

Terms of Reference (ToR) for Hiring a Consultant on Supporting to implementation, documentation and prepare knowledge products of Disability inclusive Disaster Risk Reduction

Disaster affects disproportionately persons with disabilities, women, girls and elderly and other marginal groups. Access to early warning is critical for community peoples to have a better preparedness and early action in reducing loss and damage. Dissemination of early warning, search and rescue need to community friendly to take effective and timely action to save assets and lives. This is highly concern for the person with disability to have access to early warning products and messages including dissemination pathways for persons with disabilities.

Centre for Disability in Development (CDD) is a development organization working on disability issues focusing on disability inclusion in mainstream development since 1996. CDD with the support of NRP is implementing a project “Development & Piloting of Disaster Risk Reduction Activities for Persons with Disabilities (DPDRRAPD) at Chilmari and Kurigram Sadar Upazila under Kurigram district in Bangladesh.”

CDD within the NRP: DDM project has been implementing series of activities for capacity building of the Organizations of Persons with Disabilities (OPD), Self-help Groups (SHGs) of persons with disabilities, volunteers and local Disaster Management Committees (DMCs) so that they can access to early warning as well as preparedness and risk reduction to support and empower the persons with disabilities. The project has also been piloting flood resilient model house accessible to the persons with disabilities and doing advocacy for accessibility to the services including shelters, evacuation boats and health facilities etc. For better implementation of the project activates, at present CDD is looking a competent person for consultancy services to support for documentation and prepare knowledge products of Disability inclusive Disaster Risk Reduction (DiDRR).

OBJECTIVE OF THE CONSULTANCY WORK:

The objective of the consultancy work is to **develop IEC (Information, Education and Communication) materials, develop policy brief / technical brief on DiDRR and prepare final qualitative project report under the “Development & Piloting of Disaster Risk Reduction Activities for Persons with Disabilities” project in Kurigram.**

DELIVERABLES:

1. Develop knowledge product flyer, audio/video with the disability friendly early warning messages and awareness raising of the community people on DiDRR.
2. Development of Flash Card and Leaflet for school and community people on DiDRR.
3. Develop Policy Brief / Technical Brief on DiDRR
4. Conduct Policy Dialog on DiDRR.
5. Prepare case study of households/community to showcase the impact of DiDRR
6. Customize the revised Standing Order on Disaster (SoD) 2019 to prepare a handbook with the content of disability inclusion issue

7. Support to CDD to implement and prepare a report on the piloting of disability friendly model house at the project location
8. Prepare Final Report of the DPDRRAPD project.

Sources of Necessary Information: To accomplish the above assignments: Visit project area to collect information, meeting/FGD/Interview/KII with DMCs, SHGs, DPO, visits beneficiaries households, Project Staffs, Local Elected Bodies, and Local Administration etc.

TIME FRAME OF ASSIGNMENTS

- All the assignments will be completed within 40 days in 15th May to 15th September 2021 and 25% of total time (10 days) must be visited field directly at project area.

TIMEFRAME OF THE DELIVERABLES

SL	ASSIGNMENT	TIMEFRAME	REMARKS
1	Develop knowledge product flyer, audio/video content/illustration with the disability friendly early warning messages and awareness raising of the community people on DiDRR.	May 2021	
2	Development of Flash Card and Leaflet for school and community people on DiDRR.	May 2021	
3	Develop Policy Brief / Technical Brief on DiDRR	June 2021	
4	Prepare case study of households/community to showcase the impact of DiDRR	July 2021	
5	Customize the revised SoD 2019 to prepare a handbook with the content of disability inclusion issue	June 2021	
6	Support to CDD to implement and prepare a report on the piloting of disability friendly model house at the project location	May 2021	
7	Field Visit of DPDRRAPD to collect information	May-September 2021	
8	Prepare Final Report of the DPDRRAPD project.	August-September 2021	
	Total		

Note: The consultant will distribute days for each deliverable as of need considering above mentioned timeframe and other conditions.

GENERAL CONDITIONS

1. This contract shall only be valid as long as the party B fulfils his professional, fiscal and social obligations vis à vis the authorities concerned, for which he is solely responsible.
2. The assignment will be performed in consultation with CDD & NRP-DDM component.

NATURE OF THE CONTRACT

CDD and the selected consultant shall be bound by a service provision contract. No relation of subordination shall exist between the two parties.

- Any information or internal correspondence addressed to the consultant by CDD relating to the consultant's activities shall be intended to ensure effective collaboration between them.

MODE OF PAYMENT

- 1 The Consultant will bear his conveyance, food, accommodation, communication and all other necessary personal logistics.
- 2 Payment will be made in 2 instalments by A/C payee cheque after completion and submission of assigned documents and deliverables as follows:

Installment	Deliverables against installment	Date of Submission	% of total amount	Remarks
1 st Installment	Knowledge product flyer, audio/video content/illustration with the disability friendly early warning messages and awareness raising of the community people on DiDRR.	June 15, 2021	45%	
	Flash Card and Leaflet for school and community people on DiDRR.			
	Report on the piloting of disability friendly model house at the project location			
	A short Field Visit report on information collection process			
2 nd Installment	Policy Brief / Technical Brief on DiDRR	Sept 15, 2021	55%	
	Prepare case study of households/community to showcase the impact of DiDRR			
	Customized revised SoD 2019 handbook with the content of disability inclusion issue			
	Final Report of the DPDRRAPD project.			
Total			100%	

3 Applicable Tax will be deducted at source as per Government rules.

ARBITRATION

Any dispute arises between the parties for non-compliance of any one of the provisions of this ToR; the dispute shall be amicably settled between the parties.

TERMINATION OF TOR

Both the parties have the right to reject or cancel the MoU giving the prior 7 days written/ verbal notice.

CDD is expecting an expression of interest along with sample of previous relevant work from the competent consultants within **5th May, 2021** through e mail: info@cdd.org.bd addressed to: **Executive Director, Centre for Disability in Development (CDD) A-18/6, Genda, Savar, Dhaka-1340**