

**Comprehensive Disaster Management Programme II (CDMP II)**

Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.  
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**Request for Expression of Interest (EOI)**

<b>Procurement entity name</b>	Comprehensive Disaster Management Programme II (CDMP II) Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.																					
<b>Expression of interest for selection of two panels as mentioned in (a) &amp; (b)</b>	(a) 40 Implementing Partners (NGOs, Academic Institutions, Research and Training Organizations) for field services under CDMP's outcome # 2 (Rural Risk Reduction) (b) 15 entities (NGOs, Academic Institutions, Research and Training Organizations) for field services under CDMP's outcome # 3 (Urban Risk Reduction)																					
<b>EOI Ref No. and date</b>	BGD/01/004/CDMP/LDRRF/ACM/ Dated: 29/03/2011																					
<b>KEY INFORMATION</b>																						
<b>Procurement method</b>	RFP Method (QCBS)																					
<b>FUNDING INFORMATION</b>																						
<b>Budget and source of funds</b>	LDRRF under PA																					
<b>PARTICULAR INFORMATION</b>																						
<b>Project/program name</b>	Comprehensive Disaster Management Programme II (CDMP II)																					
<b>EOI closing date &amp; time</b>	08/05/2011 at 10.00 am																					
<b>EOI opening date &amp; time</b>	08/05/2011 at 10.30 am																					
<b>Name &amp; address of the office for receiving &amp; opening EOI</b>	Comprehensive Disaster Management Programme II (CDMP II) Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.																					
<b>INFORMATION FOR APPLICANT</b>																						
<b>Brief description of assignments</b>	<p><b>For assignment (a):</b></p> <p>Rural Risk Reduction (RRR) is planned and devoted to reduce risk of rural populations through structural and non-structural interventions, empowerment of rural communities and improved awareness on natural hazard events and impact of Climate Change (CC). Following the concept of Risk Reduction Action Plans (RRAPs) through Community Risk Assessment (CRA) process, CDMP ensures community involvement in the process creating access of the people at risk. In view of empowering the DMCs at Union and Upazila level, it is planned to put DMCs in the driving seat for conducting CRA and developing the RRAP following the CRA guidebook. Qualified CDMP partner entities/ NGOs would provide necessary training to CRA facilitators selected from among DMC members and local volunteers. Once RRAPs are developed and validated by the respective DMCs, CDMP-II will initiate implementation of some structural and non-structural Risk Reduction (RR) interventions to make some demonstrative effect therein through multiple approaches as per the Project Document through competent and qualified entities/ NGOs. The DRR interventions may also be identified by revisiting the existing Risk Reduction Action Plans (RRAPs) developed through Community Risk Assessment (CRA) during CDMP phase I. Hence, CDMP II has planned to select a panel of 40 partner entities for seven divisions as under:</p> <table border="0"> <tr> <td>i)</td> <td>Dhaka Division covering 12 Districts:</td> <td>8 Entities/NGOs</td> </tr> <tr> <td>ii)</td> <td>Chittagong Division covering 7 Districts:</td> <td>7 Entities/NGOs</td> </tr> <tr> <td>iii)</td> <td>Rajshahi Division covering 2 Districts:</td> <td>4 Entities/NGOs</td> </tr> <tr> <td>iv)</td> <td>Rangpur Division covering 5 Districts:</td> <td>5 Entities/NGOs</td> </tr> <tr> <td>v)</td> <td>Khulna Division covering 4 Districts:</td> <td>5 Entities/NGOs</td> </tr> <tr> <td>vi)</td> <td>Barisal Division covering 6 Districts:</td> <td>6 Entities/NGOs</td> </tr> <tr> <td>vii)</td> <td>Sylhet Division covering 4 Districts:</td> <td>5 Entities/NGOs</td> </tr> </table> <p>The selected entities will perform the following tasks (but not limited to) preferably in a consortium and work independently in close collaboration with the relevant stakeholders:</p> <ul style="list-style-type: none"> <li>• Provide training on CRA facilitation following the CDMP approved module among selected CRA facilitators nominated by UDMCs from among their members and local volunteers.</li> <li>• Provide backstopping support to CRA facilitators during the CRA exercise and assist in developing Union RRAPs and producing the CRA Reports.</li> <li>• Based on the RRAP, implement Risk Reduction interventions (if any) as proposed by UDMC subject to the availability of resources.</li> <li>• Provide capacity building training to DMCs in accordance to SOD and CDMP guideline.</li> </ul>	i)	Dhaka Division covering 12 Districts:	8 Entities/NGOs	ii)	Chittagong Division covering 7 Districts:	7 Entities/NGOs	iii)	Rajshahi Division covering 2 Districts:	4 Entities/NGOs	iv)	Rangpur Division covering 5 Districts:	5 Entities/NGOs	v)	Khulna Division covering 4 Districts:	5 Entities/NGOs	vi)	Barisal Division covering 6 Districts:	6 Entities/NGOs	vii)	Sylhet Division covering 4 Districts:	5 Entities/NGOs
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vii)	Sylhet Division covering 4 Districts:	5 Entities/NGOs																				

