

**Terms of Reference (TORs)**  
**Hiring of Individual Consultant for Multi-Hazard Vulnerability and Capacity Assessment (MHVCA) in Union Council Tajpur & Qaboola, District Jaffarabad & Usta Mohammad**

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

**To be Implemented by **Balochistan Rural Development Society (BRDS)****

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## **1. Background**

To be Implemented by **BRDS** is implementing the Restoration of Social Services and Climate Resilient (RSS&CR) project funded by Poverty Alleviation Fund (PPAF) in District **Jaffarabad & Usta Mohammad**, with a focus on enhancing the resilience of vulnerable communities to hazards and adapt to climate change. Tehsil **Jhatpat, Usta Mohammad** 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 act...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 **Tajpur & Qaboola**, Tehsil **Jhatpat & Usta Mohammad**. The assessment will identify various hazards and analyse 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, and institutional) to multiple hazards (natural and climate-related) and impact in Union Council **Tajpur & Qaboola**.
3. Through identification of capacity gaps, assess capacities needed to address impact on local communities, community facilities, 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 resource, knowledge, skills, to policies.

4. Engage local stakeholders to gather insights and strengthen community participation and identify the current level of capacity amongst stakeholders to address impacts
5. Prioritizing areas of low capacity 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 **Tajpur & Qaboola**. 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 **Tajpur & Qaboola**.

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 **BRDS** 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 **Tajpur & Qaboola**. 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 TWO, 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 secondary data
- Field observations
- Participatory mapping
- Household surveys
- Focus group discussions
- Key informant interviews

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.

### **Draft Report:**

Draft report, presenting the findings of the assessment and providing recommend

3. 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 **BRDS** 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 8 weeks from the date of contract signing, following the timeline below:

- Inception Report: Week 2
- Data Collection and Field Assessment: Week 3-4
- Data Analysis and Draft Report Submission: Week 5-6
- Final Report Submission, feedback and approval: Week 7-8

## 7. Required Qualifications

The consultant must have the following qualifications:

- Advanced degree in disaster risk management, climate change, social sciences, or related fields.
- 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. Costing and 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:

- **30% upon submission of Inception Report.**
- **30% upon completion of data collection and submission of the Fieldwork 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.
- Examples of previous similar work.

## **10. Submission Deadline 21 days after advertisement of TORs for the hiring of individual consultants.**

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We look forward to receiving your application and collaborating on this important assessment to strengthen resilience in the communities and Institutions of Tehsil **Jhatpat & Usta Mohammad**