

Terms of Reference

Conduct Gap Analysis of Institutional Capacity in Disaster Preparedness and Response

Introduction:

As part of its agenda for strengthening political commitment and policy engagement of NDMA, PDMA and DDMA in reducing disaster risks for children and other vulnerable groups, NDMA intends to engage the services of a Consultant/Firm for conducting capacity gap analysis of existing practices, challenges and strengths between NDMA. The study will analyze the institutional capacity of PDMA and other line departments to identify gaps in areas like Finance, Operations, HR, Gender and disaster preparedness/response in Sindh, Punjab, KP, Balochistan and Federal Capital.

Capacity development is important in ensuring the sustainability of development and humanitarian activities. NDMA recognizes that policy makers, national institutions and civil society organizations require certain capacities in order to plan, prepare, manage and utilize available resources, make effective decisions and take prompt actions that support the protection of vulnerable groups in disasters and emergencies. In humanitarian contexts, fragile states and countries exposed to disasters like Pakistan, capacity development is of particular importance in ensuring that an adequate level of preparedness and an effective response is in place in times of need.

NDMA has taken this initiative with the goal to:

- Strengthen capacity of Provincial Disaster Management Authorities (PDMAs) in disaster preparedness and response through a capacity gap analysis of NDMA, PDMA and other line departments
- Strengthen the capacity of the government at national and provincial levels through the capacity gap analysis of existing practices, challenges and strengths between NDMA and PDMA

Objective of the Assignment:

The objective of the assessment is to analyse and identify the strengths and weaknesses/gaps, opportunities and challenges in technical and institutional capacity of NDMA/PDMA and other line departments in order to effectively design capacity building programmes to ensure effective and proactive involvement of key stakeholders in disaster preparedness and response.

Capacity analysis and assessment of relevant stakeholders and respective departments will be conducted in order to review their knowledge and understanding, their capacity in implementation and monitoring of programmes/initiatives, coordination and collaboration with each other in taking prompt action in case of a disaster at national and provincial

level, their capacity building needs, their attitude and commitment in tackling challenges etc. The information from the assessment will provide NDMA with information to effectively design various target capacity building initiatives such as training subject and content, and training materials or knowledge and experience sharing programmes etc.

Time Frame: This proposed activity is estimated to be completed within a period of 3 months from the date of the Contract signing.

Scope of Work:

Under the supervision of Gender and Child Cell (GCC), NDMA, the Consultant will be responsible for technical contributions to the required analysis and consultations with key stakeholders and heads/supervisors of various relevant departments to ensure that their contribution is provided with a view to achieving the projects' objectives. The consultant will in particular play a central role for the following activities, with support from the NDMA in implementing activities outlined under this project.

- Lead consultations/meetings with National and Provincial Disaster Management Authorities (PDMAs) in Sindh, Punjab, KP, Balochistan and Federal, relevant line departments and other stakeholders as necessary
- Conduct Capacity Gap analysis on policies and institutional structure to identify disaster preparedness and response related gaps and shortcomings in the existing national and provincial disaster response mechanisms. The analysis will be structured like a SWOT analysis with strengths and weaknesses (or gaps) referring to within the organization or network, and opportunities and threats referring to the external environment (political support from the government etc.)
- Document the gaps identified through meetings/interviews/consultations/Focus Group Discussions (FGDs). Analyse the data and information, identify gaps, challenges, formulate and recommend strategies and interventions required to bridge the defined gaps/needs in technical capacity

The assessment will focus on the following areas regarding the technical and institutional capacity of the stakeholders in operations, finance, human resource and coordination. Some of the areas are mentioned in detail below which can be modified as per requirement by NDMA:

a) Main functions/responsibilities and resource profile

Describe the organization's main mandate, programmes of relevance, and resource profile

b) Human Resource:

Describe whether the staff of the assessed institution are drawn from a diverse background (including education background) and experiences and bring a broad range of skills