	<p><b>For assignment (b):</b></p> <p>Urban Risk Reduction (URR) is planned to reduce the risk of urban population through various structural and non-structural interventions. Considering huge population influx in urban agglomerate, unplanned urbanizations and poor understanding of slow and rapid onset urban hazard to community level, CDMP-II has planned to conduct community level risk reduction interventions in urban set-up to accomplish and institutionalize small scale urban risk reduction practices. The dynamics of urban risk environments are quite different than that of rural area. CDMP-II would therefore like to intervene in the urban slums and densely populated hazard prone wards of city corporations/ municipalities. In doing so, CRA and RRAP would be followed and qualified CDMP partners would provide necessary training to CRA facilitators selected from among DMC members and local volunteers. Once RRAPs are developed and validated by the respective DMCs, CDMP-II will initiate implementation of some structural and non-structural Risk Reduction (RR) interventions by competent and qualified entities for demonstrative effects through multiple approaches as per the Project Document. CDMP II has planned to select nationally renowned and technically qualified partner entities for 4 city corporations of Dhaka, Chittagong, Sylhet &amp; Rajshai and 7 municipalities of Rangpur, Dinajpur, Bogra, Tangail, Mymensingh, Cox's Bazar and Teknaf under urban perspectives.</p> <p>The selected entities will perform the following tasks (but not limited to) preferably in a consortium and work independently in close collaboration with relevant stakeholders:</p> <ul style="list-style-type: none"> <li>• Support to city corporations and municipalities to reactivate and form city and ward level DMCs</li> <li>• Provide training on CRA facilitation following the CDMP approved module among selected CRA facilitators nominated by UDMCs/WDMCs from among their members and local volunteers.</li> <li>• Provide backstopping support to CRA facilitators during the CRA exercise and assist in developing Union/Ward RRAPs and producing the CRA Reports.</li> <li>• Based on the RRAP, implement Risk Reduction interventions (if any) as proposed by UDMC/WDMC subject to the availability of resources.</li> <li>• Provide capacity building training to DMCs in accordance to SOD and CDMP guideline.</li> </ul>		
<b>EXPERIENCE, PROFESSIONAL STAFF &amp; DELIVERY CAPACITY REQUIRED</b>			
<b>General experience:</b>	Required experiences for applicants are published in the website in detail		
<b>Specific experience:</b>	Required experiences for applicants are published in the website in detail		
<b>Delivery capacity:</b>	As per requirement		
<b>Required documents:</b>	Requirements for applicants are published in the website in detail		
<b>Other details:</b>	<p>Further information may be obtained from procurement entities of CDMP on working days from 8.00 am to 4.30 pm;</p> <p>A shortlist of the interested firms will be made on the basis of submitted information and physical verification (if require)</p>		
<b>PROCURING ENTITY DETAIL</b>			
<b>Name/ Designation of official inviting EOI</b>	National Project Director		
<b>Address of official inviting EOI</b>	Comprehensive Disaster Management Programme II (CDMP II) Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.		
<b>Contact details of official inviting EOI</b>	Tel. No. 88-02-9890937	Fax No. 88-02-9890854	Website Address: www.cdmp.org.bd e-mail: info@cdmp.org.bd
The procuring entity reserves the right to accept or reject any or all EOI(s)			

