

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 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 and prepare sustainable solution options for disaster and climate risk reduction for flood and cyclone in Bangladesh
RF: Ref No. and date	MSU-CDMP/EOI/2011/ Dated: 26/09/2011
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	18/10/2011 up to 4.00pm
EOI opening date & time	19/10/2011 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 6. Prepare sustainable solution option for disaster and climate risk reduction of flood and cyclone in Bangladesh
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). In case of Dept. of Universities, these documents are not required, but application to be submitted through proper channel i.e. head of the dept of Insitute. • 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 managemnet, disaster risk reduction or emergency response managemnet; • Proof that the Applicant has a minimum of three (3) persons who are parmanent faculty/staff of the institutes/organization having relevant academic background on disaster managemnet issues identified in specified in the specific experience.

<p>Specific experience:</p>	<p>DEGREE OF EXPERTISE AND QUALIFICATIONS OF THE KEY PERSONS:</p> <ul style="list-style-type: none"> ▪ Advanced University degree in disaster management, management, public administration, environmental science, geology or geography or other related discipline ▪ Experience and expertise in preparing disaster management guidebook, handbook on disaster management and sustainable livelihood options and climate change issues ▪ Experience in translation of public documents ▪ Full conceptual and practical understanding of Bangla Translation of administration terms and organization ▪ Understanding of how UNDP operates and implements projects ▪ 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 		
<p>Delivery capacity:</p>	<p>Should be provided within 8 months</p>		
<p>Other details:</p>	<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>		
<p>PROCURING ENTITY DETAIL</p>			
<p>Name/ Designation of official inviting EOI</p>	<p>National Project Director</p>		
<p>Address of official inviting EOI</p>	<p>Comprehensive Disaster Management Programme II (CDMP II) Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.</p>		
<p>Contact details of official inviting EOI</p>	<p>Tel. No. 88-02-9890937</p>	<p>Fax No. 88-02-9890854</p>	<p>Website Address: www.cdmp.org.bd e-mail: info@cdmp.org.bd</p>
<p>The procuring entity reserves the right to accept or reject any or all RFP(s)</p>			