**TERMS OF REFERENCE (TOR)**

FOR DISASTER RISK MANAGEMENT (DRM) EXPERT SERVICES TO CONDUCT LOCAL LEVEL RISK MANAGEMENT (LLRM) ASSESSMENTS AND DEVELOP COMMUNITY DISASTER RISK REDUCTION (DRR) ACTION PLANS

**Project Title:** Emergency Preparedness Activity in the South of Armenia

**Project Donor:** USAID/BHA

**Location:** Vayots Dzor and Syunik Regions, Armenia

**Start Date:** 04.11.2024

**End Date:** 28.02.2025

**Background:**

People in Need (PIN) Armenia, in partnership with USAID/BHA, is implementing the ‘**’Emergency Preparedness Activity in the South of Armenia’’** project, aimed at strengthening community-level disaster risk reduction (DRR) and preparedness in the target communities of Vayots Dzor and Syunik regions. Within the scope of the project, a specific component will focus on mapping existing DRR resources, initiating Local Level Risk Management (LLRM) assessments, and developing community-level Disaster Risk Reduction (DRR) action plans to enhance local capacity and resilience.

As part of this specific initiative, PIN seeks organization/legal entity for the provision of expert services to conduct LLRM assessments in target communities, facilitate community-based risk reduction planning and monitor the implementation of DRR action plans. The assessments will align with the national DRM strategy and involve the active participation of local authorities, civil society organizations (CSOs), and community members.

**Scope of Work:**

**The recruited entity will be responsible for the following tasks:**

1. **Mapping Existing DRR Resources, Conducting LLRM Assessment and Development of DRR Action Plans:**
* Develop a methodology and the necessary tools for the mapping of the existing DRR resources in the Yeghegnadzor and Yeghegis communities of RA Vayots Dzor region and Goris community of RA Syunik region to ensure that the mapping approach is systematic, consistent, and effectively addresses local needs. The developed methodology should be

in line with the LLRM adopted by the state, and further reviewed and approved by the PIN team, relevant state bodies and municipalities.

* Collaborate with PIN and Local Authorities to map existing DRR resources in the Yeghegnadzor and Yeghegis communities of RA Vayots Dzor region and Goris community of RA Syunik region according to the approved methodology.
* Collaborate with PIN and Local Authorities to facilitate discussions on the formation of DRR Community Teams (CTs) in the target communities, presenting best practices from other Armenian or international communities. Design the structure and approach of the CTs based on the specific capacities, needs, and characteristics of each community, engaging local authorities, CSOs, and diverse population groups.
* Formalize the roles and responsibilities of the CTs in coordination with PIN, local and state authorities to ensure official recognition. Secure agreements with municipalities, (e.g., ensuring that the CTs are integrated into local governance structures trough the utilization of the existing legal mechanisms and partnership frameworks and have access to sensitive information for effective monitoring of DRR action plan implementation).
* Lead participatory LLRM assessments in the Yeghegis community, ensuring full involvement of the CT and direct engagement of local authorities, CSOs, and representatives from all groups of the local population.
* Analyze community-level hazards, vulnerabilities, and capacities, using LLRM as the primary methodology.
* Develop a comprehensive report on the result and findings of the conducted LLRM.
* Develop 2 DRR action plans for Yeghegnadzor and Yeghegis communities, based on the findings of the LLRM assessments, incorporating actionable recommendations to address identified risks.
	+ DRR action plan for Yegheghnadzor community should be built based on the existing LLRM assessment and for Yeghegis community based on the assessment to be completed by the recruited entity.
	+ Ensure that the DRR action plans are gender and social inclusion (GESI) sensitive and aligned with local development goals.
1. **Monitoring and Evaluation of DRR Plan Implementation**
* Assist in establishing a community-led monitoring system to oversee the implementation of the DRR action plans.
* Provide guidance to the DRR CTs and local authorities on monitoring processes, ensuring community participation and ownership.
1. **Facilitation of Workshops and Knowledge Sharing**
* Organize and lead two workshops:

(1) Kick-off workshop to introduce the LLRM assessment and DRR action planning process to stakeholders.

(2) Final workshop to share results, lessons learned, and best practices with community members, CSOs, and local authorities.

**Deliverables:**

* **LLRM Final Report:** A comprehensive report addressing all points within the LLRM methodology, including the major risks, barriers, and challenges identified during the LLRM assessments in the Yeghegis community.
* **2 DRR Action Plans:** DRR action plans for Yeghegnadzor, and Yeghegis communities, including specific recommendations for enhancing community resilience.
* **DRR Community Teams:** Establishment and formalization of DRR CTs in 3 target communities (Goris, Yeghegnadzor, Yeghegis), with regular monitoring meetings and engagement with local authorities.
* **Workshop Reports**: Detailed reports from the kick-off and final workshops, including key outcomes, lessons learned, and next steps.

