

Terms of Reference

Development of Disaster Risk Management Plans for State and Ten Districts of AJK

Introduction

Azad Jammu and Kashmir (AJK) is a disaster prone region, and vulnerable to climate change. It has experienced a number of unprecedented natural disasters within the last decade, including major earthquakes in 2005 and 2015, recurrent floods, heavy rains and landslides. Lagging economic development and low human development and social indicators increase the vulnerability of the region's population to disasters. Furthermore, limited capacity of the government, due to financial and technical constraints, compounds vulnerability to disasters. Massive damages and losses could have been largely averted or reduced if disaster risk management (DRM) approaches had been enacted by the Government and Disaster Risk Reduction (DRR) measures had been integrated into physical, social and economic development programs. Since the late 1990s, there has been increasing recognition of the need to focus on DRR and capacitating Disaster Management Authorities by both government and donors. Pakistan has a comprehensive National Disaster Management Plan (2013-2022) that places capacity building of DMAs high on the agenda.

Floods hit part of AJK in early September 2014 resulting in hundreds of casualties, and caused damages to housing, irrigation, transport and communications infrastructure. In response to the floods, the Government of AJK has received financing from the World Bank for the Disaster and Climate Resilience Improvement Project (DCRIP) for restoration of flood protection infrastructure and strengthening government capacity to manage disaster and climate variability.

Keeping in view the aforementioned aim, P&D AJK is seeking to engage a suitably qualified firm to develop State and District-level¹ Disaster Risk Management Plans. These Plans are envisioned to inform the Government of AJK about the future investments required for enhanced resilience against disasters in the Region.

Objectives of the study

To develop a policy and operational document for disaster risk management at the State and District levels encompassing all the aspects related to disaster management policy, strategies and actions, along with roles and responsibilities of key stakeholders. The DRM plans need to cover critical areas including, but not limited to (i) hazard and vulnerability assessment, (ii) human

¹ Districts: Muzaffarabad, Hattian, Neelum, Mirpur, Bhimber, Kotli, Poonch, Bagh, Haveli, Sudhnati

resource development for DRM, (iii) community-based disaster risk management (CBDRM), (iv) multi-hazard early warning system, (v) disaster management operations and (vi) actions/programs for disaster risk reduction, including identification of infrastructure investments for risk mitigation.

Specific Objectives of the study are to:

- Document Hazard, Vulnerability and Risk Assessments at State and District levels.
- Analyze institutional systems for disaster risk management at State and District levels and provide recommendations for strengthening the same
- Develop a comprehensive portfolio of interventions and strategies for disaster risk management in AJK
- Recommend Disaster Management Measures for both Geological and Hydro-meteorological hazards and develop Standard Operating Procedure (SOPs) for relevant stakeholders for pre-, during and post-disaster events
- To identify and clarify roles and responsibilities of key State and District stakeholders before, during and after the disasters

Scope of Work

The consultant firm will be responsible for undertaking the following tasks:

- Detailed literature review of existing national and state level plans, strategies, laws, national / international best practices and other relevant documents.
- Document Hazard, Vulnerability and Risk Assessments at State and District levels to come up with an informed contextual analysis of the hazard risk environment
- Undertake consultations with the relevant State and local stakeholders to systematically identify their roles and responsibilities in DRM and related activities.
- Formulate costed interventions and strategies for Disaster Risk Management to be implemented at the State and District levels.
- Prepare an initial draft of AJK State DRM Plan and receive feedback through consultative workshops with relevant stakeholders
- Prepare initial drafts of AJK District-level DRM Plans and receive feedback through consultative workshops with relevant stakeholders
- Finalize the State and District DRM Plans

Deliverables

1. Inception report, including the draft literature review, work plan, methodology for data collection, outline of proposed consultations
2. Draft of State DRM Plan
3. Draft of District-level DRM Plans
4. Complete reports of stakeholder consultations on draft State and district-level DRM plans
5. Final State and District-level DRM Plans, acceptable to the client

Period Of Contract

The project duration is eight months.

Timelines for Deliverables

S. No.	Deliverables	Timelines
1.	Inception Report, acceptable to the client	One (1) month after signing of the contract
2.	Draft of State DRM Plan, acceptable to the client	Three (3) months after signing of the contract
3.	Draft of district-level DRM Plans, acceptable to the client	Five (5) months after signing of the contract
4.	Complete reports of stakeholder consultations on draft State and district-level DRM plans	Seven (7) months after signing of the contract
5.	Final State and District-level DRM Plans, acceptable to the client	Eight (8) months from signing of the contract

Coordination:

The consulting firm will report to the Project Director, DCRIP or any other staff designated at SDMA. All work must be approved by the Project Director or the designated staff. While the P&D AJK will provide facilitation, the consulting firm will be solely responsible for obtaining all clearances / NOCs as per the requirements of the government to work in AJK.

Qualifications:

The interested consultants shall be a tax registered national management / consultancy firm or an international management / consultancy firm incorporated for at least five (5) years for offering similar services and have completed similar projects of this scale and complexity and in comparable organizations. Consulting firm should possess good knowledge of the working of the Government of AJK, as well as of all concepts, principles and approaches required for the assignment.. In case of joint venture, the details of such projects will be provided separately as primary or associated consultant. Consulting firm should propose adequate approach, methodology & work plan for timely and effective completion of assignment. Evaluation criteria for short listing will base on following marking criteria.

- a. General Experience (The consultant should have completed at least Five (05) similar sizes of projects of the same scale and/or complexity and in comparable organizations to judge capacity and performance of the firm. (Marks 30 points)
- b. Relevant Experience: (The consultant should have completed at least 4 similar natures of projects of the same scale and/or complexity and in comparable organizations).
- c. Management Capacity (Volume/number of consultant’s services in terms of total number of staff months executed in the assignment, as their specific input should be sufficient to indicate that the firm would be able to handle the requirements of this assignment.) (Marks 30 Points).

Interested consulting firm(s)/ Joint Venture(s) must provide information indicating that they are qualified to perform above services (e.g. descriptions of similar assignments, value of previous assignments, experience under similar conditions,), along with the documentary evidence which include contract agreement, copy of the final deliverable or any other legal document.

Affidavit from all the participating partners of the association confirming that: (a) applicant firm(s)/ joint venture(s) have never been blacklisted by any International, Government/ Semi Government Organization and (b) All the information provided by the applicant firm(s)/ joint venture(s) is correct.

Indicative Payment Structure:

The ‘Consultant’ will be paid the lump-sum amount for undertaking the assignment according to the submission and client’s approval of deliverables. All other costs would be considered included in the lump-sum costs.

S. No.	Benchmark	Payment
1.	Mobilization Advance upon signing of contract	5%
2.	Submission of Inception report	15%
3.	Submission of draft State DRM Plan	25%
4.	Submission of draft District-level DRM Plan	25%
5.	Completion of stakeholder consultations and submission of final State and District-level DRM plans	30%

Selection Process

Procurement will be based on Consultants Qualification (CQS) method in accordance with paragraph 3.7 of World Bank’s Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers, January 2011 (Revised 2014).