

**Terms of Reference (TOR)**  
**Hiring of Individual Consultant for Multi-Hazard Vulnerability and  
Capacity Assessment (MHVCA) in Union Council Darosh, District  
Lower Chitral**

**Under the Pakistan Poverty Alleviation Fund (PPAF) Funded: Restoration of  
Social Services and Climate Resilient Project (RSS&CR)**

**National Integrated Development Association (NIDA-Pakistan)**

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### **1. Background**

National Integrated Development Association (NIDA-Pakistan) is implementing the Restoration of Social Services and Climate Resilient (RSS&CR) project funded by Poverty Alleviation Fund (PPAF) in District Lower Chitral, with a focus on enhancing the resilience of vulnerable communities to hazards and adapt to climate change. Union Council Ayun is one of the targeted areas prone to multiple hazards including floods, landslides, and extreme weather events, which pose significant threats to both infrastructure and livelihoods.

RSS&CR feature conducting a Multi-Hazard Vulnerability and Capacity Assessment (MHVCA) to identify community vulnerabilities, capacities, and gaps. This assessment will guide future capacity-building actions and enable stakeholders to develop informed strategies for disaster risk reduction (DRR) and climate adaptation.

### **2. Objectives of the Consultancy**

The objective of the consultancy is to conduct a Multi-Hazard Vulnerability and Capacity Assessment (MHVCA) and capacity gap assessment in Union Council Ayun, Tehsil Chitral, Lower District Chitral Lower. The assessment will identify various hazards and analyses the key risks posed. It will further evaluate the vulnerabilities and capacities of local communities, providing critical insights for developing risk reduction plan and climate adaptation plan.

### **3. Scope of Work**

Engaging local stakeholders to gather insights employing a participatory approach, the assessment will:

1. Identify hazards, elements at risk, and vulnerable groups
2. Identify vulnerabilities (such as social, physical, economic, environmental, institutional) to multiple hazards (natural and climate-related) and impact in Union Council Ayun.

3. Through identification of capacity gaps, assess capacities needed to address the impact on local communities, community facilities, and livelihoods to prevent, mitigate, and prepare for hazard impacts in terms of prevention, mitigation, and preparedness activities to respond to the identified hazards. This may be a combination of structural needs, human resources, knowledge, skills, to policies.
4. Engage local stakeholders to gather insights strengthen community participation and identify the current level of capacity amongst stakeholders to address impacts
5. Prioritizing areas of low capacity, and identify actions needed for capacity building. These should be doable actions under each context of prevention, mitigation, and preparedness to reduce disaster risk in Union Council Ayun. A template is attached (Annex-1).
6. Provide actionable recommendations for future capacity-building initiatives.
7. Provide a final report, including an analysis of hazard, vulnerabilities, and capacities, and recommendations for building resilience in Union Council Ayun.

The individual consultant will be required to:

1. **Review existing data:** Collect and review secondary data related to hazards, vulnerabilities, and capacities in the project area.
2. **Design MHVCA Tools:** Develop assessment tools (questionnaires, checklists, hazard mapping, hazard and vulnerability matrix, seasonal calendar, historic disaster profile, etc.) and methodologies in consultation with GAAP and local stakeholders, following PPAF's designed training manual
3. **Stakeholder Engagement:** Engage with local stakeholders, including government officials, community leaders, local NGOs, District Disaster Management Authority (DDMA), and vulnerable groups (women, children, elderly, persons with disabilities, etc.), to gather insights and ensure participation in the assessment process.
4. **Field Assessment:** Conduct field visits and primary data collection in selected communities of Union Council Ayun to assess vulnerabilities and capacities.
5. **Data Analysis:** Analyse the data to identify key vulnerabilities and existing capacities of local communities.
6. **Report Writing:** Develop a comprehensive report that includes an analysis of the findings, identified gaps, and recommendations for future capacity-building initiatives.
7. **Recommendations:** Provide specific recommendations on DRR measures and capacity-building needs in the region and how to enhance resilience.
8. **Presentation of Findings:** Present the findings of the assessment to GAAP, PPAF and relevant key stakeholders.

#### 4. Methodology

The consultant is expected to adopt a participatory and inclusive methodology, including but not limited to:

- Desk review of relevant documents and reports.

- Development of assessment tools for primary data collection, and tools for collecting and analyzing data on hazards.
- Key Informant Interviews (KIIs) with local stakeholders, including government authorities, community leaders, DDMA, and local NGOs.
- Focus Group Discussions (FGDs) with various groups (men, women, youth, elderly, and marginalized groups).
- Field observations and transect walks to assess physical vulnerabilities.
- Analysis of findings using qualitative and quantitative methods.

The methodology should ensure the active participation of all relevant stakeholders to gather diverse insights and ensure community ownership of the results.

## 5. Deliverables

The consultant will be responsible for delivering the following:

1. **Inception Report:** Including the proposed methodology, work plan, and data collection tools (within 2 weeks of contract signing).
2. **Fieldwork Report:** Summary of key findings from the field data collection.
3. **Draft Report:** A comprehensive draft report including analysis, identified vulnerabilities, capacities, gaps, and recommendations for future capacity-building actions. The report will include furnishing information on PPAF provided templates following PPAF developed training manual.
4. **Final Report:** Incorporating feedback from GAAP and stakeholders, along with an executive summary and recommendations.
5. **Presentation:** A PowerPoint presentation summarizing key findings and recommendations for stakeholders.

## 6. Time Frame

The assignment is expected to be completed in **4 weeks** from the date of contract signing, following the timeline below:

- Inception Report: Week 2
- Data Collection and Field Assessment: Week 3
- Data Analysis and Draft Report Submission: Week 3-4
- Final Report Submission, feedback and approval: Week 4

## 7. Required Qualifications

The consultant must have the following qualifications:

- Diploma in disaster risk management, climate change, social sciences, or related fields.
- Should have at least 10 years of experience.
- Proven experience in conducting MHVCAs or similar assessments.
- Strong understanding of DRR, climate change adaptation, and community resilience.

- Experience in working with rural communities, particularly in hazard-prone areas.
- Excellent analytical, report writing and communication skills.
- Proficiency in local languages and understanding of the local context will be an asset.

## **8. Payment Schedule**

The consultant will be required to submit a financial proposal detailing the cost of the consultancy. The payment schedule will be as follows:

- **20% upon submission of Inception Report.**
- **40% upon submission of Draft Report**
- **40% upon submission and approval of the Final Report.**

## **9. Application Process**

Interested candidates should submit the following:

- A detailed technical proposal outlining approach and methodology.
- A financial proposal.
- CV and relevant experience.
- Previous similar work.

## **10. Coordinator of the assignment**

Please mention

## **11. Budget and source of fund**

Please mention but it may not be published publicly (Budget should be inclusive of all applicable taxes and out-of-pocket expenses)

## **121. Submission**

All applications must be submitted by 30<sup>th</sup> -10-2024 to [recruitment@nidapakistan.org](mailto:recruitment@nidapakistan.org)

TORs can also be downloaded from [www.nidapakistan.org](http://www.nidapakistan.org)