



# **DISASTER RISK MANAGEMENT LOCALIZATION MANUAL**

**An Operational Training Manual for DRM Capacity Building of Local Governments  
Ministry of Federal Affairs and General Administration**

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# ACRONYMS

BIPAD	Building Information Platform Against Disaster
CC	Climate Change
CEDAW	Convention on Elimination of All forms of Discrimination Against Women
CHS	Core Humanitarian Standards
CLA	Cluster Lead Agency
DEOC	District Emergency Operations Centre
DIMS	Disaster Information Management System
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
DRRNSPA	Disaster Risk Reduction National Strategic Plan of Action 2018-2030
DRM	Disaster Risk Reduction and Management
EOCs	Emergency Operations Centres
EWS	Early Warning System
GAM	Gender with Age Marker
GESI	Gender Equality and Social Inclusion
GoN	The Government of Nepal
HPC	Humanitarian Planning Cycle
IASC	Inter Agency Steering Committee
IOM	International Organisation for Migration
LDCRP	Local Disaster and Climate Resilience Plan

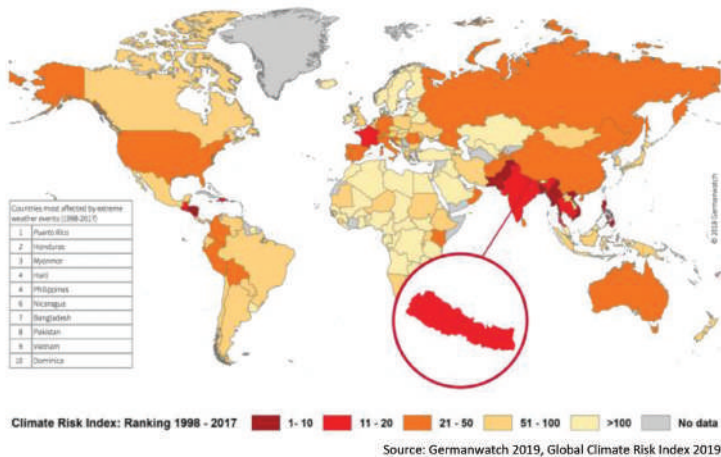
LDMC	Local Disaster Management Committee
LEOC	Local Emergency Operations Centre
LGO Act	Local government Operations Act
LSA	Lead Support Agency
MoFAGA	Ministry of Federal Affairs and General Administration
MoHA	Ministry of Home Affairs
MoUD	Ministry of Urban Development
NDRF	National Disaster Response Framework
NDRRMA	National Disaster Risk Reduction and Management Authority
NDMA	National Disaster Management Authority (a short abbreviation for NDRMA)
NEOC	National Emergency Operations Centre
NSRUC	National Strategy for Resilient Urban Communities
NUDS	National Urban Development Strategy
OFDA	Office of Foreign Disaster Assistance
PEOC	Provincial Emergency Operations Centre
PSC	Project Steering Committee
RGA	Rapid Gender Analysis
SADD	Sex, Age, Diversity Disaggregated Data
SOPs	Standard Operating Procedures
UN Women	United Nations Entity for Gender Equality and the Empowerment of Women
USAID	United States Agency for International Development
VCA	Vulnerability and Capacity Assessment



# SECTION A | BACKGROUND

## INTRODUCTION

Nepal beholds vast topographic, climatic, floral and faunal diversity. These are however shaped and reshaped by disasters since ages. The slow but persistent mass movements of tectonic plates beneath its surface puts Nepal in a very active seismic zone, ranking it as the 11<sup>th</sup> most vulnerable country to earthquake risks. The monsoon rainfalls, trapped by the Himalayan range in the North, brings crucial life sustaining rainfall in the country. However, it brings equal hardships, as the rivers flowing from steep mountain ranges cause widespread flooding due to excessive precipitation. In addition, it induces numerous landslides in the mountain and hill regions of the country. Both floods and landslides further increase greater inundation in the southern plains of the country. The rapid alterations in the climatic condition is further exacerbating both the intensity and impact of such disasters in Nepal. Apart from such stated disasters, the country is also exposed to fire, storms and other various human induced disasters. Nepal has been ranked as the 30th most vulnerable country to flood risks and the 4th most vulnerable to climate change induced risks; while Kathmandu in particular has been considered to be the 21st most vulnerable city in the world.



Hazards that give rise to disaster risks in Nepal could be classified into the following categories – geological (e.g. earthquake due to tectonic plate movement, fragile young mountain), geo-physical (e.g. high mountain peaks, steep land, dry landslide, river basin and low plains), hydrological (wet landslide, flood, inundation), meteorological (e.g. rainfall, storm, tornado), climatological (e.g. extreme temperature such as heat wave, cold wave, drought, fire), biological (e.g. insect infestation, epidemic) and human induced (technical, nuclear, chemical) hazards. Fragile young mountainous areas together with rising population, poverty, and haphazardly expanding urbanization are causing multiple hazards occurring simultaneously, putting Nepal at a very high level of disaster risks. Nepal faces floods and repeated inundation in the southern

low lands of Nepal. Moreover, the climatological extremes and extensive exploitation of natural resources (of stone aggregates, boulders, sand, soil, water, forest) are increasing occurrence and intensity of disasters, putting more and more of development investment at risk; and making more people vulnerable, particularly the poor, the women, the socially excluded and marginalized groups suffering from disaster risks. These vulnerabilities are often exacerbated by other factors such as age, disability, sexual orientation, gender identity, caste ethnicity or religion. Pre-existing societal structures, social norms, discriminatory practices and gender roles create or contribute to heightened risks for some members of the community-such as children, persons with disabilities, sexual and gender minorities, people living with HIV/AIDS, adolescent girls, single women, female headed household, pregnant and lactating mothers, senior citizens, Dalit women, women from religious and ethnic minorities and indigenous women.

It is also worth to note the armed conflict, one of the major humanitarian crisis that Nepal faced during the beginning of this millennium. These natural and human induced disaster risks, together with the Earthquake of 2015 has forced Nepal to learn several lessons and to expedite its efforts on disaster risk reduction and response management.

Under the federal structure now, Nepal has three tiers of government. There is however not adequate understanding about Disaster Risk Reduction and Management (DRM). The Government of Nepal (GoN) is therefore intensifying its efforts to build understanding and capacity of key federal ministries and the provincial as well as local governments for effective Disaster Risk Reduction and Management at all levels.

## **HIGHLIGHTS OF DRM INITIATIVES OF THE GOVERNMENT OF NEPAL**

The Constitution of Nepal has assigned DRM as a priority for all levels of government in Nepal. Its Schedule 7 assigns the responsibilities of DRM as a shared priority of the federal and provincial governments; Schedule 8 describes the sole responsibilities of the local governments; and Schedule 9 assigns shared DRM priority of all level of governments. In line with these priorities, the Government of Nepal (GoN) has been strengthening DRM policy and institutional capacity at all levels of governments. It enforced the Disaster Risk Reduction and Management (DRM) Act 2017 (amended 2018) and DRM Regulations in 2019. With recent appointment of the Chief Executive Officer of the National Disaster Risk Reduction and Management Authority (NDRMA, in short NDMA), it is expected that the disaster governance and management processes will pick up the momentum. The Local Government Operations (LGO) Act 2017 has assigned specific responsibilities of managing disaster risk reduction and response at local levels to the concerned local governments. In line with the Sendai Framework, the GoN has formulated the Disaster Risk Reduction National Strategic Action Plan (DRRNSPA) 2018-2030. It consists of 272 short-term, medium-term and long-term strategic activities planned for achieving 18 Strategic priority tasks listed under the four Priorities of SFDRR. The Fifteenth Plan (2019/20-2023/24) has emphasized mainstreaming DRM in all development plans. The Constitution of

Nepal<sup>1</sup> includes several noteworthy provisions on social justice and inclusion<sup>2</sup> and stipulates that policies and systems should be responsive particularly to the rights of women and other historically excluded groups.

The Ministry of Home Affairs (MoHA) has amended the National Disaster Response Framework (NDRF) in 2019; issued the Flood Emergency Response Guidelines 2019; and model Standard Operating Procedures for Emergency Operation Centres; has institutionalised a national level Disaster Information Management System - BIPAD. The Hydro-meteorological alerts have been providing precise and reliable forecasts and the early warning systems, currently in operation in many river basin areas, have been providing timely alerts to the people. The Ministry of Urban Development (MoUD) through its National Urban Development Strategy, has been supporting provincial and local governments in developing urban development plans and in enforcing Building Codes for safer construction. Ministry of Federal Affairs and General Administration (MoFAGA) brought out the National Strategy for Resilient Urban Communities (NSRUC); is finalising the Local Disaster and Climate Resilience Plan (LDCRP) guidelines and developing a training manual based on these guidelines to train local governments to mainstream climate change and disaster reduction in their development plans. Similarly, as the nodal ministry for capacity building of local governments, MoFAGA in 2018 provided the model Local Disaster Risk Reduction and Management (LDRM) Act, the model Disaster Management Fund Mobilisation Guidelines.

The Sendai Framework for Disaster Risk Reduction (SFDRR), Agenda for Humanity, and the Sustainable Development Goals, all commit to reaching the most vulnerable women, girls, boys, and men as well as work upon the needs of diverse and vulnerable groups in situations of disaster vulnerability and risk. The SFDRR also states that the participation of women in disaster risk reduction is critical to effectively manage the disaster risk. The pledge to leave no one behind is at the center of the 2030 Agenda and reinforces states commitment to reach and transform the lives of those who are most at risk of being affected by disasters. CEDAW Committee's General recommendation no 37 (2018) on the gender-related dimensions of disaster risk reduction in the context of climate change provides guidance to States parties on the implementation of its obligations under the Convention in relation to disaster risk reduction and climate change.

1 Government of Nepal, National Planning Commission Secretariat (2015) Presentation Nepal's Implementation of Istanbul Programme of Action for LDSs 2011-2020 : Initiatives, Achievements, Constraints and way forward, delivered on 7-8 December, 2015, available at : <http://www.ipoareview.org/wp-content/uploads/2016/04/NEPAL.pdf>

2 The Constitution of Nepal (2015), available at: <http://www.lawcommission.gov.np/en/documents/2016/01/constitution-of-nepal-2.pdf>

## **DRM GOVERNANCE AT THE LOCAL LEVEL**

The National DRR Strategic Action Plan has several strategic activities aimed at building DRM Capacity at local level. The Local Government Operations Act 2017 is one of the key instrument to localize DRM in Nepal. It stipulates key roles and responsibilities of the local government for DRM. Besides, the GoN has provided sample Local DRM Act, Local Environment and Natural Resources Protection Act, sample Standard Operating Guidelines for Emergency Operation Centres, Guidelines for Local Disaster Management Fund Operation; and Guidelines for preparing Local Disaster and Climate Resilience Plans (LDCRP) to support local governments to prepare and endorse their own context specific DRM acts, policies and procedures and plans. While all of such activities exist as highly encouraging steps, institutionalizing these tools still remains as a looming challenge.

The local governments of 11 metropolitan cities, 6 sub-metropolitan cities, 276 municipalities and 460 rural municipalities in Nepal got elected representatives through the local elections in 2017. Enthusiastic and charged with the notion of development, these people's representatives are spearheading development interventions in their respective areas. Their extensive focus on infrastructure development though understandable, has overshadowed other development agenda, including DRM. A dearth of organisations are present in Nepal, working at the community level on DRR capacity building initiatives and at national level on supporting DRR Policy framework. However, the vital foundation of DRM at the local level – the knowledge and understanding of local governments on the continuum of hazards, exposure, vulnerability, and disaster risks, and a thorough understanding of their DRM roles and responsibilities still needs a big stimulus. The overwhelming plethora of Acts, Rules, Strategies, Guidelines are often beyond comprehension of the elected representatives and officials of the Provincial and Local Governments. Moreover, many Provincial and Local Governments are also waiting for deployment of adequate number of staff, as well as allocation of adequate financial resources for disaster risk reduction and management. Many local level governments have simply been copying the model DRM Acts, Rules, and Guidelines, rather than contextualizing those in order to address such disaster risks.

## **NEEDS AND CAPACITY ASSESSMENT ON DRM OF FOURTEEN RURAL AND URBAN MUNICIPALITIES:**

MOFAGA with support from IOM assessed the DRRM needs and capacity of fourteen local governments in Nepal. A comprehensive assessment titled 'Needs and Capacity Assessment of Fourteen Rural and Urban Municipalities on Disaster Risk Reduction and Management in Nepal' was carried out in, as the title suggests, 14 Local Governments from different topographical locations of 7 provinces. This assessment served the purpose of providing a nationally representative information base on the support required for Local Governments so as to develop and implement local DRM acts, policies, plans, guidelines and procedures; to form and institutionalize DRM institutions at local levels; and to ensure inclusive processes for mainstreaming DRM

into their development planning and resource allocation processes.

<b>PROVINCE 1</b> 1. Biratnagar Metropolitan City, Morang 2. Udayapurgadhi Rural Municipality, Udayapur	<b>PROVINCE 2</b> 3. Rajbiraj Municipality, Saptari 4. Bhangaha Municipality, Mahottari	<b>PROVINCE 3</b> 5. Bhimeswor Municipality, Dolakha 6. Nilkantha Municipality, Dhading
<b>PROVINCE 4 (GANDAKI)</b> 7. Baglung Municipality, Baglung 8. Machhapuchhre Rural Municipality, Kaski	Province 5 9. Tulsipur Sub-Metropolitan City, Dang 10. Gulariya Municipality, Bardiya	Province 6 (Karnali) 11. Birendranagar Municipality, Surkhet 12. Kapurkot Rural Municipality, Salyan
	Province 7 (SudurPaschim) 13. Dhangadhi Sub-Metropolitan City, Kailali 14. Jaya Prithvi Municipality, Bajhang	
Table 1: Rural and Urban Municipalities selected under the first phase.		

A similar needs and gaps assessment carried out by IOM in other 6 municipalities listed below, also revealed findings similar to those mentioned above.

<b>PROVINCE 3</b>	1. Lalitpur Metropolitan City; Lalitpur 2. Changunarayan Municipality, Bhaktapur 3. Shankharapur Municipality, Kathmandu 4. Chautara Sangachokgadhi Municipality, Sindhupalchowk 5. Gosaikunda Rural Municipality, Rasuwa	<b>PROVINCE 4 (GANDAKI)</b>	6. Gorkha Municipality, Gorkha
Table 1: Rural and Urban Municipalities selected under the second phase..			

The Assessment focused on the analysis of the knowledge and capacity of such municipalities, in reference to the priorities of the Sendai Framework for DRR and the national DRRNSAP in the following categories of concern:

- Knowledge on the concept of DRM and disaster risk legislation at municipal level
- Understanding of disaster risk, economic and well-being losses;
- Promotion of public and private investment for resilient development;
- Enhancing disaster preparedness for effective response, recovery and reconstruction using 'build back better' techniques

Findings of the Needs and Capacity Assessment Report revealed varying levels of understandings among the elected representatives and key officials of the selected rural and urban municipalities. It was apparent from these findings that some municipalities did have Local Disaster Risk Management Acts, while others indicated otherwise; that some had developed the guidelines of relief distribution, while others were still in the process; that some had set up local emergency operation centres, while others were yet to do so; and that some had formed local disaster management committees at local level only, while others had formed committees at both local and ward levels. The details of such varying capacities can be found within the afore-mentioned Needs and Capacity Assessment Report.

The findings on the persisting gap in the level of preparedness in different rural and urban municipalities have revealed a clear and rather urgent need for the enhancement of the understanding of the national disaster governance systems among the local level governments, so that they can translate this understanding into policies and institutional procedures within their local governance systems. Disaster preparedness and Disaster response will be effective only if the elected representatives and key officials of local governments fully understand their roles and responsibilities at all stages of DRM cycle; have commitment to integrate and mainstream DRR in their sectoral development plans; and accord high priority to gender equality and social inclusion so as to ensure no one is left behind in the disaster relief, recovery, reconstruction and rehabilitation processes.

The Needs and Capacity Assessment, in line with Sendai Framework and DRRNSAP (2018 – 2030), suggests trainings in following core areas:

1. Conceptual Understanding of Disaster Risk Reduction and Management;
2. Overview of Disaster Risk Reduction and Management and its governance in Nepal;
3. Disaster Risk Assessment: Understanding Disaster Risk and Economic Losses;
4. Integrating Disaster Risk into Municipal Development Planning Process;
5. Investing in disaster risk reduction and management.

## SECTION B | THE TRAINING MANUAL

### DESIGNING THE TRAINING PACKAGE

In order to address such identified needs and gaps, this training package has been developed in line with the above-outlined core topics. Using this training package, multiple training sessions were organized and conducted (as shown in the table below) for representatives of all 14 rural and urban municipalities from 7 provinces.

23 – 25 July 2019, Nepalgunj Venue: Hotel Soaltee Westend Premier	Dhangadhi Sub-metropolitan City, Kailali Jaya Prithvi Municipality, Bajhang Gulariya Municipality, Bardiya Birendranagar Municipality, Surkhet Kapurkot Rural Municipality, Salyan	30 July – 1 August 2019, Pokhara Venue: Hotel Barahi	Tulsipur Sub-metropolitan City, Dang Baglung Municipality, Baglung Machhapuchhre Rural Municipality, Kaski Nilkantha Municipality, Dhading
6 – 8 August 2019, Kathmandu Venue: Gokarna Forest Resort	Biratnagar Metropolitan City, Morang Udayapurgadhi Rural Municipality, Udayapur Rajbiraj Municipality, Saptari Bhangaha Municipality, Mahottari Bhimeswor Municipality, Dolakha		

Table 3: Date, venue and participating municipalities in the DRM Capacity Building Training.

There were, altogether, 133 participants involved, however since some of the individuals had to report back to their duty stations, 113 (37 females and 76 male) among the total 133 maintained full attendance during the training period. Mayors, Deputy Mayors from urban municipalities, Chairpersons, Deputy Chairpersons from rural municipalities, ward committee chairpersons and members, members of executive committees, chief administrative

officers and other key officials (such as engineers, focal persons of subject committees) were wholeheartedly participating and fully engaged throughout the three-day training events. Training sessions were facilitated by the lead facilitator Mr. Suresh Pradhan and assisted by Mr. Navin Dahal. There was a high level of presence of representatives from different government bodies in these training. In the Nepalgunj stationed training, Mr. Rishi Raj Acharya, Under Secretary, MoFAGA facilitated the opening session. Similarly the Former Education Minister and the leading DRM Expert Dr. Gangalal Tuladhar and Mr. Jaya Narayan Acharya, Joint Secretary, MoFAGA delivered opening sessions in Pokhara. Mr. Rishi Acharya, Under Secretary, MoFAGA, Ms. Indu Ghimire, Joint Secretary, MoHA (supported by NEOC official Mr. Sushil Bhandari), and Mr. Posh Raj Dhungana, Under Secretary, MoUD also delivered sessions on DRM, Disaster Information Management Systems (DIMS) and the national building code respectively in the training held in Kathmandu. Other observers include-

Mr. Kishore Shrestha, Senior Divisional Engineer from MoUD in Pokhara based training; Mr. Santosh Gyawali, DRR Officer from OFDA/USAID in Pokhara and Kathmandu based training; Mr. Asim Shrestha, Senior Emergency Officer, UNICEF and Mr. Deepak Thapa, Director, Local Development Training Academy in Kathmandu based training. Additionally, there were two more training organised for local levels supported by the IOM also during following days, attended by 57 elected representatives and key staff members from following local municipalities and rural municipalities:

25 – 27 November 2019, Kathmandu Venue: Akama Hotel	Lalitpur Metropolitan City, Lalitpur Shankarapur Municipality, Bhaktapur Chautara Sangachokgadhi Municipality, Sindhupalchwok	2 – 4 December 2019, Kurintar Venue: Riverside Resort	Gorkha Municipality, Gorkha Changu Narayan Municipality, Bhaktapur Gosaikunda Rural Municipality, Rasuwa
Table 4 : Date, venue and participating municipalities in the DRM Capacity Building Training under the second phase.			

## OBJECTIVE OF THE TRAINING

The overall objective of the training was – to build capacity of the local governments for effective disaster preparedness and response. In order to achieve the stated core objective, the training imparted interactive sessions to achieve following specific objectives:

- Enhancing the understanding, among the elected representative leaders and key officials of selected rural and urban municipalities on disaster risk reduction and management related governance system at the federal, provincial, district and local levels

- Enhancing capacity of elected representatives and key officials on roles and responsibilities of local governments on disaster preparedness and response
- Building capacity of municipalities in developing local disaster risk management acts, institutions, policies and procedures for DRM
- Building capacity in mainstreaming DRM in annual and periodic development plans and ensuring gender equality and social inclusion in the whole process
- Enhancing the understanding of the municipal leadership on financing disaster preparedness and response; and on disaster risk transfer options

## **PROCESS OF REFINING THE TRAINING PACKAGE**

The training contents have been developed on the basis of the gaps and needs identified via the 'Needs and Capacity Assessment of Fourteen Rural and Urban Municipalities on Disaster Risk Reduction and Management in Nepal', carried out by MoFAGA with support from IOM. The core contents of the training have been arranged into 16 different sessions which fall under the key areas as delineated by the prior mentioned needs and capacity assessment. Addressing the identified specific needs, the training sessions have been designed such that they draw heavily on the national DRM acts, strategies, policies, preparedness and response frameworks, and model local DRM acts and guidelines as developed by the GoN. This training manual, focuses more on enhancing the roles and responsibilities of local governments on developing and institutionalizing local DRM Acts, policies and procedures; on forming/strengthening DRM institutions at municipality and ward (community) level; on enhancing their knowledge and capacity on disaster preparedness and response; and on aligning all of such measures with the national DRM governance system. Ministry coordinated and consulted with UN Women Nepal and Women Forum for Disaster Management Group to bring in sharper focus on gender equality and social inclusion (GESI) in this manual. Focusing on such key features, this Training Manual adopted the following training methods:

- Distribution of relevant reading materials
- Introduction of key concepts of the session through Power-point presentations
- Group discussions based on participants' own relevant experiences on the session topics
- Group work and presentations, simulation exercise, interactive games
- Summarizing the key take away points, and development of Plan of Actions
- Endorsement of a joint declaration of local governments on DRM.

The contents and delivery methods of the training sessions had been reviewed and updated following the completion of each training session held in Nepalgunj, Pokhara, Kathmandu and Kurintar. Some sessions were delivered using a variety of methods to keep the participants engaged and interested in the contents. Songs, refresher events and short breaks were also encouraged during the different phases of the sessions, which helped the participants remain attentive and fully interested in the training activities. Some session plans had also been enhanced/added based on the review and feedback gained from training sessions and are as highlighted in the following text:

- (Based on feedbacks from Nepalgunj training session) Early warning systems, DRM action plans for municipalities, SPHERE standards, Risk financing and risk transfers
- (Based on feedbacks from Pokhara training session) Participants' self-reflection on DRM experience, roles of municipality in DRM, core humanitarian standards
- (Based on feedbacks from Kathmandu training session) Tools for mainstreaming GESI in Disaster Preparedness and Response Plans, mutual cooperation between municipalities.

Altogether there are 16 training sessions, after incorporating the suggestions and feedbacks, included within this training package and have been designed so as to incorporate them with a time frame of three days. A synopsis of the session plans has also been added in "Section C" and their detailed delivery methods have been added in "Section F", as portrayed in the later sections of this manual.

Given that the training was more inclined towards building local DRM capacities, the participants were requested, as the training proceeded, to prepare a set of plan of action for their tasks and responsibilities, relating to development/amendment of their local DRM Acts; formulation of LDMCs at municipal and ward levels; formulation of the EOC; formulation of relief guidelines; preparation local disaster response plans and many more. Such prepared plans of actions were then compiled on the third day for each municipality to take back with them. Such plans were envisioned to serve as reference to the participants to carry out DRM enhancement interventions in their respective municipalities.

Based on the successful experience of the DRM Capacity Building trainings conducted earlier, this Manual also envisages to continue 'Declaration of Local governments for Disaster Risk Reduction and Management' on DRM policies and interventions, for preparing and enacting/amending local DRM acts, procedures, forming necessary DRM institutions and ensuring effective disaster preparedness and response plans in their own respective municipalities and promoting mutual cooperation between local levels for addressing their common DRM concerns.

## PURPOSE OF THE TRAINING MANUAL

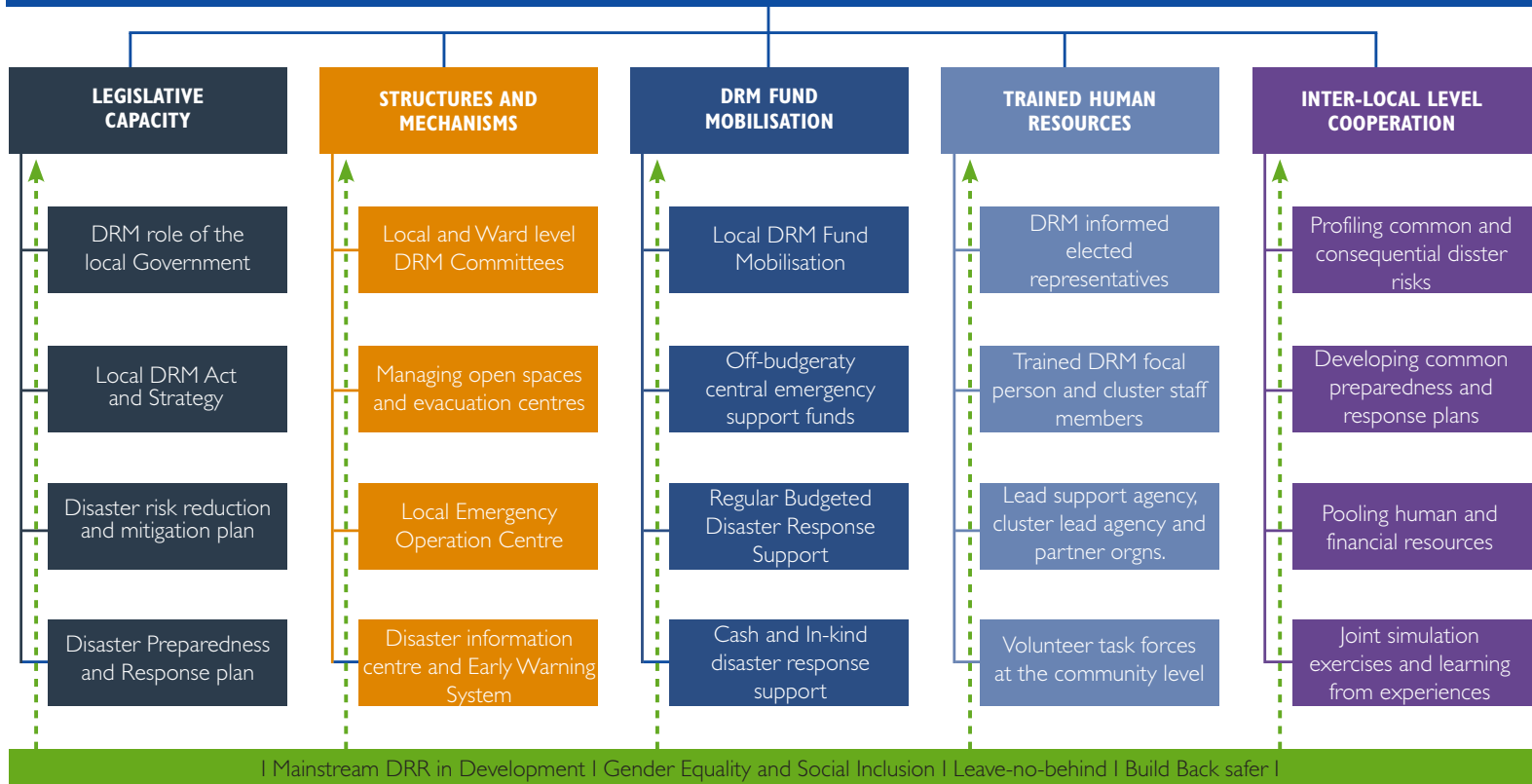
The core purpose of the training manual, as also stated in the objectives section, remains to be for the further contribution to the initiatives of the GoN in strengthening disaster risk management governance in all local governments and to support them to move beyond the narrow vision of disaster relief distribution and towards the wider responsibilities of disaster risk reduction, preparedness and response management, with particular focus on the following points:

- i. Enhancing understanding, among the elected representatives and key officials of selected rural and urban municipalities on disaster risk reduction and management related governance system at the federal, provincial, district and local levels;
- ii. Enhancing the capacity of such elected representatives and key officials on the roles and responsibilities of local governments on disaster preparedness and response;
- iii. Building capacity of municipalities in developing local disaster risk management acts, institutions, policies and procedures for disaster risk reduction and management;
- iv. Building capacity to mainstream DRR in annual and periodic development plans of municipalities and enabling municipalities to include Gender Equality and Social Inclusion in overall DRM process;
- v. Enhancing mutual cooperation between municipalities for sharing resources and addressing common disaster risks; as well as pooling resources for disaster financing.

In order to achieve this, the Capacity Building Training on DRM for Local level is designed on the basis of the SFDRR based four priorities mentioned in the National DRR Strategic Plan and other GESI guidelines such as IASC Gender Policy and Accountability Framework.

- Implementing local context specific Local DRM Act, Rules, Strategy, Procedures and plans;
- Strengthening DRM institutional mechanism;
- Managing Local DRM Fund operations;
- Mobilising DRM trained human resources;
- Promoting inter-municipality cooperation for common DRM issues; and
- Mainstreaming GESI informed DRM in development planning of all municipalities.

## RESILIENT LOCAL LEVEL



Training sessions developed for these core areas are included in this Training Manual for building the capacities of the Local level governments.

## SECTION C | TRAINING METHODOLOGY

There should be a prior understanding that all of the elected representatives and key officials of local governments are busy people and therefore the contents of the training must be kept relevant to their day to day work so as to keep them interested and focused on the training. Training materials have therefore mostly been extracted from the Acts, Rules, Policies, Strategies and Guidelines prescribed by GoN as the participants in earlier trainings found the contents to be directly relevant to what they had done or have to do to successfully practice DRM in their municipalities.

### **Training Methodology**

Contents of this training package are designed with the intention of keeping the elected representative and officials of municipalities interested and engaged in discussions and bringing out their actions to enhance DRM initiatives in their municipalities. The following methods adopted during previous training have been included within this training manual:

- Short and concise presentations with high levels of inputs from the participants regarding their work and experience
- Application of interactive methods whenever applicable, so as to facilitate a sharing and learning environment during the training
- Group works for the contextualization of DRM acts, policies, strategies and DRM institutions setup in their municipalities
- Use of games and other interactive methods for group activities
- Delineating key take-away points on the DRM tasks discussed during the session; and formulating a draft Plan of Action on related DRM tasks
- Endorsing a Declaration of Local Government's commitments for DRM, followed by giving impetus and a reference for future.

The following tools and equipment are suggested for utilization in order to aid the delivery of training sessions:

Tools	Equipment
<ul style="list-style-type: none"> <li>• PowerPoint Presentations</li> <li>• Group Work templates</li> <li>• Templates for draft Action Plans</li> <li>• Interactive games such as Quizzes, for complex reading materials such as LDRM Acts and SPHERE including power walk to reflect importance of GESI integration in DRR (The training tools, such as, PowerPoint presentations and Group Exercise Templates, have been described in more detail in the Section F of this manual).</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient copies of hand-outs and reading materials</li> <li>• Meta-cards and post-it pads</li> <li>• Notebooks and pens</li> <li>• Push pins and masking tape, Board markers and permanent markers</li> <li>• Brown paper and white paper sheets</li> <li>• Materials for interactive games.</li> <li>• Multimedia projector; Handheld microphones, pin microphones</li> </ul>

## TARGET GROUP OF THE TRAINING MANUAL

This training manual initially intends for the proper training of Master Trainers; then Trainers at the local level and ultimately for the training purpose of the Mayors, Deputy Mayors of municipalities, Chairpersons, Deputy Chairpersons of rural municipalities, ward chairpersons, members of executive committees and ward committees, chief administrative officers, other municipal officials, engineers, DRR focal persons and focal persons of development committees of urban and rural municipalities including key representatives of women's group and other excluded and vulnerable groups active in DRR. It may be used by other development partners as well for similar purpose.

