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# A Guidebook

for Preparation of Local Disaster and Climate Resilient Plan



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## 1. Background

Nepal is one of the disaster-prone country in the world. Nepal is at high risk of different kinds of hazards such as flash flood, landslide, fire, windstorm, epidemic, lightning and thunderbolt, etc. Similarly, Nepal is one of the prone country that is compelled to cope with negative impacts of climate change and climate-induced disasters for the last few decades. In this context, National Strategy for Disaster Risk Management (NSDRM) 2009 had given special priority to preparedness and risk reduction activities in the field of disaster management. NSDRM was the implementation document based on Hyogo Framework for Action (HFA) on Disaster Risk Reduction (DRR 2005-2015). It has become essential to promote responsible disaster management by stakeholders and take up scheme in building disaster resilient communities through the mainstreaming of disaster risk reduction issues into development plans. In the current changing situation each disaster risk reduction and management policy, regulation, act and guideline are guided by Sendai Framework for Action on Disaster Risk Reduction (SFDRR-2015-30); in accordance with this leading document some policies and regulations have been revised and some are in the process of modification. NSDRM 2009 has been revised into Disaster Risk Management Policy 2075 and Local Disaster Risk Management Plan guideline 2011 has been revised as Local Disaster and Climate Resilient Plan guideline 2017. Under these circumstances, there is a need to bear in mind the need to develop local disaster and climate resilient plan in each local level and mainstream it with development policy and plans locally.

### Such Planning :

- Guarantees direct and active participation of local government bodies, communities and other related stakeholders.
- Analyses the possible loss of life and property due to disaster and its possible adverse effects on infrastructure and resources.
- Focuses on disaster and climate resilient measures that identify and rank vulnerabilities of the community and analyse available capacity through hazard mapping.
- Mainstreams disaster and climate risk reduction at the local level development planning process as per the requirement and prioritises the tasks that have to be undertaken in pre, during and post disaster situations.

## 2. Introduction

The Government of Nepal has endorsed Disaster Risk Reduction and Management Act 2017 and Local Government Operation Act 2017; they are now in implementation stage. DRRM Act has mentioned clear roles and responsibilities of the local levels to develop local level planning, policy and guideline to reduce local disaster and develop disaster and climate resilient communities. Similarly, Local Government Operation Act is clearly guided by an objective to develop local level disaster and climate resilient planning, policy, guideline and mainstream it into local level planning process. Under the guidance of above-mentioned legal documents each local government needs to develop comprehensive Local Disaster and Climate Resilient Plan by mobilising local resources and capacities and own it as an asset of the local level.

In sum, the local disaster and climate resilient planning is an organised programme of action with responsibilities and budget for disaster risk reduction, climate change adaptation, emergency response operation and post-disaster rehabilitation and reconstruction.

### 2.1. Introduction to the Guideline and Objectives

- Determine the minimum basis and common criteria for carrying out local disaster and climate resilient planning.
- Analyse local level vulnerability to disasters and climate change, level of risk and capacity and formulate a plan with the activities prioritising disaster and climate risk management for building resilient society.
- Show the way for the institutionalisation of disaster and climate risk management through equitable participation of all clusters and classes at local level policy and development programmes.

### 2.2. Implementation and Limitation of Guideline

- The local bodies should use this guideline as an integral part for their regular planning process.
- Ward / Rural Municipality should use the guideline only for the purpose of formulating, implementing, monitoring and evaluating local disaster and climate resilient plans and programmes in their respective areas and delivering services and facilities intended for the affected communities.

### 3. Steps of Local Disaster and Climate Resilient Planning Process

Local Disaster and Climate Resilient Planning Guideline 2017 (proposed) has its own process. While carrying out the planning process, direct and inclusive participation of disaster affected and vulnerable communities in all the wards and settlements of the municipalities and rural municipalities should be ensured.

Following procedures should be followed to ensure inclusive, participatory, effective and resilient planning.



Chart 1. The flow chart of LDCRP Process

## **3.1. Step One: Coordination and Preliminary Preparation**

### **District / Municipality / Rural Municipality / Ward Level coordination and preliminary coordination**

While preparing the Local Disaster and Climate Resilient Plan, Municipality / Rural Municipality / Ward should ensure effective coordination with the District Disaster Management Committee (DDMC) Local Disaster Management Committee (LDMC), different task forces and other related stakeholders at the local level.

