

Disaster Risk Reduction and Management Manual [DM Manual, ETSC Nepal]

ETSC Nepal
Hetauda Sub-Metropolitan City
Makawanpur, Nepal
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PREAMBLE

Nepal is highly vulnerable to natural disasters. Globally, it is ranked fourth, eleventh and thirtieth in terms of vulnerability to climate change, earthquake and flood risks respectively. Entire Nepal lies on the active fault zones of Indo-Eurasian convergence plates, making Nepal every moment seismically active leading to large-scale earthquake disasters, as experienced recently in 2015.

On the other hand, as climate change impacts increase, Nepal's vulnerability continues to grow. Among the main reasons of natural disasters in Nepal are active tectonic and geomorphic processes, young and fragile geology, variable climatic conditions, unplanned settlements and rapidly increasing un-organized urbanization, increasing population, weak economic condition, inadequate and inefficient mechanism of risk information and low level of literacy.

With a growing experience working in the field of disaster management and in humanitarian relief intervention, there is a felt need to build the capacity of ETSC Nepal by maximizing its resources. There are several tools formulated under the umbrella guidance of Disaster Risk Reduction and Management Act (2017) which are precise, result oriented and proactive for a holistic approach rather than just for relief operations. These legislative tools of Disaster Risk Reduction and Management (DRRM) governance of Nepal have guided ETSC Nepal to formulate a manual maintaining the coherence. This has led ETSC to coordinate effectively, collaborate efficiently, and complement collectively in shared responsibility for all stages of DRRM in Nepal. With this needs, ETSC Nepal has materialized its concepts to this DRM Manual. For leading this entire process, ETSC Nepal thanks to DRM and Humanitarian Specialist Mr. Binod Ghimire. ETSC Nepal also thanks to Tearfund UK for continued encouragement and collaborating to this process. ETSC Nepal thanks to all its members of the board, executive committee and the team of project for their inputs, suggestions and insights to develop this manual.

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TABLE OF CONTENTS

PREAMBLE	1
ABBREVIATIONS AND ACRONYMS	3
GLOSSARY OF KEY TERMS.....	4
CHAPTER 1: INTRODUCTION.....	8
1.1 Background	8
1.2 Disaster Management Governance in Nepal	9
1.3 ETSC and Its Involvement in Disaster Management.....	10
CHAPTER 2: OBJECTIVES.....	11
2.1 Broader Objectives	11
2.2 Specific Objectives	12
CHAPTER 3: COORDINATION AND COLLABORATION	13
3.1 Purpose	13
3.2 Process	14
3.3 4W Matrix Information.....	17
CHAPTER 4: INFORMATION COLLECTION, ANALYSIS AND MANAGEMENT.....	18
4.1 Purpose	18
4.2 Process	19
4.3 Organizational and Staffs Capacity Development Plan (for Chapter 4)	23
CHAPTER 5: TARGETING AND BENEFICIARY SELECTION	24
5.1 Geographic Targeting	25
5.2 Targeting a Special Group of People	26
CHAPTER 6: PROGRAMME DESIGN AND IMPLEMENT	28
6.1 Pre-Disaster Action.....	29
6.2 During Disaster Action	30
6.3 Post Disaster Actions.....	31
6.4 Quality Assurance and Application of International and National minimum standards, code of conduct and strategies	33
6.5 Project Activities Selection Score Matrix (Card).....	34
6.6 Priority List and Selection of Interventions	35

ABBREVIATIONS AND ACRONYMS

AINTGDM: Association of INGOs’
Task Group on Disaster Risk
Management

BBB: Build Back Better

CBDRM: Community Based Disaster
Risk Reduction and Management

CCA: Climate Change Adaptation

CCG: Cash Coordination Group

CHS: Core Humanitarian Standards

CP: Contingency Plan

CSOs: Civil Society Organizations

DHM: Department of Hydrology and
Meteorology

DM: Disaster Management

DRR/M: Disaster Risk Reduction and
Management

DRR: Disaster Risk Reduction

DRRMC: Disaster Risk Reduction
and Management Committee

EOCs: Emergency Operation Centers

ER: Early Recovery

EWS: early warning System

ETSC: Education Training and
Service for Community

GLOF: Glacial Lake Outburst Floods

INGOs: International Non-
Governmental Organizations

IRA: Initial Rapid Assessment

LDRR/M Act: Local Disaster Risk
Reduction and Management Act

MIRA: Multi-Sectoral (Cluster) Initial
Rapid Assessment

MoFAGA: Ministry of Federal
Affairs and General Administration

MoHA: Ministry of Home Affairs

NDRRMA: National Disaster Risk
Reduction and Management Authority

NEOC: National Emergency
Operations Center

NGOs: Non-Governmental
Organizations

PDNA: Post Disaster Needs
Assessment

ROAP: Response Options Analysis
and Planning

SitReps: Situation Reports

SOPs: Standard Operating Procedures

WIS: Weather Information System

GLOSSARY OF KEY TERMS¹

Affected: People who are affected, either directly or indirectly, by a hazardous event. Directly affected are those who have suffered injury, illness or other health effects; who were evacuated, displaced, relocated or have suffered direct damage to their livelihoods, economic, physical, social, cultural and environmental assets. Indirectly affected are people who have suffered consequences, other than or in addition to direct effects, over time, due to disruption or changes in economy, critical infrastructure, basic services, commerce or work, or social, health and psychological consequences.

Build Back Better (BBB): The use of the recovery, rehabilitation and reconstruction phases after a disaster to increase the resilience of nations and communities through integrating DRR measures into the restoration of physical infrastructure and societal systems, and into the revitalization of livelihoods, economies and the environment.

Capacity Assessment: Capacity assessment is the process by which the capacity of a group, organization or society is reviewed against desired goals, where existing capacities are identified for maintenance or strengthening and capacity gaps are identified for further action.

Capacity Development: Capacity development is the process by which people, organizations and society systematically stimulate and develop their capacities over time to achieve social and economic goals. It is a concept that extends the term of capacity-building to encompass all aspects of creating and sustaining capacity growth over time.

Contingency Planning (CP): A management process that analyses disaster risks and establishes arrangements in advance to enable timely, effective and appropriate responses.

Coping Capacity: Coping capacity is the ability of people, organizations and systems, using available skills and resources, to manage adverse conditions, risk or disasters. The capacity to cope requires continuing awareness, resources and good management, both in normal times as well as during disasters or adverse conditions. Coping capacities contribute to the reduction of disaster risks.

