

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES - INDIVIDUALCONSULTANT SELECTION)

Thailand

Climate Adaptation and Resilience for South Asia (CARE) Project

Loan No./ Credit No./ Grant No.: IDA-D6220

Assignment Title: Individual Consultant – Project Associate - Pakistan

Reference No. (as per Procurement Plan): TH-RIMES-287144-CS-INDV

The Regional Integrated Multi-Hazard Early Warning System (RIMES) has received/has applied for financing from the World Bank toward the cost of the Climate Adaptation and Resilience for South Asia (CARE) Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include individual consultant – Project Associate - Pakistan who is responsible for Coordinate and liaise regularly with Pakistan Country Coordinator and MoPDSI focal point Caterpillar for efficient communication and coordination of project and other relevant activities, assist in coordinating, organizing and documenting outcomes of stakeholder meetings and consultations; and following up on critical actions and decisions raised during these meetings, assist in identifying implementation issues and potential solutions, support the work of technical experts in research and data collection, closely track tasks and activities, and provide regular reporting to the supervisor, provide day-to-day administrative coordination and support to CARE project team and MOPDSI focal point, including assistance in organizing and coordinating events, managing meeting requirement and materials, making travel and logistical arrangements, etc., and Perform any other relevant duties and responsibilities as required by the CARE Project Team in Pakistan and MoPDSI.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The Regional Integrated Multi-Hazard Early Warning System (RIMES) now invites eligible individual consultant (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide CV demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: Bachelor's Degree in Public Administration/ Governance/ administration or related fields; at least 2 years of experience in project/activities coordination and account management. Experience in working with MoPDSI and/or any other government institution in Pakistan is preferred; ability to network, coordinate and cooperate with partners; government authorities, and other stakeholders, and build strong mutual relationships, strong analytical; problem solving and multitasking skills, competency in office software applications (Word, Excel, Google Apps, Zoom, etc.); proficiency in spoken and written English and Urdu languages, good team player, positive attitude and eager to learn, and operates in compliance with organizational rules and regulations.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the individual consultants method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 08:00 to 17:00 Bangkok Standard Time.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by June 24, 2022.

The Regional Integrated Multi-Hazard Early Warning System for Africa and Asia (RIMES)

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TERMS OF REFERENCE Project Associate – Pakistan

1. About RIMES

The Regional Integrated Multi-Hazard Early Warning System for Africa and Asia (RIMES) is an international and intergovernmental institution that is owned and managed by its 48 Member and Collaborating States for building capacities in the generation and application of user-relevant multi-hazard early warning information. RIMES was established on 30 April 2009 through the signing by collaborating countries of the RIMES regional cooperation agreement. RIMES was registered with the United Nations under Article 102 of the UN Charter on 1 July 2009. RIMES operates from its regional early warning center, located at the campus of the Asian Institute of Technology in Pathumthani, Thailand.

RIMES' purpose is to provide early warning services according to differing needs and demands of its Member States, for enhanced preparedness and response to and mitigation of natural hazards. Its specific objectives are:

- a) Facilitate the establishment and maintenance of core regional observing and monitoring networks to ensure data availability for early warning;
- b) Provide earthquake and tsunami services within the framework of the Intergovernmental Oceanographic Commission of the United Nations Educational, Scientific and Cultural Organization (IOC-UNESCO);
- c) Support National Meteorological and Hydrological Services (NMHSs) for providing localized hydro-meteorological risk information within the framework of the World Meteorological Organization (WMO); and
- d) Enhance warning response capacities at all levels (national to community) within each national early warning framework.

RIMES provides a portfolio of options for Member States to avail from or contribute to any of these objectives.

RIMES is implementing Component 1 of the Climate Adaptation and Resilience (CARE) for South Asia Project with support from World Bank. CARE Component 1 focuses on promotion of evidence-based climate-smart decision-making across priority sectors in South Asia; Component 3, on project management and implementation support, is also undertaken by RIMES.

2. Objective

The Project Associate - Pakistan, reporting to the Project Director, through the Pakistan Country Coordinator and the Ministry of Planning, Development and Special Initiatives (MoPDSI) is

responsible for assisting and supporting MOPDSI to ensure smooth coordination and implementation of Component 1 activities in Pakistan.

3. Scope of Work

The Project Associate – Pakistan, to be based in MoPDSI, shall:

- Coordinate and liaise regularly with Pakistan Country Coordinator and MoPDSI focal point Caterpillar for efficient communication and coordination of project and other relevant activities
- Assist in coordinating, organizing and documenting outcomes of stakeholder meetings and consultations; and following up on critical actions and decisions raised during these meetings
- Assist in identifying implementation issues and potential solutions
- Support the work of technical experts in research and data collection
- Closely track tasks and activities, and provide regular reporting to the supervisor
- Provide day-to-day administrative coordination and support to CARE project team and MOPDSI focal point, including assistance in organizing and coordinating events, managing meeting requirement and materials, making travel and logistical arrangements, etc. Perform any other relevant duties and responsibilities as required by the CARE Project Team in Pakistan and MoPDSI

4. Qualifications

- Bachelor's Degree in Public Administration/ Governance/ administration or related fields
- At least 2 years of experience in project/activities coordination and account management. Experience in working with MoPDSI and/or any other government institution in Pakistan is preferred
- Ability to network, coordinate and cooperate with partners, government authorities, and other stakeholders, and build strong mutual relationships
- Strong analytical, problem solving and multitasking skills
- Competency in office software applications (Word, Excel, Google Apps, Zoom, etc.)
- Proficiency in spoken and written English and Urdu languages
- Good team player, positive attitude and eager to learn
- Operates in compliance with organizational rules and regulations

5. Contract Duration

The contract duration will be for 12 months, subject to a 6-month probationary period, and annual performance review.