## NEXT STEPS

Ministry with support from IOM will organise a Training for Master Trainers selected from a pool of potential persons. A core team of Masters Trainers will be selected from these trained persons. The Master Trainers will impart this training at the province level to DRM focal persons selected from local levels. Those training will be joined by the participants from District Coordination Committee and District Administration Offices as well. Together, those Trainers will further roll out this training to elected representatives and officials of local levels throughout all 7 provinces in Nepal. Alongside the training of Master Trainers, a short orientation training on the contents of this manual will also be organised for DRR focal persons of other ministries

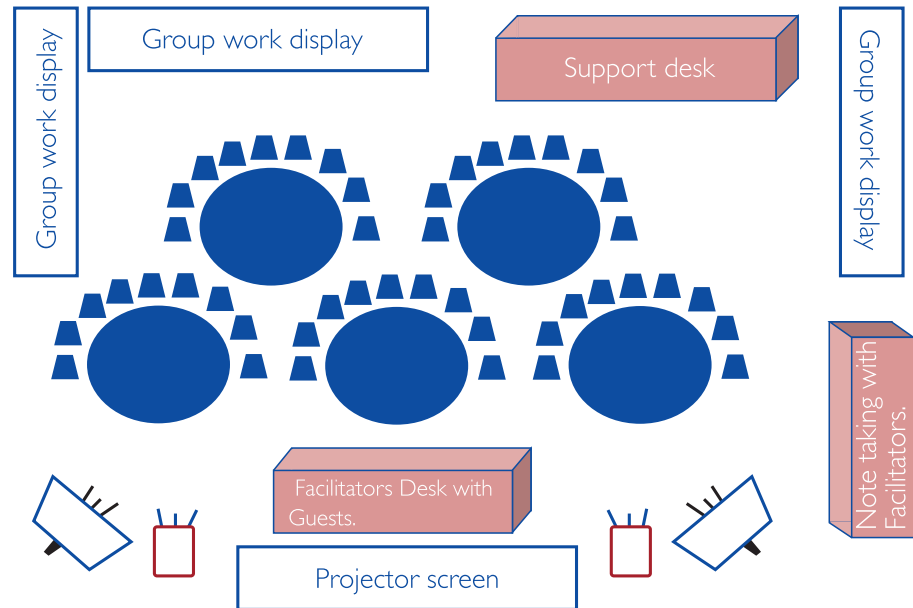
to enlist a broader support for localising DRM. These focal persons can also be requested to join the training organised by the Master Trainers at the province level.

The lead trainers will support IOM to monitor together with MoFAGA, the successive roll-out of these training at province and local levels. It may be possible that some local levels may already have received similar training, or may already have completed the DRM tasks envisaged in this training. In such cases, the sessions designed in this package may be selectively delivered as per the need and choice of the local levels. An evaluation may be carried out in the future to check the overall effectiveness of the training. Based on the feedback, the contents of the training might be updated periodically and as per need.

## SEATING ARRANGEMENTS

The Training Hall should have a comfortable environment with adequate amount of natural light to prevent fatigue among the participants. The room layout may differ based on the structure of the hall, however the layout should be similar to that presented in the figure in this section. The training team should make sure that the room layout and sitting arrangements are completed a day before the training's starting date.

Furthermore, there should be an ample amount of space for the participants around each table. The projector screen should be large and clear enough for all of the participants, regardless of their seating position in the hall. Since the training sessions consists lots of group work, there should be ample space on the walls of the hall to display group work products of participants. The training should ensure all training facilities/infrastructure is GESI responsive (e.g. space and provisions for women with children and caretaker; separate toilets etc).



## **SECTION D | TRAINING PREPARATION**

### **PREPARATION PLAN I: REGISTRATION AND LOGISTICS ARRANGEMENT PLAN**

#### **BACKGROUND INFORMATION**

This training is specifically designed for the purpose of capacity building of the elected representatives and officials of local governments in disaster preparedness and response management. Participants, therefore, will include the Mayor and Deputy Mayor from municipalities, the Chairperson or Deputy Chairperson from rural municipalities, together with other elected representatives such as the ward chairpersons, ward members, executive committee members and as well as various officials (chief administrative officer, engineers, DRR focal persons, and development subject committee focal persons). The training has been designed in such a manner that it also facilitates special attention to those elected representatives who find it difficult to grasp the core concepts that are being discussed and the training delivery arrangements, so as to better improve the efficiency of the overall training outcomes.

#### **HINTS TO THE TRAINER/FACILITATOR**

It is important to have adequate information about the guests and participants who will be attending the training session prior to the beginning of the training. Given the possibility of arrival of guests from various federal and provincial ministries during the opening sessions, it is crucial for the trainer to be familiar with the proper greeting and addressing protocols for the Mayors, Deputy Mayors, Chairpersons, Deputy Chairpersons, and other higher designated guests. If and when in doubt of the correct protocol, the trainer should refer to the protocol order published by the GoN, or should consult with someone with appropriate knowledge regarding the matter. Few participants like persons with disabilities, women with children may need additional support. It is important that all training facilities and infrastructure is GESI responsive.

#### **SESSION PLAN | 30 MINUTES**

This session lays out a basic plan for registration of participants and arrangement of logistics support so as to ensure smooth operation of the training.

Overall Objective	Specific Objectives
To ensure complete registration of participants and effective logistics arrangements for the participants throughout the training.	<ul style="list-style-type: none"> <li>• To facilitate quick and easy registration of participants</li> <li>• To arrange the training materials and equipment necessary for training sessions</li> <li>• To respond to the logistics related concerns and requests of participants</li> </ul>

### EXPECTED PARTICIPANTS:

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

### SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
1 Registration	Day:- 1 8:30 – 8:45 (15 minutes)	Registration of participants	PITI_ Registration form	<ul style="list-style-type: none"> <li>• Organize the registration desk outside the training hall, with adequate number of staff to support the registration.</li> <li>• Print the list of confirmed participants from each municipality/rural municipality, with names printed in proper order, for registration</li> </ul>
2 Logistics Arrangement	8:45 – 9:00 (15 minutes)	Logistics arrangements for the training		<ul style="list-style-type: none"> <li>• Keep the participants' kits (name cards, file/plastic folders, notebooks, pens and bags) ready for the registered participants.</li> <li>• Arrange a training support desk on one corner inside the training hall, with a printer ready for printing any relevant training materials.</li> <li>• Ensure preparation of adequate copies of training materials (reading materials, hand-outs) for distribution to the participants during each training session.</li> </ul>

## DETAILED SESSION ACTIVITIES

Day 1	Activity 1: Registration:	Objectives
8:30 – 8:45 (15 minutes)	<ul style="list-style-type: none"> <li>Support the participants to find their names in the printed registration sheet and to register their names and other details. Some participants such as women representatives, Executive committee members, and ward members may need support for registration, therefore adequate support should be extended towards them.</li> <li>Distribute the participants' kit (name cards, files, clear bags or plastic folders for filing the training materials, notebooks, pens, and bags) immediately after the registration.</li> <li>Provide any other information requested by the participants.</li> </ul>	<p>To complete the registration quickly</p> <p>To keep record for administrative purposes</p>

## SEATING ARRANGEMENT

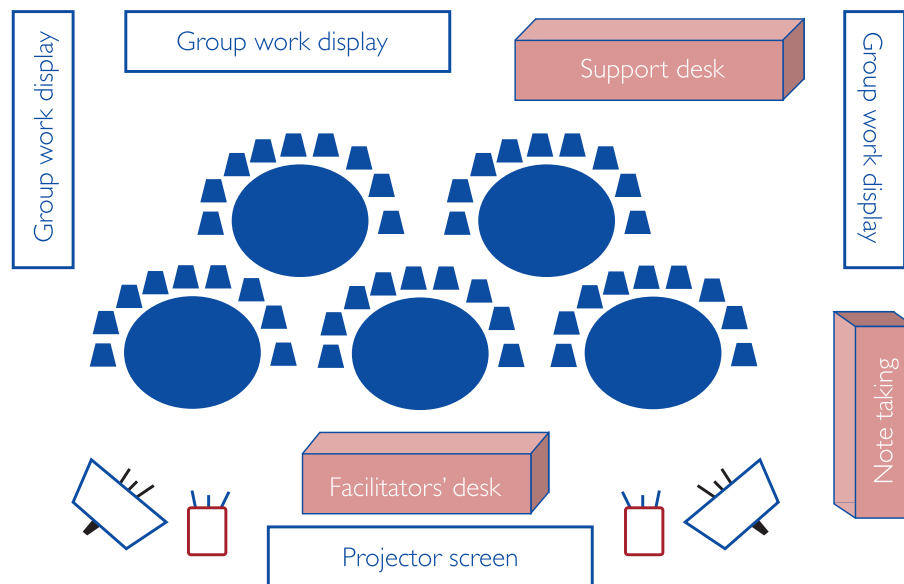
Activity 2: Logistic Arrangements		
8:45 – 9:00 (15 minutes)	<ul style="list-style-type: none"> <li>Give the tea/coffee and lunch breaks' schedules to the hotel/venue staff in advance and ensure that tea, coffee, snacks and lunch are served on time. In some cases, the trainer/facilitator might slightly alter the timing of such tea/coffee breaks if the training activities require some extra time to complete. Inform the hotel/venue staff about such changes.</li> <li>Ensure projectors and adequate number of hand held microphones are available.</li> <li>Ensure training materials as requested by the facilitator (meta-cards, post-it cards, white papers, markers, etc.) are available in adequate quantities for group works.</li> </ul>	<p>To support smooth conduction of the training</p>

Seating arrangements should be done as per the layout of the training hall. An ideal seating arrangement for beginning the training has been suggested here, with the dais arranged for the guests for the Opening Session.

## TRAINING MATERIALS

Have the banner of the training fixed properly on the wall and facing towards the participants. The Banner should be large enough (ideally 5 ft. x 8 ft.) so as to be clearly visible to participants regardless of their seating position in the hall.

Adequate quantities of permanent and board markers, masking tapes, double-sided tapes, meta-cards, post-it pads, scissors, staplers and stapler-pins, newsprint papers, brown papers, push pins, punching machines, mouth refresher mints, power connection cords, Power-point projector, hand held microphones and a pin-mic should be arranged throughout the training.



<p>Expected Output</p>	<ul style="list-style-type: none"> <li>• Registration process completed in time</li> <li>• Training materials available in adequate quantities</li> <li>• Training equipment available and functional</li> <li>• Participants' requests on logistics support dealt appropriately and in time</li> </ul>	<p>Means of verification</p>	<ul style="list-style-type: none"> <li>• Registration list</li> <li>• Printed training materials</li> <li>• End-of-Training evaluation</li> </ul>
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## SECTION E | STARTING THE TRAINING

### TRAINING START PLAN 1: ORGANISING THE OPENING SESSION

#### Background Information

This training aims to contribute to the Government of Nepal's priority on building capacity of local Governments on disaster risk reduction and management. Officials from Federal or provincial ministries as well as authorities from other district level offices related to DRM may attend the opening sessions of such trainings. Mayors/ Deputy Mayors of municipalities or Chairpersons, Deputy Chairpersons of rural municipalities are expected to attend such opening sessions and may also participate in the training.

#### Hints to the Trainer/Facilitator

Generally, the opening sessions of such trainings are kept rather informal in order to save time. It is therefore advised to invite only limited number of guests to the dais and request the rest to take seats where they are seated. It is important to know the protocol of addressing the guests present in the room, and welcoming and inviting key guests to deliver the welcome remarks accordingly. Other participants should also be greeted properly. It is important that the training provide emphasis on inclusion of diverse voices both during the remark and training sessions. If female Deputy Mayors, (Vice Chairpersons in case of rural municipalities) are present in the training hall, one among them should also be invited to the dais representing other such female leaders. The opening session should be kept as short as possible so that the training sessions can be started without much delays.

#### SESSION PLAN (90 MINUTES)

This session discusses the protocol and process of organising the opening session.

Overall Objective	Specific Objectives
To share the importance of strengthened disaster governance at all levels of government and particularly on the role and responsibility of local government in disaster preparedness and response.	<ul style="list-style-type: none"><li>• To share the core objectives of the training</li><li>• To make the participants aware about commitment on different levels of the government relating to Disaster Risk Reduction and Management</li></ul>

## EXPECTED PARTICIPANTS

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities, Representative of women and vulnerable group active in DRR.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
1 Opening Session	Day:- 1 9:00 – 9:45 (45 minutes)	Opening Session		Have the list of the guests who are attending the opening session. There may be guests from concerned federal and provincial ministries, from other offices related to DRM at federal, provincial, district levels. Know the protocol of addressing the guests in the room
2 Pre-test	9:45 – 10:00 (15 minutes)	Activity 2: Pre-test questionnaires and status of Local DRM initiatives	OIT1_Pre-Test OIT2_DRM Checklist	Print the Pre-Test Questionnaire and the Checklist in sufficient copies.
3 Self-Reflection	10:00 – 10:30 (30 minutes)	Activity 3: Self-Reflection by participants on their recent DRM experiences		Have meta-cards or post-it pads, glue stick, brown paper, paper tape and large paper clips ready.

## DETAILED SESSION ACTIVITIES

Day 1	Activity 1: The opening session	Objectives
9:00 – 9:45 (45 minutes)	<ul style="list-style-type: none"> <li>This opening session schedule serves only as a guide. The session might have to be slightly altered and tailored as per the location, space and time. However, it is usually advisable to keep it informal and short.</li> </ul>	<ul style="list-style-type: none"> <li>To maintain the protocol in addressing the guests.</li> </ul>

	<ul style="list-style-type: none"> <li>• Welcome the guests from the federal, provincial, district, and local levels, as well as participating municipal leaders while maintaining the appropriate protocol. Request the pre-determined guest to chair the session.</li> <li>• If a dais is arranged, call the pre-determined guests to the dais and request the rest to take seats where they are seated. If female Deputy Mayors are present in the room, invite one to represent all to the dais.</li> <li>• Request other elected representatives, officials and participants to take seats where they are seated.</li> <li>• Some guests may arrive during the opening session. Note who have arrived during the session and greet them appropriately and request them to take their seats.</li> <li>• Introduce the objectives of the training and the institutions which are implementing/supporting the training and also explain the logistics arrangements.</li> <li>• Request the participants for a quick round of introductions (names, position and their institution).</li> <li>• Request the guests on the dais to deliver their key note remarks.</li> <li>• Request the Chair of the opening session to deliver his/her remarks and to close the opening session.</li> </ul>	<ul style="list-style-type: none"> <li>• To complete the opening session in a semi-formal manner</li> </ul>
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Day I	Activity 2: Pre-test questionnaire and status of Local DRM initiatives	Objectives
9:45 - 10:00 (15 minutes)	<ul style="list-style-type: none"> <li>• Request the participants to fill the pre-test questionnaires</li> <li>• Inform the participants it is not an examination, and that the pre-test questionnaires are to help the training organisers to better understand the effectiveness of the training.</li> <li>• Request them to complete the Checklist on Local DRM initiatives of participating municipalities/rural municipalities. The DRM Checklist will be later used to revise Local DRM sessions during the training.</li> </ul>	<p>Tool : OIT1_Pre-Test</p> <p>To check knowledge on DRM among the municipality leadership and key officials</p> <p>Tool: OIT2_DRM Checkl</p>

Day:- I	Activity 3: Self-Reflection by participants on their recent DRM experiences	Objectives
10:00 – 10:30 (30 minutes)	<ul style="list-style-type: none"> <li>Request a couple of participants from each table to self-reflect on a recent activity where they have been able to reduce, mitigate disasters and/or prevent loss of lives or properties, or support the people or communities affected by disasters, and share their pride and success during such activities.</li> <li>Capture the key action in what they say. These actions may be leadership, immediate people mobilization, immediate communication, immediate release of funds, quick rescue, quick disbursement of relief materials, saving lives of most vulnerable one, etc.</li> <li>Discuss these key actions and their importance with the participants. Relate such key actions with various stages of disaster preparedness and response.</li> <li>Link these key points to the further sessions included in the training.</li> </ul>	To help the participants to internalize such key points on DRM and enhance their participation in the sessions planned during the training.

## SEATING ARRANGEMENT

As suggested above in the Training Preparation Plan.

## TRAINING MATERIALS

Have the banner of the training event properly fixed on the wall and facing towards the participants. The banner should be large enough (ideally 5 ft. x 8 ft.) in order to be clearly visible to participants, regardless of their seating position in the hall. Adequate quantities of permanent and board markers, masking tapes, double-sided tapes, meta-cards, post-it pads, scissors, staplers and stapler-pins, newsprint papers, brown papers, push pins, punching machines, mouth refresher mints, power connection cords, Power-point projector, hand held microphones and a pin-mic should be arranged throughout the training.

Expected Output	<ul style="list-style-type: none"> <li>Participants understand the purpose and importance of the training</li> <li>Understanding on level of DRM knowledge of the participants</li> </ul>	Means of verification	<ul style="list-style-type: none"> <li>Participants shared experiences</li> </ul>
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## SECTION F | TRAINING SESSIONS

### THIS SECTION CONTAINS 16 SESSION PLANS DESIGNED FOR A THREE-DAY TRAINING PROGRAMME

#### EACH SESSION HAS BEEN DIVIDED INTO TWO PARTS

**PART 1 - BACKGROUND INFORMATION ON THE SESSION TOPIC:** This part consists of basic introduction and discussion of the session topic. At the end of each session plan, there is a list of relevant reference/reading materials listed, which can easily be accessed electronically. For any session topics, if such reading materials have been listed, their descriptions within this section of the training manual have been kept short (e.g. in Session 3, DRM Act has been listed as available for reading, therefore only a short description of the same has been presented). Where such reference/reading materials are not available, a detailed description of the respective session topic has been included in such Part 1 of the respective session for the ease of the participants (for e.g. description on Humanitarian Principles, in Session 13).

**PART 2 - DETAILED SESSION PLAN:** Part 2 consists of details of each session plan. It consists of step-by-step activity guide for delivering the session.

#### INSTRUCTION FOR THE TRAINER

The Trainer should encourage participating municipalities to complete the activity and action plan in each session. The trainer needs to ensure that participants are engaged in all the scheduled activities and action plans of each session so that the training could develop a common understanding among each participant. This will lead to their commitments for having a clear roadmap of DRM Actions for their municipalities. A synopsis of these session plans is added below. Each session plan is described in detail in the next section after this synopsis.

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
<b>Day 1</b>	<b>Registration of participants: Purpose: To ensure complete registration of participants and to ensure effective logistics arrangements for the participants throughout the training.</b>			
8:30 – 8:45 (15 minutes)	Schedule: <b>Activity 1: Registration</b> <ul style="list-style-type: none"> <li>Registration of participants by Municipality/ Rural Municipality</li> </ul>	Preparation Plan I: Registration and Logistics Arrangement Plan PITI_Registration		Training Organiser/ Facilitator
8:45 – 9:00 (15 minutes)	<ul style="list-style-type: none"> <li>Distribution of name cards, training materials and bags</li> <li>Taking seats in the training hall</li> </ul> <b>Activity 2: Logistic Arrangements</b> <ul style="list-style-type: none"> <li>Arrange tables in the training hall in a workshop themed seating arrangement.</li> <li>Give the tea/coffee and lunch breaks schedule to the hotel/venue staff in advance and ensure that tea, coffee, snacks, lunch are served on time.</li> <li>Ensure projector, adequate number of hand held microphones are made available.</li> <li>Ensure the training materials are available in adequate quantities for group works.</li> </ul>	Preparation Plan I: Registration and Logistics Arrangement Plan PITI_Registration		Training Organiser/ Facilitator

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
<p>Opening Session: (organised in a semi-formal manner)            Purpose: (i) To share objectives of the training – supporting the Government of Nepal in building capacity of Municipal Governments on Disaster Risk Reduction and Management (DRM)</p>				
<p>9:00 – 9:45 (45 minutes)</p>	<p>Schedule:  <b>Activity 1: Opening Session</b></p> <ul style="list-style-type: none"> <li>• Welcome the guests, participating municipal leaders and officials. Invite a representative among female leaders also.</li> <li>• Request the pre-determined guest to chair the session</li> <li>• Present the welcome remarks and introduction of the objectives of the workshop</li> <li>• A brief introduction of participants</li> <li>• Keynote remarks by participating Mayors/ Chairpersons of municipalities and rural municipalities</li> <li>• Keynote remarks by guests from concerned ministries (if present) and by the Chair of the session</li> <li>• Briefing on logistics arrangement and close the opening session</li> </ul>	<p>Training Start Plan 1:            Organising the Opening Session</p>		<p>Training            Organiser/            Facilitator</p>

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
9:45 – 10:00 (15 minutes.)	<p>Activity 2: Pre-Test questionnaire</p> <ul style="list-style-type: none"> <li>Pre-training assessment of participants' knowledge on DRM</li> <li>Collect the DRM checklist</li> </ul>	<ul style="list-style-type: none"> <li>○ IT1_Pre-Test</li> <li>○ IT2 DRM Checklist</li> </ul>		Facilitators
10:00 – 10:30 (30 minutes)	<p>Activity 3: Self-reflection by participants on their DRM experience</p> <p>Purpose:(i) To introduce participants with each other, (ii) To ease the learning environment in the training hall, and (iii) To help the participants visualize their roles and responsibilities in preparedness and response to disasters</p> <p>Session Schedule:</p> <ul style="list-style-type: none"> <li>Brief self-introduction by participants</li> <li>Recalling and sharing a moment where each of the participants felt proud in their most recent experience in disaster preparedness and response activities</li> <li>Facilitators to capture and summarise the key leadership traits and actions and to relate the same to the DRM session topics included in the training</li> </ul>		Individual reflections, group discussion and summarizing the key points on leadership and key actions involved during disaster response	

Core Subject Module I - Conceptual Understanding of Disaster Risk Reduction and Management

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
Session 1: Understanding Disaster Risks and DRM policies and Priorities of the Government of Nepal Learning objective: (i) To build understanding on hazards, exposure, vulnerability and disasters in Nepal, (ii) To familiarize the participants in DRM terminology and DRM Cycle, and (iii) To familiarize participants with DRM Policies and Priorities of the Government of Nepal.				
10:30 – 11:00 (30 minutes)	<p><b>Activity 1: Understanding, Hazards, Exposure, Vulnerabilities and Disasters</b></p> <p>Presentation and group discussions on:</p> <ul style="list-style-type: none"> <li>• Hazard, exposure, vulnerability</li> <li>• Disaster Risk Profile</li> <li>• Vulnerability and vulnerable groups</li> <li>• DRM Cycle</li> <li>• DRM Terminology</li> </ul>	SIT1_DRM Introduction SIT2_DRR Terminology	PowerPoint Presentation, Discussion	Facilitators
11:00 – 11:15 (15 minutes)	Tea Break			
11:15 – 12:15 (60 minutes)	<p><b>Activity 2: DRM Localization</b></p> <ul style="list-style-type: none"> <li>• Presentation on DRM Acts, Policies and priorities and DRM Institutional mechanism from Federal to Local Level</li> <li>• Presentation on Localization of DRM with specific focus on Roles and Responsibilities of Local Government</li> </ul>	SIT3_DRM Localization SIT3_MOFAGA_DRM Governance	PowerPoint Presentation, Discussion	MoHA/ MoFAGA/ Facilitator
12:15– 1:00 (45 minutes)	<p><b>Activity 3: Group work on municipality's' experience in DRM</b></p> <ul style="list-style-type: none"> <li>• Group work on pre and post disaster work of municipalities</li> </ul>	SIT4_Municipality experience	Group Exercise; Presentation	

1:00 – 2:00 (60 minutes)	Lunch Break			
Core Module 2 Overview of Disaster Risk Reduction and Management and its governance in Nepal				
Session 2: DRM Governance (Institutional and legal provision) in Nepal				
Learning Objective: (i) To familiarize participants with key provisions in DRM Acts, Rules, Policies of the Government of Nepal (GoN) with regard to DRM institutions, roles and responsibilities of federal, provincial, district and local levels, (ii) To familiarize the municipal leaders and officials on roles and responsibilities of the Local Government in DRR and DRM.				
2:00 – 2:15 (15 minutes)	<p>Session Schedule</p> <p>Activity 1:- Defining National DRR Plan and Policy and Strategy</p> <ul style="list-style-type: none"> <li>• Presentation</li> </ul>	<p>S2T1_DRM Governance in Nepal</p> <p>S2T2_DRM Roles and responsibilities</p>	<p>PowerPoint Presentation;</p> <p>Group work and Question and Answers</p>	<p>Facilitators/ Participants</p>
2:15 – 2:30 (15 minutes)	<p>Activity 2:- Defining Local DRR Plan and Policy including emphasis on GESI in the mandate of the local government</p> <ul style="list-style-type: none"> <li>• Presentation</li> </ul>			
2:30 – 3:00 (30 minutes)	<p>Activity 3:- Roles and Responsibilities of various DRM institutions.</p> <ul style="list-style-type: none"> <li>• Group Work on the specific role and responsibility of various institution of DRM Summarize the presentations from different groups</li> </ul>			

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
<p>Session 3: DRM Governance at the local level - preparing and endorsing the Local DRM Act</p> <p>Learning Objective To familiarize municipal leaders and officials on their responsibility towards preparing, endorsing and implementing the Local DRM Act.</p>				
<p>3:00 – 3:15 (15 minutes)</p>	<p>Session Schedule</p> <p><a href="#">Activity 1:- Defining Local DRM Act</a></p> <ul style="list-style-type: none"> <li>Brainstorm sessions on the experience of municipalities which have prepared their local DRM Act.</li> <li>Ask the participants to share two to three major things from the process, achievements GESI related provisions and challenges of such local DRM Act.</li> </ul>	<p>S3T1_Local Level DRM Act</p> <p>S3T2_Local DRM Act preparation</p>	<p>PowerPoint</p> <p>Presentation and group exercise combined with Q&amp;A,</p>	<p>Facilitators/ Participants</p>
<p>3:15 – 3:30 (15 minutes)</p>	<p><a href="#">Activity 2:- Contextualization of disaster risks</a></p> <ul style="list-style-type: none"> <li>Ask each municipality to list hazards/disaster risks prevalent in their context</li> <li>Groups share their contextualized hazards/disaster risks</li> <li>PowerPoint present and discussions on draft of Local DRM Act</li> </ul>			
<p>3:30 – 3:45 (15 minutes)</p>	<p>Tea Break</p>			

3:45 – 4:15 (30 minutes)	<b>Activity 3:- Understanding Local DRM Act</b> <ul style="list-style-type: none"> <li>• Groups read the roles and responsibilities sections of the Local DRM Act</li> <li>• Groups present what they understood about those roles and responsibilities mentioned in the Local DRM Act</li> </ul>	S3T1_Local Level DRM Act S3T2_Local DRM Act preparation	PowerPoint Presentation and group exercise combined with Q&A,	Facilitators/ Participants
4:15 – 4:30 (15 minutes)	<b>Activity 4:- Prepare and Update of the Local DRM Act in Action Plan</b> <ul style="list-style-type: none"> <li>• Draft Plan for updating the Local DRM Act in Respective Municipalities</li> <li>• Summarize their presentations to help participants internalize the contents of the Local DRM Act</li> </ul>			
<p>Session 4: Local Disaster Management Committee (LDMC) and its roles and responsibilities in DRR Learning Objective To familiarize municipal leaders and officials with functions of LDMC and to agree on a time line for making LDMC fully operational.</p>				
4:30 – 5:00 (30 minutes)	<b>Activity 1: Web Game on Networking (Roles and Responsibilities of the LDMC)</b> <ul style="list-style-type: none"> <li>• Group work</li> </ul>	S4T1_LDMC Roles and Responsibilities	PowerPoint Presentation with Q&A, Group Exercise	Facilitators/ Participants
5:00	Closing of the Day			

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
Day 2 9:00 – 9:15 (15 minutes)	Recap of Day 1 What has been the most interesting learning? What has been the biggest surprise that I have discovered? What is the most urgent thing to do in the municipality with regard to the topic discussed ?			
9:15 – 9:30 ( 15 minutes)	<b>Activity 2:- Presentation on the LDMC</b> <ul style="list-style-type: none"> <li>Brainstorm on the status of formation of LDMCs in municipalities</li> <li>PowerPoint presentations from the extracts of the Local DRM Act and Local Government Operations Act</li> </ul>	S4T1_LDMC Roles and Responsibilities S4T2_LDMC Formation	PowerPoint Presentation with Q&A, Group Exercise	Facilitators/ Participants
9:30 – 9:45 (15 minutes)	<b>Activity 3:- Brainstorming Session on the Formation of LDMC</b> <ul style="list-style-type: none"> <li>Group discussion</li> <li>Update of LDMC/WDMC formation in Work Plan</li> </ul>			
<b>Session 5: Disaster Management Fund Mobilization at the Local Level</b> Learning Objective To build knowledge of municipal leaders and officials on the existing GoN provisions on financial support to disaster affected communities and individuals and to build capacity to develop Emergency Fund Mobilization Guidelines in their respective municipalities.				
9:45 – 10:00 (15 minutes)	Session Schedule <b>Activity 1:- Defining Disaster Management Fund Guideline</b> <ul style="list-style-type: none"> <li>PowerPoint presentations and discussions on Disaster Management Fund in National DRM Act 2075, Local DRM Act 2075, the Guidelines and the National Relief Standard</li> </ul>	S5T1_DRM fund guidelines S5T2_DRM fund mobilisation	PowerPoint Presentation, group discussion, Q&A	Facilitators/ Participants

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
10:00 – 10:15 (15 minutes)	<p>Activity 2: Internalising DRM Fund Guidelines</p> <ul style="list-style-type: none"> <li>Group work - Ask what has been done so far and what could be done in preparedness, response and relief?</li> <li>What are the 'off-budgetary sources' for emergency relief? And what are the sources for 'on-budget' recovery and reconstruction phases?</li> </ul>			
10:15 – 10:45 (30 minutes)	<p>Activity 3:- Contextualization on Targeted Approach of Relief Standard</p> <ul style="list-style-type: none"> <li>Discussion on the updating plan for the Disaster Management Fund Guideline and Relief Standard</li> <li>Making disaster management fund mobilisation GESI sensitive</li> <li>Updating the Plan of action for Local DRM Fund management guidelines</li> </ul>			
<p>Core Module 3 Disaster Risk Assessment : Understanding damage and needs assessment            Session 6: Disaster Assessment Guidelines            Learning Objective To familiarise municipal leaders and officials with Disaster Needs Assessment Tools used for collecting sex, age, diversity disaggregated data for planning relief and response interventions after disasters</p>				
10:45- 11:00 (15 minutes)	<p>Session Schedule</p> <p>Activity 1:- Understanding Disaster Assessment Guideline</p> <ul style="list-style-type: none"> <li>Group discussion on current practice of collecting data after occurrence of disaster</li> </ul>	<p>S6T1_Disaster Assessment Guidelines</p> <p>S6T2_Disaster Assessment Guidelines case</p>	<p>PowerPoint Presentation, group discussion, Q&amp;A</p>	<p>Facilitators/ Participants</p>

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
10:45- 11:00 (15 minutes)	<ul style="list-style-type: none"> <li>• PowerPoint presentation on the Disaster Assessment Guidelines and tools, explaining IRA tools particularly in detail.</li> <li>• Power point presentation of Gender Analysis and introduce tools for Rapid Gender Needs Assessment</li> <li>• Local level responsibility for MIRA</li> </ul>			
11:00 – 11:15	Tea Break			
<p>Simulation Exercise on using IRA Tools</p> <p>Learning Objective To familiarize the municipal leaders and staff members on the assessment process in IRA and MIRA</p>				
11.15 – 12:15 (60 minutes)	<p>Simulation Exercise on</p> <p><b>Activity 2:- Learning the Initial Rapid Assessment (IRA)</b></p> <ul style="list-style-type: none"> <li>• Share the copy of simulation exercise and describe the disaster scenario</li> <li>• Practice data collection through mobile based application and paper based approach, including disaggregated data</li> <li>• Group presentation and experience sharing</li> <li>• Summarizing of Disaster Assessment Guidelines based on simulation exercise</li> </ul>	IRA Manual (updated)	Group Work	Facilitators/ Participants
<p>Session 7: Provision of Emergency Operation Centres (EOC)</p> <p>Learning Objective To familiarize the participants on operational procedures of Local Emergency Operation Centres (LEOC) and on their operational linkage with the National, Provincial and District level Emergency Operation authorities</p>				

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
12:15 – 12:30 (15 minutes)	<p>Activity 1: Presentation on process flow chart within the communication network, i.e. NEOC, PEOC, DEOC, LEOC</p> <ul style="list-style-type: none"> <li>• Presentation on Emergency Operation Centres from Federal to Local levels, their functions and institutional hierarchy</li> </ul>	S7T1_LEOC PEOC NEOC S7T2_Group Work	PowerPoint Presentation, group discussion, Q&A, Group Exercise	Facilitators/ Participants
12:30 – 12:45 (15 minutes)	<p>Activity 2: Group Discussion</p> <ul style="list-style-type: none"> <li>• Has LEOC been formed in each participating Municipality?</li> <li>• Has LEOC Guideline been formed in each participating Municipality?</li> <li>• Has there been sharing of Action plan on LEOC formation at municipal level?</li> </ul>			
<p>Session 8: Early Warning System (this session will be dealt as an integral function of the LEOC)</p> <p>Learning Objective To familiarize participants on the components and process of Early Warning System and designing GESI transformative EWS</p>				
12:45 – 1:00 (15 minutes)	<p>Session Schedule</p> <p>Activity 1:- Sharing experience of municipalities on EWS and share experiences on child friendly early warning system, gender friendly early warning system and disability friendly early warning system.</p> <p>Open discussion</p>	S8T1_Early Warning System S8T2_EWS Group Work		
1:00 – 2:00	Lunch break			

