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Standard Operating Procedure, 2022
Local Level Post Disaster Socio-Economic Plan Formulation
(Recovery Planning Steps, Process and Tools)

Final Draft

2022

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Acronyms

CSOs	:	Civil Society Organization
DPRP	:	Disaster Preparedness and Recovery Plan
FGD	:	Focus Group Discussion
KII	:	Key Informant Interview
LDMC	:	Local Disaster Management Committee
LG	:	Local Government
LGOA	:	Local Government Operation Act, 2017
MTEF	:	Medium Term Expenditure Framework
NGOs	:	Non-Governmental Organizations
PG	:	Provincial Government
RM	:	Rural Municipality
TLO	:	Tole/Lane Organizations

SOP on Local Level Socio-Economic Recovery Plan Formulation in Summary

What is meant by socio-economic recovery plan?

Recovery is one of the most important strategies of disaster risk management. It is one of the six dimensions of DRR (prevention, mitigation, preparedness, response, recovery and reconstruction). Recovery is the collective effort to restore economic and social life of affected community after disaster as good as it was in the previous stage. Well managed planning and its implementation are indispensable to restore the socio-economic status to bring it at the pre-disaster stage or even better than that. The socio-economic recovery plan is the aggregate of actions to be taken in a planned manner to address the need for post-disaster reconstruction, rehabilitation and recovery based on the assessment of the damage caused by the disaster. The socio-economic recovery plan is the aggregate of achievements achieved through the application of policies, program, methods, procedures and tools by restoring livelihood, physical development, social life and economic conditions so that pre-disaster normal situation can be attained through addressing the needs of post disaster losses.

Why Socio-Economic Recovery Plan?

The Constitution of Nepal 2015 has defined disaster risk management as one of the exclusive rights of local government. Similarly, Local Government Act, 2017 has expressed that formulation of local policies, laws, standards, implementation of plans, monitoring and regulation are the key responsibilities of local government under disaster risk management. In order to fulfill the above constitutional rights and legal obligations, the local government needs to carry out the tasks of post-disaster socio-economic recovery in a systematic, quality and accountable manner. Post-disaster socio-economic recovery plans need to be formulated to normalize socio-economic life and increase disaster resilience by restoring or improving the livelihood, health, education, economic, social, physical, cultural and environmental systems and activities of the disaster affected communities.

When is a socio-economic recovery plan prepared?

According to the nature of the disaster, a socio-economic recovery plan should be formulated within three months of the catastrophe. In case of local government, the socio-economic recovery plan can be prepared within 3 months after the disaster management committee has assessed the degree of loss and damage from the disaster and realize the importance of socio-economic recovery plans.

How does the socio-economic recovery plan interrelate with the periodic and annual plans?

The program activities that are incorporated into the socio-economic recovery plan and under the responsibility of rural/municipality should be implemented from the current fiscal year's approved budget. If the budget of the current fiscal year cannot cover all the program, then it should be incorporated into the next year's budget cycle and plan on a priority basis. For this, recovery plans and programs should be included in the periodic plan and medium-term expenditure Framework. In case the rural /municipality has not formulated the periodic plan, the socio-economic recovery

plan should be updated and included in the periodic plan formulation process. The inter linkages of post disaster recovery plan with periodic plan, medium term expenditure framework as well as annual budget and program is illustrated in the flow chart below:

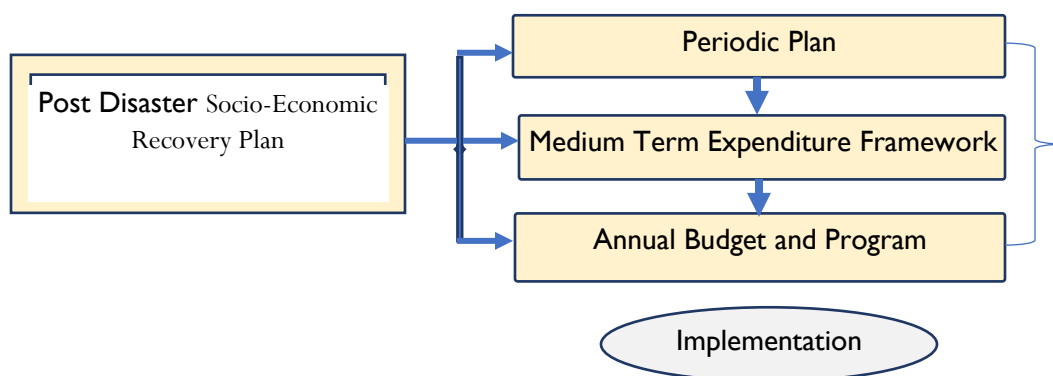


Figure: Inter-Linkages of Socio-Economic Recovery Plan with Periodic Plan, MTEF & Annual Budget

How is a socio-economic recovery plan formulated?

The socio-economic recovery plan should be formulated in a systematic and step wise manner by completing the following steps:

Figure 2: Steps of socio-economic recovery plan formulation process	
Step 1	Meeting of Local Disaster Management Committee and take decision to formulate the plan
Step 2	Formation of Task Force and Thematic Working Groups and assignment of the responsibilities
Step 3	Data collection related to disaster impact assessment
Step 4	Disaster effect evaluation and need identification
Step 5	Socio-economic recovery plan formulation
Step 6	Draft socio-economic recovery plan document
Step 7	Presentation of draft plan, feedback collection and finalization of plan document
Step 8	Approval of socio-economic recovery plan
Step 9	Plan implementation, monitoring and evaluation

Why is the Standard Operating Procedure on Socio-Economic Recovery Planning required at local level?

The main objective of preparing this standard operating procedure is to support local government to assess damage and loss, identify recovery of needs and formulate the recovery plan after the disaster in scientific, standard and stepwise process. This operational procedure guides local government and stakeholders to develop a recovery and reconstruction plan of action by analyzing post disaster impacts and recovery needs. It will also provide a basis for province and federal governments to assist in socio-economic recovery and reconstruction work at the local level. The operational procedure neither replace the rapid assessment methods, process and tools

employed in the disaster response and relief nor it supports to improve the regular process of disaster response, relief, reconstruction, and recovery as well as development planning.

Chapter One: Introduction

1.1 Background

The Constitution of Nepal has provisioned disaster management as the concurrent right: that is a shared right among federal, provincial and local government. It is considered the common agenda of all 3 tiers of governments. Local Government Operation, 2017 has expressed that formulation of local policies, laws, standards, implementation of plans, monitoring and regulation are the key responsibilities of local government under disaster risk management. The Act places, among other things related to disaster preparedness and response planning, works like post disaster rehabilitation, reconstruction, establishment and operation of disaster management funds and mobilization of resources under the responsibility of local government. Similarly, Clause 17 of the Disaster Risk Reduction and Management Act 2017, has made provision for the formulation of local disaster management committee at each local level and the committee has a paramount role to play in the field of disaster management.

1.2 Concept and rationale

Nepal is one of the most sensitive countries in terms of disaster risk. Nepal is particularly vulnerable to seismic risks, climate change risks and flood risk. Local governments can play an important role in disaster risk management such as mitigation, preparedness, search, rescue, relief, reconstruction and rehabilitation. The positive role of local governments to combat with the various kinds of disasters including the devastating earthquake 2015, the frequent and annual occurrence of floods and landslide related to climate change and COVID-19 pandemic, has already manifested that local government can play a crucial role in the recovery from the loss and damages caused by such catastrophes. In the similar fashion, the Constitution of Nepal has placed mitigation and management of communicable disease under the responsibility of federal government, however; it becomes the responsibility of local government to reduce social and economic loss. For this it is necessary to assess the loss and damage caused by the disaster and area of assistance to be provided from the local government.

Assessing the impact of disaster is difficult in itself. Furthermore, it is too much difficult to forecast the impact of infectious disaster which is spreading worldwide with new variants. It is necessary to assess the risk of infection caused by COVID-19, which has spread worldwide since the beginning of 2020, and impact it has produced as well as the impact it is going to produce. The lockdowns imposed to prevent and control the COVID-19 has resulted an adverse impacts like economic sluggishness, increased demand of health materials, infrastructure, skilled manpower. It has also disturbed the education system, transportation, physical movement of people. It has also created many mental health related problems as well as impact in the social and cultural activities. It is thus necessary to prepare recovery plan to regain all of these loss and damages.

In addition to this, recurring floods, landslides, cold waves, lightning, fires are also responsible for adverse impact on social and economic status of community. Due to climate change, the frequency, tendency and severity of such disasters are constantly increasing every year. COVID-19 and recurring climate disasters each year affect workers, low-income people, women at risk, children, the elderly, the disabled, and small businesses. Therefore, it is important to pay attention to this while formulating the recovery plan. It is important to ensure the participation of stakeholders in the formulation of such a plan and to make the process of planning clear and practical. In this context, it is necessary for the local government to assess the socio-economic impacts created by the disaster and to maintain clarity, uniformity and quality in the formulation of recovery plans for the mitigation of such impacts.

1.3 Objective

The main objective of this Operational procedure is to facilitate the formulation of socio-economic recovery plan by maintaining clarity, uniformity and quality in the framework and process of formulating socio-economic recovery plan to be formulated by the local government in accordance with the provisions of constitution and prevailing policies, laws and regulations. Its ancillary objectives are as follows:

- a) To present the stages, methods and procedures of formulating socio-economic recovery plan,
- b) To clarify the functions and duties of the structure related to socio-economic recovery plan formulation,
- c) To present disaster loss assessment framework, tools and procedures
- d) To identify socio-economic recovery programs on the basis of disaster impact assessment,
- e) To guide the local government to formulate a recovery plan with the participation of the affected community, concerned government agencies, humanitarian organizations and the private sector.

