

National Institute of Disaster Management
Ministry of Home Affairs
New Delhi

**Terms of Reference for development of Course Modules for Training of Trainers
(ToTs)**

Introduction:-

The National Institute of Disaster Management constituted under the Disaster Management Act 2005 has been entrusted with the nodal national responsibility for human resource development, capacity building, training, research, documentation and policy advocacy in the field of disaster management. NIDM is steadily marching forward to fulfill its mission to make a disaster resilient India by developing and promoting a culture of prevention and preparedness at all levels. Developing training modules is one of the tasks entrusted to the Institute among others.

Invitation of Proposal

NIDM proposes to develop Course Modules on specific areas of disaster management to be used for 5 days Training of Trainers (ToTs) Courses. The participants of the ToT Courses will be faculty members from State Administrative Training Institute, State Institute of Rural Development and other national and State level training institutions as well as senior & middle level officers of the State and Central Government. These trainers, in turn will train senior and middle level officers from the State and Districts who are responsible for coordination and operation in disaster situations. Technical and financial proposals are invited for developing of following:-

- i. Mitigation and Management of Road Accidents
- ii. Health Care Management
- iii. Response and Relief Management
- iv. Heat and Cold Waves Mitigation and Management
- v. Comprehensive Disaster Risk Management
- vi. Disaster Safe Hill Area Development
- vii. Disaster Risk Mitigation of Cultural Heritage
- viii. Management of CBRN Emergencies

Scope of the Assignment

1. Collect and review all existing course materials from various sources.
2. Develop and submit a Draft Training Design for the Module with consideration for the specific needs of India that would include training inputs, training methodologies, and the incorporation of small group and plenary exercises and India-specific case studies for approval of NIDM.
3. Submit Draft Training Design for review to NIDM.

4. Incorporate feedback from NIDM into a Final Training Design and submit to NIDM. (NIDM to give feedback within two weeks)
5. Develop draft training modules based on the approved Final Training Design, which shall include:
 - Power Points
 - Suggestive simulation module
 - Suggestive field visit area, schedule for field visit
 - Suggestive exercise during field visit.
 - Instructor Guide
 - Participant's Manual
 - Scenarios for small group and plenary exercises (hereinafter referred to as Scenarios)
 - Case Studies specific to India
 - Provide brief descriptions of multi-media/films for different sections of the Modules that could augment training materials, to be developed separately as deemed appropriate.
6. While developing training materials, the Consultant shall ensure that:
 - Course materials are consistent with the Guidelines the National Disaster Management Authority, the National Disaster Management Act, the National Disaster Management Policy, institutional mechanisms, and operational issues.
 - There should not be any copy write issue. Should be original work of Consultant and the material developed during the work assignment will be intellectual property of NIDM.
 - Terminology used in all Module materials is consistent to the Indian disaster management system, government framework, and cultural context;
 - Scenarios and Case Studies are designed around specific learning points relevant to the Module unit;
 - Various cross cutting issues relevant to disaster management are incorporated in the modules.
7. In the process of developing Draft Module and training materials, seek comments and suggestions from experts and practitioners and incorporate them in the Module to the extent possible and desirable.
8. Submit the Draft Module materials to NIDM for review.
9. Attend the Training-of-Trainers course for the Module to be organized by NIDM in due course of time.
10. Revise Draft Module as per inputs and recommendations provided during the Training-of-Trainers course.
11. Submit the Final Training Module materials to NIDM.

Timeline

The Outcome/Deliverables will be submitted as per the following timeline, with numbered weeks initiated on the day of work:-

- a) Weeks 1-2: Comprehensive review of training materials and conduct of consultations
- b) End of Week 2: Submission of tentative format for Training Design Module.