¹ Citation: <https://www.undrr.org/>

Critical Infrastructure: The physical structures, facilities, networks and other assets which provide services that are essential to the social and economic functioning of a community or society

Disaster Risk Assessment: A qualitative or quantitative approach to determine the nature and extent of disaster risk by analyzing potential hazards and evaluating existing conditions of exposure and vulnerability that together could harm people, property, services, livelihoods and the environment on which they depend.

Disaster Risk Governance: The system of institutions, mechanisms, policy and legal frameworks and other arrangements to guide coordinate and oversee disaster risk reduction and related areas of policy.

Disaster Risk Information: Comprehensive information on all dimensions of disaster risk, including hazards, exposure, vulnerability and capacity, related to persons, communities, organizations and countries and their assets.

Disaster Risk Management (DRM): Disaster risk management is the application of disaster risk reduction policies and strategies to prevent new disaster risk, reduce existing disaster risk and manage residual risk, contributing to the strengthening of resilience and reduction of disaster losses.

Disaster Risk Reduction (DRR): Disaster risk reduction is aimed at preventing new and reducing existing disaster risk and managing residual risk, all of which contribute to strengthening resilience and therefore to the achievement of sustainable development.

Disaster: A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts.

Early Warning System (EWS): An integrated system of hazard monitoring, forecasting and prediction, disaster risk assessment, communication and preparedness activities systems and processes that enables individuals, communities, governments, businesses and others to take timely action to reduce disaster risks in advance of hazardous events.

Evacuation: Moving people and assets temporarily to safer places before, during or after the occurrence of a hazardous event in order to protect them.

Exposure: The situation of people, infrastructure, housing, production capacities and other tangible human assets located in hazard-prone areas.

Hazard: A process, phenomenon or human activity that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation.

Mitigation: The lessening or minimizing of the adverse impacts of a hazardous event.

Preparedness: The knowledge and capacities developed by governments, response and recovery organizations, communities and individuals to effectively anticipate, respond to and recover from the impacts of likely, imminent or current disasters.

Prevention: Activities and measures to avoid existing and new disaster risks.

Reconstruction: The medium- and long-term rebuilding and sustainable restoration of resilient critical infrastructures, services, housing, facilities and livelihoods required for the full functioning of a community or a society affected by a disaster, aligning with the principles of sustainable development and “build back better”, to avoid or reduce future disaster risk.

Recovery: The restoring or improving of livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected community or society, aligning with the principles of sustainable development and “build back better”, to avoid or reduce future disaster risk.

Rehabilitation: The restoration of basic services and facilities for the functioning of a community or a society affected by a disaster.

Residual Risk: The disaster risk that remains in unmanaged form, even when effective disaster risk reduction measures are in place, and for which emergency response and recovery capacities must be maintained.

Resilience: The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of

a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management.

Response: Actions taken directly before, during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected.

Retrofitting: Reinforcement or upgrading of existing structures to become more resistant and resilient to the damaging effects of hazards.

Risk Transfer: The process of formally or informally shifting the financial consequences of particular risks from one party to another, whereby a household, community, enterprise or State authority will obtain resources from the other party after a disaster occurs, in exchange for ongoing or compensatory social or financial benefits provided to that other party.

Specific Hazards: Biological hazards, Environmental hazards, Geological or geophysical hazards, Hydrometeorological hazards, Technological hazards.

Underlying Disaster Risk Drivers: Processes or conditions, often development-related, that influence the level of disaster risk by increasing levels of exposure and vulnerability or reducing capacity.

Vulnerability: The conditions determined by physical, social, economic and environmental factors or processes which increase the susceptibility of an individual, a community, assets or systems to the impacts of hazards.



CHAPTER 1: INTRODUCTION

1.1 Background

Nepal is highly vulnerable to natural disasters. Globally, it is ranked fourth (4th), eleventh (11th) and thirtieth (13th) in terms of vulnerability to climate change, earthquake and flood risks respectively. Entire Nepal lies on the active fault zones of Indo-Eurasian convergence plates, making Nepal every moment seismically active leading to large-scale earthquake disasters, as those experienced in the year of 2015.

On the other hand, as climate change impacts increase, Nepal's vulnerability continues to grow. Among the main reasons of natural disasters in Nepal are active tectonic and geomorphic processes, young and fragile geology, variable climatic conditions, unplanned settlements and rapidly increasing un-organized urbanization, increasing population, weak economic conditions, inadequate and inefficient mechanism of risk information and low level of literacy. Additionally, the disaster risk reduction and management infrastructures are inadequate to address response operations timely and effectively.

Nepalese people are highly exposed to disasters such as flood, landslide, fire, epidemic, earthquake, avalanche, windstorm, hailstorm, lightning, Glacial Lake Outburst Flood (GLOF), drought, traffic accidents, and several others. A GLOF in Nepal can also be even more dangerous than the tsunamis faced by sea-faring countries due to its downwards-movement through gravity if the risk information is limited.

In this situation, ETSC Nepal has gained knowledge, skills and experience to planning and responding to small-scale disasters in Nepal, more specifically within the geographic coverage of Makawanpur district. These responses, however, were not in a systematic manner without understanding of humanitarian standards and best practices, legislative governance and driving tools. With this felt need of having a step-wise guiding book, ETSC has developed this manual for the sole purpose of its humanitarian response preparedness, response planning, coordination and collaboration and contribute to the government's risk reduction and management process.

DM Manual ETSC Nepal

This manual will be updated in every two years in a regular basis, while in times of felt need and urgency for specific updates and alignments with government's procedures, this will be updated accordingly. A formal process using ETSC's contingency plan by its executive board members can update this. This manual has been made effective from April 2021 after a formal endorsement process.

1.2 Disaster Management Governance in Nepal

Nepal's current landscape of disaster governance is guided by its Constitution (2015 AD) and the Disaster Risk Reduction and Management (DRRM) Act (2017 AD). The spirit of the Constitution suggests that local governments shall do as much as they can on their own, and where they cannot, provincial and federal governments shall provide back up or lead disaster risk reduction and management.

Nepal's National Disaster Risk Reduction and Management Strategic Plan of Action (2018-2030) is a legal document that explains the planning framework covering all stages of disaster risk management in the country. Similarly, Nepal's National Disaster Risk Reduction Policy (2018) has given pathways to better and resilient Nepal in an integrated and holistic having long-term approaches. These Policy and Strategic Action Plans were endorsed by the National Disaster Risk Reduction and Management Council meeting held on 18 June 2018 and has been developed in line with the Disaster Risk Reduction and Management Act (2017) [NDRRMA Act 2017].

