

Terms of Reference (ToR)

for conducting Inclusive Hazard Risk Vulnerability Capacity Assessment (IHRVCA)

“Doaba” literally means land between two “Waters” or rivers. Doaba Foundation (DF) is a humanitarian, not for profit, organization working in disaster prone areas of Southern Punjab. The vision of DF is *“Disaster prone communities becoming self-reliant in pursuit of their common interests”*.

Doaba Foundation with the financial assistance of CBM is implementing a programme titled “Improving disaster resilience of communities in Southern Punjab (DiDRR 4154 MYP)” in District Muzaffargarh and Multan of South Punjab Pakistan”. CBM is an international organization, committed to improve the quality of life of people with disabilities in the poorest communities of the world. CBM's aim in Asia is to develop with the participation of persons with disabilities high-quality programmes, which contribute to the mainstreaming and inclusion of persons with disabilities in society through support to the partners in the region. The overall objective of the programme is “to contribute in resilience of persons with disabilities and their families to cope with hydrological risks and its impact in South Punjab- Pakistan”. 2000 households through promoting the culture of preparedness at households and community level in 15 villages of three Union Councils namely Murad Abad, Jarh and Rangpur of district Muzaffargarh.

DiDRR program is being implemented in three flood prone union councils of District Muzaffargarh. All the three union councils has been affecting from high-level floods in the past.

Nature of Work or Services Required;

Inclusive Hazard Risk Vulnerability Capacity Assessment (IHRVCA) in the above-mentioned Union Councils is planned to assess disability inclusive disaster risk reduction and resilience approach. HRVCA will be conducted in programme area by using different relevant and appropriate PRA tools and techniques being used under development and resilience programs.

Main objectives of the HRVCA would be:

- 1) To assess the existing and past history of hazards and associated secondary threats to the communities including persons with disabilities and old ages.
- 2) To assess the vulnerabilities of communities and persons with disabilities and to explore the root causes of increased vulnerabilities of different groups.

- 3) To assess and document the existing capacities, which can be used to find out the resilience and livelihood strategies for strengthen concept of inclusive development for disable persons.

Scope of Work and Deliverables:

The consultant will be responsible for the preparation of inclusive HRVCA tools, conducting field surveys and report submission. HRVCA report will provide detailed information regarding main objectives set in the TORs. HRVCA report will enable project team, disable persons' organizations (DPOs) and other relevant stakeholders for successful inclusive planning on making center of persons with disabilities and their families in development and flood disaster resilience process. Following would be deliverables of this work;

- 1) Report on Basic concepts of DRR, inclusive development, resilience and livelihoods
Submission of finalized tools and work plan based on consultations with the relevant team
- 2) Deliver three days long training (one vent) on Basic concepts of DRR, inclusive development, resilience and livelihoods to 20-25 DF nominated enumerators and project team.
- 3) Provision of original filled /used PRA and risk mapping tools, maps and pictures (in hard and soft forms)
- 4) To provide systematic analysis in report around HRVC including persons with disabilities, gender segregation and old ages
- 5) Timely submission of draft reports for feedback and comments. The assessment report would be on agreed template. The report would not compromised on Recommendations to reduce vulnerabilities and enhance capacities of targeted groups and persons with disabilities.

Who can apply?

Firms, companies, organizations, Humanitarian and development practitioners/consultants.

Criteria for Firms, companies, organizations, Humanitarian and development practitioners/consultants;

- Minimum five years of hands on experience in conducting IHRVCA.
- Master/graduate degree in DRR, development studies, social studies or related fields, preferably including disability studies, with demonstrated professional practice in capacity assessment analysis during the last five years.
- Strong knowledge of Disability Inclusive Disaster Risk Management.
- Must be experienced in developing and implementing disable sensitive research methodologies.
- Good knowledge and experience in survey design, implementation of surveys and statistical data analysis is required.
- Experience in the use of participatory appraisal techniques in data collection.
- Excellent analytical, research, writing and communication skills.
- Proven track-record working with government departments and civil society.

- Strong capacity and vulnerable assessment analysis skills particularly in the contest of disables and most vulnerable groups.
- Strong interpersonal skills and the ability to communicate and work well with diverse people.

Timeframe of services:

Submission of finalized tools and work plan based on consultations with the relevant team.

One month after signing of contract.

How to Apply?

The Firms, companies, organizations, Humanitarian and development practitioners/consultants are required to submit a detailed Technical and Financial proposal to Doaba foundation for Inclusive Hazard Risk Vulnerability & Capacity Assessment for above mentioned flood prone union councils of district Muzaffargarh.

The ***technical proposal*** must contain:

- 1- Contact person and/or organization name, number, and address.
- 2- Profile of Firms, companies, organizations, Humanitarian and development practitioners/consultants.
- 3- Proposed Methodologies of assignment.
- 4- Training agenda and schedule.
- 5- Timeline / schedule in breakdown structure with in the timeframe of assignment and deliverables.

The ***financial proposal*** must contain;

- 1- Detailed budget; fee, travel, foods, accommodation, materials etc.
- 2- Validity period of the quoted price.

Submission Procedure: The technical and financial proposals could be sent in soft (via email) or hard (via post/courier) be sent in sealed envelope.

Please submit Proposal at address: Human Resource Department, Doaba Foundation, House No. 02, New Model city behind DAEWOO cargo office near model Town Multan bypass Road Multan.

Last Date for proposal submission is January 30, 2022.

Proposals received after the submission deadline will not be entertained under any circumstances.

Doaba Foundation reserves the right to accept or reject the proposals without assigning any reasons whatsoever. If you have any question or query, please contact Email:
df.hrm2019@gmail.com