Describe composition of the staff with detailed information on their gender balance and the level of involvement in the assignment (e.g. part-time or full-time, and paid/voluntary)

c) Partnerships and collaboration:

Describe partnership/collaboration that the organization has built and maintained in a sustainable manner

Describe further whether the established partnership / collaboration constitute a mutually beneficial collaboration in implementing programmes/initiatives

d) Current programmes/services implemented by the organizations:

List down name of activities/programmes/initiatives, including the time frame and the gender/age/ethnicity disaggregated profile and number or beneficiaries;

Describe how the institution operates the activities/programmes/services

e) Technical capacity

Knowledge and perceptions about disaster preparedness and response. The relevant experiences and tools that the organization has in areas of finance, operations, gender/child protection and other vulnerable groups related capacities for emergency response. Describe the level of knowledge and understanding in these areas including national and international frameworks, laws and policies, application and enforcement; major challenges and obstacles encountered in the implementation of the same.

Project design, monitoring and evaluation: Describe the level of understanding and experience in design, monitoring and evaluation and reporting projects/programmes

Collaboration and networking: The view of the institutional collaboration, coordination and networking between agencies for effective emergency response

Training attendance: Describe any training courses related to disasters preparedness and response that the concerned staff of the institution has attended; if the training were effective and the participants were able to apply what they were trained;

Deliverables:

- Inception Report and a concise methodology to undertake the national/provincial assessments and gap analysis to identify gaps and shortcomings in the existing disaster preparedness and response mechanisms
- Capacity Gap Analysis (Need assessment study) of NDMA, PDMA and other line department in disaster preparedness and response. This includes FGDs, IDIs with all relevant stakeholders/departments.
- Detailed report including findings of the study analyses of data and information, recommended strategies and interventions required to bridge the defined gaps/needs in technical capacity

Payment Schedule:

Submission of Inception Report- 10%
Submission of 1st Draft- 25%
Submission of 2nd Draft- 25%
Capacity Gap Analysis Final Report-40%

Submission of Proposal

Interested and relevant research institutions/firms/Consultants are invited to submit their Proposals along with detailed CVs/ past experience of similar assignments with the following details:

- Brief background of the topic to demonstrate conceptuality of the assignment
- Detailed work plan with timelines
- Detailed Technical and Institutional Needs Assessment methodology to be applied, including methodology, types of data collection tools/questionnaires/guidelines that will be utilized
- Evidence of similar assessment/study work done by the firm/Consultant
- Financial proposal with a lump sum amount along with a breakdown
- All supporting documents, technical and financial proposals must be submitted as one document

Disclaimers:

NDMA may require the applicant to clarify their quotation during presentation. However the applicant may not modify their quotation after the deadline for submission of quotations.

NDMA reserves the right to stop the service hiring procedure completely or partly, temporarily or permanently until the moment of contract signing. In these situations applicants are not entitled to reimbursement of any costs or damages incurred in connection with this service hiring procedure.

Financial quotations should be valid for at least three months after the deadline for handing in quotations.

NDMA cannot be charged in any way for costs related to preparation and submission of a quotation. This can also include interviews and/or providing further information about the quotation.

The risk of any costs and/or damages which may arise by not awarding this contract to a bidder lay solely with the bidder. NDMA cannot be held responsible for any such costs or damages.

NDMA will hold copyrights of all published and unpublished data collected through this assignment. The Consultant is bound to safe-guard all documents / business related information of NDMA. In case the Consultant leaks any official information then strict legal action may be taken by NDMA against the Consultant. All information is confidential and may not be communicated to any person, government, or other entity without prior approval/permission of NDMA.

By submitting a proposal to email ID **pogcc@ndma.gov.pk** by **June 30th, 2019**, the applicant/firm agrees all the terms and conditions specified in this procedure and the provisions of the contract template. The proposal will not contain any reservation(s) to these terms and conditions. A proposal with one or more reservations can be excluded from the procedure.