



## TERMS OF REFERENCE

### Developing a set of checklists for mainstreaming gender and social inclusion into Disaster Risk Reduction efforts

#### A. Introduction

Duryog Nivaran (DN) is a South Asian network of organizations working on disaster risk reduction and mitigation. DN has consistently advocated for and advanced the integration of gender and social inclusion issues (GESI) into DRR policies, plans, and practices through research, advocacy, and regional collaboration.

DN is the Convener of the Gender Stakeholder Group of the Asia-Pacific Partnership for Disaster Risk Reduction (GSHG APP-DRR), established in 2012 by the United Nations Office for Disaster Risk Reduction (UNDRR) to promote the mainstreaming of gender in DRR efforts. In this role, DN is at the forefront of initiatives to support the implementation of the Sendai Gender Action Plan (GAP) and to strengthen gender-responsive disaster risk management at local, regional, and global levels.

#### B. Background

The Mid-Term Review of the Sendai Framework for Disaster Risk Reduction (2023) highlights that although progress has been made in integrating gender equality, diversity, and inclusion into disaster risk reduction (DRR) policies and preparedness efforts, the knowledge, capacities, and leadership of women and marginalized groups remain significantly underutilized. Achieving the goals of the Sendai Framework by 2030 requires stronger institutionalization of gender-responsive and socially inclusive approaches across all stages of the disaster management cycle.

The Sendai Gender Action Plan (2015–2030)<sup>1</sup> further reinforces the need for an all-of-society approach, emphasizing the role of civil society organizations (CSOs), community-based organizations (CBOs), and networks in advancing gender-responsive DRR. The Sendai Gender Action Plan outlines nine objectives to advance gender-responsive disaster risk reduction by strengthening inclusive governance, promoting the leadership and participation of women and marginalized groups, and ensuring dedicated financing for gender equality. It emphasizes the use of sex-, age-, and disability-disaggregated data (SADDD), building institutional capacities, and integrating gender considerations across preparedness, response, and recovery processes. The

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<sup>1</sup> Sendai Gender Action Plan: <https://www.preventionweb.net/media/94610/download?startDownload=20260401>

plan also calls for stronger partnerships and coordination among stakeholders, alongside robust monitoring and accountability systems to track progress on gender equality in DRR.

Despite these commitments, significant implementation gaps persist at the operational level. Disaggregated data collection are increasingly conducted within disaster and climate-related programming; however, these data do not convert into gender and social analyses, and are often not systematically translated into actionable planning, decision-making and implementation processes. In the context of resilient livelihoods, interventions frequently fail to address structural inequalities in access to productive resources, finance, and decision-making power, limiting the ability of women and marginalized communities to strengthen their resilience. Similarly, anticipatory action and disaster recovery mechanisms are often designed without adequate consideration of intersectional risks and capacities, resulting in responses that do not sufficiently reflect the differentiated needs and vulnerabilities of diverse population groups. These challenges are compounded by fragmented and underutilized disaggregated data, lack of gender and social analysis with the available data, as well as the absence of practical tools that guide planners and practitioners in operationalizing gender and social inclusion within DRR programming.

In this context, Duryog Nivaran (DN) intends to develop a set of practical checklists to support national and local government institutional mechanisms, CSOs, practitioners in systematically integrating gender and social inclusion issues into disaster risk reduction processes. The checklists aim to bridge the gap between data collection, analysis, programme planning and implementation, enabling more inclusive, informed, evidence based, and locally grounded DRR interventions aligned with the objectives of the Sendai Gender Action Plan.

### C. Objective

The main objective of this assignment is to develop the following checklists to support the implementation of Sendai Gender Action Plan and addresses the gaps that remain in the sector.

- **Checklist 1: A checklist on conducting gender and social analyses at the local level** in disaster and climate risk context by collecting, supplementing and/or utilizing the existing sex/age/disability disaggregated information available at the local level. The checklist should include examples of 'how' for each major step in the checklist. The checklist should be aligned with the Key objective 01 and 02 of Sendai GAP which talks about collection and usage of disaggregated data, as well as using the data for conducting gender analysis.
- **Checklist 2: Application of the above developed gender and social analysis in preparing disaster and climate resilient livelihood plans and actions.** This checklist should be aligned with Key objective 08 of Sendai GAP that talks about planning for and investing in

gender-responsive disaster recovery, rehabilitation and reconstruction with a focus on promoting decent work, livelihoods and relevant business opportunities to empower women and girls, and support gender equitable economic outcomes.

- **Checklist 3: Application of the above prepared gender and social analysis into anticipatory actions and disaster preparedness phase.** This checklist should be aligned to Key objective 07 of Sendai GAP that is to implement gender-responsive and inclusive end-to-end multi-hazard early warning systems and anticipatory action.

#### D. Scope of Work

The consultant will lead this assignment through a combination of desk review, consultations with relevant stakeholders, and the development of the checklists with the incorporation of feedback from the DN team. The deliverables should be presented in a clear and consistent formats across all three checklists to ensure coherence and usability. The consultant is expected to work closely with the DN team throughout the process, in developing the methodology, content, the checklists, and the application tools.

#### E. Expected Deliverables and timeline

The duration of this contract shall be from 1 April- 15 May 2026. The assignment is expected to be completed in 45 days over the contract duration, unless terminated earlier in accordance with the provisions of this agreement.

• Methodology and work plan for the checklist development	Week 1
• Report on desk review and stakeholders' consultations that will guide developing the checklists	Week 2
• A set of draft checklists as detailed above	Week 4
• Final checklists and guidance notes after the incorporation of feedback and comments from the DN team, formatted, and ready for sharing	Week 6

#### E. Requirements

The consultant is expected to have at least a Master's degree on relevant field such as Disaster Risk Reduction, Development Studies, Social Science or gender studies. The consultant shall be a member of Duryog Nivaran, and have a proven experience of research, analysis, documenting, developing resources in the thematic areas of gender and social inclusion, disaster and climate risk reduction.