



# **Consultancy to develop a disaster management, hazard mitigation and climate change adaptation Plan for Kulhudhuffushi City**

## **TERMS OF REFERENCE**

### **1. PURPOSE**

Maldivian islands, due to their natural geographical makeup, are increasingly prone to disasters. These disaster risks are being exacerbated by the impact of climate change, as well as unsustainable development projects and poor planning. In recent years, Kulhudhuffushi has witnessed the destruction of much of its natural defense systems, such as mangroves and wetlands, for infrastructural projects. The island's natural reef system has also been destroyed during the reclamation and airport development project. Furthermore, the island's vegetation is dwindling at an alarming rate due to urbanization and developmental projects.

While urbanization, development projects, and climate change impacts cannot be entirely avoided, the pressure on the environment has become a matter of great concern, as it may bring irreversible negative impacts. Kulhudhuffushi City cannot be disregarded from these effects, and hence, there is an urgent need for managing disasters, mitigating their effects, and adapting to the effects of climate change.

The Disaster Management Act (Act No. 28/2015) mandates City Councils to develop Disaster Management Plans and act as key actors in managing disasters at the city level. The Decentralization Act (Act No. 07/2010) also mandates Councils to play a critical role in Disaster Management and ensure public safety during disasters. Several other laws and regulations also mandate Councils to align their projects and visions with the principles of sustainable development and safeguard their natural defense systems to promote and build ecological resilience.

To this regard, the City Council, in collaboration with concerned Government Agencies, wishes to formulate the City's Disaster Management Plan and operationalize all tasks mandated for City Councils by the Disaster Management Act and Decentralization Act.

Therefore, Kulhudhuffushi City Council is seeking a full-time consultancy firm to develop the City's Disaster Management Plan, Hazard Mitigation, and Climate Change Adaptation Plan.

### **2. BACKGROUND**

Kulhudhuffushi City is located in the South Thiladhunmathi Atoll in the north of the Maldives, covering an area of 237.4 hectares with a population of more than 10,046. Over the recent years, Kulhudhuffushi City has experienced major flooding events due to rainfall, causing damages to people's homes, belongings, livelihoods, and infrastructure on the island. It has also led to the disruption of services on the island.

The flooding has increased in severity and intensity after the reclamation of a large section of the island's mangrove ecosystem for the development of the airport. Additionally, new areas and zones of the island are experiencing floods that can be attributed to ongoing road development project and levelling of water bodies and wetland patches on the island. The residents on the eastern side of the island also report

increased salt spray, which may be linked to the clearing of vegetation on the eastern side of the island for infrastructural and urban developmental projects.

The losses from recurring floods and windstorms, combined with the exposure to other potentially devastating hazards such as tsunamis, fires, storm surges, epidemics, prolonged dry periods, and the possibility of multi-fatality incidents at air, sea or on land, have motivated Kulhudhuffushi City Council to invest in emergency planning and strengthen city resilience while safeguarding its natural defense mechanisms in future planning.

Since these disasters negatively impact the population and deplete the resources of the City Council and authorities, putting people's lives, livelihoods, and properties at risk, Kulhudhuffushi City Council aims to develop a Disaster Management Plan, Hazard Mitigation, and Climate Change Adaptation Plan as the initial step towards long-term restructuring of disaster response and management and to ensure that future projects and development on the island are built on principles of sustainability and preservation of its natural defense mechanisms, ecological resilience and climate adaptation.

### **3. OBJECTIVES OF THE ASSIGNMENT**

The objective of this assignment is to develop a Disaster Management, Hazard Mitigation and Climate Change Adaptation Plan to meet the Disaster Management, Hazard Mitigation and Climate Change Adaptation needs of Kulhudhuffushi City in accordance with national and international standards and the guidelines of the National Disaster Management Authority and other relevant authorities. The plans should establish clear roles and responsibilities for the City Council and relevant local and national stakeholders to effectively coordinate and respond to the impacts of disasters/emergencies at the city level, as well as provide recommendations and strategies for basing its future plans and projects on sustainability, protecting its natural defense systems, and promoting ecological resilience, climate change adaptation through better planning and while undertaking development projects.