1.4 Policy and Legal Provisions

When formulating a socio-economic recovery plan after any kind of disaster at the local level, the following policy and legal arrangements should be made as reference to planning guide.

- A. International framework
- B. Constitution of Nepal 2015
- C. Local Government Operation Act 2017
- D. Disaster Risk Reduction and Management Act 2017
- E. Disaster Risk Mitigation and Management Regulation 2019
- F. National Policy for Disaster Risk Reduction 2018
- G. Disaster Risk Reduction National Strategic Plan of Action (2018-2030)
- H. Fifteenth Five-Year plan (2019/20-2023/24)
- I. National Disaster Response Framework 2013(Amendment 2018)

- J. National Health Policy 2014
- K. Agriculture Development Strategy (2015-2035)
- L. Waterborne Disaster Management Policy 2015
- M. National Reconstruction and Recovery Policy 2015
- N. National Urban Development Strategy 2016
- O. Province Emergency Fund Establishment Act
- P. Province and Local Level Disaster Risk Mitigation and Management Policy and Strategic Action Plan
- Q. Disaster Assessment Guideline 2015
- R. Guideline Note on Early Recovery 2008
- S. Rapid Need Assessment for Early Recovery Plan
- T. Strategy for Local Community Resilience, 2018 (Model)
- U. Situation of Sustainable Development Goal Status and Road Map (2016-2030)

1.5 Institutional Arrangements

Nepal's Constitution and laws including the Local Government Operation Act, 2017 and Disaster Risk Reduction and Management Act, 2017 have provided institutional structure related to disaster risk reduction and management including post-disaster socio-economic recovery. Institutional structure related to the formulation and implementation of socio-economic recovery plan at the local level and the duties and responsibilities of the local governments are as follows:

1.5.1 Local Disaster Management Committee

The Disaster Risk Reduction and Management Act 2017 has provisioned Local Disaster Management Committee to look at disaster related issues and ensure the effectiveness of it at local level. The structure of LDMC has been given in given below (**Box 1**).

Box-1: Local Disaster Management Committee	
A. Chair of rural municipality/Mayor	Chairperson
B. Vice Chair of Rural Municipality/Deputy Mayor	Member
C. Chief Administrative Officer	Member
D. Coordinators of Sectoral Committees	Member
E. Representative, District Administrative office	Member
F. Head of Social Development Division/Section	Member
G. Head of Infrastructure Division/Section	Member
H. Head or representatives of federal security forces lying within the geographical area of rural municipality/municipality	Member

I. Head or representative of federal police office lying within the geographical area of the rural municipality/municipality	Member
J. Chief of Municipal Police	Member
K. Chief or representatives of nationally recognized parties in the rural municipality/municipality	Member
L. Nepal Red cross society local representative (1 person)	Member
M. Representative assigned by Municipal level chairperson from Chamber of Commerce and Private Sector (1 person)	Member
N. Local representative from NGO Confederation (1 person)	Member
O. Local representative from Nepal Journalist Association(1 person)	Member
P. Focal person assigned to Disaster management from division/section of rural municipality/municipality	Member secretary

The roles, responsibility and right of Local Disaster Management Committee as per the Disaster Risk Reduction and Management Act 2017, clause 17 and subclause (2) are mentioned as below (**Box 2**).

box-2: Roles, Responsibilities and Rights of the Local Disaster Management Committee	
a)	Formulate and implement the local level disaster management plan in accordance with the national policy and plan approved by the National Council and the integrated and regional policy, plan and program approved by the National Executive Committee and the province Disaster Management Executive Committee;
b)	Approve and implement integrated and sectoral policies, plans and programs related to disaster risk reduction, disaster response and disaster recovery.
c)	Prepare and execute disaster management related programs and budget proposal to be implemented by rural municipality/municipality.
d)	Coordinating and engaging the concerned stakeholders including government, private and non-governmental organizations, local volunteers, social mobilization and other parties related to disaster management.
e)	Organize and manage training/capacity building initiatives related to disaster management to officials, employees, volunteers, social workers and the community.
f)	Ensure the compliance of building code and other approved guidelines or standards while constructing physical infrastructure,
g)	Form an inclusive Disaster Preparedness and Response Committee at the ward and community level to make the local community aware of disasters, to formulate plans and programs related to disasters and to be mobilized for disaster response.
h)	Practice, conduct model for disaster response.
i)	Make arrangements for immediate rescue and relief in the disaster affected areas,
j)	Monitor whether public institutions and business establishments have acted in accordance with the prevailing law regarding disaster management,
k)	Develop and operate disaster management information system and early warning system at the local

level

- l) Establish and operate emergency operations center at local level,
- m) Keep accurate and update statistics of loss, damaged or destroyed documents in the event of a disaster
- n) Identify, standardize and distribute identity cards to the households affected by the disaster
- o) Have fire extinguishers and other equipment ready to be used in times of disaster,
- p) Carry out other works related to disaster management as per the decision of National Executive Committee, Province Disaster Management Committee and District Disaster Management Committee.
- q) Formulate and implement the necessary procedures and criteria in such a way that the institutional mechanism is automatically mobilized to carry out the primary works including search, rescue and relief immediately after the occurrence of the disaster.
- r) Disaster risk assessment of local public infrastructure,
- s) Assist in the search for a suitable place for the relocation of persons and communities living in unsafe areas along river banks, slopes, landslides and inundation areas or at risk of disasters, and to raise awareness about living in safe places.
- t) Formulate and implement the plan of service continuity for the re-operation of the service being provided by the private and public sector at the local level due to obstruction of disaster.
- u) Take initiative to include disaster management related subjects in school level educational curriculum,
- v) Conduct awareness programs by taking special precautions for the prevention of incidents (sexual violence, trafficking and exploitation of any kind) against the group at risk, especially women, children, adolescents and persons with disabilities.
- w) Conduct economic activities in the disaster affected areas, create employment opportunities and run income generating programs for livelihood with the direct and active participation of the disaster affected people.
- x) Make and implement special plans and programs for women, children, senior citizens, Dalits, marginalized classes and communities, and persons with disabilities at the risk of disasters;
- y) Carry out the relief, reconstruction and recovery supports received from various organizations and individuals according to the place and criteria specified by the local disaster management committee.
- z) Carry out other works related to disaster management as per the decision of National Executive Committee, Province Disaster Management Executive Committee, District Disaster Management Committee, to co-operate with the Ministries, Departments and other bodies of the Government of Nepal and the Province Government in relation to disaster management and to carry out other works as prescribed by the rural/Municipal Executive in a manner not contrary to the federal and provincial laws regarding disaster management.

1.5.2 Ward level Disaster Management Committee

The composition of the ward level Disaster Management Committee as per the guidance of Disaster Risk Reduction and Management Act (model) received from government of Nepal provisioned in its Clause 6 and sub clause (2) has been given in the box below (**Box 3**).

Box 3: Ward level Disaster Management Committee

A. Ward Chairperson	Coordinator
B. Ward members	Member
C. Sectoral sections/unit offices within ward	Member
D. Head of the security agencies within ward	Member
E. Nationally recognized political party head or representative	Member
F. Local Red Cross	Member
G. Community based NGO, civil societies and youth clubs' representatives as assigned by its coordinator (4 people at least 2 women)	Member
H. Ward secretary	Member secretary

The roles, responsibilities and right of ward level disaster management committee as per the clause 6 of Rural municipality/municipality disaster risk mitigation and management act (Model) has been mentioned in the box below (**Box 4**).

Box 4: Role, Responsibilities and Rights of Ward Level Disaster Management Committee

- a) Make recommendations to the rural / Municipal Disaster Management Committee for conducting disaster response and disaster recovery programs in the ward and to implement, monitor and review the disaster management programs in accordance with the policies and plans approved by the committee.
- b) Mainstream disaster risk management in the implementation of development activities in the ward, to conduct disaster risk reduction programs for safe schools and hospitals.
- c) Develop the institutional capacity of the ward level institutions in relation to disaster management
- d) Formulate and implement Disaster Management Plan, Emergency Action Plan, Rehabilitation and Reconstruction Plan
- e) Formation and mobilization of disaster management groups in the community
- f) Arrange disaster management training for ward members, staff, volunteers, social workers and community-based disaster management committee members, civil society representatives.
- g) Make the local community aware of disasters, to formulate plans and programs related to disasters and to keep them in a state of readiness for response in the event of a disaster.
- h) Coordinate the immediate actions of search, rescue and relief as soon as disaster strikes,
- i) Conduct or make Emergency Sample Practice conducted
- j) Assist the Rural/Municipal Disaster Management Committee in identifying, standardizing and distributing identity cards of the households affected by the disaster.
- k) Conduct awareness programs by adopting special vigilance for the prevention of incidents (sexual violence, trafficking and any other kind of exploitation) that may happen to the groups at risk, especially women, children, adolescents and persons with disabilities during the disaster.
- l) Carry out other works related to disaster management as per the decision of Rural/Municipal disaster management committee.

