



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
Policy & Plan Division
NDMA Bhawan, A-1, Safdarjung Enclave
New Delhi -110 029
Tele -Fax No. 26701840



F. No.1-78/2019-PP

Dated: 22.01.2020

Expression of Interest (Eoi)

National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi invites **Expression of Interest (Eoi) from eligible consulting firms for Preparation of a Policy Framework for Human Resource Management for State Disaster Management Authorities (SDMAs)**. The Objectives, Methodology and Scope of Work, Deliverables, Reporting and supervision etc are mentioned in the Terms of Reference (ToR) given below.

1.2. Interested Consultants should provide information in performa given at annexure, demonstrating they have the required qualifications and relevant experience to perform the Services. The Eois will be evaluated and shortlisted for Request for Proposal (RFP) stage. On the basis of responses received from the Consulting Firms, only those who meet the requirements shall be shortlisted for RFP Stage and will be informed by post / email to send their bids.

1.3. Under RFP stage, the two-bid system shall be adopted by the evaluation committee in evaluating the proposals for selection of the Consulting Firm. QCBC method in the Manual of Procurement of Consulting and Other Services, 2017 will be used in finalising the consulting firm.

1.4. Further information can be obtained at the address below during office hours between 1000hrs to 1700hrs.

1.5. Interested Consultants must send their Eoi in performa given at annexure, latest by 15:00 hrs on 13.02.2020. Sealed Eoi /comments should be delivered by hand or sent by post to the address given below.

Smt. Alice Kujur
Deputy Secretary to the Government of India
Policy & Plan Division
National Disaster Management Authority
Room no. 326, NDMA Bhawan, A-1, Safdarjung Enclave
New Delhi -110 029
Email: dspp@ndma.gov.in
011-26701840

2. For further details, **Terms of Reference (ToR)** may be referred as follows:-

3. Terms of Reference (ToR):

3.1 Background:

The Disaster Management Act 2005 delineates a three-tier structure for disaster management in the country. Institutional and functional structure of disaster management has been described in the Act at National, State and District level. Section 14 to 24 of the Act describes various aspects relating to SDMAs, which clearly lay down their structure, functioning and roles & responsibilities towards effective disaster management in respective State/UT.

To perform the functions at national level for implementation of its policies and guidelines, SDMAs are an important link between national level policy making body and district level executing agencies. They play important role in transforming policies in to action. Despite this important position and roles of SDMAs, they are functioning at different levels in different States. There is no uniformity in structure and functioning of SDMAs and hence they operate at different levels, whereas threats of one or other disaster are largely similar for them. While some SDMAs are very active some are yet to make effective intervention.

3.2 Objectives:

Disasters faced by different states may be different but it is true that, in India, all states are vulnerable to one or more disasters. While disaster threats are similar, capacity of states to manage them varies significantly from one state to other. There is a need to understand why some states are performing well and why others are yet to come up to that level. The objective is to prepare a policy framework for the organizational structure and human resource for State Disaster Management Authorities (SDMAs), based on international best practices and in depth study of the functioning of the SDMAs. Objectives of the proposed study include:

- (a) Understanding issues and challenges faced by SDMAs in carrying out Disaster Management programmes, projects and functions.
- (b) Understanding how some SDMAs could make an effective intervention in the field of disaster management.
- (c) How SDMAs can improve their structure and functioning for effective DRR intervention?
- (d) To suggest a policy framework for human resource management for SDMAs.
- (e) To ascertain requirements of various States with regard to DRR programmes and activities.
- (f) Delegation of powers to SDMA's and degree of autonomy to SDMAs for effective functioning.

3.3 Methodology and Scope of Work:

The proposed study shall be conducted by exploring the structure and functioning of different types of SDMAs and based on the findings, recommendations will be

shared with all States/UTs. Two broad parameters will be considered for selection of SDMAs for the purpose of this study –

- (a) Performing / Non-Performing SDMAs
- (b) With Secretariat Back up / Without Secretariat Back up

So as per below matrix, 2 SDMAs will be selected from each category, as below:

Performing SDMAs with Secretariat Back up (2)	Performing SDMAs without Secretariat Back up (2)
Non - performing SDMAs with Secretariat Back up (2)	Non - performing SDMAs without Secretariat Back up (2)

As per above matrix, in order to prepare a policy framework for human resource management for SDMAs, the proposed study will focus on following:

- (a) Identify the SDMAs, giving logic for selection of SDMAs for study and seek NDMA approval on the same.
- (b) Study of the structure and functioning of 8 SDMAs for their intervention in the field of disaster management. This will include both performing and non-performing SDMAs and also with or without Secretariat Back up. These SDMAs will be decided in consultation with NDMA. The Agency will have to visit and interact with officers and senior functionaries of these SDMAs, and State Governments and other stakeholders. They have to study how these performing SDMAs reached to this level whereas also to find out the issues and challenges faced by non-performing SDMAS. Significance of Secretariat in performance of SDMAs also needs to be evaluated in the study.
- (c) Study on the related issues based on available secondary information, and primary data collection through visit to the SDMAs, discussions and interaction with Stakeholders.
- (d) Make recommendations in the form of a policy framework for SDMAs based on the study and including international best practices on above mentioned subject.

