

**District Disaster Management Authority(DDMA),Angul**  
**Expression of Interest (EoI)**  
**Preparation of Village Disaster Management Plan(VDMP):DDMA/OSDMA Program**  
**for Enhancing Community Resilience year-2022-23**

<b>Last Date</b>	<b>:17.05.2023</b>
<b>Date &amp; Venue of Opening EoI</b>	<b>:18.05.2023 at Emergency Section, Collectorate, Angul</b>
<b>Mode of Submission</b>	<b>:Speed Post/Registered Post</b>
<b>To Whom Address</b>	<b>: The ADM-cum-CEO,DDMA,Angul, Emergency Section, Collectorate, Angul, Odisha, Pin-759122</b>
<b>DDMA ,Angul</b>	<b>: It is a Statutory Body formed as per the Disaster Management Act-2003</b>

Emergency Section, Collectorate, Angul.  
Email;- [angemgy@gmail.com](mailto:angemgy@gmail.com)



## DISTRICT DISASTER MANAGEMENT AUTHORITY (DDMA), ANGUL

Advt. No. 237

Date: 02.05.2023

### Expression of Interest (EoI) for "Preparation of Village Disaster Management Plan"

The Expression of Interest (EOI) are invited for the interested registered Non- Government Organizations (NGOs), who will be engaged for preparation of Village Disaster Management Plan (VDMP) in the different Blocks of Angul District for the year 2022-23. The details of eligibility criteria, Term of Reference (TOR), selection procedure of NGO & others are uploaded in the District NIC website (<https://angul.nic.in>) for necessary information. The interested NGOs should apply to the Additional District Magistrate-cum-Chairman of NGO Selection Committee, Angul, Odisha 759122 by **17.05.2023** (till 1:00 PM) through the Speed Post/Registered Post only & same will be opened on **18.05.2023** at 10 am in the Office Chamber of ADM, Collectorate, Angul. Any modification, alternation and date of extension, if so required will be intimated through the above District NIC website only. The authority reserved the right to cancel any or the entire proposal of Expression of Interest without assigning any reason thereof.

#### **The Terms and Conditions are mentioned below:**

##### **Eligibility Criteria NGO Partner;**

- I. NGO should have been registered under the Societies Registration Act, 1860 or a State amendment thereof or the Indian Trust Act, 1882 or the Religious and Charitable Institutions Registration Act, 1920.
- II. On the date of filling application, NGO should have completed at least 5 years from the date of registration.
- III. "Disaster Management" should be one of the objectives in the Memorandum of Association of the NGO.
- IV. NGOs should have worked in the field of disaster management.
- V. NGO should have an operational bank account for at least three years preceding the date of filing of application.
- VI. The NGO should be located and working in the same district for at least 3 years.
- VII. The NGO should be working with beneficiaries in rural areas even if the NGO headquarters is located in an urban area. / The area of operation of the NGO must be rural (meaning thereby a village included within the jurisdiction of a Gram Panchayat).
- VIII. The NGO should not be black listed or put under FAS (Further Assistance Stopped) category by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organization.
- IX. NGO should not have defaulted either in works or in financial progress in any of their work with the State/ District Administration.
- X. NGOs those who have failed to comply the instructions of DDMA for preparation of VDMP in the first phase may not be considered.
- XI. Local NGOs should be given preference
- XII. The turnover of the NGO for the last 3 years should be at least Rs. 3 lakh per year.
- XIII. NGO should comply with the requirement of Income- Tax / GSTIN or should have applied for the same.
- XIV. Members of the NGO Selection Committee or their family member should not be the office bearers of the NGO applying for the programme.
- XV. The NGO's Board Members should not have any history of criminal offence against them