1.5.3 Community Disaster and Climate Resilience Committee

In each ward, the concerned ward office may form a community disaster and climate resilience committee in the community level. If there is an active Tole-Lane Organization (TLO)s then the role of Community Disaster and Climate resilience Committee can be assumed by such

organizations. While forming the committee it is necessary to represent women, local scholars, social workers, businessmen, youth, disables and representatives of child clubs so that people from all section of community can be represented.

Chapter 2: Socio-Economic Recovery Plan Formulation Steps, Process and Tools

2.1 Background

The Government of Nepal has issued the revised Local Level Planning Guideline, 2021 for the planning of local levels. Periodic Plan, Medium-Term Expenditure Framework, annual policy & program and budget are being formulated are subject to the same Guideline. In addition, the Government of Nepal has also prepared a draft of Local Level Disaster Management and Resilience Plan for disaster risk reduction, preparedness, response, rehabilitation, reconstruction and recovery.

Likewise, the Government of Nepal has developed the Post Disaster Socio-Economic Recovery Planning Framework for the purpose of Rural Municipality and Municipality, and subsequently piloted it in two of the local levels. This Socio-Economic Recovery Planning Standard Operating Procedure (SOP) builds on Socio-Economic Recovery Planning Framework; methods and procedures employed in field experiment; its learning; and model Socio-Economic Recovery Plans, including provisions laid down in the Policy, Act, Rule and Guidelines related to disaster risk reduction and management. As such, the Post Disaster Socio-Economic Recovery Planning Framework, model Socio-Economic Recovery Plan and Recovery Planning SOP will facilitate the local governments in formulation of Socio-Economic Recovery Plan as necessary.

2.2 Key Functions and Responsibilities in the Formulation of Recovery Plan

Community engagement is mandatory and prerequisite in the formulation of Socio-Economic Recovery Plan. Community engagement facilitates the process and provides long-term direction in making the recovery activities build on real needs and rights. Stages involved in the formulation of Socio-Economic Recovery Plan, associated activities, responsibilities thereof, and tools and instruments to be employed are succinctly presented in the *Table 1* below:

Table 1: Phases, Activities, Responsibilities and Tools of the Recovery Plan Formulation

Phases	Activities to be carried out	Responsibilities	Contents, Tools and Instruments
Preparatory Phase	Local disaster management committee meeting	Coordinator and Member Secretary of the LDMC	<ul style="list-style-type: none"> - Types of disaster, intensity, frequency, duration and affected area and population - Achievements of the response, review and additional response activities to be carried out - Preliminary estimates of disaster effects - Relevant stakeholders, coordination, communication and institutional capacity - Socio-economic recovery planning methods, process and responsibilities - Resource and technical assistance

Phases	Activities to be carried out	Responsibilities	Contents, Tools and Instruments
			mobilization and in recovery planning etc.
	Stakeholder mapping, form taskforce and thematic committees and assign responsibilities to them	Executive and LDMC	<ul style="list-style-type: none"> - Analysis of stakeholder roles - Stakeholders coordination meeting and consultation - Form taskforce and assign responsibilities - Prepare terms of reference of taskforce and thematic committees - Form thematic committees and assign responsibilities
Data Collection and Analysis Phase	Prepare data collection methods and questionnaire /tools	Task force, responsible division and section, expert	<p>Data collection methods</p> <ul style="list-style-type: none"> - Household Survey (sample or census) - Enterprise/Business Survey - Institutional Survey (health facilities, schools and other institutions) - Key Informants Interview (KII) - Focus Group Discussion (FGD) - Stakeholder consultations & field observation
	Selection of Surveyors and Supervisors	Task force, Responsible Division/Section	<ul style="list-style-type: none"> - The surveyor should be at least 10+2 passed and surveyor should be bachelor degree passed - Having exposure of local context and disaster - Having experience in data collection/survey - Having knowledge of disaster risk management - The volunteers/staff working local organization will be preferred
	Training on data collection and survey to surveyors and supervisors	Taskforce, Responsible Division/Section, Expert	<ul style="list-style-type: none"> - Concept of recovery, planning process and objective of data collection - Disaster impact assessment's needs, methods, and process - Sources of information, data collection methods and process - Data collection tools (forms, checklist etc.) - Practical exercise on data collection methods and tools - Data quality, interpretation and use
	Data collection, analysis and presentation	Surveyor, Supervisor, Taskforce and Responsible Division/Sections, Exerts	<p>Data collection</p> <ul style="list-style-type: none"> - Survey (Sample or Census), KII, FGD, Field Observation and Institutional Survey <p>Data Analysis and interpretation</p> <ul style="list-style-type: none"> - Quantitative and qualitative methods

Phases	Activities to be carried out	Responsibilities	Contents, Tools and Instruments
			(statistical methods, descriptive and comparison methods) - Tables, charts and information
	Damage and loss measurement	Taskforce and Responsible Division/Sections, Exerts	<ul style="list-style-type: none"> - Affected area, families and population - Area and types of direct and indirect loss - Valuation based on market price and government rate - Technical evaluation
	Disaster impact assessment	Taskforce and Responsible Division/Sections, Exerts	<ul style="list-style-type: none"> - Human Loss (death, disappeared, wounded and sick ...) - Livelihood hardship (damage in land, agri-cultural and livestock production, self-employment, low income, disconnection with financial services and markets, obstruction in shelter, education, health, WASH service delivery and availability, loss of institutional linkages and social capital) - Economic loss (loss of production, employment, income, reduction on goods and service transactions, price hike, increase in production and operation cost, artificial scarcity etc.) - Effect in social services (disturbance in education classes, attendance of students and teachers, loss of school infrastructures, hamper in health and sanitation services, difficulty in health and nutrition services, increase in health problems and pollutions etc.) - Disturbance in public service delivery and damage in infrastructures (damage in public facilities and infrastructures, disturbance in ongoing construction work, administrative service delivery, decrease revenue collection and impact on gender and social harmony etc.) - Loss of intangible assets (reputation of business organizations, loss of arts and skills, cultural and natural heritages, environment quality degradation etc.)
	Recovery need assessment, identify and selection programs and projects	LDMC and thematic committees	<p>Organize Planning Workshop</p> <ul style="list-style-type: none"> - Present and discuss on findings of the data collection - Relief and treatment/early recovery need assessment and programs for addressing the needs

Phases	Activities to be carried out	Responsibilities	Contents, Tools and Instruments
			<ul style="list-style-type: none"> - Medium term reconstruction, rehabilitation and recovery need assessment and identify, prioritize and select the program for addressing the needs
	Recovery Action Plan Preparation	Taskforce and Responsible Division/Sections, Exerts	<ul style="list-style-type: none"> - Define goal and objectives of the recovery plan and programs, project location, quantity, responsibility, time and methods - Assess community capacity and needs for support - Prepare action plan (1. livelihood and economic sector, 2. health, education, culture and social sector, 3. physical infrastructure and facility sector, 4. environment and sanitation sector, 5. administration and service delivery sector etc.)
	Resource estimation, projection and determination of funding sources	Taskforce and Local Disaster Management Committee	<ul style="list-style-type: none"> - Determine sectoral resource needs - Identify and estimate resource required for the recovery plan - Determine funding sources - Analyze the annual budget and programs and manage budget for recovery programs - Integration of recovery programs in annual and periodic planning process - Include regular types and multiple year projects in upcoming year budget, program and MTEF
	Monitoring and Evaluation plan	Local Disaster Management Committee	<ul style="list-style-type: none"> - Determine responsibility matrix of recovery program implementation - Prepare monitoring & evaluation framework (result and process indicators, M&E methods, responsibility and frequency/timing) - Quality and standard compliance and grievance handling - Result measurement and reporting
	Draft recovery plan document	Taskforce and Responsible Division/Sections, Exerts	<ul style="list-style-type: none"> - Prepare recovery plan document - Contents/templates in according to annex-4
	Presentation and sharing of the draft recovery plan, feedback collection and	Taskforce and Responsible Division/Sections, Exerts	<ul style="list-style-type: none"> - Organize presentation and sharing workshop - Present and collect comments and feedback from workshop - Collect feedback from stakeholders

Phases	Activities to be carried out	Responsibilities	Contents, Tools and Instruments
	finalization		- Finalize recovery plan document
Recovery Plan Approval & Implementation Phase	Recovery plan approval	Rural/Urban Executive	- Taskforce forwards the document to LDMC and then LDMC recommend to Rural/Urban Executives - Approval from respective executives - Inform respective agency and stakeholder for its implementation
	Recovery plan implementation	Responsible Division/Section and Agencies	- Manage budget for recovery plan for current fiscal year and include recovery program in the budget and program of upcoming fiscal years - Implement the recovery program by respective federal and province level agencies and division/section/unit, NGOs, private and community organizations - Coordinate, facilitate and monitor the recovery program and activities by LDMC

2.3 Directive Principles of Socio-Economic Recovery Plan

Socio-Economic Recovery Plan needs to be based on the principles like Building Back Better, Leave No One Behind, Harm No One and Nothing, Safe Community and Resilience, Sustainable Development, Human Rights, and the concept of Linking Relief, Rehabilitation and Development (LRRD), including international frameworks and commitments, national policy, plan and priorities. Recovery plan is required to be directed by the principles referred to in **Box 5**.

Box 5: Guiding Principles of Socio-Economic Plan

- (a) Integration of disaster risk reduction and climate change adaptation
- (b) Multi sector approach based on effects, needs and priorities
- (c) Joint efforts of government, NGOs, private sector and communities
- (d) Building capacity and social capital through effective coordination, communication and partnership
- (e) Community based approach
- (f) Right based, empowerment, inclusion and mainstreaming
- (g) Promoting transparency and accountability through citizen oversight, grievance handling and result based monitoring.

