



Assam State Disaster Management Authority

### TENDER NOTICE

Chief Executive Officer, Assam State Disaster Management Authority (ASDMA) invites sealed Request for Proposal from Agencies/Institutions/Organisations for Design & Implementation of Training on-

Sl. No.	Group	Training
1.	Teachers	Training of teachers on School Safety including School DM Plans and conduct of Mock Drills
2.	Duty Bearers at the district level	Protecting Children in Disaster/Emergencies

Request for Proposal shall be available on ASDMA's website [www.asdma.gov.in](http://www.asdma.gov.in), [www.sdmassam.nic.in](http://www.sdmassam.nic.in)

Date of commencement of issue of Request for Proposal	<b>26<sup>th</sup> April, 2016</b>
Last date & Time for submission of Request for Proposal	<b>16<sup>th</sup> May, 2016 (4:00 pm)</b>

Chief Executive Officer  
Assam State Disaster Management Authority  
Assam Secretariat  
Dispur

**REQUEST FOR PROPOSAL**

**ISSUED BY:** Assam State Disaster Management Authority

**ISSUE DATE:** 26<sup>th</sup> April, 2016

**Closing Time:** 16<sup>th</sup> May, 2016 (4.00 PM)

**Contact Person:** Chief Executive Officer  
Assam State Disaster Management Authority  
Ancillary Block,  
Assam State Secretariat,  
Dispur, Guwahati

**Summary of Proposal:**

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposal from Agencies/Institutions/Organizations to empanel suitable Agency/Institution/Organizations for Design and Implementation of Training on different aspects of Disaster Management.



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## 1. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this document, the following definitions apply:

- a) "Applicant" means a party that submits, or intends to submit, a Proposal;
- b) "Work Order" means the written order resulting from this RFP issued by the Authority ;
- c) "The Authority" means the Assam State Disaster Management Authority;
- d) "Must", or "mandatory" means a requirement that must be met in order for a Proposal to receive consideration;
- e) "Proposal" means a proposal submitted in response to this RFP;
- f) "RFP" means this Request for Proposal; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of RFP.



## 1. EXECUTIVE SUMMARY

### Project Background

The DM Act, enacted by Parliament in 2005 in the backdrop of the devastating Bhuj Earthquake and the coastal Tsunami, ushered in a strategic shift in both the content and process of disaster management by mandating a holistic, integrated approach to the crucial Disaster Management function of the State and creating a distinct structure for delivering it.

The DM function of the State is now a continuous, integrated process of planning, organising, coordinating and implementing measures for Prevention, Mitigation, Preparedness, Response, Rehabilitation and Reconstruction. The crisis-oriented approach of rescue, relief and rehabilitation has been replaced by a more decentralised approach with equal focus on strategic risk reduction and recovery involving active participation of NGOs, community Volunteers and local bodies.

Further, the essential provision of integrating measures for prevention of disasters and mitigation in all development plans and projects now makes the strategic task of mainstreaming DM in development a statutory obligation.

The personnel involved in performing this new, integrated disaster management function, therefore, not only need to respond effectively to disaster situations for rescue and relief now but also have to engage themselves continuously on prevention, mitigation and reconstruction with equal emphasis.

It is in this context of changed structural-functional arrangement, the roles, tasks and activities of the different functionaries involved in DM has changed significantly, necessitating need-based training interventions to ensure effective performance of concerned functionaries in the changed circumstances. They now have to do 'new and better things.' It is therefore necessary to arrange for appropriate performance-based training interventions for all the stakeholders involved in disaster management at the operational levels to cope with the changed circumstances.

The task ahead is to:

1. **Develop training modules for different target groups, keeping in mind the focus areas mentioned above.**
2. **Develop /mobilize a pool of Master Trainers for multi-layered training programmes.**
3. **Design the training programmes with ample scope for participation and hands-on exercises.**
4. **Identify/ develop appropriate supplementary reading materials.**
5. **Identify/develop appropriate case studies on success stories and inadequate responses to disasters from within and outside the country.**
6. **Develop credible assessment mechanism and submission of reports on outcomes.**



## 2. TERMS OF REFERENCE

a) To design & develop modules and implement training in the following areas of Disaster Management :

Sl. No	Group	Training	Duration *
1	Teachers	Training of teachers on School safety including School DM Plans and conduct of Mock drills	3 days
2	Duty Bearers at the district level	Protecting Children in Disaster/ Emergencies	2 days

\* Please note that the duration provided against each training is only indicative. The actual need may vary and the same can be made in consultation with ASDMA.

- b) The trainings will be conducted at both the State level and field level covering all the 27 districts of Assam.
- c) A detailed training calendar is required to be submitted for the trainings proposed to be conducted by the training agency/institute/organization.
- d) The training agency/institute/organization should also detail the minimum number of trainers to be deployed for each module with their names, brief profile etc.
- e) The training agency/institute/organization will submit the lump sum cost for each module inclusive of trainers' fee, travel expenses, training materials, handouts & manuals etc.
- f) The training agency/institute/organization will provide training materials, handouts & manuals etc. for both the State level and the district level trainings.
- g) Working lunch & tea will be arranged by ASDMA/DDMAs with the prior approval of the Authority for all the State level and district level trainings.
- h) The Authority will provide the infrastructure which will include provision for a training room with audio visual facilities, a projector, printer and a single laptop for both the State level and district level trainings.
- i) Should the training mandate require any additional resources, the Authority would consider incurring the cost subject to prior approval of the same. For eg, in Masons training, the need to make wage payment to the masons would be as per the Minimum Wage Act for a skilled labor prevalent at that time.
- j) Further, while the Authority would send out the letters for participation, the training agency/Institute shall be responsible for follow-up and for ensuring participation of the trainees.
- k) These training modules would be conducted till March 2017. The following table illustrates the expected number of employees across each group till March 2017, the number of participants per training and the maximum number of trainings that are envisaged.\*



