

# Terms of Reference for “Enhancement the effectiveness of DRR Emergency Warehouses under URP - DNCC Project”

Package No.: URP-DNCC/ S-8

## 1. Background:

The population of Greater Dhaka Area exceeds 15 million with an immense population and density of 43,500 per square km. With the steep urbanization in Dhaka, the city has become exposed to greater risks of natural disaster and climate change. The common threats are earthquake, urban flood, air and water pollution, temperature and heat waves, and fire explosion. Climate change risk evokes that one meter sea level rise will impact thirty percent of the urban population and have the city inundated around fourteen percent (ADB 2014). In addition to these risks, the Rana Plaza accident that resulted in the loss of 1,127 lives in 2013 demonstrated an urgent need for developing urban resilience and building safety in Dhaka. Similarly, Sylhet, which is vulnerable to earthquake, requires adequate preparedness for successful management of urban disasters.

The Urban Resilience Project (URP) was started in 2015 with support from the World Bank to strengthen the emergency response system and develop the capacity of the city corporations of Dhaka and Sylhet. The URP will serve as a new model to build capacity for emergency preparedness and response for both recurrent and large-scale events, as well as establish the best practices in disaster-prone urban environments.

The URP includes a component to enhance disaster response capability of the city. The URP has constructed five disaster response warehouses in each zones within the ground of the respective zone offices under Dhaka North City Corporation (DNCC) as well as three in DSCC (Dhaka South City Corporation). The warehouses are equipped with heavy and light disaster response equipment and they have a facility of meeting room with ICT equipment in place. The URP is going to establish the same in Sylhet City Corporation (SCC) as well. With the establishment of the warehouses, DNCC is currently in process to setup zone level Disaster Incident Management Teams (DIMIT) to enhance the city's ability to quickly and effectively respond natural as well as manmade disasters. DIMIT will be placed under and closely communicate with City and Ward Disaster Management Committee. DIMIT, headed by Zonal Executive Officer (ZEO), is planned to consists of 11 various cells in collaboration with utility service providers, fire department, and other concerned agencies as named below:

- Coordination and Collaboration cell
- Damage Assessment cell
- Search and Rescue cell
- Internal Displaced People & Relief Management cell
- Medical cell
- Dead Body Management cell
- Security & Mobile Control cell
- Debris Management cell
- Utility cell
- Communication Information and geographic information system cell
- Logistic cell

ZEO also coordinates with ward councilors, NGOs, urban volunteers, and local communities in each zones for quick and effective response in the time of disaster. Employees at the zone offices are expected to play an important role in the cells listed above. In this regard, it is essential to build and strengthen emergency response capacity of zone officials and





employees. However, because the urban disaster response is relatively a newer issue that the city corporations started work on and each departments need to work taking care of their respective roles and responsibilities in the city function, the current level of knowledge and skill of the concerned personnel is limited. It is necessary that the zone officers and employees understand the urban disaster risk, international agenda and framework of disaster risk reduction, disaster management framework of the country, disaster management system and the city's as well as other stakeholders' role in it in relation with the various project that the city is undertaking including the URP, and so on.

For the effective disaster management at the city level, it is also important to coordinate with ward councilors and local communities, hence the stakeholders' understanding and cooperation in disaster response is necessary. The training programs should address that as well. The URP also intends to utilize the warehouses in normal time as resource centers for people to learn about disaster risk and risk reduction. For this purpose development of learning materials is also needed.

The URP seeks to hire an eligible consulting organization which can draw a comprehensive training plan for the city corporation officers and employees and implement it towards the establishment of the Zone DIMT. The consulting organization is also expected to develop learning materials for the warehouses to function as a disaster management learning centers. Further, appropriate documentation shall be made to record the work done under the assignment and to disseminate the projects under the URP.

## **2. Objective(s) of the Assignment:**

The primary objective of the assignment is to orient the city employees at the zone offices toward the establishment of Zone DIMT by raising their knowledge and skill level in disaster management system through series of training and to develop Information, Education, and Communication (IEC) materials, and appropriate documentation of the work done.

## **3. Scope of Services:**

The expected duration of the assignment is six (6) months commencing from the date of the execution of the contract. The consulting organization's scope of services during this period shall include, but not limited to:

### **3.1. Designing a comprehensive training plan**

The consultant shall develop a training plan based on the current structure of the Zone offices, employees' knowledge level on disaster management, and requirement for establishment of the Zone DIMT.

### **3.2. Coordination with relevant stakeholders**

The consultant shall visit and coordinate with the various stakeholders which includes Bangladesh Fire Service and Civil Defence, Department of Disaster Management, other government agencies, ward councilors, local communities, and other development partners for implementation of the trainings.

### **3.3. Training material development**



The consultant shall develop training materials independently or in cooperation with various stakeholders for the series of trainings. Training materials can include printed documents and posters, model structures, goods, and so on that are relevant to contents of training sessions.

### 3.4. Conducting trainings

The consultant shall organize and undertake trainings, which includes participants selection (particularly local communities), invitation, purchasing the necessary items and equipment, venue set-up, and overall program management. The consultant shall also submit training reports to the URP project director after each trainings and give suggestions for improvement.

### 3.5. Documentation

Documenting outcomes of the trainings is essential for monitoring purpose. The consultant team will compile all the training materials as well as training reports to submit to the project director at the end of the assignment.

The consultant will also work with the URP project team to document progress and accomplishment of the various initiatives under the URP, which is to be shared with various stakeholders. Under the guidance of the URP project director on the contents, the URP team will give the necessary data and information to the consultant for this work.

## 4. Expected Deliverables:

Primary deliverables of this assignment include:

- 4.1. A comprehensive training plan
- 4.2. Conduct Workshop/ training sessions on disaster management
- 4.3. Training materials
- 4.4. Reports on the trainings
- 4.5. Documentation of the various components of the URP

## 5. Team Composition & Qualification Requirements for the Key Experts:

The expected duration of the assignment is six (6) months commencing from the date of the execution of the contract, and about twenty four (24) man-months input from the key experts is estimated to successfully achieve the project objectives. A list of key experts for team composition and their qualification requirements are given below.

### 5.1. Key Experts with Input Requirements for the Project

SI. No.	Proposed Position for the Key Experts	Proposed Number of Experts for the Position	Estimated Input Man-months Required by Each Expert	Estimated Total Input Man-months Required
1	Team Leader	1	6.0	6.0
2	Disaster Management Specialist	1	6.0	6.0
3	Publication and Designing specialist	1	6.0	6.0
4	Communication officer	1	6.0	6.0
<b>Total</b>		<b>4</b>		<b>24</b>



