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Tender for the learning review of the 2022-2023 Pakistan flood response and early recovery programme, November 2023

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## Islamic relief Worldwide

Islamic Relief is an international aid and development charity, which aims to alleviate the suffering of the world's poorest people. It is an independent Non-Governmental Organisation (NGO) founded in the UK in 1984.

With an active presence in over 40 countries across the globe, we strive to make the world a better and fairer place for the three billion people still living in poverty. As well as responding to disasters and emergencies, Islamic Relief promotes sustainable economic and social development by working with local communities - regardless of race, religion or gender.

**Our vision:**

Inspired by our Islamic faith and guided by our values, we envisage a caring world where communities are empowered, social obligations are fulfilled, and people respond as one to the suffering of others.

**Our mission:**

Exemplifying our Islamic values, we will mobilise resources, build partnerships, and develop local capacity, as we work to:

* Enable communities to mitigate the effect of disasters, prepare for their occurrence and respond by providing relief, protection and recovery.
* Promote integrated development and environmental custodianship with a focus on sustainable livelihoods.
* Support the marginalised and vulnerable to voice their needs and address root causes of poverty.

At the international level, Islamic Relief Worldwide (IRW) has consultative status with the UN Economic and Social Council and is a signatory to the International Red Cross and Red Crescent Code of Conduct. IRW is committed to the Sustainable Development Goals (SGDs) through raising awareness of the issues that affect poor communities and through its work on the ground. Islamic Relief are one of only 13 charities that have fulfilled the criteria and have become members of the Disasters Emergency Committee ([www.dec.org.uk](http://www.dec.org.uk)), and is certified by CHS.

IRW endeavours to work closely with local communities, focussing on capacity-building and empowerment to help them achieve development without dependency.

Please see our website for more information <http://www.islamic-relief.org/>

## BACKGROUND OF ISLAMIC RELIEF pakistan

Islamic Relief Pakistan started its journey back in 1992 with a sole mission of transforming lives besides bringing hope and opportunities to millions of people across the country. During the last three decades, IRP has been delivering on its promises to bring a lasting change in Pakistan. With ‘Reaching the most in Need’ and ‘First on Ground’ as its hallmarks. Islamic Relief Pakistan has been addressing the deep-rooted issues faced by the country like poverty, water, sanitation and hygiene, food security and livelihoods, climate change, health, orphans and women empowerment including emergency responses and disaster risk reduction.[[1]](#footnote-1)

The unique mix of unprecedented monsoon rains between June-August 2022 and melting glaciers devastated communities across Pakistan. The relentless impact of climate-induced flooding brought one third of country land under water. The flood catastrophe being highlighted internationally as “a monsoon on steroids” impacted over 33 million people in Pakistan, displacing them from their homes at large scale. The floods took the lives of more than 1,700 people, one-third of which were children.[[2]](#footnote-2) Floods had further exacerbated the situation in flood affected areas. More than 3.6 million acres of crops and orchards were affected, with at least 304,000 acres in Balochistan and 2.85 million acres in Sindh. Damage to crops at wider scale impacted on families’ livelihoods and subsistence.  As of October 2022, 94 districts were declared as “calamity hit,” accounting for more than half of all districts in the country. The majority were in the provinces of Balochistan, Sindh, and Khyber Pakhtunkhwa (KP). Out of the 25 poorest districts in the country, 19 were calamity-affected.[[3]](#footnote-3)

Since August 2022, Islamic Relief Pakistan (IRP) in collaboration with its various funding partners has been actively engaged in life-saving efforts in the flood-affected regions of Sindh, Balochistan and Khyber Pakhtunkhwa, , focusing on recovery and rehabilitation to rebuild lives reaching to 1.5 million rightsholders so far.

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## OBJECTIVES OF THE One Year On LEARNING REVIEW

The primary objective of this Learning Review is to comprehensively review and assess what worked well, what didn’t and what could be improved during the Pakistan Flood Response and Early Recovery Programme 2022-23, while capturing successes and generating insights to inform improvement of any future responses.

