﻿**﻿Term of Reference (TOR)**

**of**

**Disaster Safety orientation, early warning system installation**

**Shangri-La Orphanage Home**

**Godawari Municipality-10, Neupanegaun, Lalitpur**

**Shangri-La Orphanage Home (SOH)**

Shangri-La Orphanage Home in Nepalis a Non-Government organization. It is established in 1998 with the aim of providing assistance to orphans and vulnerable children. It has its own building. SOH established with the objectives of creating a safe and supportive environment where orphaned children, grow, thrive and reach their full potential with the support of education, shelter, food, clothes, health and counseling.

The organization also has been empowering self- reliant by providing life skills and pre-vocational training to the students. Similarly, the organization enables personal development and promotes economic, technological and social change with the support of higher education.

**Background**

Nepal is highly vulnerable to a wide range of natural hazards, including earthquakes, floods, landslides, fires, and climate-induced disasters. These hazards pose significant threats to human life, livelihoods, and the country’s overall development. However, the impact of such disasters is not uniform—children, women, old age and other marginalized groups often bear a disproportionate burden, facing increased risks.

The accelerating effects of climate change—manifested in rising temperatures, shifting rainfall patterns, and more frequent extreme weather events—are compounding these challenges.

Nepal is located in one of the most seismically active regions in the world and has a long history of devastating earthquakes. Historical records indicate that several major earthquakes have struck Nepal, causing extensive destruction and loss of life. The earthquakes of 25 April and 12 May 2015, along with their aftershocks, affected more than one-third of the country’s districts, resulting in approximately 9,000 fatalities and over 22,000 injuries. More recently, in November 2023, a 6.4 magnitude earthquake struck western Nepal, claiming 157 lives and causing widespread infrastructural damage.

Nepal’s infrastructure remains highly vulnerable to seismic activity due to multiple factors. Many buildings have been constructed without adherence to modern seismic safety standards. Traditional construction techniques, while culturally significant, often lack the structural resilience required to withstand powerful earthquakes. Urban areas, particularly the densely populated Kathmandu Valley, face heightened risk due to the close proximity of buildings, increasing the potential for large-scale destruction.

While natural hazards cannot be entirely avoided, effective hazard mitigation, vulnerability assessments, and their integration into planning and policy can substantially reduce adverse impacts and enhance post-disaster recovery efforts.

**Introduction about consultancy work or assignment:**

Shangri-La Orphanage Home (SOH) has children home where around 35 (28 children and  7 staffs)  reside in a building, similarly Shangri-la International School is also being run in collaboration with SOH. SOH is seeking a consultant or form to conduct a session for the Disaster Safety measure for the children, students, staffs.

This is very essential to for the staffs, students to know about the disaster and its impact and saving measures.

**Objective:**

The main objective of this session is to enhance the safety, preparedness and resilience of children and staffs during potential disaster such as earthquake, fire etc. This will raise awareness, build knowledge on safety measures, promote a culture of preparedness and ensure time alerts and response during emergencies to reduce risks.

Scope of Work: The selected consultant (s) will be responsible for:

* Installation of Early warning system in Children Home and School.
* Identifying the safe place and Developing the evacuation plan in both Children home and school building.
* Developing Disaster Preparedness and Response plan in Children home with essential contingency item storage
* Session on Disaster scenario of Nepal and its impact to staffs and students
* Conducting session in Children Home and School such as simulation, surprise drill etc

The target location of this assignment is Shangri-La Orphanage Home, Godawari-10 Chapaguan, Lalitpur and Shangri-La International School.

**Total Home participants-** 40 around including children, staffs including board members

**Total School Participants-**450 including students and teachers

**Deliverables**

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| --- | --- | --- |
| **Deliverable** | **Details** | **Remarks** |
| Installation of early warning system | In Children Home and Shangrila Internation school building | SOH will buy the early warning system by consulting with consultant |
| Development of Evacuation plan | One evacuation plan need to develop in Children home and for another in School | Printing and fixing cost SOH will bare |
| Development of Disaster Preparedness and response plan | For both Children home and School | Need to develop by consultant for both Children home and school |
| Disaster safety session with simulation and surprise drill | In both Children Home and School | Consultant |

Budget: **Total budget for this work is NPR 50,000 to 60,000 excluding tax/vat or can be negotiate.**

**Mode of Payment:**

The consultant shall be paid in three installments upon request with tax invoices

First Installment: 30% of the contract amount shall be paid upon submission of inception report with detail methodology framework and detail work plan.

Second installment: 30% of contract amount shall be paid upon submission of draft report and accept

Third/ Final installment: 40% of the contract amount shall be paid upon completion and submission and acceptance of final report.

**Required Documents for Individual**

* Cover Letter
* Updated CV
* Date of availability
* PAN Registration Certificate

**Required Documents for Firm**

* Copies of firm registration certificate
* VAT Registration Certificate
* Latest tax Clearance Certificate
* Tax Exempted by the government
* A copy of tax exemption certificate should have submitted.

**Eligibility:**

The potential institution/ individual having following criteria can apply for this assignment along with technical and Financial proposal.

1. The lead consultant must hold a Master’s Degree in Engineering of related field or Bachelor Degree with 5 years of work experience in Disaster sector.
2. If applying as a firm, the evaluation team should include expert with multidisciplinary background related to the NGO’s work
3. At least 3 or above years of proven experience in conducting similar session.

**Confidentiality/ Non-disclosure**

All the material issued in connection with this TOR shall remain the property of Shangri-La Orphanage Home (SOH) and shall be used only for the purpose of this assigned task.

**To Apply;**

Interested candidate, private firms, NGOs, individuals who meet the above requirements should apply by submitting their Expression of Interest (EOI) with proposal (not more than 5 pages) that clearly outlines the following to accomplish the assignment emailed to [**procurement@waisenkind.de**](http://waisenkind.de/) subject line **“Disaster Safety orientation and early waring system Installation”**

Hard copy can also be submitted to SOH address below with the subject line as mentioned above on the envelope. **The closing date for application is 22nd June 2025.**

Only short-listed proposal will be contacted for further discussion and will be required to present their proposed methodology and previous similar experience.

For any clarification required on the Terms of Reference (TOR) please contact at **email:**[**procurement@waisenkind.de**](http://waisenkind.de/)

**The project reserves the right to accept or reject any or all proposal without assigning any reason.**