



Terms of Reference for Disability Inclusive Baseline Study

Project Title:

Improving Resilience of Communities Against Disaster in Southern Punjab

1. Project Summary:

Project Name	
Project Location	Rangpur, Jarh, and Murad abad (Muzaffargarh)
Project Overall Objective	Contribute in resilience of persons with disabilities and their families to cope with hydrological risks and its impact in South Punjab- Pakistan
Project Specific Objective	Enhanced understanding of tools, methodologies and best practices on DiDRR, DRM, and inclusive emergency response among selected OPDs, local NGOs, relevant public sector organizations, and communities in South Punjab
Project Results	Result 01, CBM Country Office Pakistan and its partners are trained on DiDRR Result 02; NGOs, OPDS, public sector organizations and elected representative of local governments are trained in disability inclusive humanitarian response and DiDRR Result 03; Resilience of targeted communities enhanced through risk assessment, planning, mitigation and preparedness measures with a primary focus on disability inclusion.
Direct Beneficiaries	2000 House Holds & 45 Public and private Humanitarian / Departments /organizations
Project Duration	July 2021 to December 2024
Baseline Purpose	The baseline report is to be used for monitoring benchmark of project and evaluating the project implementation.
Methodology	Suitable mix of qualitative and quantitative methods
Baseline Start and End date	16 September 2021
Final Report Submission	30 September 2021

2. Project background and description:

Doaba "literally means land between two waters' or 'rivers'. Doaba Foundation (Doaba) is a humanitarian, not for profit, organization working in disaster prone areas of Southern Punjab. The vision of Doaba Foundation is "Disaster prone communities becoming self-reliant in pursuit of their common interests". Doaba Foundation with the support of CBM is implementing a programme titled "Improving Resilience of Communities against Disaster in Southern Punjab".

Disability Inclusive Disaster Risk Reduction (DiDRR) program aims to contribute in resilience of persons with disabilities and their families to cope with hydrological risks and its impact in South Punjab- Pakistan. Project will focus on approximately 2,000 households (1,000 of persons with & 1,000 of without disabilities, 15 Villages of 03 UCs (Rangpur, Jarh, Murad Abad) of tehsil Muzaffargarh. Whereas, 45 Non-governmental organizations including OPDs, CSOs, NGOs of Networks, CBM's partners, and relevant Government Departments will be benefited through trainings with regards to disability inclusive disaster risk reduction.

The programme involves carrying out baseline survey in targeted communities across disability inclusive DRR. This baseline survey will provide a strong representative information that will be use, when compared with similar information collected at project-end, to measure the impact of the project and what changes it produced on the targeted groups.

3. Baseline purpose and objectives:

The overall objective of the baseline survey is to establish benchmark information on all project indicators to set a basis for measuring project success and progress towards the set objectives.

- To establish a baseline against each indicator at specific objective and result levels
- To have comprehensive information useful for project process monitoring and assessing impact after project completion
- To provide information on understanding of persons with disabilities situation/barriers related to DiDRR

4. Baseline intended users:

The baseline study is intended to provide information to commissioning NGO, organization for persons with disabilities, donors and other relevant stakeholders (Government and non-government) with an in interest in the baseline findings.

5. Methodology and scope of the work:

A local consultant/firm will be engaged to conduct the study. The selected consultant/firm will prepare detail methodology for the baseline study considering ethical aspects. The study will use both quantitative and qualitative methods

5.1. Quantitative and qualitative methods:

The proposed methodology should be mixed of both quantitative and qualitative methods to collect primary and secondary information against the project indicators; this study should also include overall contextual information in relation DiDRR, inclusive emergency response in the district where the project is implemented. For qualitative information, the consultant is expected to use focus group discussions, key informant interviews and collection of information from secondary sources where relevant.

The consultant will use participatory methods to conduct this assignment, while taking care of including persons with disabilities and other disadvantaged groups in the process through providing appropriate means to ensure their meaningful participation. The tools will be shared with the commissioning NGO for approval and assessing suitability.

The methodology must be inclusive for persons with different types of disabilities (men, women, boys and girls) to fully reflect their opinion and voices.

Objectives	Indicators
Specific Objective	<ul style="list-style-type: none"> • 65 trained organizations adopt measures to make their DRR and emergency response plans disability inclusive. • One district level disaster risk reduction plans of District Disaster Management Authority (DDMAs) are developed with inputs and involvement of OPDs. • 2000 vulnerable households and communities adopt key preparedness measures to protect lives and their assets against floods.
Result 1:	<ul style="list-style-type: none"> • 12 CBM partners trained on DiDRR • Participatory risk assessment Report on entry points in Pakistan for DiDRR programming
Result 2:	<ul style="list-style-type: none"> • 30 civil society and public sector organizations trained on DiDRR and inclusive emergency response • 14 policy dialogues held with policy makers at provincial level to promote inclusive DiDRR
Result 3:	<ul style="list-style-type: none"> • 18 community based inclusive disaster risk reduction structures established and working effectively (33% of structures are led by men and women with disabilities) • 18 DiDRR plans and strategies developed and adopted by targeted stakeholders in the communities. • 60% of trained community structures/household implement at least 30% of the measures

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5.2. Desk Review:

The selected consultant will review all project documents (log frame, narrative proposal, and relevant studies).