### **4. SPECIFIC OBJECTIVES**

In order to achieve the overall objective of this assignment, the following are the specific objectives:

- 4.1 Work closely with Kulhudhuffushi City Council and other key stakeholders to ensure effective coordination of all stakeholders in the development of the Island Disaster Management Plan, Hazard Mitigation and Climate Change Adaptation Plan.
- 4.2 Ensure that the plan integrates all existing and planned interventions for Island Disaster Management, Hazard Mitigation and Climate Change Adaptation in Kulhudhuffushi, in the Northern Region and Nationally.
- 4.3 Ensure effective stakeholder consultations, information gathering, and knowledge management required for planning.

- 4.4 Conduct all necessary assessments, research, and studies associated with the consultancy, including stakeholder analysis, evaluation and assessment of the regulatory framework, identifying hazards and disaster risks, natural defense systems, and systems that promote ecological resilience.
- 4.5 Analyze and evaluate how past and ongoing projects are impacting the island's resilience, natural defense system, and its capacity to withstand and respond to disasters and hazards and evaluating the projects to see if they meet climate change adaption needs.
- 4.6 Conduct a Hazard, Vulnerability and Capacity Assessment using participatory tools to gauge gaps and challenges within the City Council to move towards effective disaster management, hazard mitigation, and climate change adaptation.
- 4.7 Ensure that information and data from the field are captured, documented, analyzed, and reported in a results-based manner.
- 4.8 Ensure full coherence and alignment of the Disaster Management, Hazard Mitigation and Climate Change Adaptation Plan with local plans, national laws and regulations, and international guidelines and best practices.
- 4.9 Ensure that the Plan focuses on building resilience, safeguarding natural defense systems, and promoting ecological resilience based on international best practices.
- 4.10 Ensure that the Disaster Management, Hazard Mitigation and Climate Change Adaptation Plan is developed within the island's context and can be realistically implemented within the governance structure of the City Council.
- 4.11 Ensure Kulhudhuffushi City Council staff and relevant stakeholders are trained in the implementation of the plans.
- 4.12 Draft a City Disaster Management, Hazard Mitigation and Climate Change Adaptation Plan.
- 4.13 Develop a guidance manual for duty of care in alignment with National Relief Guideline.
- 4.14 Develop Standard Operating Procedures for various activities within the Disaster Management, Hazard Mitigation and Climate Change Adaptation Plan.
- 4.15 Conduct an analysis of the required documents that complies with National Guidelines and Disaster Management Act and develop all documents, manuals, SOPs mandated to City Council through the Disaster Management Act.
- 4.16 Develop the operationalization plan for tasks mandated to City Council through the Disaster Management Act and Decentralization Act, including the formulation of the Disaster Management Committee.

4.17 Provide training for stakeholders and the Disaster Management Committee.

4.18 Develop the City Emergency Operation Plan in reference to National Emergency Operational Plan.

## **5. SCOPE OF WORKS**

Major tasks include but will not be limited to the following:

5.1 Carry out stakeholder consultation in collaboration with Kulhudhuffushi City Council and the National Disaster Management Authority.

5.2 Carry out desk review to understand existing plans at the local and national levels of the islands, including those on disasters management, hazard mitigation, and climate change adaptation.

5.3 Evaluate and analyze how past projects have impacted the city's capacity to withstand disasters and the impacts they have had on natural defense systems and systems of resilience.

5.4 Develop the methodology for the compilation of the Disaster Management, Hazard Mitigation and Climate Change Adaptation Plan.

5.5 Conduct assessments and identify risks for implementation and provide recommendations associated with disaster management, hazard mitigation, and climate change adaptation and achieving adaptation in line with national policies.

