

Terms of Reference (ToR)

Development of Rapid Assessment Tool for Vulnerable Population

Background:

Pakistan is one of the most disaster-prone and climate-change affected countries in the world. Every year, a multitude of disasters affect a high number of people. High population density, poverty, illiteracy and lack of adequate infrastructure contribute to high vulnerability. Furthermore, Pakistan is geographically prone to high scale disasters such as Floods, Drought and Earthquakes.

The number and scale of humanitarian emergencies over the past decade has led to notable efforts to improve assessment tools used in emergency situations; rapid assessments have become one of these widely used tools. Rapid assessments are seen as an instrument for making data available quickly to provide information on the impact of an emergency on affected populations, so as to improve response planning and resource mobilization.

Following the onset of the emergency, during the immediate response phase, an initial (preferably inter-agency) rapid assessment should be conducted; this is usually done in the first two weeks following an emergency. Beyond the immediate response phase, more detailed in-depth sectoral assessments are typically carried out. These may also be considered rapid in nature as quick feedback of results is usually required for the ongoing response.

The nature of an emergency heightens all the usual challenges associated with data collection. Uncertainty over population figures and demographic information constitutes one of the main barriers to conducting accurate assessments. Data collection in a humanitarian response can often lack technical credibility and statistical robustness. It is important to recognize that while good information does not guarantee a good programme, poor information almost certainly guarantees a bad one.

Rationale for Rapid Assessment Tool:

The MIRA Guidance is a joint multi-sector assessment in the earliest days of a crisis or change in the context. It guides subsequent in-depth sectoral assessments and provides decision-makers with timely, adequate, sufficiently accurate and reliable information to collectively identify strategic humanitarian priorities. MIRA is an extensive and a laborious tool and it cannot be launched unless the government declares an emergency. MIRA can only be assessed by MIRA trained enumerators.

It is recognised that, in the immediate aftermath of an emergency, it may not be possible to launch MIRA or carry out the assessment due to the above reasons. Hence, the aim of this Rapid Assessment Tool (RAT) is to give the humanitarian actors/responders an abridged form of MIRA assessment questionnaire that would be considered when carrying out a rapid assessment in an emergency situation (floods, drought, earthquakes).

The tool will be used when there is an urgent need for information required to inform coordinated planning and response. This tool will also ensure that all indicators concerning Vulnerable groups are addressed and to perform a broad assessment of the disaster and basic needs of the vulnerable population in order to identify priorities for assistance.

OVERALL OBJECTIVE OF ASSIGNMENT:

1. Design and develop a Rapid Assessment Tool which will be used immediately after the onset of an emergency / disaster in order to locally assess the disaster-affected areas and the needs of disaster victims.
2. Assess the needs of the affected vulnerable population and design a prioritized plan of action based on those needs for effective response.
3. To support stakeholders to reach a shared understanding of the humanitarian situation and its evaluation at its earliest stages to support initial strategic response decisions surrounding the following:-
 - The impact of the disaster, including scale and severity, priority needs, risks/vulnerabilities;
 - The capacity to respond, both by national and international actors, including limitations, and Priority areas for intervention.

Deliverables:

Deliverable 1: Discuss and consult closely with UNOCHA, UNICEF and UNHCR to ensure synchronization and clarity of intended and desired end-products of the tool.

Deliverable2: Validation/Review meeting will be held with NDMA and UNICEF team to assess the tool and fill in any remaining gaps to validate the tool.

The Consultant will Collect Information related to

- Access and security – How are the communication networks of the area? How safe the area is from secondary disasters e.g. fires, chemical spills etc.
- Vulnerable Population affected – Number of affected, gender ratio, age, vulnerable groups, total population, displaced etc.
- Community resources – Infrastructure affected (Hospitals, Schools, drainage system, skilled persons availability, Disaster plans, evacuation plans/centers available/how much effective, Early warning system available/affected, means of communication etc.
- Health – Medical facilities, health infrastructure, diseases, pregnant women/child health
- Water – Sanitation system, water storage facilities, water testing & distribution systems,
- Food and non-food items – Food supply available, cooking facility, equipment, fuel etc.
- Shelters – how much required, capacity in the area? How fast can it become available?
- Protection

The Consultant is expected to submit the following:

1. Inception report which details the methodological proposal. The report will include the scope of work, work plan, time frame, and analysis.
2. End-of-assignment report. The final report incorporates comments from all key stakeholders will be submitted in 10 working days after receiving all comments. This will be submitted to NDMA for validation.

Methodology:

Since MIRA methodology is comprised of the following fundamental elements: a secondary data review, collection of primary data, joint analysis and reporting, the consultant would be requested to form an abridged tool comprising of all above elements.

Methodology will be determined by the consultant through literature/desk review, meetings with relevant stakeholders etc.

MIRA assessment is multisectoral and forms a part of the Planning and [Emergency Response Preparedness](#). MIRAs are managed by OCHA under the overall guidance of the Humanitarian Coordinator (HC) in the first two weeks of a disaster. MIRAs may be undertaken in coordination with host Governments, supported by the humanitarian community through clusters/working groups. At the global level, UNHCR is responsible for leading the emergency protection, shelter, camp coordination and management clusters therefore Consultant would be required to have strong coordination with OCHA and UNHCR.

Vetting of the Tool: NDMA internal team and UNICEF will do the required vetting of the document before it is pre-tested in Sindh. This document will provide comprehensive guidelines for the stakeholders and the humanitarian workers. It will support these organizations who make up the first responders.

This Tool will be developed by the consultant and will be approved, endorsed by NDMA and the relevant. This Tool would be printed and disseminated for any disaster and assessment.

Duration of the Assignment:

The consultancy is open to Individual consultants/consultancy firms/ organizations. The duration of assignment is 45 days from signing of the contract.

How to apply

The individual consultant/firm should apply by presenting the following documents:

1. Brief description of why the individuals consider themselves as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
2. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.
3. The proposals should be emailed to fo.gcc@ndma.gov.pk or faizarahmansyed@gmail.com by 12th August, 2021.

Qualification & Experience:

- Post graduate degree in Gender Studies, Communication, Social Sciences or any relevant degree.
- Should be M&E specialist/expert and knowledge/experience of developing similar tools under the respective commitments.
- Experience to conduct meetings/trainings/workshops with the government and other stakeholders.
- Knowledgeable in areas of Gender based Violence, International Frameworks, disaster risk reduction/management, gender and gender mainstreaming in disasters is mandatory.
- Demonstrated ability to successfully conduct participatory and orientation sessions and use interactive approaches for sessions.
- Excellent written and spoken English/Urdu language skills.
- Initiative, judgment, flexibility and self-motivation to achieve results
- Is available for the complete duration of the assignment.