#### **3.1.1. Formation of Local Disaster and Climate Resilient Committee**

For the aim to plan formulation Municipality / Rural Municipality / Ward Level should organise a workshop with the participation of local level people's representatives, local level bodies, ward chairperson and Ward members, local security agencies, schools, if previously formed, representatives of Community Disaster and Climate Resilient Committees and other stakeholders and orient them and at the end of workshop to a local disaster management committee as per the LDCRP guideline 2017.

#### **3.1.2. Formation of Planning and Coordination Sub-Committee**

The local disaster management committee shall nominate members having experience and knowledge of disaster and climate change to form local disaster and climate resilient planning sub-committee. Functions and roles and responsibilities of the sub-committee should be as per the LDCRP guideline 2017.

#### **3.1.3. Capacity Building Training**

Disaster Risk Reduction and Management (DRRM) training and Vulnerability and Capacity Assessment training should be organized to enhance the capacity of planning sub-committee. Two or more Municipalities and/or Rural Municipalities can join hands as per the need for coordination, if feasible.

## **3.2. Step Two : Vulnerability and Capacity Assessment**

### **3.2.1. Collection of Local Disaster and Climate Resilient Information**

Planning sub-committee will be responsible for information collection. Municipality / Rural Municipality / Ward level disaster related information and data should be collected by mobilizing the social campaigners and other volunteers by using approved format given in LDCRP guideline. VCA tools should be used to collect information and the information so acquired needs to tally with the data of the district disaster preparedness and response plan.



### 3.2.2. Vulnerability and Capacity Assessment

Collected information must be analysed as per the guideline and the vulnerability and capacity assessment report should be carried out separately. Develop integrated VCA Report of Municipality and Rural Municipality.

### 3.2.3. Risk Sensitive and Land Use Assessment

Local level should carry out risk sensitive land use plan for local disaster and climate resilient plan and VCA should be carried out as per land use plan. If local level has not prepared before, it must be prepared before vulnerability and capacity assessment by using scientific tools.

Under the VCA report separated by land use plan safe settlement, development sector, school area, cultivated land, grazing area, industrial area, children play ground, open place, risk zone, etc must be mentioned in local disaster and climate resilient plan.

### 3.2.4. Preparation of Risk Profile

On the basis of the vulnerability and capacity assessment, an integrated disaster and climate risk profile should be prepared for the Municipality / Rural Municipality / Ward Level and published duly.

## Things that Need to be Paid Attention to:

**Following things should be paid attention to while collecting information by using VCA tools:**

A. Ensure participation of vulnerable, women, Dalit, ethnic communities, the elderly, disabled individuals, children, and representatives of stakeholders.

B. Minute analysis of five livelihood capitals that are useful in the context of disaster risk management and daily livelihood should be carried out:

- **Social Capital:** ethnicity, the state of habitation, gender, leadership, organisations, groups and membership there in, social harmony, cooperation and so on.
- **Human Capital:** individuals with knowledge, skills or special expertise, education, health and nutrition, family size, employment and opportunities there of, etc.
- **Natural Capital:** land and its types, ways and means of safeguarding land (preventing floods and landslides, tree plantings, etc), productivity (cereal crops, cash crops, vegetables and others), water resources, forest coverage, etc.

- **Physical Capital:** roads, means of transport, bridges and culverts, markets, hotels, schools, agricultural and livestock service centres, security posts, early warning systems, adequacy of relief and rescue materials, housing, toilets, drinking water supply, irrigation, electricity and communication services, physical state of houses, biogas, etc.
- **Financial Capital:** cash, kind, agriculture, animal husbandry, pensions, foreign employment, savings and credit groups, cooperatives and local resources, etc.

### 3.3. Step Three : Local Disaster and Climate Resilient Planning

#### 3.3.1. Identification and Prioritization of Disaster and Climate Resilient Activities

The risk management activities in the disaster profile at the community, ward, Municipality and Rural Municipality Level should be identified and prioritized as per the forms and formats given in LDCRP guideline.

#### 3.3.2. Preparation of Plan

- Disaster and climate resilient activities prioritised at the community, Ward, Rural Municipality and Municipality Level should be integrated in order to prepare the draft of the Local Disaster and Climate Resilient Plan.
- Local disaster management committee must organize a workshop with representation from all sectors and groups to discuss widely the draft plan prepared by plan formulation sub-committee. The draft should be given final shape after including feedback from the workshop and then submitted to the respective Municipality or Rural Municipality.

### 3.4. Step Four : Approval and Implementation of Plan

#### 3.4.1. Approval of Plan From the Council

The Municipality and Rural Municipality should duly approve the prepared local disaster and climate resilient plan by the Local Disaster Risk Management Committee from the Municipality or Rural Municipality council.

