

# Terms of reference-TORs

## **1. Background and Context:**

A national non-governmental organization working across Pakistan is hiring consulting services to promote inclusive development, resilience, climate-sensitive infrastructure, and sustainable urban and rural planning. In the context of increasing climate risks, rapid urbanization, and evolving building practices, the organization intends to undertake a comprehensive assessment of existing building practices, institutional frameworks, and stakeholder capacities in selected project areas of Gilgit-Baltistan.

The assessment aims to generate evidence-based insights, identify gaps and challenges in current practices, and formulate practical recommendations to inform future policy engagement, programmatic interventions, and advocacy efforts. To achieve this, the national NGO seeks to engage a qualified lead researcher to lead stakeholder consultations, design and implement structured field data collection, and produce a comprehensive analytical report.

## **2. Objectives of the Assignment:**

The overall objective of this assignment is to conduct a structured, participatory, and technically sound assessment of area and building practices through stakeholder engagement, field data collection, and expert consultations, culminating in actionable recommendations for national NGO and relevant stakeholders. Specific objectives include:

- Engaging key institutional and technical stakeholders to understand regulatory, planning, and implementation frameworks.
- Developing clear criteria and guidelines for identifying representative areas and buildings.
- Designing, testing, and deploying robust data collection tools and methodologies.
- Identifying gaps, challenges, and opportunities in current building practices through expert interviews, FGDs, and field observations.
- Presenting findings and recommendations to stakeholders in a clear and policy-relevant manner.

## **3. Scope of Work**

The project focal person will be responsible for implementing the assignment through two interlinked but distinct streams of work, implemented in a phased and coordinated manner. While Stream 1 focuses on analytical assessment and contextual understanding, Stream 2 focuses on utilization of the pre designed technical tools and oversight of structured data collection. Both streams will be implemented in close coordination with the national NGO and relevant technical partners, including UET.

### **Stream 1: Assessment of Existing Construction Practices and Regional Socio-Economic Context**

#### **3.1 Purpose and Focus**

Under this stream, the project focal person will undertake a comprehensive assessment of existing construction and building practices in the selected areas of Gilgit-Baltistan, examining how these practices are shaped by climatic conditions, regulatory frameworks, institutional arrangements, and socio-economic realities. The objective is to generate a clear evidence base on “what is currently being practiced, why it is being practiced, and where the key gaps and risks lie.”

#### **3.2 Key Activities**

##### **a. Inception and Scoping**

- Conduct inception meetings with the national NGO to reconfirm scope, expectations, geographic focus, timelines, and reporting arrangements.
- Refine the analytical framework for assessing construction practices, including climate, hazard exposure, affordability, governance, and social dimensions.

##### **b. Stakeholder Engagement and Institutional Mapping**

- Conduct structured meetings and consultations with key institutions and stakeholders, including but not limited to:

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- Gilgit University
- Aga Khan Foundation
- GB- Disaster Management Authority (GBDMA)
- Urban Unit
- Municipal Corporations of the project areas
- Building Control Authorities and departments responsible for issuing building approvals and maps
- Map stakeholder mandates, roles, enforcement mechanisms, and coordination gaps related to area planning and building control.

## c. Key Informant Interviews (KIIs)

- Conduct in-depth KIIs with technical experts, policymakers, practitioners, and sector leaders to identify systemic challenges, regulatory bottlenecks, and opportunities for improvement.
- The indicative list of experts (to be finalized in consultation with the national NGO) may include senior architects, engineers, disaster management experts, and former government officials.
- Document expert perspectives, lessons learned, and forward-looking recommendations relevant to climate-resilient and context-appropriate construction.

## d. Focus Group Discussions (FGDs)

- Conduct Focus Group Discussions in each project area (minimum four FGDs per area) with:
  - Local artisans and masons
  - Construction material suppliers
  - Building owners and community representatives
  - Municipal and building control officials
- FGDs will explore practical construction practices, cost considerations, traditional techniques, regulatory compliance issues, and community perceptions of safety and resilience.

