



Terms of Reference for Developing a Business Continuity Management Training Manual

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 development of Business Continuity Management (BCM) training manual, that will serve as a valuable resource for businesses in understanding, developing, and implementing BCM strategies. The manual will provide step-by-step instructions, best practices, industry trends and standards, and relevant information to guide individuals through the process of understanding risks and their impacts, assessing and managing risks, developing, implementing, and maintaining effective business continuity plans, responding to crisis and emergencies, recovering from disasters and crisis, effectively communicating and managing stakeholders, and further build up awareness within the organization and across the supply chain.

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 rationale for developing this training manual is to address the specific needs and circumstances of the Nepalese private sector in relation to disaster risk reduction and management (DRRM). While there are existing international resources on business continuity management (BCM), these may not adequately address the unique geographic, environmental, political, social, and economic factors that businesses in Nepal face.

By developing a localized BCM training manual, the National Business Initiative (NBI) aims to provide a comprehensive and user-friendly resource that guides businesses in understanding, developing, and implementing BCM strategies that are specifically tailored to the Nepalese context.

The manual will provide step-by-step instructions, best practices, industry trends and standards, and relevant information to help businesses assess and manage risks, develop effective business continuity plans, respond to crisis and emergencies, and recover from disasters and crises. It will also emphasize



the importance of effective communication and stakeholder management within and across organizations.

By translating the manual into the Nepali language, NBI aims to increase its accessibility and ensure that it can be widely utilized by businesses throughout Nepal. This will help to build the capacity of the private sector in building resilience and recovery from adversities.

4. Objectives

The overall objectives of developing this training manual are as follows:

- a. To develop a comprehensive BCM training manual to guide businesses in building resilience and being prepared against disasters.
- b. To promote awareness and increase capacity within organizations and across the supply chain regarding BCM and disaster risk reduction and management (DRRM) through training-of-trainers based on the training manual.

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.
- Collect primary and secondary data, including step-by-step instructions, best practices, industry trends and standards, and relevant information for the manual to guide individuals in understanding and implementing BCM strategies.
- Contextualize the manual to address the specific needs and circumstances of the Nepalese private sector in relation to business resilience and continuity management.
- Include information on understanding risks and their impacts, assessing and managing risks, developing, implementing, and maintaining effective business continuity plans, responding to crisis and emergencies, recovering from disasters and crisis, effectively communicating and managing stakeholders, and building awareness within the organization and across the supply chain.
- Conduct pilot testing of the manual among at least 20 participants to analyze its effectiveness and user-friendliness.
- Deliver the finalized BCM training manual to NBI for further use in administering training-of-trainer programs and raising awareness on disaster risk reduction and management among Nepalese businesses.
- Translate the manual into Nepali language for wider accessibility.

6. Deliverables

The key deliverable for this assignment will be:

- a. An inception report outlining the proposed methodology and work plan.
- b. Pilot testing of the manual among at least 20 participants.
- c. A finalized BCM training manual ready for conducting further training-of-trainer programs.
- d. Translated version of the manual (in Nepali language).



7. Timeline

The consultancy is expected to be conducted over a period of 30 working days from January to third week of February. This includes preparation of draft manual, pilot testing and finalization of the manual. Translation can be done simultaneously, or after the submission of finalized version.

8. Required Knowledge, Skills and Abilities

NBI seeks following qualification and competencies:

- In depth knowledge and understanding of BCM, business resilience building and DRRM with completed training on BCM.
- Adequate experience and network with private sector, relevant government agencies and other stakeholders

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.

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