## TERMS OF REFERENCE

**ISSUE: Selection of NGOs/Entities to implement field services in Rural Areas**  
**PROJECT NAME: Comprehensive Disaster Management Programme II (2010-2014)**

### **1. BACKGROUND**

The Comprehensive Disaster Management Programme II (CDMP-II) is a five-year project adopted for 2010-2014 under Disaster Management and Relief Division (DMRD) of the Ministry of Food and Disaster Management (MoFDM) aiming to poverty alleviation in Bangladesh through Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA). It is designed to extend and expand the risk reduction efforts following a multi-hazard approach to disasters. The overall goal of CDMP II is to reduce the country's vulnerability to adverse natural and human induced hazards to a manageable and acceptable humanitarian level and to have in place an efficient emergency disaster management system. This is designed around six interrelated outcome areas following vision, mission and objectives of the Government of Bangladesh (GoB) and considering the achievements and experiences of CDMP I.

Among the six outcomes, the outcome # 2 is planned for Rural Risk Reduction (RRR) and devoted to reduce risk to rural populations through structural and non-structural interventions, empowerment of rural communities and improved awareness of and planning for natural hazard events and impact of CC. In doing so the well reputed participatory planning approach would be continued in CDMP II too; Community Risk Assessment (CRA) and developing Risk Reduction Action Plan (RRAP) are the processes which create access to the people at risk. In view of empowering the DMCs at Union and Upazila level, it is planned to put DMCs in the driving seat for conducting CRA and developing the RRAP following the CRA guidebook. Qualified CDMP partner entities/ NGOs would provide necessary training to CRA facilitators selected from among DMC members and local volunteers.

Once RRAPs are developed and validated by the respective DMCs, CDMP-II will initiate implementation of some structural and non-structural Risk Reduction (RR) interventions to make some demonstrative effect therein through multiple approaches as per the Project Document through competent and qualified entities/ NGOs. The DRR interventions may also be identified by revisiting the existing Risk Reduction Action Plans (RRAPs) developed through Community Risk Assessment (CRA) during CDMP phase I.

At this stage CDMP II is in the process of selecting partner entities/NGO for seven divisions as per the required lists as following:

i) Dhaka Division covering 12 Districts:	8 Entities/NGOs
ii) Chittagong Division covering 7 Districts:	7 Entities/NGOs
iii) Rajshahi Division covering 2 Districts:	4 Entities/NGOs
iv) Rangpur Division covering 5 Districts:	5 Entities/NGOs
v) Khulna Division covering 4 Districts:	5 Entities/NGOs
vi) Barisal Division covering 6 Districts:	6 Entities/NGOs
vii) Sylhet Division covering 4 Districts:	<u>5 Entities/NGOs</u>
<b>Total:</b>	<b>40 Entities/NGOs</b>

## **2. Scope of Work:**

The selected entities/NGOs will perform the following tasks (but not limited to) preferably in a consortium and work independently in close collaboration with relevant stakeholders:

- Provide training on CRA facilitation following the CDMP approved module among selected CRA facilitators nominated by UDMCs from among their members and local volunteers.
- Provide backstopping support to CRA facilitators during the CRA exercise and assist in developing Union RRAPs and producing the CRA Reports.
- Based on the RRAP, implement Risk Reduction interventions (if any) as proposed by UDMC subject to the availability of resources.
- Provide capacity building training to DMCs in accordance to SOD and CDMP guideline.