**Documents to be submitted along with the application form;**

- I. Copy of the relevant registration certificate
- II. Bye-law or MoA of the NGO.
- III. Latest composition of the Managing Committee/ Executive Body
- IV. Annual Reports of the Organization for last 3 Years
- V. Copies of last three years' audited statements of accounts
- VI. Documents relating to PAN number and exemption order under 12 –A, if any.
- VII. Bank pass book reflecting the transactions for the last three years.
- VIII. Certificate from the Bank Manager stating that the account is operative for last three years.
- IX. The application should be submitted accompanied by a resolution of the organization duly signed by the sitting members of the Executive Body/ Managing Committee of the NGO
- X. Letters on award of Assignment/ Project to the NGO
- XI. NGO should submit an undertaking wrt point no. VIII of eligibility criteria of NGO selection.

### **Selection Criteria of NGOs;**

A Committee at the district level under the chairmanship of ADM will be formed for selection of NGOs. The NGOs fulfilling the eligibility criteria and having completed application forms along with all relevant documents will be shortlisted for the assignment. The overall marking criteria will be as follows:

Sl.No	Selection Criteria	Indicator	Distribution of Scores
1	Organizational Capacity and Experience	Experience in implementing Socio Economic Development Projects in rural areas.	20
2	Government Partnership	Experience in implementing rural development programmes schemes and projects of the State/ Central Government.	20
3	Relevant Technical Experience	Experience and successful implementation of VDMP programme in the first phase	25
		Experience in implementing OSDMA-UNDP Disaster Risk Reduction (DRR)/ Disaster Risk Management (DRM) Project or UNDP-GoI Community Resilience Programme or 10Community Based Disaster Management Programmes of NIDM or NDMA	10
		Experience in Implementation of CBDM or similar disaster management programmes of any other reputed National or International Organisations	10
4	Experience in working with Panchayati Raj Institutions (PRIs)	Implementation of programmes involving Panchayati Raj Institutions (PRIs)	15





## Engagement of NGOs;

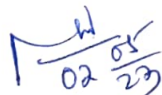
- I. The district authority will engage number of NGOs from the panel as per requirement based on the target number of vulnerable villages.
- II. The district authority may call for a meeting with selected NGOs for allotting the vulnerable villages for implementation of the programme.
- III. The district authority may take into account the working area of the NGO and its preference at the time of allotting villages of a particular area.
- IV. NGO should preferably be allotted with appropriate number of villages for better implementation of the programme and ensuring timely completion. Under no circumstances one NGO is to be allotted with more than 100 villages or less than 30 villages in a district. However, the DDMA may take a decision on allotting minimum no. of villages to the NGO.
- V. Under no circumstances villages under one Gram Panchayat to be allotted to different NGOs.
- VI. The district authority will issue work orders to the NGO clearly mentioning the number and name of the Villages allotted to the NGO.
- VII. The NGO is to sign a MoU within 7 days from the issuance of work order.
- VIII. After signing of MoU the District Administration to release 20% of the total amount finalized against the NGO (@Rs. 5000/- per village x No. of villages)
- IX. After signing of the MoU the NGO is to implement the programme in coordination with District Authority, respective Block Administration and Gram Panchayats.
- X. The NGO to complete the works as defined within 12 months from the date of signing of MoU.
- XI. The remaining 80% of the agreed amount to be released to the NGO as per the schedule (Refer Payment Schedule for NGOs by District Collectors) for completion of the VDMP process in the allotted villages and completion of training & orientation programme.
- XII. If an NGO fails to complete the task or withdraw in between, then the organization is liable to refund the amount to the DDMA. DDMA should not entertain such NGO(s) for any other disaster management activities in future. DDMA may also remove the non-performing NGO(s) and re-allot the target among other selected NGO(s)
- XIII. VDMPs are prepared by VDMC and community members. The partner NGO always plays the role of facilitator only. The partner NGOs are not supposed to mention their name and put organization logo in the VDMP.