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
2:00 – 2:30 (30 minutes)	<p>Activity 2:- Presentation on the concept and components of EWS</p> <ul style="list-style-type: none"> <li>• PowerPoint presentations on EWS focus on child friendly early warning system, gender friendly early warning system and disability friendly early warning system</li> <li>• Discussion and clarification on components and approaches</li> <li>• Summarize on linking EWS into the DRR initiative as well as in the Emergency Operation Centre procedures.</li> <li>• Support municipalities action plan if they want to initiate EWS</li> </ul>	<p>S8T1_Early Warning System</p> <p>S8T2_EWS Group Work</p>		
<p>Core Module 4 Integrating Disaster Risk into Municipal Development Planning Process</p> <p>Session 9: Local Disaster Climate Resilience Plan (LDCRP)</p> <p>Learning Objective To orient participants on LDCRP Tools and to develop a timeline for a fully implemented LDCRP</p>				
2:30 – 2:45 (15 minutes)	<p>Session Schedule</p> <p>Activity 1:- Understanding Local Disaster Climate Resilience Plan (LDCRP)</p> <ul style="list-style-type: none"> <li>• Ask participants on what the Preparedness measures done by the Municipality have been</li> <li>• Discuss about indigenous knowledge and role of women for building resilience</li> <li>• PowerPoint presentations on LDCRP and VCA Tools</li> </ul>	<p>S9T1_LDCRP process and tools</p> <p>Municipal level 7 steps Planning Process</p>	<p>PowerPoint Presentation, group discussion, Q&amp;A,</p>	<p>Facilitators/ Participants</p>

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
Session 9 a: Group Exercise on using VCA Tools				
Learning Objective To familiarize participants with the tools used in LDCRP and to enable them to integrate its plans in the municipal planning process				
2:45 – 3:00 (15 minutes)	<ul style="list-style-type: none"> <li>Continue presentations on LDCRP and VCA Tools</li> </ul>	S9T1_LDCRP process and tools		
3:00 -3:15 (15 minutes)	Tea Break			
3:15 -4:15 (60 minutes)	Simulation Exercise continued <b>Activity 2:- Internalizing Local Disaster Climate Resilience Plan (LDCRP)</b> <ul style="list-style-type: none"> <li>Groups present on the exercise focusing on hazards and vulnerabilities (especially about women, poor and vulnerable group)</li> <li>Summarize presentations and highlight how LDCRP integrates DRR with CCA and the need to mainstream these into development planning</li> <li>Update on the timeline on which LDCRP will be drafted and updated in Work Plan</li> </ul>	S9T2_LDCRP group Work		
Session 10: Mainstreaming Inclusive DRR in Development: Mainstreaming in Development Plans of municipalities				
Learning Objective To emphasize importance of mainstreaming DRR in Development Process				
4:15 – 4:30 (15 minutes)	Session Schedule <b>Activity 1:- Understanding Inclusive DRR in Development Process</b> <ul style="list-style-type: none"> <li>Present on the intensity of disaster in the Development initiatives</li> </ul>	S10T1_Mainstreaming DRR in Dev S10T2_Mainstreaming DRR GrpWork	PowerPoint Presentation with Q&A	Facilitators/ Participants

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
4:30 – 5:15 (45 minutes)	<p>Activity 2:- Internalizing Inclusive DRR and CCA in Development Process</p> <ul style="list-style-type: none"> <li>• Ask 4 groups to work with mainstreaming inclusive DRR and CCA in various committees of their respective Municipalities</li> <li>• Ask 2 groups to work with mainstreaming inclusive DRR and CCA from planning to implementation and monitoring phase</li> <li>• Guide the participating municipalities to prepare on the group work.</li> <li>• Group presentations Summarize on the necessity of mainstreaming LDCRP findings in the Municipal planning process keeping inclusion at the centre of the task</li> </ul>			
5:15	Closing of the day			
Day 3 9:00-9:15 (15 minutes)	Recap of Day 2			

Session 11 : Mutual Cooperation between Local Governments for Joint DRM actions

Learning Objective To sensitize municipal leaders and officials on successful pathways towards DRM through successful interventions in DRM of different municipalities

<p>9:15 – 10:00 (45 minutes)</p>	<p>Session Schedule Activity 1:- Understanding success factors of Disaster Preparedness and Response initiatives</p> <ul style="list-style-type: none"> <li>Ask the participants from each municipality to prepare and present one or two successful DRM initiatives of their respective municipalities by explaining the (i) Process of developing such initiatives, (ii) The achievements of such DRM initiatives and (iii) The challenges in implementing these initiatives.</li> </ul>	<p>SIITI_Sharing DRM Experiences</p>	<p>Presentation by municipalities group discussions; Synthesizing factors behind their successful efforts</p>	<p>Participating Municipality  Facilitators/ Participants</p>
<p>10:00 – 10:30 (30 minutes)</p>	<p>Activity 2:- Internalizing success factors from other municipalities</p> <ul style="list-style-type: none"> <li>Groups discuss and prepare plans to develop similar initiatives for their own municipalities</li> <li>Summarize the learnings from each of the presentations on the successful processes, achievements and challenges</li> </ul>			
<p>10:30 -11:00 (30 minutes)</p>	<p>Activity 3:- Enhancing mutual Cooperation between local governments for joint DRM initiatives</p> <ul style="list-style-type: none"> <li>Groups discuss and prepare plans to develop joint initiatives between municipalities Summarize the learnings from each of the presentations on the successful processes, achievements and challenges</li> </ul>			

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
11:00 – 11:15	Tea Break			
	Core Module 5 Enhancing Emergency Preparedness and effective response			
Session 12: Disaster Preparedness and Response Plan (DPRP) Learning Objective To sensitize municipal leaders and officials on Municipality's role in coordinating response and relief efforts and to develop a timeline for a fully operational DPRP				
11:15 – 11:30 (15 minutes)	Session Schedule <b>Session 10 : Disaster Preparedness and Response Plan</b> <ul style="list-style-type: none"> <li>PowerPoint presentations on National Disaster Response Framework (NDRF)</li> <li>Introduction of DPRP</li> <li>Importance of DPRP</li> </ul>	S12T1_ DPRP S12T2_ DPRP Group work	PowerPoint Presentation, group discussion, Q&A	Facilitators/ Participants
11:30 – 12:00 (30 minutes)	<b>Session 10 A : Enhancing capacity for preparing DPRP</b> <ul style="list-style-type: none"> <li>Agency Mapping tool for LSA and CLA</li> <li>Brainstorming Sessions :- Group Work on roles and responsibilities of clusters and Gallery Walk by participants for adding the missing points;</li> <li>Followed by PowerPoint presentations after the group exercise</li> </ul>			

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
Session 13: Humanitarian Principles, CHS and GESI in DRM Learning Objective: To make elected representatives and officials of municipalities aware about the disaster affected people's rights to life with dignity, to protection, to impartial assistance and to claim assistance for remedy and recovery from /GBV/abuse/exploitation/ harassment				
12:00 – 12:30 (30 minutes)	<b>Activity 1:- PowerPoint Presentation</b> <ul style="list-style-type: none"> <li>• Humanitarian Principles</li> <li>• SPHERE Protection Principles</li> <li>• Core Humanitarian Standards</li> <li>• General Recommendations of the Committee on the Elimination of Discrimination against Women (CEDAW) and Beijing Platform for Action</li> <li>• Gender in humanitarian action (Inter Agency Standing Committee (IASC)</li> <li>• Agenda for humanity (emphasize LNOB)</li> <li>• Emphasise at the end of the presentation, the importance of adhering to these Core Humanitarian Principles and Standards.</li> </ul>	SI3T1_Humanitarian Principles and CHS SI3T2_Humanitarian Principles and CHS	Presentation, Discussion	
12:30 – 1:00 (30 minutes)	<b>Activity 2: GESI mainstreaming and Protection from Gender Based Violence in DRM</b> <ul style="list-style-type: none"> <li>• Presentation on GESI Framework and Gender Age Marker</li> <li>• Presentation on 5 steps of GESI mainstreaming.</li> <li>• Group work to ways to mainstream GESI on all phases of DRM.</li> </ul>		Group work, Plenary sharing	

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
12:30 – 1:00 (30 minutes)	<ul style="list-style-type: none"> <li>• Discussion on tools, checklist (gender profiles, gender checklist for disaster preparedness, response)</li> <li>• Discussion on prevention of sexual exploitation, abuse and sexual harassment</li> <li>• Discussion on the challenges faced in mainstreaming and way forward.</li> </ul>			
1:00 – 2:00	Lunch break			
<b>Session 14: Identification and protection of Open Spaces and CCCM</b> Learning Objective To familiarize with safe evacuation route, open space, camp coordination and camp management for protection of and assistance to people affected or displaced by disaster; climate or human induced risks				
2:00 – 2:45 (45 minutes)	Session Schedule <b>Activity 1: Open spaces and CCCM</b> <ul style="list-style-type: none"> <li>• Presentations</li> <li>• Discussions on open spaces and CCCM</li> </ul>	S14T1_Open Spaces S14T2_CCCM S14T3_Reading material		IOM/ Facilitators/ Participants
<b>Session 15 : Risk Financing and Transfer Mechanism</b> Learning Objective To enable municipal authorities (i) To explore alternative ways to finance disaster preparedness activities to minimize risks, (ii) To explore alternative ways of seeking public, private partnerships for disaster risk transfer alternatives to mitigate impact of disaster risks.				
2:45 – 3:15 (30 minutes)	Session Schedule <ul style="list-style-type: none"> <li>• Presentation on Risk Sharing, Risk financing and Risk transfer through sharing examples and best practices</li> </ul>	S15T1_Risk financing and risk transfer	Presentation and discussion	Facilitators/ Participants

Session and Duration	Objectives	Tools/ Reference Materials for Sessions	Method	Training facilitator
Session 16: Roadmap of actions Purpose To summarize commitments of Municipalities on developing and endorsing various local DRM acts, policies, strategies and plans in a single document of Plan of Actions, with deadlines and responsibilities.				
3:15-3:45 (30 minutes)	Session Schedule: Activity 1: Group work from municipal leaders and officials to draft the action plan for their DRM related institutional set up and endorsement of their DRM acts, rules and policies.	S16T1_Group work Plan of Action	Group Work	Participants
3:45-4:15 (30 minutes)	Activity 2: Endorsement of the Declaration by Municipality/ rural municipality on Local DRM	S16T2_Declaration		
Post-training Test 4:15-4:45 (30 minutes)	Purpose To check the increased level of knowledge of the participants on their roles and responsibilities for enhanced DRM in their municipalities and effectiveness of the training <ul style="list-style-type: none"> <li>• Post-training test</li> <li>• Evaluation of the Training</li> </ul>	S17T1_Post-Test S17T2_Evaluation	Evaluation questionnaires	Participants
Closing session 4:45 – 5:15 (30 minutes)	Purpose <ul style="list-style-type: none"> <li>• Closing remarks by participants</li> <li>• Closing remarks by MoFAGA, IOM (if present)</li> <li>• Next steps on the DRM training manual</li> </ul>			Participants/ Facilitators/ IOM

# SESSION I

## UNDERSTANDING DISASTER RISKS, DRM POLICIES AND PRIORITIES OF THE GOVERNMENT OF NEPAL



# BACKGROUND INFORMATION

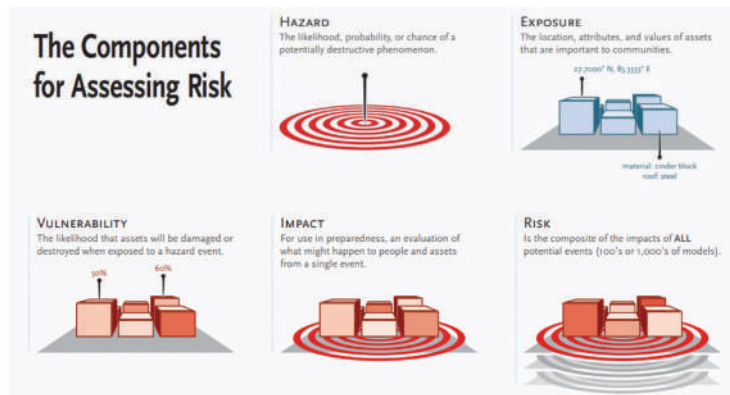
## THIS SESSION IS RELATED TO THE CORE MODULE I - CONCEPTUAL UNDERSTANDING OF DISASTER RISK REDUCTION AND MANAGEMENT

This is an introductory session consisting of three sub-sections – the first being, the basic concepts of Hazards, Exposure, Vulnerability and how they manifest into Disaster Risks. This section also introduces basic terminologies of DRM as defined by the GoN, so as to bring uniformity in understanding and conformity in the use of such terms, as they will be cited and referred to frequently in the sessions throughout the training. The second section discusses more on the policies, priorities and institutional mechanism of the Government of Nepal on Disaster Risk Reduction and Management. And the third focuses more on immersing local level participants in pre and post-disaster functions in their respective municipalities.

It is important to enable participants to clearly understand what is meant by Hazards, and when these hazards turn into disaster risks. Consequently, it is also important to make them understand who are exposed to or vulnerable to disaster risks and why it is important to identify such vulnerable groups. [These descriptions are covered in the presentation S I T1\_DRM Introduction and S I T2\_DRR Terminology].

### HAZARD<sup>3</sup>

Hazard is a potentially damaging physical event, phenomenon or a human activity. They may be active or may remain in latent conditions, but however they may cause loss of life or injury, property damage, social and economic disruption or environmental degradation. Hazards can be single, sequential or combined in their origin and effects. Each hazard is characterized by its location, frequency and probability.



Source: World Bank. 2014. Open Data for Resilience Field Guide. Washington, DC: World Bank. License: Creative Commons Attribution CC BY 3.0.

<sup>3</sup> Some of these terminologies are extracted from Disaster Risk Management Training Package of IOM in Timore Leste.

## HAZARDS MAY BE NATURALLY OCCURRING PROCESSES SUCH AS

- Geophysical (e.g. earthquake, volcano, tsunami, dry land slide)
- Hydrological (e.g. flood, wet landslide, inundation)
- Meteorological (e.g. storm, cyclone, typhoon, hurricane, excessive rain)
- Climatological (e.g. extreme temperature, heat/cold wave, fire, draught)
- May be caused by biological agents (such as epidemic, insect infestation, animal stampede)
- Induced by human beings (such as nuclear, technological, chemical, industrial hazards)

## EXPOSURE

Not all people are in equal danger of being affected by hazards. Communities residing in hazard prone areas are exposed more to such hazards. Marginalised communities, or people who have been neglecting the force and impact area of natural forces are exposed more to hazards.

## VULNERABILITY

Vulnerability on the other hand is lack of capacity to move away from such exposure to hazards. This may be due to poverty, environmental degradation or lack of alternative options. A poor fishing community living by the riverside with no alternative livelihood options are vulnerable to floods. A woman having no citizenship identity card may be barred from receiving the relief support during disasters.

## CAPACITY

Every community will have some sort of capacity to cope with disasters. Capacity could exist in the form of their resource holdings, their social networks or their entitlements, and are basically factors which help the community to reduce their vulnerabilities, prevent (reduce or mitigate) risks and recover from disasters. These are the positive strengths of the community.

## RISKS

Hazards when combined with vulnerability turn into risks, posing threat to lives and assets of the people. This is usually expressed by the following relation –

$$\text{Risk} = \frac{\text{Hazard} \times \text{Exposure} \times \text{Vulnerability}}{\text{Capacity}}$$

Risk = Hazards x Vulnerability. Some others define this relation as -

## **DISASTERS**

A disaster is culmination of risks causing widespread negative consequences on lives and assets of exposed and vulnerable people (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged). Disasters cause widespread human, material, economic and/or environmental losses, which exceed the ability of the affected community or society to cope with using its own available resources. Thus disaster is a causative agent which results in the society's inability to function normally.

## **DISASTER RISK MANAGEMENT (DRM)**

DRM can best be described as a systematic process, which involves the utilization of administrative decisions, organisations, operational skills and capacities, executed to implement a series of policies, strategies and coping capacities of the society and communities, so as to ultimately achieve the goal of lessening the impacts of natural hazards and related environmental and technological disasters. DRM comprises all forms of activities, including structural and non-structural measures to avoid (prevent) or to limit (mitigate and prepare) the adverse effects of hazards. These are all discussed in a Disaster Management Circle that includes the following stages:

## **DISASTER RISK REDUCTION (DRR)**

DRR is a conceptual framework of elements considered with the possibilities of minimising vulnerabilities and disaster risks throughout a society, to avoid (prevent) or to limit (mitigate and prepare) the adverse impacts of hazards, within the broad context of sustainable development.

The disaster risk reduction framework is composed of the following fields of action (as described in ISDR's publication 2002 "Living with Risk: a global review of disaster reduction initiatives", page 23):

- Risk awareness and assessment, including hazard analysis and vulnerability/capacity analysis
- Knowledge development, including education, training, research and information
- Public commitment and institutional frameworks, including organizational, policy, legislation and community action
- Application of measures, including environmental management, land-use and urban planning, protection of critical facilities, application of science and technology, partnership and networking, and financial instruments

- Early warning systems, including forecasting, dissemination of warnings, preparedness measures and reaction capacities. The Trainer/ Facilitator will have to introduce these concepts through the Disaster Risk Management Cycle

## **DISASTER PREPAREDNESS**

Some disasters are preventable but others may not be. During the time of building on the disaster risk reduction activities, the communities and societies need to put in place structures, build knowledge and the capacity to cope with eventuality of disasters. Being prepared means enhancement in knowledge, capacity and confidence to protect/minimise lives and people from impact of disasters.

## **DISASTER RESPONSE**

After the onset of disasters, quick actions are crucial for rescuing people and their belongings and for the response activities that include:

- Short term relief support to prevent further loss of lives and assets of people
- To protect dignity of affected people and to protect them from any cruel, inhumane treatment, or abuse
- To provide recovery (rehabilitation and reconstruction) support

## **GENDER EQUALITY AND SOCIAL INCLUSION IN DRM**

The Constitution of Nepal, in its part 3 has guaranteed non-discrimination as a fundamental right of all. It has enshrined the duties of the state to make special provisions by law for the protection, empowerment or development of the citizens including the socially or culturally backward women, Dalit, indigenous people, indigenous nationalities, Madhesi, Tharu, Muslim, oppressed class, Pichhada class, minorities, the marginalized, children, senior citizens, gender and sexual minorities, persons with disabilities, persons in pregnancy, incapacitated or helpless, or those from backward regions.

Increasing effects of climate change exacerbates disaster risks and disproportionately affect the most vulnerable, mostly women, girls, people with disability, people living with HIV/AIDS, gender minorities, single women, senior citizens, socially excluded groups. For instance, vulnerable sectors of society like poor people, women, elderly, and persons with disabilities, are more exposed to disaster risks since they have limited access to critical resources to deter these. UNISDR indicates that women are more vulnerable in disasters and they are the most affected. The poor and predominantly female and elderly populations are characterized by higher economic vulnerability as they suffer proportionally larger losses in disasters and have limited

capacity to recover. A gendered perspective to DRR helps to focus attention on the distinct gender-specific capacities and vulnerabilities to prepare, confront, and recover from disasters.

Disasters affect men and women, boys and girls, rich and poor; vulnerable and capacitor; old, young and children and different social groups differently. In many contexts gender and social inequalities constrain the influence and control of such groups over decisions governing their lives as well as their access to resources. Due to existing socio-economic conditions, cultural beliefs and traditional practices, women are more likely to be disproportionately affected by disasters, including increased loss of livelihoods, gender-based violence, and even loss of life during, and in the aftermath of, disasters. Hence, the empowerment of women is a critical ingredient in building disaster resilience. A gendered perspective to DRR helps to focus attention on the distinct gender-specific capacities and vulnerabilities to prepare, confront, and recover from disasters. It emphasizes the participation, leadership and access to services for women and other vulnerable and excluded groups in DRR. It prioritizes gender and social inclusion analysis with sex, age and diversities disaggregated data, targeted actions for women, vulnerable and excluded groups, promotes prevention of sexual exploitation, abuse, sexual harassment and gender-based violence, designs programmes that address the needs, concerns and vulnerabilities of women and other excluded and vulnerable groups in disaster.

The Sendai Framework for Disaster Risk Reduction 2015-2030 calls for a paradigm shift through dedicated action to tackle underlying disaster risk drivers and as a matter of principle including gender in all policies and practices. Any DRM policy and practice need for more specific references to vulnerable and disadvantaged groups and need to include commitment to “develop and implement guidelines for the protection of vulnerable groups and the prevention of gender based violence in emergencies.” Furthermore, such policies and practices should focus on building resilience capacities of people not just infrastructure.

## **DRR TERMINOLOGY**

The terminologies used to describe various stages and tasks in disaster risk management needs to be thoroughly understood so as to be able to understand the government documents properly and to conform to the same while developing any local DRM acts, policies and/or guidelines. Several documents define and make frequent use of such terminologies. Given that this training is primarily about building capacities of local governments, it relies heavily on the DRR terminologies as defined by the GoN.

The SENDAI Framework for DRR 2015-2030 has summarized the above actions into four priority categories:

Priority 1: Understanding disaster risk

Priority 2: Strengthening disaster risk governance to manage disaster risk

Priority 3: Investing in disaster risk reduction for resilience

Priority 4: Enhancing disaster preparedness for better effectiveness

## **DRM POLICIES AND PRIORITIES OF THE GOVERNMENT OF NEPAL**

The Constitution of Nepal has enshrined protection from disaster risks as a priority responsibility for all levels of the government of Nepal (GoN). Schedule 7 of the Constitution stipulates the shared responsibility of the Federal and Provincial governments; Schedule 8 – the sole responsibility of Local Governments and Schedule 9 – the shared responsibility of Federal, Provincial and Local Governments for DRM. The GoN has endorsed the Disaster Risk Reduction and Management Act 2017 (Amended 2018) and its Regulations (2019). The Government is pouring in constant effort for developing institutional mechanism of the National Disaster Risk Reduction and Management Authority (NDRMA, in short NDMA) as quickly as possible. With recent appointment of its Chief Executive Officer, this process is expected to progress rapidly now. The Local government Operations Act 2017 stipulates disaster risk management as one of the priority responsibilities of the local governments. In line with the SENDAI Framework, the GoN has also endorsed National Policy on Disaster Management 2017 and the DRR National Strategic Plan of Action 2018-2030 as well. Ministry of Home Affairs (MoHA), being the nodal ministry of disaster response, has brought the National Disaster Response Framework (2019) into effect, provided Standard Operating Procedures (SOPs) for Emergency Operations Centres (EOCs) and is rolling out the national Disaster Management Information System (DIMS), named BIPAD, as well. MoHA is also supporting local Governments to prepare disaster response plans, a task that will be managed by NDRMA later on. [These descriptions are covered in the training tool: SIT3\_DRM Localization]

Ministry of Federal Affairs and General Administration (MoFAGA), as the nodal ministry for building capacity of Provincial and Local Governments, has brought out the National Strategy for Resilient Urban Communities (NSRUC), and is in the process of finalising the Local Disaster and Climate Resilience Plans (LDCRP) to support local governments in order to prepare their disaster preparedness plans. MoFAGA has also provided model Local DRM Act, Disaster Emergency Fund Management Guidelines, in order to facilitate the formation of Local Disaster Management Committees (LDMC), to support

local governments to set up their own legal and institutional frameworks for the management of disaster risk reduction, mitigation, preparedness, rescue, relief, rehabilitation and reconstruction. [These descriptions are covered in the training tool: SIT3\_MOFAGA\_DRM Governance]

Ministry of Urban Development (MoUD) supports all local governments to promote building code to make build structures safe for people living working therein.

All these concepts need to be internalised by the participants to understand how these are related to DRM roles and responsibilities at the local level. [Reference: SIT4\_Municipality Experience].

## **HINTS FOR THE TRAINER/FACILITATOR**

An official from MoHA or MoFAGA may be present during the opening session who may present the synopsis of the GoN policies, strategies and guidelines on DRM. In other situations where the official representatives are not present, the Trainer/Facilitator should assume the responsibility of introducing these policies and priorities. This should be followed by presenting details on the roles and responsibilities of federal, provincial and local governments. In particular, the facilitator should explain and focus more on the roles and responsibilities of the local governments.

Before introducing the concepts on DRM, the Trainer/Facilitator should encourage each participant to share a first-hand experience in dealing with a pre and post disaster scenario. There is an exercise [tool: SIT4\_Municipality experience] designed specifically for this purpose. This exercise will help the participants to better understand the different stages of the Disaster risk reduction, preparedness and response, and to identify the crucial tasks mandatory to be implemented in their municipalities and to work towards achieving disaster resilience.

There is a game [tool: SIT2\_DRR Terminology] included in this session – matching pictures of DRM with their descriptions. The Facilitator should first go through these terminologies themselves, so as to avoid any misinterpretation in the later stages. It is recommended to use the learn-by-fun method to make it easy for the participants to memorise the seemingly similar terminologies. The Trainer/ Facilitator should illustrate the DRR terminology both in Nepali and English language so that the participants understand the various terminologies without much difficulties.

## SESSION PLAN (135 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives By the end of the session, participants will:
(i) To familiarize the participants with DRM Policies and Priorities of the Government of Nepal (ii) To build a common understanding on how disasters affect Nepal (iii) To familiarize the participants on DRM terminologies and DRM Cycle.	<p>Specific Objectives</p> <p>By the end of the session, participants will:</p> <ul style="list-style-type: none"> <li>• Understand the Acts, policies and priorities of GoN on DRM</li> <li>• Understand the vulnerability of Nepal to various disasters</li> <li>• Understand on how disasters affect Nepal</li> <li>• Understand the scale of casualties and economic losses from disasters</li> <li>• Understand the components of the DRM Cycle</li> <li>• Understand the terminologies applied in DRM</li> </ul>

### EXPECTED PARTICIPANTS:

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

### SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
I Hazards, Exposures, Vulnerabilities and Disasters	Day:- I 10:30-11:00 (30 minutes)	<p>Activity I: Understanding, Hazards, Exposure, Vulnerabilities and Disasters</p> <p>Presentation and Group Discussion on</p> <ul style="list-style-type: none"> <li>• Disaster Risk and Hazard Profile</li> <li>• Listing of Hazards in Nepal</li> </ul>	SIT1_DRM Introduction SIT2_DRR Terminology	Print adequate copies of the PowerPoint presentation for participants..

Activity	Timing	Description	Tools	Preparations
		<ul style="list-style-type: none"> <li>Casualties and Economic Losses due to disasters</li> <li>DRM Cycle and Municipality's experience in pre and post scenario in most recent disasters</li> <li>Activity 1 DRM Policies and Priorities of the Government of Nepal</li> <li>Presentation on DRM Policies and Priorities of Nepal</li> </ul>		
2 DRM Acts, Policies and Institutions	11:15 – 12:15 (60 minutes)	<p><b>Activity 2: DRM Localization</b></p> <ul style="list-style-type: none"> <li>Presentation on DRM Acts, Policies and priorities and DRM Institutional mechanism from Federal to Local Level</li> <li>Presentation on Localization of DRM with specific focus on Roles and Responsibilities of Local Government</li> </ul>	SIT3_DRM Localization SIT3_MOFAGA_DRM Governance	Print the PowerPoint presentation in adequate number of copies for participants.
3 DRM experience	12:15 – 1:00 (45 minutes)	<p><b>Activity 3: Group work on municipality's experience in DRM</b></p> <ul style="list-style-type: none"> <li>Group work on pre and post disaster work of municipalities</li> </ul>	SIT4_Municipality experience	Print the game materials - pictures and terminology adequate for each table. Cut and keep the pictures separate from its terminology description.

## DETAILED SESSION ACTIVITIES

<p>Day:- 1 10:30-11:00 (30 minutes)</p> <p>Tea break 11:00-11:15 (15 minutes)</p>	<p><b>Activity 1: Understanding, Hazards, Exposure, Vulnerabilities and Disasters</b></p> <ul style="list-style-type: none"> <li>• Explain through PowerPoint presentations, concepts of hazards, exposure, vulnerability and when a combination of these turn into disaster risks.</li> <li>• Explain the multitude of disasters that Nepal Faces.</li> <li>• Divide the participants in groups by their municipality for group work</li> <li>• Display the group exercise on the screen and ask the groups to think of tasks related to before and after disaster scenarios. Help participants to identify these tasks in various stages of DRM cycle - Disaster Risk Reduction, Mitigation, Preparedness, Rescue, Relief, Rehabilitation and Reconstruction.             <ul style="list-style-type: none"> <li>o Distribute stationery (Newsprint and marker) items to each group</li> <li>o Each group discusses on their experiences in handling pre and post disasters scenario activities.</li> <li>o Guide the participating municipalities in the group work</li> <li>o Participants finalize the group work and present their work Summarize Municipalities' experience and its necessity to manage tasks during the pre and post disaster scenarios, focusing on reduction, mitigation, preparedness, rescue, relief and response and recovery in disasters.</li> </ul> </li> </ul>	<p><b>Objectives</b> To bring uniformity in understanding DRM terminologies</p> <p><b>Tool - SIT1_DRM Introduction and SIT2_DRR Terminology</b></p>
<p>11:15 – 12:15 (60 minutes)</p>	<p><b>Activity 2: DRM Policies and Priorities of the Government of Nepal</b></p> <ul style="list-style-type: none"> <li>• Explain through PowerPoint presentations, the key Policies and Priorities endorsed by the GoN for disaster Risk Reduction and Management.</li> <li>• Invite questions and address those questions.</li> </ul>	<p>To familiarise participants with DRM Acts, policies priorities and institutional mechanism from the federal to local level</p> <p><b>Tool- SIT3_DRM Localization SIT3_MOFAGA_DRM Governance</b></p>

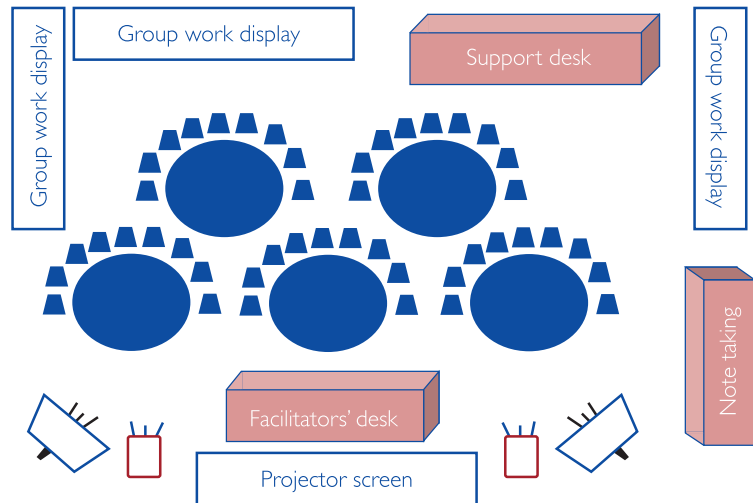
12:15 – 1:00 (45 minutes)	<b>Activity 3: Group work on municipality's' experience in DRM</b> <ul style="list-style-type: none"> <li>Group work on pre and post disaster work of municipalities</li> </ul>	To make participants understand the role of municipalities in before, during and after disaster scenarios Tool- SIT4_Municipality experience
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### SEATING ARRANGEMENT

Seating arrangement should be done as per the layout of the training hall. An ideal seating arrangement is suggested here. This seating arrangement should be continued to all of the remaining sessions.

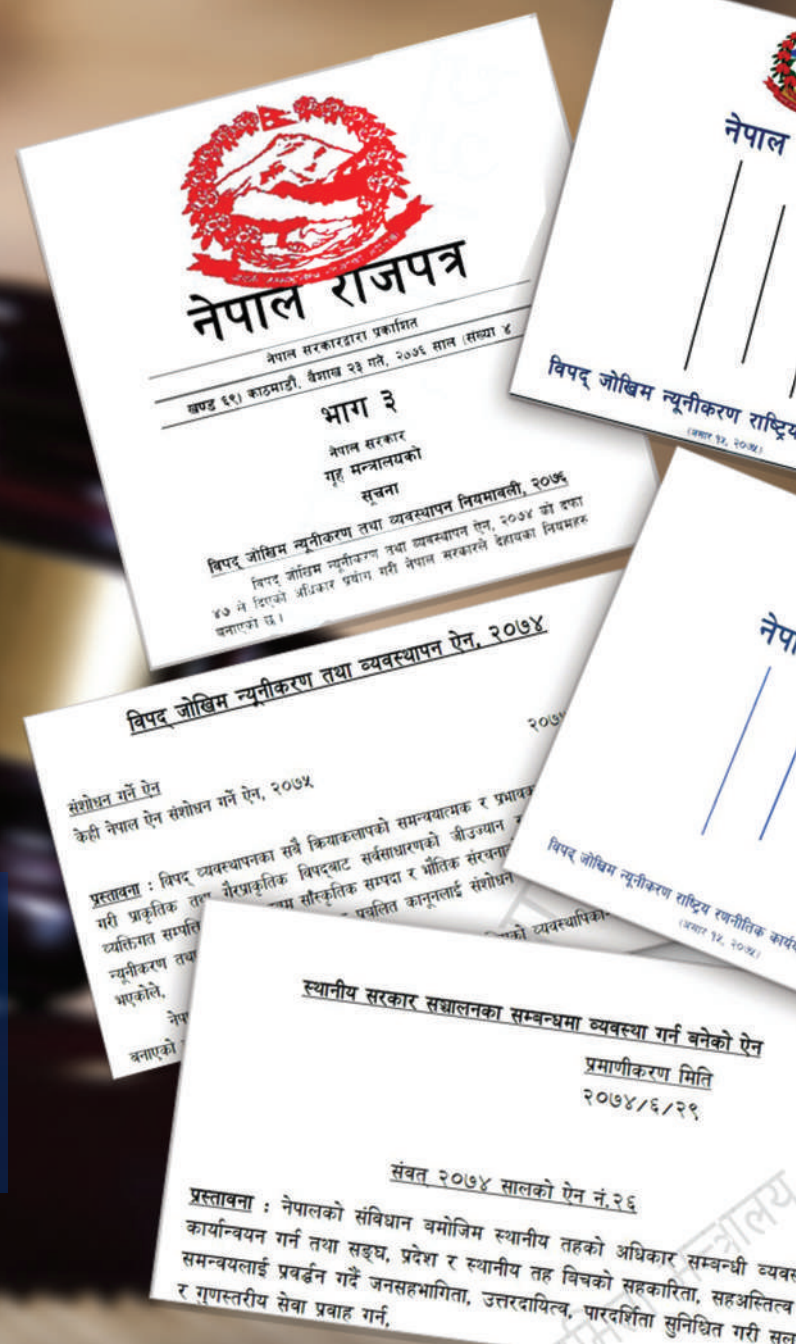
### TRAINING MATERIALS

Adequate quantities of permanent and board markers, masking tapes, double-sided tapes, meta-cards, post-it pads, scissors, staplers and stapler-pins, newsprint papers, brown papers, push pins, punching machines, mouth refresher mints, power connection cords, Power-point projector, hand held microphones and a pin-mics should be arranged throughout the training.