## **3. Competency and eligibility to Apply:**

Any Bangladeshi entity / NGO having:

- a. Registration from NGO Affairs Bureau and/or Department of Social Services,
- b. Adequate financial ability (yearly turn over not less than Tk.5, 000,000 (five million) and good project proposal writing skills.
- c. A working team consists of experienced professionals with strong academic background and working experience in Disaster Risk Reduction and Climate Change Adaptation.
- d. A team of skilled training staff with training imparting experience for more than five years.
- e. At least two years of working experience with Disaster Management Committees (DMCs) at Union, Upazila and District in the areas of  
(i) providing skills development training, (ii) developing Risk Reduction Action Plan-RRAP through conducting Community Risk Assessment-CRA, and (iii) implementation of Risk Reduction Interventions in collaboration with UDMC and or Upazila DMC.
- f. Flexibility to make adjustment with un-predicted and unavoidable circumstances, ability to perform under stress and willingness to serve the vulnerable people.
- g. Good communication skills both in English and Bengali, experience in working effectively with multicultural team and producing quality report.
- h. Working experience in CDMP I or with other UN agencies.
- i. Working capacity covering more than one Upazila.
- j. Offices with adequate staff within the division the entity/NGO propose to work.
- k. Good track record of staff retention capacity.

### **Working Environment:**

NGOs/entities considered being eligible based on the eligibility criteria shall be notified in writing. Eligible NGOs/entities do not necessarily mean that they would be assigned tasks arbitrarily. Eligible NGOs/entities are qualified to submit proposals through RFP process when field intervention activities in any particular division are felt necessary.

## **TERMS OF REFERENCE**

**ISSUE: Selection of NGOs/Entities to implement field services in urban areas**  
**PROJECT NAME: Comprehensive Disaster Management Programme II (2010-2014)**

### **1. BACKGROUND**

The Comprehensive Disaster Management Programme II (CDMP-II) is a five-year project adopted for 2010-2014 under Disaster Management and Relief Division (DMRD) of the Ministry of Food and Disaster Management (MoFDM) aiming to poverty alleviation in Bangladesh through Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA). It is designed to extend and expand the risk reduction efforts following a multi-hazard approach to disasters. The overall goal of CDMP II is to reduce the country's vulnerability to adverse natural and human induced hazards to a manageable and acceptable humanitarian level and to have in place an efficient emergency disaster management system. This is designed around six interrelated outcome areas following vision, mission and objectives of the Government of Bangladesh (GoB) and considering the achievements and experiences of CDMP I.

Among the six outcomes, the outcome # 2 is planned for Rural Risk Reduction (RRR) and devoted to reduce risk to rural populations through structural and non-structural interventions, empowerment of rural communities and improved awareness of and planning for natural hazard events and impact of CC.

With the same objectives of outcome # 2, outcome# 3 of CDMP is planned to reduce the risk of urban population through various structural and non-structural interventions. Considering huge population influx in urban agglomerate, unplanned urbanizations and poor understanding of slow and rapid onset urban hazard to community level, CDMP-II has planned to conduct community level risk reduction interventions in urban set-up to accomplish and institutionalize small scale urban risk reduction practices. The dynamics of urban risk environments are quite different than that of the rural area. CDMP-II would like to intervene in the urban slums and highly populated and relatively hazard prone wards of city corporations/municipalities.

In doing so, the well reputed participatory planning approach would be continued in CDMP II for both urban and rural context. It is already established that Community Risk Assessment (CRA) and developing Risk Reduction Action Plan (RRAP) are the processes which create access to the people at risk. In view of empowering the DMCs at both urban and rural set-up, it is planned to put DMCs in the driving seat for conducting CRA and developing the RRAP following the CRA guidebook. Qualified CDMP partner NGOs would provide necessary training to CRA facilitators selected from among DMC members and local volunteers.