## LEARNING REVIEW SCOPE

The Learning Review is expected to be conducted for flood response and early recovery projects implemented or ongoing between August 2022-December 2023. The Learning Review shall encompass the following key components:

* Review the Programme's context, scale, design and stakeholders to assess the relevance and effectiveness of the overall response and recovery programme
* Analyse the Programme's structure, strategies, constraints and achievements to identify what worked well, what didn’t and what could be improved
* Review the role and effectiveness of support functions (including vendor selection) visibility profiling and networking.
* Analyse and on a sample basis verify quantitative data related to reported Programme outcomes and outputs.
* Review the effectiveness of MEAL approaches and systems deployed to ensure timely, accountable and quality response and early recovery programming in light of the IR MEAL Framework and CHS.
* Gather qualitative feedback and insights on the Programme's impact and effectiveness.
* Identify best practices, innovative approaches, challenges and lessons learned from the Programme's implementation.
* Document case studies and success stories.
* Gather data to assess the Programme's alignment with relevant technical standards including, but not limited to Sphere.
* Provide actionable recommendations for improving the design and implementation of any future response and early recovery Programmes in Pakistan or more generally by IRW.

## METHODOLOGY AND APPROACH

We would like the review consultant to outline their proposed methodology and requirements for this consultancy. The consultant should consider appropriate quantitative and qualitative methods in designing the learning review methodology.

We are looking for a review team/consultant to meet the above objectives and scope through a mixed-method (quantitative and qualitative) approach, including but not limited to:

* Desk review of secondary data
* Key informant interviews e.g. government line departments, INGO/NGOs network and cluster leads etc.)
* FGD with communities and rightsholders – with proportionate sampling
* Lessons learned workshop with Pakistan programme team

## EXPECTED OUTPUTS OF THE ASSIGNMENT

*A. An inception report with detailed methodology including review questions.*

*B. Data collection tools.*

*C. A comprehensive report (40-50 pages) that includes:*

1. Title of Report: Learning Review for Islamic Relief’s 2022-2023 Pakistan Flood Response & Early Recovery Programme, November 2023
2. Name of consultancy organisation
3. Name of the person/s who compiled the report, including a summary of the role/contribution of others in the team
4. Period during which the review was undertaken
5. Acknowledgements
6. Abbreviations
7. Table of contents
8. Executive summary
9. Methodology
10. Findings
11. Lessons Learned (including from both ‘successes’ and ‘failures’)
12. Case Studies
13. Recommendations
14. Annexes

* Terms of reference for the review
* Profile of the review team members
* Review schedule
* Documents consulted during the desk review
* Persons participating in the review
* Additional key overview tables, graphs or charts etc. created and used to support analysis and inform findings
* Field datasets collected and used during the review
* Bibliography

*D. Present findings and recommendations to stakeholders including IRP, IRW and funding partners.*

## REQUIRED COMPETENCIES

The successful consultant or firm should have:

* Demonstrated experience in conducting learning reviews and evaluations in humanitarian and development Programmes.
* Expertise in data collection and analysis, including qualitative and quantitative methods.
* Familiarity with flood response and early recovery Programming in Pakistan/Region.
* Strong analytical and report writing skills.
* Knowledge of local context and language. Be able to communicate fluently in English and the local languages. If local translators are required, this should be budgeted.
* Have the legal right to travel to the disaster zone and be able to conduct review in Pakistan
* Possess deep knowledge and practical experience in using quality standards such as Core Humanitarian Standard (CHS) and Sphere
* Have excellent written skills in English
* The chosen evaluation team will be supported by IRW Programme Quality (PQ) team, the IRW Regional team/DRMD and IR Pakistan country office senior management team.
* Priority can be given if the consultant team have a presence/representation in Pakistan.

## Timetable and reporting INFORMATION

The learning review is expected to start by the **12th of January 2024** and ending before **the 16th of March 2024** (The proposed timeframe can be changed according to the need of the programmes and management)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | | Description | Responsibility | |
| 21st November 2023 | Tender live date | | | IRW |
| 5th December 2023 | Final date for submission of bid proposal | | | Consultant |
| 5th December 2023 | Tender evaluation and scoring | | | IRW |
| 11th - 15th December 2023 | Tender shortlisting | | | IRW |
| 18th - 22nd December 2023 | Consultant interviews and scoring for selection | | | IRW |
| 27th December - 5th Jan 2024 | Due diligence and legal matters | | | IRW |
| 8th – 12th January 2024 | Tender contract award and signing | | | IRW |
| 13th – 19th January 2024 | Submission and revision of Inception Report | | | Consultant |
| 22nd January - 2nd February 2024 | Desk review and data collection phase | | | Consultant |
| 5th – 16th February 2024 | Collation and analysis of data and submission of the first draft to IRW/IRP for comments | | | Consultant |
| 19th – 23rd February January 2024 | Initial presentation to validate findings | | | Consultant |
| 1st March 2024 | IRW/IRP responses to a draft report | | | IRP/IRW |
| 8th March 2024 | Final report submitted to IRW | | | Consultant |
| 11th – 15th March 2024 | Final Presentation with IR key stakeholders | | | Consultant |

