

## **REQUEST FOR SUBMISSION OF PROPOSAL FOR: SELECTION OF CONSULTANCY FIRM FOR PARTICIPATORY GIS BASED RISK MAPPING**

### **1. Background**

The South Asian region is heavily exposed to a wide range of geological, hydrological and climatic hazards, including tropical cyclones, earthquakes, tsunamis, landslides, lightening, floods and droughts. Conflicts and disasters are exacerbated by climate change and urbanisation; they inexorably lead to recurrent humanitarian crisis in the regions where close to 1.74 billion people live. According to UN ESCAPE report in 2015, South Asia accounted for a staggering 64 per cent of total global fatalities — the majority was attributed to the 7.6 magnitude earthquake that struck Nepal in April which caused 8,790 deaths.<sup>1</sup> Various communities across the regions face an array of shocks, stresses and climate related hazards, in unprecedented frequency and magnitude in a way that impede and reverse development gains, leading to greater vulnerability and most affecting those who are already marginalised and excluded like girls, women and children in general, and the poorest in particular.

The region on Nepal and Bangladesh faces disaster every year with both the region being vulnerable to major hazard like earth quake and floods. The World Bank's Global Risk Analysis (World Bank 2005) placed Nepal and Bangladesh in a list of 60 countries which face two or more hazards per year. As such it becomes important to build the resilience of the community by mainstreaming various DRR strategies in development and humanitarian work bringing about sustainable development and lasting change.

### **2. Project details**

HelpAge International is implementing a project name "Building preparedness of vulnerable communities through inclusive disaster risk reduction initiatives". The project is being implemented in 116 communities in Nepal and Bangladesh. The goal of the project is to contribute to preparing communities to better withstand reoccurring natural disasters. As this is the second phase of the project, it is built on learning from the first phase of the project to focus on basic disaster preparedness techniques as well as encouraging community structures and livelihoods which contribute to building disaster ready communities. The project is in inception phase in both target countries and partners are working on specific activities, outputs, and their means of measurement.

### **3. Purpose of the ToR**

A key component of the second phase of the project is a Participatory Vulnerability and Capacity Analysis (PVCA) exercise that includes community mapping processes. With this TOR, HelpAge International is seeking an agency/firm (henceforth referred to as "agency") for providing technical support for making the GIS based risk mapping as part of overall PVCA exercise. Agency will be responsible for Participatory risk mapping exercise in all – phase 2 target villages and building the outputs on Participatory GIS Mapping in consultation with the community using open and free source GIS platform (for example, QGIS) and

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<sup>1</sup> UN ESCAPE (2015): Disaster in Asia and the Pacific: 2015 year in review, available at [http://www.unescap.org/sites/default/files/2015\\_Year%20in%20Review\\_final\\_PDF\\_0.pdf](http://www.unescap.org/sites/default/files/2015_Year%20in%20Review_final_PDF_0.pdf) retrieved on 25 May 2017

using OPENDATA (for example, OpenStreetMap). The risk mapping exercise shall capture hazard information and develop hazard risk influence in village and surrounding areas, map vulnerability information at the household level, identify and map population at risk/vulnerable individuals and groups, map all key assets and critical facilities at the village level (Multi-purpose cyclone shelter, strong buildings/pucca structures, school buildings, health facilities, communication facilities), transportation links including evacuation routes etc.

**Repository of data:** The agency will collect all soft data and create a repository of the data and analysis of information collected and will deposit all the information towards the end of the consultancy to HelpAge country offices.

**Sustainability plan:** The agency will also ensure developing a sustainability plan to ensure that all the soft data is available with district authorities, and how the data can be updated at a regular interval, including capacity and vulnerability; and list institutions for linkages.

#### **4. Proposed Methodology for PVCA**

The HVCA includes community mapping participatory exercise to understand the hazard, vulnerability and capacity profile of the villages. The detailed participatory community mapping exercise will be undertaken to overlay the HVC components on a physical map. The community map will be calibrated with open source maps of the selected villages. In essence, the PVCA exercise will have to be done as follows:

1. Development of PVCA Tools
2. Provision of a village-wise base-map (using open data source like openstreetmap) by the agency to the Village DM Committees for developing contours of hazard risk influence in village and surrounding areas, mapping vulnerability information at the household level, identify and map population at risk/vulnerable individuals and groups
3. Training of partner staff on community level participatory data collection
4. Participatory Community Mapping exercise in all project villages by VDMCs based on clear guidelines provided by the agency
5. Processing of collected information using a structured and linear process and transposing of PVCA data and mapping information for a consolidated PVCA using a visual and written format
6. The data and visual information once drafted will be shared with the project village communities and ratified to ensure transparency and accountability and complete the information loop.
7. The agency will create repository of all soft data and will provide it to respective country offices and provide guidelines for updating and sharing the information in commonly used formats.
8. The agency will develop a sustainability plan for sharing the information, updating of maps and creation of linkages with relevant stakeholders.