Once RRAPs are developed and validated by the respective DMCs, CDMP-II will initiate implementation of some structural and non-structural Risk Reduction (RR) interventions to make some demonstrative effect therein through multiple approaches as per the Project Document through competent and qualified /NGOs/ entities. The DRR interventions may also be identified by revisiting and improving the existing Risk Reduction Action Plans (RRAPs) developed through Community Risk Assessment (CRA) during CDMP phase I.

At this stage CDMP II is in the process of selecting nationally renowned and technically qualified partner entities/NGO for 4 city corporations and 7 municipalities in urban perspectives.

### *Entities/NGOs to be selected under urban CRA/interventions:*

As mentioned 4 city corporations and 7 municipalities will be considered for urban CRA/interventions. They are Dhaka, Chittagong, Sylhet, Rajshai city corporations and Rangpur, Dinajpur, Bogra, Tangail, Mymensingh, Cox's Bazar and Teknaf municipalities. Altogether 15 entities/NGOs will be selected for urban CRA/RRAP and risk reduction interventions.

## **2. Scope of Work:**

The selected entities/NGOs will perform the following tasks (but not limited to) preferably in a consortium and work independently in close collaboration with relevant stakeholders:

- Support to city corporations and municipalities to reactivate and form city and ward level DMCs
- Provide training on CRA facilitation following the CDMP approved module among selected CRA facilitators nominated by UDMCs/WDMCs from among their members and local volunteers.
- Provide backstopping support to CRA facilitators during the CRA exercise and assist in developing Union/Ward RRAPs and producing the CRA Reports.
- Based on the RRAP, implement Risk Reduction interventions (if any) as proposed by UDMC/WDMC subject to the availability of resources.
- Provide capacity building training to DMCs in accordance to SOD and CDMP guideline.

## **3. Competency and eligibility to Apply:**

- Eligibility to apply for the selection of Urban Risk Reduction:

Any national/ regional entity/ NGO having:

- a. Adequate financial ability (yearly turn over not less than Tk.5, 000,000 (five million) and good project proposal writing skills.
- b. A working team consists of experienced professionals with strong academic background and working experience in Disaster Risk Reduction and Climate Change Adaptation.
- c. A team of skilled training staff with training imparting experience for more than five years.
- d. At least two years of working experience with Disaster Management Committees (DMCs) at City Corporation/Upazila/District in the areas of
  - (i) Providing skills development training, (ii) developing Risk Reduction Action Plan-RRAP through conducting Community Risk Assessment-CRA, and (iii) implementation of Risk Reduction Interventions in collaboration with WDMC and City Corporation / Municipality.
- e. Flexibility to make adjustment with un-predicted and unavoidable circumstances, ability to perform under stress and willingness to serve the vulnerable people.
- f. Good communication skills both in English and Bengali, experience in working effectively with multicultural team and producing quality report.
- g. Working experience in CDMP I or with other UN agencies.
- h. Working capacity covering more than one Municipal area.

- i. Offices with adequate staff within the City Corporations / Municipalities the entity/NGO propose to work.
- j. Good track record of staff retention capacity.
- k. Two years proven working experiences with capable professionals of various disciplines to work with urban risk environments and stakeholders (city corporations/municipalities/WASA etc.)
- l. Department/institutions of public universities having experiences in urban risk reduction are also eligible to apply
- m. National NGO/Entity must have registration from NGO Affairs Bureau and/or Department of Social Services or competent authority while regional NGO/ Entity must have office set up in Bangladesh.

**Working Environment:**

NGOs/entities considered being eligible based on the eligibility criteria shall be notified in writing. Eligible NGOs/entities do not necessarily mean that they would be assigned Risk reduction intervention implementation tasks arbitrarily. Eligible NGOs/entities are qualified to submit proposals through RFP process when field intervention activities in any particular division are felt necessary.