

Terms of Reference (ToR)

Support to Line Departments for DRR Mainstreaming in Development Planning

1. Background

Scientific data, facts & figures collected by various reputable sources including UN and donor agencies suggest that frequency and intensity of disaster events is globally increased and consequently the number of losses and damages is amplified due to natural disasters. Additionally, studies show a stable trend in occurrences of geophysical disasters and exponential upsurge in frequency and intensity of hydro-meteorological disasters including cyclones, unprecedented rains and heatwaves. Climate change is increasing the number of weather-related disasters, a trend that is expected to continue. The increase in loss events is attributable to an increase in disasters, and to the fact that more people and assets are exposed to the impacts of natural hazards. Climate change is disturbing balance of natural systems and unprecedented phenomena are happening around the world.

Disasters affect humans, agriculture, housing, health, education and infrastructure and negatively impact development progress, because, development resources are diverted to relief and rehabilitation efforts. Disaster Risk Management (DRR) aims to avoid, reduce or transfer the adverse impacts of hazards on people, property and the environment through activities and measures. It is the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster.

The Sindh province geographically located in the tail of River Indus, it's delta and a coastal belt stretching over a long tract is prone to natural disasters including floods i.e. river, torrential, urban and coastal floods, drought, cyclones, heatwaves, earthquake and tsunami. Low natural gradient causes poor natural drainage, which worsen water related hazards in the Province.

Almost every year, the Province undergoes fiscal shocks due to occurrence of any unprecedented adverse natural event. Ideally, the natural hazard risks can only be limited to acceptable or tolerable risks, once vulnerabilities are lessened through implementation of DRR in development process. This can be achieved through coherent development strategies and plans prepared while considering existing and future multi hazard risks in the province.

It is globally pointed out fact that, mainstreaming DRR across all sectors of development is the most difficult, slow and challenging task due to various complex factors. Provincial Disaster Management Authority (PDMA) Sindh realizes that, effective disaster resilience in the Province can only be produced through collective and coherent efforts made by all stakeholders, including public and private actors and communities at disaster risk. As a first step in mainstreaming DRR in development sector, PDMA Sindh intends to develop capacity and raise awareness in the Province among stakeholders engaged in development sector in order to avert prevailing and avoid future disaster risks in the Province.

Public sector development projects are planned, initiated and appraised through Project Cycle -1 (PC-1) document, which undergoes through rigorous inception, evaluation and approval process. Project PC-1 are prepared by relevant sector departments. Consideration and inclusion of DRR for infrastructure development projects at project planning is anticipated to contribute positively in minimizing physical vulnerabilities and overall disaster risk reduction efforts being undertaken by PDMA in the Province. Collective efforts towards disaster risk reduction and management in the province will bring better disaster resilience and will result minimal damages and losses.

PDMA Sindh, through Sindh Resilience Project - PDMA Component, plans to hire consultant firm to achieve aims and objectives of this assignment.

2. Aim

Inculcate the disaster risk reduction culture across all government sector for better disaster resilience in the province.

3. Objectives

- a) Capacity building of public sector departments in DRR.
- b) Capacity building and awareness of the public sector departments to ensure safety of planned infrastructure within existing and future disaster risks in multi hazard risk environment.
- c) Capacity development of public sector departments on inclusion of DRR plan / check list / disaster safety measures in multi hazard risk environment in project PC-1 to ensure safety of infrastructure to be developed.
- d) Sensitizing and inculcating disaster risk reduction culture across government sector.

4. Scope of Work

A training / capacity development program is to be carried out by the consultant for stakeholders as identified by the PDMA Sindh. Scope of the work include but not limited to;

- a) Assessment of current mechanism of DRR in preparation of PC-1 at government level.
- b) Gap analysis and development of DRR best practices feasible in social, economic, political, environmental conditions of the Sindh province keeping in view multi hazard risks.
- c) Recommendation for standards / guidelines / checklists to be made part of project PC-1 document.

- d) Development of training syllabus, course material, training presentations etc for capacity building of relevant stakeholders.
- e) Conduct of minimum 05 training courses for stakeholders identified and invited by PDMA Sindh.
- f) Conduct of minimum 02 training courses for training of trainers from PDMA Sindh & P&D or any other entity suggested by PDMA.
- g) Development of audio-videos of training sessions and soft version of presentation / material for successive use by PDMA Sindh.

