

Terms of References (ToRs) Consultancy Services

Development of District Heatwave Action Plan, Layyah – Punjab

1. An Introduction and Base of the Assignment

Doaba Foundation is a non-government and not-for-profit organization registered at the federal level. Doaba Foundation’s vision is “Disaster-prone communities becoming self-reliant in pursuit of their common interests”. Doaba Foundation is executing Minimum Preparedness Actions under the National Reserves (NR). The development of the District Heatwaves Action Plan is a major action under the NR. The plan would not only address the Heatwave risks to lives and assets of the vulnerable groups and crisis-prone communities but also complement the district, provincial, and national level disaster (and Heatwave Action Planning) management system and START NETWORK Technical model on Heatwave. The assignment shall take support from the guidelines of The National Disaster Management Authority (NDMA) for Heatwave Action Planning 2024.

2. The Objective of the Activity:

The objective of the assignment is to develop the District Heatwaves Action Plan. The longer-term aim of District Heatwave Action Plan Layyah would be to create a proactive, anticipatory, resilient, people-centered, locally-led, and well-coordinated Heatwave and disaster response mechanism in the district.

3. Scope of Work:

The District Heatwave Action Plan would represent a proactive response and would work as a readiness tool to the growing threat of Heatwaves. It intended to address meteorological, climatological, and socio-economic dimensions of the urban heat island/units.

The consultant/firm will be responsible for developing a localized District Heatwave action Plan based on Start Network’s developed technical model through which temperatures and other parameters are monitored in Pakistan during the Heatwave season. The exercise would also utilize the local learnings from the Post-trigger implementation in the target district.

4. Deliverables:

The consultant/Consultancy firm will be responsible for delivering the following outputs:

i.	Inception report detailing the methodology, and data collection tools for the whole assignment
ii.	Consultative workshop (s) with multi-stakeholders and reports including cost of arrangements
iii.	Consultative meetings with KIs, experts, community, met etc. and reports
iv.	Submission of zero draft of the District Heatwave Action Plan for review and feedback
v.	Final submission of the District Heatwave Action Plan (30 printed copies- title page colored and other/internal pages well designed with animations, illustrations in shape of book) etc. incorporating feedback received. The digital copy would be well composed in four colors ensuing accessible communication.
vi.	The final launching event of the district Heatwave Action Plan with the participation of multi-stakeholders at Layyah level – Punjab including relevant departments, community activists, organizations of persons with disabilities, and stakeholders. 50-60 participants. The event will follow virtual streaming also.

5. Technical and Financial Proposal:

Interested consultants or firms are invited to submit:

5.1 Technical Proposal: A full proposal detailing their interpretation of the TOR, proposed methodology including, Data collection tools, work schedule, and detailed plan of activities. The proposal should ideally not exceed 10 pages.

5.2 Financial Proposal: Proposed budget including a breakdown of the budget and a justification of expenses. The budget should include only those costs that can be directly attributed to the activities proposed, with an explanation of budget line items.

5.3 Annexes as part of Proposal (s):

5.3.1 Expert, consultant profile including relevant certificates, or company profile

5.3.2 A sample of a similar report, completed in the last 36 months (this will be treated as confidential, and only used for assessing suitability for assignment)

5.3.3 Two referees (including, one from a most recent assignment)

6. Who Can Apply?

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

- a) Master’s degree in Rural Development, Development Studies, Community Development, Environment, Sociology, or a related field.
- b) Have demonstrated experience working on Anticipatory actions in the face of Disasters and Climate Change
- c) Having practical experience in conducting such studies on the theme

7. Selection Criteria of Proposals:

The procurement committee would follow the selection criteria such as; i.e.; i) Financial: 35% marks, including tax compliances. ii) Technical proposal as per TORs: 35% marks, iii) Previous experience, HR experience, and provision of material in relevance to TORS: 15% marks, v) Timeframe for deliverables: 15% marks.

8. Work Breakdown Structure and Timeline of the Assignment:

Consultants/firms are required to submit work on the following work plan/ work breakdown structure along with technical and financial proposals. The firms/consultants are allowed to further breakdown their work in it with in the end timeline. The timeline to conduct the assignment would start from **July 15, 2024, through July 28, 2024.**

Sr. #	Activity	Timeline July 15 to 28, 2024														End 28 th July, 2024		
		1	2	3	4	5	-	-	-	-	-	-	-	-	-			
1	Inception report detailing the methodology, and data collection tools for the whole assignment	x																
2	Consultative workshop (s) with multi-stakeholders and reports including the cost of arrangements																	
3	Consultative meetings with KIs, experts, community, met etc and reports																	
4	Submission of zero draft of the District Heatwave Action Plan for review and feedback																	
5	Final submission of the District Heatwave																	

	Action Plan (30 printed copies- title page colored and other/internal pages well designed with animations, illustrations in the shape of the book), etc. incorporating feedback received. The digital copy would be well composed in four colors ensuring accessible communication.																
6	The final launching event of the district Heatwave Action Plan with the participation of multi-stakeholders at Layyah level – Punjab including relevant departments, community activists, organizations of persons with disabilities, and stakeholders. 50-60 participants. The event will follow virtual streaming also.																

10. How to Apply – Submission Procedure:

Sealed Technical and Financial Proposal must be reached at Doaba Foundation, House No. 02, New Model City behind DAEWOO Cargo Office, Model Town, Multan, **Not later than July 10, 2024, at 01:00 pm.** Sealed bid (s) must be titled as **“Proposal for D-HAP, NR, DOABA Foundation”**.

Note: Please costs should be inclusive of all applicable taxes of the Government of Punjab and Pakistan.

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