Expected Output	Municipal leaders and officials will understand the differences between hazards, vulnerabilities and disaster risks, and will understand the need to initiate disaster preparedness and response plans.
Means of verification	Group work presentations
Reference Materials	<ul style="list-style-type: none"> <li>• DRR National Strategic Action Plan 2018-2030 (Status on Disaster Pgs. 8-13) <a href="http://drrportal.gov.np/uploads/document/1352.pdf">http://drrportal.gov.np/uploads/document/1352.pdf</a></li> <li>• Terminology on DRR 2072</li> <li>• DRM Act 2074 (Amended 2075) (Terminology Pgs. 1-3) <a href="http://drrportal.gov.np/uploads/document/1509.pdf">http://drrportal.gov.np/uploads/document/1509.pdf</a></li> <li>• Local Level DRM Act (Terminology Pgs. 1-3) <a href="http://mofaga.gov.np/ne/node/128">http://mofaga.gov.np/ne/node/128</a></li> </ul>

## SESSION 2 DRM GOVERNANCE (INSTITUTIONAL AND LEGAL PROVISIONS) IN NEPAL



## BACKGROUND INFORMATION

### **THIS SESSION CONTRIBUTES TO THE CORE MODULE 2 - OVERVIEW OF DISASTER RISK REDUCTION AND MANAGEMENT AND ITS GOVERNANCE IN NEPAL**

Nepal has made substantial progress in endorsing Acts, policies, procedures for DRM Governance at the federal, provincial and local levels. MoHA has developed the National Disaster Response Framework, established the National Emergency Operation Centre, and is forming the National Disaster Risk Reduction and Management Authority. The NDRM Act 2017 has been amended in 2019 to accommodate the provincial governments' request to allow formations of provincial level council for coordinating DRM in various provinces. In order to strengthen the disaster response capacity, MoHA has provided SOPs for the provincial and local level emergency operation centres and has urged local governments to form their respective local level disaster preparedness and response plans.

Similarly, to strengthen institutional capacity of local governments and to manage the DRM efforts, MoFAGA also has provided model local DRM acts, guidelines for Disaster Management Fund and Relief Distribution Procedures. MoFAGA has also been finalising on the local disaster and climate resilience plan (LDCRP) guidelines. There are plenty of policies now on DRM, but the capacity of provincial and local governments are not yet at the adequate level and how they should be. Provincial and Local Governments often raise issues about the lack of adequate number or staff and adequate allocation of resources from the federal government which has been existing as a core factor hindering, among many others, their DRM capacity as well. While this remains to be true to some extent, another major problem is the difficulty for the Provincial and particularly Local Governments to understand and contextualise the very plethora of DRM Acts, policies, strategies, procedures. Moreover, for many of the Local Governments, infrastructural development still remains to be of higher priority, and not disaster preparedness. Many Local Government leaders therefore still only see disaster response mainly, and only, as relief distribution.

This session hence informs the leaders and officials of Local Governments about the Acts, institutions endorsed by the GoN for DRM Governance at the Federal, Provincial, District and Local levels, and enables them to strengthen DRM related systems, procedures and institutions in their own respective municipalities in line with the national DRM acts, policies and institutions. Participants will be familiarized with roles and responsibilities of DRM institutions at various levels so that their municipalities can better collaborate, cooperate and coordinate with various institutions for effective disaster preparedness and response.

## **DISASTER GOVERNANCE (LEGAL PROVISION)**

As per the Constitution, DRM is a common responsibility of all levels of government in Nepal. The Government of Nepal has endorsed the following acts and policies to guide the disaster risk reduction and management activities in Nepal.

- National Disaster Risk Reduction and Management Act 2018 (amended 2019)
- National Policy on Disaster Risk Management 2018
- National Disaster Risk Reduction and Management Rules 2019
- National Disaster Response Framework 2019
- DRR National Strategic Plan of Action 2018-2030
- Relief Standards for Disaster Affected people 2017
- Standard Operating Procedures for Emergency Operation Centres

## **DISASTER GOVERNANCE (INSTITUTIONAL PROVISION)**

Nepal has the following institutional provisions in order to manage disaster risk reduction and response to disasters:

National Disaster Risk Reduction and Management Council is the highest level of DRM institution in Nepal. Led by the Prime Minister, the council approves the national acts, policies and strategies for DRM in Nepal and provides strategic leadership in case of disaster or humanitarian emergencies.

NDRM Executive Committee is chaired by the Home Minister. The Executive Committee prepares DRM acts, policies, strategies for approval of the council.

National Disaster Risk Reduction and Management Authority (NDRMA in short NDMA) under the NDRM Executive Committee, will provide overall leadership for implementing the approved DRM policies and interventions in Nepal. It will be responsible for designing, implementing disaster preparedness and response activities throughout Nepal, through the provincial and local governments.

The National Emergency Operation Centre (NEOC) which is currently being managed by the MoHA will be managed by NDMA later on.

Provincial DRM Council: the Chief Minister will lead the Provincial DRM Council to provide strategic leadership at the Provincial level for DRM policies.

Provincial DRM Executive Committee: the Internal Affairs Minister leads the Provincial level DRM Committee which provides leadership for DRM interventions at the provincial level. This committee also acts as the provincial level disaster risk management committee.

Province Office of NDRMA: Once established, NDRMA will have its province level offices as well. These offices will also be supervised by the provincial DRM committee.

District Disaster Response Committee: the Chief District Officer leads the district level disaster response committee to manage response to disasters.

Local Disaster Management Committee (LDMC): the Mayor or the Chairperson leads the municipal level LDMC which oversees all disaster preparedness and response activities in their municipality areas. The municipalities are also supposed to form ward level committees for DRM.

## **GESI IN DRM GOVERNANCE**

Gender Equality and Social Inclusion are referred to in DRM governance mechanism. It is the responsibility of each of the above-mentioned institutions to mainstream GESI in DRM. Women Deputy Mayor and chief administrative officer, focal point for DRR and CC, social development officials, women development officer and representative of women's group, vulnerable group and excluded group should play key role to push for mainstreaming GESI in DRM. Emphasis should be given to strengthen voice, choice, leadership, security of women, vulnerable and excluded groups in DRM cycle, strengthen technical capacity of these different groups in DRM for their effective and meaningful engagement, strengthen accountability of DRM institution to transform DRM efforts to address needs, concern and priorities of vulnerable and excluded groups, build capacity of DRM stakeholders on gender responsive and inclusive DRM policies, plans, programmes and budget. It is also fundamental to align the DRM programmes in line with the country's Gender Responsive Budget (GRB) principle (for example the national allocation of GRB budget is 37% of overall national budget).

## **INSTRUCTION TO THE TRAINER/FACILITATOR**

This session mainly utilizes extracts from the National DRM Act 2017 (amended 2019) in order to illustrate the roles and responsibilities of DRM systems and institutions at various levels. The session is designed to make the participants more familiar with the articles of this Act on those roles and responsibilities. For most of the people, reading such articles could be mundane, and some representatives from ward level committees may find it difficult to read such text. Therefore care should be given in engaging everybody in the group engaged in these activities, although the session itself has been designed in such a way that it involves more active participations from the participants.

## SESSION PLAN (60 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
(i) To familiarize participants with the key legal provisions in DRM Act, Rule, Guideline and Policies of the Government of Nepal (GoN) with regard to DRM institutions, roles and responsibilities of federal, provincial, district and local level;  (ii) To familiarize the municipal leaders and officials on roles and responsibilities of the Local Government in DRR and DRM	<ul style="list-style-type: none"> <li>• Complete understanding on the Acts, policies, strategies, of GoN on DRM</li> <li>• Understood the linkages between DRM institutions, roles and responsibilities of such institutions at federal, province, district and local levels.</li> <li>• Understood importance of municipal level DRM institutions and policies</li> </ul>

### EXPECTED PARTICIPANTS:

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

### SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
1 Government Policies on DRR	Day 1 2:00 – 2:15 (15 minutes)	Activity 1: Government Strategy and Policy Policies on DRM	S2TI_DRM Governance in Nepal	For Activity 1 & 2 Defining National and Local DRR Plans and Policies <ul style="list-style-type: none"> <li>• Print adequate copies of the National Disaster Risk Reduction and Management Act 2017 (amended 2019) for the participants.</li> </ul>
2 Local DRR Plan and Policy	2:15 – 2:30 (15 minutes)	Activity 2:- Defining Local DRR Plan and Policy	S2TI_DRM Governance in Nepal	

Activity	Timing	Description	Tools	Preparations
3 Roles and Responsibilities of DRM institutions	2:30 – 3:00 (30 minutes)	Activity 3: Roles and Responsibilities of municipalities to coordinate and collaborate with federal, provincial, district and other local level DRM institutions  Activity 4: Summarise from group presentations	S2T2_DRM Roles and responsibilities	Prepare Stationery items (markers, white or brown paper) for group exercise on Roles and Responsibilities of various authority in DRM.

## DETAILED SESSION ACTIVITIES

Day I 2:00 – 2:15 (15 minutes)	<p><b>Activity 1:- Defining National DRR Plan and Policy</b></p> <ul style="list-style-type: none"> <li>• Present PowerPoint slides and discuss on DRM plan and policy at National level</li> <li>• Explain on DRM Act 2074 (amended 2075)</li> <li>• Explain on NDRF</li> <li>• Explain on National DRR Policy 2017</li> <li>• Explain on DRR National Strategic Action Plan 2018-2030</li> </ul>	<p>Objectives</p> <p>To familiarise participants on national DRM strategy, plans and institutions Tool- S2_T1_ DRM Governance in Nepal</p>
2:15 – 2:30 (15 minutes)	<p><b>Activity 2:- Defining Local DRR Plan and Policy</b></p> <ul style="list-style-type: none"> <li>• Present PowerPoint slides and discuss DRM plan and policy at the Local level</li> <li>• Explain on Local Level DRM Act</li> <li>• Explain on Fund Management Guideline</li> <li>• Explain on LEOC, LDCRP and DPRP briefly,</li> <li>• Conduct discussion if these policies and plans are focused towards needs, concerns, priorities of women, vulnerable and excluded groups.</li> </ul>	<p>To enable participants to prepare disaster risk profile, update the Local DRM act and Disaster Fund Management guidelines</p> <p>To enable participants to understand the local governments' roles and responsibilities as enshrined in the Local Government Operations Act</p>

<p>2:30 – 3:00 (30 minutes)</p>	<p><b>Activity 3:- Roles and Responsibilities of DRM institutions ad different levels of the government.</b></p> <ul style="list-style-type: none"> <li>• Group Work and presentation on the specific roles and responsibilities of various DRM institutions</li> <li>• Distribute stationery (Newsprint and markers) materials for participating municipality <ul style="list-style-type: none"> <li>o Ask the groups to discuss and examine designated roles and responsibilities of DRM institutions from federal to local level (i.e. NDRM Council, Administrative Committee, NDRM Authority, PDMC, DDMC to LDMC)</li> <li>o Guide the participants on the roles and responsibilities of the DRM institution assigned to their group e.g. the Council</li> <li>o Support the groups to clarify their tasks if they are confused;</li> <li>o Facilitate presentations by all groups on their understandings on the roles and responsibilities of such institutions</li> </ul> </li> </ul> <p>Summarize the presentations from the groups</p> <p>Highlight the inter-connectedness in these DRM institutions at various levels and emphasise particularly how the municipalities should collaborate, cooperate and coordinate with these various DRM institutions</p>	<p>Tool - ref: S2_T2_DRM Roles and Responsibilities</p>
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## TRAINING MATERIALS

Adequate quantities of permanent and board markers, masking tapes, double-sided tapes, meta-cards, post-it pads, scissors, staplers and stapler-pins, newsprint papers, brown papers, push pins, punching machines, mouth refresher chocolates, power connection cords, Power-point projector, hand held microphones and a pin-mic should be arranged throughout the training.

Expected Output	Municipal stakeholders will have clear knowledge on legal provisions and institutional provisions on DRM at federal, provincial, district and local level.
Means of verification	Group work presentations; PowerPoint Presentations
Reference Materials	<p><a href="#">Federal Level</a></p> <ul style="list-style-type: none"> <li>• DRM Act 2074 (amended 2075) <a href="http://drrportal.gov.np/uploads/document/1509.pdf">http://drrportal.gov.np/uploads/document/1509.pdf</a></li> <li>• DRR Regulation 2076 (Pg. 3) <a href="http://drrportal.gov.np/uploads/document/1505.pdf">http://drrportal.gov.np/uploads/document/1505.pdf</a></li> <li>• National DRR Policy 2075 <a href="http://www.drrportal.gov.np/uploads/document/1476.pdf">http://www.drrportal.gov.np/uploads/document/1476.pdf</a></li> <li>• DRR National Strategic Action Plan 2018-2030 ( Plan, policies on DRR in Nepal Pgs. 8-12) <a href="http://drrportal.gov.np/uploads/document/1352.pdf">http://drrportal.gov.np/uploads/document/1352.pdf</a></li> <li>• National Disaster Response Framework (NDRF) 2075 (Pg. 6) <a href="http://www.drrportal.gov.np/uploads/document/1499.pdf">http://www.drrportal.gov.np/uploads/document/1499.pdf</a></li> </ul> <p><a href="#">Municipal Level</a></p> <ul style="list-style-type: none"> <li>• Local Level DRM Act <a href="http://mofaga.gov.np/ne/node/128">http://mofaga.gov.np/ne/node/128</a></li> <li>• Fund Management Guideline <a href="http://mofaga.gov.np/ne/node/292">http://mofaga.gov.np/ne/node/292</a></li> <li>• Local Government Operation Act 2074 <a href="http://www.lawcommission.gov.np/np/archives/44897">http://www.lawcommission.gov.np/np/archives/44897</a></li> </ul>



**SESSION 3**  
**DRM GOVERNANCE AT THE LOCAL**  
**LEVEL – THE LOCAL DRM ACT**

## BACKGROUND INFORMATION

The Local government Operations Act (2017) has stipulated 12 tasks related to disaster risk management for local governments. Moreover, In line with commitment to the SENDAI Framework, the GoN is aiming to have Local DRM Acts in all local governments by 2020 to enable local levels to manage their DRM governance. MoFAGA has provided the model Local DRM Act and the Disaster Fund Management Guidelines, whereas the MoHA has provided the Relief Standards for supporting survivors and people affected by disasters.

All local level governments in Nepal do not yet have the required or desired level of understanding or capacity. While metropolitan cities, sub metropolitan cities and some municipalities have developed their local DRM acts, others have been lagging behind. Some municipalities and rural municipalities took the model DRM Act as a prescribed template, and have only inserted their names and have made it their own. This resulted in the LDRM Acts consisting a multitude of disaster risks which were not even prevalent in their municipalities (.e.g, a Municipality in Terai including Glacial Lake outburst flood as a disaster risk in their local DRM Act). Therefore, in order to manage disaster preparedness and response effectively, both rural and urban municipalities need to do the following:

- Identify disaster risks prevalent in their area
- Implement the Local DRM Act
- Form Disaster Management Committees in the municipal and ward levels
- Assign DRM focal persons
- Design procedures for disaster Management Fund and relief guidelines
- Institutionalise emergency operation procedures

The local governments have the responsibility to embrace the prescribed core provisions; where as they have liberty to define their legal provisions regarding contextualising their disaster risk profile; designing mechanisms regarding DRM provisions as per identified disaster risks, and for cooperation with other municipalities to respond to such disaster risks.

The local level representatives should also be supported to bring in more specific gender and social perspectives in their local DRM Act. The preamble of the Local DRM Act itself could embrace the commitment for gender equality and social inclusion in their DRM governance mechanism. Consultative status should be provided to the organisations representation women, socially excluded and vulnerable groups<sup>4</sup>.

## LOCAL DRM MECHANISM

Local governments are in particular need to understand the following tasks:

- Identifying disaster risks in prioritising those risks in their disaster risk profiles;
- Preparing, updating and endorsing the Local DRM Act;
- Enabling the local government authorities fully understand DRM roles and responsibilities as identified in the Local DRM Act and Local Government Operations Act;
- Enabling local governments to understand the process of forming LDMCs/WDMCs; and the roles of such committees.

This session enhances knowledge of participants in these subjects and enables the authorities to set a plan in order to develop or amend their Local DRM Acts and other policies /procedures mentioned above. Refer to [tool: S3TI \_Local Level DRM Act]. In particular, this session will elaborate on the distinct roles and responsibilities of local government as enshrined in the Local Government Operations Act, and the roles of LDMCs as enshrined in the Local DRM Act.

## THE URBANISING CONTEXT

All local governments irrespective of whether they are rural or urban municipalities, will sooner or later see the rapid urbanisation in their respective areas. It would therefore be essential to link the DRM initiatives in urbanising context. The urban DRR Toolkit recently published by MoFAGA should be a handy reference for all rural and urban municipalities.

## HINTS TO THE TRAINER/FACILITATOR

It is advised to run a brainstorm session at the beginning of this session to find out the status of the Local DRM Act endorsement in participating municipalities. This session is designed to make the participants more engaged in reading various articles and schedules of the Local DRM Act related to roles and responsibilities of DRM institutions at the municipality and ward levels. In particular, they need to find out and understand the roles and

4 such as children, persons with disabilities, sexual and gender minorities, people living with HIV/AIDS, adolescent girls, single women, female headed household, pregnant and lactating mothers, senior citizens, Dalit women, women from religious and ethnic minorities and indigenous women.

responsibilities of the Mayor/Deputy Mayor or Chairperson/Deputy Chairperson, ward chairpersons and other DRM focal persons. Such texts could be difficult to understand for some participants, hence attention must be provided. While the session is designed in such a way that participants read and present these articles in groups, care should be given in motivating everybody in the group to engage in these activities.

## SESSION PLAN (75 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To familiarize the municipal leaders and officials on their responsibilities towards preparing, endorsing and implementing the Local DRM Act.	<ul style="list-style-type: none"> <li>Enhanced knowledge on the Local level DRM Act</li> <li>Understood the Municipal level plans and policies in DRM</li> <li>Understood the importance of GESI perspective in preparing, endorsing and implementing the Local DRM Act.</li> </ul>

## EXPECTED PARTICIPANTS:

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
I Local DRM Act	Day I 3:00 – 3:15 (15 minutes)	Activity I:- Defining Local DRM Act	S3_T2_Local DRM Act preparation – Exercise I	Activity I:- Defining Local DRM Act <ul style="list-style-type: none"> <li>Print a copy of Local DRM Act for each individual participants</li> <li>Collect status of Local DRM Act in each municipality, and if possible collect copies.</li> <li>Review where such Acts are simply copied version of the model Act or whether these are developed and contextualized locally.</li> </ul>

Activity	Timing	Description	Tools	Preparations
2 Contextualise disaster risks	3:15 – 3:30 (15 minutes)	Activity 2:- Contextualization of disaster risks		Prepare group work stationery – brown paper; markers. Distribute the Local DRM Act to participants.
3 Local DRM Act	3:45 – 4:15 (30 minutes)	Activity 3:- Understanding Local DRM Act		Review which municipalities have prepared DRM Act and whether they had identified hazards prevailing in their context or simply copied what was there in the model Act. Review Act through GESI lens.
4 Local DRM Action Plan	4:15 – 4:30 (15 minutes)	Activity 4:- Prepare and Update Local DRM Act in Action Plan		Make the work plan template ready

## Detailed Session Activities

Day 1 3:00 – 3:15 (15 minutes)	<b>Activity 1:- Defining Local DRM Act</b> <ul style="list-style-type: none"> <li>Group participants by their municipalities.</li> <li>Brainstorm on experience of municipalities which have had prepared their local DRM Act.</li> <li>Ask participants to share what can be incorporated to strengthen GESI specific clauses in the Act.</li> <li>Ask participants to share two to three major things from the process, achievements and challenges of such local DRM Act.</li> </ul>	<b>Objectives</b> To understand the Local DRM Act; Tool- S3T2_ Local DRM Act preparation – Exercise 1
3:15 – 3:30 (15 minutes)	<b>Activity 2:- Contextualization of disaster risks</b> <ul style="list-style-type: none"> <li>Ask each municipality to list hazards/disaster risks prevalent in their context</li> </ul>	Tool – S3T2_Local DRM Act preparation – Exercise 2 Tool – S3T1_Local Level DRM Act

3:15 – 3:30 (15 minutes)	<ul style="list-style-type: none"> <li>Groups share their contextualized hazards/disaster risks</li> <li>Present PowerPoint presentations and discuss on draft of Local DRM Act</li> </ul>	
3:45 – 4:15 (30 minutes)	<b>Activity 3:- Understanding Local DRM Act</b> <ul style="list-style-type: none"> <li>Ask groups to read roles and responsibilities sections of the Local DRM Act</li> <li>Groups present on their understandings about such roles and responsibilities mentioned in the Local DRM Act</li> </ul>	Tool – S3T2_Local DRM Act preparation – Exercise 3
4:15 – 4:30 (15 minutes)	<b>Activity 4:- Prepare and Update Local DRM Act in Action Plan</b> <ul style="list-style-type: none"> <li>Draft Plan for updating the Local DRM Act in Respective Municipalities</li> <li>Summarize their presentations to help participants internalize contents of the Local DRM Act</li> </ul>	To update the Local DRM Act Tool-S3T2_Local DRM Act preparation – Exercise 4

## TRAINING MATERIALS

Adequate quantities of permanent and board markers, masking tapes, double-sided tapes, meta-cards, post-it pads, scissors, staplers and stapler-pins, newsprint papers, brown papers, push pins, punching machines, mouth refresher mints, power connection cords, Power-point projector, hand held microphones and a pin-mic should be arranged throughout the training.

Expected Output	Municipal stakeholders will have a clear idea on their roles and responsibilities and They will be able to contextualise the Local DRM act as per their disaster risk profile and response capacity.
Means of verification	Presentations and Plan of Action prepared by the municipalities
Reference Materials	<ul style="list-style-type: none"> <li>Local Level DRM Act 2074 <a href="http://mofaga.gov.np/ne/node/128">http://mofaga.gov.np/ne/node/128</a></li> <li>Urban DRR Toolkit - final version-LR</li> </ul>



## **SESSION 4: LDMC'S ROLES AND RESPONSIBILITIES IN DRM**

## **BACKGROUND INFORMATION**

The Local Disaster Risk Reduction and Management Act 2018 has envisaged a powerful municipality to manage all stages of disaster risk management – from reduction, preparedness to response. The Act has made provisions of formation of DRM committees not only at the municipality level, but also places responsibility on the leaders of the municipalities to form such committees at ward levels as well, so that local communities could participate and influence DRM related activities designed by the municipalities. Moreover, communities are the first responders in times of disasters and such local DRM committees present them with a voice.

This session provides crucial information on the roles and responsibilities of the leaders (Mayors, Deputy Mayors and Chairpersons, Deputy Chairpersons of urban and rural municipalities) and discusses on the process of forming the municipal level and ward level DRM committees. It is equally important for other elected representatives and key officials of municipalities to be familiar with the roles and responsibilities of DRM Committees formed in the municipality level and ward levels.

### **GENDER EQUALITY AND SOCIAL INCLUSION (GESI) IN LOCAL DISASTER MANAGEMENT COMMITTEE (LDMC)**

It is important to sensitise local level leaders and officials on the need creating opportunities for access, representation and meaningful participation of excluded/vulnerable groups or weaker section of the societies (such as gender minorities, persons with disabilities, senior citizens, ethnic and religious minorities, indigenous communities, and socially discriminated groups). Moreover, wherever possible, their leadership should also be promoted in DRM initiatives in the local level. The Local DRM Act (sample) prescribes specific responsibilities for LDMCs for ensuring gender equality and social inclusion, but such responsibilities could be discharged effectively only if the concerned people from the excluded/vulnerable groups have the opportunity to voice their priorities in the local level DRM policies and mechanisms. Ensuring protection of human rights and promoting gender equality, social inclusion is central to DRRM Committee's action. The needs of women, men, girls, boys, other gender minorities and socially excluded groups are different and distinct, and often these differences are even more pronounced during disaster. Addressing gender equality and social inclusion during a humanitarian crisis means planning and implementing humanitarian programming fully taking into account the specific needs of different groups in a community. Moreover, their participation in monitoring, review of DRM initiatives and opportunity to lodge complaints are crucial in effective DRM governance at the local level.

Provisions made for DRM on the Local DRM Act and the Local Government Operations Act 2017 are specifically included in this session. This session

will make the leaders, representatives and officials of municipalities aware about their potential role in effectively managing disaster preparedness and response in their respective municipalities. [Tool: S4TI\_LDMC Roles and Responsibilities]

Moreover, the LDMC should be trained in and encouraged to use the Gender and Age Marker. This is a tool to strengthen and check if the humanitarian response programme includes Gender equality and Age factors. The tool is relevant to identify/monitor - whether programming is relevant, responding to a needs and priorities of disaster affected people; How affected people are actively engaged in and influencing humanitarian processes ; whether the DRM initiative ensures 'Leave No-one Behind (women and girls, LGBTI, youth, older people); and whether it prevents gender-based violence. The tool should be used for monitoring as well as design of projects, as it makes age more explicit, collects information on Impact on women, girls, boys and men in different age groups. LDRM Committee should ensure use of this tool by every response partners before funding the project on humanitarian response.

## HINTS TO THE TRAINER/FACILITATOR

The trainer will focus on the roles and responsibilities of LDMC, both at the municipal and ward levels. There is a game in this session, resembling a 'spider web', which will emphasise coordination and cooperation between elected representatives, officials and communities for a successful intervention on disaster preparedness and response. It has been observed that the web game effectively helps the participants to understand and realize each other's roles. The Trainer/Facilitator needs to focus on making the game lively and encourage participants to share their understandings from the game.

## SESSION PLAN (60 MINUTES)

This section discusses the expected learning objectives and training methods designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To familiarize municipal leaders and officials with functions of LDMC and to agree on a time line for making LDMC fully operational.	<ul style="list-style-type: none"> <li>• Strengthened knowledge on the formation and role of LDMC</li> <li>• Understood linkage of LDMC with its nodal structures at federal, province and district levels</li> <li>• Understood the urgency of forming LDMC and making it fully operational</li> </ul>

## EXPECTED PARTICIPANTS

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
1 LDMCs' roles and responsibilities	Day 1 4:30 – 5:00 (30 minutes)	Activity 1:- Web Game on Networking (Roles and Responsibilities of the LDMC) including Gender Age Marker practice session.	Roles and responsibilities section of the Local DRM Act and Local Government Operations Act for the Spider Web game	<ul style="list-style-type: none"> <li>• Print the Roles and Responsibilities of LDMC from Local DRM Act and the Local government Operations Act 2017, for each individual participant.</li> <li>• Print a List of LDMC Roles and Responsibilities from Local DRM Act; and the Local government Operations Act 2017, cut each role and responsibility of LDMC into a separate piece of paper; and keep these ready in a Keep for the game. Arrange game materials.</li> </ul>
2 LDMCs roles in Acts	Day 2 9:15-9:30 (15 minutes)	Activity 2:- Presentation on the LDMC as described in the Local DRM Act and Local Government Operations Act	S4T1_LDMC Roles and Responsibilities	<ul style="list-style-type: none"> <li>• Print the tool S4T1_LDMC Roles and Responsibilities</li> </ul>
3 Formation of LDMC	9:30-9:45 (15 minutes)	Activity 3:- Brainstorming Session on the Formation of LDMC	S4T2_LDMC Formation	

## DETAILED SESSION ACTIVITIES


<p>Day 1 4:30 – 5:00 (30 minutes)</p>	<p>Activity 1: Web Game on Networking (Roles and Responsibilities of the LDMC) including Gender Age Marker practice session.</p> <p>Group work in the web game on the roles and responsibilities of LDMC</p> <ul style="list-style-type: none"> <li>• Request all the participants to form a circle</li> <li>• Describe rules of the game</li> <li>• Give the thread roll to a participant</li> <li>• Ask them to roll the thread around a finger and keep it hooked</li> <li>• Bring the cardboard box near to the participant, ask them to pick up a piece, read it aloud and to tell the group how that task can be applied in their respective municipality</li> <li>• Request the participant to pick a piece of paper from the box and read</li> <li>• After that, ask the participant to pass on the thread roll to any other participant across the room</li> <li>• Repeat the same procedures till the information in the box is all read</li> <li>• Ask the participants what they noticed after finishing the group work</li> <li>• Summarise that a LDMC team is just like this web. Just like how everybody in the game are connected by the spider web like thread, each one in the municipality is connected and therefore needs to coordinate with each other for successful DRM activities; Gender Age Marker Practice session</li> </ul>	<p>Objectives To make participants realise the importance of coordinated role among all members of LDMC during disaster response;</p> <p>Tool- S4T2_LDMC Formation Spider web game materials Exercise 1; Gender Age Marker Practice Session</p>
<p>Day 2 9:15-9:30 (15 minutes)</p>	<p>Activity 2:- Presentation on the LDMC as described in Local DRM Act , Local Government Operations Act</p> <ul style="list-style-type: none"> <li>• Brainstorm on the status of formation of LDMCs in municipalities</li> <li>• PowerPoint presentations from extracts of above acts</li> <li>• Conclude that the preparedness measures, response and relief activity can only be accomplished through team work only</li> </ul>	<p>To explain the role of municipal leaders to form the LDMCs both at the municipality level and at the ward level; Tool - S4T1_LDMC Roles and Responsibilities</p>

<p>9:30 – 9:45: (15 minutes)</p>	<p><b>Activity 3:- Brainstorming Session on the Formation of LDMC</b></p> <ul style="list-style-type: none"> <li>• Discuss whether the LDMC has been formed in each participating Municipality or not</li> <li>• Discuss whether the WDMC has been formed in each participating Municipality or not</li> <li>• Discuss on the process, Challenge and achievements from the formation of LDMC/WD MC from those municipalities who have formed the same</li> <li>• Share the PowerPoint presentation on LDMC/WDMC formation from Local DRM Act</li> <li>• Ask the groups to draft a plan of action for formation of LDMC/WDMC</li> <li>• Summarize that the timely formation of LDMC/WDMC will support the municipality on effective and efficient DRM interventions</li> </ul>	<p>Tool - S4T2_LDMC Formation Exercise 2</p>
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## TRAINING MATERIALS

Plastic thread, a small cardboard box, Scissor, Training Schedule, Board Markers, Masking Tapes, Double-sided Tapes, Meta-cards, Sign pen, Newsprint paper, Push pin, Cardboard paper, Brown Paper, Plastic packaging thread, Scissor

<p>Expected Output</p>	<p>Municipal stakeholders will understand the role and responsibilities of LDMC for preparedness and response, and will be able to establish its functional linkages with NDRMA, PDMC and DDMC</p>
<p>Means of verification</p>	<p>Group work presentations</p>
<p>Reference Materials</p>	<ul style="list-style-type: none"> <li>• Local Level DRM Act 2074 (Pg. 4-7)</li> <li>• Local Government Operation Act 2074 (pages 33-34) <a href="http://www.lawcommission.gov.np/np/archives/44897">http://www.lawcommission.gov.np/np/archives/44897</a></li> <li>• Gender and Age Marker: <a href="https://iascgenderwithagemarker.com/en/home/">https://iascgenderwithagemarker.com/en/home/</a></li> </ul>



**SESSION 5  
DISASTER MANAGEMENT FUND  
MOBILISATION GUIDELINES AT  
THE LOCAL LEVEL**

Handwritten text in Nepali on a large sheet of paper, including the word "सुधारण" (Improvement) and other phrases related to disaster management guidelines.