## e. Analytical Synthesis

- Analyze qualitative findings to identify:
  - Prevailing construction typologies and practices
  - Socio-economic drivers influencing building choices
  - Institutional and regulatory gaps
  - Risks related to climate, disasters, and structural safety
- Develop practical, context-specific recommendations relevant for programming, advocacy, and policy engagement.

## 3.3 Deliverables under Stream 1

- Inception Report (including analytical framework and refined methodology)
- Stakeholder and Institutional Mapping Summary
- KII and FGD Findings Summary
- Comprehensive Analytical Assessment Report on existing construction practices and socio-economic context

## Stream 2: Pre designed Tools Application and Data Collection Oversight

### 3.4 Purpose and Focus

This stream focuses on the **technical design, application of pre designed structured technical tools**, and on ensuring the **quality, consistency, and reliability of field data collection**. The project focal person will lead this stream in close coordination with the national NGO and UET, recognizing that tool development and field oversight require a distinct methodological and quality-assurance approach.

### 3.5 Key Activities

#### a. Development of Area and Building Identification Criteria

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- Develop clear, context-sensitive criteria and guidelines for identifying representative areas and buildings for assessment.
- Criteria will reflect climatic exposure, geographic conditions, building typologies, regulatory status, socio-economic factors, and structural characteristics.
- Validate criteria with national NGO and relevant stakeholders.

## **b. Methodology and Tool Design**

- Design a comprehensive assessment methodology integrating qualitative and quantitative data.
- Utilize Pre designed structured tools,
- Define sampling strategies, including representative sample sizes, sites, and buildings.

## **c. Field Data Collection Oversight**

- Prepare a detailed field implementation plan aligned with the finalized methodology.
- Supervise and oversee field data collection conducted by enumerators or partner teams.
- Ensure strict compliance with approved tools, formats, sampling strategies, ethical standards, and data quality protocols.
- Provide on-site or remote troubleshooting and guidance during field implementation.

## **d. Data Quality Assurance and Documentation**

- Review collected data for completeness, accuracy, and consistency.
- Document field-level challenges, deviations, and corrective measures taken.
- Prepare a consolidated field data summary for analysis and reporting.

## **3.6 Deliverables under Stream 2**

- Area and Building Identification Criteria and Guidelines
- Field Data Collection and Quality Assurance Report
- Cleaned and validated datasets

## **4. Duration and Level of Effort**

The assignment is to be completed in 03 months from the date of contract signing. A detailed timeline with milestones should be proposed by the project focal person in the Technical Proposal.

## **5. Reporting and Coordination**

- The project focal person will report directly to the designated Project Manager at national NGO
- Regular progress updates (written and/or virtual meetings) will be required.
- All major outputs will be reviewed and approved by national NGO.

## **6. Required Qualifications and Experience**

### **Educational Qualifications**

- Advanced degree in Architecture, Urban Planning, Civil Engineering, Environmental Sciences, Development Studies, or a related field.

### **Professional Experience**

- Minimum 8–10 years of relevant professional experience.

Demonstrated experience in:

- Building & environment assessments
- Urban or rural planning studies
- Climate-resilient or sustainable construction
- Stakeholder engagement and participatory research
- Proven experience working with government departments, academia, and development organizations.
- Strong analytical, writing, and presentation skills.

## **7. Proposal Submission Requirements**

Interested project focal person s/firms are required to submit:

### **7.1 Technical Proposal**

- Understanding of the assignment and proposed approach
- Detailed methodology and work plan
- Team composition and roles (if applicable)
- Project focal person Profile, Relevant experience and sample work

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- Risk analysis and mitigation measures

## 7.2 Financial Proposal

- Detailed budget with cost breakdown
- Proposed payment schedule linked to deliverables
- All costs should be quoted in PKR and must be inclusive of applicable taxes.

## 8. Evaluation Criteria

Proposals will be evaluated based on:

- Technical quality and methodological rigor
- Relevant experience and qualifications
- Feasibility of work plan and timeline
- Cost-effectiveness and value for money

The national NGO reserves the right to accept or reject any proposal without assigning reasons.

**Note:** The national NGO maintains a zero-tolerance policy on Sexual Exploitation and Abuse (SEA) and requires compliance with all applicable safeguarding laws and PSEA standards. Any violation may result in disqualification, contract termination, and legal action.