

Terms of Reference (ToR)

Consultancy Service for Conducting Volunteer Mobilization Training

Thalara Rural Municipality, Bajhang

1. Background

Nepal is highly vulnerable to multiple natural hazards including floods, landslides, earthquakes, forest fires, storms, and flash floods. Communities living in disaster-prone areas require strengthened local disaster preparedness and response mechanisms to reduce risks and respond effectively during emergencies.

The Pratibaddha III Project aims to strengthen the disaster resilience of vulnerable communities and local governments through institutional capacity building, disaster preparedness, mitigation, and early action interventions. In coordination with the National Disaster Risk Reduction and Management Authority (NDRRMA), Thalara Rural Municipality has endorsed the Volunteer Mobilization Guideline 2025 to establish and strengthen community disaster volunteer systems.

To operationalize the guideline and develop trained community-based disaster volunteers, Thalara Rural Municipality, with technical support from the Community Self Reliance Centre (CSRC) and the Pratibaddha III consortium, plans to conduct a Volunteer Mobilization Training based on the “Basic Training Curriculum for Disaster Volunteer Mobilization 2081” endorsed by NDRRMA.

In this context, qualified consulting firms or teams are invited to provide consultancy services for planning, facilitating, and conducting the Volunteer Mobilization Training in Thalara Rural Municipality, Bajhang.

2. Objectives of the Assignment

To strengthen the disaster preparedness and response capacity of Thalara Rural Municipality through the development of trained community disaster volunteers in accordance with the local Volunteer Mobilization Guideline.

- Develop trained human resources for disaster preparedness and emergency response.
- Enhance participants’ knowledge and practical skills on disaster risk reduction and management.
- Strengthen community capacity in search and rescue, first aid, risk communication, and early warning dissemination.
- Clarify the roles and responsibilities of volunteers before, during, and after disaster situations.
- Promote effective coordination and mobilization of disaster volunteers at the community level.

3. Scope of Work

The consultant/consulting firm shall be responsible for the following tasks:

A. Training Preparation:

- Review the Volunteer Mobilization Guideline and the NDRRMA-approved training curriculum.
- Prepare a detailed training plan, methodology, session schedule, and facilitation approach.
- Develop and/or finalize training materials, handouts, practical exercise plans, and assessment tools.
- Coordinate closely with CSRC, Thalara Rural Municipality, and relevant stakeholders.

B. Conduct Training:

Facilitate a training program based on the volunteer mobilization guidelines, including:

- Introduction to Disaster Risk Reduction and Management (DRRM)\
- Volunteer mobilization and coordination mechanisms,
- Community-based disaster preparedness,
- Search and Rescue (SAR),
- First Aid (FA),
- Emergency response and evacuation,
- Risk communication and early warning dissemination,
- Practical demonstrations and simulation exercises,
- Use of emergency and rescue equipment

C. Assessment and Reporting:

- Conduct pre-test and post-test assessments.
- Evaluate participants' performance and participation.
- Prepare and submit a comprehensive training report including training summary, participant details, evaluation results, key achievements, challenges, photographs, attendance records, and recommendations.

4. Training Duration and Location

Training will take place in the nearby Thalara Rural Municipality of Bajhang and will conclude by June 15, 2026.

5. Target Participants

The training will engage approximately 24 community members, with a particular focus on representatives affiliated with the Community Disaster Management Committees (CDMCs) of Thalara Rural Municipality. The local government will select participants in accordance with the provisions outlined in the Volunteer Formation and Mobilization Guidelines.

6. Expected Deliverables

- Detailed training implementation plan and schedule
- Training materials and facilitation resources
- Pre-test and post-test assessment tools and results
- Conduct of the full training program with practical sessions

- Final training report with all supporting documents within 7 days after completion of the training.

7. Expected Outputs

- Thalara Rural Municipality will have trained disaster volunteers for preparedness and emergency response.
- Participants will gain practical skills in SAR, first aid, early warning dissemination, and emergency response.
- Community-level volunteer coordination and mobilization systems will be strengthened.
- Local disaster preparedness and response capacity will be enhanced.

8. Consultant Qualification and Experience

- Registered consulting firm/organization with relevant legal documents.
- Proven experience in conducting DRRM, volunteer mobilization, SAR, first aid, or community-based disaster preparedness training.
- Experience working with local governments and communities.
- Availability of qualified trainers/facilitators with expertise in DRRM, Search and Rescue, First Aid, Risk Communication, and Community-based Disaster Management. Preference will be given to firms with prior experience working with NDRRMA, local governments, or humanitarian agencies.

9. Proposal Submission Requirements

Interested consulting firms/teams are requested to submit:

- Technical Proposal
- Financial Proposal
- Company profile
- Relevant experience and references
- CVs of proposed trainers/facilitators
- Legal registration documents and tax clearance certificates

10. Selection Criteria

The consultant will be selected based on:

- Relevant experience and technical capacity
- Quality and appropriateness of proposed methodology
- Qualification and experience of trainers
- Financial competitiveness
- Understanding of DRRM and volunteer mobilization context

11. Confidentiality and Code of Conduct

The consultant shall maintain the confidentiality of all information obtained during the assignment and ensure professional conduct throughout the training process. All training activities shall be implemented in a safe, inclusive, gender-sensitive, and non-discriminatory manner.