2.4 Steps and Detailed Procedures for formulation of Post Disaster Recovery Plan

Out of six pillars of disaster risk management (*Figure 2*), Recovery plays a vital role in bringing the social, economic, physical and environmental activities to a normal state from the disaster situation. Recovery plan needs to be formulated in a phased and systematic manner, having

regard to the importance of recovery and Linking Relief, Rehabilitation and Development (LRRD) in disaster risk management.

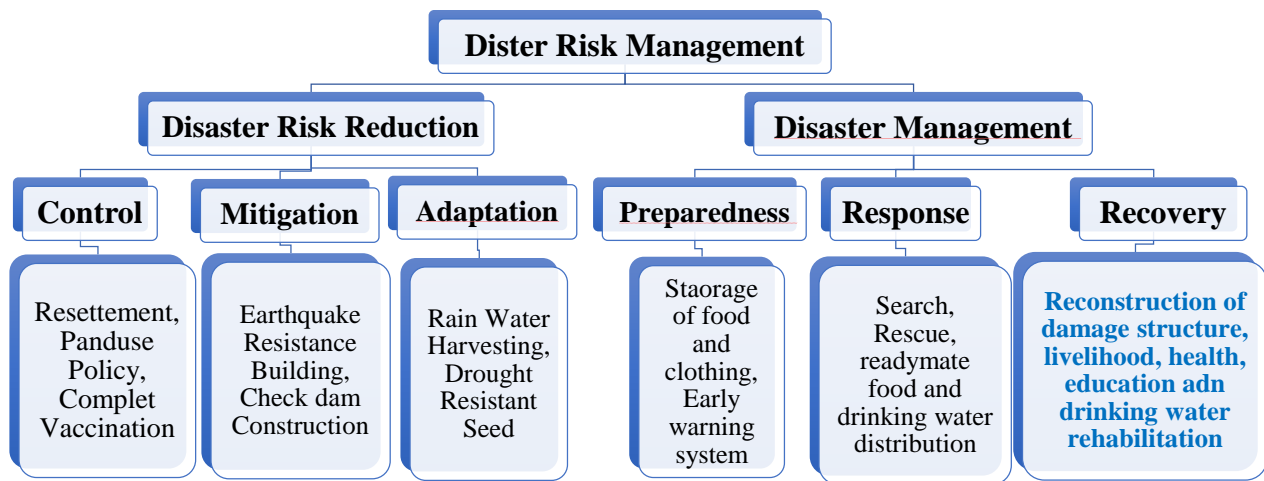


Figure 3: Six Pillars of the Disaster Risk Management and their Interlinkages

Moreover, long-term projects and programs under the recovery plan should be incorporated into regular process of development planning and put into effect accordingly. It requires the local government to formulate a Local Recovery Plan in a phased manner with the participation of the affected community and relevant stakeholders on the basis of available policy and legal provisions and Socio-Economic Recovery Planning Framework, subject to the following stages:

Step 1: Meeting of Local Disaster Management Committee and Preparation for Recovery Plan

Normally, a decision needs to be taken on the formulation of Post Disaster Socio-Economic Recovery Plan by holding a meeting of the Local Disaster Management Committee within three months of a disaster. The decision of the Committee in respect of formulation of Socio-Economic Recovery Plan, accompanied by a recommendation, should be submitted to the Village /Municipal Executive for approval. The discussion in the meeting of Local Disaster Management Committee is required to be dwelt on the specific matters pertaining to formulation of Socio-Economic Recovery Plan **(Box 6)**.

For the purpose of taking a decision on the need for Socio-Economic Recovery Plan, it is necessary to identify the type of disaster, its intensity, duration and coverage(disaster affected geographical area). An

Box 6: LDMC Meeting Agenda regarding the formulation of Recovery Plan

- (a) Nature of disaster, intensity, frequency, duration, affected area and population.
- (b) Review of response related actions, achievements and activities to be undertaken
- (c) Preliminary estimate of disaster impact
- (d) Stakeholders' coordination, communication and institutional capacity
- (e) Socio-economic recovery plan formulation method, process and responsibilities
- (f) Financial resource and technical assistance mobilization for socio-economic recovery plan for recovery plan formulation

earthquake should be measured on Richter scale, while units need to be used for the measurement of intensity other types of disaster as far as their availability. The details derivable from such units used in the measurement of intensity of disaster serves a basis for identification of severity of problem and the response to be carried out.

Alongside the intensity of disaster, it is indispensable to identify the severity of problem and geographical area, households and population affected by disaster based on duration of the

Box 7: Information required for making decisions on socio-economic plan formulation

- (a) Damage and loss status
- (b) Duration of disaster
- (c) Disaster frequency
- (d) Disaster affected area, family and population

disaster and information related to its recurrence (**Box 7**). The use of information related to disaster affected geographical area and population is important not only for the formulation of Recovery Plan but for search, rescue and relief operations too. Prior to taking a decision on formulation of Recovery Plan, it is also critical to take into account the households, population, social structure, vulnerable groups and their special needs.

In a case where the intensity of disaster, its impact and affected area and population seem to be high based on the initial information and details formulation of a Recovery Plan might be required after conducting assessment of socio-economic impacts. Hence, the Local Disaster Management Committee should take the Rapid Assessment Report as detailed out by the Government of Nepal. For this the participation of local community needs to be ensured and thematic reports developed by various stakeholders for that similar purpose need to be reviewed.

The Local Disaster Management Committee needs to confirm, by themselves or with the support of the experts as per necessity, whether Socio-Economic Recovery Plan is required or not. For this purpose, it will be appropriate to take human and physical losses resulted from the disaster as the main basis thereof (**Box 8**).

If the Rapid Assessment Report indicates low severity of impacts from the disaster and no requirement to formulate Socio-Economic Recovery Plan, the Local Disaster Management Committee should communicate the same content to the Village/Municipal Executive.

Box 8: Situation of Socio-Economic Recovery Plan Formulation

- (a) High human and physical loss
- (b) High impact on social life
- (c) High economic loss
- (d) High scale of affected area and population

In a circumstance where it is believed that the disaster has not resulted in major socio-economic impacts and that internal capacity of the affected community can lead to recovery with a minor support of the local government, the Local Disaster Management Committee may make a recommendation to the Village/Municipal Executive for not requiring formulation of a separate plan. If arrangements for additional relief are to be put in place in such case, the Local Disaster Management Committee may manage thereof within the approved policy and program.

Step 2: Formation of Task Force and Thematic Task Force and Assignment of Responsibilities

It is crucial to form and mobilize task force and thematic task force to perform the functions related to formulation of Socio-Economic Recovery Plan within the time frame in a systematic, quality, participatory and accountable manner (**Table 2**). Subsequently, responsibilities need to be assigned to the task force and thematic task force, subject to the Disaster Risk Reduction and Management Act-2017 and Rules-2019.

Table 2: Structure and Responsibilities of Taskforce and Thematic Committees

Name of Structure	Formulation	Responsibilities
Local Disaster Management Committee	The committee is to be formed based on the points 1.5.1 of this SOP.	<ul style="list-style-type: none"> (a) Make decision and recommend to executive about formulation of socio-economic recovery plan (b) Proceed recovery plan formulation process as decided by executive (c) Lead, coordinate and facilitate the recovery plan formulation process (d) Form taskforce and thematic committee and assign task to them with resource and timeline after identification of recovery planning task according to prevailing policy and legal provisions (e) Assign the sectoral planning committees formed for periodic plan and annual plan formulation to act as the thematic committees in the recovery plan formulation committee (f) Select and mobilize the expert team for technical assistance and facilitation in the recovery planning process (g) Identify and mobilize the experts associated with relevant stakeholders at the local level
Recovery plan formulation technical taskforce	A five membered taskforce is to be formed coordinated by head of disaster management division/section if available or Chief Administrative Officer (CAO) and also represented by the member of LDMC	<ul style="list-style-type: none"> (a) Coordinate the recovery planning activities like development of tools and methods, data collection, analysis, need identification, recovery program and activity identification, estimation of required resources and mobilization of thematic committees. (b) To review and analyze the rapid assessment of disaster impact (c) Provide technical support to the LDMC in preparedness, response and recovery related activities (d) Conduct and support to carry out survey and study work for the disaster impact assessment (e) Select the surveyors and supervisors to collect data for assessment of disaster, monitor, supervise and facilitate the data collection and need identification process (f) Assess the impact of disaster based on information available from primary and secondary data collected from the survey and other data collection methods. (g) Identify post disaster recovery needs based on information available and other participatory methods (h) Organize and facilitate recovery planning workshop

Name of Structure	Formulation	Responsibilities
		(i) Prepare socio-economic recovery plan document (j) Seek technical assistance from the external experts if it is deemed necessary based on budget available
Thematic Task Force	The committees formed for annual planning & budgeting, the personnel capable enough to support the planning process, clusters and representative from non- government and civil society organizations	(a) Provide assistance to taskforce for the recovery planning related activities including disaster impact assessment, need identification, action plan formulations. (b) Provide support and facilitate in survey, interview, consultation and discussion process for disaster impact assessment (c) Identify post disaster recovery needs, programs and projects (d) Prepare recovery plan proposal by engaging actively recovery planning process (e) Assist taskforce and expert team to prepare recovery plan document

Inclusion of women and target groups should be considered in the task force and thematic task force to be constituted for formulation of Recovery Plan. In addition, the Local Disaster Management Committee needs to include matters pertaining to special needs of vulnerable groups (persons living with disabilities, children, women, senior citizens, sexual and gender minority etc.) dwelling in disaster affected area in the Terms of Reference to provide to the task force and thematic task force while carrying out disaster impact assessment, identifying recovery requirements and formulating recovery action plan.