Government of Nepal has brought in action several other tools and guidelines, modules, SOPs under the guidance of NDRRMA Act 2017. The Act has clearly spelled out about having technology driven, efficient and effective centralized as well as decentralized communication, control and command system that enables existing system and capacity to optimize for prompt disaster response actions. It is exclusively mentioned that Emergency Operation Centers (EOCs) are equipped across local levels for coordinated and timely humanitarian response actions. On the other hand, Disaster Risk Reduction and Management Committees at all three levels of government are leading units for communication, control and command system, while at the Federal/Central level the National Disaster Risk Reduction and Management Authority [NDRRMA] leads coordination, planning, equipping and undertaking Disaster Risk Reduction and Management actions as central coordination unit of Nepal.

Useful and relevant documents, tools and policy updates can be accessed at the webpage developed by Government of Nepal' [DRM Portal](#) and Ministry of Home Affairs' National Emergency Operations Center ([NEOC](#)) web pages. With these platforms, other sectoral information can also be accessed, such as cluster activation notices, clusters' updated information and several disaster information.

1.3 ETSC and Its Involvement in Disaster Management

Education Training and Service for Community Nepal (ETSC-N) is a non-governmental organization working for the welfare of poor and vulnerable people marginalized women, children and community of Makawanpur district, since its establishment in the year 1999. As a social organization working in one of the region with highest number of human trafficking specially of women, girls and children, the focus for ETSC-Nepal is a process-oriented effort to increase the capacity of vulnerable/marginalize and excluded communities for accessing the resources and managing them effectively in an efficient manner. ETSC Nepal has involved in several humanitarian works together with local governments and the humanitarian agencies, especially in Makawanpur.

ETSC Nepal has served to disaster affected communities in its working area since the time of its establishment, while it has served intensively aftermath of 2015 Nepal earthquake.



CHAPTER 2: OBJECTIVES

2.1 Broader Objectives

The broader objective of this manual is to increase effectiveness, timeliness and in efficient manner the disaster risk reduction, response preparedness and effective response operation in accordance to the Government of Nepal’s policy and legislative framework. ETSC Nepal wants to systematize the DRM work in regular as well as in times of emergencies through need based informed decision-making processes.

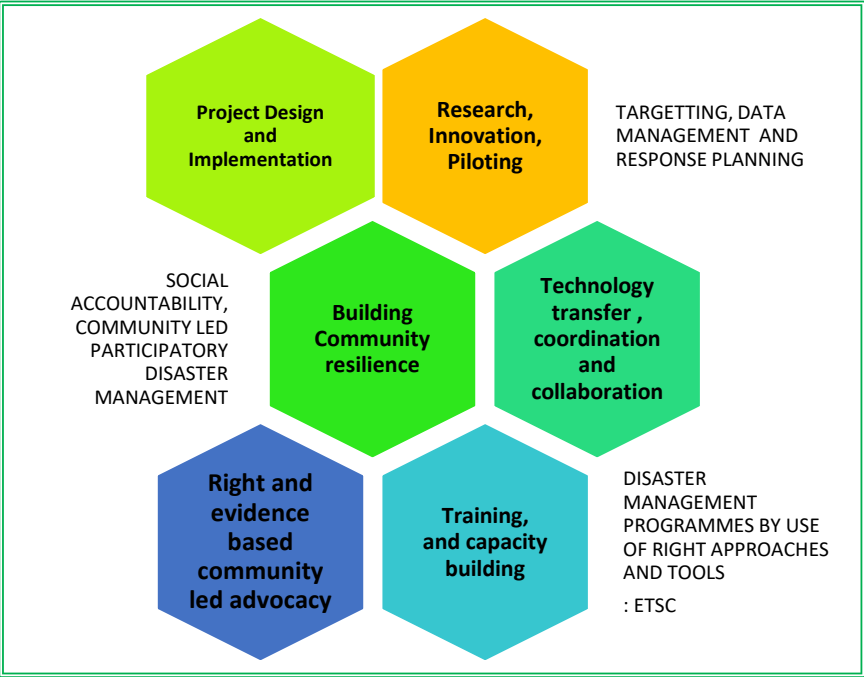


Figure 1: Strategic Objective of DM Manual: ETSC

Disasters often have significant impact on social, economic, cultural and environmental systems. Thus, there is an urgent need to enhance the response preparedness and management capacity of ETSC with emphasis on risk mitigation, preparedness, rescue, relief management, and rehabilitation where possible.

Natural disasters cannot be prevented to a complete and ideal state, but their impacts can certainly be greatly minimized if there is an adequate level of risk mitigation, preparedness, risk identification and risk information in place. This

has to be a holistic, coordinated and systematic response preparedness and operations aided with appropriate tools, technology supported operations, accessible early warnings and early actions. These operations if brought in practice through the use of proven technology, especially by the use of accessible early actions and warning, dedicated system for information collection, analysis and dissemination for early actions such as evacuation to safer locations, loss and missing reporting, rescue information and disaster alerts.

Government of Nepal has envisioned to have all 753 local level disaster management committees are active and empowered, all 753 Local Emergency Operations Centers (EOCs) are operational and all have their Disaster Management Fund operational for all actions of local efforts for pre and post disaster actions in a collective, coordinated and collaborated approach. In line to this plan of action of the government, ETSC-Nepal engages itself for the overall capacity building, systematic preparedness and DRR, and responding to the local disasters with local levels in areas where the needs are greatest.

2.2 Specific Objectives

The specific objective of this manual are contributing to increase effectiveness, timeliness and in efficient manner the disaster risk reduction, response preparedness and effective response operation in accordance to the Government of Nepal's policy and legislative framework. Followings are 10 specific objectives of this Manual:

1. To harmonies disaster management operation policies and action with government's DRM legislative framework
2. To plan and design disaster response in a coordinated and collaborated manner with multiple agencies
3. To seek the opportunities for serving to poor, needy and disaster affected people through policy windows
4. To determine, chose and plan key disaster response activities through an informed and participatory decision making process
5. To apply common humanitarian tools, principles and standards in disaster response preparedness and response action

6. To guide members of ETSC board and staff members on planning and designing disaster management interventions
7. To systematize disaster management actions so that the negative consequences are assessed, mitigated and managed in a way to ensure “Do NO Harm” in humanitarian actions.
8. To plan for capacity building, coordination, funding and expansion of ETSC’s works across wider communities.
9. To standardize tools and approaches for all stages of disaster management Programme Management Cycle.
10. To develop effective and efficient humanitarian response so that “needy people get right assistance in right time”

There are six chapters, which all guide about the assessing, coordination and decision-making, planning and collaborating, implementing, monitoring and evaluating for disaster responses and response preparedness actions.

