

Government of West Bengal  
Department of Disaster Management  
325 Sarat Chatterjee Road  
Howrah – 711102

**Notice for Selection of Agencies / Institutions / NGOs**

Notice No.: 1481-RL/7M/06/11

Date: 10.09.2014

Department of Disaster Management intends to select Agencies / Institutions / NGOs for facilitating state or Districts regarding training, capacity building and facilitation support requirements under West Bengal Community Based Disaster Risk Management Programme. Criteria and Submission Requirements for the application may be downloaded from [www.wbdmd.gov.in](http://www.wbdmd.gov.in) or [westbengal.gov.in](http://westbengal.gov.in). The last date for submission EOI with requisite document is on 10<sup>th</sup> October, 2014 by 5 pm.

Sd/-

Joint Secretary

**West Bengal Community Based Disaster Risk Management Programme  
(WBCBDRMP)**

Government of West Bengal  
Department of Disaster Management  
Nabanna, 2<sup>nd</sup> Floor, 325 Sarat Chatterjee Road,  
Howrah – 711102,  
Phone: 033 – 22143526 / Fax: 2214 -1378  
E-mail: [wbdmeoc@gmail.com](mailto:wbdmeoc@gmail.com)

***Note: The outcome of this exercise is only the Selection for facilitating state or Districts to use the selected Agencies / Institutions and NGOs for the training, capacity building and facilitation support requirements.***

Dear Sir/Madam,

1. Letters for Expression of interest are invited from qualified and experienced consulting Agencies / Institutions and NGOs who wish to undertake consultancy services including turnkey consultancy for providing Training, Capacity Building and facilitation support to the community level stakeholders including Panchayat, urban local bodies under the WBCBDRMP, Department of Disaster Management, Government of West Bengal

2. **Background:** The Department of Disaster Management has successfully implemented GOI – UNDP Disaster Risk Management / Reduction Programme (DRMP and DRRP). Presently, the Department is implementing School Safety programme and various Information Education & Communication (IEC) awareness activities, capacity building and training programmes under 13 Finance Commission Fund. Construction of Cyclone Shelter under National Cyclone Risk Mitigation programme (NCRMP), Integrated Coastal Zone Management Project, Prime Minister National Relief Fund (PMNRF) is also being implemented in the coastal block of the State. Under these circumstances, the Department has decided to strengthen these project outcomes at the grass root level. Hence, it is proposed to spread the existing projects and begin West Bengal Community Based Disaster Risk Management Programme which aims to support the existing projects. In particular, WBCBDRMP intends to strengthen communities and local level institutions for establishing preparedness mechanisms and partnership to effectively respond to and recover from the impact of disasters. Communities will be aware of their vulnerabilities and adequately prepared to manage (and reduce) disaster and environmental related risks.

The Department of Disaster Management intends to fund a portion of the total budget to finance the above consulting Agencies / Institutions and NGOs for executing of the above said project. Agencies / Institutions and NGOs will be selected in accordance with the procedures set out in the Procurement Manual of Government of West Bengal, which follows the Agency Selection Guidelines of the Department of Finance; Government of West Bengal Audit Branch Memo No. 8385 F(Y) dated 22.11.2013

3. The objective of this exercise will be to undertake a technical selection procedure and prepare 10 suitable agencies / Institutions and NGOs by the Department of Disaster Management so that state or District could quickly engage a agency best suited to their needs, at their own cost.

4. Expected results of the consultancy / facilitation services: The Training, Capacity Building and facilitation agency and NGO will follow the guidelines as prescribed by respective project or administrative unit. Accordingly, the agency or NGO will design its approach and methodology to the assigned tasks and get it approved by the project or administrative unit. It is expected that Training, Capacity Building and facilitation agency or NGO will put in place a full time, high calibre team consisting of a dedicated Team Leader, Disaster Management expert and key senior Training, Capacity Building and Facilitation specialist. **It is desirable that key members, including the specialists proposed for the assignment are full time staff of the Agency or to be recruited full time during the assignment with proof.** This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future.

It is expected that the agency or NGO will be able to ensure quality results in terms of assisting the State, District and Block (Project Facilitation Team at below district/block level / Gram Panchayat / Gram Sansad) in imbibing the right values, principles and spirit of a community driven risk reduction projects and translate this into their actions and behaviours. Some of the component of the WBDRR will be:

1. School Safety.
2. Hospital Preparedness
3. Urban Risk Reduction
4. Community based disaster risk reduction
5. Drought Mitigation
6. Climate Risk Reduction
7. Flood preparedness
8. Earthquake and landslide Risk Reduction
9. Hazard Risk Vulnerability Assessment

**Above is the indicative theme areas, and the same will be finalized with mutual consent.**

In addition to standard elements designed to cater the needs of each category of project staff, refresher modules around emerging demands, identified knowledge or skill gaps should also have to be designed and delivered.

**The key tasks that the agency may be called on to provide to the DDM and the District are as follows:**

- 1) School Safety Programme includes Teachers Training, Preparing School Disaster Management Plan, Development of IEC Material - Audio Visual, Rapid Visual Survey, Non Structural mitigation measures etc.
- 2) Hospital Preparedness Programme includes Training & Implementation of Hospital Incident Command System Structure (HICS), Assessing the level of disaster resilience through structural & non structural hazard vulnerability assessment & hazard microzonation report, etc.
- 3) Hazard Risk Vulnerability Assessment
- 4) Urban Risk Reduction Programmes including RVS of life line buildings, preparation disaster management plan, capacity buildings of engineers and planners, etc.
- 5) Community based disaster risk reduction program includes, dissemination of messages through Inter personal communication, mass media campaign, Institutional strengthening, Hazard & Vulnerability Analysis of micro area, Implementation and ownership of DRR plans with villagers and PRI members, Capacity building at different levels specially CBOs and women SHGs on Disaster Risk and climate change, etc.

