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*26/07/22*

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Government of the people's Republic of Bangladesh  
Ministry of Disaster Management and Relief  
Bangladesh Secretariat, Dhaka  
(DM-3)  
www.modmr.gov.bd

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*696*  
*26/07* Memo No.51.00.0000.323.38.018. **70**

Date: 06/07/2022

### Notification

Pursuant to the ERD's letter No.09.0000.225.46.001.19.193, dated 29 December 2021 the Ministry of Disaster Management and Relief has reconstituted the Local Consultative Group (LCG) Working Group on **Disaster and Emergency Response/Relief** with the following Composition and ToR.

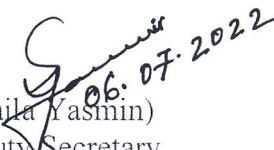
Sl. No	Designation and Ministry/Division/ Organization	Position	Comments
1	Secretary, Ministry of Disaster Management and Relief	Chair-GOB	
2	WFP Representative of Bangladesh	Co-Chair-DP	
3	Representative, Cabinet Division	Member	
4	Representative, Ministry of Water Resources	Member	
5	Representative, Local Government Division	Member	
6	Representative, Ministry of Environment, Forests and Climate change	Member	
7	Representative, Rural Development & Co-operative Division	Member	
8	Representative, Ministry of food	Member	
9	Representative, Ministry of Social Welfare	Member	
10	Representative, Ministry of Women and Children Affairs	Member	
11	Representative, Ministry of Health and Family Welfare	Member	
12	Representative, Ministry of Home Affairs	Member	
13	Representative, Economic Relations Division	Member	
14	Director-General, Department of Disaster Management	Member	
15	Additional Secretary (DM-3), Ministry of Disaster Management and Relief	Member	
16	Director-General, Water Development Board	Member	
17	Director-General, NGO Affairs Bureau, Prime Minister's Office.	Member	
18	Chief Engineer, LGED	Member	
19	Director (Relief), Department of Disaster Management	Member	
20	Representative, Armed Forces Division (AF)		
21	Representatives from Development Partners: UNESCO, WFP, UNDP, WHO, UNICEF, UNFPA, FAO, IOM, UN Women, ADB, EU/ECHO, USAID, FCDO, DFAT (Australian Aid), World Bank, GIZ	Member	

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	(Germany), DFATD (CIDA), JICA, KOICA, IFRC		
22	Deputy Secretary (DDM-3), Ministry of Disaster Management and Relief	Member Secretary	
23	Representative of National NGOs		To be selected
24	Representative, International NGOs		"

- LCG Working Committee can co-opt members if necessary.
- This order is issued with the approval of the competent authority and will come into effect immediately.

Attached: 2 (Two) pages.

  
 (Shaila Yasmin)  
 Deputy Secretary  
 Tel: 880255100542  
 e-mail: dsadmin@modmr.gov.bd

Distributions: (Not in accordance with seniority)  
GoB:

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Senior Secretary, Local Government Division, Bangladesh Secretariat, Dhaka.
3. Senior Secretary, Ministry of Water Resources, Bangladesh Secretariat, Dhaka.
4. Senior Secretary, Ministry of Environment, Forests and Climate change, Bangladesh Secretariat, Dhaka.
5. Senior Secretary, Rural Development & Co-operative Division, Bangladesh Secretariat, Dhaka.
6. Secretary, Ministry of food, Bangladesh Secretariat, Dhaka.
7. Secretary, Ministry of Social Welfare, Bangladesh Secretariat, Dhaka.
8. Secretary, Ministry of Women and Children Affairs, Bangladesh Secretariat, Dhaka.
9. Secretary, Ministry of Health and Family Welfare, Bangladesh Secretariat, Dhaka.
10. Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
- ✓ 11. Secretary, Economic Relations Division, Bangladesh Secretariat, Dhaka.
12. Director-General, Department of Disaster Management, 92-93, Mohakhali, Dhaka.
13. Additional Secretary (DM-3), Ministry of Disaster Management and Relief
14. Director General, Water Development Board
15. Director General, NGO Affairs Bureau, Prime Minister's Office,
16. Chief Engineer, LGED
17. Director (Relief), Department of Disaster Management, 92-93, Mohakhali, Dhaka.
18. Representative, Armed Force Division,