CHAPTER 3: COORDINATION AND COLLABORATION

This chapter guides the different levels of coordination mechanisms and platforms that are operational in Nepal for disaster risk reduction and management. More emphasis is given to disaster management section on how to ensure the actions of ETSC is in well-coordinated manner.

3.1 Purpose

The coordination helps ETSC to understand the disaster situations, the agencies involved in response and response planning, the directives and newer legislative tools of the government, basic needs and other several level and types of information, which ETSC alone cannot collect and analyse. This is called the “one door policy of Disaster Management Information”.

3.2 Process

Followings are key process steps to make a better coordination with local government, humanitarian agencies and the donors who are involved in the multiple aspects of disaster management, such as assessment, planning, decision making etc. See the following table for objectives of coordination and process to get involved or access those. Also, follow the Figure 3 for process flow for ETSC Nepal to establish right process of coordination, collaboration and information sharing with wider stakeholders.

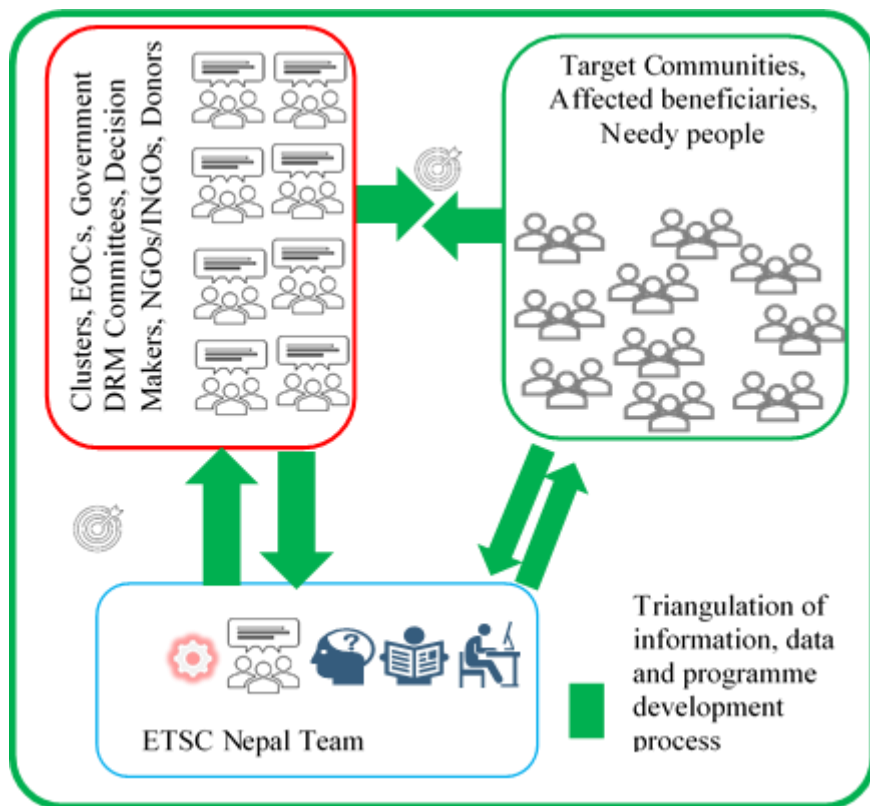


Figure 2: Coordination, Collaboration and Information Management System: ETSC Nepal

S.N.	Subject of Interest	Information	How to Access
1.	Disaster Situation Reports	<ul style="list-style-type: none"> • Immediate updated information • Good information for response planning, 	<ul style="list-style-type: none"> • Get this information through the web page of Ministry of Home Affairs (MoHA), NDRRMA's web pages and hourly updates/bulletins • This information is also available through the Emergency Operations

		proposal development, donor/funding partner communication	Centers of municipalities if these are functional <ul style="list-style-type: none"> This is developed and widely shared by Humanitarian Clusters (find these in www.humanitarianresponse.info), clusters active in Nepal and lead agency's web pages.
2.	Disaster Loss, Damage and Needs	<ul style="list-style-type: none"> Provides an updated standard and valid information, Gives opportunity to design projects of immediate response and relief Give information of types of disasters, target beneficiaries and target needs 	<ul style="list-style-type: none"> Get involved in the Municipal/Ward Disaster Management Committee. This can be accessed through a process of regular coordination during the normal times, during disaster response calls, during multi-stakeholders coordination meetings etc. Get authentic and valid information through the government circulars, IRA (Initial Rapid Assessment) and MIRA (Multi Sectoral Initial Rapid Assessment) information published in the initial stage and PDNA (Post Disaster Needs Assessment) that is published during the disaster response time. Coordinate with donors/funding partners for additional information
3.	Programme Planning	<ul style="list-style-type: none"> Who are key actors interested in ETSC's interest of involvement 	<ul style="list-style-type: none"> Review the circulars of government (local, provincial and the federal) Get updated information from multi-clusters such as Food Security Cluster, Shelter Cluster, Education Cluster, Protection

		<ul style="list-style-type: none"> • What is priority action as requested by the government • What are the areas that the donors and the funding agencies are interested • What are the key immediate, medium and long term needs of the communities that are affected by the disasters 	<p>Cluster, Early Recovery Cluster, Health Cluster and WASH Cluster through cluster's meeting notes, cluster lead's web publications, government and other humanitarian agencies working in the community or locality</p> <ul style="list-style-type: none"> • Get updated priority actions and interventions as per the governments circulars and requests for collaborations • Get updated with changes in policies, plans and transitional interventions over the time. • Take part in the meetings organized by local levels for humanitarian agencies interested for collaborations
4.	Monitoring and Evaluations	<ul style="list-style-type: none"> • What are the monitoring tools • What is the one door approach for MEAL • How is the M&E information obtained for organizational use • What could be key questions for M&E process 	<ul style="list-style-type: none"> • Get joint monitoring reports published by local levels, lead humanitarian agencies, or any other agency working at the locality where ETSC has interest or has involved for interventions • Make clear understanding of what was the situation by then, what is the situation at present, and what will be situation as projection for the near future from M&E updates through coordination • Get 'beneficiaries feedback' on relevance, appropriateness, effectiveness, and efficiency of the disaster management work.

			<ul style="list-style-type: none"> Understand minimum standards and protocols for M&E for disaster response work as 5W matrix (who, what, where, how, how many?)
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The coordination and collaborations are continuous process that need to be updated and shared with the programme team and members of board in a regular basis. Following section (3.3) gives a format for updating ETSC’s DM interventions, while this periodic updated form can be accessed through the coordination with humanitarian clusters active during a particular disaster at particular time.

