



## Terms of Reference

**Consultancy for developing and piloting citizen science projects to gather and utilize ground-level information in disaster risk reduction and anticipatory action.**

### CARE

CARE is an international NGO with local staff and community partners in more than 90 countries. We create local solutions to poverty and inequality and seek dignity for everyone every day and during times of crisis. CARE puts women and girls at the center of everything we do because they have proven to be the best hope for creating lasting change in the world. CARE has been operational in Nepal since 1978 and works in partnership with government and non-government stakeholders across the spectrum of humanitarian action and long-term development programs.

### START NETWORK

Start Network is made up of more than 50 aid agencies across five continents, ranging from large international organizations to national NGOs. Together, our aim is to transform humanitarian action through innovation, fast funding, early action, and localization.

We're tackling what we believe are the biggest systemic problems that the sector faces. Problems including slow and reactive funding, centralized decision-making, and an aversion to change mean that people affected by crises around the world do not receive the best help fast enough, and needless suffering results. Our work focuses on three areas to change the system:

- Localisation: shifting power to those closest to the front line for a more effective response.
- New forms of financing: providing fast, early, and predictable funding to improve community resilience and preparedness.
- Collective innovation: sharing expertise, insights, and perspectives to shape a more effective humanitarian system.
- Anticipatory action: becoming proactive in disaster response by analysing forecasts, and member-driven research.

The Start Network is at a critical point in its journey. We have grown and diversified our membership over the past 10 years. We are now set to evolve into a decentralized “network of networks” by 2025. We are currently working with five national and regional networks (hubs) in Pakistan, DRC, Guatemala, India, and the Pacific. They are developing locally owned ways of anticipating and responding to humanitarian crises. We aim to support the emergence and development of further Hubs in the coming years. Our ultimate ambition is to devolve leadership, membership, programming, and decision-making to the hubs, while the UK team transitions to provide services of support.

Start Network is committed to protecting people, particularly children, at-risk adults, and affected populations from any harm that may be caused due to their encountering the Start Network as well as responding effectively should any harm occur. We are also committed to safeguarding staff from any forms of bullying, harassment, sexual harassment, discrimination, and abuse of power as outlined in the Dignity at Work policy.

Start Network embraces diversity, promotes equality of opportunity, and eliminates unlawful discrimination. We are an equal opportunities employer and treat every application on merit alone. We particularly welcome applications from disabled, black, indigenous, and people of color (BIPOC), and LGBT+ and non-binary candidates. We offer a guaranteed interview scheme for disabled applicants who meet our essential selection criteria.

### **START Fund Nepal (SFN)**

Start Fund Nepal is a Start Network program and is hosted by CARE - Nepal. SFN is a collectively managed financing mechanism, developed in Nepal by international (15 INGOs) Start Network members and partner NGOs (16 LNGOs) based in Nepal with support from the Global Start Fund. SFN was launched in June 2021, with support from the UK Foreign Commonwealth and Development Office (FCDO), and its first pilot year ended in March 2022 after which the exposure and coverage of the fund has grown significantly. Its pilot project was completed in March 2022. Phase II of the project started in April 2022 and will conclude in March 2024.

Based on the global guideline, Start Fund Nepal also follows the 45 days implementation cycle and makes its final decision within 72 hrs of a raised crisis alert, with the implementation of primary activities reaching in 7 days. Therefore, a major agenda of the fund is rapid financing and response.

Recently Start Fund Nepal has added a new scope: Forecast-based, Warning, Analysis, and Response Network (FOREWARN) which will further accommodate non-member, multi-disciplinary actors of Nepal working in the fields related to disaster risk analysis and management, but primarily crisis anticipation and early action. FOREWARN aims to quickly bring together the right people to predict disasters and support humanitarians closest to an anticipated crisis. FOREWARN also advocates for Early Action to become the norm.

### **CONSULTANCY PURPOSE**

SFN is promoting its Anticipatory Action (AA) agenda by raising anticipatory alerts, disseminating resources, and conducting capacity-building exercises. The Citizen Science Project aims to develop a citizen science approach for crowdsourcing local information related to different hazards. The primary objective is to engage communities to report real-time information about landslides, road blockages, and rainfall, thereby enhancing disaster preparedness and response and increasing an understanding of forecast information among its users. This would also allow for near-real-time information generation, which can be helpful for impact-based forecasting.

To eliminate these three major barriers to raising AA alerts:

1. Lack of data: Provide a comprehensive list of data and information portals to our members which can be accessed openly, and in a timely manner.

