

Terms of Reference Hiring of Individual Consultant as Data Analyst/Report Writing Expert under GLLSP-II NRSP Turbat

Ref#RQ-1071

Date: 9th Feb, 2023

I. INTRODUCTION

Established in 1991, NRSP is the largest Rural Support Programme in the country in terms of outreach, staff and development activities. It is a not for profit organization registered under Section 42 of Companies Act 2017 (repealed Companies Ordinance 1984).

NRSP's mandate is to alleviate poverty by harnessing people's potential and undertake development activities in Pakistan. It has a presence in 72 Districts in all the four Provinces including Azad Jammu and Kashmir through Regional Offices and Field Offices. NRSP is currently working with more than 3.74 million poor households organized into a network of 241,072 Community Organizations. With sustained incremental growth, it is emerging as Pakistan's leading engine for poverty reduction and rural development.

The proposed project (GLLSP II) is a second phase of the IFAD Funded Gwadar-Lasbela Livelihood Support Project. The GLLSP II will consolidate the results already achieved and will geographically cover the same two districts i.e. Gwadar & Lasbela. The target districts have high levels of poverty. The area is predominantly rural where households (around 133,000 in total) depend mainly on agriculture, livestock, and fisheries resources exploited in an unsustainable manner. Women are socially and economically disadvantaged and the present status of nutrition and food security is alarming. Investments in the development of youth skills remain low. There is considerable potential for the development of fisheries, livestock, and agriculture as well as youth empowerment with the right combination of infrastructure, human development and value chain investments.

The Project will benefit around 100,000 Households and cover the overall 400 villages of the two districts during a six-year implementation period. The GLLSP II Development Objective is "to sustainably increase the incomes and enhance the livelihoods of the rural poor fisher folk's and agricultural households in the project area". It will benefit around 100,000 households and cover the overall 359 villages of the two districts during a five-year implementation period.

II. OBJECTIVES OF THE ASSIGNMENT:

The main objective of this assignment is to produce a document, which includes reviewing and analysis of 359 village development plans (VDPs) to develop 40 Union Council Development Plans (UCDPs) of the targeted Union Councils (UCs) in Lasbela and Gwadar districts of the GLLSP-II project to be presented as summarized district-level plans to the Government of Baluchistan. These plans serve as the basis for future development for the communities.

III. SPECIFIC OBJECTIVES OF THE ASSIGNMENT:

The specific objective of the assignment is the development of 40 UCDPs

IV. SCOPE OF WORK

- a) The Data analyst and Report Writing expert will review the project design report, PC-1, relevant policies, impact evaluation report of phase one and mission reports to in-line the plan.
- b) Designing and Developing 40 UCDPs with Union council profiles, basic demographic information, a four-year activity plan, the possible impact of external factors on the performance, and a mitigation plan. The profiles will be developed with the consultation of the NRSP, PIU/PMU staff and communities (where required). NRSP district teams will coordinate with the government Line Departments (focal persons at the district level) to seek their endorsement before finalizing these plans.
- c) Finalization of 4 years long 40 Union Council Development Plans. Develop implementation strategy including entry point for social mobilization partner.
- d) Final presentation to NRSP, PMU GLLSP-II, P&D (DDCC, PSC) and Local Government Department.
- e) The Data Analyst/report writing Expert will submit the methodology and formats of analysis.
- f) The final draft of the report will provide information on 40 UCs as individual profiles based on gender segregated data as well as a combined analysis of the Lasbella and Gwadar districts.

Districts	Union Councils
Lasbella	22
Gwadar	18
Total	40

- g) Initial consultation meetings and desk review exercises between the field teams and the Data Analyst/report writing Expert; before planning and execution of the given task.
- h) Development of a work plan for carrying out the assigned task in close consultation with the District and Regional teams

V. QUALIFICATIONS, EXPERIENCE AND EVALUATION CRITERIA:

The Data Analyst/report writing Expert must have experience in developing and conducting socio-economic surveys/policy studies on Rural and socio-economic development plans.