**Reporting information**

**Contract duration:** Duration to be agreed with the consultant

**Direct report:** Global Programme Impact & MEAL Manager

**Job Title:** Consultant, Learning Review for Islamic Relief’s 2022-2023 Pakistan Flood Response & Early Recovery Programme, November 2023

The consultant will communicate and forward deliverables to the IRW Programme Quality team in the first instance.

## Proposal to tender and costing

The consultant interested in carrying out this work must submit the following items as part of their proposal/bid:

1. Detailed cover letter/proposal outlining a methodology and approach briefing note
2. Résumé(s) or CV(s) outlining relevant skills and experience possessed by the consultant who will be carrying out the tasks and any other personnel who will work on the project
3. Example(s) of relevant work done of similar evaluations in PDF
4. The consultancy daily rate (fill in appendix 1)
5. Expenses policy of the tendering consultant. Incurred expenses will not be included but will need to be agreed in advance prior to contract award (fill in appendix 1)
6. Be able to complete the assignment within the timeframe stated above
7. Be able to demonstrate experience of outcome reviews, mapping and impact assessment/evaluation approaches for similar work

## Terms and conditions

The consultant would provide financial proposal outlining detailed break up of costs and charges. There would be formal agreement on payment schedule and funds transfer process once the consultant would be selected. Payment will be made in accordance with the deliverables and deadlines for this project so are as follows:

* + 40% of the total amount – First upfront payment
  + 30% of the total amount – submission of the first draft of the evaluation report
  + 30% of the total amount – submission of the final evaluation report including all outputs and attachments mentioned above

We can be flexible with payment terms, invoices are normally paid on net payment terms of 30 days.

## Additional information and conditions of contract

The following additional information will be expected from the consultant and be pursuant to the conditions printed beneath as well as the terms and conditions in the consultancy contract.

1. The ToR document is between the consultant and Islamic Relief Worldwide.
2. Islamic Relief Worldwide is a legally registered charity under the laws of the United Kingdom charity registration number 328158.
3. This document covers the consultancy project identified and described in this document and related correspondence and may not be expended for any other purposes without the prior written approval of Islamic Relief Worldwide, Head of Programme Quality.
4. The consultancy will be carried out under the auspices of the Islamic Relief Worldwide, Programme Quality. The lead consultant will be working in the capacity of a freelance consultant, an individual or for an organisation.
5. Collected data, information, reports and reference documents should be submitted, along with any audio files and transcripts collected.
6. Intellectual Property Rights to all research, and data, conducted and collected and the final proposal belongs solely to Islamic Relief Worldwide.
7. In case of contraventions or breach of any of the terms of the agreement, any outstanding payments to the Lead Consultant or the organisation will be withheld.

During the consultancy period,

*IRW will only cover:*

Consultancy fees

Any travel costs to visit IRW or any of our country offices if required.

*IRW will not cover:*

Tax obligations as required by the country in which he/she will file income tax.

Any pre/post assignment medical costs. These should be covered by the consultant

Medical and travel insurance arrangements and costs. These should be covered by the consultant.

## consultancy CONTRACT

This will be for an initial period that is to be specified by the consultant commencing in **December 2023** (exact date to be mutually agreed). The selected candidate is expected to work remotely and report to the Head of Programme Quality of IRW.

The terms upon which the consultant will be engaged are as per the consultancy agreement. The invoice is to be submitted at the end of the assignment and will be paid on net payment terms 30 days though we can be flexible.

All potential applicants must fill in the table beneath in **Appendix 1** to help collate key data pertaining to this tender. The applicant must be clear about other expenses being claimed in relation to this consultancy and these must be specified clearly.

