



DISTRICT DISASTER MANAGEMENT AUTHORITY, (DDMA), ANGUL.ODISHA

Inviting Expression of Interest (EOI) : For the Preparation of Village Disaster Management Plan (VDMP) in selected Vulnerable villages of the District.

Last Date of Submission of EOI : 16/06/2019 By 5:00 PM

Mode of Submission of EOI : Only through speed post/registered post

Date & Venue of Opening of all EOI :

On 17/06/2019, by 3:00 PM, Office Chamber of ADM, Collectorate, Angul

Address the EOI : To

The District Magistrate cum Chairman of NGO Selection Committee
Collectorate, Angul Odisha, Pin -759122

District Disaster Management Authority, Collectorate, Angul



District Disaster Management Authority (DDMA) Angul

Adv. No: 408

Date : 31/05/2019

The Expression of Interest are invited from interested NGOs who will be engaged for the preparation of Village Disaster Management Plan in Angul district. The details eligibility criteria & term of reference (TOR) for the selection of NGOs are uploaded in the district NIC website (<https://angul.nic.in> for all the necessary information. The Interested NGOs could apply to the District Magistrate Cum Chairman of the NGO selection committee, Angul, Odisha -759122 by 16th June 2019 (Till 5:00 PM) through speed post/ registered post only. The same will be opened on 17th June 3 :00 PM at the office chamber ADM (Additional District Magistrate) Collectorate, Angul. The authority has reserved all the right to cancel any or entire proposal of EOI (expression of Interest) without assigning any reason thereof

Sd /
DDMA, Angul

INTRODUCTION

Community participation and community ownership in disaster risk reduction is one of the key factors in reducing vulnerabilities of people and minimizing loss. Communities being the first responder and having more contextual familiarity with hazards and availability of resources at the local level are in a better position to plan and execute immediate rescue and relief actions provided they are properly trained and involved in the planning process. Realizing the importance of community involvement in disaster management it has been decided to prepare village Disaster management plans (VDMP) in the state by involving the respective communities of the village. The plan will address the preparedness, response and mitigation strategies developed by the community with well-defined roles and responsibility.

The Village Disaster Management Plan is required with a view to create an effective and realistic approach, authentic and accurate data base, full proof documentation and rehearsal in the community in the shortest possible time with minimum simple orders and procedures so that the people will get maximum benefit. The purpose of the plan will be helpful for ensuring speedy approach for rescue, rehabilitation in the affected area. The plan will guide the community at the time of disaster preparedness and at the time of relief operation, provides courage to the community to face the eventuality more effectively.

Village Disaster Management Plan (VDMP) is a document prepared by the village community themselves based on their own hazard, vulnerability, risk, resource and capacity analysis, containing village profile supported by maps, emergency response and disaster risk reduction plans, listing out activities and pin pointing responsibility of the Village Disaster Management Committee (VDMC), Task Force Members and the community at normal times, before, during and after a disaster in order to save lives, livelihood and property and integrating it into the long term sustainable village developmental plan. All the activities in the emergency response plan are so well planned, practiced, rehearsed and synchronized that they take place simultaneously in minimising loss of time and order.

The State Executive Committee headed by Chief Secretary decided to prepare the VDMP at the community level for developing the capacity and skills of the community. In the first phase 10,000 villages of Odisha will be taken for preparation of VDMP. Subsequently, rest of the villages in the state will be covered in a phased manner. The purpose of preparation of Village Disaster Management plan is to provide opportunities for the local community to evaluate their own situation based on their own experiences initially. Under this approach, the local community not only becomes part of creating plans and decisions, but also becomes a major player in its implementation.

United Nations Development Programme (UNDP) sponsored Community Based Disaster Preparedness (CBDP) programme was implemented in ten blocks of seven coastal districts on pilot basis after the super cyclone 1999. With success of the programme, Odisha State Disaster management Authority (OSDMA) with the support of the Government of India (Ministry of Home Affairs) and UNDP has implemented the Disaster Risk Management (DRM) programme in 16 disaster-prone districts in order to reduce the vulnerabilities in two phases from 2002-08.

During 2009-2012, United Nations Development Assistance Framework and UNDP Country Programme Action Plan was implemented by the Government with the involvement of civil society partners with UNDP support at the National, State and local levels. Under the programme efforts were made to strengthen the State and District Disaster Management Authorities (DMAs) to reduce disaster risk proactively, and implement timely, sustainable, and locally relevant recovery activities in post-disaster situations. Some villages of Ganjam and Kendrapara districts were taken for preparation of Disaster Management Plan under the programme.

