**REQUEST FOR EXPRESSION OF INTERESTFOR APPOINTING NGOs**

**DISTRICT DISASTER MANAGEMENT AUTHORITY UDHAM SINGH NAGAR**

**ASSIGNMENT TITLE: APPOINTMENT OF NON -GOVERNMENT ORGANIZATIONS FOR TRAINING OF SEARCH & RESCUE/FIRST AID/ CONDUCTING MOCKDRILLS AND ORGANIZING SENSITIZATION PROGRAMS AT SCHOOL/VILLAGE/BLOCK/ULB /DISTRICT AND STATE LEVEL**

**Reference No**.:--------- / Date:

It is proven, practiced and learned that disaster prevention and preparedness start from the community. Disaster risks are increasing day by day hence the environmental, social and economic losses are also amplified. Rapid and unplanned urbanization, concentration of migrated population at small towns on road sides in hills, unsafe construction practices, lack of proper drainage system, excessive and unscientific practices adopted in slope cutting for laying roads, pathetic condition of medical care in rural/ small towns/peri-urban areas, untrained human resource and above all non-seriousness and sluggish approach towards disaster management are critical and precarious risks which could be shaped into unprecedented disaster at any point of time.

The marginal and deprived section of the society is always be sufferer and badly affected in any disaster. They mostly do not have resources to recover social and economical lossescaused by disaster. Awareness, small trainings courses, mock-drills, do's and don'ts and sensitization about of role of community in disastrous situation are some of the key significant elements must be known to the every section of community for becoming disaster resilient society.

Volunteerism and community based movements have remained intrinsic to the social fabric of our country and have helped sustain communities through times of crisis. The role of NGOs remains crucial in all phases of disaster management namely relief, response, rehabilitation, reconstruction, recovery, preparedness and mitigation. Recent trends with respect to management of natural disasters have highlighted the role of Non-Governmental Organizations (NGOs) as a vital stakeholder in the relief and response efforts especially with respect to facilitating communication and coordination between the administration and the affected community. NGOs have grass-root presence and strong linkages with the communities, and can readily respond to the needs of the affected community.

In view of above, District Disaster Management Authority Udham Singh Nagar Government of Uttarakhand willing to appoint experienced Non-Government Organizations at Tehsil level for disaster preparedness activities. The Scope of work broadly described below:

A. Capacity building: Build the capacities of the community (Disaster Management Committees & Taskforces) and other government officials at district to undertake activities in various thematic areas like search & rescue training, first aid training, mockdrillsetc which will result in the integration of the same in the Disaster Management or other departmental plans and may also facilitate preparation of the Plans by involving the local communities and the Panchayat Raj Institutions.

B. Knowledge Management: Generating awareness, conducting sensitization programs building capacity on Disaster Management at various levels

Interested NGOs should provide information demonstrating that they have the relevant experience in disaster mitigation and preparedness activities. The NGO is expected to submit the "Expression of Interest for Appointment"accompanied with the profile of organisation, experience including details of their experience in similar assignments/training works/mockdrills exercises/awareness campaign and human resource strength, etc. The short listing criteria are

1. The NGO must be registered under Society Registration Act, 1860.
2. The NGO should have last three years audited balance sheet signed by Authorised signatory of the Organization.
3. The NGO should have at least 2 year experience in providing Disaster Preparedness Training/ Conducting Mockdrill Exercises for major Hazards, Organizing Awareness Campaign at village/block/district/state level;
4. The NGO having prior working experience in similar Tehsil/Block/District will be preferred
5. The NGO should demonstrate that they have enough capacity (including trained training personnel/training facility/training material etc)to complete the disaster preparedness& mitigation activities
6. Experience in working in Disaster Management area or in association with District Disaster Management Authority or Disaster Mitigation and Management Centre or any other Government agencies will be an added advantage.
7. The NGO may have experience of handling projects having Financial Contribution/ Financial Grants/Financial Assistance at least INR 5.00lakh in any year in last three years from any Government/External Aided Funding Organizations/National/International Charitable Organizations.