3.3 4W Matrix Information

For ease and quick access, ETSC has developed a template for 4Ws, which can be contextualized when there is a need for additional information. The 4W in the following table covers most areas of information that is required for coordination and collaboration.

1. WHO			2. WHAT												
PNGO	Funding Partner	Project title	Activity					Beneficiaries targeted			Beneficiaries reached				
			Sector	Modality	Delivery mechanisms	Amount	Frequency	Unit	Total targeted	Female	Children	Total reached	Female	Children	
3. WHERE					4. WHEN		Contacts and comments								
Geographical location			Start date	End date	Contact person	Contact number	E-mail	Comments if any	Data updated on						
Province	District	Municipality/Wards													

CHAPTER 4: INFORMATION COLLECTION, ANALYSIS AND MANAGEMENT

This chapter deals with what information is intended by ETSC for what purpose, what processes are followed and how to get desired and needful information from the piles of data and information. This chapter also explains the basics of data management and protection following the national and international regulations.

4.1 Purpose

The basic purpose of the information collection is to get right and updated information of our needs. With this statement, ETSC does not intend to collect all the information that is available through several sources and platforms of disaster management; rather, it takes only that relevant information for its objective and scope of the works.

As an example, when ETSC intends for emergency food supplies and supports with clothes and kitchen items, it may be useless for that instant to ETSC to get detailed information of permanent shelter and shelter kits unless shelter comes for priority to ETSC. This is why ETSC needs to decide very specifically the needs for the information and disaster loss and damage data, target beneficiaries, geographic coverage and timing for response. It is obvious that needs are shifted gradually from immediate humanitarian relief to the recovery and then rehabilitation and reconstruction. Please follow the disaster management cycle for the reference.

The information is primarily collected from valid sources as mentioned in earlier chapter without duplicating the process by going to community for firsthand information. After getting a primary information, a team from ETSC sets a programme planning for disaster management that may require additional

information. Once the team feels that there is a need for an additional information, the team visits to the community and validates the available information, gets additional missing information and updates the data. This is a data and information triangulation method as explained in the Figure 3, 4W matrix and Figure 6.

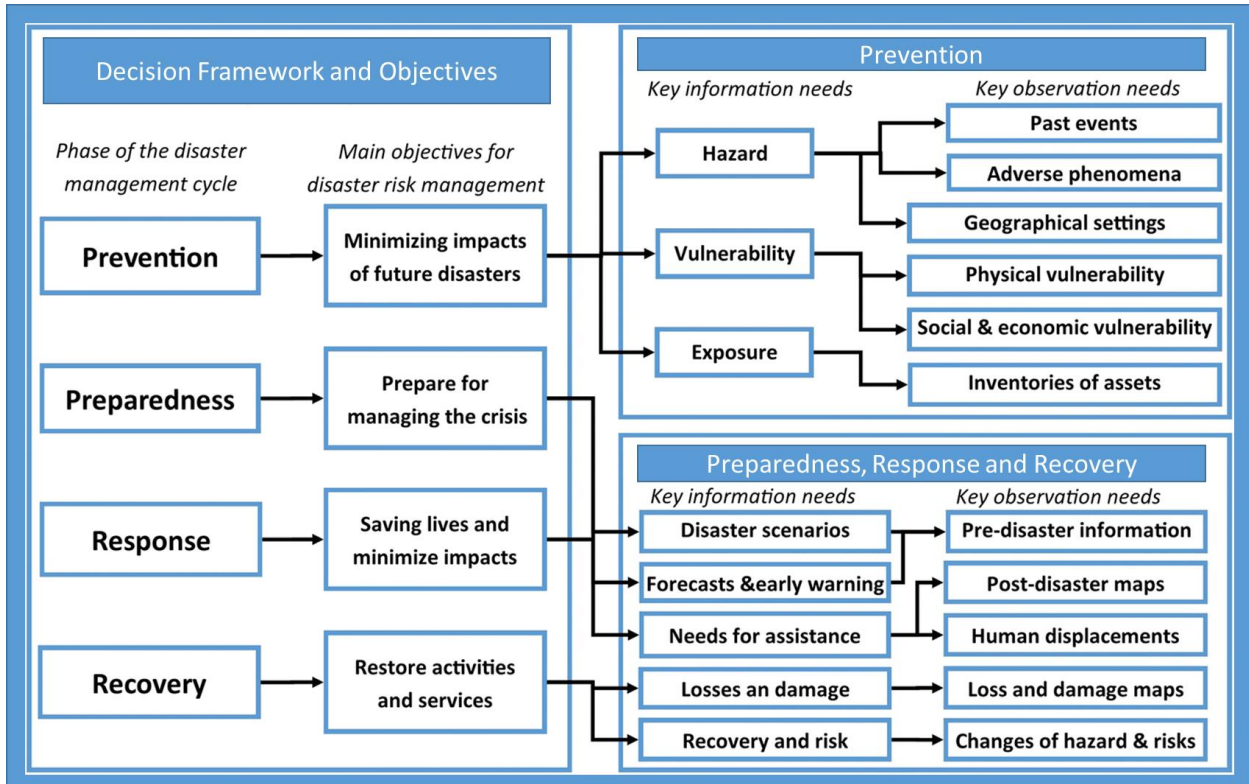


Figure 3: General and Specific Types of information required for DM

4.2 Process

The information collection, analysis and management process is an integrated in nature and executed simultaneously. The data analysis is a process following the data/information collection.

S.N.	Subject of Interest	Information	How to Access
1.	Disaster Information	<ul style="list-style-type: none"> Very basic level of disaster 	<ul style="list-style-type: none"> Get this information through the web page of Ministry of Home

		<p>information includes the type of disaster, disaster locations (geographic coverage), affected population, and the a basic information of humanitarian situation</p> <ul style="list-style-type: none"> • IRA and MIRA tools used for loss and damage information • DNA/Needs Assessment information provides basic information for early actions planning, such as response planning 	<p>Affairs (MoHA), NDRRMA's web pages and hourly updates/bulletins</p> <ul style="list-style-type: none"> • This information is also available through the Emergency Operations Centers of municipalities if these are functional • This is developed and widely shared by Humanitarian Clusters (find these in www.humanitarianresponse.info), clusters active in Nepal and lead agency's web pages. • If these sources of information are not functional, not accessible, then ETSC needs to deploy humanitarian trained staff for preliminary information collection. ETSC also takes other options in use such as use of phone calls, social media platforms, local news reports and reporters, and direct access to disaster focal persons at local level (s).
2.	Disaster Loss, Damage and Needs	<ul style="list-style-type: none"> • Provides an updated standard and valid information, • Gives opportunity to design projects of immediate 	<ul style="list-style-type: none"> • Get involved in the Municipal/Ward Disaster Management Committee. This can be accessed through a process of regular coordination during the normal times, during disaster response calls, during

