Terms of References
For Consultant to revise the Provincial Disaster Risk Management Plan (DRMP) for Gilgit-Baltistan (Pakistan)

1. Develop and share a work plan (with timeline, responsibilities, and deliverables) for revision of the GB DRMP and seek feedback from WWF-Pakistan and GBDMA.
2. Prepare an outline for the revised GB DRMP and share with WWF-Pakistan and ICIMOD.
3. Review the guidelines for creating provincial disaster risk management plan provided by National Disaster Management Authority (NDMA), Government of Pakistan.
4. Review of the secondary data including but not limited to:
   a. Review the existing GB DMP and identify gaps/areas of improvement that could be addressed through a stakeholder’s consultative process and literature review etc.
   b. Review of relevant policies and strategies of the provincial and nation governments which shall guide the GB DRMP revision process. that
   c. Consult the Sendai framework of Action (2015-2030) and other relevant globally recognized best practices and frameworks to integrate the learnings in the GB DMRP.
5. Design and conduct x number of stakeholders consultation including legislatures, relevant government ministries/departments at national and provincial level, civil society organizations, and communities through their representative CBOs, with clearly defined purpose of the consultations and anticipated outcomes
6. Develop draft DRMP considering the following
   a. Integrating technology i.e., early warning systems for flood risk management and resilience building of the communities and local critical infrastructures.
   b. Incorporate inputs and feedback received from stakeholders into the draft DRMP and seek their support for validation of maps and other information of the draft plan by GB government
   c. Consult GBDMA, WWF-Pakistan, and proposed technical committee, regularly for their comments, inputs, and feedback- on the draft plan until it is finalized and approved by the competent authority.
7. Submit the final draft DRMP to WWF-Pakistan along with GIS maps, HD pictures – e.g. general and of meetings with the community and officials, and any other materials procured or produced as part of this assignment
8. All the original data related to the consultancy will be sole property of GBDMA and will be submitted through WWF-Pakistan.
9. The defined timeline should be strictly followed for the report submission.
DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Applicants are required to submit the following:

Technical proposal:

i. Detailed workplan
ii. Company’s profile/brochure
iii. Detailed methodology
iv. Team’s resume(s) along with their role(s) in this assignment
v. Prior experience in the similar capacity
vi. Recommendation letter(s)
vii. Letter of Declaration regarding validity and authenticity of information provided in proposal

Financial proposal:

Detailed financial proposal which should be inclusive of all applicable taxes and out of pocket expenses in Pakistani Rupees (PKR). The financial proposal should follow a breakdown structure i.e., specifying cost(s) to each head and subhead and remuneration as per man days.

i. Company’s registration certificate
ii. NTN detail(s)
iii. Any legal or technical certification required for the task

Criteria of Evaluation

Applicant’s proposal shall be evaluated based on Quality and Cost Based Selection (QCBS) method. Under QCBS both technical and financial proposals shall be evaluated as per following criteria against a maximum score of 100 points.

• Technical Proposal 70%
• Financial Proposal 30%

The following criteria shall be used as a basis for evaluation of technical proposals:

• Qualifications (maximum 30 points)
• Experience relevant to the assignment (maximum 30 points)
• Adequacy of the proposed methodology and work plan (maximum 20 points)
• Skills & Competencies for the assignment (maximum 10 points)
• Prior experience with WWF-Pakistan (maximum 10 points)

Budget

The tentative budget threshold for this specific assignment is **PKR 2.5 million inclusive of all applicable taxes and out of pocket expenses**. Evaluation process will be competitive; therefore, all the required documents should be submitted.
**Note:** Late/ incomplete submissions will not be accepted. Only three (03) top ranked firms will be included in the comparative process.