment should include identifying the hazard areas, risks, critical infrastructure (including schools, hospitals, roads, bridges, etc.), human resources and logistical resources, gaps and opportunities. The analysis of the assessment results should include recommendations as well as a map for each municipality reflecting the results in terms of hazards and resources.

b. Vulnerability assessment of facilities:

The Responsible Party shall conduct a vulnerability assessment in terms of public safety of the facilities of the Union of Municipalities of Baalbek, the Governorate and the 7 municipalities within the Union, in addition to 12 public schools selected from the most vulnerable areas of the Union (schools will be selected by the Ministry of Education and Higher Education in close coordination with UNDP; list of schools will be communicated to the awarded NGO in due course).

c. The local response plan shall include:

- Clear definition of risks and hazards in the target area;
- Approved organizational structure with clear roles and responsibilities of all concerned stakeholders before, during and after the crisis (Governorate, Union, Municipalities, NGOs, INGOs, response agencies, first responders' teams, etc.);
- Approved Standard Operating Procedures (SOPs) for critical infrastructure on response during emergencies (evacuation, search and rescue, shelter, protection, medical and social services, etc.).
- Clear communication mechanism on how to activate the plan.
- Detailed action plan for the implementation of the response plan including a capacity building plan.

2. Build the technical capacities of the Union of Baalbek and establish its first responders' teams¹.

The Responsible Party shall build the technical capacities of the Union of Municipalities of Baalbek and its municipalities and involved other stakeholders through:

- a. The establishment of First Responders' Teams from the municipalities and local communities to guarantee early intervention and fast response in case of emergency.

In total seven First Responders' Teams should be established (one in each municipality, 10 members each team). The members of the teams shall be selected by the Responsible Party in

¹ It is to be noted that parallel to this RPA, the UNDP DRM Unit will provide equipment and tools to the targeted municipalities and schools that complement the developed local response plans.

close coordination and consultation with the local authority based on specific criteria taking into consideration their physical and psychological capabilities to work in harsh conditions and under stress. The First Responders Teams shall follow an intensive training program (organized and implemented by the Responsible Party) of **ten days at least** to enable them dealing with the different situations during response in emergencies, such as:

- Emergency Medical First Aids including safety measures in response;
- Firefighting tools and techniques;
- Coordination and cooperation with concerned response agencies;
- Evacuation methodologies: surface / light search and rescue;
- Shelter management;
- Psychological support to affected populations;
- Etc.

The Responsible Party shall present to UNDP a detailed training program based on the capacities assessment conducted in advance for the established teams, noting that the training program shall be endorsed by professional entities in this domain and should shall respect international standards for establishing First Responders Teams. The responsible party shall be responsible of all logistics and operational costs related to the trainings, including venue, coffee breaks, ect...

- b. Capacity building sessions for the staff and members of the Governorate, the Union of municipalities of Baalbek, and the seven municipalities on minimum preparedness requirements to respond during emergencies and disasters

At least 10 staff and members per municipality, 10 staff and members from the Union and 10 staff and members from the Governorate shall be trained by the Responsible Party for **at least 3 days** on:

- Basic Emergency Medical First Aids;
- Firefighting tools and techniques;
- DRR awareness on natural hazards: earthquakes, landslides, storms, etc. (2 hours/team);
- Evacuation of the facility.

Training sessions shall include theory and practical parts.

The responsible party shall be responsible of all logistics and operational costs related to the trainings including venue, coffee breaks, ect...

3. Increase local awareness on prevention, preparedness, mitigation and response to natural hazards:

The Responsible Party shall implement a capacity building and awareness program in line with the response plan established within the local community. In particular, the 12 public schools assessed in the first output should participate in a training program aiming at increasing the response capacities of the schools during emergencies.

The responsible party shall be responsible of all logistics and operational costs related to the trainings and awareness sessions.

This shall be realized through:

- a. Capacity building of schools' staff: 10 staff members from each school shall be trained for **at least three days** on:
 - DRR awareness on natural hazards: earthquakes, landslides, storms, etc. (2 hours/team); Students from each school shall also participate to this training session using UNDP educational board game;
 - Basic Emergency Medical First Aids;
 - Emergency procedures during fires (Use of firefighting tools, protection measures for students, evacuation, etc.);
 - Emergency procedures during earthquakes (Use of firefighting tools, protection measures for students, evacuation, etc.);
 - Implementation of the Evacuation drill.

- b. Awareness sessions on prevention of natural hazards and disaster risk reduction of landslides, earthquake, floods, storms and fires, for local communities within the Union and the seven Municipalities at the local communities' level, noting that:
 - Two awareness sessions shall be given per municipality and for the union (16 sessions in total);
 - Each session shall be of 2 hours' maximum and shall use, among the used material and tools, the UNDP DRR educational board game;
 - Each session shall be given to at least 30 participants representing NGOs, local community members, vulnerable community representatives, Syrian refugees, and other concerned stakeholders.