		<p>response and relief</p> <ul style="list-style-type: none"> • Give information of types of disasters, target beneficiaries and target needs 	<p>multi-stakeholders coordination meetings etc.</p> <ul style="list-style-type: none"> • Get authentic and valid information through the government circulars, IRA (Initial Rapid Assessment) and MIRA (Multi Sectoral Initial Rapid Assessment) information published in the initial stage and PDNA (Post Disaster Needs Assessment) that is published during the disaster response time. • Coordinate with donors/funding partners for additional information
3.	Analysis of information and data for ETSC's programme planning purpose	<ul style="list-style-type: none"> • ETSC abstracts key and useful information and relevant data from IRA, MIRA and PDNA if available • The information available from MIRA and PDNA are proof-edited and authentic. • ETSC takes advantage of utilizing the information received through formal processes 	<ul style="list-style-type: none"> • Get updated information from multi-clusters such as Food Security Cluster, Shelter Cluster, Education Cluster, Protection Cluster, Early Recovery Cluster, Health Cluster and WASH Cluster through cluster's meeting notes, cluster lead's web publications, government and other humanitarian agencies working in the community or locality • Take part in the meetings organized by local levels for humanitarian agencies interested for collaborations

		<p>and formal sources.</p> <ul style="list-style-type: none"> Cluster specific information is analysed in sectoral damage and loss, immediate needs and longer term needs 	<ul style="list-style-type: none"> Get specific and sectoral information for further analysis and programme planning Always see the scope and opportunity for ETSC while selecting the response option. Once the response option for disasters in target community is determined, then get specific information for that community, with target response, and for target period of response
4.	Other relevant information, Data Protection,	<ul style="list-style-type: none"> GESI (Gender and Social Inclusion): inclusive planning, decision making and M&E process Market System: The market provides opportunity for going with cash and in-kind humanitarian assistance, such as if local markets are functional, financial services are functional etc 4 Ws: who other agencies are working with 	<ul style="list-style-type: none"> Do not miss to understand special needs of people, such as mothers, pregnant women, elderly people, children and men with gender, social roles and vulnerability while collecting and synthesizing the data and information Take advantage of available information from MIRA, PDNA and other sector specific information available from government's disaster focal points/nodal agencies. Market information and related updates can be accessed through the closed working groups such as Cash Coordination Group, Market Monitoring Group and other relevant that can be explored through the local

		<p>what priorities in what response sector for how long and with what response packages</p> <ul style="list-style-type: none"> • Maintain the individual privacy and keep personal data safety 	<p>Disaster Management Committees.</p> <ul style="list-style-type: none"> • Take reference for calculating the standard package for immediate relief items. Also, take reference (from the local government) for the determination of Cash Size and its transfer modality. • Follow strictly the Individual Privacy Act (2018) to keep personal information safe following a consent taking procedure while gathering the information, taking pictures and other details.
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4.3 Organizational and Staffs Capacity Development Plan (for Chapter 4)

This table below provides a basic and quick capacity assessment with recommendations for organizational and staffs capacity development for enhancing the knowledge, skills and understanding of disaster information collection, data management and analysis, data presentation with listing out key recommend activities for humanitarian response interventions. A completed table can then be shared with ETSC’s partner for capacity development planning based on the gaps identified.

Capacity Scope	Gaps	Plan of activities
<ul style="list-style-type: none"> • Human Resources 	<p>----- ----- -----</p>	<p>----- ----- -----</p>
<ul style="list-style-type: none"> • Conceptual clarity on loss, damage and needs 	<p>----- -----</p>	<p>----- -----</p>

assessment tools, process, sources of information	-----	-----
• Conceptual clarity on data analysis and information management	----- ----- -----	----- ----- -----
• Project development with reference to the available baseline information	----- ----- -----	----- ----- -----
• Conceptual clarity, basic skills and knowledge on DRM cycle, humanitarian procedures, minimum standards and tools	----- ----- -----	----- ----- -----

CHAPTER 5: TARGETING AND BENEFICIARY SELECTION

This chapter gives a basis for the targeting purposes, setting indicators and selection of beneficiaries for the humanitarian interventions (Disaster Management) by ETSC Nepal.

Targeting refers to the mechanisms that ETSC uses to ensure its assistance reaches the people who are in greatest need. A targeting strategy aims to concentrate the available set of resources (for example, food, shelter, cash) where aid can have the greatest impact on meeting the needs of

Targeting Objectives

- To get a list of the most needy, hard hit and helpless people during the disasters, and plan to support them
- To make resource-based response planning to reach out to the beneficiaries with the available response capacity of ETSC
- To remove the duplication
- To make a complementing work with other agencies

the affected men, women, boys and girls. Government and/or agencies/donors may try to dictate targeting according to their priorities, which may not correspond to the realities of the situation. In such circumstances, ETSC should advocate for fair targeting based on humanitarian principles and assessment of need.

ETSC's programme strategy and project designs should clearly identify its target groups. The selection of target groups for ETSC's humanitarian assistance should be defined on the basis of need, available resources, capacity, and priority lists by local government.

5.1 Geographic Targeting

The first step in identifying ETSC's target groups is to identify the geographic focus, especially the working communities. ETSC's targeting strategy must define the geographic focus for operations to:

- ✓ coordinate with other agencies to ensure maximum coverage and avoid duplication
- ✓ put in place appropriate operational plans
- ✓ ensure assistance is provided where the need is greatest
- ✓ ensure the right people are targeted and assisted in right time with right responses
- ✓ ensure the appropriateness of the humanitarian assistance

When deciding the geographic focus of ETSC's strategy, consider the key points listed in the following box. ETSC deploys a specific targeting plan and strategy during the disasters. The targeting strategy approaches and the indicators may differ from the case to case of disaster; however, it is necessary to consider key points of Figure 4. Each situation is unique and it is not possible to lay down hard and fast rules. Targeting is a pragmatic exercise requiring judgment, compromise and, in some situations, evaluation and the modification of response approach and strategy as the situation develops.

