

Sindh Resilience Project

Hiring of Consultancy Firm for Developing Community Based Disaster Risk Management (CBDRM) model for Sindh and piloting of CBDRM activities

Introduction and Background

The Province of Sindh, Pakistan is exposed to a number of adverse natural events and has experienced a wide range of disasters over the past 70 years, including floods, droughts, cyclones, heatwaves and seismic disasters. Communities being the first recipient of the consequences associated with the disasters are required to be capacitated to respond as initial responders to any untoward event. Moreover, they are required to be made aware about hazards, risks and mitigation measures in their local context.

Realizing the importance of engaging the community volunteers and local level government officials in the disaster risk reduction, the Sindh Resilience Project (SRP) PDMA component is planning to build the capacities of local level government officials from line departments and community volunteers on the CBDRM approach. Additionally, the SRP intends to develop a system of CBDRM model for Provincial Disaster Management Authority (PDMA) Sindh for its future CBDRM activities either conducted by the PDMA or any I/NGO, NGO partners.

Objectives

- Visit of selected at risk communities identified by the PDMA, respective DDMA and collect primary and secondary data by knowing the vulnerable communities' perception and preparedness level against existing hazards.
- Develop an inception report based on the survey in the target communities, which will also provide basis for developing CBDRM model and contextualize CBDRM training toolkit.
- Develop a Community Based Disaster Risk Management model for the province of Sindh in line with international, national and other provinces best practices and programs.
- Propose a mechanism of close coordination between local level community volunteers, disaster management committees, disaster management authorities and local government functionaries.
- Build a CBDRM database management information system that shall provide quick access to data about the existing trained volunteers, disaster management committees, disaster management authorities and the local government functionaries to know the state of readiness, training acquired and coordination mechanism for immediate emergency response and on long term towards disaster resilience.
- Develop tailor made and contextualize training tool kit on the basis of the inception report and already available hazard reports.

- Acquaint the Government Officers on CBDRM model and its linkages with International, National and Provincial level DRR initiatives.
- Develop cadre of master trainers on CBDRM through series of TOT-CBDRM courses designed for Community volunteers and local level government line department officials.
- Further build the capacities of local community volunteers through CBDRM courses by the master trainers and provision of necessary emergency kits in selected communities.

Scope of Work

Deliverable 1 – Scoping exercise and submission of inception report

- Submit an inception report based on visit to selected at risk communities identified by the PDMA, respective DDMA. Collect primary and secondary data about the hazards, vulnerabilities and capacities. The data will help to know the vulnerable communities' perception and preparedness level against available hazards.

Deliverable 2 - CBDRM model for Sindh

- Submit a CBDRM model for PDMA Sindh based on the scoping assessment and inception report by involving PDMA, respective DDMA and local communities to ascertain the needs. Detailed CBDRM model must include the proposed courses, training program for each course, selection criteria of government officials/volunteers and incentive for volunteers, duration, methodology and work plan. Scoping assessment must collect samples from vulnerable communities as identified by SRP (PDMA) and the training programs shall be developed by addressing the needs raised by communities in the local context. Particular attention shall be given to the requirements of most vulnerable segments of the communities such as women, differently abled persons, elders and children etc.
- The CBDRM model shall ensure the sustainability and continuity of the CBDRM activities by PDMA after completion of this assignment, including development of monitoring and quality assurance mechanism at PDMA for CBDRM activities being undertaken by I/NGOS, CBOs, etc.

Deliverable 3 - Development of CBDRM Training Toolkit

- Develop a contextualized and tailor made CBDRM participant's workbook in Urdu and Sindhi languages for Provincial and District level Government officials to understand the CBDRM approach and their role in harmonizing the CBDRM into overall disaster management system.
- Develop a contextualized and tailor made CBDRM training toolkit (Participant's Workbook, Trainer's Guidebook, PowerPoint Slides) in Urdu and Sindhi languages for Training of Trainers and community level courses.

- Propose list of items with quantity and specifications for emergency response kits to be provided by SRP (PDMA) to the potential community volunteers for an early disaster response.
- Prepare printed training material for all the courses and submit at least 1000 printed copies of all training materials for further use by the PDMA and wide dissemination in future.
- Prepare short videos of CBDRM courses for community awareness. Such videos will be uploaded on PDMA website and mobile application for community awareness.
- Prepare videos of all courses to be used by PDMA for future online CBDRM related training courses.

Deliverable 4 – Conduct of CBDRM training courses for Provincial/District Government officials

- Organize 06 trainings at all 6 divisional headquarters for Provincial/District Government officials on CBDRM. Each course will be of minimum of three days duration. Minimum of 200 government official will be orientated on the CBDRM model and CBDRM initiatives.

Deliverable 5 - Delivery of Training of Trainers on CBDRM (TOT-CBDRM) courses for community volunteers and local government officials.

- Organize at least 05 TOT-CBDRM for community volunteers and local level government officials for at least each of the following hazards: floods, droughts, cyclones, heat waves and seismic risks. 10-20 master trainers to be trained against each hazard. Course duration is to be proposed by the consultancy firm and approved by the technical review committee in the scoping exercise. 150-200 master trainers to be trained.

Deliverable 6 - Delivery of CBDRM training courses for communities.

