

TERMS OF REFERENCE

TITLE – *Disaster Risk Management (DRM) Consultant*

CONTRACT MODALITY Individual Consultancy

DUTY STATION Kathmandu, Nepal (Office Based)

DURATION OF CONTRACT 21.5 Months

Purpose of Assignment

Nepal faces recurrent risks from multiple hazards, including earthquakes, floods, droughts, fires, and landslides.

In partnership with the Government of Nepal, UNICEF supports emergency preparedness, response, and resilience-building efforts to reduce disaster risks and protect vulnerable populations.

UNICEF also works closely with federal, provincial, and local governments to strengthen risk-informed planning and improve the effectiveness of disaster risk reduction (DRR) and emergency preparedness and response (EPR) systems.

Effective coordination, information management, monitoring, reporting, and stakeholder engagement are essential to ensuring quality programme implementation and accountability across all levels of government.

To support the implementation of ongoing DRR and EPR initiatives, including the Strengthening Urban Preparedness, Earthquake Preparedness and Response (SUPER) Project and Anticipatory Action (AA) interventions, UNICEF Nepal Country Office seeks to engage a Disaster Risk Management Consultant.

The consultant will provide technical and coordination support to strengthen the planning, implementation, monitoring, reporting, and knowledge management of UNICEF-supported DRR and EPR programmes.

The role will contribute to improved programme quality, evidence-based decision-making, accountability, and institutional capacity for disaster preparedness and response at federal, provincial, and local levels.

The consultant will also facilitate collaboration with government counterparts, consortium partners, private sectors, civil society organizations, UN agencies, and other stakeholders to promote integrated, multi-sectoral approaches and support the timely achievement of programme objectives and donor commitments.

Overall Deliverables:

The consultant will provide technical leadership and coordination support for the implementation, monitoring, reporting, information management, stakeholder engagement, and knowledge management of UNICEF-supported DRR, EPR, SUPER, and Anticipatory Action initiatives, ensuring timely delivery of high-quality outputs, strengthened partnerships, enhanced accountability, and evidence-based programme implementation across federal, provincial, and local levels.

Scope of Work

The Disaster Risk Management Consultant will provide technical, coordination, and information management

support to strengthen the planning, implementation, monitoring, and reporting of UNICEF-supported Emergency Preparedness and Response (EPR) and Disaster Risk Reduction (DRR) programmes, including the SUPER Project, Anticipatory Action (AA) initiatives, and emergency response interventions.

Key responsibilities will include:

- Strengthen coordination and collaboration with government counterparts at federal, provincial, and local levels, including NDRRMA, MoHA, MoLMCAFAGA, LDTA, and other relevant stakeholders, to support effective implementation of EPR and DRR initiatives.
- Provide technical and coordination support for the implementation, monitoring, and reporting of EPR, DRR, SUPER, Anticipatory Action, and emergency response programmes to ensure timely achievement of programme results.
- Facilitate engagement and coordination with consortium partners, UN agencies, private sectors, INGOs, civil society organizations, and other stakeholders to promote integrated and multi-sectoral approaches to disaster risk management.
- Coordinate closely with UNICEF sections and field offices to strengthen programme coherence, knowledge sharing, and implementation support across project locations.
- Lead information management, monitoring, and progress tracking processes, ensuring timely collection, analysis, and reporting of programme results, risks, and implementation challenges.
- Support the documentation, packaging, and dissemination of good practices, innovations, lessons learned, and evidence generated through programme implementation.
- Analyse and maintain pre-crisis and preparedness-related sectoral information across WASH, Education, Health, Nutrition, Child Protection, and Social Policy to support risk-informed planning and decision-making.
- Organize and facilitate coordination, review, and consultation meetings with government partners, field offices, and project stakeholders to strengthen collaboration and accountability.
- Consolidate programme updates, monitoring findings, and results from field offices in Madhesh, Lumbini, Karnali, and Sudurpaschim Provinces to support evidence-based reporting and decision-making.
- Support capacity strengthening of provincial and local governments, CSOs, and other partners on Emergency Preparedness and Response, Disaster Risk Reduction, Anticipatory Action, and related risk-informed programming approaches.
- Frequent travel to fields, where UNICEF programme exists (Madhesh, Lumbini, Karnali and Sudurpaschim provinces) and beyond those in case of emergencies, which requires support in coordination and monitoring.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline
Coordinate implementation of SUPER, Anticipatory Action (AA), DRR and Emergency Preparedness & Response (EPR) initiatives with government, consortium partners and UNICEF field offices Monthly team meeting with field	Progress reports submitted, highlighting achievements, challenges, risks and recommended actions. Progress report submitted.	31 December 2026
Support emergency information management and disaster monitoring, including monsoon and other hazard-related events. Monthly team meeting with field	Monthly disaster situation updates and emergency dashboards prepared and shared with UNICEF and partners Progress report submitted.	28 February 2027
Coordinate information collection, analysis and reporting on emergency preparedness, response and Anticipatory Action (AA) initiatives. Monthly team meeting with field	Consolidated emergency and AA report submitted on time, reflecting programme progress, response achievements, challenges and priority actions. Monthly field coordination meetings conducted and documented. Progress report submitted.	30 April 2027
Support coordination of emergency preparedness initiatives and maintain the Emergency Preparedness Platform (EPP) through regular engagement with field offices and partners Monthly team meeting with field	EPP updated on schedule and quarterly field coordination meetings held. Progress report submitted.	30 June 2027
Facilitate regular coordination and engagement with CSOs and local governments to support effective implementation, monitoring, and collaboration under the project. Monthly team meeting with field	Coordination meetings conducted regularly and progress report submitted, documenting key achievements, challenges, action points, and partner engagement outcomes Progress report submitted.	31 August 2027
Facilitate donor field visits to project locations and coordinate with field offices to showcase progress, results, and lessons learned on urban preparedness and response initiatives. Monthly team meeting with field	Donor visit reports and consolidated project updates submitted, demonstrating progress, results, key observations, and agreed follow-up actions. Monthly field coordination meetings conducted and documented. Progress report submitted.	31 October 2027
Coordinate government visits to EPR and DRR project sites and support engagement with key stakeholders Monthly team meeting with field	Government visit reports and project progress updates submitted, documenting achievements, challenges, recommendations, and follow-up actions to strengthen programme implementation. Progress report submitted.	31 December 2027
Coordinate the collection, analysis,	Quality-assured Emergency and AA	29 Feb 2028

and consolidation of emergency and AA information from field offices and partners. Monthly team meeting with field	report submitted on time, reflecting programme progress, key results, gaps, and recommended actions, supported by regular field coordination meetings and documented follow-up actions. Progress report submitted.	
Strengthen coordination and technical support to field offices for effective implementation of EPR and DRR initiatives. Monthly team meeting with field	Field coordination mechanisms maintained and progress report submitted, demonstrating timely implementation, key results, identified gaps, and agreed corrective actions. Progress report submitted.	30 April 2028
Support quality assurance and progress monitoring of EPR and DRR programme implementation. Monthly team meeting with field	Quality assurance review conducted and progress report submitted, highlighting results achieved, compliance with project standards, key risks, lessons learned, and recommended follow-up actions. Progress report submitted.	30 June 2028
Coordinate the collection and consolidation of EPR and DRR programme results from field offices, analysis, and final reporting of project results and achievements. Monthly team meeting with field	Quality-assured consolidated progress report submitted, capturing key results, challenges, corrective actions, and recommendations to strengthen programme implementation and reporting. Final report including donor report submitted	31 August 2028

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF

premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Education:

Master's degree in Disaster Risk Management (DRM) and related field

Work Experience:

10 years of experience in the field of disaster risk management with focus on urban preparedness and response programme including coordination with different stakeholders covering federal, provincial and local governments.

Sound knowledge on communication, analytical and writing skills.

Working with UN in a consortium mechanism would be added value.

Language Requirements:

English and Nepali

Fluency of local languages from any of four provinces is an asset.

Knowledge/Expertise/Skills:

Federal, provincial and Local government planning cycle, and private sector engagement, risk transfer, anticipatory action, cluster approach and coordination mechanism with multi stakeholders on multi-hazards, especially on earthquake and fire.

Working with vulnerable communities would be added value.

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and database management including ICT.

Ability to work independently, take initiative, and deliver timely, high-quality results.

Strong communication, advocacy, and social mobilization skills.

Desirables:

Field level experience, sub-national level planning including working with province and municipalities is must.

Prior coordination experience with multistakeholder platforms at provincial or local government level.
