

**PROVINCIAL DISASTER MANAGEMENT AUTHORITY SINDH
REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)**

Pakistan

P155350: Sindh Resilience Project (PDMA Component)

Credit No.: 5888-PK

Assignment Title: Capacity Assessment of Provincial Disaster Management Authority Sindh and District Disaster Management Authorities in Sindh

The Provincial Disaster Management Authority Sindh has received credit from the International Development Association towards the cost of the Sindh Resilience Project, and intends to apply part of the proceeds for consulting services for 'Capacity Assessment of Provincial Disaster Management Authority Sindh and District Disaster Management Authorities in Sindh'.

The Provincial Disaster Management Authority Sindh now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services which comprise of undertaking a detailed institutional capacity assessment of PDMA and DDMA's, identification and prioritization of critical needs of PDMA and DDMA's, and preparation of a sustainable institutional capacity development plan of PDMA and DDMA's.

Interested Consultants should be incorporated/ registered for at least past five (05) years to provide information demonstrating that they have the required track record and relevant experience as well as suitable staff to perform the Services. The short listing criteria is given hereunder:

Criteria	Marks
General Experience (the consultant shall be a tax registered national management consultancy firm or an international management consultancy firm or a research institute incorporated for at least five(5) years for offering similar services.)	30
Specific Experience (The consultant should have completed at least 5 similar projects of the same scale and/or complexity and in comparable organizations. Experience of working with Government of Sindh is preferred.)	40
Management Capacity (Volume of consultant's services in terms of total number of staff months as their specific input should be sufficient to indicate that the firm would be able to handle the requirements of this assignment)	30
Total	100
Firms scoring at least 70 marks will be short listed for the assignment	

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers, January 2011 (revised July 2014).

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

The Consultant will be selected in accordance with the Selection Based on Consultant's Qualifications (CQS).

Further information can be obtained at the address below during office hours from 0900 to 1600 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by March 8th, 2017

Detailed Terms of Reference for the consultancy can be downloaded from the website of PDMA Sindh (www.pdma.gos.pk).

This advertisement is being simultaneously posted on the official website of Sindh Public Procurement Regulatory Authority (www.pprasindh.gov.pk)

Project Director

Sindh Resilience Project,

Bungalow No 82, Lane 10, Khayaban-e-Hilal, DHA Phase – VI, Karachi.

Tel: 021:99332701-02, Fax: 021:99332700

E-mail: pcsrp.pdma@gmail.com.

Terms of Reference (TORs)
Capacity Assessment of PDMA Sindh and DDMA

I. Introduction

The geographic location and climatic conditions of the Province of Sindh render it vulnerable to various natural disaster events. These include floods (urban, riverine and flash floods), cyclones, earthquakes, droughts, wind storms, tsunamis and sea intrusion. In addition, the geography, topography, nature of economy, rapid urbanization and high population levels exacerbate Sindh's vulnerability to natural disasters. Massive damages and losses could have been largely averted or reduced; if disaster risk management (DRM) approaches had been enacted by the Government and Disaster Risk Reduction (DRR) measures had been integrated into physical, social and economic development.

Since the late 1990s, there has been increasing recognition of the need to focus on disaster risk reduction and capacitating Disaster Management Authorities by both government and donors. Pakistan has a comprehensive National Disaster Management Plan (2013-2022) that places capacity building of DMAs high on the agenda.

With the financial support from the World Bank, PDMA Sindh is implementing a five years project, titled "Sindh Resilience Project" (SRP). The project aims to strengthen Government of Sindh's capacity to manage risks from natural disasters and climate change, and to improve resilience of communities and economic assets in the province to flood and drought events.

Strengthening of Provincial and District Disaster Management Authorities is an integral component of the project and aims at building capacity and equipping the Disaster Management Authorities to be better prepared and responsive to future disasters.

Keeping in view the aforementioned aim, PDMA Sindh is seeking to engage a relevant and suitable qualified firm to carry out a comprehensive capacity assessment study for Provincial Disaster Management Authority Sindh and District Disaster Management Authorities. The findings and recommendations from the study, will inform Government of Sindh and PDMA Sindh about the future investments for strengthening institutional and operational capacity of PDMA and DDMA.

II. Objectives

The objectives of the consultancy are to

- Conduct detailed institutional capacity assessment of Provincial Disaster Management Authority Sindh and District Disaster Management Authorities,
- Identify needs and areas for improvement and prioritize critical activities to be funded under the project,
- Develop sustainable institutional capacity building plan of PDMA and DDMA.