Step 3: Data Collection relating to Disaster Impact Assessment

Disaster impact assessment is to be carried out for the formulation of Socio-Economic Recovery Plan. It involves assessment of physical, human, economic, social and environment loss or damage, in particular, depending on the nature of disaster. The task force, in consultation with thematic task force, needs to develop the type of information, data collection method, and procedure and tools (**Box 9**).

2.1 Selection of Data Collection Method and Preparation of Questionnaire

Source of information (primary or secondary), type of information (quantitative or qualitative), data collection method (survey, discussion and consultation, literature review etc.) should be determined for disaster impact assessment on the basis of its nature (**Box 10**).

Box 9: Criteria and Methods for the Data Collection

- (a) Source of data
- (b) Types of data
- (c) Data collection methods
 - Household survey
 - Business/Enterprise Survey
 - Institutional survey
 - Key informant interview
 - Focus group discussion
 - Stakeholders' consultation
 - Field observation

Box 10: Data Collection Methods for Disaster Impact Evaluation

1. Sample Survey Method

Sample survey is used when the area of the impact of hazard is large and when it takes much time and resources for the census method. For example, the loss due to COVID- 19 pandemic, flood, cold waves etc. The sample size can be calculated as per the formula of the socio economic recovery framework.

It is good to select the sampling area and the informant considering not only the disaster type and its impacts but also the balance of the geographical, cultural, economic and social aspects.

The sample size should be fixed in such a way that it should represent the whole affected area and provide sufficient information to justify the study statistically. The informant should be selected in such a way that they should represent the disaster affected households, business, office and all. In case of the household survey, gender and social inclusion should be ensured while in case of the business, inclusion of all level of business such as micro, small, middle and large scale as well as agriculture, industry and business should be considered.

2. Census Survey Method

If the disaster affected area is smaller and the survey can be conducted within the limited time and resources, the Census method is more appropriate. For example, the physical, social and economic loss due to landslide, lightning, fire etc. In this method, each of the household, enterprise or business is surveyed.

3. Key Informant Interview

Key informant interview is conducted to collect the information on physical, social, economic and service flow impact of the disaster that could not be collected from the sample survey, to validate the data collected from the sampling survey, to do the PDNA and to identify the plans and actions of reconstruction and recovery.

The key informants can be the elected representatives from the disaster affected area, government officials, current chief or representatives of the health office, teacher of the schools, community based representatives from the Red Cross or other representatives from community based association/ organizations, entrepreneurs, or business persons, social activists etc. The number of the key informant should be at least 10. This number can be increased or decreased based on the geographical area and population affected

4. Focus Group Discussion

The focus group discussion is carried out to collect the additional information on physical, social , economic and service flow impact of the disaster which could not be collected from the survey, to validate the data collected from the survey, to identify the post disaster needs assessment (PDNA) and to identify the plans and programs of reconstruction and recovery.

The focus group discussion should be done in a mixed group of elected representatives of the disaster affected area, community people, women and representatives of the target group or separately in a similar group as per the need . The number of FGD should be at least 5. This number can be increased or decreased based on the geographical area and population affected by the disaster. During the FGD, social inclusion based on gender, ethnicity, geographical location, education level , and age should be ensured.

- (a) **Data Collection Method:** Data are to be mainly collected from primary and secondary sources for disaster impact assessment (**Box 11**).

Box 11: Data Source and Collection Methods

A. Primary Sources

1. Survey (Census or Sampling)
2. Key Informant Interview
3. Focus Group Discussion
4. Stakeholders' Consultation

B. Secondary Sources

1. Institutional Records
2. Study Reports and Documents

Primary Source: Methods including Sample Survey or Census, Key Informant Interview and Stakeholder Group Consultation need to be basically employed under primary source of data collection. Survey is regarded as the most effective method for accurate assessment of disaster impacts. Under this method, data or information are collected by adopting sample survey or census after determining the subjects of impacts and assessment

according to nature of disaster. Methods including, but not limited to, Key Informant Interview, Focused Group Discussion and Stakeholder Group Discussion should be used for further verification of information and details received from the survey and for analysis of qualitative impacts and assessment of intangible impacts caused by disaster on the disaster affected community.

Secondary Source: Information and details drawn from institutional records and study reports. Data available from secondary source are used under this method. Data available from secondary sources mainly involve population of Rural Municipality /Municipality, occupation, production, employment, services and facilities including other socio-economic condition, and additional data and information related to disaster loss or damage. It also aids the verification of data derived from survey method.

- (b) **Preparation of Questionnaire:** Questionnaire needs to be developed for data collection based on source of information. In the process, separate questionnaires are required to be developed for household, occupation/business, institutional survey, Key Informant Interview and Focused Group Discussion. In addition, since the nature and dimension of loss or damage vary according to the type of disasters (Flood/inundation, landslide, earthquake, epidemic etc.), questionnaire is to be designed and prepared accordingly.

Questionnaire should be prepared in such a way that the information about loss of lives and property, damage to public infrastructures, decline in income, employment and livelihood opportunities, disruption in access to public amenities and cultural heritage, impacts on social life and social disparities can be captured well. The format of questionnaire referred to **Annex 3** of the **Post Disaster Recovery Planning Framework** may be used as a general guidance. Since this model questionnaire is prepared in a manner to be relevant for all types of disaster, it requires alteration as per the nature and effect of the disaster. Thematic task force is supposed to extend necessary technical support in this function

Upon determination of type of information, its source and survey method as mentioned above, questionnaire should be prepared on the basis of types and number of respondents and printed in required quantity of copies. Mobile application (app) and digital technology can also be employed for this task, as per necessity. In the event of use of digital technology, questionnaire should be converted into app, while incorporating this subject into the training materials designed for surveyors and supervisors. Similarly, separate questionnaires or checklists need to be prepared for Key Informant Interview and Focused Group Discussion.

2.2 Criteria for Selection of Surveyors and Supervisors, and their Selection

Once the method to be used for data collection is decided, it is necessary to select required number of surveyors and supervisors. Provision of surveyors should be made to conduct household or institutional survey, whereas supervisors are required for carrying out monitoring of survey work, providing assistance and facilitation and conducting Focused Group Discussion, Key Informant Interview and Stakeholders Consultation. Additionally, the concerned thematic task force needs to conduct institutional survey by deputing experts/employees.

The number of surveyors and supervisors is determined in harmony with survey method, survey size and time available. The number should be set out ensuring that one surveyor generally conducts survey of 12 households or five institutions per day. Similarly, it will be appropriate to keep supervisor-to-surveyor ratio at one supervisor for three surveyors. The supervisor-to-surveyor ratio may vary depending on geographical condition, type and severity of disaster and population size affected by disaster. The number of supervisor is also subject to alteration in harmony with the number of Key Informant Interview and Focused Group Discussion. The task force constituted for formulation of the plan needs to make selection of required number of surveyors and supervisors from amongst the locals knowledgeable about the disaster affected area and having gained experience in survey as far as possible in a manner to ensure gender inclusion (**Box 12**).

Box 12: Criteria for Selection of Surveyors and Supervisors

Surveyors and supervisor should be selected based on following criteria:

- (a) Having at least 10+2 education for surveyor and bachelor degree for supervisors
- (b) Having exposure of local context and disaster
- (c) Having experience in data collection/survey
- (d) Having knowledge of disaster risk management
- (e) The volunteers/staff working in the local level

2.3 Data Collection Training for Surveyors and Supervisors

A one-day training on data collection, survey methods and tools needs to be organized for surveyors and supervisors selected in required number pursuant to the criteria set forth in Point 2.2 above. The training will be facilitated by the concerned Section or Division chiefs and subject-matter experts. The training is supposed to be focused on practical session of survey methods and tools after presentation and discussion on general theoretical aspects (**Box 13**).

2.4 Data Collection and Survey

This stage involves collection of data or information based on the designated methods, questionnaire and checklist. In collecting data, methods including household, occupation/business and institutional survey, Focused Group Discussion, Key Informant Interview and Stakeholder Group Consultation should be included. The data collected from survey also need to be consolidated. Use of software in data collection can

make it easier to consolidate the information as well as lead to cost reduction, quality improvement and time saving. In collecting data related to disaster impact assessment, the surveyor needs to take due precautions having regard to self-esteem and privacy of disaster affected community. The surveyor and supervisor are supposed to prepare the details of subject-matters noted down by them in the course of data collects on the same day.

In addition to data collected from household, occupation/business and institutional survey, other information is also required for estimation of disaster impacts. For the purpose of collection of such information, methods such as Field Observation, Key Informant Interview and Stakeholder Group Consultation can be adopted. Checklist needs to be brought into use in that regard. It provides additional information related to assessment of loss or damage from disaster and estimation of impacts as well as contributes to need identification (**Box 14**). Furthermore, details pertaining to market price, local rate and cost per unit of the resources, property and structures should also be collected for estimation of loss or damage from disaster during data collection.