Expressions of interest (EOI) must include the following (apart from the details asked in annexure 1):

- Introductory letter on letter head (with complete contact details – name of contact person, mailing address, telephone, fax, email etc) explaining how the NOG is best to deliver the task.
- Organization profile.
- Two years annual report (FY 2013-14 and FY 2014-15) and last 3 years audited financial statement duly signed and attested by Authorised Signatory.
- Short note on the similar projects implemented by the NGOpertaining to the shortlisting criteria.
- The EOI should contain sufficient supporting document to substantiate the claim of the NGO towards their qualification as per the shortlisting criteria.
- All the documents must be signed by Authorised Signatory.
- Certified copy of Award/Appreciation Certificate by State Government/Central Government /Multilateral Funding Agency if any.

Further information can be obtained at the address below during office hours between 10am to 05pm. Expression of Interest for Empanelment must be delivered in a written form to the address below (in person, or by postal mail) by 10am upto 5pm hours to:

**District Magistrate/ Chairman**
**District Disaster Management Authority**
**Name of the District Udham Singh Nagar**
**Phone numbers- 05944-250719,250103**
**e-mail – ddmausn@gmail.com**

***Annexure I***

STRUCTURED QUESTIONNAIRE FOR APPOINTING NGOS
(TO BE SUBMITTED ALONG WITH EOI)

General Particulars of NGO

| | |
|---|---|
| Name of the NGO | |
| Registered Address | |
| Phone No: | |
| Email id: | |
| Name of the Contact Person for this EOI | |
| Phone no. of the Contact person for this EOI | |
| Email id of the Contact person for this EOI | |
| Branch offices if any | |
| Date of NGO establishment | |
| Number of full time partners<br><br>Fellow<br><br>Associate | |
| Number of full time qualified staff | |
| Number of other staff who are semi qualified/unqualified | |

Financial Particulars of the NGO

| Financial Year | Grants/Financial Assistance Received for Disaster Management Preparedness activities | Grants/Financialfor otherActivities | Total Grant |
|---|---|---|---|
| 2012– 2013 | | | |
| 2013- 2014 | | | |
| 2014– 2015 | | | |

Full Time Qualified Staff Brief Profile

| Name of Staff/M. No. | Age | Years of experience | Qualification | Number of Years associated with the NGO (post qualification) | Brief nature of work done |
|---|---|---|---|---|---|
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Other Staff Brief Profile

| Name of Staff | Age | Years of Experience | Qualifications | Number of Years Associated with the firm | Assignments where the staff has worked with year |
|---|---|---|---|---|---|
| | | | | | |

Relevant assignments – Last five years

| Name of Project | (1) Funded by Multilateral / Bilateral funding agency; (2) Funded by State or Central Government under government projects Or (3) Funded under CSR. Please specify 1, 2, 3 | Client Name | Nature of Work | Year of Work Done | Partner | Project Expenditure | Grant Amount |
|---|---|---|---|---|---|---|---|
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# वित्तीय निविदा प्रपत्र
## विद्यालय प्रशिक्षण

तहसील का नाम.....

मै निविदा प्रपत्र मे उल्लिखित समस्त शर्तो से सहमत हूँ तथा उपरोक्त कार्य हेतु मेरी/ हमारी प्रशिक्षण धनराशि निम्नवत है।

प्रति विद्यालय प्रशिक्षण धनराशि रू0.....(अंको में).....(शब्दों में) है।

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**फैक्स नं0**.....

**e-mail** .....

दिनांक.....

आवेदक का नाम.....

हस्ताक्षर.....

# वित्तीय निविदा प्रपत्र
## ग्राम सभा प्रशिक्षण

तहसील का नाम.....

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आवेदक का नाम.....

हस्ताक्षर.....