- c) End of Week 3: NIDM review and provide feedback to Consultant on Format of Training Design
- d) End of Week 4: Submission of Draft Training Design for Course modules.
- e) Week 5: NIDM review and provide feedback to Consultant on Draft Training Design
- f) Week 6: Submission of Final Training Design
- g) Weeks 6 – 12: Develop Draft Module training materials comprising of revised PPTs, Participants Manual, Instructor Guide, Case studies/Scenarios relevant to the specific Modules
- h) End of Week 12: Submission of Draft Module to NIDM
- i) End of Week 14: Comments and feedback from NIDM on Draft Module and training materials.
- j) End of Week 16: Submit Final Module training materials for the Course.

Deliverables

1. Tentative format for Training Design Module
2. Draft Training Design for the module
3. Final Training Design
4. Draft Module training materials including the following:
 - Power Points
 - Instructor Guide
 - Students Manual
 - Scenarios for small group and plenary exercises (hereinafter referred to as Scenarios)
 - Case Studies specific to India
5. Brief descriptions of multi-media/films for different sections of the Modules that could augment training materials, to be developed separately as deemed appropriate.
6. Final Course Module.

Note: *All the deliverables shall be submitted in 5 paper copies and 1 soft copy. The final Deliverables have to be submitted in 5 hard bound colored copies and one soft copy.*

Payment schedule

The payment shall be released in the following manner:

- a) 20% after submission of Final Training Design
- b) 40% after submission of Draft training materials to NIDM
- c) 35 % after submission of Final Module course materials incorporating feedback from the Training-of-Trainers course.
- d) 5% after the peer review and the final approval.

Submission of Proposal

The proposals should be submitted separately for each module. Each Proposal should be in two parts; Technical Proposal and Financial Proposal.

Technical Proposal

The Technical Proposals should be submitted comprising of the following:

1. Consultant's Organization and past Experience of developing training modules/training materials by the organisation or Experts/Specialists/Professionals who are part of the proposed team in last three years only.
2. Description of the Approach, Methodology and Work Plan for developing the proposed modules.
3. Brief Outline of Module for which proposal being submitted
4. Experts/Specialists/Professionals and their Task Assignments
5. Written consent of the Proposed Professionals and their Curriculum Vitae (CV)
6. Commitment of proposed Professional staff to continue for the duration of assignment.

Financial Proposal

The Financial Proposals should include total cost in the Lump-Sum for each Module exclusive of all taxes. Corrections, overwriting etc. shall not be accepted in the Financial Proposal. Amount to be quoted in Indian Rupees.

Opening and Evaluation of Proposals

All Proposals received by the due date will be opened on the same day of submission by 1600 hrs, by a duly constituted Committee in the presence of bidders who choose to attend.

Technical Evaluation will be made by an Evaluation Committee as per the set criterion as deemed appropriate. Once technical evaluation is completed, NIDM will inform the Bidders/Consultants who have submitted proposals with the technical scores obtained by their Technical Proposals.

NIDM will also notify those Consultants whose Proposals did not meet the minimum qualifying mark of 75 out of 100 points or were considered not conforming to the RFP and TOR, and their Financial Proposals will be returned unopened after completing the selection process.

NIDM will notify Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. *Any inconsistency in Financial Proposal from that of Technical Proposal shall be liable to be rejected by the Evaluation Committee.*

Method of Selection

Quality-Cost Based Selection (QCBS) shall be adopted for selection of the Consultant for developing the Modules. Under QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as under:-

$Sf=100 \times Fm/F$ in which Sf is financial score, Fm is the lowest price and F is the price of the proposal under consideration. The weight given to the Technical and Financial proposals would be Technical= 0.7 and Financial=0.3

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as indicated above.

Final Score = $St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be awarded the work.

The Technical and Financial proposal should be submitted in separate sealed covers clearly super scribing **“Proposals for development of Course Modules (Name of the Module)”** latest by **17 May, 2013** by 1400 hrs to:

The Executive Director

National Institute of Disaster Management

(Ministry of Home Affairs, Govt. of India)

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