Distribution: Development Partner

1. UN Resident Coordinator, UN Office, IDB Bhaban, She-e-Bangla Nagar, Dhaka.



2. Country Representative, World Food Programme (WFP), IDB Bhaban, Dhaka.
3. Country Director, UNDP, IDB Bhaban, She-e-Bangla Nagar, Dhaka.
4. Country Director, Asian Development Bank (ADB), She-e-Bangla Nagar, Dhaka.
5. Head of Office, Directorate-General for Humanitarian Aid & Civil Protection, ECHO Bangladesh, Dhaka.
6. Country Director, World Bank, Agargaon, She-e-Bangla Nagar, Dhaka.
7. Country Director, Foreign, Commonwealth & Development Office (FCDO), Baridhara, Dhaka.
8. Director, Office of Food, Disaster and Humanitarian Assistance, USAID, Madani Avenue, Baridhara, Dhaka.
9. Country Director, UNFPA, IDB Bhaban, She-e-Bangla Nagar, Dhaka.
10. Country Representative, UN Women, Dhaka.
11. Country Representative, World Health Organization (WHO), Gulshan, Dhaka.
12. Counsellor, Development Cooperation for South Asian Australian Agency for International Development (AusAID), Gulshan, Dhaka.
13. Head of Development Cooperation, SIDA, House#01, Gulshan, Dhaka.
14. Head of GIZ, 3<sup>rd</sup> Floor, House#10c, Road390, Gulshan-2, Dhaka.
15. Country Representative, JICA, Gulshan Avenue (South Circle-1), Dhaka-1212.
16. Head of Delegation, International Federation of Red Cross and Red Crescent Societies (IFRC), Dhaka.
17. Country Representative, UNICEF, BSL Office Complex, 1, Minto Road, Dhaka.

Copy for kind information:

1. PS to State Minister, Ministry of Disaster Management and Relief, Dhaka.
2. PS to Secretary, Ministry of Disaster Management and Relief, Dhaka.
3. Mostafa Anwar Hossain, Programme Policy Officer-EPR, WFP (Focal Point of LCG-DER Secretariat from Development Partners Side)

# LOCAL CONSULTATIVE GROUP

## DISASTER & EMERGENCY RESPONSE/RELIEF (LCG-DER)

### Terms of Reference (TOR)

#### A. Background/Expected Results

- i. Bangladesh is one of the most disaster-prone and climate changes affected countries in the world. Every year small to medium-scale disasters affect a high number of people. High population density, lack of awareness as well as lack of adequate infrastructure contribute to high vulnerability. Moreover, Bangladesh is also at high risk of large-scale disasters such as super cyclones, devastating floods, flash floods, and earthquakes. The Ministry of Disaster Management and Relief (MoDMR) has been playing an important leadership role to address the impact of these devastating disasters. Simultaneously, bi-lateral, multi-lateral donors, I/NGOs, and civil society play an important role before, during, and after such disasters by providing resources and technical assistance for various efforts in different aspects of disaster management, namely risk reduction, emergency response, and recovery. These activities complement the efforts of GoB which plays the primary and central role in the response to natural disasters.

