



OUR VISION

A world of peace, compassion and justice where all people achieve fulfillment.



OUR MISSION

To tackle poverty and its causes by developing innovative and sustainable solutions.



OUR VALUES

Each person has the right to live and be treated with respect and dignity.

MUSLIM AID PAKISTAN

Term of Reference for Training on Disaster Risk Reduction (DRR)

Project title: Chitral Relief and Recovery: Empowering Communities through Immediate Relief and Recovery Initiatives District Upper and Lower Chitral.



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1. About Muslim Aid Pakistan:

Muslim Aid is a UK based Islamic charity NGO. It was established in 1985 in response to the 1983–85 famine in Ethiopia, by 23 organizations based in Britain. Over the past 25 years Muslim Aid has grown from a small office in London to an international UK NGO, providing relief and development programmes in over 70 countries across the globe. Whilst continuing to carry on its commitment to emergency relief work Muslim Aid also began to implement long-term development programmes. Today, water, healthcare, shelter and construction programs Muslim Aid believes that in order to really help people, the causes, not just the symptoms of poverty must be addressed. By 1994 long-term development projects accounted for almost 50% of Muslim Aid's relief activity. As well as helping people overcome crises, Muslim Aid provides skills and resources to assist people to move forward to a better life. Muslim Aid works closely with the communities to deliver its programmes and remains committed to working in collaboration with all its beneficiaries to ensure that the solutions are not imposed from the outside. All solutions are culturally sensitive, practical and owned by the beneficiaries. Muslim Aid entered Pakistan after the devastating earthquake in 2005. It provided emergency relief and rehabilitation services to the people affected by the earthquake. Since 2005, our country office has provided support to over 2.9 million people affected by natural disaster, poverty and political tensions.

We work with the Pakistani people and government to achieve the UN Sustainable Development Goals, improving people's lives and prospects. We are passionate about long-term development programmes that improve the education of all people across the country so that they may enjoy a bright future free from poverty.

2. Background:

The northern parts of Pakistan, particularly Chitral, have been witnessing the impacts of climate change, which are manifesting through various environmental and social challenges. Increasing temperatures, altered rainfall patterns, and erratic weather events have become more frequent, leading to shifts in the region's ecology and natural resources. Glacier melt and changes in snowmelt patterns have affected water availability and river flow, impacting agriculture, livelihoods, and overall water security in the region. Situated in a mountainous region, Chitral is naturally prone to flash floods as it is located in the Hindu Kush Mountains, which creates a funnel effect, channeling rain and snowmelt into narrow valleys, increasing the risk of flooding. As climate change is causing the glaciers in the Hindu Kush Mountains to melt rapidly, the melt water is adding to the already high levels of precipitation in the region, making flash floods a regular occurrence.

In direct response to the urgent and devastating consequence of the recent rains and flash floods in Chitral, Muslim Aid Pakistan is implementing comprehensive intervention strategy of Chitral Recovery: "Empowering communities through recovery initiatives" a 14 months project funded by MAUK and MAUS. The project aims is to restore the living conditions of 1,000 floods affected HHs. This initiative is designed to offer both immediate relief and sustained recovery support to restore the livelihood of affected communities in Chitral. The project is strategically designed to not only address the pressing challenges faced by those affected by flooding but also to lay the foundation for enduring and sustainable development, enhancing resilience in the region.

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Chitral is situated in a multi-hazards prone zone. Every year, life, property, and hard-earned means of livelihood are lost as a result of different kinds of natural and human-induced disasters. Flash floods, glacial lake outburst floods, earthquakes, avalanches, landslides, debris flows, droughts, heavy rain and snow, soil erosion, and riverbank collapses are common natural hazards in the district. To enhance the knowledge and skills of community members to effectively respond to and mitigate the risks associated with disasters, Muslim Aid Pakistan will conduct 13 capacity-building trainings on Disaster Risk Reduction (DRR) in both the districts lower and upper Chitral, and covering 25-32 participants per training (each training will consist of 2 days). Community members, selected through MRVCs, will be equipped with the necessary skills and techniques to identify potential hazards in their surroundings, assess their vulnerability, and develop Early warning Systems, preparedness and resilience plans to minimize the impact of disasters. The sessions will also highlight the importance of early warning systems, emergency preparedness, and response planning. While these communities will be further involved in advancement with Emergency Response Teams (ERTs) jointly with other stakeholders (Government and local/ national/ international organizations) for development of early warning systems and resilience with the localization approach.

