

# LESSON LEARNT WORKSHOP

## SCOPE OF WORK

### Introduction

The National Disaster Risk Management Fund (NDRMF) was officially launched in July 2018, and since inception several key milestones have been achieved around “the Fund’s” three outputs that include: 1) Establishing the Fund; 2) Providing funding for investments in Disaster Risk Reduction (DRR); and 3) Carrying out essential ground work for improving fiscal management through Disaster Risk Financing (DRF). Over the time, diverse challenges and learning opportunities arose concerning programmatic and operationalization of systems and procedures. A number of challenges were encountered and significant achievements were made in the projects appraisal, approval and grants disbursement process relating to DRR projects submitted by a variety of Public Sector Entities (PSEs) and non-Public Sector Entities (PSEs).

### Background

The initial financing of NDRMF was through an Asian Development Bank (ADB) loan to the Government of Pakistan, equivalent to \$200.0 million and grants equivalent to \$ 5 million from other bilateral funding organizations. The Government made these funds available to NDRMF as a grant, for sub granting to eligible implementing partners both from public and private (non-government) sector entities (I/NGOs).

NDRMF as an organization has done exceptionally well in meeting all the targets vis-à-vis hiring competent professionals, developing all procedures and policies, carrying out accreditation and project appraisal and approvals, efficient financial management and procurements, and completion of all outstanding corporate compliances, while fully ensuring all the safeguards and mainstreaming gender as the key component. This has resulted in enhanced donor confidence on NDRMF, thereby enabling an increase of funding from US\$ 200 million (ADB and Australian Government) to US\$ 590 million (World Bank, ADB (EAL), Norwegian Government, French Government and SDC). The scope of the Fund has also expanded to include health emergencies (pandemics/epidemics), climate change adaptation initiatives, WASH facilities in hospitals/public places and distant education.

In view of the fact that first phase of projects are concluding, NDRMF is planning to conduct a ‘Lessons Learned and Way Forward Seminar’ at the closure of all projects. The purpose of this seminar is to share observations, challenges faced and analysis of hands-on experience of specialists from the Fund’s Projects & Operations Group (P&OG), Financial Management Group and Quality Assurance Group (QAG) in the project proposal submission, approval and grants disbursement process; and determining a way forward to refine the procedures and practices which need improvement and/or modifications. Fundamentally, the exercise will allow to learn from challenges and ensure refinements in the next phase of projects implementation.

In addition, a specialized sessions will also be arranged in order to capture the issues and challenges faced by the Fund Implementation Partners starting with accreditation, proposal submission, Grant Implementation Agreement signing, project execution, withdrawal and disbursements as well as project closure process.

It is pertinent to mention that NDRMF conducted a lessons learnt exercise in October 2019 after completing the appraisals for the Batch-I and Batch-II projects. Based on this exercise, actions points were agreed and addressed through incorporating appropriate steps into the process. As this exercise was focused on the appraisal and approval processes only, it is proposed that a comprehensive lessons learnt exercise may be conducted at the completion of Batch-I project which is November 2022 (within four months). This will enable NDRMF to cover all the aspects starting from proposal submission till the closure (both physical and financial) of the projects.

The objectives of the workshop included:

- Seek views on issues and challenges faced by the FIPs in Accreditation, Proposal Submission, Approval, Schemes' Identification and Clearances, Procurement processes, Advances & Disbursements, Liquidation, Closure (physical and financial) and most importantly Extension (both No-Cost and Cost) including protocols & measures for scope (targets) revisions;
- Sharing knowledge and experiences among various professional and functional groups of NDRMF, focused on the project appraisal and approval process, starting from submission of project concept till approval by the Board of Directors (BOD), as well as projects execution starting from award / signing till closure;
- Highlighting domain/department specific challenges faced during the accomplishment of different assignments;
- Share and present revisions / improvements being proposed and /or carried out by NDRMF;
- Presenting recommendations and/or innovative approaches as a way forward for continuous improvement of processes.

The seminar will be attended by NDRMF specialists from the Projects & Operations Group (P&OG), Financial Management Group (FMG) and Quality Assurance Group (QAG). Moreover, representatives from all the sponsoring organizations such as Asian Development Bank (ADB), World Bank (WB), AUSAID, SDC, Norway and AFD will also be invited.

All the FIPs including Public & Non-Public sector entities as well as potential implementation partners will be invited for a specialized session / discussion requesting them to provide their feedback in order to understand the issues and challenges being face during execution of the projects. In addition, FIPs will present their suggestions / recommendation for improving the related processes and procedures.

The lessons learnt workshop will be a full day event relevant staff of NDRMF, donors and FIPs will participate. The workshop will have a plenary session followed by focused / specialized working sessions in order to have detailed discussions for in-depth analysis and tangible recommendations. It will be facilitated by an independent moderator having the overall responsibility for managing the full day in a constructive manner in order to devise improvements in the existing system which are logical and rational.

### **Consultancy Objective**

NDRMF is seeking a qualified facilitator consultant/s with proven expertise and experience to provide services as follows:

- Work with the NDRMF Senior Management to conduct a full day workshop, including:
  - Pre-workshop planning / agenda development
  - Review of workshop agenda, materials etc,
  - Develop presentation materials, design activities to maximize participation

- Facilitate the full day workshop
- Post Workshop Assistance – provide support to post-workshop activities, including:
  - Prepare the initial draft of workshop report ensuring accurate reflection of the actual discussion.
  - Finalize the draft workshop report based on the suggestions and recommendation of NDRMF senior management.
  - Recommend concrete steps in order to further improve and refine the processes and procedures.
  - Prepare summary report on observations and next steps recommended, stemming from the workshop within one month.

### **Scope of Work**

The consultant/s is expected to provide the following services:

Phase 1: Pre-Workshop work including:

- Preparation of content, materials, presentations, activities, energizer and etc
- Propose workgroup formats and discussion to ensure maximum participation

Phase 2: During workshop

- Facilitation services during the meeting (1 days)
- Prepare guiding questions and/or pointers for facilitating interaction.

Phase 3: Post workshop

- Debrief, wrap up and report on recommendations based on the identified constraints as well as way forward including agreed action points

### **Tangible and measurable outputs/deliverables of work assignment:**

- Workshop approach; annotated agenda and materials
- Physical presence at, and facilitation during, the workshop
- Participation in debrief meetings and preparation of report summarizing outcomes and recommendations

### **Consultancy Fees**

Fees will be based on agreed upon deliverables for an all-inclusive rate including but not limited to insurance, allowance, overhead, travel, lodging, miscellaneous costs etc.

### **Supervision**

The consultant will report to Manager M&E.

### **Timeframe of Engagement**

The estimated duration of the assignment is two months.

### **Minimum Requirements and Evaluation Criteria**

- Education and Experience
  - University degree Masters (16 years) in Social Sciences, Training/Education, Programmes Management, or a related field.
  - Preferably 8 years of relevant professional experience
  - Excellent analytical writing and communication skills
  - Proven track record of facilitating team building and lessons learnt workshops and consultancy experience
  - Previous experience of DRR and climate change is added advantage
- Interview of potential consultants by a panel to further assess the qualifications. Acknowledgement will only be sent to short-listed consultant/s.