5.2 Analysis and interpretations:

Primary information and its analysis will be disaggregated by gender, age, type of disability in the targeted areas. The consulting firm is will use appropriate statistical package for the analysis.

Note: Short set of Washington group questions (WGQ) will be used for disability identification and determination of types. Training on the use of the WGQ for all persons involved in the assignment must be included in the preparations. Further information on the WGQ can be found here: <http://www.washingtongroup-disability.com>.

6. Qualification and experience requirement:

M&E specialist/firm or any other professional having extensive experience in baseline studies

Expected qualifications:

A Master's degree in Rural Development, Gender studies, Development Studies, Community development, Sociology, or a related field.

Further qualifications include:

- Have demonstrated experience work on Disability inclusive DRR and disability inclusion.
- Language skills: English; for field staff: Seraiki, Punjabi, or Urdu and Sindhi
- Strong analytical and presentation skills
- Own lived experience with a disability will be considered a strong asset

7. Ethical Considerations:

As a condition of entering into a consultancy agreement the consultant/firm, must sign the commissioning NGO's code of conduct and abide by the terms and conditions thereof. Proper

written consent from the respondent should be obtained while explaining the purpose of consent and information use.

8. Logistics arrangements:

The individual consultant/firm's members are responsible for all logistical arrangements related to the assignment, including transport, accommodation, and arrangement of meetings with local stakeholder. The consulting team shall not be accompanied by staff of commissioning NGO during the field visits.

The consulting team is responsible to accommodate the needs of persons with disabilities during stakeholder meetings (e.g. workshop, focus group discussions). The members of the consulting team are responsible to acquire the necessary insurance (including health, accident, and liability) and permits (including visa, NOC etc.).

9. Expected Results/Deliverables:

- Inception report including reflecting tools and overall methodology
- Initial call with commissioning NGO and donor
- Draft report and final report
- De-briefing and presentation of the key findings to commissioning NGO

10. Duration and Phasing:

Tasks	Location	Number of Days	Expected Dates
Review of log frame, project proposal and other relevant literature	N/A	2	16-17, Sep 2021
Draft inception report containing tools, methodology, sample size and questionnaire along with overall study framework	N/A	3	18-20, Sep 2021
Final Inception report + presentation	Skype/Zoom etc	1	14 , Sep 2021
Project geographical locations visits	Kindly refer to the table at start of ToR	6	15-21 Sep 2021
Analysis/compilation and writing of draft report	N/A	2	22-28 Sep 2021
Writing of final report	N/A	1	29-1st Oct 2021

Presentation of findings (within two weeks after submission of final report)	Skype	1 hr	
Total number of days		15	

Note: Doaba Foundation would require week to provide feedback on inception report and the finalized tools least a week or more two weeks on reviewing and providing feedback on draft final report

11. Costs and payments:

Doaba Foundation will provide HR cost as per mutual agreement. All payments to the consultant will be made based on terms and conditions of the agreement. A mobilization cash advance can be provided (not more than 30% of the total agreed budget) at the request of the consultant/firm.

12. Attachments:

The following documents should be known to the baseline team selected in advance of the assignment field phase:

- Project Log frame and narrative proposal

Submission of proposals:

The attached document should include.

Technical proposal

- a) Contact person and/or organization name, number, and address.
- b) Profile of Firms, companies, organizations, Humanitarian and development practitioners/ consultants.
- c) Proposed Methodologies of assignment.
- d) Training agenda and schedule.
- e) Timeline / schedule in breakdown structure with in the timeframe of assignment and deliverables.
- f) CVS and profiles of the team member and their respective roles
- g) One recent examples of recent baseline study conducted

The **financial proposal** must contain;

- a) Detailed budget; fee, travel, foods, accommodation, materials etc.
- b) Validity period of the quoted price.

The sealed bids must be titled /marked as; **Technical and Financial Proposal for Baseline.DiDRR.4154MYP/B001**, and must reach not later than **22th September 2021 by 05:00 PM** PKT at below given address;

Address; Procurement Unit, Doaba Foundation, House No.02, New Model City Colony, behind DAEWOO collection center, Model Town B, Southern bye pass Road Multan.

For any required information write at: doaba.pss@gmail.com

Application received after the deadline will not be accepted.