- Organize at least 25 CBDRM trainings (05 for each type of hazard) in selected union councils of disaster-prone districts. At least 2 trainings for each hazard shall be organized where the master trainers will practically demonstrate and conduct the trainings. While the consultancy firm shall supervise these courses by their lead trainers, monitoring and evaluation, developing report and compilation of the alumni database. Moreover, at least 2 trainings for each hazard shall exclusively be conducted for most vulnerable segments such as women, children, elders and differently abled people. A minimum of 1000 community volunteers to be trained. Course duration is to be proposed by the consultancy firm and approved by the technical review committee during the scoping exercise.

Deliverable 7 - Develop CBDRM database management information system

- The consultancy firm shall prepare and operationalize web-based database management information software for community volunteer registration and record keeping etc. (with

provision for integration with GIS based Disaster Management Information System being developed in parallel by SRP).

- The CBDRM DMIS shall provide quick access to data about the existing trained volunteers, disaster management committees, disaster management authorities and the local government functionaries to know the state of readiness, training acquired and coordination mechanism for immediate emergency response and on long term towards disaster resilience. It shall also cover GIS based monitoring mechanism of CBDRM activities being conducted by partner organizations such as I/NGO's, NGO's, CBO's etc.

Deliverable 8 - Delivery of knowledge sharing workshop on CBDRM training courses

- Organize one day learning/experience sharing and way forward workshop at Provincial level among community volunteers and Government officials.

Deliverable 9 – Reporting

- The firm shall submit 4 quarterly comprehensive training evaluation reports during the delivery of training courses.
- Submit final report of all activities with special focus of training evaluation and outcomes for each type of training, lessons learnt, recommendation for improvement, way forward and alumni database.

Cost to be covered.

The consultancy firm shall cover all the costs associated with travel, accommodation, meals, venue, training material printing and equipment of all the trainees and the consultant staff. SRP (PDMA) shall cover Per Diem of the trainees, incentives for community volunteers and the cost of emergency response kit to be provided to the target communities.

Period of Contract

- The period of contract will be 18 months from the date of signing the contract.
- A monitoring team of SRP (PDMA) will monitor the performance of the consultancy firm
- SRP (PDMA) will have the option to foreclose the contract in case the performance of the consultancy firm is not satisfactory according to the agreed scope of work and schedule for completion of various tasks.

Coordination

The consultancy firm will report to the Project Director or any other staff designated for this purpose. All work must be approved by the Project Director or the designated staff.

Qualifications

Consultants should be doing similar business for past ten (10) years in community level training delivery, TOT courses, research and curriculum development related experience. Experience of

CBDRM shall be accorded due weightage, particularly on previous experience with national or provincial disaster management authorities/institutes. The consultant firm should have completed at least two assignments of comparable scale and complexity, and have proven experience in developing training toolkits, including training manuals, participant’s workbooks and trainer’s guidebook. The consultant should also demonstrate organizational strength in terms of senior management & national/international standard training facilities.

Indicative Team Composition

Sr. No	Position	Qualification and Experience	Number
1	Team Leader / Project Manager	PhD in a related field, with at least 10 years of training related experience especially in the field of CBDRM with experience in training material development in local languages and as a lead trainer. Experience of working in large donor funded project in capacity development and DRM would be essential.	1
2	Training Coordinator	Master’s Degree (at least 16 years of education) with more than 05 years of experience of coordinating training courses with government and non-government organization on various aspects of the CBDRM/DRM.	1
3	CBDRM Training Material Development Expert	Master’s Degree (at least 16 years of education) with at least 05 years relevant experience of the preparation of CBDRM training toolkits.	1
4	Software/ mobile application developer	16 years of related education with at least 3 years of relevant experience	1
5	Trainer	16 years of education with at least 5 years of relevant experience of conducting TOT- CBDRM and CBDRM courses (shall be accorded more weightage	2 (minimum 1 female expert)

	Training Documentation Associate	Minimum 5 years of documentation experience preferably in disaster risk management or CBDRM activities.	2
7	Administrative Associate	Minimum 3 years of relevant experience of arranging and conduct of trainings	1

Note: CVs of the team members are not required at the time of submission of EOI

Indicative Payment Schedule

Deliverable	Amount (% of contract amount)
Mobilization	5%
Approval of Deliverable 1. Scoping exercise and submission of inception report. To be completed within 2 months from signing of the contract.	5%
Approval of Deliverable 2. CBDRM model for Sindh. To be completed within 4 months from signing of the contract.	5%
Approval of Deliverable 3. Development of CBDRM Training Toolkit. To be completed within 5 months from signing of the contract.	5%
Completion of Deliverable 4. To be completed within 7 months from signing of the contract.	18 % to be paid incrementally at 3% after completion of each training
Completion of Deliverable 5. To be completed within 8 months from signing of the contract.	15 % to be paid incrementally at 3% after completion of each training
Completion of Deliverable 6. To be completed within 15 months from signing of the contract	25% to be paid incrementally at 5% after completion of 5 trainings
Completion of Deliverable 7. To be completed within 16 months from signing of the contract	5%
Completion of Deliverable 8. To be completed within 17 months from signing of the contract	5%

Completion of Deliverable 9. Submission of quarterly reports	4 % to be paid incrementally at 1% after submission of each report
Submission of final report. To be completed within 18 months from signing of the contract	8%

Selection Method:

The Consultancy Firm will be selected in accordance with the **Consultant Quality Selection (CQS)** Based selection method as stipulated in World Bank Consultants Guidelines. January 2011 (revised November 2014)