Box 13: Contents of the Surveyor and Supervisors' Training

- (a) Socio-economic recovery planning concept and process
- (b) Need and objective of disaster impact assessment and data collection
- (c) Data source, data collection and survey and analysis methods, process and tools (questionnaire, checklists etc.)
- (d) Practical exercise on sampling and data collection methods and tools
- (e) Data quality, interpretation and use

Box 14: Fields of Information to be collected from Participatory & Observation Methods

- (A) **Intensity and Duration of Disaster:** The information related to disaster affected area, impact duration, intensity etc. shall be collected and the fact, evidences and information on disaster loss shall also be collected.
- (B) **Vulnerable Population, Assets and Activities to Disaster Affected Area:** Under this, the information on population, vulnerable groups, public assets, environment and other intangible assets of disaster affected area which should be well captured.
- (c) **Post disaster recovery need assessment:** Under this, information on disaster affected families, business and enterprises, rehabilitation and reconstruction needs of physical, economic and social assets shall be collected.

2.5 Data Analysis and Presentation

Loss and damage from disaster need to be analyzed by adopting both the quantitative and qualitative methods with regard to information or data collected from various sources. As the details analysis of information or data provides a basis for impact assessment, need identification and formulation of Recovery Plan, it will be important to give due consideration to their quality. For the preparation of analysis details of damage and loss, the task force or thematic task forces should put the finishing touches on the information collected. A template of results drawn from analysis of information related to disaster is referred to in **Annex 2**. Likewise, analysis of baseline information (population, land-use details, socio-economic condition, available infrastructures, services and facilities etc.) of Rural Municipality /Municipality collected from secondary source and details pertaining to historical timeline of disaster are also required to be included in the analysis. Further details relating thereto are presented in **Annex-3**.

2.6 Measurement of Disaster Damage and Loss

Amount of disaster damage and loss needs to be estimated in conformity with the damage and loss level and the affected area after conducting analysis of data collected from the aforementioned stages. Similarly, total damage and loss is calculated on the basis of cost per unit of the damage and loss (**Table 3**). After an overall analysis of tangible and intangibles losses, overall impacts caused by disaster should be assessed.

Table 3: Disaster Damage and Loss Measurement Table

Sectors of Loss and Damage	Unit	Quantity of Loss (A)	Price Per Unit (B)	Total Amount (AXB)
A. Direct Loss				
House				
Building and structure				
Industry and plants				
Machine and instruments				
Agricultural land (except public land)				
Furniture				
Storage goods and raw materials				
Business goods				
Non-Physical Assets (Cash, Jewelry)				
Physical assets				
Stored grain				
Livestock properties				
Crops				
Birds				
Public structures				
Vehicles				
Religious and tourism based infrastructures				
Flea Market (haatbazar) and local market facilities				
Public buildings				
Total of Direct Loss (A)				
B. Indirect (Intangible) Loss				

Sectors of Loss and Damage	Unit	Quantity of Loss (A)	Price Per Unit (B)	Total Amount (AXB)
Treatment expenses				
Temporary shelters				
Temporary operation expense				
Debris clearance expense				
Total Indirect Loss (B)				
Total Loss (A+B)				

Source: Field Survey,

Depending on the availability of data, disaster-induced damage and loss can be assessed by adopting three methods in particular (**Box 15**). In pursuing this process, assessment of one method is to be verified with details derived from another method.

Box 15: Disaster Demand and Loss Valuation Methods

- (A) **Average Method:** Damage loss to be estimated based on loss incurred in the past same nature of disasters.
- (B) **Synthesis method:** Damage and loss to be calculated based on technical evaluation
- (C) **Statistical Survey Method:** Damage and loss to be estimated based on actual loss resulted from the survey.

Step 4: Disaster Impact Assessment

Tangible physical damage and intangible loss triggered by disaster loss jeopardize the livelihood and access to basic services. It results in direct impact on the local economic, social and environmental sectors, and normal life of citizens. Quantitative and qualitative impacts caused by disaster on the local economic, social, physical, environmental and livelihood sectors need to be assessed and analyzed based on the collected data and information. Post Disaster Needs Assessment is to be conducted in conformance with disaster impact assessment. Assessment of impacts on the humanitarian, social, economic and environmental sectors in the aftermath of a disaster can be conducted based on the classifications referred to in **Table 4**.

Table 4: Loss and Damage assessment Matrix

Affected Sectors	Description of Effects	Valuation of Impact of Disaster based on Availability of Data/Information
A Human Loss		
A1. Human loss	Death and disappeared	
	Injured /disable	
	Sick	
B. Tangible Loss		
B1. Household and livelihood	Loss of employment	
	Decrease in family income	
	Increase market price	
	Decrease in agriculture and livestock production	
	Drinking water and sanitation service	
	Health service delivery	
	Education program operation	
Access in cultural and heritage activities		

Affected Sectors	Description of Effects	Valuation of Impact of Disaster based on Availability of Data/Information
	Availability of the electricity	
	Transport service	
	Waste management	
	Agriculture and livestock service	
	Irrigation facilities	
	Gender and racial violence	
	Mental health problems	
B2. Economic sectors	Decrease in production goods & services	
	Blockade in goods and service supply	
	Decrease trading in goods and services	
	Decrease in the business income	
	Increase in the production cost	
	Decrease in labor supply	
	Decrease in financial capacity	
	Disturbance in goods supply chain	
	Reconstruction cost	
	Increase in operating cost	
Effect in loan repayment		
B3. Social sectors	Teaching class during	
	Student and teacher attendance	
	Re-operation facilities (building, decks, furniture)	
	Availability of water and sanitation	
	Effect in alternative education	
	Duration of health services	
	Decrease in health service seekers	
	Key health problems	
	Necessity of additional human resources and logistics	
Attendance of civil servants		
B4. Public Service and infrastructure	Impact on ongoing construction activities	
	Administrative service delivery	
	Revenue collection	
	Effect on gender equity & social harmony	
C. Intangible Loss		
C1. Business sectors	Licensing and permission	
	Fame/reputation	
C2. Public Service and infrastructure	Important documents	
	Arts and skills	
	Social and religious customs	
	Cultural and natural heritage	
C3. Forest and Environment	Effect on forest conservation	
	Effect in soil and watershed conservation	
	Effect in park and wild animals	
	Effect in environment quality	

Step 5: Formulation of Socio-Economic Recovery Plan

5.1 Conduction of Plan Formulation Workshop

At least a two-day workshop is needed to be organized for as part of preparation of an action plan related to reconstruction, rehabilitation and socio-economic recovery based on information collected from survey, and assessment and analysis of disaster impacts. A workshop on formulation of recovery plan should be conducted with the leadership of Local Disaster Management Committee and participation of stakeholders. Task force or subject-matter experts can be mobilized for facilitation of the workshop as per necessity. The workshop is supposed to develop a proposal of Socio-Economic Recovery Plan through a participatory process. Arrangements should be made for inclusive representation from women, disaster affected community and area, and marginalized group. Participants, subject-matters and operating procedures of workshop are provided in *Table 5*:

Table 5: Participants, Contents and Process

Participants of the Workshop	Agenda for the Workshop	Workshop Method
<ul style="list-style-type: none"> - Officials of the Local Disaster Management Committee - Taskforce and thematic committee members, sectoral division/sector heads - Federal & Province Government's agency local offices, projects chiefs & representatives - Representatives from the District Disaster Management Committee & District Coordination Committee - Representatives from Local level NGOs, development partners and private sectors - Representatives from the community of affected area 	<ul style="list-style-type: none"> - Presentation and discussion of damage and loss details - Post disaster need assessment - Identification, prioritization and selection of post disaster reconstruction, rehabilitation and recovery activities, projects and programs - Results of stakeholder and institution capacity analysis - Estimate of resource required for recovery activities and programs and determine implementation methods, responsibility and source of funding - Risk analysis and action plan preparation 	<ul style="list-style-type: none"> - Presentation of results of the data analysis - Formation of sectoral groups - Analysis and group work and situation status - Post disaster need and program identification, prioritization and cost estimate and action plan preparation - Panel discussion on the output of sectoral group exercise

5.2 Reconstruction and Recovery Needs, and Identification of Project and Program

Post Disaster Needs Assessment is to be conducted based on damage and loss resulted from the disaster and, assessment of their economic, social, environmental or cultural impacts by adopting a participatory process in the workshop. Generally, Post Disaster Needs are required to be addressed in two stages. First stage includes assessment of additional needs related to relief and medical care, whereas second stage deals reconstruction, rehabilitation and recovery needs, and the activities to be carried out for their address (*Box 16*).

Once assessment of post disaster needs for reconstruction and recovery is conducted through the workshop, it will be necessary to make identification, prioritization and selection of program related to reconstruction and recovery to perform the works for implementation thereof in a planned manner. Normally, the implementation period of such reconstruction and recovery plan

can be 1-5 years depending on severity of disaster. That plan should be formulated, incorporating

Box 16: Two Stages of the Post Disaster Recovery Needs

Relief, Treatment and Early Recovery

As soon as the information on disaster is received, immediate search and rescue needs to be done. The capacity to do search and rescue at the community level depends upon the preparedness for it. Therefore, it is very important to strengthen the resilience capacity of the local government and community by formulating the Disaster Preparedness and Response Plan (DPRP) so as to mitigate the probable disaster in the future. Similarly, to protect the lives of the people, relief on food and shelter together with the immediate treatment of the victims of disaster should be properly managed. In this activity, the role of local disaster management committee (LDMC) is very crucial. Prompt relief needs should be identified based on the scale and impact of the disaster. This action comes under the disaster preparedness and response plan rather than the reconstruction and recovery planning after the disaster. However, relief and additional needs on treatment should be included under the prompt recovery area and hence in the reconstruction and recovery

Reconstruction, Rehabilitation and Recovery

The needs of the reconstruction and recovery are identified based on the estimation of the social and economic impact evaluated from the information collected on the direct physical loss due to disaster. Depending upon the impacts of disaster on the livelihoods, possible needs on prompt recovery, reconstruction and recovery can be different. Those needs requiring the immediate recovery are subjected to Prompt Recovery and those which require higher resources/ investments and time should be identified as the actions under reconstruction and recovery. Special care should be taken to include the marginalized people and community and the most vulnerable group of people (women, children, older people, persons with disability etc.).

