

ToRs/Tender Ref # DF /Pak-1116/IFT03

Terms of Reference (TOR)

Institutional capacity enhancement of social structures (Institutional support) 13 Union Councils Disaster Management Committees/Forums Building Disaster Resilience in Pakistan (BDRP) Programme- Sustainability Phase Community Based Disaster Risk Management Component

July 2021

1. Background

Pakistan is beset with a plethora of natural and human induced disasters. In the recent years, the magnitude and frequency of natural disasters such as floods and droughts have increased significantly. Historically in Punjab, repeated floods have reversed the recovery of affected communities and have resulted in permanent changes in livelihood patterns across disaster prone areas. The increase in natural disasters is mainly attributed to climate change couple with some additional factors i.e. lack of risk knowledge, poor practices of housing and infrastructure planning, gaps in local governance and reactive approaches.

Deutsche Welthungerhilfe (DWHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. The organization is non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in over 40 countries in Africa, Asia and Latin America. In addition, DWHH receives grants from the Federal German Government, the European Union, and the United Nations for International Development. WHH is the funding agency of BDRP sustainability phase.

Doaba Foundation is the result of the efforts of riverine communities when they were united to minimize their vulnerabilities during flood disaster in 1987. It made its first move on self-help basis as community based organization from a village "Shah Din" near Rang Pur and Muzaffargarh. Doaba Foundation works for to improve the quality of disaster prone communities through optimum utilization of resources, using a right base approach seeks to capacity building of communities , focusing the vulnerable groups, for community led disaster risk management , incorporating in programs of sustainable development interventions.

Doaba Foundation is implementing BDRP programme since inception to date. Doaba has successfully completed three phases include Inception Phase, Phase I, Phase II as part of BDRP programme until December 2020 in 13 Union Councils of two Districts namely Muzaffargarh and Rajanpur of Southern Punjab. During year 2021, major focus is on sustainability of interventions such as social structures/forums/committees, advancing managerial and leadership skills of local leaders/activists, improving understanding for quality and accountable humanitarian response and CBDRM interventions, enhancing local ownership and improving linkages with government line departments serving as part of National and Provincial Disaster Management System (N/PDMS). This phase is being implemented in targeted flood prone 13 UCs of Rajanpur and Muzaffargarh with the financial support of Welthungerhilfe (WHH).

The **Project Goal** is "Poor people in Pakistan (especially women) are more resilient to natural disasters by sustaining the interventions of CBDRM component of BDRP programme (Phase I & II)".

The sustainability phase of the project aims to sustain the strategies developed during BDRP Phase I & II and enhanced coalition and collaboration of social structures with concerned departments to develop way forward for their development initiatives as per NDMA commitments. Sustained livelihood strategies of target population in adverse conditions and support of local authorities to social structures for effective response and service delivery.

Following are the three outputs of the programme executed in all phases;

Output 1: Target communities have effective disaster risk management structures in place to take up and advocate resilience building measures

Output 2: Target communities and households are prepared to (a) cope with climate related natural disasters and (b) adopt risk reduction measures

Output 3: Target communities & households are introduced to sustainable livelihoods and environmental management practices for resilience building

2. Purpose of the Consultancy / Services

The overall purpose of the assignment is to enhance the institutional capacities of members of Union Council Resilience Forums (UCRF) and Union Council Disaster Management Committees (UCDMC) on **“Organizational Development and Provide Support to the Social Structures in their registration process from the Govt”** through consultative process of 13 social structures of District Muzaffargarh and Rajanpur. The quality of consultancy would be based on already developed systems of the social structures (UCRF’s/UCDMC’s) in both District.

3. Specific Deliverables by Consultant/Firm

The institutional capacity enhancement will be followed by the following guiding principles

- Provision of institutional support to social structures in all 13 UCs (Institutional development)
- Mechanisms for plan implementation: Partnerships and Networking arrangements jointly during the sustainability phase through signing of MOUs
- Supporting elements: transfer of knowledge; sharing of experience & know-how; and dissemination of information.