### 3.4.2. Provision of Budget in Periodic and Yearly Plan and Main-streaming

- The Municipality / Rural Municipality /Ward office should allocate necessary budget based on their capacity to carry out the activities prioritised by the approved plan.
- The Municipality and Rural Municipality should allocate essential resource for plan implementation with coordination and support of Local Disaster Management Committee, (LDMC) District Disaster Management Committee (DDMC), Nepal Red Cross Society and other government line agencies and NGOs and INGOs for the mainstreaming of the local level development planning process.

### 3.4.3. Implementation of Integrated Plan

Respective Municipality and Rural Municipality should give priority to implement the approved plan through the Local Disaster Management Committee (LDMC). LDMC should implement the approved plan with the support of line agencies, different organisations, community and private sector.

#### Need to pay attention:

Participation of the vulnerable community, poor, people with disability, Dalit, and ethnic groups while prioritising the activities.



## 3.5. Step Five: Monitoring, Evaluation and Review

### 3.5.1 Monitoring and Evaluation

- While carrying out the monitoring and evaluation of their local disaster and climate resilient plan as well as other plans and policies of Municipality / Rural Municipality.
- The monitoring committees at the Municipality / Rural Municipality should evaluate the effectiveness of disaster risk reduction and climate resilient related programme.

### 3.5.2. Review and Update of Plan

- Each year, plans have to be reviewed and reflected in annual programme in order to address the changes brought about in vulnerability, capacity and risk by disaster occurring in any part of the Municipality or Rural Municipality.
- For effective local disaster and climate resilient management, the plan needs to be subjected to a major review in every five years.

## 4. Different Stakeholders and their Specific Roles and Responsibilities

### 4.1. Function, Duties and Power of Local Disaster Management Committee

- Formulate, implement and monitor local disaster and climate resilient plans of respective Municipality or Rural Municipality
- Extend support to District Disaster Management Committee and other sub-committees at Municipality and Rural Municipality Level
- Allocate annual budget for disaster and climate resilient activities
- Manage rescue and relief operation in disaster affected area
- Prepare Municipality and Rural Municipality Level vulnerability mapping
- Mainstreaming of disaster risk reduction and climate change adaptation approach in development and construction

### 4.2. Function, Duties and Power of Municipality / Rural Municipality

- Technical and financial support shall be extended to formulate and implement disaster and climate resilient plans in the vulnerable ward, settlement or community of the Municipality / Rural Municipality.
- Capacity development programmes shall be formulated and implemented for putting into effect the local disaster and climate resilient plans and for the enhancement of the capacity of the local level.
- Coordination with other local bodies shall be maintained as per the requirement during formulation and implementation of disaster and climate resilient plans.
- Arrangements shall be made for registration of the Community Disaster Management Committee (CDMC) at the Municipality, Rural Municipality and their renewal on an annual basis.
- Disaster and climate resilient programmes shall be included in the annual and periodic plans of the Municipality, Rural Municipality on a priority basis and duly implemented.

### 4.3. Responsibilities of the District Coordination Committee

- It shall carry out orientation programmes on disaster risk management and climate change adaptation for Municipality, Rural Municipality stakeholders and members of Local Disaster Management Committees.
- A roster of various organisations, entities, skilled human resources and independent experts working in the district in the field of disaster and climate risk management shall be prepared.
- Disaster and climate resilient programmes shall be included and implemented on a priority basis in the district's annual and other periodic plans.
- It shall encourage Municipality and Rural Municipality to formulate and implement Municipality, Rural Municipality level disaster and climate resilient plans.
- It shall monitor and evaluate disaster and climate resilient related programmes in the district.
- There shall be coordination and facilitation of and partnership with non-governmental organizations and private sector initiatives in disaster risk management in the district.

### 4.4. Responsibilities of the Ministry of Federal Affairs and General Administration

- Take necessary initiative to mainstream disaster and climate resilient programme in policy, planning and programmes for development.
- It can prepare manuals needed for formulating and implementing disaster risk management plans at the District Coordination Committee, and LDCRP in Municipality, Rural Municipality and Ward Levels.
- It can play a coordinating role to allocate budget by the line agencies for disaster and climate resilient planning and implementation.
- It shall motivate local bodies to run a capacity development programme in developing human resources for the formulation and implementation of disaster and climate resilient planning.
- It shall monitor and evaluate the programmes.