After identifying the needs of the disaster affected private and public structure the cost estimation also needs to be done. The reconstruction should not be about building as the previous one rather it should follow the building back better approaches. The needs assessment of the reconstruction should be done with the support from the relevant technical experts' field

it into the periodic plan and annual plan of local level.

5.3 Formulation of Socio-Economic Recovery Action Plan

Post Disaster Reconstruction & Recovery Plan is generally of medium-term in nature. It strives to return livelihood or economic, health, education, social, physical and environmental systems and activities of disaster affected community to normal condition through rehabilitation and improvement thereof. Therefore, action plan should be formulated by making classification of socio-economic recovery works into thematic areas including livelihood or economic, health, education, cultural or social, physical and environmental systems. Prior to formulation of Recovery Action Plan, the objectives of Socio-Economic Recovery Plan need to be set out. In addition, community capacity and needs for assistance are required to be identified by holding

participatory discussion in workshop, besides determining programs and plans for socio-economic recovery based on thereof (**Box 17**).

Box 17: Structure of Socio-Economic Recovery Action Plan

Determining the Objectives:

The programs conducted for the recovery of the disaster affected community to relieve them from the loss and impact of disaster have the special objectives. While formulating the local reconstruction and recovery plan, there should be sufficient amount of discussion and arguments for the finding out the objectives of the plan which will define to what extent the recovery plan will expand.

Community Capacity and Support Need Identification:

Before formulating the Local Reconstruction and Recovery Plan, required economic and technical capacity to implement the activities should be estimated. The community people should be given the responsibility on the activities that can be carried out by them. For the remaining needs to be fulfilled, the support areas are identified and included in the reconstruction and recovery plan.

Action Planning:

To carry out the recovery and reconstruction activities that are beyond the capacity of the community, the Reconstruction and Recovery plan is prepared. For the socio-economic recovery, the activities that need the immediate action should be included in the prompt recovery to complete within a year or remaining activities to be completed gradually on the basis of the implementation priority. The plan should be formulated in participation of all the relevant government and non-government stakeholders of the targeted local level. Before finalizing the action plan, the activities that the community people can do should be completed.

Potential thematic areas of rapid recovery, and reconstruction and recovery are referred to in the Table 6:

Table 6: Areas of Early Recovery, Reconstruction and Recovery Program

Areas/Sectors	Early Recovery Program Areas	Reconstruction & Recovery Program Areas
Human Loss	<ul style="list-style-type: none"> - Medicine supply and treatment - Food supply 	<ul style="list-style-type: none"> - Life and medical insurance arrangements - Vaccination and health services
Physical Loss	<ul style="list-style-type: none"> - Temporary shelter - House support logistic and cloth - Transport, electricity and communication system re-operation 	<ul style="list-style-type: none"> - Safe shelter and well managed settlement - Land and assets protection (Insurance) - Build back better of the public infrastructures - Reconstruction and operation of government and community building and infrastructures - Transport, electricity and communication

Areas/Sectors	Early Recovery Program Areas	Reconstruction & Recovery Program Areas
		system reconstruction and rehabilitation
Protection of Women, children, person lost their employment and low income	<ul style="list-style-type: none"> - Additional relief and social security programs - Health and nutrition support - Psycho-social counselling and rehabilitation - Awareness against violence 	<ul style="list-style-type: none"> - Targeted group special program - Disaster responsive nutrition and social protection program - Implementation of gender and social inclusion and leave no-one behind approach
Social Impact	<ul style="list-style-type: none"> - Temporary and interim education program - Temporary health service operation - Drinking water and sanitation supply arrangement - Protection measure & support - Psycho-social counselling and awareness 	<ul style="list-style-type: none"> - Improved education program for all - Improved health service - Drinking water and sanitation facilities - Religious, cultural and tourism heritage conservation and rehabilitation
Economic Impact	<ul style="list-style-type: none"> - Credit and financial support for early business operation - Relief and exemption on tax and service fees - Relief and exemption in interest - Seed money support for agriculture and livestock production - Alternative skill & technology transfer 	<ul style="list-style-type: none"> - Production, skill, capacity and employment - Income diversification - Industry, trade and enterprise rehabilitation - Production and transaction security (insurance) - Reconstruction of industrial infrastructures - Agriculture and livestock service, production and processing technology transfer
Environmental Impact	<ul style="list-style-type: none"> - Conservation of forest and watershed - General and hazardous water management 	<ul style="list-style-type: none"> - Substitution of goods and products based on natural resources (timber, firewood, furniture) with their alternatives - Sustainable conservation and management of natural resource and environment - Sustainable management of waste

Socio-Economic Recovery Action Plan needs to be formulated in such a format as specified in *Table 7*. This format may be altered depending on the nature, intensity and impact of disaster.

Table 7: Recovery Action Plan Template

S.No	Program/Activity	Purpose	Physical Target		Beneficiary Population	Estimated Budget	Annual Budget Target				
			Unit	Quantity			1	2	3	4	5
A.	Livelihood and economic sector										
1.											
2.											
B.	Health, education, culture and social sector										
1.											
2.											

S.No	Program/Activity	Purpose	Physical Target		Beneficiary Population	Estimated Budget	Annual Budget Target				
			Unit	Quantity			1	2	3	4	5
C.	Physical infrastructure and facilities										
1.											
2.											
D.	Environment and sanitation										
1.											
2.											
E.	Administration and service delivery										
1.											
2.											

5.4 Resource Estimation, Projection and Determination of Responsibilities

Thematic area-wise need for resource is to be estimated based on programs and activities related to reconstruction and recovery included in Recovery Action Plan after holding discussion in thematic task forces. Subsequently, need for total resource is estimated for the implementation of Socio-Economic Recovery Plan. In addition, it will be necessary to make estimation and projection of funding sources likely to be pledged by government agencies and other stakeholder parties for reconstruction and recovery plan. Based on analysis of budget and program for the current fiscal year, provision of budget should be made for the programs related to reconstruction and recovery falling within the responsibilities of local government for the current fiscal year through transfer of budget (fund) from Disaster Management Fund and from the program heading of the current fiscal year.

Likewise, provision needs to be made for budget allocation by including the reconstruction and recovery related programs and activities to be carried out next fiscal year in the budget and program of the next fiscal year. Additionally, budget should be earmarked through inclusion of regular and multi-year projects and programs related to reconstruction and recovery in Medium-Term Expenditure Framework and annual budget and program. If the budget made available from regular process and source falls short of requirement to implement the Socio-Economic Recovery Plan, strategy for further actions to be taken and resource mobilization also need to be set out. The format referred to in *Table 8* should be used for resource estimation and funding source required for the implementation of projects and programs included in Socio-Economic Recovery Plan.

Table 8: Funding Sources and Responsibility of Recovery Plan Implementation

S.No	Program/Activity	Estimated Budget	Responsibilities and Funding Sources			
			Local Government	Provincial Government	Government Nepal	Other Organizations
A.	Livelihood & economic sector					
1.						
2.						
B.	Health, education, culture and social sector					
1.						
2.						
C.	Physical infrastructure and					

S.No	Program/Activity	Estimated Budget	Responsibilities and Funding Sources			
			Local Government	Provincial Government	Government Nepal	Other Organizations
	facilities					
1.						
2.						
D.	Environment and sanitation					
1.						
2.						
E.	Administration and service delivery					
1.						
2.						

5.5 Formulation of Monitoring and Evaluation Plan

Institutional responsibilities need to be clearly specified for the implementation of projects and programs identified in the reconstruction and recovery plan of local level. In addition, indicators required for measurement of outcomes or results of reconstruction and recovery programs, method of monitoring and evaluation, and responsibilities and period thereof should also be determined. The monitoring and evaluation plan so developed will be an integral part of reconstruction and recovery plan. Programs included in the recovery plan may be of such a nature that cannot be completed from one-time implementation and require regular implementation through their inclusion in annual plan of Rural Municipality /Municipality. Additionally, some of reconstruction programs need to be implemented by incorporating them into a multi-year plan. In such case, provisions for monitoring and evaluation should be made, subject to the same plan.

Provisions for quality testing, compliance of standards and grievance redressal related to post disaster reconstruction and recovery programs and activities are required to be included in the monitoring and evaluation process of recovery plan. In addition, provisions for outcomes or results measurement and reporting system of the plan are also equally indispensable. The format referred to in *Table 9* can be adopted for monitoring and evaluation of Socio-Economic Recovery Plan.

