

Terms of Reference

Jan 19, 2024

Term of Reference (TOR) for hiring of firm/Consultant/Govt. relevant department for revision and improvement of Disaster Risk Management (DRM) plans and facilitation in execution of project interventions under WASYLA Project in Rawalpindi, Islamabad

Assignment Title	<ul style="list-style-type: none">• Revision and improvement of District Disaster Risk Management Plans for district Islamabad & Rawalpindi.• Capacity Building events for the relevant stake holders on the basis of gap identifications.• Conduct 4 Urban Disaster Preparedness sessions with local communities 2 for each district.• Development 65 of Community Based disaster risk Reduction and management plans for already identified 65 Community organization.• Establishment of 2 joint working groups of all the relevant stakeholders including right-holders to monitor the progress.• Facilitation in organizing the 3 Bi-annual workshops for the review of already prepared plan.
Type of Contract	Firm/Individual Contract/relevant Govt. Departments
Contract Period	January 2024 to Jun 2025 [1.5 years]
Locations	District, Islamabad and Rawalpindi
Country	Pakistan

Background and Introduction:

Islamic Relief is a UK based International Non-Governmental Organization (NGO) providing humanitarian aid during emergencies and working for long-term development of the world's poorest people. In Pakistan, Islamic Relief started its operations in 1992 and is currently working through its offices in Azad Jammu & Kashmir, Khyber Pakhtunkhwa, Baluchistan, Sindh & Punjab provinces. The main focus areas are sustainable livelihoods, water and sanitation, orphans welfare, microfinance, poverty graduation, disaster preparedness and climate change.

Project Introduction:

Women Aligned Sustainable Youth-Centred Livelihood Action (WASYLA) is being implemented in the Semi urban areas of district Islamabad and Rawalpindi. The aim of the project is to uplift the most vulnerable and at-risk groups of society i.e., ultra-poor women, people with disabilities, older people, widowed families and unemployed youth affected by urban poverty through Poverty Graduation Approach. Project focuses upon Protection Inclusion, Gender Mainstreaming, Social Cohesion, social care, support services and improve resilience, adaptation to climate change along with natural disasters of the targeted community youth and women in Islamabad, Rawalpindi and . This will be achieved by investing in livelihood opportunities and providing skill development opportunities for the next generations.

Purpose:

This aims to engage a consultant firm or Individual or relevant Government department to support IRP staff in implementation of WASYLA project activities in close coordination and consultation with the relevant i.e. NDMA, PDMA, DDMA and TMA.

The consultant will play a pivotal role in advancing the Disaster Risk Management initiatives under the WASYLA Project, focusing on Islamabad and Rawalpindi. Key interventions include:

1. Revise and Improved District Disaster Risk Management Plans:

Collaborate with relevant stakeholders to refine and strengthen the existing plans for Islamabad, Rawalpindi, and .

2. Capacity Building Events:

Identify gaps and conduct targeted capacity-building events for stakeholders, fostering a comprehensive understanding of Disaster Risk Management.

3. Urban Disaster Preparedness Sessions:

Organize and lead four Urban Disaster Preparedness sessions, engaging local communities in proactive measures.

4. Community-Based Disaster Risk Reduction Plans:

Develop 65 Community-Based Disaster Risk Reduction and Management plans for identified 65 community organizations.

5. Establish Joint Working Groups:

Form two joint working groups comprising relevant stakeholders and right-holders to actively monitor and enhance the progress of disaster management initiatives.

6. Facilitate Bi-annual Workshops:

Facilitate the organization of three impactful bi-annual workshops, ensuring seamless collaboration with NDMA, PDMA, DDMA, and TMA.

The consultant will work closely with IRP staff, providing crucial support in implementing project activities. This collaborative effort aims to strengthen disaster resilience through effective coordination, capacity-building, and the review and dissemination of updated plans.

The consultant is expected to run the activities with following approaches:

a. Community Based Disaster Risk Management (CBDRM) Approach

The Community-Based Disaster Risk Management (CBDRM) Approach is a dynamic process that actively involves at-risk communities in the identification, management, implementation, monitoring, and evaluation of disaster risks. This approach aims to reduce overall vulnerabilities and enhance community capacities. The CBDRM process includes mobilizing and sensitizing community stakeholders and members. Consequently, ordinary individuals can develop resilience and actively participate productively in the event of any disaster

b. Evidence Based Approach

A Community-Based Disaster Risk Management (CBDRM) approach the consultant will utilizes an evidence-based approach to share practices and activities rooted in scientific research. This method ensures that the goals of CBDRM activities are achieved through proven, effective strategies. By relying on scientific evidence, the consultant ensures that disaster risk reduction efforts are not only efficient but also customized to meet the unique needs of the community. This approach enhance the overall effectiveness of the initiatives, contributing to a resilient and well prepared community.