## 5. Mapping process, roles and responsibilities

The PVCA will be conducted by multiple stakeholders on the project. The PVCA exercise will be led by HelpAge International's Regional Project Manager and will be rolled out by the HelpAge International offices in Nepal and Bangladesh through project partners. The partners will be responsible for conducting the PVCA and the community mapping exercises using the tools and resources developed.

The project is seeking an external resources and support through a technical support agency for the development of appropriate tools and requisite capacity building for the exercise.

The data analysis will be done jointly by all project stakeholders and the final report will be drafted by each partner for their project villages. The process and roles and responsibilities will be as follows:

S. No.	Activity	Responsibility
1	Development/Revision of PVCA tools	HelpAge
2	Provision of village base maps (GIS and paper prints for community exercises)	Agency
3	Training of community on participatory data collection	HelpAge/Agency
4	Collection of HVC information from the village	HelpAge
5	Transforming the collected information into GIS layers	Agency
6	Printing and provision of GIS layers created for ratification	Agency
7	Finalisation of maps and provision of village maps in flex	Agency
8	PVCA reports	HelpAge
9	Creation of repository of data collected in soft format	Agency
10	Drafting of sustainability plan	Agency

## 6. Deliverables from the external agency:

- Basemap of villages from open sources
- Guidelines for collection of information for PVCA
- Creation of GIS layers based on the information collected by the field staff
- Finalisation of maps after confirmation from the communities following provision of different maps from community through the PVCA
- Provision of data repository in soft format
- Sustainability plan including guidelines on how to update information on maps on regular basis

## 7. Proposed team composition

Sl. No.	Position	No.
1	Disaster Risk Management Specialist	01
2	MIS/DBMS Specialist	01
3	GIS Specialist	01
	<b>TOTAL</b>	<b>03</b>

## 8. Target field area

### Bangladesh

District	Upazila	Union	No. of CBOs	Villages
Lalmonirhat	Hatibandha	Singimari (new)	10	Dhubni, Dokshin Goddimari and Singimari
Laksmipur	Ramgati	Char Gazi (new)	10	Char Afzol, Tumchar, Dakshin Tumchar, Char Laksmi, Char Dorbesh,
Kurigram	Rowmari	Bondoher (new)	10	Nalbari, Purarchar, Jhumkirchar, Baguarchar, Bolodmara, Khonjonmara, Baispara, Bagmara, Fluarchar, Palerchar

### Nepal

District	Municipality	Ward	Villages
Kaski	Pokhara Lekhnath	18	Old Sarankot VDC (Village development committee)
	Annapurna Rural	6	Lumle VDC
	Machhapuchhre Rural	5	Rivan VDC
Kailali	Gauriganga	7	Matkauna VDC
	Godawari	10	Malakheti VDC
	Dhangadi	10	Jugeda VDC

## 9. Process of application

Interested agencies are requested to send their proposals to [hr@helpageasia.org](mailto:hr@helpageasia.org) including the following:

- Introductory letter on letter head (with complete contact details – name of contact person, mailing address, telephone, fax, email etc) explaining how the firm is best to deliver the task.
- Organisation profile
- Short note on the similar projects implemented by the agency pertaining to the shortlisting criteria.
- CVs of the key persons proposed for the consultancy
- Proposed methodology and process for the assignment
- Financial proposal (The proposal should include all costs payable to the consultancy firm including cost of consultancy fee, cost of travel as planned in the process and applicable taxes)

## 10. Award criteria

The award of contract will be based on the best price-quality ratio. This will assess

- Proven track record of working on participatory GIS and GIS applications.

- Preferably, the agency should have worked with communities for DRM projects in Nepal and/or Bangladesh.
- Proven expertise of data management and developing for 2 similar assignments
- Financial proposal

## **11. Planned dates**

Publication of Expression of Interest:	Dec 7, 2017
Last date for submission of EOI:	Dec 28, 2017
Shortlisting of firm and negotiations:	Jan 10, 2018
Contract signing:	Jan 15, 2018
Mobilisation of consultant:	Feb 1, 2018
Completion of work:	June 30, 2018

## **12. Ineligibility Criteria**

Interested agencies must confirm in writing that they do not fall into one of these categories.

(a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) They have been convicted of an offence concerning their professional conduct by a court judgement;

(c) They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;

(d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) They have been the subject of a court judgement for fraud, corruption, involvement in a criminal organisation or any other illegal activity, or have been sanctioned by international organisations.

(f) Following another procurement procedure or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;

## **13. Exclusion Criteria**

Negotiation with potential agencies may be severed at any stage during the procurement process if it is established that they meet any of the exclusion criteria below:

- (a) Are subject to a conflict of interest;
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation in the contract procedure, or fail to supply all of the information requested.