



Terms of Reference for Conducting study on the status of preparedness and business continuity planning among Nepali businesses

1. Introduction

National Business Initiative (NBI), in partnership with USAID's Tayar Nepal, is implementing "Expanding Collaboration with the Private Sector to Invest in Business Resiliency", focused at raising awareness of Disaster Risk Reduction, preparedness, resilience building, and continuity planning among Nepalese private sector and secure their buy-in for engagement in DRRM.

This grant includes a study on the Business Continuity Management (BCM) status of the private sector to understand the current gaps and issues. The report from this study will help to gauge the impact of the project throughout its implementation. Taking inputs from the study, a Business Continuity Management (BCM) training manual will be developed which will be localized and focused on Nepalese businesses to enhance their knowledge in Disaster Risk Reduction Management (DRRM).

2. Background

Nepal is prone to a range of natural disasters, including floods, landslides, fires, earthquakes, and disease outbreaks. In the wake of recent tragedies in the country, including the massive 2015 Gorkha earthquake, USAID introduced Tayar Nepal activity. Tayar Nepal is USAID's flagship disaster preparedness and response project for Nepal. Tayar—which means “prepared”—strengthens the capacity of Nepal's disaster risk management (DRM) and preparedness institutions. At the national level, Tayar Nepal builds the capacity of disaster risk reduction and management (DRRM) institutions, which includes the Ministry of Federal Affairs (MoFAGA), Ministry of Home Affairs (MoHA), National Disaster Risk Reduction and Management Authority (NDRRMA). At the municipal level, Tayar Nepal's interventions support municipalities to fulfill their DRM roles in the broader federal disaster management system by building capacity in preparedness, and response, and helping them understand and address the risks that face their constituents.

3. Rationale

The Nepalese private sector lacks comprehensive Business Continuity Management (BCM) practices, which hinders their preparedness and ability to respond effectively to disasters and crises. To address this gap, the National Business Initiative (NBI) aims to conduct a study to assess the current status, identify gaps, and understand the existing issues related to BCM within Nepalese businesses. By conducting interviews and consultations and analyzing existing documentation, the study aims to gain insights into organizations' BCM practices, infrastructure, resources, and preparedness levels.

The study is important because it will provide a baseline understanding of the current state of business continuity planning in Nepal's private sector. This understanding will help measure the impact of any future interventions or programs aimed at improving BCM practices in the country.

Furthermore, the study report can be shared with the government as input to improve policies and guidelines governing Disaster Risk Reduction and Management (DRRM) in Nepal. It can also be used as supporting material for incorporating DRRM and BCM into the curriculum for students at universities.



The findings and recommendations from this study will be incorporated into the development of a BCM training manual. By addressing the identified gaps and issues, the training manual will help businesses enhance their preparedness and improve their BCM practices.

4. Objectives

The overall objectives of this consultancy are as follows:

- a. Assess the current status of business preparedness and BCM practices among Nepali businesses.
- b. Identify gaps and challenges in existing BCM frameworks and infrastructure.
- c. Understand the issues and constraints faced by businesses in implementing effective BCM strategies.
- d. Generate recommendations for improving BCM practices and preparedness levels in the private sector.
- e. Develop a study report that can serve as a baseline for measuring the impact of intervention and a useful resource for government policies, academic institutions, and BCM training programs.

5. Scope of work

The consultant will be responsible for the following tasks:

- Analyze existing documentation related to BCM practices, infrastructure, resources, and preparedness levels among Nepalese businesses.
- Conduct interviews or consultations with relevant stakeholders, including representatives from corporations, NGOs, business and entrepreneur associations and government agencies, to gather insights and perspectives.
- Analyzing the collected data and information to identify challenges, gaps, and issues in the current BCM frameworks and implementation.
- Generate recommendations for improving BCM practices, preparedness levels, and infrastructure.
- Develop a comprehensive study report that includes findings, analysis, recommendations, and best practices from Nepal and other countries.

6. Methodology

The study will employ a mixed-methods approach, including primary data collection through interviews and consultations, as well as secondary data analysis. The consultant(s) should ensure the selection of a representative sample of businesses across different sectors and geographic regions in Nepal.

7. Deliverables

The key deliverable for this assignment will be:

- a. An inception report outlining the proposed methodology, data collection tools, and work plan.
- b. A draft study report for stakeholder review and feedback.



- c. A final study report incorporating stakeholder inputs, including findings, analysis, recommendations, and best practices.
- d. A presentation summarizing the study findings and recommendations for dissemination to key stakeholders.

8. Timeline

The consultancy is expected to be conducted over a period of 30 working days from November to mid-January. The timeline for the different tasks is as follows:

3 days - Project inception: review project requirements and objectives; develop an inception report outlining timeline for each deliverable [Deliverable: Inception report]

10 days - Data collection: literature review on existing articles, study reports; consultations, interviews and surveys with relevant stakeholders (corporate houses, business associations, and other relevant stakeholders).

10 days – Data analysis: Analysis of collected data and identification of key trends, challenges, gaps and success cases.

5 days - Report writing: Develop draft report summarizing study findings, including executive summary, methodology, findings, and recommendations. [Deliverable: Draft report]

2 days – Report finalization and submission: Incorporate feedback and suggestions provided by NBI and Tayar Nepal and finalize the report; submit the final report, along with a presentation slide based on the study report to NBI. [Deliverable: Final report and presentation slides]

The final version of the study report needs to be submitted to NBI, latest by 15th January, 2023.

9. Confidentiality

The consultant is required to treat all information obtained during the consultancy as confidential and not to disclose it to any third party without prior written consent from NBI, or as except as required by law or court order.

Please note that this term of reference is subject to amendment and finalization in consultation with the consultant. Any changes will be communicated and agreed upon by both parties. The consultant needs to submit curriculum vitae, sample reports of similar studies conducted, along with PAN registration details, and bank account details.

Contact:

NBI Secretariat, Thapathali-I I, Kathmandu

Website: nbinepal.org.np

E-mail: info@nbinepal.org.np

Phone: +977 9841476826 / 9860509731