OBJECTIVES :

The development of disaster management plan at the village level aims at building the capacity and resilience of the community to equip them with skills so that management of various hazards becomes a way of life for them. The document will help the local community to prepare for and to respond to disaster effectively. The specific objectives of the VDMP are to:

- Involve the local community in the entire planning process.
- Create a plan that will enable the immediate deployment of resources in an organized manner during an emergency.
- create a plan that will allow for quick and immediate response in the event of a disaster by the community.
- Ensure that there is ownership of the plan within the community
- Link the VDMP to the long term development plan of the village.

The hazard specific standard operating procedures and mitigation activities to be carried out by the Disaster Management Teams during each stage of the disaster management cycle must be highlighted in the plan. For any difficulties arising out of implementation of VDMP, collector of the districts shall be final authority. The detail template of the VDMP is given at

Eligibility Criteria of NGO 'S

- The NGO Should be registered under the society registration act 1860 or state amendment thereof Indian trust act, 1882 or the religious , charitable institution registration act.,1920
- NGO should have completed 5 years from the date of registration on the date of filling the application. NGO should have worked in the field of disaster management
- NGO should have a dedicated bank account with minimum 3 years transaction from the date of filing application
- “ Disaster Management “ should have one of the objective in the memorandum of the organization
- The NGO should have worked in the same district for at least 3 years

- The NGO should be working with the beneficiaries in the rural areas or even if the NGO headquarter located in urban areas. The area of operation of the NGO must be rural, meaning a village included within the jurisdiction of the Gram Panchayat.
- The NGO must not have been black listed by any central/ state government ministry/department/agencies or by any national & International donor agencies
- NGO should not have defaulted either in works or in financial progress in any of their work with the state and district administration
- The turnover of the NGOs for last 3 years should have minimum 2 lakhs per annum
- NGO should comply with requirement of income- tax department /GSTIN or should have applied for the same
- Members of the NGO's selection committee or their family members should not be the office bearer of the NGO applying for the programme
- The NGO board members should not have any history of criminal offence against them

The NGOs should be recommended by the district administration based on their track record, experience, capacity and other aforesaid criteria.

Document's to be submitted along with application:

- Copy of the registration certificate of the NGO
- Byelaw or MoA of the NGO
- Latest composition of the managing committee or executive body
- Annual report of the organization for last 3 years
- Copies of last 3 years audited statement /audit accounts, Viz Receipt and payment account, income and expenditure account,/ balance sheet along with auditor's certificate and report for last 3 years
- Documents relating to PAN number and exemption order under 12 A if any
- Bank Pass book copy reflecting the transaction of last 3 years

- A certificate from the concern bank manager stating that the account is operative for last 3 years
- The application should be submitted along with the resolution copy of the organization duly signed by the sitting members of the executive body / managing committee of the NGO
- Letters on award Assignment / Project to the NGO

Selection Criteria of NGO'S

A committee at the district level under the Chairmanship of the ADM will be formed for the selection of NGO'S. The NGOs fulfilling the eligibility criteria and having completed application forms and submitted all relevant documents will be shortlisted for the assignments. The overall marking criteria will be as follows

Sl. No.	Selection Criteria	Indicators	Distribution of Scores
01	Organization capacity and experience (10)	Experience in implementing socio economic development projects	25
02	Government Partnership (20)	Experience in implementing rural development schemes and projects of the state/central government	20
03	Relevant technical experience (20)	Experience in implementing OSDMA-UND/ Disaster Risk Reduction/ Disaster Risk Management Project or UNDP /GOI Community resilience program and community based disaster management programs of NIDM or NDMA	20
		Experience in implementation of CBDM or similar disaster management programs of any	15

		other reputed national or international NGO	
04	Experience in working with Panchayat Raj Institute (PRI'S)	Implementation of programmes involving panchayat raj institutions	20

Engagement of NGOs:

1. The district authority will engage number of NGOs from the list of panel as per requirement based on the target no. of vulnerable villages.
2. The district authority may call for a meeting with selected NGOs for allotting the vulnerable villages for implementation of the programme.
3. The district authority may take into account the areas of operation/ working area of the NGO and its preference at the time of allotting villages of a particular area.
4. One NGO should preferably be allotted with appropriate no of villages for better implementation of the programme and ensuring timely completion.
5. Under no circumstances one NGO is to be allotted with more than 100 villages or less than 30 villages in a district.
6. However under no circumstances villages under one Gram Panchayat to be allotted to different NGOs.
7. The district authority will issues work orders to the NGO clearly mentioning the number and name of the Villages where the NGO is to engaged for implementation of the programme
8. The NGO is to sign a MoU within 7 days from the issues of work order.
9. After signing of MoU the District Administration to release 20% of the total amount allotted finalized against the NGO (@Rs. 3000/- per village X No. of villages)
10. After signing of the MoU the NGO is to implement the programme in coordination with district authority, respective Block Administration and Gram Panchayats.
11. The NGO to complete the works as defined within 6 months from the date of signing of MoU.
12. The remaining 80 % of the agreed amount to be released to the as per the schedule for completion of the VDMP process in the allotted villages and submission of the VDMPs duly signed by Local Sarpanch.

VILLAGE CONSULTATION MEETING

1. Mobilization of people in the villages by the Partner NGO prior to the date of village consultation meeting/Pallisabha
2. Organisation of the meeting as per scheduled date and time.
3. Brief Orientation/ Presentation by the NGO in the meeting on the VDMP Programme and aims and objectives of formation of VDMC and Task Forces/ DM Teams and their roles and responsibilities towards disaster management.
4. Nomination of VDMC members by the community and constitution of VDMC
5. Nomination of TF/ DMT members by the community and constitution of Task Forces/ DMTs
6. Recording of the proceedings/ minutes of the meeting and finalization of the Date for 1st meeting of the VDMC.
7. First meeting of the VDMC facilitated by the partner NGO. The members of all the task forces to remain present in the meeting.
8. Brief orientation by the NGO in the meeting on the roles and responsibilities of VDMC and Task Force Members.
9. Followed by discussion on the preparation of Village Disaster Management Plan, HRVA of the Village and preparedness of the response plan of the villages including other aspects like safe evacuation route and safe shelter for the village and proposed works for disaster prevention and mitigation.
10. Recording of the proceeding of the meeting in the VDMC register.
11. Compilation of all relevant information discussed during the VDMC meeting and preparation of final draft of the VDMP as per prescribed format with annexure, by the Partner NGO.
12. Submission of one final draft of the VDMP by Partner NGO to VDMC
13. Approved VDMP to be kept at the Village level.
14. Recording of the proceedings of the meeting.
15. Submission of approved copy of the VDMP along with Proceedings to DDMA and Gram Panchayat by the Partner NGO.

METHODOLOGY FOR PREPARING VDMP

The plans will be prepared with active participation of community members and other stakeholders including School Teachers, PRI Members, Government Officers, CBOs/ NGOs and Others. The plan will involve the following stages:

- a. Identification of volunteers from each village
- b. Training of volunteers for preparing the Disaster Management plans
- c. Development of VDMP
- d. Formation of taskforce at the village level

The main chapters of the VDMP would be as follows:

1. Village profile
2. Situational analysis of the village
3. Hazard, Vulnerability, Capacity and Risk Assessment
4. Resource mapping
5. Seasonality of hazard/crop/festival/employment
6. Response Plan / Action Plan
7. Mitigation and Preparedness plan
8. Contact Details and Updating mechanism
9. Annexure

The following methodology will be adopted for preparation of DM plan .

1. Review and Analysis of past disaster-Learning from past disasters i.e. before, during and after in terms of Warning, Relief, Rehabilitation
2. Situational Analysis-Topographic features and Demographic detail(House, land, field, forest, water bodies and infrastructures
- 3 Hazard Factors-Location and Causes of Hazards(Find out the direction of winds, water flow, landslides)
4. Vulnerability Assessment- High Risk Group: Elderly, Disabled, Children, Sick, Women, Property: Livestock, livelihood, assets
5. Resource Identification-Existing Resources: Safe shelter, natural barrier, safe water and Sanitary facility, food/grain stock/ware houses, health services, communication facilities etc.
6. Formation of Task Force-Warning, R & E, First Aid, Water & Sanitation, Relief & Food, Damage Assessment
- 7.Linkage with various government institutions and NGOs for preparation and effective use of the plan