## BACKGROUND INFORMATION

Many municipalities have had the experience of establishing an emergency fund, based on the provisions of Local Government Operations Act 2017. However, such funds have mostly been used for distributing relief to the people affected by disasters or other calamities, all while only referring to the relief standards (Rahat Mapdanda). The disaster response activities were limited to adhoc relief financial assistance distribution alone.

In general, the local authorities need to be informed of the disaster management fund mechanism and procedures. The DRM fund should not be treated as an emergency fund only, but its fund mobilisation process should take account all stages of DRM in their municipality areas. There are two types of disaster management funds available – out-of-budgetary process funds, and budgetary process funds. The Prime Minister Disaster Relief Fund is an out-of-budgetary process fund that allocates emergency relief fund during large scale disasters. There is another out-of-budgetary process fund – the Central Emergency Fund that is managed by MoHA, which allocates emergency disaster relief fund for 5 specified relief activities. After the relief stage, the line ministries are responsible to make disaster management funds for recovery and response stages through their budgetary processes. The Local Government needs the capacity to access these funds from federal and provincial levels for the relief, recovery and response stages in DRM. During DRR and prevention stage, the local governments should include DRM related plans and budget in their development planning process.

The national DRM Act urges the local governments to establish a Disaster Management Fund for responding to various occurrences of disasters. The local DRM Act includes a provision for setting up a disaster management fund in each municipality. Besides, MoFAGA has also provided a clear set of guidelines for municipalities for acquiring, maintaining and authorizing expenditure from this fund. The Act and the guidelines stipulates clear procedures that support local governments to move beyond relief assistance, to implement wider disaster preparedness and response activities. The balance of the disaster management fund can be carried forward to the next fiscal year by the municipality. An independent audit is carried out by the Office of the Auditor General, which serves the purpose of verifying the utilization of this fund.

Mobilisation of disaster management fund during disaster relief and response stages can often ignore the poor, the excluded and the marginalised people. It is necessary to examine the fund mobilisation guidelines through GESI lenses. Mechanisms should be developed to ensure access, representation and meaningful participation of gender and sexual minority groups, ultra-poor groups, socially excluded groups, senior citizens as well as persons with disabilities while designing procedures and criteria for distribution of relief and other support from the disaster management fund. The Government of Nepal (Ministry of Finance) initiated the work on Gender Responsive Budgeting principles since 2005 and has started to allocate funds to generate gender statistics. The effort has been made to integrate GRB in to the government budgeting manuals and guidelines, budgeting system. Ministry of

Federal Affairs and General Administration (MoFAGA) in 2017 also developed a Localization Strategy. The federal budgets show, share of directly gender responsive budget is increasing from 11.3% in 2007 to 38.2% in 2019. Accordingly, the Government tracks the budget allocation and expenditure for gender equality and women empowerment within major 5 indicators; women's participation in planning, implementation and monitoring, capacity enhancement of women, benefit sharing to women, employment and income generation for women and quality reform of women's saved time. It is important that DRR programme at all levels should allocate budget in line with the national allocation and similarly also track the expenditure yearly basis. Some social security schemes and social protection measures can also be linked with the disaster management fund to support the ultra-poor and excluded/vulnerable groups to protect them from disaster shocks.

This session contains presentations and group discussions to familiarize the institutional procedures of the Disaster Management Fund – how the funds can be set up, what the possible sources of funds could be, and how such funds could be utilized for disaster preparedness and response. It will discuss on the procedures of guidelines provided by MoFAGA and also linking local Relief standard to this fund so that people affected by disasters could receive support quickly. [Tool: S5TI\_DRM fund guidelines].

## **INSTRUCTION FOR THE TRAINER/FACILITATOR**

The Trainer/Instructor should conduct joint brainstorming prior to the session beginning, to find out how the relief assistance is being distributed. Then she/he should take the participants through the legal provisions made for the disaster management fund set-up and its utilization. The trainer should then further emphasize on the effective utilization of fund for the preparedness measures rather than the general trend of focusing on relief and response measures. If any municipality has already established such funds, their participants should be requested to share the process they followed for this purpose, so that other municipalities could also learn from their experience.

## **SESSION PLAN (60 MINUTES)**

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To build knowledge of municipal leaders and officials on the existing GoN provisions on financial support to disaster affected communities and individuals, and to build capacity to develop Disaster Management Fund Guideline in their municipalities.	<ul style="list-style-type: none"> <li>• Complete understanding on the purpose and procedures of emergency relief support funds</li> <li>• Understood the financial management and fund allocation process of emergency relief support funds</li> <li>• The ability to draft the Disaster Management Fund Guidelines and also contextualize the relief standard in this Guidelines for their municipalities</li> </ul>

### EXPECTED PARTICIPANTS:

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

### SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
1 DRM Fund Guidelines	Day 2 9:45 – 10:00 (15 minutes)	Activity 1:- Understanding Disaster Management Fund Guideline	S5T2_DRM fund mobilization group work	<ul style="list-style-type: none"> <li>• Print a copy of Disaster Management Fund Guideline for each individual participants</li> <li>• Prepare a checklist whether Disaster Management Fund Guideline has been prepared by each participating municipality</li> <li>• Collect and review from each participating municipality whether Disaster Management Fund Guideline has been prepared or not.</li> </ul>
2 DRM Fund discussions	10:00-10:15 (15 minutes)	Activity 2:- Brainstorming Session on Disaster Management Fund Guideline	S5T1_DRM fund guidelines	Prepare group work exercise stationery items.
3 Update Plan of Action	10:15-10:45 (30 minutes)	Activity 3:- Update the plan of action	S5T2_DRM fund mobilization group work 2	Update the plan of action on preparing the Disaster Management Fund Guideline and Relief Standards


## DETAILED SESSION ACTIVITIES

<p>Day 2 9:45 – 10:00 (15 minutes)</p>	<p><b>Activity 1:- Understanding Disaster Management Fund Guideline</b></p> <ul style="list-style-type: none"> <li>• Discuss on the Disaster Management Fund prepared by those municipalities who have drafted and endorsed</li> <li>• Discuss on the Process, Challenges and Opportunities it has created</li> <li>• Group Work on widening the utilization of DRM fund beyond relief assistance to preparedness and response measure</li> </ul>	<p><b>Objectives</b></p> <p>To discuss the role of local level in creating, managing and mobilising Disaster Management fund; Tool- S5T2_DRM fund mobilization group work 1</p>
<p>10:00-10:15 (15 minutes)</p>	<p><b>Activity 2:- Defining Disaster Management Fund Guideline</b></p> <ul style="list-style-type: none"> <li>• PowerPoint presentations and discussions on Provision of Disaster Management Fund in National DRM Act 2075</li> <li>• Present and discuss on Provision of Disaster Management Fund in Local DRM Act 2075</li> <li>• Present and discuss on draft of Disaster Management Fund Guideline</li> <li>• Present and discuss on National Relief Standard</li> </ul>	<p>To introduce the provision of DRM fund as provisioned in the acts; and to contextualise relief standards and include relief distribution to all without any bias Tool - S5T1_DRM fund guidelines</p>
<p>10:15-10:45 (30 minutes)</p>	<p><b>Activity 3:- Contextualization on Targeted Approach</b></p> <ul style="list-style-type: none"> <li>• Discuss on the current provision of Municipality to support the affected community i.e. death, injured, property damaged, food-stock destroyed, livestock death, etc.</li> <li>• Discuss on how the national relief standard can be contextualized</li> <li>• Plan for updating Disaster Management Fund Guidelines including relief assistance standards</li> </ul>	<p>To highlight the need of standardised approach to relief standards; Tool - S5T2_DRM fund mobilization group work 2</p>

## TRAINING MATERIALS

Training Schedule, Board Marker, Masking Tapes, Double-sided Tapes, Meta-card, Sign pen, Newsprint paper, Push pin, Cardboard paper, Brown Paper

Expected Output	Municipal stakeholders will have a thorough understanding of the Emergency Fund Management Guidelines and will be able to develop the contextualized set of Guidelines including provisions in coherence with Relief Standards for their own municipality.
Means of verification	Group presentations
Reference Materials	<ul style="list-style-type: none"><li>• DRM Act 2074 (amended 2075), (Pg. 22) <a href="http://drrportal.gov.np/uploads/document/1509.pdf">http://drrportal.gov.np/uploads/document/1509.pdf</a></li><li>Local Level DRM Act (Pgs. 10-11) <a href="http://mofaga.gov.np/ne/node/128">http://mofaga.gov.np/ne/node/128</a></li><li>Fund Management Guideline <a href="http://mofaga.gov.np/ne/node/292">http://mofaga.gov.np/ne/node/292</a></li><li>National Response and Relief Standard 2074 <a href="http://www.drrportal.gov.np/uploads/document/1097.pdf">http://www.drrportal.gov.np/uploads/document/1097.pdf</a></li></ul>

An aerial photograph of a densely populated village built on a steep hillside. The houses are multi-story and packed closely together. To the left of the village, a wide, shallow river flows through a rocky, forested valley. The terrain is rugged and hilly. The sky is clear and blue.

**SESSION 6**  
**DISASTER ASSESSMENT**  
**GUIDELINES**

## BACKGROUND INFORMATION

### THIS SESSION CONTRIBUTES TO THE CORE MODULE 3 DISASTER RISK ASSESSMENT: UNDERSTANDING DAMAGE AND NEEDS ASSESSMENT.

Capacity of a municipality to quickly collect, analyse and predict immediate needs after disasters will determine how quickly and effectively it will be able to respond to various disasters. As a part of the preparedness, all municipalities should continuously build capacity of its staff members in carrying out rapid disaster needs assessments. This is crucial, as a lot of the municipalities have less than adequate staff. The Municipalities should also tap resources from other development partners for carrying out such assessments.

Depending upon the scale of disasters, various disaster needs assessment tools are used to assess the impact of disasters on lives and assets of people. The tools are

- Initial Rapid Assessment (IRA) (carried out within 24 hours of disasters)
- Multi-cluster Initial Rapid Assessment (between 7-15 days)
- Cluster Specified Detailed Assessment (within 45 days if necessary)
- Post Disaster Needs Assessment (after 45 days for very large scale impact of disasters)

Role of the municipalities/rural municipalities vary in these different assessments. Whereas the municipalities/rural municipalities will have to assume lead role in IRA, they will have a contributing role in MIRA which will be led by DDMC. CSDA and PDNA are both large scale assessments that will be led by the federal government where local governments will contribute as necessary. This session will only cover the IRA tool. IRA is carried out immediately after a disaster (within 24 hours). The disaster affected people may not be available or reachable as they may be busy in protecting family members and assets. The purpose of IRA is not a detailed needs assessment, but rather a quick snap shot of the situation of the disaster struck area and the impact on people and their assets. Municipalities will be asked to carry out such assessments by the district disaster management committee and similar DRM institutions in the province and in higher levels. It is therefore important to develop this capacity among staff members of the municipality. [Tool: S6T1\_Disaster Assessment Guidelines]

A mobile application on IRA has been developed by MoHA. So far, only MoHA officials and staff members of Nepal Red Cross Society have been trained on using this application. Data collected through this mobile application are uploaded automatically to the database held in MoHA. The uploaded data is rearranged and sent back in a digitised tabulated form by the database system. The IRA report is authenticated by the Mayor or Chairperson at the local level; or by the Chief District Officer if the disaster affected area covers more than one local level.

## SEX AND AGE DIVERSITY DISAGGREGATED DATA AND RAPID GENDER ANALYSIS TOOL

The IRA collects data on children, women (pregnant and lactating mothers), adolescent girls and women of reproductive age group, persons with disabilities and senior citizens but it has no provision of disaggregating data by sex and age. As time goes on, repeated exercise on information collection will gather more in-depth information. But it has to be ensured that during IRA, the assessment have to be conducted from gender and inclusive perspective, rather than making it neutral or blind. The machinery to be involved in IRA have to be trained on timely basis from gender and inclusive perspective so that the concern of different sex, people with disability, excluded group, children, and senior citizens are not left behind.

In order to be better able to respond to people affected by disasters, local level should plan to have Sex and Age Disaggregated Data collected and updated regularly. This will help the local governments to better target disaster risk reduction, preparedness and response plans. Sex, age, disaggregated data are a core component of any gender and social inclusion analysis and essential for monitoring and measuring outcomes. To be effective SADD must be both collected and analysed to inform DRR initiatives and programme. In circumstances where collection of SADD is difficult, estimates can be provide based on national statistics and other statistics, data gathered by various related agencies and actors. Each municipality should be ready by developing gender and social inclusion profile, should include gender and Social Inclusion gender analysis and SADD and this will support data collection tool. For example: the gender profile should include information: Demographic profile (female life expectancy, male life expectancy, birth rate, female infant mortality rate, female death rate, male death rate); Population by Province; Education Data by Gender; National machinery for gender equality, relevant laws, ministry, networks; relevant poverty/development indices by gender with key elements that distinguish women's and men's economic role, referring to province wise variation, or variation for excluded/vulnerable groups where relevant; information on livelihoods, labour market); Health (main health parameters by gender, nutritional status by gender, dietary preference, food security); Social Roles [Key elements that distinguish women's and men's social role, referring to regional variations, or variations for minority groups where relevant; women's participation in politics and leadership); Cultural Roles (Key elements that distinguish women's and men's cultural role, referring to regional variations, or variations for minority groups where relevant; religious affiliations); Gender-specific social norms, discriminatory practice and cultural Practice (e.g. Chhaupadi/menstruation-based discrimination, child marriage, sun preference, mobility restriction, unequal gender division of labour; gender gaps in control of resources, gender gaps in leadership and decision making, dowry, caste-based discrimination, accusations of witchcraft, wage rate disparity etc.); Protection (gender-specific protection risks including gender-based violence, trafficking; Key protection risks facing. Besides, the Inter Agency Steering Committee of UN has published the Rapid Gender Analysis (RGA) Tool, which guides step-by step process to collect data after the onset of disasters. The RGA should be carried out within one week after disaster; which will analyse impact of crisis on women, men, girls, boys and gender minorities; compare gender issues before and during the

crisis; analyse changes since the start of the crisis, bring out Sex and Age Disaggregated Data (SADD); and find out other diversity factors.

Example: For camp setting: It is important to collect data to determine camp demographics and assess infrastructural and service needs. Within a camp setting, having disaggregated data on the number of males, females, people with gender and sexual minorities etc. in the different age group, caste, ethnicity etc. helps to clarify the distinct needs and resources of different groups. The number of male and female headed households can also be used to better tailor protection measures and services. Note that an estimated 15 percent of any population are persons with disabilities (WHO, 2011), who may have special needs regarding accessibility. So disaggregated data within camp setting can be collected during registration (data on families and individuals); information collection about services and infrastructure, information about protection risk and concerns including report of violence in camps, information about camp governance and leadership and membership of camp committee etc.

## HINTS TO THE TRAINER/FACILITATOR

Participants need to be clarified that there is major setback with the quality of information available in the initial phase of disaster outbreak. They need to understand the process of forming the needs assessment team who are well capable to deal with any potential recurring disaster while collecting information on the disaster affected areas. Participants should be familiarized to both manual and mobile application based IRA data collection method.

## SESSION PLAN (75 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To familiarize municipal leaders and officials with Disaster Needs Assessment Tools used for collecting data for planning relief and response interventions after disasters	<ul style="list-style-type: none"><li>• Be completely familiar with various tools used for collection of disaster and affected population at different stages of response</li><li>• Be aware about deployment of staff and other organizations such as Nepal Red Cross on collection of such data</li><li>• Be able to use such data for disaster response plan of the municipality</li></ul>

## EXPECTED PARTICIPANTS

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
1 Disaster Assessment Guidelines	Day 2 10:45- 11:00 (15 minutes)	<p><i>Activity 1: Disaster Assessment Guideline (DAG)</i></p> <ul style="list-style-type: none"> <li>Disaster Assessment Guideline</li> <li>Disaster Assessment Guideline (DAG) Tools oIRA and RGA ointroduction on MIRA, CSDA and PDNA</li> </ul>	S6T1_Disaster Assessment Guidelines	Print a copy of Disaster Assessment Guideline for each individual participant
2 Simulation exercise on IRA Tools	11:15 – 12:15 (60 minutes)	<p><i>Activity 2: Simulation Exercise on using IRA Tools</i></p> <p>information collection from community using a scenario after disaster outbreak</p>	S6T2_Disaster Assessment Guidelines case	<ul style="list-style-type: none"> <li>Prepare a case story on disaster scenario for the simulation exercise</li> <li>Print the case story for each participants</li> <li>Download the mobile app “IRA training” for the simulation exercise. Participants who wish to conduct IRA by mobile app, should download the application in their mobile or tablets.</li> </ul>

## DETAILED SESSION ACTIVITIES

<p>Day 2 10:45- 11:00 (15 minutes)</p> <p>11:00-11:15 (15 minutes)</p>	<p><b>Activity 1: - Understanding Disaster Assessment Guideline</b></p> <ul style="list-style-type: none"> <li>• Ask the participants on what their municipality do after the onset of disaster</li> <li>• PowerPoint presentations on the Disaster Assessment Guidelines and tools</li> <li>• Explain on the IRA tools used in the Disaster Assessment Guidelines</li> <li>• Introduce the Rapid Gender Analysis Tools developed by IASC Tea Break</li> </ul>	<p><b>Objectives</b></p> <p>To introduce the responsibility of managing the disaster assessment task; Tool- S6T1_Disaster Assessment Guidelines</p>
<p>11:15 – 12:15 (60 minutes)</p>	<p><b>Activity 2: - Learning the Initial Rapid Assessment (IRA)</b></p> <ul style="list-style-type: none"> <li>• Share the copy of simulation exercise and describe the disaster scenario</li> <li>• Divide participants in sub-groups to practice data collection through mobile based application and through paper based approach</li> <li>• Groups who will be doing paper based information collection will collect and work on the hard copy</li> <li>• Guide the group work in data collection questions</li> <li>• Group present on the mobile App and paper based approach.</li> <li>• Summarizing of Disaster Assessment Guidelines based on simulation exercise</li> </ul>	<p>To familiarise IRA as a tool of collecting rapid information on impact of disaster Tool - S6T2_Disaster Assessment Guidelines case</p>

## TRAINING MATERIALS

IRA data collection case story; Training Schedule, Board Marker; Masking Tapes, Double-sided Tapes, Meta-card, Sign pen, Newsprint paper; Push pin, Cardboard paper, Brown Paper, IRA Mobile App

Expected Output	Municipal stakeholders will internalize and utilize the learnt knowledge of disaster assessment guideline for information collection, processing and decision making process on the onset of disasters.
Means of verification	Simulation exercise presentation
Reference Materials	<ul style="list-style-type: none"> <li>• Disaster Assessment Guideline 2072</li> <li>• IRA manual assessment form</li> <li>• IRA Mobile APP</li> <li>• IASC Guidelines on Rapid Gender Analysis Tools</li> <li>• 2018-iasc_gender_handbook_for_humanitarian_action in link: <a href="https://interagencystandingcommittee.org/system/files/2018-iasc_gender_handbook_for_humanitarian_action_eng_0.pdf">https://interagencystandingcommittee.org/system/files/2018-iasc_gender_handbook_for_humanitarian_action_eng_0.pdf</a></li> </ul>



Vulnerable  
Tent



## SESSION 7 PROVISION OF EMERGENCY OPERATION CENTRE (EOC)

## BACKGROUND INFORMATION

Success of any emergency response to various disasters depends upon the capacity of local governments to collect data of the affected people, to project need for life saving support (e.g. food, shelter, WASH, protection), to quickly deploy search and rescue teams, to quickly distribute relief materials and to quickly gather detailed information for response and recovery interventions. The Emergency Operation Centre forms a central part of disaster response.

The National Disaster Response Framework provides overall guidance for disaster response activities for all levels of the government. At the federal level, the National Disaster Risk Reduction and Management Council is the highest body responsible for disaster response. The Council, headed by the Prime Minister sets the emergency response policies. In the event of immensely large scale disasters, the Council declares the emergency to focus the country's concerted action to disaster response. Ministry of Home Affairs (MoHA), the nodal ministry for disaster response currently houses the National Emergency Operations Centre (NEOC). This centre will later be managed by NDMA. There are Emergency Operation Centres at the Province level and district level. At provincial level, the Provincial Emergency Operation Centre (PEOC) will coordinate disaster response activities. The District level Emergency Operation Centre (DEOC) is headed by the Chief District Officer and it acts as the overall coordinating body for emergency disaster response in the district.

### LOCAL EMERGENCY OPERATIONS CENTRE

All municipalities are also supposed to establish a fully functional EOC in their respective areas. The Local EOC is managed by the Local Disaster Risk Management Committee of the municipality. The primary functions of the LEOC are:

- Information and communication
- coordinating early warning system;
- Search and rescue
- Relief management
- Management of the EOC

Although linkage of local emergency operation centres with those in district, province and national level are clearly laid out in the national disaster response framework, procedures for establishing such EOCs are not always clearly understood by all of the elected representatives and officials of

municipalities. This is reflected by an absence of such LEOCs in many local levels. Even where such LEOCs are established, they are yet to be fully resourced with necessary human resources and operational equipment. One example may be of communication equipment. Municipalities are allocated with specific VHF frequency for Radio transmissions to be installed and operated in the LEOC, however the process is often left out due to its lengthy procedures for obtaining approvals. Similarly, adequate funds, keeping stock of search and rescue materials are also not clearly understood, thereby causing delays in establishing such LEOCs. This session is designed to deliver knowledge on the Emergency Operation Centres at federal, provincial and district level, and in particular, it discusses the establishment, functions and governance of such Emergency Operation Centres at the local level. [Tool: S7T1\_LEOC PEOC NEOC]

### INSTRUCTION TO THE TRAINER/FACILITATOR

Emergency Operation Centres are an enormous topic to cover. The Trainer should briefly present the roles and responsibilities of national, provincial, district and local level emergency operation centres, and should focus more on the establishment and functions of LEOC and its operational linkage with response institutions of the government at the district, province and national level.

### SESSION PLAN (30 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To familiarize participants on operational procedures of Local Emergency Operation Centres (LEOC) and on their operational linkage with National and Provincial and District level Emergency Operation authorities.	<ul style="list-style-type: none"> <li>• In-depth knowledge on Emergency Operation Center structure at Federal, Provincial, District and Local levels.</li> <li>• Through knowledge on the Preparedness and Response plan at local level</li> <li>• Knowledge on linking Early Warning System</li> </ul>

### EXPECTED PARTICIPANTS

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
1 EOCs at various levels of government	Day 2 12:15 – 12:30 (15 minutes)	Activity 1: Presentation on process flow chart of emergency operations institutions - NEOC, PEOC, DEOC, LEOC  Presentation on Emergency Operation Centres from Federal to Local level- their functions and institutional hierarchy	• S7T1_LEOC PEOC NEOC	Prepare the training hand-out of Emergency Operation Center (EOC)
2 Establishing the EOC	12:30 – 12:45 (15 minutes)	Activity 2: Group Discussion Group discussion on plan of establishing the LEOC	S7T2_LEOC Group Work	

## DETAILED SESSION ACTIVITIES

Day 2 12:15 – 12:30 (15 minutes)	<p>Activity 1: Presentation on emergency operations institutions - NEOC, PEOC, DEOC, LEOC</p> <ul style="list-style-type: none"> <li>• Presentation on Emergency Operation Centres from Federal to Local level- their functions and functional mechanism</li> <li>• To familiarise the main functions of LEOC</li> </ul>	<p>Objectives</p> <p>To explain about EOCs at various levels Tool- S7T1_LEOC PEOC NEOC</p>
12:30 – 12:45 (15 minutes)	<p>Activity 2: Group Discussion</p> <ul style="list-style-type: none"> <li>• Has LEOC been formed in each participating Municipality?</li> <li>• Has LEOC Guideline been formed in each participating Municipality?</li> <li>• What is the level of sharing of Action plan on LEOC formation at the municipal level?</li> <li>• Preparing a Plan of Action for forming EOC and making it functional</li> </ul>	<p>To familiarise participants with core functions of LEOC; and the process of establishing the LEOC; and its functions before and after disasters.</p> <p>Tool - S7T2_LEOC Group Work</p>

## TRAINING MATERIALS

Training Schedule, Board Marker, Masking Tapes, Double-sided Tapes, Meta-cards, Sign pen, Newsprint paper, Push pin, Cardboard paper, Brown Paper

Expected Output	Municipal stakeholders will be able to establish the LEOC and be able to link with emergency operation centres at the district, province and federal central levels.
Means of verification	Presentation of the group work
Reference Materials	<ul style="list-style-type: none"><li>• Standard Operating Procedure (SOP) on LEOC (Pgs. 4-13 and All Annexes) and NEOC</li><li>• Operation Guidelines on Emergency Communication System 2075 <a href="http://drrportal.gov.np/uploads/document/1498.pdf">http://drrportal.gov.np/uploads/document/1498.pdf</a></li></ul>

A photograph of a volcanic eruption at night. A bright, glowing orange and red lava flow is seen cascading down a steep, dark mountain slope. The lava flow is thick and turbulent, with bright white and yellow highlights where it is most intense. In the foreground, a dirt road winds through a grassy area, and a few small structures or tents are visible. The background shows a vast, dark landscape with distant mountains under a starry night sky. A dark blue rectangular box is overlaid on the left side of the image, containing white text.

**SESSION 8**  
**EARLY WARNING SYSTEM**

# BACKGROUND PRESENTATION

## EARLY WARNING SYSTEM

This session will highlight two main important issues. While communities, with support from national and international development partners may initiate community based early warning systems, it is important to note that the State agencies are responsible for designing and implementing Early Warning Systems regarding mega disasters. Early Warning Systems may need additional emergency response activities also, such as evacuation, which need a coordinated mobilisation of federal, provincial and local government efforts together with security agencies.

There are two ways for disaster risk reduction – an effective early warning system on potential disasters; and structural improvement. While lot of attention is being given by municipalities on improving quality of built structures, there are very little efforts on designing, developing and implementing effective Early Warning Systems (EWS) on potential disasters. Technology has now increased the possibility to develop EWS on many hazards. The Hydro-meteorological forecasts are becoming more precise and the government has also brought the flood alert early warning systems into action. Yet there still remains a huge gap that needs to be filled through development of such systems for many hazards.

An EWS that is gender and inclusion aware recognizes that different genders (including gender minorities), children, senior citizen and excluded groups are impacted differently or have different needs, but makes only minor adjustments to address this (adapted from Dwyer and Woolf, 2018). A gender and inclusion sensitive EWS include women, excluded group/vulnerable group from the first aid training to other systems for early warning. Similarly, it ensures disaster preparedness, response and contingency planning, and proactively considers gender and excluded groups to respond to the specific needs, concerns, and capabilities of marginalized gender groups. A gender transformative EWS proactively (re)designs approaches, policies, and practices to reduce gender-based inequalities and to meet the needs of all people.

“Early Warning” and “Early Warning System” are two different terminologies. “Early Warning” means messages forwarded through the best possible means in most understandable form to the people living in areas prone to the on-setting hazards/disaster risks such as natural geophysical hazards, hydrological, meteorological, climatological, biological hazards and other human induced hazards such as industrial hazards, civil unrest, conflict related risks. However an “Early Warning System” is a combination of tasks of monitoring hazards designing messages related to onset of disaster risks resulting from such hazards, transmitting such messages through most effective means to the people who live on the path of such potential risks, building capacity of community/institutions to manage such system and incorporating EWS into the broader DRM initiative.

## COMPONENTS OF AN EARLY WARNING SYSTEM

An EWS consists of four main sets of tasks –

- First, understanding the disaster risks. It includes identifying hazards/potential disaster risks and ranking such disaster risks on the basis of their frequency, intensity and impact. Data disaggregated by sex, age, diversity of populations exposed to such disaster risks would strengthen design of the EWS.
- Second, it is important to monitor not only geographical, but economic and social vulnerability as well, so that the people in vulnerable situations could clearly be identified. There should be regular monitoring of such disaster risks. Different locations could be vulnerable to different hazards and disaster risks, and sometimes to a multitude of and a combination of such risks. The Early warning system should therefore pay attention to such vulnerabilities.
- Third, designing and sending alert messages in time, in a widely understood language, through the medium that could reach the most exposed and vulnerable people first. Proper attention should be paid to the language and media as some people may be left out (not everybody may be able to understand Nepali language; a deaf person cannot hear the public service announcements or a siren). Therefore the early warning should be targeted towards the most vulnerable people first, those who cannot rapidly get away from vulnerability to disaster risks.
- And fourth, the early warning system should be linked with capacity building of local communities in disaster response. [Tool: S8TI\_Early Warning System]

Two important components should be understood in an EWS – 'Lead time' and 'Lag time'. The Lead time means the time required for the Early Warning messages to reach the target people/communities. And the Lag time refers to the time such people/communities need to escape from the place prone to the disaster risk and reach another place safe and away from such disaster risk. An EWS system therefore must be linked with identification of such safe public spaces.

An EWS may be institution-managed – such as the flood Alert System of Department of Hydrology and Meteorology, where individuals and communities are expected to take preventive actions based on the alerts.

An EWS may be community-managed as well – where all of the responsibilities of EWS, as mentioned above, are managed by communities themselves.

The process of setting up a community managed EWS may involve the following steps:

- Discussion in the community about the hazards and disasters risks originating from such hazards
- Participatory situation analysis of such hazards and their associated disaster risks
- Intensive observation and regular monitoring of hazards
- Designing and communication of early warning messages
- Preparing for and building capacity of communities for disaster response
- Regular follow up and review of the EWS to ensure its sustainability

### **AN EFFECTIVE EARLY WARNING SYSTEM WILL HAVE FOLLOWING FEATURES:**

- **Multi hazard Approach:** An early warning system is usually designed for a particular type of hazard in mind. However, the EWS should also be mindful of multiple hazards that could originate at the onset of such particular hazard.
- **Gender Equality and Social Inclusion perspective:** Hazards affect people differently. The powerless and voiceless people are the ones who should be reached first by the EWS.
- **Participatory Process:** the EWS should be designed and implemented in full participation of communities who are exposed to the hazards and vulnerable to resulting disaster risks.

### **HINTS TO THE TRAINER/FACILITATOR**

Early Warning Systems are installed by many municipalities. Before beginning the session, the Trainer/Facilitator should discuss with participants about the process of such EWS – how they are designed to provide information and how such information reaches the women, children, uneducated and illiterate people, persons with disability and the elderly people. This will help participants to self-reflect on effectiveness of their EWS. Then the Trainer/Facilitator can start introducing the topic. It should also explore the plan of municipality to identify hazard specific vulnerability, such as those identified in the previous session and then prepare a plan if they wish to install such EWS [Tool: S8T2\_EWS Group Work]

## SESSION PLAN (45 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To understand Early Warning System as one of the main component of DRR	<ul style="list-style-type: none"> <li>Understand the core four components of EWS</li> <li>Know the key steps for planning a hazard specific EWS in their municipalities</li> </ul>

## EXPECTED PARTICIPANTS

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
1 Early Warning System	Day 2 12:45 – 1:00 (15 minutes)	<b>Activity 1: Early Warning System</b> <ul style="list-style-type: none"> <li>Open discussion</li> <li>Presentation on EWS –components</li> </ul>	S8T1_Early Warning System	Print the hand-out in sufficient quantities for participants
2 Action plan for EWS	2:00 – 2:30 (30 minutes)	<b>Activity 2: the concept and components of EWS</b> Action plan of municipalities if they want to initiate EWS	S8T2_EWS Group Work	Print group work templates from the tool – S8_T2_EWS Group Work.

## DETAILED SESSION ACTIVITIES

Day 2 12:45 – 1:00 (15 minutes)	<b>Activity 1: Sharing experience of municipalities on EWS</b> <ul style="list-style-type: none"> <li>Open discussion on experience of municipalities on EWS</li> <li>Discussion on EWS – components</li> </ul>	Objectives Tool – S8T1_Early Warning System To familiarise with role and responsibilities of federal, provincial and local governments
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12:45 – 1:00 (15 minutes)	<b>Activity 2:- Presentation on the concept and components of EWS</b> <ul style="list-style-type: none"> <li>• Present PowerPoint presentations on EWS</li> <li>• Discussions and clarifications on components and approaches</li> <li>• Summarize on linking EWS into the DRR initiative as well as in the Emergency Operation Centre procedures.</li> <li>• Support municipalities action plan if they want to initiate EWS</li> </ul>	Tool - S8T1_Early Warning System and S8T2_EWS Group Work To generate interest of municipalities in exploring EWS on hazards they are prone to and to develop an initial action plan for this purpose
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## TRAINING MATERIALS

Training Schedule, Board Marker, Masking Tapes, Double-sided Tapes, Meta-card, Sign pen, Newsprint paper, Push pin, Cardboard paper, Brown Paper

Expected Output	Elected representatives and officials of municipalities will understand the importance and process of establishing an early warning system and produce a draft action plan for establishing such a system.
Means of verification	Group work - Plan of action for EWS
Reference Materials	Early Warning System reading materials SOP on Flood Early Warning System DHM

# SESSION 9

## LOCAL DISASTER AND CLIMATE RESILIENCE PLAN (LDCRP)



# BACKGROUND INFORMATION

## THIS SESSION CONTRIBUTES TO THE CORE MODULE 4 INTEGRATING DISASTER RISK INTO MUNICIPAL DEVELOPMENT PLANNING PROCESS

The Government of Nepal has integrated disaster risk reduction and climate change adaptation into a single initiative. The Guidelines for Local Disaster and Climate Resilience Plan (LDCRP) is at an approval stage and it addresses vulnerability to climate change and disaster risks, encompassing actions at all stages – preparedness, prevention, mitigation, response, rehabilitation, reconstruction and adaptation. The government has emphasized concerted action for enhancing resilience through disaster risk reduction and climate change adaptation action at all levels of government. It further emphasizes mainstreaming disaster risk reduction and climate change adaptation into development policies and plans.

