



OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KENDRAPARA
(Emergency Section)

Letter No.

Date

Advertisement

Expression of Interest (Eoi) is invited from the eligible and interested Local NGOs for preparation of Village Disaster Management Plan (VDMP) 2018-19 for 550 villages of Kendrapara district. The details of the Terms of Reference, Eligibility criteria for selection of Local NGOs, list of document to be furnished by the NGOs and selection procedure are uploaded in the district Web portal i.e. www.kendrapara.nic.in and is available in public domain.

The Expression of Interest along with all the supportive documents should reach the ADM-cum- Chairman of the selection committee of NGOs for preparation of VDMP, Collectorate Kendrapara, Odisha-754211 by 15.06.2019 before 5 PM through speed post/ registered post/ courier only. The envelope containing the EOI must be superscribed on the top as "Application of Expression of Interest(Eoi) for preparation of Village Disaster Management Plan(VDMP)-2018-19".

The EOIs received within due date and time will be opened for evaluation by the selection committee on 17.06.2019 at 3:00 AM/ PM in the Conference Hall of Collectorate Kendrapara in presence of the members of the committee and representatives of the NGOs who have expressed their interest.

The committee reserves the right to cancel partly or completely the process of selection of NGOs without assigning any reason thereof at any time.

Memo No. 912 /Emgy

Dt. 31-5-19

Sd/-
Collector Kendrapara

Copy to DIPRO, Kendrapara for information and necessary action. He is requested to publish the advertisement in at least one widely circulated newspaper in the district in I & PR rate and also requested to publish it in the district office notice board.

Sd/-
Collector Kendrapara

Memo No. /Emgy

Dt.

Copy to DIO, NIC, Kendrapara for information and necessary action. He is requested to host the advertisement in the district web portal of kendrapara(www.kendrapara.nic.in).

Sd/-
Collector Kendrapara

Memo No. /Emgy

Dt.

Copy along with its enclosure forwarded to all the BDOs of Kendrapara district for information and requested to display the advertisement and its enclosure in their office notice board and all the concerned GP notice board for wide publication.

Sd/-
Collector Kendrapara

Memo No. /Emgy

Dt.

Copy to ADM-cum-Chairman/ all members of the local NGO selection committee / VDMP monitoring committee of of Kendrapara district for information and necessary action.

Sd/-
Collector Kendrapara

Annexure -A

Engagement of NGOs:

1. The district authority will engage number of NGOs from the list of panels 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 the district.
6. However, under no circumstance's villages under one Gram Panchayat to be allotted to different NGOs.
7. The district authority will issue 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 the MoU, the District Administration will 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 will 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 in favour of the NGO as per the schedule for completion of the VDMP process in the allotted villages and submission of the VDMPs duly signed by local Sarpanch.

Annexure- B

Eligibility Criteria for selection of NGO Partner

1. 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
2. NGO should have completed 5 years from the date of registration on the date of filling application. NGOs should have worked in the field of disaster management.
3. NGO should have a bank account for at least three years preceding the date of file of application
4. "Disaster Management" should be one of the objectives in the Memorandum of Association of the NGO.
5. The NGO should be located and working in the same district for at least 3 years.
6. 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.
7. The NGO should not have been blacklisted by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organisation.
8. NGO should not have defaulted either in works or in financial progress in any of their work with the State/ District Administration.
9. The turnover of the NGO for the last 3 years should be at least Rs. 2 lakh per year.
10. NGO should comply with the requirement of Income- Tax department / GSTIN or should have at least applied for the same.
11. Members of the NGO Selection Committee or their family member should not be the office bearers of the NGO applying for the programme.
12. The NGO's Board Members should not have any history of criminal offence against them

Annexure- C

Documents to be submitted along with the application form

Copies should be attested by the President/ Secretary of the Organisation

1. Copy of the relevant registration certificate
2. Bye-law or MoA of the NGO.
3. Latest composition of the Managing Committee/ Executive Body
4. Annual Reports of the Organisation for last 3 Years
5. Copies of last three years' audited statements/ Audited accounts, Viz., Receipt and Payment Account, Income and Expenditure Account and Balance Sheet along with Auditor's certificate and report for last three years
6. Documents relating to PAN number and exemption order under 12 -A if any
7. Bank pass book reflecting the transactions for the last three years.
8. Certificate from the Bank Manager stating that the account is operative for last three years.
9. 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
10. Letters on award of Assignment/ Project to the NGO

Annexure- D

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 and submitted all relevant documents will be shortlisted for the assignment. The overall marking criteria will be as follows:

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

Annexure -E

Scope of Work

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.

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