**RAPID DIAGNOSTIC OF SCHOOL INFRASTRUCTURE**

**Technical Guidance Terms of Reference**

Disclaimer: The following technical guidance for terms of references (ToR) have been shortened to reflect essential points (scope of work, deliverables, timeframe and qualification requirements) to be included in the ToR. Every organization can then adapt the guidance to their standard ToR template.

**Objective and Scope**

The purpose of the field mission is to assess the vulnerability to natural hazards and climate change of existing and proposed school infrastructure in [insert name of country] and contributing factors of risk in order to inform the development of a comprehensive strategic plan to enhance school building safety. The specific objectives are;

* To conduct a preliminary diagnosis of the school infrastructure baseline and construction and financial environments. This will include:
  + understanding the drivers of risk and range of natural hazards and climate change impact that may compromise the repair, retrofitting and operation of school infrastructure;
  + understanding the number and structural types of existing school infrastructure and model school designs for new schools;
  + understanding the basic functional condition of existing school infrastructure (occupancy, water and sanitation, electricity, accessibility, etc.);
  + assessing the institutional and policy environment and regulatory framework within which school infrastructure is planned, designed, constructed and operated, maintained, repaired and retrofitted, and make recommendations for institutional and policy actions necessary for planning effective implementation of safer schools, improving the quality and enforcement of building codes, as well as building institutional capacity for risk reduction;
  + understanding previous, current, and planned investments in school infrastructure and how these relate to changing demand for school places;
  + understanding the status of insurance of education infrastructure and to what extent it is a relevant component of a risk reduction strategy.
* To make recommendations for investment opportunities to support the WB in their preparation of a proposal for a comprehensive investment plan to assist the Government in advancing school safety, including key activities and priorities

Technical support will be provided to the country task team through a fact-finding field mission to in [insert name of country] and a review of documentation made available. The field mission will be carried out by two members of staff, for five days in country, taking place during [insert start and end date].

**Activities 1: Desk study**

The consultant firm will undertake a review of available documentation including, but not limited to:

* Existing information on number, location and construction typology, of school buildings. This data should preferably be in GIS format if possible;
* Existing information / database on the condition/ damage to existing school infrastructure;
* Existing information on hazard and risk assessments;
* Model / typical designs for school infrastructure (if available);
* Retrofitting guidance / examples appropriate to [insert name of country], if available;
* Country Building regulations (Building Code);
* Existing information relating to school infrastructure programs and plans in the country;
* Information related to catastrophe insurance for Education sector (if available).

Where possible these documents should be provided by the task team on agreement of this proposal in advance of the field mission and further gathered by the task team and the consultant firm during the field mission. The consultant firm will also identify and obtain other relevant documents including:

* studies on retrofitting practices available in the public domain;
* information from our experience working in region.
  1. **Activity 2: Field visit**

The field mission involves two Consultant firm’s staff accompanying WB staff on a five-day fact-finding mission in [insert name of country]. Field mission data will be gathered through a combination of:

* Initial consultations with key stakeholders / partners including government departments responsible for school infrastructure, NGOs/INGOs and local professionals (architects, engineers and contractors) involved in construction, repair and retrofitting of schools;
* Rapid condition and vulnerability assessments on a sample of existing schools in [insert name of country]. These assessments will focus primarily on the building elements of the schools and will also include recording a limited number of functional aspects to be agreed with the task team. The schools visited should cover a range of typical construction typologies and geographical contexts;
* Additional meetings or focus group discussions with government, private sector, communities; to gain a wider perspective on institutional arrangements including where key roles and responsibilities lie, and delve deeper into the technical and institutional challenges identified through initial consultation that may provide entry points; and to explore the potential for collaboration with specific organizations;
* Supporting documentation will be collected during the field mission;
* A wrap up meeting will be held on completion of the field mission where initial findings and recommendations are presented to the government, WB task team, and key-partners.

It is anticipated that the consultations will take place over three days, the school assessments will take place over one and a half days, with half a day to prepare and deliver the preliminary findings presentation.

**Deliverables**

Prior to the mission a mission matrix will be developed to outline the agenda and key activities for the mission, including stakeholder consultations and school assessments.

At the end of the mission a preliminary findings presentation will be made to the task team and other stakeholders as appropriate.

Following the mission, a technical report will summarize the observations and recommendations for GPSS to develop a comprehensive strategic plan. It will specifically address:

* What are the critical hazards that pose a risk to school safety?
* What are the construction typologies of existing and proposed school buildings, and what are their structural vulnerabilities?
* What are the functional conditions of existing school infrastructure?
* What is the structural integrity of the repair and retrofitting projects? How the schools reconstruction, retrofitting, repair process is organized?
* What are the technical, logistical and institutional challenges of planning a safer schools investment program?
* Who are the key actors in school reconstruction, repair, retrofitting and operation and maintenance and where the roles and responsibilities lie?
* To what extent is the insurance of school infrastructure a relevant component of a risk reduction strategy?

**Qualifications**

The firm to be contracted must submit a technical proposal and a financial proposal to carry out this consultancy. The Firm should be able to demonstrate:

* Achievements in civil/structural engineering and disaster risk reduction
* Global experience with at least 20 years of experience in planning and delivering public infrastructure
* Experience with the delivery of small scale infrastructure at scale, including developing pilot programs and scaling up strategies
* Knowledge and demonstrated expertise with risk reduction with emphasis on the education sector, preferably with experience in the country
* Knowledge of English required and professional working knowledge of local language(s) used in the country is highly preferred