3. Objective of the assignment:

Objective of this assignment is to prepare training Manual/ material on Disaster Risk Management (DRM) cycle (prevention/mitigation, preparedness, response, and recovery/rehabilitation) and deliver a training on Emergency Preparedness, Anticipatory Actions and Response/ DRM cycle for members of Emergency response team lower and Upper Chitral.

4. Duties and Responsibilities:

Under the direct supervision of the Muslim Aid District Coordinator, Individual Consultant is to prepare standardized 2-day training on Disaster Risk Management (DRM) cycle (risks assessment and profiling, hazards monitoring, early warning, preparedness and early action, response, recovery and rehabilitation) after preparation of training materials and deliver 13 trainings sessions (each training will consist on 2 days) to the 400 identified members in districts lower and Upper Chitral.

The Individual Consultant will be expected to achieve following deliverables:

- Prepare DRM training manual
- Prepare standardized 2-day training plan on Disaster Risk Reduction.
- Deliver one standardized 2-day training on DRR to members of local Emergency Response team lower and Upper Chitral
- Final Training report

In detail Individual Consultant is expected to:

Prepare tailored training programme on Disaster Risk Management cycle for ERT team lower and Upper Chitral in by adapting the training materials. The Individual Consultant propose updates the training curriculum, training plan, content, and agenda. The proposed adaptations and updates will be submitted for approval to MAP Project Team, and upon its consent the Individual Consultant will prepare full-fledged programmer and materials for the training (up to 2 training day in total). The training should focus on the DRM Cycle with integrated Climate Change and explanations of each of the following pillar:

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- Pillar 1: Risk Analysis (Disaster risk knowledge with basic first Aid)
- Pillar 2: Hazard Analysis (Detection, observation, monitoring, analysis and forecasting of hazards.)
- Pillar 3: Early Warning System (Warning dissemination and communication) in local context.
- Pillar 4: Preparedness, Anticipatory Actions and response capabilities within 72 hours of emergency
- Mock drills in Emergency Response

Training materials prepared by the Individual Consultant will consist of agenda, PowerPoint presentations, compilation of relevant readings, list of references, exercises, group work tools, models of relevant documents and a training evaluation form.

The duration of this task is estimated to be 8 working days including delivery of 2-day training within one months.

5. Manual Development:

- A training agenda and manual will be developed by the Individual Consultant covering all above-mentioned training objectives; the Individual Consultant will also propose the methodology and agenda for above mentioned objective in the technical proposal.
- Identify the trainings and its Training/ Capacity Building Plans
- Develop a Training/ Capacity Building Manual

6. Training Delivery:

The selected Individual Consultant will deliver the DRR training sessions according to the Manual and session plans approved by Muslim Aid Pakistan for 400 participants. The training participants would be identified by Muslim Aid Pakistan.

7. Pre-post evaluation:

Evaluation and grading of participants will be conducted in the start and end of training for assessing level and increase of knowledge

8. Reporting:

The Individual Consultant must submit detailed Training report on following format.

- Title page
- Table of contents
- Training session plan (with date, location, sessions)
- List of participants
- Attendance sheets with registration form
- Results of pre- and post-test with analysis
- A group photo and a few more photos of training activity
- Participants' feedback about training and trainer
- Training proceedings (brief)



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- Action plans/Small group or individual projects submitted by the trainees for further practical implementation

9. Training Duration and Participants:

The duration of the DRR Training will be 2 days; the number of participants will vary between 25 to 32 for each training. Daily training time will be at least 6 hours (0900 - 1600 Hours)

10. Required Skills and Experience

The Individual Consultant shall have demonstrated capacity and capability to undertake similar assignment. The following criteria will form the basis for selection

11. Competencies

11.1. Corporate Responsibility and Teamwork

- Demonstrates commitment to MAP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Plans, prioritizes and delivers tasks on time;
- Strives for and promotes excellence in performance continually;
- Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others;

11.2. People Skills:

- Demonstrates ability to work harmoniously with persons of different national and cultural backgrounds
- Recognizes and responds appropriately to the ideas, interests, and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behavior
- Respects individual/cultural differences; utilizes diversity to foster teamwork
- Ensures others' understanding of, involvement in, and adaptation to a change process.

11.3 Partnering and Networking:

- Communicates sensitively and effectively across different constituencies;
- Ability to work as a member of a team as well as work autonomously.

11.4 Results-Orientation:

- Plans and procedures quality results to meet established objectives.