## 5. Institutional Structure

### 5.1. Formation of Local Disaster and Climate Resilient Committee

S. N.	Representation		Title	Remark
1	Municipality / Rural Municipality Chief	1	Chairman	The Municipality and Rural Municipality may bring about refinement in the structure of the Local Disaster Management Committee as required. Similarly, the term of nominated members of Local Disaster Management Committees other than ex-officio members should not exceed three years.
2	Municipality / Rural Municipality Deputy Chief	1	Member	
3	Ward Chairman of all wards	1	Member	
4	Two Ward Members nominated by Municipal / Village council	1	Member	
5	Cluster head / Department head	1	Member	
6	Chief of security agencies	1	Member	
7	Four representatives from Nepal Red Cross Society, local non-government organizations, community organizations, social service organizations or from among noted social workers nominated by Municipality / Village Council (this should ensure inclusion of women and Dalit in the committee)	5	Member	
8	Two disaster management experts at local level, nominated by Municipality / Rural Municipality Council	2	Member	
9	Executive head of Municipality / Rural Municipality nominated by Executive head	1	Member Secretary	

## 5.2. Types of Task Forces

The following task forces should be formed for effective local disaster and climate resilience. However, the number of task forces may vary as per the local needs:

S. N.	Name of Task Force	Representation
1	Information and early warning task force	Municipality / Rural Municipality, Media person, F.M. TV, security person, NGOs and CBOs
2	Search and rescue task force	Security forces (APF, NA, NP), local volunteer, Nepal Red Cross Society
3	Relief management and rehabilitation task force	Municipality / Rural Municipality, Media person, F.M. TV, Chamber of commerce, local shopkeeper, Nepal Red Cross Society, NGOs/INGOs
4	First aid and WASH task force	Local health post, hospital, Nepal Red Cross Society, Wash cluster, education cluster, schools
5	Damage assessment and needs analysis task force	Municipality / Rural Municipality, Media person, F.M. TV, security agencies, local teachers
6	Gender equality and protection task force	Protection cluster, Women and children department of Municipality, NGOs working in the field of women and children, mother group, women group, child club network

### Activities to Carry Out in Pre, During and Post-disaster Situation

Prioritisation of local level disaster risk reduction activities should be done in approved format by taking into account the fundamental steps of disaster risk management such as human resources and institutional development planning, physical infrastructure development, natural resources management, livelihood improvement, policy intervention and main-streaming of disaster risk reduction approach in development.

#### Attention to be given

- When choosing task force members, priority should be given to women, Dalits, ethnic community, PWDs and representatives of highly vulnerable communities with relevant expertise.
- Other than ex-officio members, members will have a term of two years.



## 6. Plans of Disaster Risk Reduction, Preparedness, Mitigation and Adaptation

**Disaster Risk Reduction and Preparedness Planning :** The risk reduction activities that should be undertaken in the high risk communities or wards as identified by VCA should be prioritized as the activities that should be carried out before disaster.

**Policy Level Decision and Management :** The Municipality and Rural Municipality can form task forces as per the requirement and assign responsibilities for effective disaster and climate resilience. Similarly, necessary policy decisions should be taken as per the existing law in Nepal and the strategic steps should be spelled out in an appropriate manner.

**Awareness Raising and Capacity Building :** To eliminate ignorance of disaster in their respective areas and enhance community alertness towards risk management the Municipality or Rural Municipality should mention awareness raising activities in the approved format in accordance with the set priorities:

**Risk Reduction :** The activities to be undertaken to reduce disaster vulnerability and risk in the Municipality or Rural Municipality of ward should be prioritized and listed in the given format. Retrofitting of rural roads, culverts, bridges, schools and other public buildings, conservation of natural resources, river embankments should be listed as per the priority.

**Emergency Preparedness:** Prepared- ness activities for coping any disaster in the Municipality or Rural Municipality should be mentioned in the format and implemented accordingly. These will include setting up an emergency fund, prepositioning of food and non-food relief items, identification and arrangement of emergency shelters, first aid kits, methods of coordination with the District Disaster Relief Committee, humanitarian actors and private sector.

**Activities during Disaster Relief and Response :** Activities to be carried out during disaster for saving lives and assets from any disaster in the

Municipality or Rural Municipality should be mentioned in the format. This includes early warning and awareness raising, search and rescue of affected and missing, informing to the security forces, emergency shelter and management of relief operations.

**Activities in the Aftermath of Disaster :** In this part of the plan, the activities that need to be undertaken to analyse the disaster impact and the damage, in order to recover to normal situation, rehabilitate displaced families, repair and rehabilitation of damaged infrastructures and cope with similar disaster that may strike in future, should be brought together and mentioned in the format.

**All forms and formats must be used from LDCRP  
Guideline 2017.**