1. Where is the greatest need?
2. What geographic areas have been worst affected?
3. What geographic areas have the greatest identified need?
4. What geographic areas are normally the most vulnerable?
5. ETSC's capacity: Where can ETSC support with what resources and capacity?
6. Where does ETSC work and has presence through previous and/or current projects?
7. Where can ETSC feasibly launch new operations?
8. Where is there an obligation to the community for ETSC and its partner/s to assist?
9. Coordination: Where is a lack of assistance?
10. Where are other agencies, including government and local organizations, assessing or responding?
11. What areas are being neglected?

Figure 4: Key questions to consider for targeting

5.2 Targeting a Special Group of People

It is important to understand that targeting is a process rather than a defined activity, and it therefore relates to all aspects of the project cycle. There are five interrelated steps in designing a targeting system, outlined below.

A. Assess and define needs

The first step of assessing and defining needs is particularly challenging, given that needs will be defined differently by different stakeholders. For example, local government might play to ensure that people have enough food in the short term and can maintain their ability to provide for themselves in the long term. A donor might wish to provide only for immediate household needs and to provide food specifically to women. A relief agency might wish to provide food only to malnourished children.

Affected people will also have a view of need that may conflict with that of the donor or relief agency. ETSC needs to attempt to make a fair and impartial assessment of humanitarian needs and vulnerability, balancing the different views of key stakeholders.

B. Set objectives

The objectives of a targeting system arise from the definition of need. Given a definition of need, the objective should describe who should get relief assistance, the type of relief assistance that should be distributed, when and why. This provides the basis for monitoring and evaluating the targeting strategy.

C. Determine key selection criteria

Determining selection criteria for eligibility has two elements—setting the eligibility criteria and applying the criteria in practice.

The eligibility criteria arise from the targeting objective and may apply to individuals or to households. Eligibility criteria must be defined in such a way that they include the intended beneficiaries and can be used in a practical way to identify individuals or households to receive relief assistance. A simple example of an eligibility criteria list is presented in the box in this section.

Example of Eligibility Criteria

1. The family is affected by disaster
2. The disaster has damaged house partially or fully
3. Family have lost their livelihoods
4. Affected family has loss or injury of/to one or more family member/s
5. Affected family has vulnerable group of people, eg, elderly, pregnant women, children below 5, disabled,
6. Affected families are not included in other forms of relief supports. Etc.

D. Choose a Distribution Method

Choosing an appropriate distribution method will depend on the type of relief supplies/services being provided and access to the target population. The aim is to

choose a method that maximizes coverage of targeted people and minimizes the amount of relief supplies going to the non-targeted population.

E. Develop a monitoring system

Monitoring should determine whether the objectives are being met, thereby allowing the targeting system to be redesigned and improved if necessary. Monitoring can be conducted to measure errors occurring in assessing and defining needs, setting objectives, determining eligibility, and in choosing a distribution method.

A monitoring mechanism, specifically the process monitoring can be developed by the programme team of ETSC during the early stage of the programme planning. This mechanism is developed based on the type of disaster, scope of work of ETSC Nepal, the resources and capacity of ETSC and the urgency to address the needs of the affected people.

CHAPTER 6: PROGRAMME DESIGN AND IMPLEMENT

Participatory project design and implementation will be the core action of ETSC Nepal insuring the inclusiveness, right targeting with the optimal mobilization of local resources and low cost but innovative technologies. It will develop and retain the thematic experts from management to mobilization of resources in the sector of Disaster Management. Following are the programme plans with strategic actions that ETSC takes in account for primary sectors in all three phases of disaster management: the pre-disaster, during disaster and post disaster situation.

6.1 Pre-Disaster Action

- a. Strengthen the capacity of rural community on Disaster Risk Reduction and Disaster Management.
- b. Build the capacity of communities, the institutions and ETSC to prepare for and respond to disasters of any nature in working areas, areas where the need is greatest, and areas where local government requests.
- c. Test and adopt the Organizational Hazard Contingency Plan.
- d. Enhance the response capacity of the ETSC's working communities through the training, risk mapping, risk mitigation and other actions such as contingency planning.
- e. Play an active role in the district in meetings, workshops, planning and responding actions in relation to all cycle of disaster risk management. Support in guidance and implementation of national and local level acts, policies and strategies and guidelines relating to DRR and DRM.
- f. Conduct community led vulnerability and capacity assessments in the community as guided by standard tools. Work together with communities for community led risk reduction measures using the optimal level of local resources and technologies.
- g. Strengthen local Disaster Risk Management Committee, especially working with municipal and the ward disaster management committees. Build the capacity of vulnerable communities to cope with and manage recurrent small-scale disasters by their own resources.



Figure 5: Disaster Management Cycle

- h. Contribute to mitigate the risk of epidemics and other forms of waterborne diseases in the working communities and target geographic area with mobilization of resources
- i. Keep stockpile of water treatment substances (chlorinated solution, halogen tablets, bleaching powder, etc)
- j. Present the accountability and transparency mandates of the organization to stakeholders, beneficiaries and partners/donors. Maintain the digital database available from varied locations. Mitigate the risks of documents loss. get all the hazard information and code the source, target location, date and the theme
- k. Generate ETSC specific information from all the SitReps coming from government agencies, clusters and other recognized formal sources.
- l. Decide whom to participate in the regular liaison meeting, cluster meeting, technical working group meeting etc.
- m. During any such meetings, share only the requested and required information. Do not share all what ETSC has.
- n. Advocate with humanitarian agencies for learning, risk informed decision making, disaster risk reduction, mitigation, preparedness and response capacity building works for the needy and most vulnerable communities
- o. Develop early warning mechanism in the office and communities to make all people associated know the alerts and alarms or information on any risks seen, felt or observed.

6.2 During Disaster Action

- a. Work together with like mandated agencies in coordinated and collaborated approach. Provide support for disaster relief, recovery and rehabilitation and reconstruction to disaster-affected people, communities through interventions of diverse sectors in need basis.
- b. Assist communities to prepare the disaster management and preparedness plans and contribute to implement some key actions as prioritized by the communities. Develop emergency communication mechanism, make beneficiaries aware of it through sharing and testing

c. Ensure safe drinking water for disaster affected people, and link the response programme to the recovery and reconstruction where possible. Provide immediate needs such as food, clothes and water, while if government provides this then contribute in the cash based supports, top-up supports and other necessities in coordinated approach.

d. Proactively stand ETSC a pioneer organization in WASH humanitarian responder. Work closely with local bodies, humanitarian agencies and other relevant stakeholders for response planning for water (bottled water, water purifiers, water storage pots etc.)

e. Water Supply following a standard developed by local government during the emergencies (bottled water, treated water via water tankers, water treatment facilities and chemicals/devices). Participate in WASH cluster meetings. Include water, shop, bucket with lid, mugs, nail clippers, chlorine liquid (eg. Piyush), cup, shop-case as primary items in relief package

f. Consider the fully implementation of CHS (Core Humanitarian Standards), Humanitarian NGOs' Code of Conducts, DNH (Do No Harm Principle), and SPHERE Standard in all levels of disaster response planning and executing.