11.5 Communication:

- Technical writing skills, formulates written information clearly and persuasively
- Strong communication skills
- Presents information in a clear and articulate manner

11.6 Job Knowledge and Expertise:

- Strong analytical skills
- Knowledge and experience in disaster risk reduction, climate change and overall development issues

12. Required Skills and Experience

12.1 Academic Qualifications/Education:

- Advanced university degree (Master's degree or equivalent) in Disaster Risk Management (DRM), Environment, Development, Economics, Political or Social Sciences Management or related fields


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12.2 Experience:

- Demonstrated experience of successfully designing and conducting trainings specifically on designing disaster risk reduction, Disaster Risk Management, Climate Change and having successfully completed at least 3, 4 training programs on same/similar thematic areas
- Strong understanding of Disaster Risk Reduction (DRR) and climate change in particular their multi-sectoral development-oriented aspects
- Have adequate knowledge and understanding about local and regional gender dynamics as well as understanding of context related to culture, security, rural life, and training of diverse participants
- Strong track record with at least 5 years of experience in developing training modules, and in designing and rolling out DRR training programmes (of national/provincial scale) with national and/or international agencies
- Excellent analytical and presentation skills, and ability to conceptualize and write concisely and clearly

13. Languages Requirements:

- Fluency in written and spoken English and local languages (Urdu and local Chitrali) is required for this assignment

14. Other Requirements:

- Excellent computer skills (MS Office applications) and ability to use information technologies as a tool and resource

15. Content of the Proposal:

- The Individual Consultant will be required to submit a detailed proposal for Delivery of DRR training. The proposal should be divided into two parts, i.e. technical and financial. The technical part will contain the following sections
- Experience in leading and co leading similar assignment
- Experience in relevant field (Demonstrated experience of successfully designing and conducting trainings specifically on themes of Micro-enterprise development and having successfully completed at least 3, 4 training programs on same/similar thematic areas)
- Experience in developing of training modules, designing and rolling out of training programs in national and provincial level with national and international agencies
- Qualification and experience of the staff along with CVs
- Assignments completion reports prepared in past
- Detailed methodology designed for designing and rolling out training
- Detailed timeframe/ Work plan/ proposed DRR training agenda and contents of the sessions aligned with the above-mentioned pillars of DRR/ Training calendar (including dates for submission of the first draft and final report)
- The financial part will describe the estimated cost for the consultancy services in detail

16. Longlisting/Shortlisting Criteria:

Criteria:	Points
Academic Qualifications/Education	Max 30 points (20 mark for MA/MSc, 10 additional Marks for M.Phil./Ph.D.)
At least 5 years of relevant working experience in the areas of disaster risk reduction or development (Proven knowledge and previous experience in	Max 20 points (4 mark for every 1 years)

successfully designing and conducting trainings specifically on themes of DRR and having successfully completed training programs on same/similar thematic areas).	
Detailed methodology designed for the assignment	Max 20 points
Detailed timeframe/ Work plan/ proposed DRR training agenda and contents of the sessions aligned with the above-mentioned pillars of DRR/ Training calendar (including dates for submission of the first draft and final report)	Max 30 points

17. Technical Evaluation Criteria:

Criteria:	Points
Rating based on Qualifications	60%
Interview	40%

18. Currency:

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

19. Timeframe and duration of the assignment:

The suggested time frame is one month to begin by the 1st of April 2024. The final report must be submitted on or before 31st May 2024. However, the Individual Consultant will submit a proposed work plan with key milestones within a week of signing of the contract, which will be reviewed and approved by MAP. It is anticipated that the first draft of the DRR training report will be produced within 7 days of signing of the contract and the finding of the report will be presented to the MAP and in a scheduled meeting for finalization and approval of the training agenda. The final reports should be submitted within 10 days on receiving feedback. During the whole period follow up meeting will be held between the Individual Consultant and MAP.

20. Terms of payment for the service and deliverables:

Payment for the services will be made via online bank transfer in SWC bank account.

Payment will be made as per following deliverables:

Acceptance of contract of award	20%
Completion of initial draft report consist of the training agenda and detail contents of the sessions, Presentation and acceptance of draft report	30%
Completion of 13 training events and sharing of the final completion report of the services as per agreed action of the clause	50%

21. Supervision & reporting:

The final selected Individual Consultants will report to Muslim Aid Pakistan's District Coordinators of Lower and Upper Chitral

22. Selection method:

Hiring of Individual Consultant will be done in accordance with the HR procedures of Muslim Aid Pakistan.