5. Key tasks to be performed

- a. Conduct of consultative meetings with PDMA Sindh and Planning and Development Board, Government of Sindh.
- b. Conduct of consultative meetings with other stakeholders and line departments involved in infrastructure development sector.
- c. Evaluation of existing project PC-1 form and gap analysis.
- d. Preparation of best DRR practices specifically focusing on social and infrastructure development projects.
- e. Preparation of standards / guidelines to be followed and included in project PC-1 document.
- f. Preparation of training material and conduct of trainings.

6. Key Deliverables

- a. Project inception report with detailed methodology
- b. DRR best practices in social and infrastructure development sector, Gap Analysis of PC-1 document & recommendation in consultation with PDMA Sindh, P&D & relevant line departments.

- c. Training syllabus & methodology.
- d. Provision of training material, audio-videos & presentation
- e. Conduct of training courses based on gap analysis
- f. Submission of assignment completion report

7. Indicative Team Composition

Following is an indicative team composition:

Sr. No	Position	Qualification and Experience	Number
1	Team Leader / Project Manager	University degree with at least 8-10 years of experience with donor funded project	1
2	Lead Trainer / Capacity Building Expert	University degree with at least 5-7 years of experience with donor funded project	1
3	Curriculum Developer / Trainer	University degree with at least 5-7 years of experience with donor funded project	1-2
4	DRR Specialist	University degree with at least 5-7 years of experience with donor funded project	As required
5	Logistics and Event Management Coordinator	At least 5 years of experience of undertaking logistics and event management coordination functions in large organizations.	1
6	Reporting / M&E Specialist	University degree with at least 5-7 years of experience with donor funded project in monitoring and evaluation role, including preparation of M&E and progress reports	1
8	Administrative Assistants	Demonstrated experience of providing administrative and logistical support in large organizations.	As required

Note: CVs of the above mentioned team are not required at the stage of EOI.

8. Duration of Study

08 x months after signing of contract

9. Schedule

Sr No	Activities	Duration in Months (after signing of contract)
a.	Submission and approval of Inception Report with detailed methodology & workplan	01 month
b.	Submission of detailed plan after conduct of consultative meetings with all key stakeholders conduct of consultative meetings. Gap analysis of existing PC-1 document and recommendations	03 months
c.	Provision of training syllabus, training manual/material (audio, video & presentation) and training schedule	4 months
d.	Conduct of training courses based on gap analysis	6 months
e.	Submission of assignment completion report and training material.	8 months
Total Duration		08 Months

I. Indicative Payment Schedule

Deliverable No.	Deliverable	Amount (% of contract amount)
1	Submission and approval of Inception Report with detailed methodology & workplan.	10%
2	Submission of detailed plan after conduct of consultative meetings with all key stakeholders conduct of consultative meetings. Gap analysis of existing PC-1 document and recommendations.	25%
3	Provision of training syllabus, training manual/material (audio, video & presentation) and training schedule	20%
4	Conduct of training courses	35% (to be paid incrementally at 5% of contract value after completion of 7 trainings)
5	Submission of assignment completion report and training material.	10%

The Sindh Resilience Project (PDMA component), therefore invites eligible consulting firm to indicate their interest in providing the required services. Interested firms may apply as joint venture with International and national level firm's consortium. However, the National level consulting firm should have more than 7-10years of. The firm must provide information indicating that they are qualified to perform the services. Specific qualifications include:

- Demonstrated experience in the area of training delivery related to disaster management/DRR mainstreaming in development planning & formulation of project documents e.g., PC-1 etc.
- Proven experience in developing training toolkits including training manuals, Participants workbook, trainer's guidebook.
- The firm should have past working experience regarding capacity building initiatives with national or provincial level disaster management institutes/departments/authorities.
- Legal Status; Date of Establishment, Tax registration with FBR, NTN/ SRB, etc.
- Financial Capacity of the firm, at least last five years audited accounts/reports

Consultants will be selected in accordance with the **Consultant's Qualification Based Selection (CQS)** method as stipulated in World Bank Procurement Guidelines for Selection and Employment of Consultants 2011 (Revised July 2014).