



Terms of Reference (TOR)
Hiring of Individual Consultant for Multi-Hazard Vulnerability and Capacity Assessment (MHVCA) in Union Council Thando Hafiz Shah, Tehsil Thatta, District Thatta

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

To be Implemented by Indus Earth Trust

1. Background

Indus Earth Trust is implementing the Restoration of Social Services and Climate Resilient (RSS&CR) project funded by Poverty Alleviation Fund (PPAF) in District Thatta, with a focus on enhancing the resilience of vulnerable communities to hazards and adapt to climate change. Union Council Thando Hafiz Shah 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 Thando Hafiz Shah, Tehsil Thatta, District Thatta. 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, institutional) to multiple hazards (natural and climate-related) and impact in Union Council Thando Hafiz Shah.
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. Prioritising 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 Thando Hafiz Shah. 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 Thando Hafiz Shah.

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 Indus Earth Trust 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 Thando Hafiz Shah 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 Indus Earth Trust, 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 analysing 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 Indus Earth Trust 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:

- Master in disaster risk management, climate change, social sciences, or related fields.
- Should have at least 8 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:

- **10% upon submission of Inception Report**

- **20% upon completion of data collection and submission of the Fieldwork Report**
- **30% 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. Submission Deadline

All applications must be submitted by 10th February,2025

We look forward to receiving your application and collaborating on this important assessment to contribute to strengthening resilience of communities and institutions in Union Council
Thando Hafiz Shah.



Suggested Content of a Mult hazard Vulnerability and Capacity Assessment Report

For a comprehensive "Multi-hazard Vulnerability & Capacity Assessment" report, a detailed and structured approach is essential. Here's a suggested Table of Contents with explanatory details for each section, based on best practices and methodologies from various expert sources:

Table of Contents for Multi-hazard Vulnerability & Capacity Assessment Report

1. Executive Summary

- Provide an overview of the assessment objectives, key findings, and recommendations.

2. Introduction

- Outline the purpose of the assessment, the scope of the hazards considered, and the methodology used for risk analysis.

3. Methodology

- Detailed description of the assessment approach, including data sources, tools, and analytical techniques used in the vulnerability and risk evaluation.

4. Hazard Identification

- List and describe the types of hazards assessed (e.g., natural, technological, and human-induced).
- Include historical data, frequency, magnitude, and spatial distribution of these hazards.

5. Vulnerability Assessment

- Analyse the susceptibility of various elements at risk, including populations, infrastructures, and ecosystems.
- Discuss different types of vulnerabilities (physical, social, economic, environmental, and institutional).
- Detail the methodology used for assessing vulnerability, such as the community-based approach or taxonomy approach, which helps classify and prioritize vulnerabilities.

6. Risk Analysis

- Combine hazard and vulnerability assessments to identify the potential risks.
- Use qualitative, semi-quantitative, and quantitative risk assessment methods to describe and prioritize risks.

7. Impact Analysis

- Estimate the potential impacts of identified risks on people, property, and the environment.
- Discuss both direct and indirect impacts, considering different scenarios of hazard occurrence.

8. Capacity Assessment

- Capacities needed to prevent, mitigate, and prepare for hazard impacts and reduce loss

- Rank current level of capacities amongst stakeholders in terms of low, medium and high levels

9. Actions Needed to Build Capacities and Reduce Vulnerabilities

- Prioritise areas for capacity building
- Identify capacity building actions under each context of prevention, mitigation, and preparedness to reduce vulnerabilities

10. Current Mitigation Measures

- Review existing policies, practices, and infrastructure that contribute to risk reduction.
- Evaluate the effectiveness of these measures in mitigating risk.

11. Risk Treatment Options

- Propose measures to avoid, mitigate, transfer, or accept risks.
- Suggest improvements to existing policies and practices, including community preparedness and infrastructure resilience enhancements.

12. Implementation Strategy

- Develop a phased plan for implementing the recommended risk treatment options.
- Include considerations for resource allocation, timelines, and responsibilities.

13. Conclusions and Recommendations

- Summarize the key findings from the risk assessment.
- Provide actionable recommendations for stakeholders to improve risk management practices.

14. Appendices

- Include supplementary information, data tables, figures, maps, and references used in the report.

This structure ensures that your report is comprehensive, covering all necessary aspects of multi-hazard risk assessment from understanding the risks to proposing practical solutions. It is important to adapt the content to the specific context and requirements of the area being assessed, reflecting local conditions, and involving relevant stakeholders in the process.