

Terms of Reference (ToRs) For Pre-Qualification of Consultants/Firms
Rapid Needs Assessment, Baseline and End line
of RAPID Relief & Recovery Response
September 2019

1. Background:

Concern Worldwide is a non-governmental, international, humanitarian organization dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. Concern has been working in Pakistan since 2001, implementing emergency response, resilience and long-term development programs across the country.

Concern is implementing the RAPID Fund program in Pakistan with the support of the United States Agency for International Development's Office of U.S. Foreign Disaster Assistance (USAID-OFDA). The objective of RAPID is to assist the most vulnerable populations in the aftermath of any natural or human induced disaster across the country. In close coordination with the relevant clusters, I/NGOs, target communities, Disaster Management Authorities (DMAs) and working alongside existing humanitarian mechanism, RAPID provides timely, flexible, effective, and needs-based sub-grants to national and international NGOs through a systematic short term small grants mechanism. In case of humanitarian situation/needs, meeting RAPID triggers for response, RAPID in consultation with relevant PDMA, conducts a quick assessment, including review of existing multi-sectoral assessment conducted by PDMA, I/NGO or UN to validate the needs and submit justification along with the response plan to USAID-OFDA for review and consent. Based on assessed needs, RAPID approves sub-grants of short duration to I/NGOs selected through a Call for Proposals. RAPID team conducts support visits throughout the project duration and provides facilitation in baseline and overall project implementation. At the end of the project, RAPID conducts an end verification visit to measure the progress on output and immediate outcomes of each sub-grant. Please refer to <https://www.concern.net/where-we-work/pakistan/rapid-fund> for further details about RAPID mechanism and its operational framework.

Concern requires the services of a consultancy firm or individual/group of individuals to support RAPID M&E unit to conduct and report needs assessment, baselines and end line studies of RAPID's relief and recovery response. Concern will shortlist/pre-qualify a consultant(s) with agreed per day or per assignment consultancy fee for 1-3 years to provide services on needs basis.

2. Purpose:

The purpose of hiring the services of the Consultant(s)/consultancy firm is to provide need-based short term technical support to RAPID program. The technical support in Monitoring and Evaluation (M&E) will be related to assignments including rapid needs assessment (multi-sectorial) in the aftermath of any disaster (Flood, Earthquake, Drought, etc.), and/or verification of needs of the affected communities from any protracted crisis/complex emergency or natural disaster. The services may also include the conduct and reporting of specific humanitarian response baseline studies or support in consolidation of sub-grant projects' baseline reports (conducted by Sub grant I/NGOs) and conduct/report end line studies of each response or to consolidate the end line reports (conducted by Sub Grant I/NGOs or conducted by RAPID). As the services will be required on needs basis; therefore depending on the nature of assignment, Concern will share specific ToRs for relevant assignment with the selected consultant(s)/consultancy firm and mutual agreement will be made pertaining the number of days and other arrangements for the assignment.

3. Objectives and Specific Tasks to be undertaken by the Consultant(s):

The selected consultant (s) will support Concern RAPID in the following key tasks:

1. Conduct and report rapid Damage and Needs Assessment (multi-sectorial) in the aftermath of any disaster or verifications of needs/situation analysis of existing protracted crisis or disaster. Concern has a pool of local NGOs partners across country; the partners/local NGOs will support the consultant in conducting such assessments, as and when required;
2. Consolidate the assessment data/reports received from RAPID partners and prepare the justification of the humanitarian response as per RAPID program mandate;
3. Conduct baseline and end-lines of specific projects and/or emergency response. RAPID sub-grant/partners will provide support in data collection. Alternatively, support Sub-grantees/I/NGOs partners in development of baseline tools, logical framework and monitoring of progress on the agreed indicators;
4. Develop a multi-sectorial, indicator tracking data analysis and progress reporting system;
5. Provide support in development and consolidation of logical frame work for each humanitarian response implemented by RAPID program.

Based on needs/nature of assignment, Concern RAPID will share the detailed objectives for each assignment with the selected consultant prior to any specific task.

