

## Terms of Reference

**1. POSITION TITLE:** TORS FOR ENGAGING A QUALIFIED FIRM FOR CREATION & PRODUCTION OF NDRMF'S BIENNIAL FLAGSHIP REPORT [NATIONAL]

**2. DURATION:** 04 Months Lump Sum Contract

**3. LOCATION:** Islamabad

### **4. BACKGROUND:**

National Disaster Risk Management Fund (NDRMF) is a non-profit organization established under Section 42 of the Companies Act, 2017,. The NDRMF is a Government-owned entity that is providing grants for projects. These projects are contributing to Pakistan's enhancement in resilience to disaster, climatic and other natural hazards to strengthen the government's ability in making Pakistan a disaster-resilient country.

NDRMF is seeking proposals from qualified firms to create and produce a biennial flagship report on the theme "***Climate Change Adaptation and Disaster Risk Management***". The report aims to explore the intersection between climate change adaptation and disaster risk management, in line with NDRMF's commitment to enhancing disaster risk management and resilience. The report aims to explore and present a research based analytical review and findings on the emerging policy and practical approaches on intersectionality of climate change adaptation and disaster risk management. Build the analysis on climate policy and science, economic and financial aspects and practical approaches for long-term addressing the challenge. Scope of the report shall also present specific challenges for Pakistan and present a set of recommendations for policy makers. The report is aimed to serve as a key resource for policymakers, practitioners and stakeholders in the field.

### **5. SCOPE OF WORK:**

The selected firm will be responsible for; (i) Conducting comprehensive research including literature review, data analysis, and stakeholder consultations on the theme "***Climate Change Adaptation and Disaster Risk Management***" ***both international approaches and within the specific context of Pakistan***; (ii) Developing a clear and coherent structure for the report, outlining key chapters, sections, and sub-topics; (iii) Writing compelling content that presents evidence-based analysis, economic and financial analysis, case studies, best practices and policy recommendations for Pakistan; (iv) Designing the report layout, including graphics, charts, and illustrations, to ensure a visually appealing and user-friendly publication; (v) Ensuring the report aligns with NDRMF's branding guidelines and communicates the intended messages effectively; (vi) Incorporating feedback from NDRMF and relevant stakeholders during the drafting and revision process; (vii) Delivering a final print-ready and digital version of the report.

### **6. DETAILED TASKS:**

#### **a) Research and Mapping:**

Conduct a comprehensive review of existing literature, reports, and relevant data on the theme "***Climate Change Adaptation and Disaster Risk Management***" by exploring the intersection between climate change adaptation and disaster risk management; examining the challenges posed by climate

change; assessing the impacts on vulnerable communities; and presenting strategies for integrating climate change considerations into disaster risk management practices.

**b) Wide Stakeholder Engagement:**

Engage with wider set of stakeholders, including experts, practitioners, and policymakers, to gather insights and perspectives.

**c) Report Structure:**

Develop a clear and coherent structure for the report, outlining key chapters, sections, and sub-topics in consultation with NDRMF.

**d) Preparation of Initial Draft:**

Prepare an initial draft of the report comprising compelling content that presents evidence-based analysis, research findings, case studies, best practices and policy recommendations.

**e) Feedback & Revisions:**

Coordinate with NDRMF and relevant stakeholders to incorporate feedback and revisions to ensure the report aligns with NDRMF's branding guidelines and communicates the intended messages effectively.

**f) Layout:**

Design and layout the report, including graphics, charts, and illustrations, to ensure a visually appealing and user-friendly publication/format.

**g) Final Report:**

Submit the final report in both print-ready and digital formats, adhering to agreed timelines and quality standards. Requirements regarding required numbers of copies and dissemination shall be shared during Request for Proposal stage

**7. DELIVERABLES:**

Sr No.	Deliverable	Actions Required	Tentative Time Period	Payment Schedule
(i)	Inception Report	<ul style="list-style-type: none"> <li>Develop understanding of the report's objectives, scope, methodology, and proposed approach.</li> <li>Develop detailed work plan, timelines, and deliverables for each phase of the report.</li> <li>Discussion and agreement between NDRMF and the firm on the report's direction before proceeding to the next phase.</li> </ul>	Within [15] days from the signing of the contract.	20% upon submission and acceptance of the report

(ii)	Draft Report	<ul style="list-style-type: none"> <li>• Develop preliminary findings, analysis, and content based on research, literature review, data collection, and stakeholder input.</li> <li>• Respond to queries and questions from a peer and/or independent expert review.</li> <li>• Seek review and feedback by NDRMF and relevant stakeholders to ensure accuracy and alignment with the scope and objectives of the study.</li> <li>• Identify all necessary revisions and improvements to be made before finalizing the report.</li> </ul>	Within [08] weeks from the approval of the inception report	50% upon submission and acceptance of the document
(iii)	Final Report	<ul style="list-style-type: none"> <li>• Develop a complete and refined version of the flagship report.</li> <li>• Incorporate all the feedback, revisions, and improvements from the draft report stage.</li> <li>• Present comprehensive and validated findings, analysis, and recommendations in a structured and professional manner.</li> <li>• Present ready for publication report in required formats for dissemination to the target audience.</li> </ul>	Within [6] weeks from the submission and incorporation of feedback on the draft report.	30% upon submission and acceptance of the report

#### 8. ELIGIBILITY CRITERIA FOR FIRM:

The firm should possess the following:

- (i) Demonstrated at least five (05) years' experience and expertise in the field of Climate Change science and policy, economic and financial policy expertise, Adaptation and Disaster Risk Management with a proven track record in conducting research and producing high-quality reports.
- (ii) Knowledge of disaster risk management/resilience/ Climate Change Adaptation and Disaster Risk Management and/or related areas.
- (iii) Strong analytical and writing skills, with the ability to synthesize complex information and present it in a clear and concise manner.
- (iv) Experience in designing visually appealing and engaging publications.
- (v) Familiarity with NDRMF's mandate, goals, and thematic focus areas is an advantage.

#### Key Experts :-

- 1- Climate Change Expert (01)
- 2- Disaster Risk Reduction (DRR) Expert (01)
- 3- Survey Design & Implementation Expert 4 (01)
- 4- Research Analysis (02)

#### Non-Key Experts:-

- 1- Enumerators
- 2- Graphic Designer

Detailed Requirements regarding Qualification and Experience of the Experts shall be shared during Request for Proposals Stage.