

Comprehensive Disaster Management Programme II (CDMP II)

Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.
Tel: 9890937, 8821255, 8821459, Fax: 9890854, Website: www.cdmp.org.bd E-mail: info@cdmp.org.bd

Request for EOI

Procurement entity name	Comprehensive Disaster Management Programme II (CDMP II) Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.
EOI for selection of	Engagement of Organization/institute/Department of University for developing Disaster Management Technical Guidelines
RF: Ref No. and date	MSU-CDMP/EOI/2011/ Dated: 21/06/2011
KEY INFORMATION	
Procurement method	EOI (QCBS)
FUNDING INFORMATION	
Budget and source of funds	PA
PARTICULAR INFORMATION	
Project/program name	Comprehensive Disaster Management Programme II (CDMP II)
EOI closing date & time	28/07/2011 at 10.00 am
EOI opening date & time	28/07/2011 at 10.30 am
Name & address of the office for receiving & opening EOI	Comprehensive Disaster Management Programme II (CDMP II) Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.
INFORMATION FOR APPLICANT	
Brief description of assignments	<ol style="list-style-type: none"> 1. Prepare methodology to develop technical guideline (Flood Risk Assessment Guideline, Drought Risk Assessment Guideline, Cyclone Risk Assessment Guideline and Grassroots level coping strategies to disasters and climate variability). 2. Obtain the endorsement of the methodology from the appropriate authorities through expert consultations (organized by DMB supported by CDMP) 3. Develop the technical guidelines 4. Obtain the technical clearance and the necessary endorsement from a team formed by DG DMB 5. Prepare the final version of the documents with lay out for printing both in Bangla and English
EXPERIENCE, PROFESSIONAL STAFF & DELIVERY CAPACITY REQUIRED	
General experience:	<p>The CDMP II invites detailed proposals from interested firms to undertake the activities and inputs.</p> <p>Applicant may submit sample of similar work to demonstrate relevant capability.</p> <ul style="list-style-type: none"> • Applicant should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the purchaser to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Request for Proposal: • Applicant must be NGOs/firm/ institute/ Department of University which should be proved by providing copies of original documents defining the constitution of legal status, place of registration, and principal place of business (e.g. copy of registration with Department of Social Welfare or NGO Affairs Bureau) • Proof that the organization/ professionals have a minimum of five (5) years of experience in disaster management activities and prepared relevant guideline/guidebook or resource book on disaster management, disaster risk reduction or emergency response management; • Proof that the Applicant has a minimum of three (3) persons who are permanent faculty/staff of the institutes/organization having relevant academic background on disaster management issues identified in specified in the specific

	experience.
Specific experience:	<p>DEGREE OF EXPERTISE AND QUALIFICATIONS:</p> <ul style="list-style-type: none"> ▪ Advanced University degree in education, disaster management, management, public administration or other related discipline ▪ Experience and expertise in preparing disaster management guidebook, handbook on disaster management and climate change issues ▪ Experience in translation of public documents ▪ Full conceptual and practical understanding of Bangla Translation of administration terms and organization ▪ Solid understanding of how UNDP operates through NEX implementation ▪ Relevant national, regional and international experience. <p><i>Personal and attitudinal requirements</i></p> <ul style="list-style-type: none"> • Good communication and interpersonal skills and experience in working effectively in a multicultural environment. • Professionalism: flexibility to make ad-hoc changes as and when the need arises; ability to perform under stress; willingness to keep flexible working hours. • Teamwork: ability to establish and maintain effective working relations as a team member, in a multi-cultural, multi-ethnic environment with sensitivity and respect • Communications: excellent interpersonal and communication skills • A team-player and self-starter, able to work with minimum supervision, with sound judgment. • Need Bangla typing skills <p>Organizational/Institutional Qualification:</p> <ul style="list-style-type: none"> • Must have full time staff members/faculty in the domain disaster management • The faculty/staff members should met the above mentioned degree of expertise and qualification
Delivery capacity:	Should be provided within 8 months
Required documents:	<p>1. Documents comprising the proposal The Proposal shall comprise the following components:</p> <p>(a) Proposal submission form;</p> <p>(b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;</p> <p>(c) Price schedule, completed in accordance with clauses 1 and 2;</p> <p>2. Proposal form The Offeror shall structure the operational and technical part of its Proposal as follows:</p> <p>(a) Management plan</p> <p>This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal.</p> <p>This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring CDMP entity.</p> <p>(b) Resource plan This should fully explain the Offeror's resources in terms of personnel and facilities</p>

	<p>necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.</p> <p>(c) Proposed methodology This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.</p> <p>The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.</p> <p>It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.</p> <p>Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.</p>		
Other details:	<p>Further information may be obtained from procurement entities of CDMP on working days from 8.00 am to 4.30 pm; A shortlist of the interested firms will be made on the basis of submitted information and physical verification (if require)</p>		
PROCURING ENTITY DETAIL			
Name/ Designation of official inviting EOI	National Project Director		
Address of official inviting EOI	Comprehensive Disaster Management Programme II (CDMP II) Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.		
Contact details of official inviting EOI	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 RFP(s)			