

# **Community Self Reliance Centre**

## **TOR - Support to DHM for Strengthening Early Warning Systems and Early Action- Federal Level**

### **Background**

The Resilience, Adaptation and Inclusion in Nepal (RAIN) project, funded by Foreign, Commonwealth and Development Office (FCDO) and implemented by People in Need (PIN) in partnership with the Community Self Reliance Centre (CSRC), aims to enhance climate resilience in Nepal's Madhesh and Lumbini Provinces, regions frequently affected by floods and other climate-induced hazards. RAIN focuses on strengthening the capacity of vulnerable communities to better anticipate, prepare for, and respond to these risks. A central pillar of RAIN is the strengthening of Early Warning Systems (EWS) and the promotion of Early Action (EA) at the grassroots level.

The Department of Hydrology and Meteorology (DHM) plays a critical role in monitoring, forecasting, and disseminating hydro-meteorological information in Nepal. In the face of increasing climate-related hazards, there is a growing need to enhance early warning systems (EWS) and enable timely early action (EA) to reduce disaster risks and enhance community resilience. To achieve this RAIN program is working closely with DHM to strengthen its institutional and technical capacity for hazard forecasting and warning dissemination. The program places a strong emphasis on enhancing risk communication, ensuring that timely and actionable warnings effectively reach at-risk communities. This Terms of Reference (ToR) outline the roles and responsibilities of support personnel assigned to assist DHM in achieving these objectives.

### **Objective**

The primary objective of this assignment is to support DHM in strengthening the operational effectiveness of its early warning systems and facilitating timely, accurate, and actionable dissemination of hydro-meteorological forecasts and alerts to key stakeholders and the public.

### **Scope of Work and Responsibilities**

The support personnel will undertake the following key tasks:

#### **Dissemination of Hydro-Meteorological Alerts**

- Support DHM in the timely and effective dissemination of alerts and warnings related to heatwaves, coldwaves, heavy rainfall, lightning, floods and flash floods.
- Ensure multi-platform communication through DHM's official channels, media outlets, and relevant stakeholder networks.

#### **Impact-Based Forecasting (IBF) Support for Heatwaves and Floods**

- Support DHM in piloting IBF for heatwaves in Madhesh Province and scaling up IBF for floods in the Bagmati and Kamala sub-basins of Madhesh, as well as the West Rapti sub-basin in Lumbini Province
- Assist in the preparation, issuance, and dissemination of impact-based forecasts (IBFs), early warnings, and advisories.
- Collect and regularly update ground-level information from IBF pilot areas.
- Facilitate two-way communication with local stakeholders to enhance the relevance and usability of forecasts.
- Assist in forecast verification through field data collection, user feedback, and post-event analysis.

### **Social Media and Digital Outreach**

- Manage and update DHM's social media platforms (e.g., Facebook, Twitter, Viber Channel) for real-time dissemination of forecasts, warnings, and advisories.
- Develop engaging and informative digital content to improve public understanding of hydro-meteorological risks and warnings with support from DHM and RAIN technical partner.

### **Operationalization and Promotion of 1155 (DHM toll free number for foods and weather update)**

- Provide support for the day-to-day operations of the DHM toll free number 1155.
- Lead and coordinate promotional campaigns via social media and outreach materials to increase public awareness and usage of the 1155 service.

### **Risk and Hazard Information Management**

- Assist in the preparation, compilation, and documentation of risk and hazard maps, datasets, and warning templates for generating IBF.
- Ensure such resources are properly archived and accessible to relevant users.

### **Training, Capacity Building, and Stakeholder Engagement**

- Support the organization of training programs, workshops, and simulation exercises related to forecasting, early warning dissemination, and risk communication.
- Coordinate with local, provincial and national stakeholders including government agencies, NGOs, and community representatives.
- Compile key learnings for the uptake of RAIN TA/SLU unit

### **Development of Standard Operating Procedures (SOPs)**

- Assist in drafting, reviewing, and updating SOPs related to forecasting processes, risk communication, and warning dissemination protocols.

### **Provincial Coordination**

- Work closely with seconded DHM staff at the provincial level to plan and execute meetings, workshops, and field-level coordination activities aimed at enhancing the early warning system and early action, with a focus on effective risk communication and dissemination.
- Ensure coherence between national and provincial EWS initiatives.

### **Reporting and Supervision**

The support personnel will report directly to the designated focal point at DHM and coordinate closely with relevant technical divisions and regional offices of DHM, as needed. Regular progress reports and activity updates shall be submitted to the Community for Self-Reliance Centre (CSRC) and the Early Warning Systems and Early Action (EWS-EA) Lead at People in Need (PIN).

### **Duration of Assignment**

This assignment is scheduled from **July 2025 to November 2025**, with the potential for extension subject to satisfactory performance and evolving programmatic requirements.

### **Required Qualifications and Experience**

- Bachelor's degree in meteorology, hydrology, disaster risk management, environmental science, communication, or a related field (master's degree preferred).
- Minimum of 2 years of relevant experience in weather forecasting, early warning system (EWS) operations, or disaster risk communication.
- Prior experience in early warning systems, forecasting, or disaster communication.
- Strong communication and coordination skills.

- Proficiency in social media tools and digital communication platforms.
- Experience working with government institutions or humanitarian agencies will be an asset.

### **Application Process**

Interested consultants should submit the following to the CSRC Office, Dhapasi-07, Tokha, Bhumighar on or before 30th June 2025, physically or electronically via email in [landrights@csrcnepal.org](mailto:landrights@csrcnepal.org).

- A cover letter explaining their interest and suitability for the consultancy.
- A technical proposal outlining the methodology, approach, and work plan.
- A financial proposal with a detailed budget.
- CV(s) of the consultant(s) highlighting relevant experience.
- At least two references from similar assignments.

### **Evaluation Process**

CSRC will evaluate the submitted applications and select a consultant, at its absolute discretion. Criteria that may be used includes but is not limited to the following:

<b>Criteria</b>	<b>Weightage</b>
Relevant experience as per TOR	25%
Technical capabilities	35%
Financial proposal	40%
<b>Total</b>	<b>100%</b>

### **Disclaimer**

CSRC reserves the right to accept or reject any/all applications or cancel the whole process without any necessary justification.