

TERMS OF REFERENCE
RISK GOVERNANCE SUPPORT CONSULTANTS FOR TECHNICAL ASSISTANCE TO
GOVERNMENT OF PAKISTAN (GOP)
THROUGH AN INDIVIDUAL CONTRACT

3 POSITIONS

A. Project Title: Reforms & Innovation in Government for High Performance

B. Project Description:

Public sector reforms feature as a key area on the government's reform agenda, with the highest priority being given to governance reform and innovation which allows federal ministries, departments and agencies (MDAs) to deliver better services and meet the citizens' expectations. UNDP's Reforms and Innovation in Government Project continues to support the federal government in institutionalizing the reform agenda through active engagement in multiple initiatives and interventions designed to improve the performance of civil service and public service delivery. This is being done at two levels: in the short term, through some quick wins such as targeted interventions, case studies and provision of technology-backed solutions and in the longer term, by undertaking comprehensive diagnostics to calibrate and reform institutional structures.

The Foreign, Commonwealth & Development Office (FCDO) and UNDP have signed an MoU that recognizes their common values and desire to support the GoP for the furtherance of the reform agenda. Priorities for joint action include providing technical assistance to the federal and provincial governments through a host of reform interventions. Disaster risk governance is an emerging approach gaining widespread recognition as a key element in risk context and essentially combines the concepts of prevention, mitigation and preparedness with response, to ensure systemic integration of risk in the government's development policy, planning and budgeting processes. Appropriate institutional, policy and legal frameworks are essential. Good governance is expected to elevate disaster risk reduction into a policy priority, allocate the necessary resources to it, ensure and enforce its implementation and assign accountability for failures, as well as facilitate participation by all relevant stakeholders.

The rising frequency and severity of natural hazards and climate induced disasters, conflict and the more recent global pandemic COVID-19 and August 2022 floods in Pakistan have surfaced the need for adopting an integrated systems approach featuring strong coordination across sectors and a delegation of responsibilities to the local level. Sindh alone accounts for more than 50% of the overall reconstruction and recovery needs of the country. The Provincial Disaster Management Authority, Sindh is the apex body responsible for disaster management along with the Provincial Planning & Development Department and District Administration. Additionally several other departments (e.g. 17 sectors for post disaster damage & needs assessment) are also involved in different

capacities. At the District level, District Disaster Management Authorities headed by the Deputy Commissioner (DC) are tasked with relief and recovery operations.

A review of policies, plans and institutional frameworks has revealed a general approach of ad hocism and improvisation towards disaster and risk governance in the province. There is a lack of triggers in disaster response management, especially for slow developing disasters. Without well thought out triggers, key decisions and their escalation levels within the hierarchy become vague, leading to loss of precious time in response. With no adequate financing mechanisms in place for disaster management, contingency and emergency funding is almost always resorted to, by the provincial governments.

The local governments have a key role in identifying and understanding the hazards and risks that could impact on the safety and sustainability of their communities. The district-level institutions coordinate and implement actions around disaster mitigation, preparedness, response and recovery. In particular, these institutions are responsible for preparing risk maps and vulnerability profiles based on vulnerability assessments, developing and implementing contingency plans, disseminating early warning messages, preparing immediate needs assessments and providing relief.

The intervention proposes providing technical assistance to the DDMA's in three select high-risk districts aimed at implementation of districts' disaster risk reduction/management (DRM) plans covering the existing risks and vulnerabilities of the area and communities, mapping of capacities available with public and private sector, and roles and responsibilities of district line departments to be performed in pre- and post-disaster phases. The intervention will also help identify key priorities and financial arrangements necessary for implementing programs and activities aimed at making the local communities resilient to hazards and threats from potential climatic changes, and developing monitoring mechanisms for all disaster related structures specifically post disaster reconstruction efforts for transparency and quality.