- a) Master's degree (18 years of education) from a recognized university in rural development, social sciences, economics, statistics, or project management.
- b) Must have experience working across Pakistan i.e., all provinces of the country on social protection and poverty alleviation programs.
- c) Should have demonstrated skills and ability to apply for national and international institutional development experience while assessing the institutional strengths/weaknesses in the project area.
- d) Must have demonstrated skills and experience in developing and implementing the visibility plan with exposure to mainstream media to highlight the key successes of the project.
- e) Must have previous experience in leading community engagement and social mobilization programs at the national level.

- f) Must have demonstrated skills and experience in developing and implementing the visibility plan with exposure to mainstream media to highlight the key successes of the project.
- g) At least 7 years of working experience in rural development planning (share at least 2 evidence)
- h) Have previous experience developing rural and social economic development plans
- i) Have previous experience carrying out data analysis and report writing assignments on development planning and other related topics

Functional Competences

- a) Management and Leadership
- b) Consistently approaches work with energy and a positive, constructive attitude Demonstrates openness to change and ability to manage complexities
- c) Ability to lead effectively, mentoring as well as conflict resolution skills Demonstrate strong oral and written communication skills
- d) Proven networking, team-building, organizational and communication skills

The proposal would be evaluated on the basis of qualification and experience and the consultant ranked highest in the evaluation would be shortlisted to call the technical and financial proposal.

VI. SCHEDULE & TIMELINE:

The total time duration for the consultancy assignment shall be two (02) months.

#	Activity	Days
1	Inception Report	5
2	Literature Review - project design report, PC-1, relevant policies, impact evaluation report of phase one and mission reports to in-line the plan	5
3	First Draft of Report	42
4	The final draft of the report.	6
5	Final Presentation	2
	Total	60

VII. SUPERVISION & REPORTING:

The final shortlisted individual consultant will work under the overall guidance of NRSP's Programme Manager Jhaman Lalchandani GLLSP-II NRSP Turbat.

VIII. ETHICAL CONSIDERATIONS:

The individual consultant will ensure the use of **local/provincial languages** in conducting Orientation session in their respective provinces/regions.

The individual consultant will have to seek prior permission for taking and use of visual still/ moving images for specific purposes i.e. for report and presentations. The individual consultant will assure the participants' anonymity and confidentiality and will ensure the visual data is protected and used for agreed purpose only.

All material developed under this project will be the property of GLLSP-II PMU and NRSP. The individual consultant or any of its representative will not use part or whole of the training material for any other assignment either by NRSP or any other client without written prior permission from NRSP's authorized unit.

IX. BUDGET

The maximum available budget for this assignment is **800,000/-** which includes all applicable taxes. Any proposal above this budget would be rejected.

X. PAYMENT SCHEDULE

- a) 20% on the submission of the inception report
- b) 50% on the submission of the UCDPs
- c) 20% on approval of the UCDPs Report
- d) 10% after the presentation

XI. DELIVERABLES

As this is a short-term assignment, the Data Analyst/report writing Expert should submit the following deliverables during his/her stay with NRSP.

- a) Inception Report
- b) Final version of 40 UCDPs in the form of hard copies and soft copies in a printable version.
- c) Final presentation to NRSP, PMU GLLSP-II, P&D (DDCC, PSC) and Local Government Departments after the approval of the final draft of the report. (The presentation could be online or in person, in case of in person NRSP will bear the cost of travel, boarding and lodging of the consultant).

XII. TECHNICAL & FINANCIAL PROPOSAL REQUIREMENTS

Technical and financial proposals would be required from the interested consultants. The requirement of the technical and financial proposal is given as under:

- a) Covering letter/letter of intent with contact details and availability with the name of the assignment.
- b) Submission of detailed CV with relevant documents as mentioned in these TORs including a copy of CNIC and highest educational degree. Provide supporting documents/evidence of the claimed qualification and experience.
- c) Cost associated with the developing UCDPs, the financial proposal should be inclusive of fees, and other associated expenses with all the taxes. NRSP will deduct taxes as per the law of land from each payment.

XIII. DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals (Technical and financial) are required and to be submitted latest by **16th February 2023** to

procurement@nrsp.org.pk. The subject of the email should be:

(Proposal for hiring of Individual Consultant for Data Analyst/Report Writing Expert under GLLSP-II, NRSP Turbat Balochistan Ref#RQ-1071

Note: For any queries send an email to procurement@nrsp.org.pk

Consultants can send their complaints or grievance in connection to these TORs and their shortlisting/award to complaints@nrsp.org.pk