Figure 6: Disaster Management Cycle

6.3 Post Disaster Actions

a. Post disaster recovery, reconstruction and rehabilitation in long run to bring the wellbeing of the affected communities in the normal ways in a better perspective (BBB: Build Back Better). Consider BBB strategy in all stages of recovery, rehabilitation and reconstruction phase of post-disaster development stage.

b. Facilitate and integrate protection and safeguarding works of ETSC into DRRM actions and strengthen the risk management and reduction capacities of the affected households in recovery and reconstruction stages too.

c. For livelihoods, bring innovations, technology transfer and efficient methods and approaches in the livelihoods and agriculture sector. Integrate Climate Change Adaptation and Climate Smart Agriculture with DRR in all the practices across all themes through the capacity building, piloting and model replicating. Provide tools, seeds and other inputs for livelihoods recovery interventions.

d. Enhance the technical capacity of women and marginalized farmers, small holders in rural and remote areas with a lens of build back better for early recovery and recovery

e. Implement and support for the implementation of government's priorities, policies, plans and strategies

f. Promote the best traditional practices in sectoral plans such as livelihoods, education, shelter and WASH, bring innovations where required with Build Back Better

g. Promote the hygiene behaviors change communication in the communities, schools, office and other relevant programme targets. This can be done in Pre and Post Disaster situations.

h. Resource mapping for DRR, DM, WASH, and Education projects in the districts, for disaster response, recovery, and reconstruction (development) phases. Integrate projects in other relief and recovery package. Plan for community water supply detailed study that has linked to the source, pipeline, storage tanks and outlet taps for long term sustainable water supply that contributes to long term solutions.



Figure 7: Disaster Management Cycle

- i. Design and implement the interventions contributing to the protection and peace building, gender inclusion in the rural context during long term recovery and reconstruction phases

6.4 Quality Assurance and Application of International and National minimum standards, code of conduct and strategies

Implementation of humanitarian plan of action needs to align carefully to the standards, commitments, policies, Act and Codes of Conduct. These tools are available online, while ETSC collects prints and provides training to its staffs in a regular basis.

Standard, Policy, Code of Conduct	When to apply?
SPHERE Standard	In all the humanitarian actions, disaster response stages
Minimum Standards and Humanitarian Code of Conduct	„
Core Humanitarian Standards	„
Child Protection and safeguarding Policy of ETSC	In all the actions including projects implementation, day-to-day activities, by all staffs, board members and project associated stakeholders
GESI Policy of ETSC	All the actions including project design, implementation, day-to-day operations
Government of Nepal’s project related policies, strategies (NDRF, NERF, NSDRM, LDCRP/DDMP/DPRP Guidelines, GESI guideline, protection and Do No Harm principles etc)	Will be mainstreamed in respective projects based on the feasibility and relevancy
Local, Provincial and Federal DRM Act, Other DRR Guidelines and SOPs	In all the humanitarian actions, disaster response stages, recovery, reconstruction, rehabilitation, and reconstruction stages
Accountability and Transparency	ETSC will develop and implement the accessible Beneficiary Accountability

	Mechanism for all the projects, and ensure community participation in planning, implementation and decision making processes, make Social and Public Audits mandatory of all ETSC implemented interventions
Partners policies, Quality Standards, and Priorities	ETSC will comply and commit to apply all non-negotiable policies, standards and strategic elements of the partners; however, ETSC will try its best to respectfully implement partner specific objectives, goals and missions.

6.5 Project Activities Selection Score Matrix (Card)

This score card is used to evaluate the interventions on the basis of need, relevancy and appropriateness for three stages of disaster management. These interventions once scored simply with the following score card will be further evaluated on the basis of budget availability, scope of work of ETSC and donor/funding partners priority/es.

1 Priority Actions for Pre-Disaster Phase (Score-Card)																	
	List out the activities here and score based on relevancy and appropriateness	(A) Needs					(B) Relevancy					(C) Appropriateness					Total (A+B+C)
		5	4	3	2	1	5	4	3	2	1	5	4	3	2	1	
a.																	
b.																	
c.																	
d.																	
e.																	
f.																	
...																	
Write notes here the key reasons for giving the scores for each interventions. Select the best intervention (s) for ETSC to design the intended stage of intervention planning.																	
2 Priority Actions for Disaster Response Phase (Score-Card)																	

	List out the activities here and score based on relevancy and appropriateness	(A) Needs					(B) Relevancy					(C) Appropriateness					Total (A+B+C)
		5	4	3	2	1	5	4	3	2	1	5	4	3	2	1	
a.																	
b.																	
c.																	
d.																	
e.																	
f.																	
...																	

Write notes here the key reasons for giving the scores for each interventions. Select the best intervention (s) for ETSC to design the intended stage of intervention planning.

3 Priority Actions for Post-Disaster Phase (Score-Card)

	List out the activities here and score based on relevancy and appropriateness	(A) Needs					(B) Relevancy					(C) Appropriateness					Total (A+B+C)
		5	4	3	2	1	5	4	3	2	1	5	4	3	2	1	
a.																	
b.																	
c.																	
d.																	
e.																	
f.																	
...																	

Write notes here the key reasons for giving the scores for each interventions. Select the best intervention (s) for ETSC to design the intended stage of intervention planning.

6.6 Priority List and Selection of Interventions

Following table is used to list key priority selected interventions that ETSC takes into account in the project management after the evaluation of relevancy and appropriateness using scorecard. This list can be extended to accommodate several activities.

Disaster	General Situations	Appropriate DM Activities	Remarks
Floods	1. ..	1. ..	

	2. ..	2. ..	
Landslides	3. ..	3. ..	
	4. ..	4. ..	
Fires (HHs)	5. ..	5. ..	
	6. ..	6. ..	
Lightening	7. ..	7. ..	
	8. ..	8. ..	
Earthquake	9. ..	9. ..	
	10. ..	10. ..	
Epidemics	11. ..	11. ..	
	12. ..	12. ..	
Traffic accident	13. ..	13. ..	
	14. ..	14. ..	
Drought	15. ..	15. ..	
	16. ..	16. ..	
Animal Attack	17. ..	17. ..	
	18. ..	18. ..	

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