

BALUCHISTAN DISASTER MANAGEMENT PROJECT

Terms of Reference: Hiring of Monitoring/ Validation 3rd Party.

Background:

The province of Balochistan has experienced several significant natural disasters over the past ten years. These mainly include major recurring flood in 2010, 2011 and 2012, Cyclone Yemyin in 2007, earthquakes and prolong droughts. Lagging economic development and low human development and social indicators increase the vulnerability of Balochistan to natural disasters. Limited capacity of the government, due to financial and technical constraints, compounds vulnerability to natural disasters.

Over the last decade, Government of Pakistan (GoP) has worked to gradually change how the country addresses natural disasters - from an ex-post disaster response perspective to an ex-ante risk management approach. Following the enactment in April 2010 of the 18th constitutional amendment the provinces have been given greater responsibilities for disaster management. This translates into increased responsibility for Provincial Disaster Management Authority (PDMA) Balochistan to urgently address the various DRM challenges in the disaster-prone province. The Government of Balochistan (GoB) has requested World Bank's assistance through the Multi-Donor Trust Fund (MDTF) to support the development of its DRM capacity. The Balochistan Disaster Management Project (BDMP) aims to strengthen the capacity of PDMA Balochistan to prepare for and respond to natural disasters.

Objective

The objectives of the consultancy are to:

- Undertake overall project Monitoring and Validation
- Suggestions/ Recommendations for the project, specifically highlighting:
 - Implementation lessons to determine whether project is on track to achieving results; and,
 - Ensure that corrective action can be taken on a timely basis

Scope of Work:

- Overall project Monitoring/ validation vis-à-vis project Results Framework (RF)
- Firm will review procurement and financial management procedures to make sure that all the activities are within the dimensions of BDMP, and do not conflict with any guidelines provided by the Bank.
- Firm will make recommendations to ensure that milestones are achieved in the anticipated time period.
- Firm will ensure that goods procured are according to the specifications, and have been properly tagged, and record maintained in the inventory system.
- Firm will ensure that Fixed Asset Management SOPs have been followed.
- Firm will also ensure that hired firms are working in the framework and scope of work provided to them, and within the anticipated time period.

- Firm will be required to monitor/ validate that training standards are up to mark and can be easily adopted/ replicated.
- Firm will ensure quality of trainings with particular emphasis on standard of training, stock of knowledge and the extent to which training is being utilized.
- Firm will undertake a perception survey at start and end of project to identify perceptions of staff in PDMA to assess institutional maturity of the organization as well as the potential for institutional development.
- Firm will assess the quality of instructions materials disseminated and any publication made for the awareness of general public / community as well as CBDRM interventions with a particular emphasis on quality, relevance of content, standard of training, community engagement and utilization of training.
- Firm will also ensure that proper DMIS has been established, with all the necessary security checks, and required information is being updated in the DMIS.
- Firm will perform spot checks to ensure accuracy of data entered into the DMIS.
- Firm will also ensure that Networking standard have been adopted in the installation of systems.
- Firm will also ensure that proper backup system has been adopted in the DMIS, and foolproof security has been adopted.
- Firm will also ensure that fair trail policy has been adopted and provided to any complainant.
- Firm will provides its recommendation / suggestions related to the BDMP if they identify room for improvement.

Coordination:

- The consulting firm will report to the Project Director (Provincial Disaster Management Authority Balochistan) or any other staff designated at the Authority. All work must be approved by the Project Director or the designated staff.

COMPOSITION AND QUALIFICATION OF THE THIRD PARTY VALIDATION TEAM

a) The firm should be a relevant professional body/organization registered organization operating under regulations of Government of Pakistan.

b) The key staff team members should possess relevant expertise and skills to carry out validation exercise.

An indicative team structure may be as follows:

Position	Experience
Team Leader	Masters in Social Sciences, with the 8-10 of Experience in M&E of projects funded by Grants, Aids and Donation. Particular experience in institutional development and reform will be preferred.
DRM Consultant	5 Years Experience in Disaster Risk Management, Policy Making. Master in Disaster Management.

Institutional Development Specialist	Master in Social or Environmental Sciences, B.E, B.S and 8-10 Years of Experience in Risk Assessment, planning and designing.
IT Expert (2)	BS (CS) or BS (CE), 5 years' experience of Networking, Database development and management, MIS and Certification in Security Protocols.
Program Assistant	BBA, BSc or equivalent, 2-3 years of Experience in Office work, documentation, drafting letters, memo, and reports.

c) The consultant selection criteria shall be:

- Qualification & experience of the relevant staff.
- Experience of the firm
- Knowledge of the Products

Reporting Requirements

Deliverable	Description	Schedule (months after signing)
Inception Report	<ul style="list-style-type: none"> - Outline of overall methodology to be used - Work plan - Monitoring and Evaluation strategy - Formats for Reporting/tools for data collection 	One month
Perception Survey	<ul style="list-style-type: none"> - Establish baseline on perceptions regarding institutional strength and maturity of PDMA 	2 months
Bi-annual Monitoring Report	<ul style="list-style-type: none"> - Monitoring of activities - Highlight overall implementation experience - Impact Assessment for the activities carried out and submission of Quarterly Report. 	6 th month, 12 th month, 18 th month
Mid-term Evaluation Report	<ul style="list-style-type: none"> - Assessment and analysis of activities carried out. - Benchmarking - Recommendations for any shorting coming in ongoing activities. - Monitoring of DMIS and ensuring that security is fool proof. 	12 th Month

Mid-Term final Report	<ul style="list-style-type: none"> - Report on progress up to mid-term review - Work expected in remainder of project 	1 month after scheduled Mid Term Review
Draft Final Impact Evaluation Report/ Draft Implementation Completion Report	<ul style="list-style-type: none"> - Suggestions for improvement, sustainability and exit strategy - Impact assessment of project activities 	20 th month
Final Report/Implementation Completion Report	After incorporating suggestions on the Draft Final Report	24th month/EOP