The assignment seeks to engage a team of three Support Risk Governance Consultants to support the district authorities in three select districts of Sindh in enhancing disaster risk governance. The primary role of the Consultants would be to strengthen coordination and monitoring mechanisms at district level for immediate response, relief and rehabilitation and development of plans of action to set priorities and provide directions for disaster management.

C. Scope of Work

The objectives of the assignment are:

- District based risk governance mechanisms in place with clear responsibilities defined at the local and community levels and institutionalization of resource availability to implement DRM plans.

- Availability of risk assessments of respective districts based on hazard data and vulnerability information including risk assessments for key sectors to be used as a reference for all concerned agencies.
- Adequate response plans; early warning systems, and sufficient capacities in place to mount a swift and effective response.
- Better understanding of underlying causes and build safety at grassroots level in order to empower communities for achieving selfreliance
- Enhanced technical capabilities of communities leading to local disaster action plan in order to reduce risk and manage disaster
- Regular testing of warning systems, training drills and rehearsals are held to test and develop disaster response measures

The key responsibilities of the Consultant include:

- Assist district authorities in setting up coordination bodies in DC offices comprising of members from district management authorities and community based organizations for disaster preparedness, response, relief and rehabilitation at district level.
- Coordinate and monitor the implementation of disaster risk management plans considering risks and vulnerabilities at district and local level, capacities available with public and private sector, and roles and responsibilities of various stakeholders to be performed in pre- and post-disaster phases.
- Organize and coordinate specialized training programs for different stakeholders including community trainings.
- Review and upgrade the mechanisms for early warning and dissemination of information to public.
- Undertake mock exercises and drills in the selected districts to test the effectiveness of coordination mechanisms, identify where improvements are necessary and further the development of adequate measures for effective risk governance.
- Liaise with the Lead Risk Governance Consultant for a more holistic DRM at the two-tiers of governance and ensure alignment with the overall provincial risk governance framework.

D. Expected Outputs and Deliverables

Sr #	Outputs	Deliverables	Timelines	Review & Approval
1	Implementation Report	A progress report on implementation of disaster risk management plans and coordination & monitoring mechanisms developed at district and community level.	15 th March-31 th to May 2023	National Project Manager, Reforms and Innovation in Government for High Performance

2	Sustainability Report	Final report on lessons learnt and sustainability of interventions	1 st June to 15 th July 2023	
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E. Institutional Arrangement

- a) The National Project Manager, Reform & Innovation in Government for High Performance, UNDP will directly supervise the Contractor, and he/she will be directly responsible to, reporting to, seeking approval/acceptance of output from the National Project Manager.
- b) The progress reporting to be done on a recommended format instructed by the National Project Manager. Deliverable reports must be presented to focal points at UNDP.
- c) The Contractor is expected to liaise/interact/collaborate/meet with the relevant stakeholders of the Project.
- d) The Project will provide travel facilities to the Consultant if and when required.
- e) The Project will facilitate the consultant for approval of deliverables and disbursement of payments on time.

F. Duration of the Work

- a) Duration of contract is spread around 4 months.

G. Duty Station

The Contractor's duty station for the contract duration is Karachi.

H. Qualifications and Experience

The contractor should possess the following criteria:

- a) Masters degree in Social Science, Development Studies or another relevant field.
- b) Experience working with diverse communities and undertaking capacity building at grassroots level.
- c) 5 years' experience working in public sector at district and community level in Sindh;
- d) 3 years' experience working in the humanitarian sector on community resilience and disaster management assignments;
- e) Proficiency in Sindhi/local language is mandatory.
- f) Technical proposal detailing methodology on how the assignment will be undertaken

I. Scope of Price Proposal and Schedule of Payments

Payment terms for the Contractor are as under:

- i) The amount of contract is fixed regardless of changes in the cost components;
- ii) Payment will be paid upon receipt of deliverables as under:

Deliverables/ Outputs	%age payment
Deliverable 1: A progress report on implementation of disaster risk management plans and coordination & monitoring mechanisms developed at district and community level	50
Deliverable 2: Final report on lessons learnt and sustainability of the intervention	50