





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.









*[In this chapter the consultant should explain their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The firm should highlight the problems being addressed, their importance, and explain the technical approach that would be adopted to address them. The proposal should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach.]*

**b) Work Plan**

*[In this chapter the consultant should highlight the main activities and sub-activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of key deliverables. The proposed workplan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.]*

**8. NOTES**

- 8.1 All travel and logistical costs must be accounted for in the proposed fees.
- 8.2 Proposed fees must include the cost of all administrative work needed for conducting stakeholder meetings, TOTs etc.
- 8.3 Venue and catering needed for all TOTs will be arranged by Kulhudhuffushi City Council.
- 8.4 The venue for all stakeholder consultations will be provided by Kulhudhuffushi City Council, free of charge.
- 8.5 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.

**9. TEAM COMPOSITION & QUALIFICATION REQUIREMENT FOR KEY EXPERTS**

- 9.1 The Consultant's team will include minimum 05 Key Experts, excluding Consultant's administrative, clerical and support staff. The experts' positions with their estimated input are provided in the table below.
- 9.2 No one individual key expert can perform two separate roles described below.

#	Designation	Qty	Minimum requirements
1	Team Leader	1	Minimum of a Bachelor's degree in Disaster Management / Emergency Management / Climate Change Adaptation / Climate Smart Planning or related field.
2	Environment Specialist	1	Minimum of a Bachelor's degree in Environment Management / Environment Science or related field.
3	Urban Planner	1	Minimum of a Bachelor's degree in Urban Planning or related field.
4	Legal Expert	1	Minimum of a Bachelor's degree in Law or related field.
5	Social and Welfare Expert	1	Minimum of a Bachelor's degree in Social / Welfare or related field.

**10. Document Checklist**

Write name of the consultancy firm and name of all the key experts according to their role and check the following when attached to the bid document.



- Bidders can submit their own checklist; however the following points must be included.

	Consultancy Firm	Team Leader	Environment Specialist	Urban Planner	Legal Expert	Social and Welfare Expert
Name	Name of the firm	Name of the team leader	Name of the Environment Specialist	Name of the Urban Planner	Name of the Legal Expert	Name of the Social and welfare
Business Registry /ID Card / Passport copy	✓	✓	✓	✓	✓	✓
Profile / CV	✓	✓	✓	✓	✓	✓
Bachelor Degree Certificate Copy as per the detailed marking criteria	-	✓	✓	✓	✓	✓
Master's Degree Certificate Copy as per the detailed marking criteria	-	✓	✓	✓	✓	✓
Years of Experience	1 year	1 year	1 year	1 year	1 year	1 year

**Experience Records**

Name	Client Name	Consultation Duration	Role/Position Undertaken
Team Leader			
Environment Specialist			
Urban Planner			
Legal Expert			

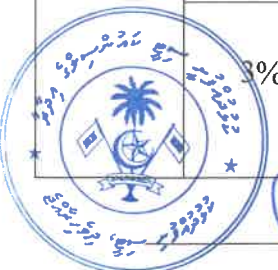




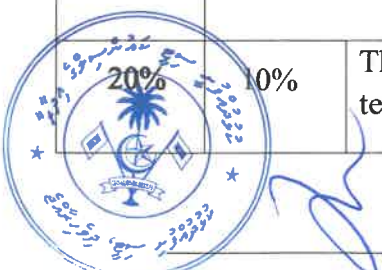




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<b>چوڭقۇر تەتقىقات (1)</b>			
5%	ئۆزگەرتىش ئارقىلىق تەتقىقات ھۆججەتلىرىنى ئۆزگەرتىش ئارقىلىق تەتقىقات ھۆججەتلىرىنى	<b>چوڭقۇر تەتقىقات</b>	
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3%	ئۆزگەرتىش ئارقىلىق تەتقىقات ھۆججەتلىرىنى 05 نۆمۇرىدىكى (دەنگە ئۆزگەرتىش ئارقىلىق ھۆججەتلىرىنى ھۆججەتلىرىنى ھۆججەتلىرىنى 01 نۆمۇرىدىكى، ئۇنىڭ يىغىنلىرى 5 نۆمۇرىدىكى) نۆمۇرىدىكى		
<b>ئىككىنچى تەتقىقات ھۆججەتلىرىنى ئۆزگەرتىش (1)</b>			
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<b>Technical Proposal</b>			
0%	The level of primary research/ data collection techniques adopted in the methodology	The Technical approach and	<b>3</b>



4%	The level of stakeholder consultations adopted.	methodology section	
4%	<ul style="list-style-type: none"> <li>- Comprehensiveness</li> <li>- Adequacy of the approach and methodology in responding to the TOR</li> <li>- Demonstration of understanding of the TOR and its objectives.</li> </ul>		
2%	<ul style="list-style-type: none"> <li>- Adequacy of the workplan in responding to the TOR.</li> <li>- Consistency with the proposed technical approach and methodology.</li> <li>Comprehensiveness</li> </ul>	Work plan	