4. Outputs:

The outputs will vary depending on the specific task assigned to selected consultant. The associated outputs include, but are not limited to:

- Needs assessment report prioritising the needs justification for the response and recommendations;
- Baseline reports including the baseline values of target indicators for each response;
- End line report including the end line values of target indicators for each response;
- Logical framework for each response;
- Indicators tracking and reporting system (Response level baselines and end-lines).

5. Line of Communication and Reporting:

The consultant will report to:

1. Director RAPID: on progress and issues arising (overall management);
2. Deputy Director RAPID: Supervise the specific tasks in ToRs and review of progress on weekly basis depending on nature of assignment;
3. M&E Specialist: Supervise the routine progress and field assignments.

In addition, regular coordination with RAPID partners/sub-grantees, as when required.

6. Consultant Essential and Desirable Expertise/Experience:

Essential

- Educational qualification(s) in a field highly relevant to the nature of the study;
- Strong research experience, both quantitative and qualitative, in emergency contexts , ideally in Pakistan and South Asia;
- Good competencies in research design and implementing household-level quantitative surveys;

- Previous proven experience in designing M&E system for USAID/OFDA multi-sectorial program (e.g. agriculture and food security, nutrition, health, economic recovery WASH etc.)
- Strong skills in SPSS or other suitable database software (apart from MS Excel);
- Previous experience in humanitarian response to emergencies, needs assessment, baseline and end-line design and reporting;
- Exceptional data analysis, quantitative and summarising skills;
- Familiarity with academic research on vulnerability and social protection in Low and Middle Income Countries;
- Demonstrable experience producing similar documents;
- Strong writing skills in English with a clear, straightforward writing style;
- Good communication and interpersonal skills;
- Strong IT/computer skills including development of graphs and charts.

Desirable

- Masters degree or doctorate in relevant field;
Work experience in Pakistan, ideally on issues relevant to the assignment;
- Hands-on experience with humanitarian emergencies response work experience particularly M&E and quantitative survey design, implementation and reporting.

7. Applications:

Interested individual consultants should send the following documents in a sealed envelope, clearly marked “**Consultancy for RAPID III M&E Support**” and it should reach **Concern Worldwide Office U-Fone Tower, Plot 55 C, Ground Floor, Jinnah Avenue, Blue Area Islamabad, Pakistan** on or before **15:00 Hrs October 3, 2019**.

- Expression of Interest (EOI) detailing the consultant’s/firm’s suitability for the assignment and justifications that consultant (s) meets the requirements with proven skills, knowledge and credentials. The EOI must also cover human and institutional strengths, as well as details (quantity and experience) of the staff/human resource who will be specifically engaged for the above-mentioned assignments. **(Not exceeding four (4) pages, MS Word format – font size Times New Roman 11 – A4 size page – margin one inch all sides – alignment justified;**
- CV(s) of consultant at least reflect educational qualification, previous relevant experience, current location etc. and **should not exceed four (4) pages in MS Word format – font size Times New Roman 11 – A4 size page – margin one inch all sides – alignment justified;**
- Profile of the firm if applying as a consultancy firm;
- At least two relevant examples of previous similar assignments (damage and needs assessment, baseline/end study of humanitarian projects) carried out preferably in Pakistan with international NGOs (Concern will strictly ensure the confidentiality of the baseline reports).

The Expression of Interest along with required documents should be submitted through courier/by post or in person and should reach at the specified location, within the specified deadline and in the appropriate format. **The cost proposal/budget is not required at this stage.** Concern will review the Expression of Interest/CVs/previous experience and only shortlisted consultants will be called for submission of financial proposal after meeting/presentation if required

For any questions and queries, you can send an email to pakistan.hr@concern.net by **15:00 Hrs October 02, 2019**

8. Selection Process and Criteria:

The EOI will be evaluated through a competitive selection process. Following overarching criteria will be followed:

- Consultant (s) previous similar experience;
- Skills, credential and knowledge as reflected in the EOI, CVs and profile submitted;
- Justification and suitability as reflected in EOI.

Consult will shortlist/pre-qualify one or more consultant (s), will sign contract with selected consultant for 1-3 years duration to provide services on need basis as per agreed consultancy fee for each assignment.