### THE LDCRP PROCESS:

Preparing LDCRP involves tasks carried out at five stages:

#### Stage 1: Coordination and Preliminary action:

- Coordination action at district and local (municipality/rural municipality) level
- Formation of local disaster and climate resilience committee
- Formation of planning committee and other committees
- Capacity building

#### Stage 2: Vulnerability and Capacity Assessment (VCA):

- Information and data collection on local disaster and climate resilience
- Vulnerability and capacity assessment
- Risk sensitive land use assessment
- Preparing disaster and climate risk profile

### **Stage 3: Preparing local disaster and climate resilience plan**

- Identification and prioritization of local disaster and climate resilience activities
- Formulation of disaster and climate resilience plan

### **Stage 4: Approval, Mainstreaming and Implementation of LDCRP**

- Approval of LDCRP by the municipality's council
- Mainstreaming the plan into annual and periodic plans with adequate budget allocation
- Implementation of the integrated plan

### **Stage 5: Monitoring, Evaluation and review**

- Monitoring and Evaluation (based on indicators)
- Review and updating of the LDCRP

### **THIS SESSION WILL FAMILIARIZE THE ELECTED REPRESENTATIVES AND KEY OFFICIALS OF MUNICIPALITIES WITH THE ROLES THEY HAVE TO PLAY -**

- For preparing the climate and disaster risks profile of their municipality
- To prepare their LDCRP
- To mainstream the LDCRP priorities into their annual and periodic plans, with adequate budget allocated for activities planned in LDCRP

It won't be possible to cover the entire process of LDCRP in detail within this one session. The session is therefore focused on sensitizing local governments on LDCRP process, and its 10 tools used for assessing disaster and climate risk related vulnerability and capacity assessment of their municipalities. Among these 10 tools listed below, the participants will practice one specific tool of preparing a disaster and climate risk profile of a ward of their municipality.

## The 10 tools used for Vulnerability and Capacity Assessment (VCA)

- Historic timeline
- Prioritisation of hazards
- Seasonal calendar Including hazards calendar and crops and vegetable calendar
- Weather and temperature analysis
- Risk and Problem Analysis format
- Institutional analysis or Venn diagram
- Vulnerability and Capacity Assessment of communities and wards.
- Focused group discussions
- Documenting local knowledge, skills and capacity.
- Mapping of hazards, risks and social resources, and Identification and prioritization of vulnerability and capacity

It is important to get excluded/vulnerable groups participation in these assessments, and to have Sex, Age, and Diversity Disaggregated Data in these analyses. Participants will be introduced with one tool like– hazards, risks and social resources mapping, and GESI guideline for Identifying Prioritising Vulnerable and Excluded Populations during Humanitarian, Separate Focus Group Discussion in order to learn how to identify vulnerability and capacity of their respective municipality. Participants will be asked to reflect on the disaster and climate change related situation in a particular community (a ward area of the municipality) for the sake of practicing this tool. It orients participants on the necessity of making informed decision for those communities, so that such a locality could become better prepared and capable to cope with disasters. [Tool: S9T1\_LDCRP process and tools]

### HINTS TO THE TRAINER/FACILITATOR

The Trainer/Facilitator should introduce the LDCRP concept and process first, then briefly introduce its 10 tools. It won't be possible to practice all tools in this session. It is suggested to use tool no. 10 mapping of hazards and identification of vulnerability and capacity for this exercise. This exercise aims to create the municipality action plan for developing the LDCRP and mainstreaming DRR and CCA in their development planning process. Participants should refer to a real life scenario in one of the disaster/climate change prone ward of their municipality. [Tool: S9T2\_LDCRP group Work]

## SESSION PLAN (90 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To orient the participants on LDCRP Tools and to develop a timeline for a fully implemented LDCRP	<ul style="list-style-type: none"> <li>• Have understood climate change and its relation with disaster management</li> <li>• Be familiar with LDCRP Tools</li> <li>• Have understood concepts of minimizing hazards, reducing vulnerabilities, and on likelihood of risks and mitigating such risks</li> </ul>

## EXPECTED PARTICIPANTS

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
I LDCRP as tool for mainstreaming DRR	Day 2 2:30 – 2:45 (15 minutes) 2:45 – 3:00 (15 minutes)	Activity 1:- Understanding Local Disaster Climate Resilience Plan (LDCRP) <ul style="list-style-type: none"> <li>• LDCRP</li> <li>• Mainstreaming DRR and CCA in municipal planning process for minimizing hazards</li> <li>• IoVCA Tools</li> </ul>	S9TI_LDCRP process and tools	Print a copy of Local Disaster Climate Resilience Plan (LDCRP) for each individual participants

Activity	Timing	Description	Tools	Preparations
2 Simulation Exercise on VCA tools	3:15 - 4:15 (60 minutes)	<p>Activity 2:- Internalizing Local Disaster Climate Resilience Plan (LDCRP)</p> <ul style="list-style-type: none"> <li>• Session 8a:- Simulation Exercise on VCA Tools :usage of some VCA Tools</li> <li>• Update on LDCRP preparation and update in Work Plan</li> </ul>	S9T2_LDCRP group Work 1 S9T2_LDCRP group Work 2	Prepare the stationary (white paper; brown paper; colour pen and marker) items for participating municipality

## DETAILED SESSION ACTIVITIES

<p>Day 2 2:30 – 2:45 (15 minutes)</p> <p>2:45 – 3:00 (15 minutes)</p>	<p>Activity 1:- Understanding Local Disaster Climate Resilience Plan (LDCRP)</p> <ul style="list-style-type: none"> <li>• Ask participants on what the Preparedness measures done by the Municipality</li> <li>• present PowerPoint presentations on LDCRP and VCA Tools</li> <li>• Clarify the objectives of LDCRP</li> <li>• Orient and engage the participants on using the LDCRP tools</li> <li>• Orient on using the LDCRP findings to integrate within the Municipal planning process and for minimizing hazards</li> <li>• 10 VCA Tools</li> </ul>	<p>Objectives</p> <p>Tool- S9T1_LDCRP process and tools</p> <p>To link with the Municipal level 7 steps Planning Process</p>
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<p>3:15 - 4:15 (60 minutes)</p>	<p><b>Activity 2:- Internalizing Local Disaster Climate Resilience Plan (LDCRP)</b></p> <ul style="list-style-type: none"> <li>• Group Work on the vulnerability and risk assessment of a ward</li> <li>• Guide the participants to prepare the Social mapping based on the hazards observed</li> <li>• Groups present on the exercise focusing on hazards and vulnerabilities</li> <li>• Summarise presentations and highlight how LDCRP integrates DRR with CCA and the need to mainstream these into development planning</li> <li>• Prepare the work plan in the preparation and update on LDCRP</li> </ul>	<p>Tool - S9T2_LDCRP group Work 1</p> <p>To orient on LDCRP process for mainstreaming DRR and CCA in development planning for disaster and climate resilience</p> <p>Tool - S9T2_LDCRP group Work 2</p>
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## TRAINING MATERIALS

Training Schedule, Board Marker, Masking Tapes, Double-sided Tapes, Meta-card, Sign pen, Newsprint paper, Push pin, Cardboard paper, Brown Paper

<p>Expected Output</p>	<p>Municipal stakeholders will understand the process of formulating the LDCRP and be able to prepare such plans for their respective municipalities.</p>
<p>Means of verification</p>	<p>Presentation of the group work</p>
<p>Reference Materials</p>	<p>LDCRP Guidelines 2074</p>

# SESSION 10 MAINSTREAMING INCLUSIVE DRR IN DEVELOPMENT PROCESS



## BACKGROUND INFORMATION

Short term relief is necessary to quickly deliver lifesaving support to people and communities affected by the disaster. But any mid-term and long-term recovery initiative must be viewed from the development perspective. A disaster can be regarded as a sudden shock that cripples the coping capacity of people and the state. Left unchecked, longer term disaster response initiative can create dependency syndrome, or negatively affect local markets. Even short term relief support such as cash transfer systems are critically evaluated before their implementation for their potential distortive effect in the local market. Disaster preparedness and response should therefore be integrated in the development policy and planning processes of local governments and resources should be allocated accordingly.

### MAINSTREAMING DRR IN DEVELOPMENT

The Government of Nepal has emphasized mainstreaming of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) into development process of local governments through Local Disaster and climate Resilience Plan (LDCRP). The GoN has prescribed the following seven-step planning process for local governments to prepare and endorse their annual development plans.

### THE SEVEN-STEP PLANNING PROCESS

Step 1: Preparations for the Budget:

- By Poush month end, submit the income expenditure statement to the Federal Government, together with projected expenses till the year end
- By Chaitra month end, obtain budget ceiling from the Federal and Province Government

Step 2: By Baisakh 10, projection of financial resources and budget ceiling

Step 3: By Baisakh month end, finalization of community and ward level plans.

Step 4: by Jeth 15, selection and prioritisation of community and ward level plans'

Step 5: by Asar 5, preparation of Budget and Plan by the Budget and Planning Committee

Step 6: by Asar 10, approval of Budget and Plan by the rural/urban municipality and submission of the approved Budget and Plan to the municipality council

Step 7: Approval of the Budget and Plan by the council of rural/urban municipality:

- By Asar 10, presentation of Budget and Plan for approval
- By Asar month end, approve the Budget and Plan

The seven-step planning process of local governments should be linked with local disaster risk reduction plans otherwise these initiatives will remain underfunded or stay isolated from mainstream regular development plans of municipalities. Local level governments should collect and update the community profile with Sex, Age, Diversity Disaggregated (SADD) data prior to preparing such community level plans.

## **INCLUSIVE APPROACH**

Furthermore, it is important to ensure that such mainstreaming of DRM is done through an inclusive approach – where people with lesser voice or power, such as women, children, persons with disabilities, senior citizens, marginalized and minority communities have access, representation and meaningful participation in the development planning process of local governments. This session discusses needs and avenues of creating such opportunities for inclusive approaches to mainstreaming DRM into the planning and resource allocation processes of local governments through their five development planning committees (e.g. economic development committee, Infrastructure development committee). [Tool: SIOTI\_Mainstreaming DRR in Dev]

The common Framework for Gender Equality and Social Inclusion<sup>5</sup> provides tools and guidelines for mainstreaming GESI in development interventions. The framework focuses on why GESI is important for Nepal, definitions of who are excluded, list of excluded/vulnerable groups in Nepal, how to operationalize GESI (in policies, project/program cycle, institutional framework).

The IASC Gender with Age Marker (GAM) looks at the extent to which essential programming actions address gender- and age-related differences in humanitarian response and DRR. It was developed in response to requests to strengthen the original IASC Gender Marker by including age and, most significantly, by adding a monitoring component. In addition to measuring program effectiveness, it is a valuable teaching and self-monitoring tool, allowing

<sup>5</sup> [https://www.undp.org/content/dam/nepal/docs/generic/GESI%20framework%20Report\\_Final\\_2017.pdf](https://www.undp.org/content/dam/nepal/docs/generic/GESI%20framework%20Report_Final_2017.pdf)

organizations to learn by doing in developing programs that respond to all aspects of diversity. With the 2019 Humanitarian Planning Cycle (HPC), the GAM replaces the previous IASC Gender Marker applied to appeal projects since 2009. Its use will be similarly required in the Financial Tracking System (FTS), and Member States are asked to commit to only funding partners who report to the FTS using the IASC Gender with Age Marker; and subsequently update the marker based on monitoring data. The marker is a useful tool to monitor, verify, evaluate if the project/programme/initiatives takes into consideration gender and age groups into account; it articulates well the target group the programme well, recognizes the different needs of gender and age groups in the programme; if need analysis has been done from gender perspective; if tailored activities targets most vulnerable and excluded groups; if there is adequate participation of the affected people and if the indicators measures the distinct benefits for people in need.

No	Indicators	Score
1	Women's participation in formulation and implementation of the program	20
2	Women's capacity development	20
3	Women's share in the benefit	30
4	Promoting employment and income generation for women	20
5	Qualitative improvement of women's time use or reduced workload	10
	Total	100
	Directly Gender Responsive (1)	Indirectly Gender Responsive (2)
	= >50%	>20% to <50%
		Neutral (3)
		<20 %
Indicators and classification criteria for GRB, Ministry of Finance GRB Guidelines 2007/08		

Another important tool to ensure gender mainstreaming in DRR and development is Gender Responsive Budgeting (GRB). Budget policies are effective tools to address inequalities and discrimination through budgetary measures and provisions. Gender Responsive Budgeting (GRB) regards women as rights-holders with budget actors having obligations to empower and protect them<sup>6</sup>. It is a strategic tool to influence planning and budgeting process of the government, development partners and other stakeholders to assess their level of contribution towards the gender equality (GE) and women's

<sup>6</sup> Diane Elson (2006) Budgeting for Women's Rights. Monitoring Government Budgets for Compliance with CEDAW

empowerment (WE). GRB can be used for financing new and existing commitments on GEWE, which is also central to implementing and achieving Sustainable Development Goals (SDGs). It uses five step frameworks. 1. Analysis of the situation of women, men, girls and boys in a given sector; 2. Assessment of the extent to which policies address the gendered situation; 3, Assessment of where budget allocation are adequate to implement gender responsive policies; 4; Assessment of short-term outputs of expenditure, to evaluate how resources are actually spent; 5. Assessment of the long-term outcomes or impact expenditures might have. "Gender-responsive budgeting seeks to ensure that the collection and allocation of public resources is carried out in ways that are effective and contribute to advancing gender equality and women's empowerment. GRB ensures that the needs and interest of individuals from different social groups are addressed (intersectionality); it highlights the sexual division of labor; and recognizes the way in which (mainly) women contributes to the economy with their unpaid labour including care work.

## **GENDER EQUALITY AND SOCIAL INCLUSION MAINSTREAMING IN DEVELOPMENT PLANNING AND DISASTER RISK REDUCTION AND MANAGEMENT.**

Mainstreaming is not about adding on a 'women's component', or even a 'gender equality component' or social inclusion component to an existing activity. It involves ensuring that gender and inclusive perspectives and attention to the goal of gender equality and social inclusion are central to all activities - policy development, research, advocacy/dialogue, legislation, resource allocation, and planning, implementation and monitoring of programs and projects. Mainstreaming can reveal a need for changes in goals, strategies and actions to ensure that both women and men and other excluded groups can influence, participate in and benefit from development and DRM processes. (UN Women fact sheets). The status of vulnerability and capacity are subject to change over time and situation as result of effective mainstreaming GESI in all cycle of DRM.

Different cycle in DRM		Opportunities for mainstreaming GESI
Pre – Disaster Phases	Preparedness	<ul style="list-style-type: none"> <li>• Identifying gaps in integrating women, men, socially excluded groups, poor, people with special requirements etc. and conduct their vulnerability and capacity assessment.</li> <li>• Applying a gender-responsive capacity and vulnerability analysis framework in disaster preparedness planning</li> <li>• Prepare gender-responsive preparedness plan e.g. Designing a gender-responsive early warning systems</li> </ul>

Different cycle in DRM		Opportunities for mainstreaming GESI
		<p>Effective gender-responsive preparedness includes:</p> <ul style="list-style-type: none"> <li>• Gender-responsive assessment of risk including sex-disaggregated data and gender-based evidence on protection/security issues (gender-responsive VCA);</li> <li>• Gender-responsive community participation;</li> <li>• Community education on the roles of women and men in disaster preparedness and response;</li> <li>• Community awareness raising on the necessity of equally engaging women and men in all preparedness activities including how to address socio-cultural barriers to women's participation in community decision-making and preparedness activities (e.g. working with community leaders to engage women in decision-making);</li> <li>• Capacity building and awareness raising on gender-responsive response for all institutions and partners involved in response;</li> <li>• Empowering women to participate in early warning responses, disseminating information, becoming first responders;</li> <li>• Training women volunteers in disaster response and recovery and/or the development and implementation of evacuation plans.</li> <li>• Use the elderly women and men are as a key resource for information and guidance in managing disasters and a source of indigenous knowledge which is very helpful and useful during rescues and response.</li> </ul>
	Prevention	<ul style="list-style-type: none"> <li>• Understanding the diversity of vulnerability and risk improves efficiency (including disaggregating data)</li> <li>• Conduct multi hazard risk assessment and mapping (conduct an exercise regarding hazard mapping and preparing hazard matrix among participants which helps them to understand multi- hazard risk)</li> <li>• Manage vulnerability and hazard risk</li> <li>• Prepare and enforce DRR related laws/orders/regulation such as building and structural codes and so on at all levels of government and educate them.</li> </ul>

Different cycle in DRM		Opportunities for mainstreaming GESI
		<ul style="list-style-type: none"> <li>• Prepare provisions of open space, emergency store house, evacuation area with the arrangement of all basic service and communicate the community about it.</li> <li>• Preparation of gender sensitive development plan and strategies, community development plans etc. which ensure the protection of single women, disable, old, vulnerable and other excluded groups.</li> <li>• Ensure provision to provide full knowledge of disaster to women, men and esp. other excluded group so that they can be effective and change-makers in preventing and responding to disasters in their families and communities.</li> <li>• Make a provision to ensure equal participation of women and men in prevention and disaster risk management, especially in needs assessment is an effective way to increase ownership and accuracy of relief operations.</li> </ul>
During disaster Phases	Response	<ul style="list-style-type: none"> <li>• Identifying gender in the immediate response phase: basic needs, protection and participation</li> <li>• Use the gender desegregated data of the specific community or area to plan and focus response for vulnerable, poor, marginalized and excluded community and social group.</li> <li>• Ensuring women and men's equal access to livelihoods in all phases of emergency recovery</li> <li>• Design tools to engender the humanitarian programming cycle</li> <li>• Conducting gender sensitive initial rapid assessment and post-disaster need assessments so that an accurate data can be gathered for speedy recovery plan.</li> </ul>
	Recovery	<p>Gender-responsive activities during the recovery phase should consider:</p> <ul style="list-style-type: none"> <li>(i) gender-specific needs in restoring livelihoods with a focus on providing equal opportunities for women and men;</li> <li>(ii) gender-specific needs in recovery and development of infrastructure across all sectors—housing, health, education, water, food security, sanitation and hygiene—following the 'Build Back Better' principle; and</li> <li>(iii) Increasing the participation of women and excluded groups (e.g. youth, people living with disabilities, etc.) in policy and planning processes.</li> </ul>

Different cycle in DRM		Opportunities for mainstreaming GESI
		<p>The Sendai Framework recognizes the gender dimension of recovery in Article 36 (a)(i), which stipulates: “Women and their participation are critical to effectively managing disaster risk and designing, resourcing and implementing gender-sensitive disaster risk reduction policies, plans and programmes; and adequate capacity building measures need to be taken to empower women for preparedness as well as build their capacity for alternate livelihood means in post-disaster situations.”</p>
		<p><a href="#">Gender-responsive components of infrastructure and livelihood recovery</a></p> <p>To ensure gender-responsiveness, infrastructure and livelihood recovery programmes should be guided by the following principles:</p> <ul style="list-style-type: none"> <li>• Conduct assessment of affected infrastructure and consider the gender implications;</li> <li>• Identify primary needs and necessary recovery measures for women and men from different population groups;</li> <li>• Ensure involvement of women and women’s groups, irrespective of their age and marital status, in needs assessment and decision-making around recovery and development;</li> <li>• Source procurement of construction materials from companies owned by women or hire women to work on infrastructure development and in livelihood development programs;</li> <li>• Ensure access to financing and training for women interested in entrepreneurship;</li> <li>• Ensure equal access to services for women and men from various population groups;</li> <li>• Allocate targeted funding for women’s empowerment programmes;</li> <li>• Monitor and evaluate the implementation of gender-specific measures based on gender responsive indicators</li> </ul>
		<p><a href="#">Expanding economic opportunities and women’s access to economic resources</a></p> <p>Women must have the same access to economic resources as men. The ownership of, and control over, resources provides women with higher levels of protection, the possibility of improving their lives and a sense of self-reliance. On a larger scale, direct benefits will be felt not only by women and their households but also local communities and the society</p>

Different cycle in DRM		Opportunities for mainstreaming GESI
		<p>Loaning to women benefits society as a whole</p> <p>If a program or activities are targeted to women and poor or vulnerable groups of society it will bring multiplier effect to county.</p> <p>Recommended measures to increase women's access to financial resources Some methods of increasing women's access to financial resources include:</p> <ul style="list-style-type: none"> <li>• Early loan repayment without fines and contractual penalties;</li> <li>• Implementation of socially-oriented loans with favourable interest rates or no credit guarantee schemes;</li> <li>• "Solidarity lending" for the most vulnerable women;</li> <li>• Replication of best practices in setting up and running various financial institutions, including credit unions. A credit union has more advantages than other credit institutions: it's local, it requires a small initial investment and is owned and controlled by members within the union;</li> <li>• Securing state support in the design and promotion of banking and microfinance organizations that implement successful, socially responsible programmes and projects;</li> </ul>
Post Disaster Phases	Reconstruction	<ul style="list-style-type: none"> <li>• Collect, analyse and use disaggregated data and analysis on Sex, age and diversity and equally consult with women, girls and marginalized groups during the design of reconstruction program and activities and in the overall monitoring.</li> <li>• Use both gender mainstreaming and targeted actions on Gender Equality and Women's Empowerment in reconstruction together with preparedness, response, and recovery activities. These should be rights-based and gender transformative, and meet the specific needs and priorities of women, girls, men and boys of all diversities;</li> <li>• Support women's economic empowerment through livelihoods and skills development interventions (including cash-based programs) which are accessible and minimize risk to women and girls.</li> </ul>

Different cycle in DRM		Opportunities for mainstreaming GESI
Post Disaster Phases	Reconstruction	<ul style="list-style-type: none"> <li>• Support women's economic empowerment through livelihoods and skills development interventions (including cash-based programs) which are accessible and minimize risk to women and girls.</li> <li>• Adopt strategies that recognize, reduce and redistribute the unpaid care and household responsibilities assigned to women and girls;</li> <li>• Ensure the leadership and meaningful equal representation and participation of women and marginalized groups;</li> </ul>
	Rehabilitation	<ul style="list-style-type: none"> <li>• For strong recovery especially for children, persons with disabilities, sexual and gender minorities, people living with HIV/AIDS, adolescent girls, single women, female headed household, pregnant and lactating mothers, senior citizens, Dalit women, women from religious and ethnic minorities and indigenous women who need improved abilities of physical, mental, and/or cognitive (thinking and learning) for strong build back better.</li> <li>• Emphasis the use of indigenous knowledge, process, technology and strategies to be used for the recovery process for making a sustainable growth economically, mentally and physically.</li> </ul>

## INSTRUCTION FOR THE TRAINER

Mainstreaming and inclusion are interesting but abstract terms. It is not adequate to talk about these issues theoretically. The Trainer/Facilitator should rather present practical tools where and how the municipality authorities could mainstream DRM into development process and how they can be made more inclusive. The trainer should emphasise first on, plans to be developed from community and ward levels for disaster risk reduction, disaster preparedness and disaster response; and second, on including DRR and CCA perspectives in any development plan (e.g. infrastructure, education plans). A simple tool has been developed and attached in the PowerPoint for this purpose. The Trainer/Facilitator may develop other more effective tools also for this purpose. [Tool: SIOT2\_Mainstraming DRR GrpWork]

## SESSION PLAN (60 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To emphasize importance of mainstreaming DRR in Development Process	<ul style="list-style-type: none"> <li>• Have knowledge on integrating DRR into Development planning process</li> <li>• Interlink LDCRP findings into municipal seven Step Planning process</li> <li>• Sensitize on integration GESI friendly Development Activities</li> <li>• Initiate development activities which will be Elderly, Disabled and Children friendly</li> </ul>

## EXPECTED PARTICIPANTS

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
I Mainstreaming DRR into Development	Day 2 4:15-4:30 (15 minutes)	<p>Activity I: Mainstreaming Inclusive DRR in Development Process</p> <ul style="list-style-type: none"> <li>• Discussion on Disaster and development</li> <li>• The 7-step planning process of local governments</li> <li>• Mainstreaming inclusive DRR and CCA</li> </ul>	SIOTI_Mainstreaming DRR in Dev	Print the 7 steps municipal planning process

Activity	Timing	Description	Tools	Preparations
2 Group work and Action plan on DRR	4:30-5:15 (45 minutes)	<p>Activity 2:- Internalizing Inclusive DRR in Development Process</p> <ul style="list-style-type: none"> <li>• Group work</li> <li>• Action Plan on mainstreaming Inclusive DRR and CCA in municipality's development plans</li> </ul>	S10T2_Mainstraming Inclusive DRR Group Work	<p>Print the copy of task on the mainstreaming inclusive DRR in various committee of Municipality.</p> <p>Print the copy of task in mainstreaming inclusive DRR from planning to implementation and monitoring phase.</p>

## DETAILED SESSION ACTIVITIES

Day 2 4:15-4:30 (15 minutes)	<p>Activity 1:- Understanding Inclusive DRR in Development Process</p> <ul style="list-style-type: none"> <li>• Present on the impact of disaster in the Development process</li> <li>• Share on the necessity of linking DRR in development initiatives</li> <li>• DRR and Development</li> <li>• Integration of Disaster Preparedness and Response plans into the 7 Step Planning process <ul style="list-style-type: none"> <li>o Gender equality and social inclusion</li> <li>o Elderly people, people with disability and Children group</li> </ul> </li> <li>• Mainstreaming DRR in various committee of Municipality</li> <li>• Mainstreaming inclusive DRR from planning to implementation and monitoring phase</li> </ul>	<p>Objectives</p> <p>Tool - S10_T1_Mainstreaming DRR in Dev</p> <p>To show how disaster risk reduction and management can contribute to protecting achievements of development efforts</p> <p>To integrate DRR and CCA into the 7-step planning process of local governments</p>
4:30-5:15 (45 minutes)	<p>Activity 2:- Internalizing Inclusive DRR in Development Process</p> <p>Group work on Internalizing Inclusive DRR in Development Process</p>	<p>Tool - S10_T2_Mainstraming DRR Group Work</p>

	<ul style="list-style-type: none"> <li>• Distribute Stationery ( Newsprint and Board-Marker) items</li> <li>• Ask 4 groups to work with the phases of development planning process and how inclusive DRR and CCA is mainstreamed in various committee of Municipality</li> <li>• Ask 2 groups to work with mainstreaming inclusive DRR from planning to implementation and monitoring phase</li> <li>• Guide the participating municipalities to prepare on the group work.</li> <li>• Group present on mainstreaming DRR in various committee of Municipal and mainstreaming inclusive DRR from planning to implementation and monitoring phase</li> <li>• Summarize on the necessity of mainstreaming LDGRP findings in the Municipal planning process keeping inclusion at the centre of the task</li> </ul>	<p>To familiarize participants on the methods of integrating DRR into the planning process of development committees</p> <p>To ensure inclusion perspective i.e. access and meaningful participation of women, persons with disability, senior citizens, minority and marginalised groups</p>
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## TRAINING MATERIALS

Training Schedule, Board Marker, Masking Tapes, Double-sided Tapes, Meta-card, Sign pen, Newsprint paper, Push pin, Cardboard paper, Brown Paper

Expected Output	Municipal stakeholders will understand the importance and process of mainstreaming GESI and DRM in the development planning process of their respective municipalities.
Means of verification	Presentation of the group work
Reference Materials	<ul style="list-style-type: none"> <li>• LDGRP Guidelines 2074</li> <li>• 7 step planning process for local governments, prescribed by the Government of Nepal</li> <li>• DRR National Strategic Action Plan 2018-2030 ( Pg. 73-76) <a href="http://drrportal.gov.np/uploads/document/1352.pdf">http://drrportal.gov.np/uploads/document/1352.pdf</a></li> <li>• Framework for Gender Equality and Social Inclusion: <a href="https://www2.unwomen.org/-/media/field%20office%20easia/docs/publications/2017/04/gesiframeworkreportnepali20072017compressed.pdf?la=en&amp;vs=1541">https://www2.unwomen.org/-/media/field%20office%20easia/docs/publications/2017/04/gesiframeworkreportnepali20072017compressed.pdf?la=en&amp;vs=1541</a></li> <li>• Gender Age Marker: <a href="https://iascgenderwithagemarker.com/en/home/">https://iascgenderwithagemarker.com/en/home/</a></li> </ul>

# SESSION II MUTUAL COOPERATION BETWEEN LOCAL LEVEL FOR JOINT DRM ACTIONS



## BACKGROUND INFORMATION

Local governments in Nepal have made their own strides in designing and implementing DRM policies and plans. Some local governments have implemented very interesting initiatives in disaster preparedness and response. Ideally, if time and location allows, it would be good to take the participants to a field visit to such municipalities to see how such DRM systems and policies are being implemented. However, it may not be always possible. In such a situation, this session can be planned in the training room. This session will create opportunity for municipalities to share and learn from each other's experiences. The learning can be organised in three themes:

- Process of initiating such disaster preparedness and response initiatives
- Achievements of such initiatives
- Challenges faced in implementing such disaster preparedness and response initiatives

### LEADERSHIP FROM GESI PERSPECTIVES

While exploring the successful DRM initiatives, it is important to draw the positive impacts of those initiatives on the lives of the people affected by disasters. The GESI perspective could usually be forgotten if not specifically looked for. It is therefore important to engage the women leaders as well as other female representatives at municipal and ward level committees equally in this task. It is important to work with leaders of different excluded/vulnerable groups and engage them in the DRR programme cycle. The local level leaders and officials should be encouraged to explore such achievements and challenges from Gender and Age Marker perspective, showing (i) how those DRM initiatives were relevant to and address needs, priorities of disaster affected population; (ii) how the affected population are actively engaged in the DRM initiatives; (iii) how those processes ensured no-one-left-behind; and (iv) prevented gender based violence.

Disaster risks are not confined to one particular municipality area. Such risks affect most often more than one municipality. Responding to disaster risks therefore would be more effective through joint DRM initiatives of such potentially affected municipalities/ rural municipalities. Such joint initiatives also would bring in additional financial human and financial resources required for responding to disasters. The purpose of sharing such experiences is expected to pave way for identifying and prioritising mutual interest, capacities, joint planning and resource pooling to minimise their common disaster risks and to enhance their joint response capacities; leading to mutual cooperation between local level governments.

This session includes joint exploration by municipalities/rural municipalities on

Their challenges - common hazards, vulnerabilities and disaster risks;

Their strengths – financial, information, human resources and development partners

Their joint actions – joint initiatives on DRM

### **HINT TO THE TRAINER/FACILITATOR**

The trainer/Facilitator should find out in advance whether a field visit is planned or whether a training room based cross learning session is planned in the training. If a field visit is planned, the place where the visit is taking place should offer learning opportunities. The Trainer/Facilitator should request the responsible official there to present (i) the process, (ii) the achievements and (ii) the challenges of such disaster preparedness and response system. In case the field visit is not possible, the Trainer/Facilitator should ask all participating municipalities to present the above information on their; one or two, successful DRM initiative. [Tool: SI ITI\_Sharing DRM Experiences]

### **SESSION PLAN (105 MINUTES)**

This section discusses the expected learning objectives and training method designed for delivering this session.