5.6 Develop a Disaster Management Plan in accordance with the Disaster Management Act (Act No. 28/2015) and based on the baseline information, desk review, and research. The Plan should include but should not be limited to:

5.6.1 Planning assumptions on hazards.

5.6.2 Planning assumptions on the vulnerable groups and their capacities.

5.6.3 Emergency Response Structure and Functions.

5.6.4 Planning for Recovery and Building Back Better.

5.6.5 Emergency Levels and Activation of the City Emergency Operations Center (City EOC)

5.6.6 5.6.7 Communication of City-level Early Warning and Evacuation Areas.

5.6.7 Procedures for the review and revision of local emergency plans.

5.6.8 Procedures for exchanging and disseminating information along with actions to be undertaken towards the public regarding multi-hazard early warning systems.

- 5.7 Develop a Hazard Mitigation and Climate Change Adaptation Plan for the City, including but not limited to climate change and other impacts.
- 5.8 Define operational arrangements, roles, and responsibilities to ensure organized and coordinated implementation of the developed Plans.
- 5.9 Assess the natural defense systems infrastructure and other resources available for the Disaster Management, Hazard Mitigation, and Climate Change Adaptation Plan.
- 5.10 Provide recommendations for disaster management, hazard mitigation, and achieving climate change adaptation.
- 5.11 Identify roles and responsibilities of stakeholders at the City and National Level for the implementation of the Disaster Management Plan that are not mentioned in the Disaster Management Act and recommend ways of operationalizing these roles.
- 5.12 Prepare, deliver, and share reports and presentations during the inception and final submission of the developed Plans.
- 5.13 Draft Plans in consultation with all stakeholders in the City and others, where necessary.
- 5.14 Validate the Plans, Guidelines, and Standard Operating Procedures (SOPs) through stakeholder consultation.
- 5.15 Finalize the Plans based on stakeholder consultation outcomes.
- 5.16 Conduct face-to-face training on the Plans for Kulhudhuffushi City Council staff and other Stakeholders at the City level.
- 5.17 Establish the Disaster Management Committee and other mechanisms mandated for the Council in the Disaster Management Plan by carrying out all administrative and coordination-related tasks.
- 5.18 Provide Dhivehi translation of summary of Disaster Management, Hazard Mitigation and Climate Change Adaptation Plan (focused mainly on an executive summary, findings and recommendations)

## **6. KEY DELIVERABLES**

1. Work schedule and methodology that comprise of a clear timeline of tasks and deliverables.
2. Inception Report that entails all the stakeholder consultations, desk reviews, mappings along with all secondary and baseline data.

3. Hazard, Vulnerability, and Capacity Assessment Report developed through rigorous participation such as consultation meetings, focused group discussions etc.
4. Disaster Management, Hazard Mitigation and Climate Change Adaptation Plan with relevant Guidelines and SOPs (in line with national laws, policies, and strategies).
5. City Emergency Operation Plan (in line with National coordination line and with clear roles and responsibilities).
6. Action Plan or Implementation Plan with links to City Development Plan and Land Use Plan.
7. Validation of all plans/reports through validation workshops.
8. Develop TOT Training Package (Modules, Guidelines, Presentations).
9. Conduct at least one TOT Training.
10. Dhivehi translation of summarized Disaster Management, Hazard Mitigation and Climate Change Adaptation Plan (focused mainly on an executive summary, findings and recommendations)

## **7. NOTES**

1. All travel and logistical costs must be accounted for in the proposed fees.
2. Proposed fees must include the cost of all administrative work needed for conducting stakeholder meetings, TOTs etc.
3. Venue and catering needed for all TOTs will be arranged by Kulhudhuffushi City Council.
4. The venue for all stakeholder consultations will be provided by Kulhudhuffushi City Council, free of charge.
5. If the firm and personnel are based outside of Kulhudhuffushi City, the number of days that will be spent on field at Kulhudhuffushi City must be specified in the bid proposal.