3.4 Deliverables:

The Consulting Firm will work under the overall guidance and supervision of the Expert Committee, to be constituted for the purpose, throughout the entire process. The Consulting Firm shall submit the following to the NDMA:

- (i) Inception report covering approach and methodology to be adopted for preparation of the policy framework. This is to be submitted within one month from date of award of the study.
- (ii) Interim Report – 1, covering findings and analysis of discussions held with the performing SDMAs and other Stakeholders (with and without Secretariat support), as mentioned above and also from secondary

sources. The report should (a) Identify the strengths & weaknesses, strategies and other parameters of performing SDMA and how they evolved to this level of performance, based on their interactions with SDMA, (b) Broad understanding of issues and challenges pertaining to the subject and how they could overcome the challenges and (c) preliminary recommendations. This is to be submitted within four month from date of award of the study.

- (iii) Interim Report – 2, covering findings and analysis of discussions held with the non-performing SDMA and other Stakeholders (with and without Secretariat support), as mentioned above and also from secondary sources. The report should (a) Identify the strengths & weaknesses, strategies and other parameters of non-performing SDMA and causes for their non-performance, based on their interactions with SDMA, (b) Broad understanding of issues and challenges pertaining to the subject and how to overcome them and (c) preliminary recommendations. This is to be submitted within seven month from date of award of the study.
- (iv) A draft policy framework consisting of proposed organizational structure (for SDMA) and for different categories of States (Size, population, Hazard profile etc.) and human resource management for State Disaster Management Authorities (SDMA). This is to be submitted within nine month from date of award of the study.
- (v) Incorporating the comments and suggestions of NDMA on draft report, a Final Policy Framework consisting of proposed organizational structure (for SDMA) and for different categories of States (Size, population, Hazard profile etc.) and human resource management for SDMA. This is to be submitted within one month from the date comments and suggestions are given by NDMA.

3.5 Reporting and Supervision: All the reports, Inception, Interim, Draft and Final, will be examined by the aforesaid Expert Committee and other senior officials of NDMA. The Consulting Firm may be requested to attend the meeting of the Committee, as and when needed and comments and inputs of NDMA will be shared with the Consulting Firm in due course of time. The Consulting Firm will be required to revise the interim and draft reports based on the comments/ suggestions/ observations of the Committee/NDMA and submit the same to NDMA for acceptance.

3.6 Requirements (Expertise and Qualifications):

A. Consulting Firm

- a. The Consulting Firm should preferably have experience of 10 years and should have conducted a minimum of 5 similar studies with State/ Central Government or private sector. The studies conducted

in disaster risk reduction, training on disaster management issues, preparation of plans, SOPs etc, will also be considered for said purpose.

- b. The Consulting Firm with prior experience of conducting such study with Government agency will be given additional weightage.
- c. The Consulting Firm should have a team of experienced professionals from the relevant fields relating to the subject matter of the proposed study. The Consulting Firm should engage adequate team of professionals having expertise on, but not limited to, organizational management, disaster management, social sciences, financial matters, legal issues etc.

3.7 Requirement for submission of Proposal:

- a. The Consulting Firm should have GST registration.
- b. The Consulting Firm should be registered with Central/ State Government.
- c. The Consulting Firm has not been debarred / blacklisted by any of the Govt. Institutions.
- d. The Consulting Firm should have minimum annual average turnover of Rs. 60 Lakh (Rupees Sixty Lakh) for the last three years (i.e. from FY 2016 – 17 onwards). This may be exempted for academic, research institutions etc.

3.8 NDMA will have sole Intellectual Property Rights on the study and policy framework so developed.

Annexure

Proforma for submitting information for the purpose of Expression of Interest (EOI) for 'Preparation of a Policy Framework for Human Resource Management for State Disaster Management Authorities (SDMAs)'

1. Name of the Consulting Firm:
2. Address, Phone / Fax, E-mail:
3. Name and contact details of nodal officer for the work:
4. Year of establishment of Consulting Firm:
5. Registration Details:
6. PAN No./ GST No.:
7. Self Certification that they have not been debarred / blacklisted by any of the Govt. Institution
8. Year – wise annual turnover details for the last three years (i.e. from FY 2016 – 17 onwards) supported by certified copies of Balance Sheet and Profit/ Loss account, if applicable (refer para 3.7 (d) of Eol).
9. **List of completed and current projects of similar nature and brief description of the services performed*.**

Name of the Client	Title of the Project	Sponsoring authority of the project	Cost of Project	Date of award of Project	Date of completion (In case of completed projects/status of ongoing projects)	Remarks/ Brief description of the services performed

10. A brief profile of the Consulting Firm.
11. Documents in support of above and eligibility criteria mentioned in the Expression of Interest (Eol) may be submitted along with the Eol.
12. Comments on the objectives and scope of the work , if any.

* Additional sheets may be used to provide required details.