Table 9: Socio-Economic Recovery Monitoring and Evaluation Framework (Plan)

S. No.	Program/Activity	What to monitor? (Process, Result Indicators)	How to monitor? (Observation, progress review and survey)	When to monitor? (regular, monthly, quarterly, annually)	Who will monitor? (LDMC, respective agency, beneficiary and third party)

Step 6: Drafting of Socio-Economic Recovery Plan

Socio-Economic Recovery Plan needs to be drafted on the basis of information derived from the survey, disaster damage assessment, Post Disaster Needs Assessment and the programs proposed from the plan formulation workshop. The responsibility to prepare the details of thematic areas

will lie with thematic committee/task forces, whereas the task forces will be responsible to prepare a consolidated document of the plan by consolidating the details received from all thematic areas. Assistance of subject-matter experts may also be sought to prepare Socio-Economic Recovery Plan in the specified format by incorporating information analysis, workshop procedures and results. The format of subject-matters for the Plan is referred to in **Annex 4**.

Step 7: Presentation of Draft Plan, Feedback Collection and Preparation of Final Document

A workshop is to be organized by Local Disaster Management Committee for the presentation of draft Socio-Economic Recovery Plan and collection of thematic area-wise feedback and suggestions. Furthermore, arrangements should be made for collecting feedback and suggestions from District Disaster Management Committee, disaster affected community and other stakeholders. The document of the Plan needs to be finalized by incorporating feedback and suggestions received from the workshop and stakeholders into it.

Chapter 3: Approval and Implementation of Plan

3.1 Approval of Socio-Economic Recovery Plan

The activities related to formulation of post disaster Socio-Economic Recovery Plan needs to be led by Local Disaster Management Committee, as a whole. In a case where such a Committee has not been constituted, the Village /Municipal Executive will have to take necessary decision in respect thereof or it may be done accordingly if any separate provision with regard thereto has been provided for in the local level. A task force should be formed for the formulation of post disaster Socio-Economic Recovery Plan at any circumstance whatsoever. The Plan drafted by the task force with the support of thematic committees ought to be subjected to discussion in the Local Disaster Management Committee and recommended to the Village /Municipal Executive for approval with revision as per requirement. The Executive Office of Rural Municipality /Municipality will approve the Socio-Economic Recovery Plan will send in writing to the concerned agency for its implementation, while requesting the stakeholders for necessary support in that regard.

The programs and activities specified in the Socio-Economic Recovery Plan as to be carried out by the Rural Municipality/Municipality should be implemented from the approved budget of the current fiscal years to the extent of their possibility and the remaining programs and activities need to be gradually implemented in the subsequent annual budget and program. For this purpose, recovery projects and programs are also required to be included in the Periodic Plan and Medium-Term Expenditure Framework. In case the Rural Municipality or Municipality has not formulated the Periodic Plan, Socio-Economic Recovery Plan should be updated and included in the Period Plan as and when it is formulated.

3.2 Implementation of the Recovery Plan

Generally, the local level will have the key responsibility to implement the post disaster Socio-Economic Recovery Plan approved by the Village /Municipal Executive. The agencies under the federal and provincial governments, projects operated by development partners, NGOs, private and community organizations are supposed to support the implementation by providing resources. The Socio-Economic Recovery Plan related programs and activities falling under the responsibility of local government should mainly be implemented through thematic division/section or unit of Rural Municipality/Municipality and user committee, business and community organization and local NGOs.

It will be the responsibility of the agencies to implement the programs and activities specified in the Socio-Economic Recovery Plan by incorporating such programs and activities into their respective plans according to the responsibilities tasked to them. The local government will have to maintain coordination and hold interaction with the agencies under the federal and provincial governments, NGOs, and private and community organizations on a regular basis to ensure their participation and mobilization of funds, resources and technical assistance in the implementation of this Plan. In addition, emphasis should be attached to participation, coordination and collaboration of neighboring local governments while conducting disaster impact assessment, and formulating and implementing Socio-Economic Recovery Plan.

The Local Disaster Management Committee needs to carry out monitoring of the programs and activities included in the Socio-Economic Recovery Plan and review the outcomes achieved. The Local Disaster Management Committee is obliged to review the progress of Action Plan by convening meetings on a monthly, quarterly, half-yearly and annual basis, with the participation of stakeholders for monitoring and evaluation.

It will be the responsibility of the concerned Rural Municipality/Municipality to timely perform the programs and activities falling within its scope by managing resources (budget) required for that purpose. The Rural Municipality /Municipality needs to manage the resources (budget) required to perform the works falling within its scope by adopting such provisions as referred to in *Table 10*.

Table 10: Budget Management for Socio-Economic Recovery Plan

Types of Recovery Activities	Budget Management for Implementation of the Plan
Early recovery activities	<ul style="list-style-type: none"> - Balance amount of disaster management fund - Fiscal transfer from GoN and provincial government - Budget and program of current fiscal year - Investment from local organizations and stakeholders
Reconstruction and recovery program and activities	<ul style="list-style-type: none"> - Budget and program of current fiscal year of the local government - Budget and program of upcoming fiscal years - Investment from local organizations and stakeholders

Annexures

Annex 1: Sample Output Tables of Loss and Damage Survey

A. Ward-wise Information of Vulnerable Household from Floods and Landslides

Ward Number	Number of Vulnerable House			
	High Risk	Medium Risk	Less Risk	Total
Total				

Source : Survey Report, 202.....

B. Households Affected by Flood and Landslide in the Past 3 Years

Ward Number	Household affected by Flood or Landslide	Households not affected by Flood or Landslide	Not Known	Total Household
जम्मा				

Source : Survey Report, 202.....

C. Loss due to Flood or Landslide by Ward

Ward Number	Place Damage by Disaster	Description of Damage and Loss				
		Physical	Social	Economic	Human	Environment
Total						

Source : Survey Report, 202.....

D. Program for Flood and Landslide Control and Recovery

Affected Area	Description of Damage	Program for Control and Recovery
Total		

Source : Field Observation and Focus Group Discussion, 202.....

E. House Experienced Impact of Disaster in the Past

Ward Number	Household Experienced Impact of Disaster by Ward			
	Experienced Impact of Disaster in the Past	Not Experienced Impact of Disaster in the Past	Not Known	Total
Total				

Source : Focus Group Discussion, 202.....

Annex 2: Basic Information of Rural Municipality and Municipality

A. Ward-wise Population and Household

Ward Number	Households	Male		Female		Total Population	Percent of Ward Population out of Total
		No.	Percent	No.	Percent		
Total							

Source: Municipal Profile

B. Information on Educational Institutions

Ward Number	Number of Educational Institutions							
	Child Development Centre	Basic School	Secondary School	Technical School	Campus or University	Community Learning Centre	Madarsha/ Gumba	Total
Total								

Source: Municipal Profile

C. Information on Health Facilities

Ward Number	Number of Health Facilities and Health Staff							
	Community Health Unit	Basic Health Centre	Birthing Centre	Health Post	Primary Health Centre	Hospital	Total	Health Staff Currently Working
Total								

Source: Municipal Profile

D. Information on Government Agencies, Non-Governmental Organizations, Community and Development Partners Working in the Local Level

Agency/Organization Name	Address	Geographical Working Area	Annual Budget (in 000)

Source: Municipal Profile

E. Historical Timeline of Disasters

Types of Disaster	Year & Month	Location	Description of Damage and Loss	Support Available in Preparedness, Response, and Recovery	Support Agency	Types of Beneficiary
1. Flood/Landslide						
2. Earthquake						
3. Drought						
4. Lightening						
5. Inundation and river cutting						

Source: Municipal Profile

Annex 3: Table of Content of Post Disaster Recovery Plan

Chapter 1: Introduction

- 1.1 Background
- 1.2 Justification and Relevance of Recovery Plan
- 1.3 Objective of Recovery Plan
- 1.4 Recovery Planning Method and Process
- 1.5 Limitation of the Plan

Chapter 2: Disaster and Development Status of the Rural/Municipality

- 2.1 Brief Introduction of Municipality
- 2.2 Demographic Status
- 2.3 Social Status
- 2.4 Economic Status
- 2.5 Health and Education Status
- 2.6 Status of public service and infrastructure
- 2.7 Historical Timeline of Disaster and Risk Scenario

Chapter 3: Local Government Efforts and Learnings on Local Disaster Risk Management

- 3.1 Background
- 3.2 Local Disaster Management Committee
- 3.3 Committees role in limiting spread and control of Covid-19
- 3.4 Challenges of Disaster Management
- 3.5 Learning

Chapter 4: Impact of Disaster and Socio-Economic Recovery Plan

- 4.1 Background
- 4.2 Impact of the disaster
- 4.3 Damage and Loss caused by Disaster
 - 4.3.1 Impact of Disaster on Family
 - 4.3.2 Impact of Disaster on Business
 - 4.3.3 Impact of Disaster on Institutional Section
 - 4.3.4 Estimated Economic Loss
 - 4.3.5 Loss and Impact of Disaster
- 4.4 Efforts and Achievement Made
- 4.5 Socio-Economic Recovery Plan
 - 4.5.1 Early Recovery Needs and Program
 - 4.5.1 Reconstruction and Recovery Needs and Program

4.5.3 Risk Reduction Needs and Program

Chapter 5: Socio Economic Recovery Plan Implementation Arrangements

5.1 Estimate of Resource Requirements and Projection

5.2 Budget Sources and Implementation of Responsibilities

5.3 Budget Management and Integration of Recovery Plan into Annual Budget and Program

5.4 Monitoring and Evaluation Plan

Annexures