

Terms of Reference (TOR)
Hiring of Individual Consultant for Multi-Hazard Vulnerability and Capacity Assessment (MHVCA) in Union Council Thoti and Ghabrial, District Upper Kohistan

Under the Pakistan Poverty Alleviation Fund (PPAF) Funded: Restoration of Social Services and Climate Resilient Project (RSS&CR)

To be Implemented by Centre of Excellence for Rural Development (CERD)

1. Background

The Restoration of Social Services and Building Climate Resilience (RSS&CR) project, funded by the Pakistan Poverty Alleviation Fund (PPAF), is being implemented nationwide. As a partner organization of PPAF, the Centre of Excellence for Rural Development (CERD) is executing the project in two union councils of District Upper Kohistan—Thoti and Ghabrial. The project focuses on restoring vital infrastructure damaged by floods and enhancing the capacity of local communities, equipping them to better manage and respond to future natural disasters.

As part of the capacity building component of the project, a Multi-Hazard Vulnerability and Capacity Assessment (MHVCA) will be conducted in the respective UCs to determine community vulnerabilities, capacities, and gaps. This assessment will inform future capacity-building initiatives and empower stakeholders to develop well-informed strategies for disaster risk reduction (DRR) and climate adaptation, ensuring more resilient and sustainable community responses to environmental challenges.

2. Objectives of the Consultancy

The objective of the consultancy is to conduct a Multi-Hazard Vulnerability and Capacity Assessment (MHVCA) and capacity gap assessment in Union Councils Thoti and Ghabrial, Tehsil Kandia, Upper Kohistan. The assessment will identify various hazards and analyse the key risks posed. It will further evaluate the vulnerabilities and capacities of local communities, and district / tehsil administration providing critical insights for developing risk reduction plan and climate adaptation plan.

3. Scope of Work

Engaging local stakeholders to gather insights employing a participatory approach, the assessment will:

1. Identify hazards, elements at risk, and vulnerable groups
2. Identify vulnerabilities (such as social, physical, economic, environmental, institutional) to multiple hazards (natural and climate-related) and impact in respective Union Councils
3. Through identification of capacity gaps, assess capacities needed to address impact on local communities, community facilities, livelihoods to prevent, mitigate, and prepare for hazard impacts in terms of prevention, mitigation, and preparedness activities to

respond to the identified hazards. This may be a combination of structural needs, human resource, knowledge, skills, and policies

4. Engage local stakeholders to gather insights and strengthen community participation and identify the current level of capacity amongst stakeholders to address impacts
5. Prioritising areas of low capacity, identify actions needed for capacity building . These should be doable actions under each context of prevention, mitigation, and preparedness to reduce disaster risk in respective Union Councils. **Template is attached (Annex-1).**
6. Provide actionable recommendations for future capacity-building initiatives
7. Provide a final report, including an analysis of hazard, vulnerabilities, and capacities, and recommendations for building resilience in the respective Union Councils / tehisl and district level

The individual consultant will be required to:

1. **Review existing data:** Collect and review secondary data related to hazards, vulnerabilities, and capacities in the project area
2. **Design MHVCA Tools:** Develop assessment tools (questionnaires, checklists, hazard mapping, hazard and vulnerability matrix, seasonal calendar, historic disaster profile, etc.) and methodologies in consultation with CERD and local stakeholders, following PPAF's designed training manual
3. **Stakeholder Engagement:** Engage with local stakeholders, including government officials, community leaders, local NGOs, District Disaster Management Authority (DDMA), and vulnerable groups (women, children, elderly, persons with disabilities, etc.), to gather insights and ensure participation in the assessment process
4. **Field Assessment:** Conduct field visits and primary data collection in selected communities of Union Council Thoti and Ghabrial to assess vulnerabilities and capacities
5. **Data Analysis:** Analyse the data to identify key vulnerabilities and existing capacities of local communities
6. **Report Writing:** Develop a comprehensive report that includes an analysis of the findings, identified gaps, and recommendations for future capacity-building initiatives.
7. **Recommendations:** Provide specific recommendations on DRR measures and capacity-building needs in the region and how to enhance resilience.
8. **Presentation of Findings:** Present the findings of the assessment to CERD, PPAF, and relevant key stakeholders.

4. Methodology

The consultant is expected to adopt a participatory and inclusive methodology, including but not limited to:

- Desk review of relevant documents and reports.
- Development of assessment tools for primary data collection, and tools for collecting and analysing data on hazards.
- Key Informant Interviews (KIIs) with local stakeholders, including government authorities, community leaders, DDMA, and local NGOs.
- Focus Group Discussions (FGDs) with various groups (men, women, youth, elderly, and marginalized groups).
- Field observations and transect walks to assess physical vulnerabilities.
- Analysis of findings using qualitative and quantitative methods.

The methodology should ensure the active participation of all relevant stakeholders to gather diverse insights and ensure community ownership of the results.

5. Deliverables

The consultant will be responsible for delivering the following:

1. **Inception Report:** Including the proposed methodology, work plan, and data collection tools (within 1 week of contract signing).
2. **Fieldwork Report:** Summary of key findings from the field data collection.
3. **Draft Report:** A comprehensive draft report including analysis, identified vulnerabilities, capacities, gaps, and recommendations for future capacity-building actions. The report will include furnishing information on PPAF provided templates following PPAF developed training manual
4. **Final Report:** Incorporating feedback from CERD and stakeholders, along with an executive summary and recommendations
5. **Presentation:** A Power-point presentation summarizing key findings and recommendations for stakeholders.

6. Time Frame

The assignment is expected to be completed in 4 **weeks** from the date of contract signing, following the timeline below:

- Inception Report: Week 1
- Data Collection and Field Assessment: Week 2
- Data Analysis and Draft Report Submission: Week 3
- Final Report Submission, feedback and approval: Week 4

7. Required Qualifications

The consultant must have the following qualifications:

- At a minimum a Masters or higher degree in disaster risk management, climate change, social sciences, or related fields.
- Should have at least 10 years of experience in CBDRM related interventions
- Proven experience in conducting MHVCAs or similar assessments
- Strong understanding of DRR, climate change adaptation, and community resilience
- Experience in working with rural communities, particularly in hazard-prone areas
- Excellent analytical, report writing and communication skills
- Proficiency in local languages and understanding of the local context will be an asset

8. Payment Schedule

The consultant will be required to submit a financial proposal detailing the cost of the consultancy. The payment schedule will be as follows:

- **10% upon submission of Inception Report.**
- **20% upon completion of data collection and submission of the Fieldwork Report.**

- **30% upon submission of Draft Report**
- **40% upon submission and approval of the Final Report.**

9. Application Process

Interested candidates should submit the following:

- A detailed technical proposal outlining approach and methodology.
- A financial proposal.
- CV and relevant experience.
- Previous similar work.

10. Coordinator of the assignment

Mr. Yaqoob Ali Khan (PM - RSS&CR Project)

11. Submission Deadline

All applications must be submitted by 24-Nov-2024 to HR@cerdpakistan.org with the subject line: Hiring of Individual Consultant
