



Terms of Reference (ToR)
For
Two days training workshop on DIDRR for NHN and CBID Network Members

1. Introduction of Doaba

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

CBM is an international organization committed to improving the quality of life of people with disabilities in the world's poorest communities, committed to improving the quality of life of people with disabilities in the world's poorest communities.

Doaba Foundation with the financial assistance of CBM is implementing a programme titled “Improving disaster resilience of communities in Southern Punjab (DIDRR P10006- MYP). The overall objective of the programme is “to contribute in the resilience of persons with disabilities and their families to cope with hydrological risks and its impact in South Punjab- Pakistan”

2. Overall objective:

To build the capacity of NHN, CBID Network members and ready Pakistan members on disability-inclusive emergency need assessment,

humanitarian response, recovery and disability-inclusive disaster risk reduction (DiDRR).

3. Scope of the Assignment;

The consultants/firms will devise an agenda for a four-day training workshop. There will be at least 30 participants, including key persons from CBID Network members, NHN, and Ready Pakistan members, as well as partner organizations in Pakistan. The trainees will further train their staff on standard inclusive needs assessment for improved inclusive humanitarian response and recovery (DiDRR).

4. Key deliverables;

- I. Soft and hard copies of the Training Needs Assessment form
- II. Soft and hard copies of the Evaluation form
- III. Soft and hard copies of the session plans (Agenda of the training) (in English)
- IV. Attendance sheet of the participants
- V. Action plans with follow-ups from the participants
- VI. Soft and hard copies of the training report
- VII. List of stationery items and any other materials that will be used in the workshop

5. Who can apply?

Firms, companies, organizations, and humanitarian and development practitioners/consultants can apply by meeting the following criteria:

5.1. Criteria for Firms, companies, and organizations;

- a) Must be experienced in conducting training /workshops on disability-inclusive emergency need assessment, humanitarian response, and recovery and disability-inclusive disaster risk reduction (DiDRR).
- b) Minimum five years of hands-on experience of conducted training/workshops on said above topics

- c) Proven track record working with government departments and civil society

5.2. Criteria for humanitarian and development trainers/consultants;

- a) Master/graduate degree in Disaster Management, development studies, social studies, or related fields, preferably including disability studies. Having at least five years' experience in conducting training/ workshops on the topic of disability-inclusive emergency need assessment, humanitarian response, and recovery and disability-inclusive disaster risk reduction (DiDRR)
- b) Strong interpersonal skills and the ability to communicate and work well with diverse participants. Particularly working disability-inclusive development.
- c) Demonstrated analytical, research, writing, and communication skills
- d) Strong knowledge of Disability Inclusive Disaster Risk Reduction.

6. Schedule and venue of the training

The training will be held on the 10th and 11th of July in Karachi

7. How to apply?

Following are related steps to submit the technical proposal and financial Proposal;

- I. Contact person and/or organization name, number, and address.
- II. Profile of firms, companies, organizations, humanitarian and development practitioners/ trainers.
- III. The ***financial proposal/ quotation*** must contain; Detailed budget aligned with deliverables; fee, travel, foods, accommodation, materials, etc.
- IV. Validity period of the quoted price.

8. Submission procedure:

Sealed Quotation must be reached at Doaba Foundation, House No. 02, and New Model City behind DAEWOO cargo office near the model town, bypass road Multan **Not later than 6th July, 2024.**

Quotations received after due date will not be entertained.

Doaba Foundation reserves the right to accept or reject the proposals without assigning any reasons whatsoever.