In September 2000, in response to the flood situation in the southwest of Bangladesh, the United Nations Resident Coordinator, in his capacity as Chair of the United Nations Disaster Management Team, with the aim to better coordinate the various humanitarian efforts, formed an emergency working group, which was chaired by World Food Programme on his behalf. In addition to UN agencies, bilateral donors and NGOs joined in. The community of humanitarian organizations regarded that a permanent structure was needed to facilitate the institutionalization of coordinated response planning and information sharing. And thus, the Disaster and Emergency Response (DER) was instituted to become a working group of Local Consultative Group. Throughout the following years, the DER has played important roles in complementing GoB's efforts in responding to sudden-onset disasters as exemplified in the responses to Cyclones Sidr and Aila in 2007 and 2009 respectively.

Over the years, GoB confronted the natural disaster challenges by integrating disaster management into its development strategies and programmes. GoB shifts its paradigm from relief response to the broader scope of disaster management with greater emphasis on disaster risk reduction. It also further strengthens its disaster management regulatory framework, institutional arrangements, programmes, and activities. At present, a National Plan for Disaster Management (NPDM) and accompanying Standing Order on Disaster (Rev.) were ratified in 2010, along with the Ministry's Allocation of Business to follow a full-fledged Disaster Management and Relief Division that was instituted as part of the Ministry of Food and Disaster Management. Accordingly, in 2007, the Chair of the DER shifted to the Secretary, Ministry of Food and Disaster Management (now the Ministry of Disaster Management and Relief).





Moreover, in Mid-2010, the LCG took the Paris Declaration 2005 and Accra Agenda for Action 2008 to build an aid effectiveness framework in the form of a Joint Cooperation Strategy (JCS). The Strategy reforms the ways to deliver and manage aid by institutionalizing mechanisms by which GoB and development partners improve country ownership, inclusive partnership, and mutual accountability.

In 2019, a review of the efficiency of the Local Consultative Group (LCG) Working Groups (WG), their capability, and future needs was carried out in order to inform and suggest how the LCG platforms could be more useful and effective. The review mission recommended that the LCG-DER be continued as per the previous setting with the Chairperson and Co-Chairperson being the Secretary, MoDMR, and Country Director of WFP respectively.

## ii. Objective

The main objective of the Disaster and Emergency Relief/Response (DER) is to act as a platform for disaster management to review and facilitate GoB planning and implementation of disaster preparedness, risk reduction and response initiatives, enhance GoB ownership/leadership and its inclusive partnership and collaboration with development partners including civil society.

The specific objectives of the LCG-DER are to:

- a) Conduct a periodical collective dialogue with relevant stakeholders on disaster management policy and programme in the context of the country's 8<sup>th</sup> Five Year Plan and overall sustainable development strategy and programmes;
- b) Develop/update Joint Action Plan on Disaster Management, emphasising risk reduction, preparedness, recovery and response needs of those vulnerable to or those living with disaster risks;
- c) Put in place operational arrangements for mutual accountability in risk reduction, preparedness, emergency response, and recovery activities with GoB, Development Partners (DPs) and civil society organisations.
- d) Establish/Improve joint coordination mechanisms to plan, implement, monitor, and evaluate disaster management including but not limited to
  - i. sustained engagement in disaster risk reduction and preparedness
  - ii. coordinated preparedness and rapid response
  - iii. sustained recovery

## iii. Scope of Work

The specific scope of work for the DER includes, among others, to:



- a) Conduct periodical both technical and high-level policy consultation on disaster management based on the National Plan for Disaster Management 2021 – 2025 and the Standing Order on Disaster 2019;
- b) Map out and update as necessary the inventory of disaster management activities of GoB, UN agencies, donor agencies, I/NGOs, and civil society organizations;
- c) Review on a periodical basis the Hyogo Framework for Action as an avenue for the alignment of activities (joint work/programme, analyses to enhance aid effectiveness, avoid duplication, encourage complementarity, and provide feedback to GoB, concerned agencies and the LCG main body);
- d) Consider the Cluster Approach as a standing coordination mechanism for preparedness, emergency response, and early recovery;
- e) Conduct periodical review with LCG's other working groups (e.g., urban, local government, environment and climate change ) to ensure the Integration of key cross-cutting issues (DRR, environmental sustainability, gender-diversity-disability-inclusiveness, etc.) and the disaster management interface;
- f) Produce regular feedback to the LCG Plenary and bi-annually on progress and constraints in the achievement of 'development results framework' in the field of disaster management.
- g) Support the disaster management knowledge management including information, communication, and dissemination of good practices among all stakeholders.
- h) Facilitate joint disaster management – related activities involving relevant stakeholders including but not limited to capacity building, field monitoring missions, joint needs assessment.
- i) Provide advice to Humanitarian Coordination Task Team (HCTT) as and when required.