For this purpose during this assignment, consultant firm will undertake at least following deliverables;

- Need assessment must be conducted to consult the executive bodies of UCRFs/UCDMCs and develop draft report which highlights identified system development which will be required to the social structures.
- Identification of strength and weaknesses of social structures through need assessment in relation to the institutional capacity of social structures.
- Designing of appropriate content for the capacity development of social structures and delivery of One day’s session for the 13 structures to address the capacity development need identified through consultative process.
- Review and asses the registration files of UCRF/UCDMCs already submitted in Govt. line department at District level in both Districts and prepare the action plan.
- Develop and submit through consultative process the following documents;
 - Develop and submit Administrative manuals of 13 social structures.
 - Develop and submit the financial manuals for social structures.

- Develop and submit the annual plan of 13 social structures.
- One day session for the 13 social structures to orient them on the administrative and financial manuals.
- Facilitate and ensure the 13 social structures registration process and completion of registration process within assignment timeline
- Submission of consultancy plan and methodology to DOABA and WHH to achieve the desire tasks.
- Preparation and submission of detail report to Doaba Foundation separately whereas a consolidated report to WHH

4. Timeframe and Consultancy Schedule

Proposed consultancy is scheduled from 1-08-2021 in 13 Union Councils of both district Rajanpur and district Muzaffargarh. Total timeframe for all deliverables of consultancy is 60 days. Refer to following table for more details of work.

Sr. #	Description of Deliverables	Evidences	Tentative time/days
1	Need assessment must be conducted to consult the executive bodies of UCRFs/UCDMCs and develop draft report which highlights identified system development which will be required to the social structures	NA report	6 days
2	Review and asses the registration files already submitted in Govt. line department at District level in both Districts and prepare the action plan	Meeting minutes/report	7 days
3	Develop and submit through consultative process the following documents; <ul style="list-style-type: none"> ○ Administrative manuals for 13 social structures separately. ○ Develop and submit the financial manuals for 13 social structures. ○ Develop and submit the annual plan for social structures. ○ One day Orientation session for the 13 social structures. 	Attendance Sheet Pictures Report	30 days
4	Facilitate and ensure the social structures registration process (This Time may extend)	Registration certificates	45days
5	Submission of consultancy plan and methodology to DOABA, and WHH to achieve the desire tasks	Action Plans	05 days
6	Preparation and submission of detail report to Doaba Foundation separately whereas a consolidated report to WHH	Summarized report	At the end of the activity

5. An Overview of Locations for Consultancy, Mobility and Logistics Requirements:

Sr. No	Name of Union Council	Tehsil	District
1	Khengarh Doeima	Alipur	Muzaffargarh
2	Langer Wahh		
3	Muradpur Janobi		
4	Jarh	Muzaffargarh	
5	Rangpur		
6	Chak Farazi		
7	Bait Sontra	Rajanpur	Rajanpur
8	Noushera Sharqi		
9	Peer Bukhsh Sharqi		

10	Hairo	Jampur	
11	Kotla Dewan		
12	Bakherpur		
13	Wahh Lashari		

6. Essential and Desirable Experience/Qualifications of Individual Consultant/Firms:

- Master degree in social sciences or related field.
- At least more than five years of demonstrated experience in conducting Institutional Development of social structures and registration of social structures from the Govt. line department.
- Experience in the use of participatory methodologies.
- Excellent written, spoken communications skills in English as well as in Urdu.
- Well reputed Individual consultant/Firm with demonstrated work experience are appreciated to apply.

7. Insurances:

It is the sole responsibility of the consultant to take the necessary or required insurances (healthcare, accident, liability insurances, etc.). Doaba foundation or WHH does not subscribe to any insurance on behalf of the Consultant / service provider.