III. Scope of work

The consultant firm shall be responsible for undertaking following tasks:

a. Institutional Capacity Assessment

- Undertake a detailed literature review of the available documentation including but not limited to the National Disaster Management Act 2010, National Disaster Management

- Plan, Provincial DRM plans, DRR policy, and other relevant notifications to define the mandate and responsibilities of PDMA and DDMA's.
- Undertake consultations with the relevant stakeholders to systematically identify the capacity building interventions required to enable PDMA and DDMA's to effectively perform the responsibilities assigned to them, respectively.
- Review ongoing and planned development and other programs being funded by the Government and donors for strengthening of PDMA and DDMA's to assess gaps and avoid overlapping and duplication.
- Liaise with the concerned stakeholders to identify any emerging priorities not captured in the existing documents, plans and papers.
- Based on the literature review and initial consultations, prepare a capacity assessment work plan and checklists prior to initiating the capacity assessment.
- Design an organizational capacity assessment tool for review and approval by the concerned stakeholders.
- Draft a capacity assessment report in light of the consultations and technical inputs of the concerned effectively capturing the priorities of the Government.

b. Training Needs Assessment (TNA)

- Review existing literature on TNA at PDMA and DDMA's.
- Develop TNA workplan and tools.
- Review the existing staffing structure of PDMA and DDMA's and assess capacities of staff against mandated responsibilities.
- Utilize a range of tools to collect information from key staff at all levels on capacity needs.
- Develop a TNA report that will feed into the capacity enhancement plan.

c. Capacity Enhancement Plan

- Based on the Tasks 1 and 2 mentioned above, develop sustainable capacity enhancement plans for PDMA and DDMA's for the next four years, including identification of critical activities. The plan should put forward a proposed program of staff training (including a list of modules and basic contents) and potential organizations to support in this. All the capacity building activities should be distinctly divided into short, medium and long term activities.

IV. Deliverables

1. Inception report containing detailed work plans and assessment tool/s for Tasks 1, 2 and 3, to be submitted after one (1) month of signing of the contract
2. Interim report acceptable to the client, comprising of draft assessments related to Tasks 1, 2 and 3, to be submitted after four (4) months of signing of the contract
3. Final report, acceptable to the Client and to be submitted after Eight (8) months of signing of the contract; should comprise of the following:
 - a. Organizational Capacity Assessment
 - b. Training Needs Assessment
 - c. Capacity Enhancement Plan

V. Period of Contract

The assignment will be completed within Eight (8) months after signing the contract between the Client and a Consulting Firm.

VI. Coordination

The consulting firm will report to the Project Director (SRP) or any other official/s designated by the Project Director.

VII. Qualifications

The interested consultants must:

- be a national or international management consultancy firm or a research institute incorporated for at least five (5) years for offering similar services,
- have completed at least five (5) similar projects of this scale and complexity and in comparable organizations, prior experience of working with PDMA and NDMA is preferred,
- possess good knowledge of the working of the Government of Sindh, Provincial Disaster Management Authority Sindh, as well as of all concepts, principles and approaches required for assignment.
- provide details (documentary evidence e.g. contract award or reference letter from the clients stating scope of services and deliverables, audited financial statement of firm) of all such projects for the last 5 years or more during which they were completed,
- have technical personnel available. Information on education, years of experience, technical expertise and type of employment may be provided,
- information about adequate logistical capacity (well capacitated office etc.) may be furnished

VIII. Indicative Payment Structure:

The 'Consultant' will be paid the lump-sum amount for undertaking the assignment according to the submission and client's approval of deliverables. All other costs would be considered included in the lump-sum costs.

S. No.	Benchmark	Payment
1.	Submission of Inception report	5%
2.	Approval of Inception report	15%
3.	Approval of interim report	30%
4.	Approval of final report	50%

IX. Selection Process

Procurement will be completed following the Selection Based on Consultants Qualification Selection (CQS) method in accordance with paragraph 3.7 of World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers, January 2011 (revised July 2014).



FORM "A"

N.I.T SUBMISSION(1)

PROCURING AGENCY: _____ TENDER REF: _____

<u>Documents Required with NIT:</u>	Rule No.	IC	AM
a. Notice Inviting Tender	17	<input type="checkbox"/>	<input type="checkbox"/>
b. Notification of Procurement Committee	7	<input type="checkbox"/>	<input type="checkbox"/>
c. Notification of Complaint Redressal committee	31	<input type="checkbox"/>	<input type="checkbox"/>
d. Bidding documents/ Soft Copy/USB/CD.	21(4)	<input type="checkbox"/>	<input type="checkbox"/>
e. Annual Procurement Plan	11 & 12	<input type="checkbox"/>	<input type="checkbox"/>
f. Cheque/ Pay Order No.		<input type="checkbox"/>	<input type="checkbox"/>
g. Method of Receiving		<input type="checkbox"/> By Hand <input type="checkbox"/> Courier	
Initial			

E.O.I / PRE-QUALIFICATION SUBMISSION (2)