<b>Overall Objective</b>	<b>Specific Objectives: By the end of the session, participants will have</b>
To support participants learn about successful disaster preparedness and response initiatives from other municipalities	<ul style="list-style-type: none"> <li>• Create opportunities among participants to learn about the process, effectiveness and challenges of DRM initiatives practiced elsewhere.</li> </ul>

### **EXPECTED PARTICIPANTS:**

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
1 Presentations on successful DRM initiatives	Day 3 Time:- 9:15 – 10:00 (45 minutes)	Activity 1:- Understanding success factors of Disaster Preparedness and Response initiatives <ul style="list-style-type: none"> <li>Brainstorming on successful DRM initiatives</li> <li>Group work</li> </ul>	SI IT1_Sharing DRM Experiences	
2 Group presentations and Plan of Action	10:00 – 11:00 (60 minutes)	Activity 2:- Internalizing success factors from other municipalities <ul style="list-style-type: none"> <li>Groups discuss and prepare plan to develop similar initiatives for their own municipalities</li> <li>Prepare plan of action to develop joint DRM initiatives between municipalities</li> </ul>	SI0T2_Mainstraming Inclusive DRR Group Work	

## DETAILED SESSION ACTIVITIES

Day 3 9:15 – 10:00 (45 minutes)	Activity 1:- Understanding success factors of Disaster Preparedness and Response initiatives <ul style="list-style-type: none"> <li>Brainstorming on successful DRM initiatives of municipalities</li> <li>Ask the participants from each municipality to prepare and present one or two successful DRM initiatives of their municipalities by explaining the (i) process of developing such initiatives; (ii) the achievements of such DRM initiatives; (iii) the challenges in implementing these initiatives.</li> <li>Group work</li> </ul>	Objectives Tool - SI IT1_Sharing DRM Experiences To foster learning from each other
10:00 – 11:00 (60 minutes)	Activity 2:- Internalizing success factors from other municipalities <ul style="list-style-type: none"> <li>Presentation, gallery walk and discussion on Activities completed by participating municipalities on DRM initiatives such as but not limited to</li> <li>Local level DRM Act</li> </ul>	Tool - SI IT1_Sharing DRM Experiences

10:00 – 11:00 (60 minutes)	<ul style="list-style-type: none"> <li>• LEOC</li> <li>• Fund Management Guideline</li> <li>• Agriculture, livestock insurance</li> <li>• Prepare plan of action to develop similar initiatives for their own municipalities</li> <li>• Prepare plan of action for joint DRM initiatives between municipalities</li> </ul>	To draw success factors such as the process, achievements so that other participants could learn from such factors for initiating DRM initiatives successfully in their own municipalities.
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## TRAINING MATERIALS

Training Schedule, Board Marker, Masking Tapes, Double-sided Tapes, Meta-card, Sign pen, Newsprint paper, Push pin, Cardboard paper, Brown Paper

Expected Output	Cross learning between municipalities on successful disaster preparedness and response initiatives of participating municipalities.
Means of verification	Group presentations
Reference Materials	DRM initiatives of municipalities

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# SESSION 12 DISASTER PREPAREDNESS AND RESPONSE PLAN (DPRP)



## BACKGROUND INFORMATION

### THIS SESSION CONTRIBUTES TO THE CORE MODULE 5 ENHANCING EMERGENCY PREPAREDNESS AND EFFECTIVE RESPONSE.

The government of Nepal had amended the National Disaster Response Framework in 2019. This framework specifies three stages of disaster response –

- General preparedness to take preventive, risk reduction, mitigation or reinforcement measures
- Intensive preparedness based on forecast and early warning
- Emergency response stage

All level of governments are required for prepare the Disaster Preparedness and Response (DPRP). The local governments in particular are required to prepare such response plans in a participatory manner; involving communities, civil society, the business sector, development partners and other relevant stakeholders. This is a time consuming process, however it should be prepared by ensuring that the least amount of error is present. Such DPRP should also be periodically updated each year and response capacity (human resources, volunteers, equipment, procedures) should be updated if necessary.

### THE DISASTER RESPONSE INSTITUTIONS

The government has designed and institutionalized a pre-defined structure from the federal to local level for disaster response.

The National Disaster Risk Reduction and Management Council at the national level is headed by the Prime Minister. The Council is supported by the National DRM Executive Committee headed by the Minister of Home Affairs. The NDRMA, upon its establishment, will oversee overall implementation aspects of disaster preparedness and response plans. It will supervise the National Emergency Operations Centre, currently under MoHA.

There are Province level DRM council headed by the Chief Minister, and province level DRM Committee led by the Minister of Internal Affairs and Law. The Province level Emergency Operation Centre will coordinate disaster response activities in the province.

The existing District Disaster Management Committee, led by the Chief District Officer will continue to function as the district level emergency operation unit.

All local governments are required to establish Local Emergency Operation centres. The Local Disaster Management Committee (LDMC) led by the Mayor of the municipality or the Chairperson of rural municipality will supervise the LEOCs. During preparedness stage, LEOCs are required to collect and update data on various potential hazards, vulnerable population and refresh the stocks of search and rescue materials. During disasters, LEOCs will have to collect and disseminate information on disasters and disaster affected people. NEOC, PEOC and DEOC will contact LEOCs for such information updates.

## **CLUSTERS**

There are 10 clusters defined in the National Disaster Response Framework for coordinating disaster response activities – health, WASH, emergency shelter, food security and nutrition, camp coordination and camp management, protection, recovery, education, logistics and emergency communication. At the local level, these clusters may vary according to the needs. The local level governments may have only selected clusters, depending upon their needs.

## **DPRP FORMULATION PROCESS**

Local Governments need to know this response mechanism to manage disaster response effectively in case of disasters in their areas. Moreover, they need to prepare their own Disaster Response plans as well. These steps include

- Detailed study of hazards, vulnerability, disaster risk profiles, and early warning systems
- Workshops involving all stakeholders to identify response actions and responsible officials and office units
- Preparing and sharing draft DPRP
- Simulation exercise to test the DPRP and to revise it if necessary
- Approval of the final DPRP and distribution to concerned stakeholders
- Implementation, regular monitoring, evaluation and learning from implementing the response plan

The analysis and study should clearly bring out Sex, Age, Diversity Disaggregated data. The simulation exercises should include women, adolescent girls, and other vulnerable groups as well so that the exercise can fully capture issues important from their perspectives and include those in the preparedness and response plans. Information centres accessible to women and other vulnerable groups should also be planned and included in the DPRP as such

centres played an important role in enabling women and vulnerable groups to cope with the crisis through timely update on services and life-saving information. It is recommended that such kind of centres be adopted as an integral part of the immediate relief, with priority to facilitating access to information of vulnerable groups, including excluded women and girls. This will ensure that vulnerable people will not be marginalized in the response process. The sustainability of the information centres should be incorporated into the long-term reconstruction plan.

This session introduces such tasks and process of disaster response mechanism in federal to local levels. Moreover, the session will also discuss the process of engaging the Lead Support Agency (LSA) and the Cluster Lead Agency (CLA) to support the DPRP preparation process. . [Tool: S12T1\_DPRP]

## HINTS TO THE TRAINER/FACILITATOR

The trainer/Facilitator will introduce the institutional structure and the process of triggering disaster response from federal level to local level. They will, in particular, illustrate the leadership role of the Mayor/Chairperson or other persons of rural/urban municipality for leading disaster response activities at the local level. In the end the Trainer/Facilitator should support the participants to develop the process for developing DPRP in their respective municipalities [Ref: S12T2\_DPRP Group work]

## SESSION PLAN (45 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To sensitize municipal leaders and officials on the Municipality's role in DPRP, on coordinating response and relief efforts on developing a timeline for a fully operational DPRP and To sensitise on the formation and roles of clusters during disaster response	<ul style="list-style-type: none"> <li>• Strengthen the participants' knowledge on Disaster Preparedness and Response Plan</li> <li>• Familiarize participants on the major contents of the National Disaster Response Framework (NDRF)</li> <li>• Create an understanding on Interlinking LEOC response phase with DPRP</li> </ul>

## EXPECTED PARTICIPANTS

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
1 Introduction on DPRP	Day 3 11:15-11:30 (15 minutes)	<p><b>Activity 1:- Understanding Disaster Preparedness and Response Plan (DPRP)</b></p> <ul style="list-style-type: none"> <li>• Present PowerPoint presentations on National Disaster Response Framework (NDRF)</li> <li>• Discussion</li> </ul>	S12T1_ DPRP	<ul style="list-style-type: none"> <li>• Print a copy of Disaster Preparedness and Response Plan (DPRP) for each individual participants</li> </ul>
2 Group work on DPRP – role of different clusters	11:30-12:00 30 minutes)	<p><b>Activity 2:- Internalizing Disaster Preparedness and Response Plan (DPRP)</b></p> <p>Group Work Exercise on Disaster Preparedness and Response Plan</p> <ul style="list-style-type: none"> <li>• Cluster Formation and information collection from respective municipality</li> <li>• Group Work on roles and responsibilities of clusters and Agency</li> <li>• Mapping tool for LSA and CLA</li> <li>• Plan of action for preparing DPRP</li> </ul>	S12T2_ DPRP Group work 1 and Group work 2	<ul style="list-style-type: none"> <li>• Prepare the stationary (white paper; brown paper; colour pen and marker) items for participating municipality</li> <li>• Prepare and print a case story on disaster scenario for the simulation exercise for each participants</li> </ul>

## DETAILED SESSION ACTIVITIES

<p>Day 3 11:15-11:30 (15 minutes)</p>	<p><b>Activity 1:- Understanding Disaster Preparedness and Response Plan (DPRP)</b></p> <ul style="list-style-type: none"> <li>• Ask participants on what the Preparedness and response measures done by their respective Municipalities have been.</li> <li>• PowerPoint presentations on Disaster Preparedness and Response Plan (DPRP)</li> <li>• Present PowerPoint slides on National Disaster Response Framework (NDRF)             <ul style="list-style-type: none"> <li>o Discuss Introduction of DPRP</li> <li>o Discuss Importance of DPRP at local levels</li> </ul> </li> </ul>	<p><b>Objectives</b> Tool - S12T1_ DPRP To make participants realise the wide range of disaster response tasks</p>
<p>11:30-12:00 30 minutes)</p>	<p><b>Activity 2:- Internalizing Disaster Preparedness and Response Plan (DPRP)</b></p> <ul style="list-style-type: none"> <li>• Share the copy of simulation exercise and describe the disaster scenario</li> <li>• Form 4 groups – 6 groups for group work on role of clusters and 2 groups for group work on role of Lead Supporting agency (LSA) and Cluster Lead Agency (CLA)</li> <li>• Group Work on the role of clusters i.e. Food, Shelter, Education, Agriculture in preparedness and response measures and to address gaps</li> <li>• Group Work on the role of Lead Supporting agency (LSA) and Cluster Lead Agency (CLA) for 2 groups of participating municipality</li> <li>• Groups discuss by participating municipality on the role of cluster, LSA and CLA</li> <li>• Guide the participating municipalities to prepare on the role of cluster, LSA and CLA</li> <li>• Group present on the on the role of cluster, LSA and CLA</li> <li>• Update on the finalization of LSA and CLA</li> <li>• Update on the timeline on which DPRP will be drafted or updated in the Work Plan</li> </ul>	<p>Tool - S12T2_ DPRP Group work 1 Tool - S12T2_ DPRP Group work 2 Group Work Exercise on Disaster Preparedness and Response Plan</p> <ul style="list-style-type: none"> <li>• Cluster Formation and information collection from respective municipality</li> <li>• Brainstorming Session :- Group Work on roles and responsibilities of clusters; and Gallery Walk by participants for adding the missing points</li> </ul>

## TRAINING MATERIALS

Training Schedule, Board Marker, Masking Tapes, Double-sided Tapes, Meta-card, Sign pen, Newsprint paper, Push pin, Cardboard paper, Brown Paper

Expected Output	Municipal stakeholders will be able to understand and lead the process of preparing DPRP and activate clusters during disasters. Moreover, they will appreciate the importance of mainstreaming climate change and disaster risk management into development activities at municipal level.
Means of verification	Presentations of group works
Reference Materials	<ul style="list-style-type: none"><li>• DPRP Guidelines 2075</li><li>• National Disaster Response Framework 2075 ( Pg. 6) <a href="http://www.drrportal.gov.np/uploads/document/1499.pdf">http://www.drrportal.gov.np/uploads/document/1499.pdf</a></li></ul>



**SESSION 13**  
**HUMANITARIAN PRINCIPLES,**  
**CORE HUMANITARIAN**  
**STANDARDS AND GESI IN DRM**

## BACKGROUND INFORMATION

Managing disasters and humanitarian emergencies (such as conflicts) is a rather complex task. Relief materials can be blocked, diverted and even looted. Humanitarian workers themselves could be targeted by the authorities or the people. Activities of various humanitarian organisations also have been questioned in several humanitarian operations and missions. The Government of Nepal has designated the local governments as the single door and point of access for delivering all relief and disaster response services. The local governments themselves also are required to set up their legal and institutional frameworks to manage disaster risk reduction and management interventions. They are responsible for ensuring timely implementation of disaster preparedness and response activities to protect the lives and the assets of the people. They therefore need to understand and incorporate Humanitarian Principles and Standards as an integral part in their policies, procedures, institutions and in DRM interventions.

### HUMANITARIAN PRINCIPLES:

Elected Representatives and Officials of municipalities should understand, follow, and also inspire others to follow the four Humanitarian Principles when managing disaster and humanitarian emergencies. The four principles are as listed:

- **Humanity:** Human suffering must be addressed wherever it is found. The purpose of humanitarian action is to protect life and health and ensure respect for human beings.
- **Neutrality:** Humanitarian actors must not take sides in hostilities or engage in controversies of a political, racial, religious or ideological nature.
- **Impartiality:** Humanitarian action must be carried out on the basis of need alone, giving priority to the most urgent cases of distress and making no adverse distinction on the basis of nationality, race, gender, religious belief, class or political opinion.
- **Independence:** Humanitarian action must be autonomous from any political, economic, military or other objectives that any actor may hold with regard to areas where humanitarian action is being implemented.

Besides these, another global humanitarian initiative SPHERE, that sets standards for humanitarian action has also laid out four protection principles: these principles protect safety, dignity and rights of people affected by disasters or armed conflict. The latest SPHERE Handbook edition was published in 2018. The aim of the handbook is to improve performance, and thus lead to direct and significant reduction in the numbers of lives lost and suffering amongst the affected populations. SPHERE standards uphold the following three principles for any humanitarian emergency action and standards for four clusters:

Principles	Standards for clusters
<ul style="list-style-type: none"> <li>• the right to life with dignity</li> <li>• the right to receive humanitarian assistance</li> <li>• the right to protection and security</li> </ul>	<ul style="list-style-type: none"> <li>• Water Supply, Sanitation and Hygiene Promotion (WASH)</li> <li>• Food Security and Nutrition</li> <li>• Shelter and Settlement</li> <li>• Health</li> </ul>

### **Protection Principle 1: Enhance people’s safety, dignity and rights and avoid exposing them to further harm<sup>7</sup>**

This Principle includes:

- Understanding protection risks in context
- Providing assistance that reduces risks that people may face in meeting their needs with dignity
- Providing assistance in an environment that does not further expose people to physical hazards, violence or abuse
- Supporting the capacity of people to protect themselves

The core governing ideology to such principles is the acknowledgment of importance of avoiding negative effects caused by humanitarian programming (SPHERE Handbook 2018)

### **Protection Principle 2: Ensure people’s access to impartial assistance, according to need and without discrimination**

This Principle includes:

- Challenging any actions that deliberately deprives people of their basic needs, using humanitarian principles and relevant law
- Ensuring people receive support on the basis of need, and that they are not discriminated against on any grounds
- Ensuring access to assistance for all parts of the affected population

The core governing ideology to such principle is the idea that communities should have access to the needed humanitarian assistance (SPHERE Handbook 2018)

<sup>7</sup>These principles are extracted from SPHERE Handbook and the Disaster Risk Reduction Training Package of IOM Timore Leste.

### **Protection Principle 3: Assist people to recover from the physical and psychological effects of threatened or actual violence, coercion or deliberate deprivation**

This Principle includes:

- Referring survivors to relevant support services
- Taking all reasonable steps to ensure that the affected population is not subject to further violence, coercion or deprivation
- Supporting people's own efforts to recover their dignity and rights within their communities and in being safe

The core governing ideology to this Principle is the idea that communities and people affected by crisis receive coordinated, complementary assistance (SPHERE Handbook 2018).

### **Protection Principle 4: Help people to claim their rights**

This Principle includes:

- Supporting people to assert their rights and to access remedies from government or other sources
- Assisting people to secure the documentation they need to demonstrate their entitlements
- Advocating for full respect of people's rights and international law, contributing to a stronger protective environment

The core governing ideology to this Principle is that people affected by crisis should know their rights and entitlements (SPHERE Handbook 2018).

### **Core Humanitarian Standards:**

In order to actually make all (the government and the humanitarian organisations) accountable to the above presented principles, these principles have been embedded in the Core Humanitarian Standards (CHS) as well. CHS places communities and people affected by crisis at the centre of humanitarian action and promotes respect for their fundamental human rights. It is underpinned by the right to life with dignity, and the right to protection and security as set forth in international law, including within the International Bill of Human Rights. These are elaborated in the Nine Commitments of CHS, and their quality criteria.

## THE NINE COMMITMENTS AND QUALITY CRITERIA<sup>8</sup>

1. Communities and people affected by crisis receive assistance appropriate and relevant to their needs.  
Quality Criterion: Humanitarian response is appropriate and relevant.
2. Communities and people affected by crisis have access to the humanitarian assistance they need at the right time.  
Quality Criterion: Humanitarian response is effective and timely.
3. Communities and people affected by crisis are not negatively affected and are more prepared, resilient and less at-risk as a result of humanitarian action.  
Quality Criterion: Humanitarian response strengthens local capacities and avoids negative effects.
4. Communities and people affected by crisis know their rights and entitlements, have access to information and participate in decisions that affect them.  
Quality Criterion: Humanitarian response is based on communication, participation and feedback.
5. Communities and people affected by crisis have access to safe and responsive mechanisms to handle complaints.  
Quality Criterion: Complaints are welcomed and addressed.
6. Communities and people affected by crisis receive coordinated, complementary assistance.  
Quality Criterion: Humanitarian response is coordinated and complementary.
7. Communities and people affected by crisis can expect delivery of improved assistance as organizations learn from experience and reflection.  
Quality Criterion: Humanitarian actors continuously learn and improve.
8. Communities and people affected by crisis receive the assistance they require from competent and well-managed staff and volunteers.  
Quality Criterion: Staff are supported to do their job effectively, and are treated fairly and equitably.

<sup>8</sup> From SPHERE Standards.

9. Communities and people affected by crisis can expect that the organizations assisting them are managing resources effectively, efficiently and ethically.

Quality Criterion: Resources are managed and used responsibly for their intended purpose.

## **CEDAW: THE HUMAN RIGHTS OF WOMEN**

The Convention on the Elimination of All Forms of Discrimination against Women was adopted and opened for signature by the General Assembly on December 18, 1979. The sixteen substantive articles of the Convention outline government obligations to eliminate discrimination and pursue equality in nationality rights, legal status, education, health care, employment, family life, and participation in public and political life. Most significantly, ratifying countries (States parties) undertake to eliminate prejudices and customs that perpetuate stereotyped gender roles and inequality. States parties are required to report on the status of women and girls within one year of ratification and every four years thereafter. The substance of the Convention is based on three interrelated core principles: substantive equality, non-discrimination and State obligation.

**Principle of Substantive Equality:** The substantive equality approach recognizes that women and men cannot be treated the same, and for equality of results to occur, women and men may need to be treated differently. The Substantive Equality Approach Stipulates not only formal legal equality but correction of historical, systematic and structural barriers to enable equality of results in real terms - Equality of opportunity; Equality of Access; and Equality of Results. It takes into account and focuses on diversity, difference, disadvantage and discrimination. It deploys affirmative action through use of temporary special measures to accelerate social change.

**Principle of Non-discrimination:** Principle of non-discrimination helps us identify the weaknesses of formal or so-called neutral laws and policies because they do not recognize that women continue to suffer from the effect of past or historic discrimination. A law or policy may not have the intention of denying a woman the enjoyment of rights but if it has the effect of doing so then it constitutes discrimination.

**Principle of State Obligation:** When a country becomes a State party to CEDAW, it voluntarily accepts a range of legally binding obligations to eliminate discrimination against women and bring about equality between women and men. Some basic principles of State obligation are:

- An obligation of means through the law, or the formal guarantee of the provision of rights.
- An obligation of results, or ensuring the practical realization of rights.

## **GENDER BASED VIOLENCE AGAINST GIRLS AND WOMEN**

Vulnerability could often trigger sexual and gender based violence against girls and women. UNISDR defines Sexual and gender-based violence as “any act that is perpetrated against a person’s will and is based on gender norms and unequal power relationships. It encompasses threats of violence and coercion. It can be physical, emotional, psychological, or sexual in nature, and can take the form of a denial of resources or access to services”. It is a violation to human rights.

Types of gender based violence

- Overt physical abuse (includes battering, sexual assault, at home or in the workplace)
- Psychological abuse (includes deprivation of liberty, forced marriage, sexual harassment, at home or in the workplace)
- Deprivation of resources needed for physical and psychological well-being (including health care, nutrition, education, means of livelihood)
- Treatment of women as commodities (includes trafficking in women and girls for sexual exploitation)

## **AGENDA FOR HUMANITY**

It is important to consider the five major areas of action and change – (i) political leadership to prevent and end conflicts; (ii) uphold the norms that safeguard humanity; (iii) leave-no-one-behind; (iv) change peoples’ lives: from delivering aid to ending need; (v) invest in humanity.

## **HINTS TO THE TRAINER/FACILITATOR**

These Humanitarian Principles and Core Humanitarian Standards are rather difficult to read and comprehend. Therefore, close attention must be paid to those participants who face difficulty in understanding the same. It is best to illustrate these principles by inviting participants to reflect on one of the most recent disaster response scenarios from their areas, where they have had first-hand experience of violation of such principles and standards. The Trainer/Facilitator should also make use of newspaper cuttings with cases reported on such violations and show inconsistencies in disaster response activities and relate those with these principles and standards. The Standards for various clusters (Food, Shelter, WASH, and Protection) will be separately dealt in a separate session on SPHERE Standards later.

## SESSION PLAN (60 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To ensure disaster preparedness and response plans of local governments are aligned to humanitarian principles, core humanitarian standards; are well informed from gender perspectives and include interventions that are acceptable, available and affordable for women of all ages.	<ul style="list-style-type: none"><li>• Understood the Core Humanitarian Principles and Standards when implementing disaster preparedness and response initiatives;</li><li>• Analyse the impact of disaster on women, men, girl, boys, LGBTQI, people with disability, people of socially excluded group and poor</li><li>• Analyse why and how GESI is mainstreamed at development planning and at different phases of DRR/M cycle, what are challenges they are facing in mainstreaming GESI in DRM.</li></ul>

### KEY MESSAGES

- While disasters affect everyone, they are not gender neutral. They impact on women and men in different ways. They tend to magnify existing inequalities, and gender inequality is among the most pervasive. Women's historic disadvantages, for example their restricted access to resources and information, and their limited power in decision-making, make them vulnerable to the impacts of disasters in different ways to men. Indeed, very often these disadvantages make women more vulnerable.
- Disaster risk reduction that delivers gender equality is a cost- effective win-win option for reducing vulnerability and sustaining the livelihoods of whole communities.

### EXPECTED PARTICIPANTS:

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
1 HP and CHS	Day 1 12:00-12:30 (30 minutes)	<p><b>Activity 1:- PowerPoint Presentation</b></p> <ul style="list-style-type: none"> <li>• Humanitarian Principles</li> <li>• SPHERE Protection Principles</li> <li>• Core Humanitarian Standards</li> <li>• CEDAW</li> <li>• Gender in humanitarian action (IASC)</li> <li>• Agenda for humanity (emphasize LNOB)</li> </ul> <p>Emphasise at the end of the presentation, the importance of adhering to these Core Humanitarian Principles and Standards.</p>	SI3TI_ Humanitarian Principles and CHS	Print and make sufficient copies of Core Humanitarian Principles and Standards for distribution to participants. Tool: S2TI_Humanitarian Principles and CHS
2 GESI in DRM	12:30-1:00 (30 minutes)	<p><b>Activity 2: GESI mainstreaming and Protection from Gender Based Violence in DRM</b></p> <ul style="list-style-type: none"> <li>• Presentation on GESI Framework</li> <li>• Presentation on 5 steps of GESI mainstreaming.</li> <li>• Group work to ways to mainstream GESI (women, men, LGBTI, people with disability, excluded group, senior citizen) in DRM.</li> <li>• Discussion on opportunities and challenges faced in mainstreaming and way forward.</li> </ul>	SI3TI_ Humanitarian Principles and CHS	<ul style="list-style-type: none"> <li>• Prepare flipcharts (or PPT) for the objectives</li> </ul> Prepare copies of tools / reading for participants

## DETAILED SESSION ACTIVITIES

Day I 12:00-12:30 (30 minutes)	<b>Activity 1:- Open discussion and presentation</b> <ul style="list-style-type: none"> <li>• Present PowerPoint to discuss the following : <ul style="list-style-type: none"> <li>• Humanitarian Principles</li> <li>• SPHERE Protection Principles</li> <li>• Core Humanitarian Standards</li> <li>• Emphasise at the end of the presentation, to portray the importance of adhering to these Core Humanitarian Principles and Standards</li> </ul> </li> </ul>	<b>Objectives</b> To highlight importance of humanitarian principles and core humanitarian standards in any disaster preparedness and response activities; Tool-S13T1_Humanitarian Principles and CHS
12:30-1:00 (30 minutes)	<b>Activity 3: GESI mainstreaming and Protection from Gender Based Violence in DRM</b> <ul style="list-style-type: none"> <li>• Presentation on 5 steps of GESI mainstreaming.</li> <li>• Group work to ways to mainstream GESI (gender and social minority, people with disability, excluded group, senior citizen) on all phases of DRM.</li> </ul>	<b>Tool Group work and plenary sharing</b> To integrate GESI and protection from GBV in all phases of DRM

## TRAINING MATERIALS

Adequate quantities of permanent and board markers, masking tapes, double-sided tape, meta-cards, post-it pads, scissors, staplers and stapler-pins, newsprint papers, brown papers, push pins, punching machines, mouth refresher mints, power connection cords, Power-point projector, hand held microphones and a pin-mic should be arranged throughout the training.

Expected Output	Municipal leaders and officials understand the importance of Core Humanitarian Principles and Standards. They will be able to understand the differentiated need different gender and inclusive group and mainstream GESI during their disaster planning.
Means of verification	Alignment of LDRM policies and procedures of municipalities with the Humanitarian Principles and CHS
Reference Materials	<ul style="list-style-type: none"> <li>• Reading material – S13_T1_Humanitarian Principles and CHS;</li> <li>• Core Humanitarian Standards from the SPHERE Handbook (2018) <a href="https://www.SPHEREstandards.org/handbook-2018/">https://www.SPHEREstandards.org/handbook-2018/</a></li> <li>• Checklist on Pre-disaster preparedness April 30 2019</li> <li>• GESI framework_Nepali 20.07.2017_opt</li> <li>• HCT Monsoon Season Emergency Response Preparedness 2018</li> <li>• Mainstreaming Gender Equality in Humanitarian Response in Nepal</li> </ul>



खुल्ला क्षेत्र पहिचान र  
संरक्षण गरौं पूर्वतयारी.

#मानवीय  
सहायता #खुल्ला क्षेत्र

#DisasterPreparedness

#SavingLives

#Society

#Hazards  
REPAIREDNESS  
SAVES LIVES

#Commitment #IAmPrep

#सहभागीता

#People2People

#Awareness

#Open Spaces

#Unity

**SESSION 14  
IDENTIFICATION AND  
PROTECTION OF OPEN  
SPACES AND CCCM**

## BACKGROUND INFORMATION

Disasters, climate induced risks or human induced emergencies sometimes trigger sudden mass displacement. People may no longer find it safe to stay or live in their homes or places of habitual residence. When people leave their houses and habitat, they become vulnerable. They may lose their capacity to feed, take care of their families, to protect themselves and overall may lose their dignity. Safety and protection of such people becomes an urgent issue. People with lesser voices and capacity such as children, women, persons with disability, elderly citizens, socially excluded groups and ethnic or religious minorities may particularly become more vulnerable in such situations.

This session briefly introduces the concepts of evacuation routes, open spaces and coordination and management of camps set up for displaced people. [Tool: S14T1\_Open Spaces and Evac routes; S14T2\_Intro\_CCCM]

### OPEN SPACES

When it is still safe for people in a disaster struck area to move to nearby places, people would often naturally seek solace in nearby open spaces. It is therefore important for local governments to identify public open spaces, where people could come and take shelter during times of disasters. In all communities, there may be open spaces, such as public ground, community squares and school grounds, which the communities can use for the purpose of open space during disasters. It is important to identify such open public spaces and protect those, in coordination with local communities.

The entire motive of having such open spaces is for the safety of the people and should therefore be safe from any additional natural, environmental, industrial or other human induced hazards and should be near water sources and roads if possible.

### EVACUATION ROUTES

People need to get to the open spaces safely. It is therefore important for the communities and local governments to identify the evacuation routes from where people could safely move from their disaster affected dwellings to the open spaces. Communities and local authorities should keep such routes free from any obstructions at all times and safe from any hazardous objects (such as pointed materials, objects that may fall from houses alongside the route, etc.)

### CAMP MANAGEMENT

During large scale displacement, people may move to such nearby open spaces for shelter. However if they feel their lives are in danger, displaced people may move to places further away. If they are still within the country, they will be recognized as Internally Displaced Persons (IDPs). However such displacements may force the people to cross international borders to take shelter in other countries, where they will be recognized as Refugees. Shelter for such displaced people need to be organised properly so that their lives and dignity are protected. Camps will be established at appropriate open spaces to intake such displaced people and to avail necessary protection and relief assistance to them.

It is essential to pay attention to establishing multi-purpose women centers. Equally, it is essential to ensure that the MPWCs are relevant, sustainable and able to address the evolving needs of the affected women. It can put in place legal help desk, psychosocial support mechanism, referral mechanism for services, data documentation system, livelihood and income generating programme, empowerment and skill trainings, and dialogues sessions. Such centres serve as mechanisms to meet the exigent needs of affected women in the short term, in the long term, the need is more to rehabilitate livelihoods and income generating and empowerment activities for women.

In Nepal, Ministry of Urban Development (MoUD) is the designated lead agency for CCCM and Shelter clusters. International Organisation for Migration is the designated UN Agency to co-lead the CCCM cluster. The CCCM Cluster is responsible for setting up, coordinating and managing camps for displaced people.

### **OBSTACLES FACED BY DISPLACED PERSONS:**

- Displaced communities may lose their homes and, as a result, may have to seek accommodation or shelter elsewhere. In some cases, they may be compelled to seek shelter in temporary displacement sites or settlements, which can give rise to various protection risks.
- During displacement, people may lose access to their land and other property and be cut off from their normal livelihoods and sources of income. As a result they may face poverty, marginalization, exploitation, and abuse.
- In a disaster, it is common to initially have inadequate access to food, safe water and public services. Schools may be closed and it may be impossible to reach medical care and hospitals. If lasting for prolonged periods, these problems result in increased hunger, malnutrition and ill health.
- During displacement, family and community structures often collapse and family members become separated. Unaccompanied children, single-headed households (in particular when headed by women or children), older persons, and persons living with disabilities can face heightened risk of abuse, including sexual exploitation and child labour.
- Identity documents are frequently lost, destroyed or confiscated in the course of displacement. As a result, people (IDPs) can face difficulties in

accessing public services, such as education or health care, or encounter difficulties in recovering lost property, including land.

Adopted from the Handbook for the Protection of Internally Displaced Persons Global Protection Cluster Working Group 2010

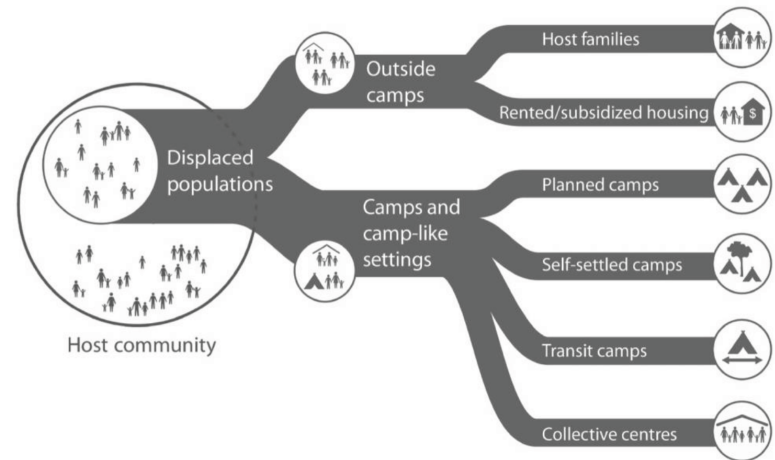
## TYPES OF CAMPS AND CAMP-LIKE SETTINGS

Displaced people choose different temporary solutions to displacement. Most of the people preferably stay with host community in relatives, friends or neighbours' houses. When displaced families have the means, they may rent a house. Sometimes, government or some non-governmental agencies support them by subsidizing housing.

Camps and camp like-settings do not offer a durable solution to situations of displacement and should only be established as a last resort for the provision of protection and assistance. While CCCM does not advocate for the setting up of camps, it recognizes that sometimes camps are the only option for the temporary accommodation and protection of those forced to flee from natural disasters and conflicts.

The CCCM cluster distinguishes 4 types of camps and camp-like settings as illustrated in the figure:

- **Planned Camps:** Planned camps are places where displaced populations find accommodation on purpose built sites, where service infrastructure is provided and distributions take place.
- **Self-settled Camps:** Displaced groups may settle in camps that are independent of assistance from the government or humanitarian community. Self-settled camps, sometimes known as spontaneous sites, may be sited on state owned, private or communal land, usually after limited negotiations with the local population or private owners over use and access.
- **Transit Camps and Reception Centres:** Transit camps and reception centres provide temporary accommodation for displaced persons pending transfer to a suitable, safe, longer term camp, or at the end of an operation as a staging point of return. Reception and transit camps are usually either intermediate or short-term installations.



