

TERMS OF REFERENCE (TORS)

Hiring of Consultant for Standardization of Community-Based Disaster Risk Management (CBDRM) Framework and update of CBDRM Manual in Khyber Pakhtunkhwa

1. Introduction

The Disaster Management Authority (PDMA) Khyber Pakhtunkhwa is mandated to coordinate, plan, and implement disaster risk management policies and programs across the province. Over the past decade, several actors, including government agencies, Local NGOs, INGOs, and UN bodies, have implemented Community-Based Disaster Risk Management (CBDRM) initiatives across various districts of Khyber Pakhtunkhwa. However, the approaches, tools, and institutional linkages vary widely, leading to inconsistencies and fragmentation in community resilience efforts.

To address this challenge, PDMA Khyber Pakhtunkhwa intends to hire a qualified consultant to lead the process of standardizing CBDRM framework and practices institutionalization a unified provincial model to be adopted by all actors across districts and lower tiers. A critical component of this assignment will be the comprehensive **review and updating of the existing Khyber Pakhtunkhwa CBDRM Manual (2014)** to align it with the new standardized framework and the changing national dynamics and international best practices.

2. Background and Rationale

CBDRM has proven to be an effective approach to disaster risk reduction and building community resilience. Following the 2005 earthquake 2010 and 2022 floods, numerous CBDRM programs were initiated in KP with government and donor support. To advance community resilience and ensure coordinated disaster management, it is essential to develop a unified framework that streamlines efforts, ensures consistent quality, and fully integrates with the formal disaster management system.

NDMA developed national CBDRM guidelines in 2014, which have been variably adopted. PDMA KP has also undertaken commendable initiatives, including the formation of Village Disaster Management Committees (VDMCs), Community Emergency Response Teams (CERTs), and district-level DRM plans. A province-wide CBDRM framework is needed to ensure alignment with the KP Local Government Act, District Disaster Risk Management Plans (DRMPs), and the Provincial Emergency Operations Center (PEOC), facilitating cohesive and effective disaster management across Khyber Pakhtunkhwa

This consultancy aims to consolidate the best practices, harmonize tools, and formalize the roles of communities, local governments and other government & non-governmental actors in CBDRM through the development of a standardized, inclusive, and scalable provincial model. The existing CBDRM Manual (2014) will be updated and integrated into the new framework to ensure continuity and standardization.

3. Objectives of the Consultancy

The main objective is to

- 1) Design and propose a standardized CBDRM model and framework for Khyber Pakhtunkhwa that:
 - Aligns with the National & Provincial Disaster Management Act, KP Local Government Act, and DRM/R policies.
 - Standardizes community risk assessment, planning, response structures, training modules, and monitoring tools.
 - Provides guidance for integration with local governance systems and DDMA structures, Village Disaster Management Committees (VDMC) and Village Disaster Management Plans (VDMP) to be gender-responsive, inclusive, and adaptable to different geographic and risk contexts in KP.
 - Updating the KP CBDRM Manual (2014) to reflect the revised model, tools, and practices and piloting on community level.

4. Scope of Work and Specific Tasks

The consultant will undertake the following tasks:

4.1 Desk Review and Comparative Analysis

- Review NDMA's 2014 CBDRM Guidelines and related national frameworks.
- Analyze CBDRM models implemented in KP and other provinces by government and non-government actors.
- Review CBDRM international best practices in the region and beyond
- Review KP's Local Government Act, KP DRR Policy (draft), and existing CBDRM Work.
- Conduct a detailed review of the KP CBDRM Manual (2014) to identify areas for revision and updating.

4.2 Stakeholder Consultations

- Conduct consultations with PDMA, DDMA, LG&RD Department, UN agencies, I/NGOs, CBOs, communities, sector experts and academic institutions.
- Document lessons learned, challenges, and best practices.

- Primary data generated for the standardized CBDRM framework

4.3 Drafting of Standardized CBDRM Framework

- Develop a unified provincial CBDRM model including:
 - Community structures (VDMCs, CERTs, etc.)
 - Community based Risk assessment (CRA) guidelines tools and templates
 - Training modules and IEC materials
 - Monitoring and Evaluation (M&E) mechanisms
 - Roles of local governments and linkages with DDMAAs, VDMCs
 - Updated version of the KP CBDRM Manual based on the new framework.

4.4 Field component: CBDRM roll out in 5 selected high-risk communities on pilot basis

- Field Visit to 5 high risk communities VCs selection; Committees Constitution; BBCM
 - Multi-tier Trainings based on the new CBDRM framework and field testing

4.4 Validation and Finalization

- Present draft framework to PDMA KP & stakeholders for review and validation.
- Incorporate feedback and submit the final standardized CBDRM framework and implementation plan.
- Submit the revised KP CBDRM Manual as part of the final deliverables.

5. Deliverables and Timelines

DELIVERABLE	DESCRIPTION	TIMELINE
Inception Report	Methodology, work plan, stakeholder map	Week 1
Desk Review and Comparative Analysis Report	Analysis of existing models, tools, and policies	Week 3
Stakeholder Consultation Report	Summary of inputs and recommendations from key actors	Week 5
Draft CBDRM Standardized Framework	First draft of the unified model	Week 7
Validation	Presentation to stakeholders and incorporation of feedback	Week 8

Final Framework and Implementation Toolkit	Final approved framework, manuals, tools, and summary report, including the updated KP CBDRM Manual (2014) in Urdu & Pashto	Week 10
Piloting And Testing In Community	Conducting Trainings In Five Communities of Upper Chitral	Week 21

6. Required Qualifications and Experience

- Advanced degree in Disaster Risk Management, Public Policy, Social Sciences, or related field.
- At least 10 years of experience in DRM and CBDRM programming in Pakistan, preferably KP.
- Proven experience in policy drafting, stakeholder engagement, and training material development.
- Strong analytical, facilitation, and communication skills.
- Familiarity with KP governance, DRM, and community structures.

7. Reporting and Supervision

The consultant will report to the Director GCC PDMA KP and work in close coordination with the Technical Supervisor nominated for this assignment. Regular progress updates, draft outputs, and final deliverables will be reviewed by the Technical Team and endorsed through formal approval mechanisms.

8. Duration and Location

- Duration: 10 weeks (extendable based on needs and performance)
- Location: Peshawar (PDMA office) with travel to selected districts for consultations

9. Payment Schedule

- 20% upon submission of Inception Report
- 30% upon completion of stakeholder consultations and draft framework
- 50% upon submission and approval of final framework and tools, including the updated KP CBDRM Manual