## Budget for preparation of VDMP and Training of VDMC and DMTs;

Activity	Particulars	Budget
Preparation of VDMP and training of VDMC/DMTs	Preparation of VDMP	3000
	Training of VDMC	1000
	Training of DMTs	1000
	Total	5000

**Payment Schedule for NGOs by the District Collector;**

<b>Sl. No.</b>		<b>Payment Scheduled</b>	<b>Remarks</b>
1	Issuance of work order, allotment of villages and Signing of MoU with the NGO	20% of the total amount	Total amount =@Rs.5000 per village x no. of villages
2	<ul style="list-style-type: none"><li>• Submission three final approved copies of the VDMP along with minutes of the Palli Sabha by the NGO-one each to the VDMC, GP and DDMA</li><li>• Submission of scanned copy of the VDMP to DDMA</li><li>• Submission of action plan for training of VDMC and DMTs by the partner NGO</li></ul>	40% of The total amount	
3	<ul style="list-style-type: none"><li>• Training of VDMC and DMTs as per the prescribed module and submission of village wise report</li></ul>	40% of the total amount	

  
02/05/23  
**ADM-cum-CEO,DDMA,  
Angul**

**Template Application**  
(May be amended suitably)

**Annexure-I**

To,  
The Collector, \_\_\_\_\_ (District).

Sub: Application for Empanelment of NGOS for undertaking VDMPs.

Madam/Sir,

On behalf of \_\_\_\_\_, an NGO under the Societies Registration Act, \_\_\_\_\_ I /We express our willingness to participate in the selection process for carrying out village level disaster management plan (phase-II) in the district \_\_\_\_\_ on behalf of \_\_\_\_\_ . I/We also solemnly declare that, the NGOs named as \_\_\_\_\_ has not been blacklisted by any government agencies.

Signature with Seal

**Declaration**

I/We declare that, our NGO would follow the guidelines of VDMP and orders of district administration in preparing the VDMP. I/We also declare that, our NGO would complete the process of preparation of VDMP in all the allotted villages, and for non-completion of the process, I/We will refund the entire receipt amount to district administration within a period of one month.

Your faithfully,

Date: Place:

Signature with Seal

Name:

Organization:

**Annexure-II**

**Draft MoU of launching of Village Disaster Management (VDMP)**

(May be amended suitably)

This Memorandum of Understanding (MoU) is signed on this date of \_\_\_\_\_ between the District Disaster Management Authority (DDMA) of District \_\_\_\_\_ and \_\_\_\_\_ (name of the NGO). Whereas the DDMA is called the 1st party and \_\_\_\_\_ (name of the NGO) is the second party.

Whereas \_\_\_\_\_ district desires to implement VDMP preparation in its villages.

Whereas the district administration seeks the cooperation of NGO operating in the district to get involved at village level in preparation of VDMP by organizing village level meeting at each villages as per VDMP guidelines and render social service with bonafide public interest.

Whereas NGO called \_\_\_\_\_ has been selected and shown interest in carrying out VDMP in the villages assigned to it in a time bound manner or the time fixed by district administration.

Whereas the NGO has agreed to the payment schedule for payment towards its involvement in drafting and approving the VDMP in consultation with all stakeholders of village level committee and approving the VDMP by the committee.

Whereas the 1st party viz. NGO \_\_\_\_\_ has consciously aware that VDMP would promote social and community solidarity among the villagers in preparing themselves in natural and other manmade disaster.

Whereas the empanelled NGOs called \_\_\_\_\_ has solemnly declared that it is a bonafide organization and has not been para listed/black listed by any government agencies in the past.

Whereas the NGO called \_\_\_\_\_ and district administration has entered into an agreement to execute VDMP as per the VDMP guidelines on this day of \_\_\_\_\_ 2023.

Whereas any dispute, arising of this MoU shall be subjected to the exclusive jurisdiction of the district courts.

Secretary/President of NGO (with seal)

ADM/Emergency Officer I (with seal)  
(On behalf of District Collector)

**Witness**

- 1.
- 2.