23. Ethical considerations:

The Individual Consultant may adapt/customize material from other sources developed by international organizations, including but not limited to Oxfam, GIZ, IFAD, FAO and other UN agencies. However, the Individual Consultant will have to ensure adherence to the standard protocols of citation/referencing by seeking permission/acknowledgement of the sources from where training material/contents are to be adapted/customized for the proposed training. The onus of any liability/claim from any party regarding plagiarism or misuse of their material will be on the training Individual Consultant.

- The Individual Consultant will ensure use of National languages (Urdu and local languages of Chitral) in conducting all the training sessions with the Selected Beneficiaries in their respective Districts.
- All training agenda/agenda/material developed under this consultancy will be the property of Muslim Aid Pakistan, the Individual Consultant or any of their representative will not use part or whole of the training material and/or any associated materials for any other assignment either for or any other client without prior written permission from Muslim Aid Pakistan

24. Income tax, sales tax and other government duties:

All taxes, duties, Sales Taxes and other Govt. charges are responsibilities of the individual/institution. Offer price should be inclusive of all above said taxes.

25. Acceptance of Proposals:

MAP reserves the right not to accept the lowest or any proposal and to annul the bidding process without assigning any reason whatsoever.

The acceptance criteria will be as follows:

- Individual Consultant must be technically compliant to initial screening criteria mentioned
- Individual Consultant must score at least 70% in the technical evaluation
- Individual Consultant must be the qualify the interview process
- Must have valid NTN number

Note: Failing to qualify on any of the above criteria will not be considered for further evaluation

26. General Terms and Conditions:

The proposal and price shall remain valid for a period of not less than 90 days from the closing date of the submission of the proposal.

- The technical and financial proposals should be delivered in separate sealed envelopes. At the top left of the envelopes, it should be clearly stated "Proposal for enterprise development in Chitral", and it should be clearly stated on the envelope, whether it contains the technical or the financial proposal.
- The Competent Authority reserves the right to accept or reject any or all RFP at any stage without assigning any reason thereof.
- In case of delay in the execution of the contract, MAP reserves the rights to impose penalty not exceeding 5 % of the total amount of the contract.
- If the progress of work is not to the satisfaction of the MAP, the work will be awarded to another party at the risk and cost of the consultant. In such an eventuality, if any excess amount is to be paid by MAP, it will be recovered from the consultant.
- MAP has the rights to add, enhance or remove any functionality not disturbing the major scope of work.
- MAP will not bear any expense incurred in the preparation of proposals in response to this RFP.
- All responses to this RFP shall become the property of MAP.

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- Proposals sent to MAP by Fax or Email will not be accepted.
- Proposals submitted after due date and time will be rejected.
- Individual Consultant must fill and sign the **Declaration of Conflict of Interest** given at end of the TOR and must submit with technical proposal.
- An effort by any individual Consultant to influence MAP, “directly or indirectly through unfair means”, in MAP proposal evaluation, proposal comparison or contract award decisions, to meet or discuss with any MAP official unless desired by the MAP may result in the rejection of bidder’s proposal.

27. Financial and Technical Proposal submission:

The potential candidates can drop technical and financial proposal only through courier, to the following addresses clearly marked as follows (The proposal delivered without courier will not be accepted):

NOT TO BE OPENED BY THE REGISTRY

(Technical proposal separate sealed envelopes for enterprise development) in Districts Lower Chitral and upper Chitral

MUSLIM AID Ad (MAP)

Main Garam Chashma road, Balach Bazar, Near Government high school, Balach Chitral.

All proposals must be received by **Thursday 28th March 2024: 5:30 PM.**

LATE SUBMISSION OF PROPOSAL: Proposal received after the deadline for submission of Proposals will not be considered.

28. Note:

For an assignment requiring travel, consultants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy.

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29. Declaration of Conflict of Interest:

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will be used as grounds for removal from or termination from selection process.

I/We confirm that I/We are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended and we are not the subjects of legal proceedings for any of the foregoing.

I/We confirm that I/We have fulfilled our obligations to pay taxes and social security contributions.

Signed:

Name of the Individual Consultant:

Date.....

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@muslimaid.org.pk

Muslim Aid has zero tolerance for corruption & bribery and is committed to listen and address any violation of rights of aid workers, suppliers, contractors, our beneficiary and communities.

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