Requirement from the Firm/Consultant:

Expertise in Evidence-Based CBDRM:

Demonstrated proficiency in applying evidence-based practices for effective disaster risk management in communities.

Proven Track Record:

A history of successful implementation of CBDRM strategies, ensuring goals align with scientific research and community needs.

Capacity Building Skills:

Ability to conduct capacity-building events for stakeholders, fostering a comprehensive understanding of disaster risk management.

Strategic Planning:

Skill in revising and enhancing District Disaster Risk Management Plans, modifying strategies to address vulnerabilities and enhance community capacities.

Community Engagement:

Experience in mobilizing and sensitizing community stakeholders and members, enabling active participation and resilience in disaster situations.

Monitoring and Evaluation Proficiency:

Competence in implementing, monitoring, and evaluating CBDRM initiatives to ensure their on-going effectiveness.

Collaborative Coordination:

Ability to collaborate with relevant stakeholders, such as NDMA, PDMA, DDMA, and TMA, to facilitate smooth project coordination.

Communication Skills:

Strong communication skills to effectively share evidence-based practices and engage diverse community members.

Adaptability:

Flexibility to mould CBDRM activities to the specific needs of the community, ensuring a customized and efficient approach.

Innovative Thinking:

Capacity for innovative thinking to contribute to the development of impactful disaster preparedness sessions and community-based plans.

Results-Driven Approach:

Commitment to achieving tangible results in disaster risk reduction, ensuring the community becomes more resilient and prepared.

1- Expected Outputs and Deliverables:

- Revised/Review/development of 02 District DRM Plans (Rawalpindi, Islamabad,).

- Capacity building of relevant stakeholder staff on DRM plans.
- Capacity building of project targeted community organizations on urban disaster preparedness.
- Development of village/area/community level DRM plans.
- Develop toll kits for community response team.
- Facilitation for formation of Joint working group of each district.
- Facilitation in biannual review.
- Complete report and updated DRM plans along with all necessary documents.

2. Management and Institutional Arrangements:

- ✓ The Firm/Consultant/Govt. department will be under the direct supervision of Project Manager and Project Coordinator WASYLA and Advocacy and DRM Officer.
- ✓ IRP-will assist in the facilitation of required introduction letters and/or requests for meetings with stakeholders.
- ✓ The Firm/consultant is responsible for providing his/her own laptop computer/hall/refreshment and relevant arrangements during this assignment.

3. Expertise and Experience Required:

Criteria /Set Standards

The partnering Agency /Principal investigator is required to have;

1. Expertise in the relevant filed with the working experience of at least 05 years.
2. At least Ms. / M.Phil. PhD in the related field from HEC recognized University.
3. Preference will be given to Govt. relevant department.

Recommendation

Formation of CDRT/ ERT team each district.

Terms & Conditions General

- Quoted prices for the above services shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Custom Clearance and port taxes (if any)
- All prices must be quoted in Pak rupees.
- Withholding tax & GST as per government prevailing rates shall be deducted at the time of payment.
- Payment shall be made in the form of cross cheque within 21 days after execution of order and subsequent submission of the invoice to the Islamic Relief (Pakistan).
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.

Submission of Proposal (Bid) requirements

Sealed Proposals (Financial and Technical) addressed to “Supply Chain ” should be drop in quotation box placed at 2nd Floor, IRM Complex, Sunrise Avenue, Park Road, Near Comsats University, Islamabad on or **before February 01, 2024 @1700 HRS**

Validity of Bid

Bids shall remain valid for at least 90 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter;

Queries:

If you have any query regarding the TORs, please write us on pcco@irp.org.pk; IRP.Procurement@irp.org.pk

Complaints..... please to write us

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@irworldwide.org
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Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors, our beneficiary and communities.

Supplier Code of Conduct 1 Islamic Relief's Supplier Code of Conduct

2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation). The United Nations Global Compact's 10 principles as stated below:

Human Rights

[Principle 1:](#) Businesses should support and respect the protection of internationally proclaimed human rights; and

[Principle 2:](#) Make sure that they are not complicit in human rights abuses.

Labour

[Principle 3:](#) Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

[Principle 4:](#) The elimination of all forms of forced and compulsory labour;

[Principle 5:](#) The effective abolition of child labour; and

[Principle 6:](#) The elimination of discrimination in respect of employment and occupation.

Environment

[Principle 7:](#) Businesses should support a precautionary approach to environmental challenges;

[Principle 8:](#) Undertake initiatives to promote greater environmental responsibility; and

[Principle 9:](#) Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

[Principle 10:](#) Businesses should work against corruption in all its forms, including extortion and bribery.