#### **iv. Specific Work**

The LCG-DER will prepare and monitor a 'development results framework' and an annual work plan with clear responsibilities, calendar, and outputs.

The LCG-DER will meet quarterly at normal time. For the disaster situation and emergency response period, the LCG-DER will decide the frequency of meetings as necessary. During the recovery phase, LCG-DER will meet once a month.

### **B. Institutional and Administerial Arrangements**

#### **i. Chairmanship**

The LCG-DER will be chaired by the Secretary, MoDMR, while WFP Country Representative will be the Co-Chair.

Either the Chair or Co-Chair may call for ad-hoc stakeholder or thematic meetings as required, and meetings can also be held separately. The ToR of LCG-DER will be reviewed and revised as appropriate and at least every second year.

Generally, the Secretary of MoDMR will chair the meetings and in his/her absence, The Co-Chair (Country Representative of WFP) will chair the meetings. However, it is required to keep one another informed and ensure that all basic administrative tasks





are done including preparing meetings such as drafting the agendas and writing minutes and publishing material on the LCG website (if available).

The Chair and the Co-Chair will jointly or individually represent the DER in the LCG plenary. The feedback to the LCG plenary and the bi-annual update will be jointly prepared by the Chair and the Co-Chair.

The Chair and Co-chair will make a clear distinction between their role as representatives of their own agencies and their role as officers of the DER. Actions in the name of the DER and the usage of its logo need a prior mandate from the DER.

#### **ii. Organizational Set-up**

The chair and Co-chair will lead the working group, representing GoB and DPs respectively. In reference to the letter issued by ERD dated 26 December 2021, the Secretary of the Ministry of Disaster Management and Relief (MoDMR) will be the chairperson of LCG-DER, and as per the previous practice the Representative of the United Nations World Food Programme (WFP) will continue as co-chair from Development Partners.

#### **iii. Membership**

The Government, UN agencies and donor agencies in the humanitarian/disaster management community may be members of LCG-DER. International and national NGOs are to be represented by two NGOs selected and serve as, the conveners of, those constituents. The NGOs will be selected by the chair of the working group in consultation with co-chair. The list of members is attached as an Annex-I to this TOR.

Members that are not able to attend any or all the meetings of the LCG-DER will be kept informed of the proceedings of the meetings; and their inputs and suggestions will be solicited as feasible. In addition to the regular members, resource persons may be invited from relevant organizations/agencies involved with disaster preparedness, response, and early warning activities as appropriate.

A list of members, including postal and e-mail addresses and telephone numbers, will be maintained by the LCG-DER secretariat. Each organisation represented in the meeting holds one vote. When a representative of one organization leaves Bangladesh, s/he should inform the co-chairs of the name of her/his replacement.

It is strongly encouraged that development partner, UN agencies and NGO representatives limit their representative to one person, and that person maintains regular attendance to ensure continuity, where possible.

#### **iv. Meeting and Information Sharing**

The LCG-DER will strive to meet at least three times per year. The meetings of the LCG-DER will be structured manner. Guest speakers may be invited for specific agenda items.

Notification of meetings and a draft agenda will be sent with adequate time (at least seven days in normal time, one day notice in emergency time) in advance of the scheduled meeting by the chair/co-chair. Upon the request of three (03) or more