

## **Terms of Reference**

### **Development of Logistics Plan for SDMA**

#### **Introduction**

Azad Jammu and Kashmir (AJK) is a disaster prone region, and most vulnerable to climate change. It has experienced a number of unprecedented natural calamities over a period of less than a decade, including the 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. 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 relevant and suitably qualified firm to develop a comprehensive logistics plan for State Disaster Management Authority (SDMA).

#### **Objective**

Logistics planning and management is critical to meeting the extraordinary demands placed on government organizations to timely respond to the needs of affected populations during disasters. The objective of the consultancy is to develop a comprehensive logistics plan for SDMA to improve the overall logistics and supply chain management at SDMA. The aim is to assess the existing logistics capacity at SDMA, as well as external aspects related to the logistics chain, identify bottlenecks and develop a comprehensive logistics plan to reduce the overall lead time in the provision of relief during disaster response phase.

#### **Scope of Work:**

The firm shall be responsible for undertaking the following tasks:

1. Assess the existing system / capacity related to logistics / supply chain

management at SDMA, including, but not limited to:

- a. Storage, warehouse capacity and SOPs
  - b. Stocktaking and inventory management practice
  - c. Roles and responsibilities of supply chain participants / stakeholders, including key institutions
  - d. Procurement processes
  - e. Transport processes
  - f. Logistics Staffing
  - g. Logistics lead times, including travel time between population centers
2. Assess the planning and logistical requirements associated with emergency stockpiles at the State and district levels, including assessment of key infrastructure such as existing roads, airports, railways, waterways and storage facility infrastructure.
  3. Assess logistics related services associated with emergency stockpiles, at the State and district levels, including suppliers, fuel, transporters, telecommunications, electricity, human resource, accommodation, and district level disaster, security and cultural profiling.
  4. Prepare gap analyses based on assessments undertaken for activities 1, 2 and 3.
  5. Based on the gap analyses, develop a comprehensive logistics plan for SDMA, including identification of at least 2 sites within Muzaffarabad district and 10 sites around AJK for stockpiling.
  6. For sustainability, develop capacity of nominated SDMA staff in logistics and supply chain management.

### **Deliverables:**

1. Inception report, including the draft literature review, work plan, and contents for the plan, with methodology for any required data collection/consultations outlined.
2. Gap analysis and assessment reports
3. Draft Logistics plan
4. Completion of at least one (01) simulation drill at SDMA based on draft plan
5. Finalized of Logistics plan
6. Training of at least three (03) SDMA staff in logistics and supply chain management

### **Period of Contract**

The overall period of contract will be ten (10) months.

### **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 nature 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 may include past 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 to include all costs 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.

<b>S. No.</b>	<b>Benchmark</b>	<b>Payment</b>	<b>Delivery Schedule</b>
1.	Mobilization	5%	Upon signing of contract
2.	Submission of Inception report and work plan	10%	Two (2) weeks after contract signing

3.	Gap analysis and assessment reports acceptable to client	15%	Two (2) months after contract signing
4.	Draft Logistics plan	20%	Four (4) months after contract signing
5.	Completion of at least one (01) simulation drill at SDMA based on draft plan	20%	Five (5) months after contract signing
6.	Finalization of Logistics plan	20%	Six (6) month after contract signing
7.	Training of at least three (03) SDMA staff in logistics and supply chain management	10%	During assignment

### **Selection Process**

Procurement will be completed following the Selection Based on Consultants Qualifications (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).