**Duration and Level of Effort:**

* **Start Date:** 4.11.2024
* **End Date:** 28.02.2025
* **Indicative Level of Effort:** 15 days for the facilitation of the formation of the CTs in 3 communities and formalization of the roles and responsibilities, 7 days for the completion of the LLRM assessment, 45 days (about a month and a half) for the data collection on the existing resources, analysis and development of 2 DRR action plans and 7 days for facilitation of workshops and development of the reports.

**Qualifications and Experience:**

The selected organization/legal entity should possess the following qualifications:

* Demonstrated organizational experience in disaster risk reduction (DRR) and local-level risk management (LLRM) assessments: Proven history of delivering DRR and LLRM projects, with a focus on assessments, planning, and implementation in diverse community settings.
* Strong background in community-based DRR methodologies, with expertise in the Armenian context. Experience working in Syunik and Vayots dzor regions will be

considered an advantage. Proven track record in facilitating participatory workshops and engaging local authorities, CSOs, and community members.

* Experience with gender and social inclusion (GESI) in DRR activities.
* Proven organizational capabilities for communication and reporting. Strong ability to communicate with diverse stakeholders, deliver clear and concise reports, and maintain transparent, ongoing communication with project partners. The organization’s experience working in multilingual environments, including English, will be considered an advantage.

**Travel Required:**

* To support the implementation of activities, there will be a need for the recruited entity to undertake trips to project sites as specified within the ToR. These trips shall be agreed on in advance with the PIN team, including relevant project manager(s).
* All the costs associated with the trips shall be covered by the recruited entity and shall be included in the relevant Financial Proposal.

**Application Process:**

Interested organizations/legal entities should submit the following documents:

* **Letter of Motivation:** A brief statement from the organization outlining its interest in the assignment and demonstrating its suitability for carrying out the specified tasks.
* **Organization’s Portfolio:** A detailed overview of the organization, including its experience in conducting similar DRR assessments, previous projects, and references from similar work completed in Armenia or internationally.
* **Technical Proposal:** Outline of the proposed methodology for conducting the LLRM assessment and developing the DRR action plans and facilitating the formation of DRR Community Teams. The proposal should demonstrate the organization’s approach and timeline for completing the tasks.
* **Financial Proposal:** A detailed financial proposal, including daily rates for experts, estimated costs for all activities and a summary of the total proposed budget.
* **Legal Registration Documents:** Proof of the organization’s legal registration (state registry certificate), confirming its ability to operate and engage in contracts.
* **Team Composition and Expertise:** A list of key team members, their roles, and CVs, highlighting their expertise and experience in DRR, LLRM, and community engagement activities.

**Selection Process:**

The selection process will consist of the following steps:

* **Initial Screening:** All applications will undergo an initial review to ensure completeness and alignment with the specified qualifications and requirements.

Incomplete applications will not be considered for evaluation.

* **Evaluation of Proposals:** Complete applications will be evaluated based on predefined criteria:
* **1. Quality: (Weight: 70%):**
* 1.1. Experience in conduction of the LLRM and development of the DRR Plans.
* 1.2. Relevance and feasibility of the technical proposal and methodology.
* 1.3. Background in participatory group facilitation.
* 1.4. Experience in establishing and formalizing DRR Community Teams.
* 1.5. Experience in building strong working relationships with local, regional, and national authorities.
* **2. Pricing: (Weight: 30%)**
* **Interview:** Shortlisted organizations/legal entities will be invited for an interview to further assess their suitability for the assignment. The interview will focus on the expertise, methodological approach and ability to meet the deliverables within the specified timeline.
* **Final Decision:** Based on the combined results of the proposal evaluation and interview, the most qualified organization/legal entity will be selected for the contract.

**Payment Procedure:**

* **Advance Payment:** 20% of the total agreed contract amount will be paid as an advance within 7 working days after signing the contract.
* **Final Payment:** The remaining 80% will be paid upon successful delivery of all agreed deliverables, based on the Act of Acceptance signed by both parties. The final payment will be processed within 10 working days after the approval of the deliverables and submission of the final invoice.

These terms can be negotiable.

**Special Note:** All payments will be made via bank transfer to the bank account specified by the contracting entity in the contract.

**Contact Information:**

For further inquiries, please contact PIN procurement team at procurement.armenia@peopleinneed.net.

**Application Deadline:** October 20, 2024, by midnight.

Applications should be submitted electronically at procurement.armenia@peopleinneed.net, with "DRM Expert Services for Emergency Preparedness in the South of Armenia" in the subject line.