**For this consultancy all applicants are required to submit a covering letter and CV’s of all potential consultants including the project lead.**

**A proposal including, planned activities, methodology, deliverables, timeline, and cost proposal (including expenses) are expected.**

**Other relevant supporting documents should be included as the consultants sees fit and this may include examples of similar work done.**

**All applicants must have a valid visa or a permit to work in the UK (if travel is required to the UK). A valid visa/work permit is also required for those areas required to be visited as part of this consultancy.**

**This consultancy is open to any persons, freelancers, sole traders, research firms, consultants, policy and research think tanks, universities, academics, SME’s, large organisations and corporations including NGO’s.**

## TENDER DATES AND CONTACT DETAILS

All proposals are required to be submitted by **Tuesday 5th December 2023 at 1.00pm UK time** pursuant to the attached guidelines for submitting a quotation and these be returned to; [tendering@irworldwide.org](mailto:tendering@irworldwide.org)

For any issues relating to the tender or its contents please email directly to; [tendering@irworldwide.org](mailto:tendering@irworldwide.org)

Following submission, IRW may engage in further discussion with applicants concerning tenders in order to ensure mutual understanding and an optimal agreement.

Quotations must include the following information for assessment purposes.

1. Timescales
2. Full break down of costs including taxes, expenses and any VAT and be able to demonstrate best value for money
3. References (three are preferred)
4. Technical competency for this role
5. Demonstrable experience of developing a similar piece of work including a methodology

Note: The criteria are subject to change.

All applicants/bidders must also fill in **appendix 2** which is a new mandatory requirement for suppliers to be registered onto our system and for their bids to be accepted and processed.

For any issues relating to the tender or its contents please email directly to; [tendering@irworldwide.org](mailto:tendering@irworldwide.org). This address is for queries and advice only.

## Appendix 1

Please fill in the table below. It is essential all sections be completed and where relevant additional expenses be specified in detail. In case of questions about how to complete the table below, please contact; [tendering@irworldwide.org](mailto:tendering@irworldwide.org)

|  |  |
| --- | --- |
|  |  |
| Cost evaluation for consultancy on Tender for the learning review of the 2022-2023 Pakistan flood response and early recovery programme, November 2023 | **Full name of all consultants working on this project** |
|  |
| Full company trading name |  |
| No of proposed hours per week |  |
| No. of proposed days |  |
| Preferred days |  |
| Non preferred days |  |
| Earliest available start date |  |
| Expected project finish date |  |
| Day rate (required for invoicing purposes) | **£** |
| Total cost for consultancy in GBP (less taxes and expenses) | **£** |
| Expenses (flights) | **£** |
| Expenses (accommodation) | **£** |
| Expenses (transfers) | **£** |
| Expenses (in country travel) | **£** |
| Expenses (visa) | **£** |
| Expenses (security) | **£** |
| Expenses (food) | **£** |
| Expenses (print/stationary) | **£** |
| Expenses other (please specify) | **£** |
| Total expenses | **£** |
| Total VAT or taxes | **£** |
| Total cost for consultancy in GBP (inclusive of taxes and expenses) | **£** |

**Note**

The applicant is expected to take responsibility for paying full taxes and social charges in his/her country of residence.

## Appendix 2

To express your interest in this tender or to register your interest simply fill in the information in the table beneath and return to [tendering@irworldwide.org](mailto:tendering@irworldwide.org).

The information beneath in **red** is mandatory and must be supplied without fail otherwise you will not be registered on our system. If in doubt contact us on the email address above.

|  |  |
| --- | --- |
| Expression of interest or to your register interest |  |
| Tender name |  |
| Full company name/consultant name |  |
| Full name of contact person |  |
| Full telephone number (including country code) |  |
| Full postal address  Property Name/Number  Address Line 1  Town/City  Country  Postcode |  |
| Complete email address |  |
| Company VAT number |  |
| Company registration number |  |

1. [About Us - Islamic Charity - NGO - IR PakistanIR Pakistan (islamic-relief.org.pk)](https://islamic-relief.org.pk/about-us/) [↑](#footnote-ref-1)
2. NDMA. October 19, 2022. “NDMA Floods (2022): Sitrep Report No.128.” https://cms.ndma.gov.pk/storage/app/public/situation-reports/October2022/ QECa7rSLzWINuxZFHrHV.pdf. [↑](#footnote-ref-2)
3. Government of Pakistan October 2022. “PAKISTAN FLOODS 2022 Post-Disaster Needs Assessment” <https://www.pc.gov.pk/uploads/downloads/PDNA-2022.pdf> [↑](#footnote-ref-3)