PROCURING AGENCY: _____ TENDER REF: _____

<u>EOI / Pre-qualification:</u>	Rule No	IC	AM
a. Notice of EOI / Pre-qualification	17	<input type="checkbox"/>	<input type="checkbox"/>
b. Notification of Procurement Committee	7	<input type="checkbox"/>	<input type="checkbox"/>
c. Notification of Consultant Selection Committee	67	<input type="checkbox"/>	<input type="checkbox"/>
d. Notification of Complaint Redressal committee (Prescribed.)	31	<input type="checkbox"/>	<input type="checkbox"/>
e. Annual Procurement Plan	11 & 12	<input type="checkbox"/>	<input type="checkbox"/>
f. Pre-qualification / shortlisting documents / RFP documents		<input type="checkbox"/>	<input type="checkbox"/>
g. Cheque/ Pay Order No.		<input type="checkbox"/>	<input type="checkbox"/>
h. Method of Receiving		<input type="checkbox"/> By Hand <input type="checkbox"/> Courier	
Initial			

Name: _____

Signature: _____

Date: _____

Individual Consultant Selection															
Activity Reference No. / Description	Loan / Credit No.	Component	Category	Market Approach	Process Status	Terms of Reference		Expression of Interest		Evaluation of Expression of Interest and Short List of Consultants		Notification of Intention of Award		Signed Contract	
						Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
PK-PDMA-SINDH-2806-CS-INDV / Financial Management Specialist	IDA-58880	Strengthening Disaster and Climate Risk Management	Consultant Services	Open	Under Implementation	2016/11/11	2016/11/17	2016/11/25		2016/12/25		2017/02/03		2017/02/24	
PK-PDMA-SINDH-2811-CS-INDV / Fiscal Risk Analysis Specialist	IDA-58880	Strengthening Disaster and Climate Risk Management	Consultant Services	Open	Under Implementation	2016/11/10	2016/12/30	2016/11/24		2016/12/24		2017/02/02		2017/02/23	
PK-PDMA-SINDH-2809-CS-INDV / Disaster Management Specialist	IDA-58880	Strengthening Disaster and Climate Risk Management	Consultant Services	Open	Under Implementation	2016/11/10	2016/12/30	2016/11/24		2016/12/24		2017/02/02		2017/02/23	
PK-PDMA-SINDH-2807-CS-INDV / Procurement and Contract Specialist	IDA-58880	Strengthening Disaster and Climate Risk Management	Consultant Services	Open	Under Implementation	2016/11/11		2016/11/25		2016/12/25		2017/02/03		2017/02/24	
PK-PDMA-SINDH-2808-CS-INDV / Risk Assessment Expert	IDA-58880	Strengthening Disaster and Climate Risk Management	Consultant Services	Open	Under Implementation	2016/11/09	2016/11/23	2016/11/23		2016/12/23		2017/02/01		2017/02/22	



No.PD/SRP/PDMA/2017/ 74
GOVERNMENT OF SINDH
REHABILITATION DEPARTMENT
PROVINCIAL DISASTER MANAGEMENT AUTHORITY
BUNGLOW NO.82, 10TH LANE, KHAYABAN-E-HILAL,
DHA PHASE-VI, KARACHI.
PHONE: 99332701-2, FAX: 99332700,
Karachi Dated: the 2nd February, 2017

Notification:

In pursuance of concurrence accorded by the Competent Authority i.e. Chief Secretary Sindh, conveyed vide Services, General Administration & Coordination Department's letter bearing no. U.O No.SOII (SGA&CD) 6-89/2016 dated 20.01.2017, the Consultant Selection/ Recruitment Committee for the project namely "Sindh Resilience Project (PDMA Component)" is hereby notified having following members:

S.No.	Designation	Role
1.	Project Director	Chairperson
2.	Project Coordinator	Member
3.	Representative Planning & Development Department, Government of Sindh	Member
4.	Representative Finance Department, Government of Sindh	Member
5.	Institutional Development Specialist	Member / Secretary

2. The Consultant Selection/ Recruitment Committee for the World Bank funded project i.e. "Sindh Resilience Project (PDMA Component)" is established pursuant to Rule-67 of Sindh Public Procurement Rules, 2010 and shall follow the prescribed procedures, rules and regulations as laid down by Government of Sindh and the World Bank's Guidelines regarding "Selection and Employment of Consultants."

**Project Director
Sindh Resilience Project**

CC to:

1. The Addl. Chief Secretary, P&D Department, Govt. of Sindh, Karachi.
2. The Secretary, Finance Department, Govt. of Sindh, Karachi.
3. The Secretary, Rehabilitation Department, Govt. of Sindh, Karachi.
4. The Staff Officer to Chairman NDMA, Govt. of Pakistan, Islamabad.
5. The Assistant Chief(Foreign Aid), P&D Dept. Govt. of Sindh, Karachi.
6. The Mission Coordinator of World Bank, Islamabad.


**Project Coordinator
Sindh Resilience Project**