2. Uncertainty in finding information: Develop a centralized platform or database that aggregates relevant data sources and provides easy access to members.
3. Limited awareness of Anticipatory Action or inaccessibility to necessary training on how to identify early warning signs and raise AA alerts effectively: SFN can conduct regular awareness campaigns and training sessions for its members. These sessions should highlight the benefits of AA, provide real-life examples of successful anticipatory actions, and offer practical guidance on how to recognize potential crises and initiate early alerts.

There are several resources at different resources that allow us to access weather information ahead of the crisis at different temporal and spatial scales, notably, GLOFAS, WRF, and RIMES but these are too coarse for us to act upon. The risk perception of communities on the other hand is usually not considered and through this project, the understanding of different hazards and their impacts can be generated at the ground level.

### Objectives:

- Reinforce the Bipad portal information and existing forecasting and weather stations' information with qualitative, on-the-ground information for validation
- Develop a pool of citizen scientists to report real-time, qualitative, and quantitative information on landslides, road blockages, and rainfall, or other related hazards
- Promote awareness and participation among citizens in disaster preparedness through locally led campaigns.
- Create a web-dashboard to visualize reported landslide and rainfall data and customize a mobile application for data reporting
- Strengthen the [Pahiro Alert app](#), a mobile-based app developed ([also available on the web](#)) by Start Fund Nepal through the technical assistance of Institute for Himalayan Risk Reduction and NAXA, by using it as an information collection tool for the citizen science project

### Qualification and Experience

- a) A background in meteorology, geo-hazards, hydrology, or related fields with knowledge of weather forecasting mechanisms and data sources with over 5 years of experience in the field.
- b) Advanced university degree in disaster risk reduction and/or management, business administration, economics, statistics, development studies or other related discipline;
- c) Experience in disaster risk reduction and management; Experience with Forecast-based Action, Anticipatory Action (AA) and Financing is an asset.
- d) Proficiency in accessing weather information from various online portals and using open-source data.
- e) Strong analytical and research skills to identify relevant sources and tools for weather forecasting.
- f) Experience in app development related to weather information dissemination and anticipatory action is a plus.
- g) Ability to communicate effectively and provide practical guidelines for diverse organizations.

### Key Deliverables:

The consultant will be expected to deliver the following:

- Develop a citizen science module integrated into the Pahiro Alert Application for reporting landslides, road blockages, and rainfall.
- Implement the mobile application in a pilot phase, assessing user engagement and functionality.

- Revise and finalize the application based on feedback and scale up for broader coverage.
- Provide training materials and sessions for effective app usage and engage relevant stakeholders for the same.

### Timeline:

The consultant must submit all the deliverables by **1<sup>st</sup> December 2023**.

- Contracting to be complete 10 Sept 2023
- Inception report to be complete by 20 Sept 2023
- First draft to be delivered by 15 Nov 2023
- Final report to be delivered by 1 Dec 2023.

### Location and official travel involved.

The project will likely require ground-level information; therefore, the consultant/consultancy will have to manage all required transportation in Kathmandu and outside Kathmandu themselves. The project should select areas that persistently are disconnected from the early warning and weather measurement systems.

### Line management:

The CARF specialist of Start Fund Nepal will supervise the work progress along with other FOREWARN members.

### Submission of Proposals

Interested parties can submit their financial and technical proposals by **30 August 2023** to [npl.carenepal@care.org](mailto:npl.carenepal@care.org) along with their CV. A combined proposal is also acceptable.

### Required Documents

- Technical and Financial proposals separately
- CV(s) of the Consultant(s) with full date of birth in DD/MM/YYYY format. The date of birth is required for vetting purposes.
- For firms: Copies of- Firm registration certificate, VAT registration certificate, and latest tax clearance certificate. For firms that are tax exempted by the government, a copy of the tax exemption certificate should be submitted.

If any documents/information is not available or not applicable, the reason(s) must be clarified in the proposal form. CARE Nepal will have the right to disqualify the proposals from the selection process if the proposal submission guideline has not been followed.

### Evaluation of Proposal

The technical (70%) and detailed financial (30%) proposals will be evaluated based on the following:

#### Technical

- Understanding and interpretation of the Terms of Reference
- Methodology

- Time and activity schedule

### **Organizational/Personnel Capacity Statement**

- Relevant experience related to the assignment.
- Team Composition as per ToR
- Curriculum Vitae with relevant references

### **Financial**

The payment will be made on a deliverable basis upon mutual agreement.

1. Inception report: 40%
2. After Draft report submission: 40%
3. After Final report submission: 20%

### **Start Network culture.**

- To carry out the responsibilities of the role in line with the Start Network Code of Conduct and with a commitment to safeguarding adults and children.
- A commitment to the Start Network vision, principles, values, and approach.
- The Start Network team is an agile group of individuals who use their experience and skills across the network, so flexibility to work in and with different teams and functions is a part of our culture.