8. Guidelines for Submission of Technical and Financial Proposal:

Follow the following steps to submit technical and financial proposal:

- Cover letter detailing the Individual Consultant/Firm suitability for the consultancy and current contact information.
- **Carefully read the TORs and submit signed & stamped TORs with technical and financial report**

Technical and financial proposals (including; travel, food, accommodation, material design and delivery of session below) should be submitted in a sealed envelope (Annex Financial Proposal Template is attached with ToRs). Also mention your cost including tax.

Details of DOABA FOUNDATION targeted areas of District Rajanpur (Tehsil Jampur & Rajanpur) and District Muzaffargarh (Tehsil Alipur & Muzaffargarh):

Sr. No	Required specification	No. of Social Structures/Units	Unit Price	Total Price
1	Finalization of manuals for administrative and financial	13		
2	One day session for each UCDCM/UCRF	13		
3	Completion of Registration process and Liaison with Government department	11		
Total Amount (including boarding lodging and applicable tax)				

- Tax will be deducted as per applicable law.

- Attach profiles/CVs of key personals/experts with clear role and responsibilities to deliver relevant work/services.
- Attach at least one relevant example of Individual Consultant/Firm experience of similar nature.

9. Evaluation criteria

Following criteria will be used in the evaluation of the received offers;

- Technical and financial proposal of bidder
- Past relevant experience of the bidders
- Competencies of the consultant/Firm profile.
- Provision of previously similar assignment work done reports and material.

10. Payment schedule to the Consultant/Firm

- Final payment will be made through Cross Cheque and after completion of assignment and submission of report. Partial payment can be made and it will be decided at the time of signing of agreement.
- Payment will be made on the successfully achieving the deliverable
- Tax will be deducted according to FBR rules.

11. How to apply

Interested Individual Consultant/Firm are invited to submit technical and financial proposals through sealed envelopes marked as **"ToRs/Tender Ref # DF /Pak-1116/IFT03"** at address Doaba Foundation, Office # 125 A, First Floor, Block A, Commercial Area Model Town, Multan, Punjab- Pakistan. Proposals should reach before 01:00 pm 05 August, 2021.

In case of any required information related to this work, please contact at doaba.procurement@gmail.com

Annex 1
Supplier qualification
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Company name	
Legal form	
Founded (Year)	
Established in (Country)	
Bank Details (Account Holder, Bank Name, IBAN,BIC, Swift, Currency)	
VAT/CNIC-Registration Number	
Physical Address	
Name of Chief Executive Officer (CEO)	
Place and Date of Birth of CEO	
Name of Owner	
Place and Date of Birth of Owner (if individual)	
Website/email Address	
Sales & Marketing Contact	
Range of Services provided by the Company (Company Portfolio)	

Note: Farmers Development Organization and Doaba Foundation carries out projects in the field of humanitarian aid and development cooperation which are also financed by the European Community, among others. Part of this qualifying process for our suppliers is the following declaration by your company (in accordance with European Union rules and conditions for the awarding of contracts for services, supplies of goods and construction services).

Farmers Development Orgnaization and Doaba FOundation support the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights](#), [labor](#), [environment](#) and [anti-corruption](#). By doing so, business, as a primary driver of globalization, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere.

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.

Labor

- [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;
- [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.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages:

<https://www.unglobalcompact.org>

Doaba Foundation (DF) renounce all forms of terrorism and money laundering. DF renounce all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373 (2001) and the European Union, DF are firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of DF to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, DF will match their suppliers and Service providers against the

Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this.

Supplier qualification

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We, _____ (name of company) hereby declare that

- a) we are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
- b) we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
- c) we comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed,
- d) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of the European Communities,
- e) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the Community budget,
- f) we are providing you with all the information required in connection with participation in a tender,
- g) in respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
- h) we have not been excluded as a contract partner by the European Community due to ethical issues,
- i) we assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
- j) we respect basic social rights and condemn child labour.

We support the goals of the United Nations Global Compact
<https://www.unglobalcompact.org>

Date, company name, signature, name in block capitals, company stamp.