4. Delivery Schedule of the Expected Outputs

The NGO shall deliver the expected outputs within the following timeframe:

Expected Outputs and Results	Weeks 1 - 8	Weeks 8 – 16	Weeks 16 - 20	Weeks 20 - 28	Weeks 28 - 36
Development and of a local response plan to face natural hazards					
Establishing first responders' teams Building the technical capacities of the Union					
Increasing local awareness on prevention, preparedness, mitigation and response to natural hazards					

5. Duration of the assignment

The overall timeframe of the assignment is 36 weeks effective from the signature of the RPA (Responsible Party Agreement).

Time extensions, if deemed necessary, can only be granted through agreement extension. Urgent cases that could justify delays of works are mainly due to security reasons, or conflicts in areas of implementation and extreme weather conditions.

6. Institutional Arrangement

The selected NGO shall coordinate closely with the UNDP Project Manager, Project team, Union of Municipalities of Baalbek, 7 municipal authorities, Governorate of Baalbek Hermel, Ministry of Education focal point and other stakeholders.

The responsibilities of each party are identified in the sub-section below.

Engaged NGO:

- Responsible of all logistics related to the completion of this assignment including Remuneration of Staff / Trainers / Experts, installation and maintenance fees of different equipment; all materials and tools required for activities completion; all logistical fees for trainings and sessions; transportation; management fees; rental; communication; food and beverages; accommodation; allowances; etc.
- Allocate the proper and needed skilled personnel to carry out the project's activities;
- Ensure proper reach out to beneficiaries;
- Implement and constantly monitor the activities;
- Provide required and comprehensive reports on a timely manner (focusing as well on the impact). The minimum reporting is to include at least 2 narrative and financial reports throughout the implementation period; 1 midterm report and 1 final report;
- Respect visibility and ownership of all project results for UNDP;

UNDP:

- Provide field coordination support through the field officer and focal point within the Governorate of Baalbek;
- Provide material related to the trainings on DRR awareness (DRR educational game board);
- Follow up, monitor and evaluate the progress of the different activities, ensure their smooth implementation, and manage potential risks;
- Facilitate meetings at the local level;
- Ensure quality assurance.

7. Required Qualifications

Interested NGO (s) must have the following minimum qualifications:

- Minimum 10 years of experience in implementing emergency and safety projects;
- Experience in coaching and training on response and safety in crisis and disasters;
- Minimum 3 years' experience in conducting vulnerability assessment for facilities including schools;
- Have international and local certification in training on emergency services;
- Experience in supporting local community through building capacities;
- Previous cooperation with UN organizations and / or international NGOs;
- Availability of a focal point, facilitators and qualified support staff to coordinate with the Groups and facilitate the implementation and monitoring of the activities;
- Availability of an operating office within the Governorate of Baalbek Hermel;
- Ability to mobilize local communities and organize events in areas of implementation.

8. Required Documents

Interested NGO (s) are requested to submit the following documents:

- Technical proposal that describes the methodology and timetable that will be used to complete the assignment as per Annex 3;
- CVs of the team composition (trainers and support staff allocated for this assignment);
- A breakdown of the allocated budget **USD 42,750** per activity listed in sections 3 and 4, and in accordance with Annex 3;
- Simplified Capacity Assessment Template (SCAN);
- Additional supporting documents requested in the SCAN.

9. Budget²

UNDP is allocating an all-inclusive³ budget of **USD 42,750** for this assignment.

NGOs wishing to apply shall present a financial proposal within the allocated budget and shall detail in their proposal the allocation of the budget per task (as listed in the scope of works) as well as all additional fees.

10. Payment Terms

Payments will proceed as following:

- 25% of the contract amount upon conducting the critical infrastructure mapping and SWOT analysis of the 7 municipalities and Union as well as the vulnerability assessments of the 12 schools and the 8 municipal facilities and the Governorate; and upon submission and UNDP acceptance of interim report 1;
- 15% of the contract amount upon providing the training sessions to the 7 first responders' teams; and upon submission and UNDP acceptance of interim report 2;
- 40% of the contract amount upon providing the training sessions to the staff and members of the Union and the 7 municipalities and 12 schools and Governorate; and upon submission and UNDP acceptance of interim report 3;
- 20% of the contract amount upon completion of all activities and upon submission and UNDP acceptance of the final report detailing achieved outputs, implemented activities, challenges and lessons learned (including a financial report).

11. Annexes

Annex 1: List of equipment and tools provided by UNDP.

Annex 2: Proposal template.

² Offers exceeding the allocated budget for the assignment can be subject to rejection.

³ Budget allocation would include, for example, but to be limited to: Remuneration of Staff / Trainers / Experts / cost of equipment to be procured, installation and maintenance fees of different equipment; all materials and tools required for activities completion; all logistical fees for trainings and sessions; transportation; management fees; rental; communication; food and beverages; accommodation; allowances; etc.

Annex 3: SCAN template.

12. Closing Date of the Submission

A completed Simplified Capacity Assessment (SCAN) [Annex 3] and Proposal [Annex 2] with requested supporting documents must be submitted to UNDP Lebanon maximum by **20 September 2017 at 3:00 PM Beirut Local Time.**

One copy of the documents should be submitted in a sealed envelope to the following address:

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon
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