- **Collective Centres:** Pre-existing buildings may be used to host displaced populations. Examples of such buildings include schools, barracks, community halls, sports facilities, warehouses, disused factories, and unfinished buildings.
- Camps and camp like settings are temporary sites and should be established only as a last resort for provision of assistance and protection.

## **THE FOUR KEY COMPONENTS OF CAMP MANAGEMENT**

Camp Management is about providing assistance and protection to the residents of the camp in accordance with International Law and Standards and ensuring that every member of the community has the opportunity to participate in the activities of the camp.

### **PROTECTION IS DEFINED AS**

All activities that contribute to the respect of the human rights of displaced people.

Protection activities ensure that displaced populations have access to physical security (protection against harm), legal security (access to justice and legal documents such as birth certificates, identification cards) and material security (equal access to basic goods and services).

### **ASSISTANCE/SERVICES**

All activities that contribute to meeting the basic needs of displaced people, including shelter; food, water; education, non-food items, and health.

Assistance and service delivery is necessary to uphold a life with dignity for IDPs, in line with the needs arising from displacement. Assistance and service delivery is often divided per sector; e.g. health, education, food, water and sanitation.

This training package does not go in-depth in the area of assistance or services. The Camp Management Toolkit provides good reference for further information on different areas of assistance and services in camps.

### **PARTICIPATION**

All activities that contribute to the active involvement of the residents in discussions, decision-making processes, and activities concerning the day-to-day life at the camp.

When the community is actively involved and mobilized in discussions, decision-making and activities concerning their day-to day life in the camp we can say that Community Participation is being promoted.

## **INTERNATIONAL LAW AND STANDARDS**

Standards provide guidance for minimum levels of service delivery and protection. They have been defined globally to uphold the right to live with dignity for people affected by natural disasters. Standards are the practical expression of human rights. They provide guidance on the concrete application of human rights.

## **THE CAMP LIFECYCLE**

In general, there are three distinct, yet clearly overlapping, dynamic phases of the camp lifecycle. The needs of the population and the activities in the camp change during each phase.

## **PLANNING AND SET-UP**

Planning and set-up entails preparing and planning before and at the onset of displacement, while keeping in mind closure and durable solutions, as well as exit strategies at the national, regional and local level. It implies identifying technical and social activities related to the arrival of the displaced community on camp.

The way a camp is planned and set up will have a critical impact on the health, well-being and protection of the displaced population as well as on the ability to manage daily activities and foster the participation of the community. Activities during the camp planning and set-up phase ideally include the set-up of all facilities, such as shelter and sleeping facilities, sanitation facilities (toilets, showers and sometimes places for washing clothes), cooking areas, garbage disposal areas, and recreation spaces. This phase also entails the registration of the displaced population and the identification of individuals with specific needs. During this initial phase, the participatory community mobilization structures and mechanisms should be identified, planned and established. It is also crucial to be actively pre-planning phase-out and closure strategies from the beginning. All planned camps should feature a well-conceptualized closing and exit strategy in line with the existing national policies and agreements. However, camps often emerge spontaneously and without prior planning, making it necessary to establish strategies in a more dynamic manner. Hence improvements of spontaneous camps, on which conditions do not meet minimum humanitarian standards, is also an important component of the camp-planning phase.

## CARE AND MAINTENANCE

Care and Maintenance is the phase when the community is living in the camp and whereby an on-going up-keep and repair (and possible expansion) of camp infrastructure may be required. During this phase, the social aspects of the camp need to be fostered, supported and mobilized to the best of all stakeholders' abilities. Furthermore, activities are almost always taking place in the camp on a regular basis. This phase can be the longest and most difficult phase of the camp's lifecycle, especially if displacement is prolonged and a durable solution for closure is not easily identified and implemented.

The daily activities of the camp include maintenance work of facilities, such as shelters, latrines, cooking areas, garbage disposals, drainages, roads, and paths. Keeping track of new arrivals and returns of displaced people is equally important to monitor the protection needs of the displaced population.

Residents should actively contribute to the management of the camp and participate in decision-making processes relating to life at the camp.

## CLOSURE AND DURABLE SOLUTIONS

Closure and durable solutions entails planning for the return of the displaced community to their homes. Durable solutions that result in camp closure are identified and monitored from the Planning and Set-Up phase. Information relating to closure is shared with site residents on an on-going basis during all phases of the camp's lifecycle. During this phase, social, legal and technical activities related to the closure of the camp take place.

The closure of the camp ought to occur only when the displaced population's need for refugees has ceased because a durable solution has been found. Displaced populations can either:

Return to their home communities, integrate into the area of relocation, or resettle in a third location.

Seeking durable solutions is an essential part of camp closure planning. This can be done, for example, by providing people with information about return options and, where needed, providing return assistance for the most vulnerable. It is important to deregister people as they leave the camp during this phase of the camp's lifecycle. Furthermore, a thorough clean-up, decommissioning of infrastructure, and proper disposal of waste is always recommended to ensure sustainability of the land allocated for the camp, and to avoid environmental degradation.

Very often the three phases of the camp's lifecycle overlap, and a particular phase may vary in length depending on the displacement context and ability to secure a durable solution. It is not always possible to define when one phase ends and when the other starts. For example, when there are

new displaced persons arriving to an existing camp, set-up phase and care and maintenance activities may overlap. Likewise, displaced persons leave the camps spontaneously and progressively, often according to their specific situation and needs. Therefore, the activities of the maintenance and closure phases tend to occur simultaneously, and sometimes without official planning and monitoring.

## HINTS TO THE TRAINER/FACILITATOR

The local municipality leaders need to know three basic ideologies – protecting open spaces where people could safely stay after being affected or displaced by disasters; protecting evacuation routes; and contributing to camp coordination and camp management processes. This session is comparatively longer and should be tailored according to the needs of participants. Towards the end of the session, municipality authorities should be facilitated to draft their plan of action regarding open spaces, evacuation routes and what they need to with regard to camp coordination and camp management.

## SESSION PLAN (45 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To familiarize with safe evacuation routes, open space, camp coordination and camp management for protection of and assistance to people affected or displaced by disaster, climate or human induced risks	<ul style="list-style-type: none"> <li>• Have internalized the importance of evacuation routes</li> <li>• Have a clear idea about identification and protection of open spaces for Emergency relief and response</li> <li>• Have understood the role of municipalities in camp coordination and camp management</li> </ul>

Expected Participants: Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
I Evacuation Routes and Open Spaces	Day 3: 2:00-2:45 (45 minutes)	<p>Activity 1: Open spaces and CCCM</p> <ul style="list-style-type: none"> <li>• Presentation</li> <li>• Discussion</li> <li>• Group work</li> </ul> <p>Activity 2: Plan of action to manage evacuation route, open space and CCCM Group work</p>	<p>S14T3_Reading material</p> <p>S14T1_Open Spaces and Evac routes S14T2_Intro_CCCM</p>	<p>Open Spaces: Print background reading document S14_T3_Reading material</p> <p>Camp Coordination and Management: Print background reading document [S14_T3_Reading material]</p>

## DETAILED SESSION ACTIVITIES

Day 3: 2:00-2:45 (45 minutes)	<p>Activity 1: Open spaces</p> <ul style="list-style-type: none"> <li>• Present PowerPoint slides to introduce the concepts of public spaces and importance of identifying and protecting safe open spaces</li> <li>• Presentation on CCCM</li> <li>• Discussion on role of municipality in CCCM</li> </ul> <p>Activity 2: Plan of action to manage evacuation route, open space and CCCM</p> <ul style="list-style-type: none"> <li>• Group work on Plan of action for identifying and protecting evacuation routes, open spaces</li> </ul>	<p>Objectives</p> <p>To enable local levels to manage open spaces and evacuation centres</p> <p>Tool - S14_T3_Reading material; S14_T1_Open Spaces and Evac routes S14_T2_Intro_CCCM</p>
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## TRAINING MATERIALS

Training Schedule, Board Marker, Masking Tape, Double Tape, Meta-card, Sign pen, Newsprint paper, Push pin, Cardboard paper, Brown Paper

Expected Output	Municipality authorities will be able to undertake the tasks of identifying and protecting evacuation routes and open spaces for emergency shelter during emergencies, and will be able to collaborate and coordinate with organisations managing camps set up for such emergency response.
Means of verification	Presentations of group work
Reference Materials	<ul style="list-style-type: none"><li>• Action plan for identification and protection of Open Spaces for Emergency Evacuation</li></ul>

**SESSION 15  
RISK FINANCING  
AND TRANSFER  
MECHANISM**



## BACKGROUND INFORMATION

During 2017 and 2018, a total of 6,381 disaster events have been recorded in Nepal, which caused 968 deaths, 3,639 injuries, and a huge economic loss of Rs.6.84 billion. Fire alone caused 94% of this economic loss<sup>9</sup>. While Individuals, households, and business undertakings suffer economic losses due to loss of assets, livelihoods and business opportunities; governments at all levels suffer damage to public properties, assets, and loss of revenues due to decline in economic activities caused by disasters. Local levels will benefit a lot if they understand the policies and mechanisms of– (i) risk financing, (ii) risk sharing and (iii) risk transfer. This session will therefore introduce the concepts and some good practices around these issues to support the local level authorities to initiate similar mechanisms. [Tool: S15TI\_Risk financing and risk transfer]

### PEOPLE MOST VULNERABLE TO DISASTERS:

While talking about impact of disasters, it is important also to look at who are affected most. The poor people living in scattered settlements on the mountain slopes, or by riverside, the slum areas, in the fire and storm risk prone huts and sheds in Terai, are at higher risk of disasters. Similarly, people in urban areas also are vulnerable to larger disaster risks originating from environmental, biological and physical structural risks. However, it is important to look at vulnerability a bit more deeply.

Increasing effects of climate change exacerbates disaster risks and disproportionately affect the most vulnerable, mostly women, girls, people with disability, people living with HIV/AIDS, gender minorities, single women, senior citizens, socially excluded groups. For instance, vulnerable sectors of society like poor people, women, elderly, and persons with disabilities, are more exposed to disaster risks since they have limited access to critical resources to deter these. The poor and predominantly female and elderly populations are characterized by higher economic vulnerability as they suffer proportionally larger losses in disasters and have limited capacity to recover. It is therefore important for local government authorities to be aware on gender equality and social inclusion perspective to focus attention on the distinct gender-specific capacities and vulnerabilities to prepare, confront, and recover from disasters.

<sup>9</sup> Ministry of Home Affairs (2019): National Disaster Report 2019.

## RISK FINANCING

In the event of major disasters, local governments will have particular challenges of arranging financial resources for providing immediate emergency relief support to the people who have lost their family members; are injured and have lost livelihoods. They might have to transfer funds from budget allocated to other development activities, to respond to such disasters. The Local DRM Act therefore allows local levels to establish disaster management funds for financing their disaster risk reduction and response activities.

During mega and major disasters, local levels can receive disaster relief support from the federal and provincial governments. Such relief support will be additional, on top of their regular budget for emergency relief support to the disaster affected population. Examples of such emergency relief support are – the Prime Minister Disaster Relief Fund; and the Central Emergency Relief Fund held at the MoHA. However to meet their longer term disaster recovery and reconstruction activities, local levels need to acquire financial resources from the federal and provincial ministries through annual budget process. Besides, the private sector and development partners (UN, INGOs, NGOs) also are good sources for financing disaster response.

- The fire tax collected by Birendranagar Municipality Surkhet is a good example of sharing risk financing responsibility. The funds it collected through fire tax has been used to purchase fire brigade.

## FORECAST BASED FINANCING

Usually, relief and response activities are initiated after occurrence of disasters. Recently, the GoN and international development partners are mulling over the possibility of anticipating disaster risks (such as hydro-meteorological disaster risks) and implementing forecast based early actions keep people safe from such anticipated disasters. This is more relevant for the economically, socially or physically vulnerable people who because of their precarious situation remain at the front-face of disasters. The early actions initiated based on forecasted disaster risks could save huge amount of funds that may be required later for relief, recovery support after disasters.

Also being considered is to align the social protection grants disbursed to specific groups of vulnerable people. Social protection measures have a lot of potentiality to enhance resilience of such vulnerable people. At present, the Government of Nepal provides social protection allowances to six groups of vulnerable people - senior citizens, single women, persons with full or partial disabilities; children of socially discriminated and marginalized communities; and to endangered ethnic groups. It would be worthwhile to sensitise the leadership and key officials of the local levels to explore how such social protection allowances could be disbursed before the onset of anticipated disasters so that the vulnerable people could absorb shocks and

stress of such disasters. Additionally, short-term social allowances such as cash/voucher transfer support or temporary employment schemes funded by the public expenditure (such as the Prime Minister Employment Program) could also be guided towards such vulnerable people as a part of financing disaster response during and after disasters.

## **RISK SHARING**

Local levels are designated first-responders and one-door-mechanism for disaster response. Their capacity to manage disaster response depends therefore to a large extent on their capacity to mobilise resources from individual households, the private sector businesses, other development partners and the provincial and federal governments. Generally, individuals and businesses are encouraged to retain or absorb the risks which are recurrent. For public properties, local levels are encouraged to retain the low and moderate level risks. Higher level risks are to be covered by either financing or risk transfer strategy. Some successful examples of risk sharing strategy already implemented in Nepal are listed below:

- Lalitpur Metropolitan City, Lalitpur has successfully engaged local communities and the private sector in reconstructing some earthquake damaged localities. Technical support has been availed through an expert organization to such communities and the private enterprises to develop their localities as tourist attractions.
- In Baglung, Baglung Municipality and Prabhu Bank jointly invested in putting up boundary around the open space identified for evacuation of people during disasters.
- Changunarayan Municipality Bhaktapur has developed a disaster risk informed tourism development plan together with the tourism sector entrepreneurs. This plan has investment plans agreed by the local government as well as the private sector entrepreneurs in DRR and Response.

## **RISK TRANSFER**

Risk transfer mechanisms are suggested both for individual households, private businesses as well as the local levels. While individuals, households, private undertakings can initiate insurance coverage to their assets and businesses, local levels have a specific role to play here in accessing the subsidies available from the federal and provincial governments for small holder farmers, such as for the crop and livestock insurance. There are up to 75% subsidies available for such insurance which can protect the farmers and vulnerable low economic groups from shocks of disasters. There are 17 non-life insurance companies in Nepal who are required to provide such insurance to people in rural areas. There are some interesting examples in Nepal in this regard.

- In Neelkantha Municipality Dhading, the Mayor's insurance program provides additional 10% subsidy support on top of 75% subsidy available from

the Ministry of Agriculture and Livestock Development to the farmers who take crop or livestock insurance. Moreover, the municipality also provides interface support in expediting claim settlement process.

- In Gorkha Municipality Gorkha, an interesting social protection measure has been initiated – providing life insurance cover to 1,400 ultra-poor people and senior citizens, with premium supported by the municipality under the Mayor Insurance Program. This is an interesting initiative of disaster risk financing combined with social protection measure but its impact and viability is worth an evaluation.

For large and public infrastructure such as hospitals, schools, large investment through public money e.g. hydro-electricity plants, insurance coverage are the best risk transfer mechanisms.

The mechanisms discussed above will contribute to the Priority Action 11 DRRNSPA 2018-2030: Promoting Private Investment in Disaster Risk Reduction; and Priority Action 12: Increasing Disaster Resilience through Risk Transfer, Insurance and Social Security.

## **HINTS TO THE TRAINER/ FACILITATOR**

The Trainer/ Facilitator should introduce the concepts of risk financing first. This should be done by exploring what sources of funds are available for disaster risk financing. By mainstreaming DRR in each development sector plan such as infrastructure, health and education, the resources allocated for those infrastructure could, to some extent, be made available for disaster risk reduction. For risk financing, the Trainer/Facilitator should first introduce the concepts of scales of disasters, their frequency and their impact, hold group discussions on which type of disaster risks should be retained (to pay for recovery in case of disasters) and which type of disasters should be transferred to others, such as through insurance schemes. Since risk transfer schemes would involve huge costs, discussions should also be held on how to finance such costs. The Trainer/Facilitator should draw some conclusions on potential pathways that the municipalities could explore in the future for the disaster risks most common in their areas.

## SESSION PLAN (30 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To enable municipal authorities (i) to explore alternative ways to finance disaster preparedness activities to minimize risks and (ii) to explore alternative ways of seeking public, private partnerships for disaster risk transfer alternatives to mitigate impact of disaster risks.	<ul style="list-style-type: none"> <li>• Understand potential schemes to introduce risk sharing and risk transfer mechanisms through selected insurance schemes</li> <li>• Have basic knowledge about public private partnerships</li> <li>• Have general idea about motivating private sector for potential environmental and disaster risk hazards associated with their business in the local area</li> </ul>

**Expected Participants:** Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
I Risk Financing and Risk Transfer for disaster risks	Day 3 2:45 – 3:15 (30 minutes)	<p>Session 15 : Risk Financing and Transfer Mechanism</p> <ul style="list-style-type: none"> <li>• Motivating and Incentivizing Risk Financing and Transfer Mechanism through introduction of insurance schemes</li> <li>• Municipality Public Private Partnership:- Industry, Business, Academic Institution:- Research, IT for mitigating environmental and disaster risks</li> <li>• Motivating private sector to bear the cost of environmental and disaster risks caused by their business in the locality</li> </ul>	SI5T1_Risk financing and risk transfer	Print adequate copies of hand-outs for the participants

## DETAILED SESSION ACTIVITIES

### TRAINING MATERIALS

Day 3 2:45 - 3:15 (30 minutes)	<b>Activity 1: Risk Sharing, Risk financing and Risk transfer for disaster risks</b> <ul style="list-style-type: none"><li>• Open discussion on the Risk Financing and transfer measures</li><li>• Presentation on Risk Financing and transfer measures</li><li>• Summarizing on Risk Financing and transfer measures</li></ul>	<b>Objectives</b> To familiarise the municipal leaders on disaster risk financing tools; Tool - S15T1_Risk financing and risk transfer
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### TRAINING SCHEDULE

Board Marker, Masking Tapes, Double-sided Tapes, Meta-card, Sign pen, Newsprint paper, Push pin, Cardboard paper, Brown Paper

Expected Output	Municipal stakeholders will be sensitized on the need of risk financing and transfer possibilities through insurance schemes.
Means of verification	Presentations and group interaction notes
Reference Materials	<ul style="list-style-type: none"><li>• DRR National Strategic Plan of Action 2018 - 2030</li><li>• DRR Regulation 2076 (Pg. 3) <a href="http://drrportal.gov.np/uploads/document/1505.pdf">http://drrportal.gov.np/uploads/document/1505.pdf</a></li></ul>

**SESSION 16**  
**A ROADMAP OF**  
**DRM ACTIONS FOR**  
**LOCAL LEVEL**



# BACKGROUND INFORMATION

## INTRODUCTION TO THE SESSION

The purpose of this training is to build capacity of local governments on DRM. During previous sessions, the participants would already have prepared plans of action for several components of local governance on DRM, notably the Local DRM act, the Disaster management fund guidelines, preparing CDCRP, DPRP, and SOP for EOC and so forth. Such activities and action plans will be the roadmap of actions for municipalities to prepare or update their Local level DRM laws, regulations, policies, institutions and to integrate DRM into their development planning process. In this sessions, all those action plans will be reviewed and woven into a single Plan of Action for each group to take back to their municipality. This document will be one of the most valuable outputs of this training program.

The Plan of Action should be followed by explaining the 10-point policy and program declaration by the municipality/ rural municipality for strengthened DRRM at the local level. this document will be handed over to the MoFAGA.

## HINTS TO THE TRAINER/FACILITATOR:

This session is designed to facilitate the participants to sum up all of the plans of actions they were prepared under various sections of the training sessions, into one single Plan of Action document. The template of this Plan of Action has been attached within the tools pack of this manual. It should be distributed to the participants, so that they can record the various individual plans of actions and so that they can capture the DRM activities they have worked on during previous sessions, to take back to their municipalities. Make and retain a copy of such Plan of Action and the Local DRM Declaration of each municipality. [Ref: SI 6TI\_Group won Plan of Action]

## SESSION PLAN (60 MINUTES)

This section discusses the expected learning objectives and training method designed for delivering this session.

Overall Objective	Specific Objectives: By the end of the session, participants will have
To summarize commitments of Municipalities on developing and endorsing various local DRM acts, policies, strategies and plans in a single document of Plan of Actions, with deadlines and responsibilities.	<ul style="list-style-type: none"><li>• To draft a Plan of Action for each municipality for development of DRM related local laws, regulations, and policies, for setting up required institutions and for mainstreaming DRM in the development planning process of the municipality.</li></ul>

## EXPECTED PARTICIPANTS

Mayor/ Deputy Mayor of municipalities, Chairperson/Vice-Chairperson of rural municipalities, and the Chief Administrative Officer, Ward Chairpersons, administrative committee members, DRR Focal Persons, Engineers, Subject Committee focal persons of municipalities/rural municipalities.

## SUMMARY OF THE SESSION

Activity	Timing	Description	Tools	Preparations
1 Plan of Action of Municipalities for Local DRM	Day 4 3:15-3:45 (30 minutes)	<p>Activity 1: Roadmap for DRM Actions for municipalities</p> <ul style="list-style-type: none"> <li>• Summary of commitments expressed by municipal leaders and officials on DRM related actions</li> <li>• A timeline of Actions for converting these commitments into Actions</li> </ul>	SI6T1_Action Plan	Ensure that all the activity and action plan is completed in each session
2 Local DRM Declaration	3:45-4:15 (30 minutes)	<p>Activity 2:- Declaration by municipality/rural municipality on improved local DRM</p> <p>Present the draft of the Declaration Group discussion and incorporate comments Endorsement of the Local DRM declaration by Municipality/rural municipality</p>	SI6T2_Declaration	

## DETAILED SESSION ACTIVITIES

Day 4 3:15-3:45 (30 minutes)	<p>Activity 1:- Roadmap of DRM Actions for municipalities</p> <ul style="list-style-type: none"> <li>• Ensure that all the activities and action plans are completed in each session</li> <li>• Ensure GESI responsive actions are taken into consideration. Ensure</li> </ul>	<p>Objectives</p> <p>Tool – SI6T1_Action Plan</p> <p>To compile all small Plans of Actions</p>
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	<p>actions for every stage (needs assessment, analysis, strategic planning, resource mobilization, implementation and monitoring, and reviews and evaluations.</p> <ul style="list-style-type: none"> <li>• Review all the activities and action plans completed in each session</li> <li>• Guide each participating municipality</li> <li>• Finalize all the activity and action plan</li> <li>• Summarize that this will be the roadmap of DRM Actions for municipalities</li> </ul>	<p>developed during previous sessions are to be woven into a single long Plan of Action for each municipality/rural municipality</p>
3:45-4:15 (30 minutes)	<p><b>Activity 2:- Declaration by municipality/rural municipality on improved local DRM</b></p> <ul style="list-style-type: none"> <li>• Present a draft declaration agenda for endorsement by the municipality/rural municipality</li> <li>• Obtain comments and revise, if necessary, the declaration</li> </ul> <p>Get the endorsement of the municipality/ rural municipality on their Local DRM Declaration</p>	<p>To obtain institutional commitment for improved DRM policy and implementation plans at the municipality/ rural municipality Tool: SI6T2_Declaration</p>

## TRAINING MATERIALS

Training Schedule, Board Marker, Masking Tapes, Double-sided Tapes, Meta-card, Sign pen, Newsprint paper, Push pin, Cardboard paper, Brown Paper

Expected Output	<p>Municipal leaders and officials will develop a list of priority actions necessary for DRR and DRM in their respective municipalities and develop a Plan of Action for these actions with expected completion dates.</p> <p>Each municipality will have a Road Map of Actions and Commitments to prepare, update, endorse and implement their municipal level DRM laws, regulations, policies, guidelines, operation procedures, and develop required institutions in their municipality for these purposes.</p>
Means of verification	<p>Draft plans from the group work</p> <p>Local DRM declaration by municipality/ rural municipality</p>
Reference Materials	

## SECTION G | PRE-TEST, POST-TEST, EVALUATION AND THE TRAINING REPORT

### PRE-TEST, POST-TEST AND EVALUATION

The Pre-Test Questionnaire is attached as the tool no. OIT1\_Pre-Test.

The Pre-Test Questionnaire filled up by the participants should be collected and scored. There are altogether 19 questions in the Pre-Test Questionnaire. Ask the participants to choose answers in the questionnaire as per their knowledge on DRM. Make participants feel at ease while answering the questions. Inform that this is not an examination, and the purpose of this test is to check the effectiveness of the training. Collect the Pre-Test Questionnaire from participants after they have finished answering the questions. Each correct answer should be scored 1. These completed Questionnaires should be kept safely.

The Post-Test Questionnaire is attached as the tool no. S17T1\_Post-Test.

The Post-Test Questionnaire consists of the same 19 questions as in the Pre-Test Questionnaire. The Participants should be requested to answer these questions. Each correct answer should be scored 1.

A comparative chart can be produced comparing total score of the Pre-Test and Post-Test Questionnaire for each participant and can be attached with the Training Completion Report.

The Training Evaluation Questionnaire is attached as the tool no. S17T2\_Evaluation.

Participants should also be requested to fill the training evaluation form. This form will show score on relevance of the training contents, effectiveness of training delivery method and of management of training. Its score can also be added to the Training Completion Report.

### THE TRAINING REPORT (SAMPLE)

#### BACKGROUND

After completing the training, the Trainer/Facilitator needs to prepare a training completion report, explaining the background, purpose, participants, contents, delivery method of the training. More importantly, the Trainer should describe the level of participation, engagement, expressions and feedback of participants. Such information would be valuable for improving quality of the training in future.

## Hints for the Trainer/Facilitator

Generally, it is the responsibility of the Implementing Partner organization to prepare and submit such a report. It may assign a staff to observe the training and prepare the report. However, it is wise for the Trainer/Facilitator to be prepared for this task if they are asked to do so themselves. Once the training begins, the Trainer/Facilitator will be extremely busy in delivering training contents and facilitating participants during the sessions, therefore it is recommended to start taking notes soon after the training begins. It is important to note the specific expressions of participants that are shared during the training sessions, as they could prove to be valuable while illustrating what the Trainer/Facilitator was highlighting during the final report preparation.

### Step 1: Taking Notes and Photos

#### The Trainer/Facilitator should note at least, the following information:

- Delivered contents
- Process and outputs of group works of participants
- Take a few pictures/snaps of participants during their group work or presentation

It is advisable to arrange a separate note taker to capture the above information during each training session. If not, the Trainer/Facilitator should share this responsibility with the Co-Facilitator. A hint for the note taking –

Day (e.g. Day 2)	Session No. and Title
Time	Method of training delivery Brief notes on the training activities used by the Trainer/Facilitator, to deliver the session.
11:00-11:30 (30 minutes)	activity 1 – PowerPoint Presentation in CCCM <ul style="list-style-type: none"><li>• bullet points on how the presentation was made</li></ul> <a href="#">Activity 2: Group work on selection of an ideal site for setting up Camp</a>
11:30-12:00 (30 minutes)	<ul style="list-style-type: none"><li>• How were the participants grouped?</li><li>• What was the group work? How was it assigned?</li><li>• How did the Trainer/Facilitator facilitate the groups during the group work?</li></ul>

	<ul style="list-style-type: none"> <li>• How did the participants present their group work?</li> <li>• Any important question, comment or feedback from the participants? If important ones, capture the verbatim if possible</li> <li>• What was the summary, final take away point highlighted by the Trainer/Facilitator?</li> </ul>
Documents	<p>Documents from the training</p> <p>During the training, participants might have produced lot of presentations from group work. Some of these group presentations may be valuable for report or future reference. Collect such important presentations and if possible, take photos also of such documents.</p>

## Step 2: Writing the report

Writing a report could be a challenge for many people. Reports give valuable insight into the effectiveness of the training. Yet, long reports may make the readers lose interest. The Trainer/Facilitator should

- Keep the report brief
- Include only factual information, avoiding lengthy descriptions
- Include comparative chart of Pre-Test and Post-Test Questionnaires, as well as that of the Training Evaluation
- Can embed some photos showing participants in action and attach all supporting documents such as attendance sheets
- Any important document produced by participants as an output of the training.

It is better to obtain the template of the Training Completion Report in advance. If such a template is not available, the following template can be used as a guide for contents of such a report. [Ref: SI 8TI\_Training Report Template]

# **S18\_TI\_TRAINING REPORT TEMPLATE**

**[SAMPLE]**

## **Report on Training for Capacity Building of Local Governments on Disaster Risk Reduction and Management**

[Date of the training]

[Venue of the training]

Submitted by:

[Name of the Trainer]

[Name of the Co-Facilitator, if any]

Submitted to:

[Name and address of the organisation]

## BACKGROUND

[Give a brief background of the project, under which this capacity building training was arranged. Important information to include here could be – the recent policies and priorities of the Government of Nepal on strengthening DRM capacity of the local governments; a brief introduction the IOM project; How is it related to and contributes to the priorities of the Ministry of Federal Affairs and General Administration on capacity building of local governments.]

## TRAINING FOR BUILDING CAPACITY ON DRM

[Give a brief description of the training designed by IOM. What, where, how many, etc., and then describe who has run this particular training.]

## OBJECTIVES

[Mention briefly, the overall and specific objective of this training.]

## PROCESS & METHODOLOGY

[Describe briefly, the process of developing contents and the training delivery method. This should be the summary of training methods used during the training. Training plan and session details should be attached as an Annex.

The training methodology generally can be described along the following lines:

- Distribution of relevant reading materials
- Introduction of key concepts of the session through Power-point presentations
- Group discussions based on participants' own experiences on the session topics
- Group work and presentations, simulation exercise, interactive games
- Summarizing the key take away points, by the training facilitators

Any specific outputs from training sessions, e.g. group works could be mentioned in this section.]

## PROCESS & METHODOLOGY

Position category	Male	Female	Total	Persons with Disabilities	Senior Citizens	People from Socially discriminated groups
Mayor/ Chairperson						
Deputy Mayor/Vice Chairperson						
Ward Chairperson						
Ward members						
Administrative Committee members						
Chief Administrative Officer						
DRR focal person						
Add other categories						

## CONTENTS OF THE TRAINING PROGRAM

[Contents of the training should be described next, under this section.]

## SYNOPSIS OF TRAINING ACTIVITIES

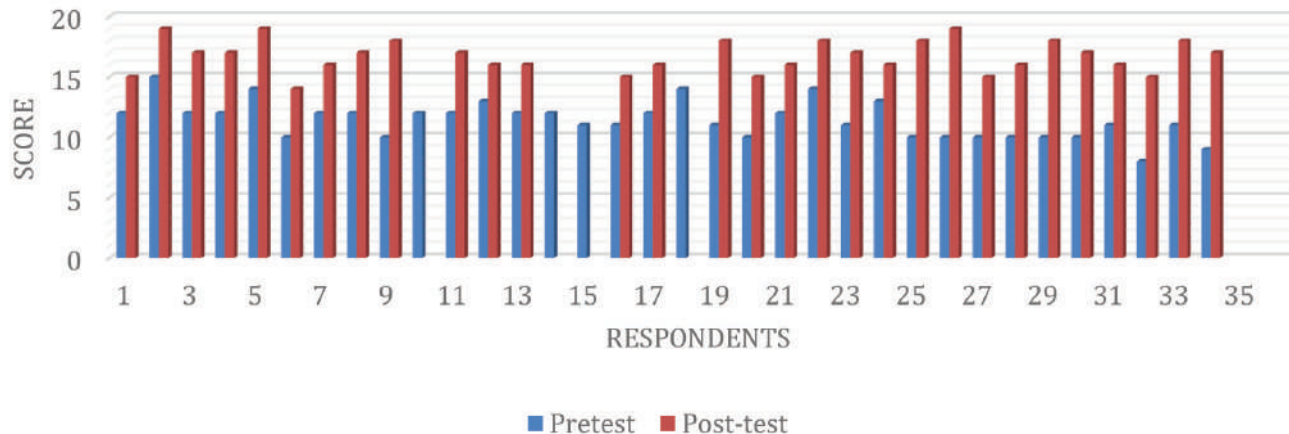
[Day-wise Details of how the training sessions were run can be added here. Any specific observations, sharing of learning by participants can be quoted here.]

## EVALUATION

[Towards the end of the training, participants would have filled in the Post-test questionnaire and the Evaluation form of the training. Comparative chart of Pre-Test and Post-Test questionnaires can be added here to show the learning achievement of participants. A sample of this chart may look like this:

Also, the score of training evaluation form can also be added here to show how effective the training was.

### EXAMPLE: DRRM TRAINING, NEPALGUNJ



## CONCLUSION

[The Trainer/ Facilitator can add his/her conclusion, based on the information described above. This could include some pertinent suggestions for future.]

## ANNEXES

[Training session schedule and any other Action Plans produced by participants during the training, can be added as the annex. List of participants (copy of the registration list, some photographs would also be usually added as annexes.)