**5. Criteria:** The agency / NGO who are interested in being considered for this assignment should fulfill the following criteria:

The general selection of agency would be guided by the following criteria:

1. The training, capacity building and facilitation support should have a proven track record of at least three years' experience in handling / managing Disaster Management programme
2. Should have minimum 10 professionals including consultant with a minimum experience of 10 years of which 5 years is in imparting training, capacity building and facilitation support to similar nature of programmes
3. The Agency or NGO should have minimum annual turnover of Rs 50 lakh or above for last three years.
4. The Agency / NGO should have experience of having trained or facilitated at least 800 professionals (from community level workers to state level officials) in last 5 years.

5. Agency / NGO should have experience in developing/designing training modules and IEC materials including imparting training to development professionals in programs supported or implemented by Government of India, State Governments, United Nations or other International Organizations of repute.
6. Experience in developing Participatory Methodologies based training, manuals, audio-visual aids, reading materials etc.
7. The total duration of the Services will depend on the demands made by the DMD or the District based on their need.
8. Consultants may associate other Service Providers to complement their respective areas of qualifications / expertise, such that the agency / NGO can deliver management support to WBDRRP.
9. Consultants or associations of consultants, who are interested in being considered for the assignment, should submit information in the format indicated in the attachment to this letter for expression of interest.
10. Address for communication:

Expression of Interest with requisite documents should be submitted in a sealed envelope clearly superscripted as “Expression of Interest for facilitating state or Districts for the training, capacity building and facilitation support requirements for WBCBDRRP” within 10<sup>th</sup> October, 2014 by 5 pm.

The submission can be made between 1100 to 1700 hrs. on all working days to the undersigned.

**Mailing Address:**

Joint Secretary  
Government of West Bengal  
Department of Disaster Management  
Nabanna, 2<sup>nd</sup> Floor, 325 Sarat Chatterjee Road,  
Howrah – 711102,  
Phone: 033 – 22143526 / Fax: 2214 -1378  
E-mail: [wbdmeoc@gmail.com](mailto:wbdmeoc@gmail.com)

## 11. Important Notes:

No proposals are required now. On the basis of information provided by interested agency or NGO, the project will prepare a shortlist of agency and NGOs who will be invited to submit proposals.

Attachment 1: Format for Submission of Information to DMD.

EoI provided in any other format or not responding to each of the items listed in the format may be rejected.

Please limit your EoI to a maximum of 30 pages, any information provided beyond the 30 pages may not be considered for evaluation.

### Submission Requirements

A: Agency or NGO Profile:

- 1. Organizational:** Provide a brief description of the background and organization of your Agency / NGO. The brief description should include ownership details, date and place of incorporation of the Agency or NGO, objectives of the agency or NGO, availability of appropriate skills among staff / consultants, working experience with the Government etc.
- 2. Financial:** Provide the turn over and net worth of the Agency or NGO on the basis of the audited accounts of the previous three financial years i.e.

2013-14	2012-13	2011 – 12

Note: The Agency should have minimum annual turnover of Rs 50 lakh or above for last three years.

## B -Consultant's Experience

Sr. No.	Information Required	Details to be provided by Agency
01	<p>The training, capacity building and facilitation support should have a proven track record of <u>at least three years' experience in handling / managing Disaster Management Programme</u></p> <p><b>At least three years' experience required.</b></p>	<p>Number of Years of Experience:</p> <p>Details:</p>
02	<p>Number of professionals with the Agency or NGO (<b>Minimum 10</b> required) having experience of <b>10 years</b>.</p> <p><b>At least 5 years</b> is in imparting similar nature of training programmes required</p>	<p>List with Names and years of relevant experience as requested</p>
03	<p>The Agency's experience of having trained or facilitated <b>at least 800 professionals</b> (from field level staff to state level officials) in <b>last 5 years</b>.</p>	<p>List of trainings or facilitations number with year – should include details about the level of staff (field level to state level).</p>
04	<p>Agency's experience in developing IEC materials and training modules for facilitating and imparting training to development professionals or volunteers in programs supported or implemented by Government of India, State Governments, World Bank, United Nations or other International Organizations of repute.</p>	<p>List with details as below:</p> <ol style="list-style-type: none"> <li>1. Name of IEC materials and Training modules for field facilitation and imparting training;</li> <li>2. Donor / supporting organization / firm (Government of India, State Governments, World Bank, United Nations or other International Organizations of repute</li> <li>3. Year when provided/ implemented.</li> </ol>
05	<p>Agency's experience in developing Participatory Methodologies based facilitation and training modules, manuals, audio-visual aids, reading materials etc.</p>	<p>List with the required details.</p>

**C. Consultant's experience in the training, capacity building and field facilitation listed in the TORs**

Sr. No.	Area	Yes	No
01	School Safety.		
02	Hospital Preparedness		
03	Urban Risk Reduction		
04	Community based disaster risk reduction		
05	Community based Drought Mitigation		
06	Climate Risk Reduction		
07	Flood preparedness		
08	Earthquake and Landslide Risk Reduction		
09	Hazard Risk Vulnerability Assessment		
10	Above are the indicative theme areas for it's own understanding at DMD at this stage.		

Agencies / Institutions and NGOs may provide any other details that they wish to share, however please ensure the above is duly incorporated in your responses.

However please limit your EoI to a maximum of 30 pages, any information provided beyond the 30 pages may not be considered for evaluation.

Any incomplete applications not capturing the above information may be rejected.