

**Assam State Disaster Management Authority,  
Government of Assam  
invites  
Expression of Interest  
for  
Design and Implementation of Training on Disaster Management**

**1. Background:**

The Disaster management Act, 2005 ushered in a strategic shift in both the content and process of disaster management by mandating a holistic, integrated approach to Disaster Management (DM). The DM function of the State is now a continuous and comprehensive 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 The crisis-oriented approach of rescue, relief and rehabilitation has been replaced by a more decentralised approach with equal focus on strategic risk reduction and recovery involving active participation of NGOs, community volunteers and local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. 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 State Training Policy of Assam identifies “Creating an environment for continuous learning and capacity building” and “Strive to match the individual’s competencies with the duties they are to perform and bridge competency gaps for current and future roles through training” as its objectives and para 3.2 of the Policy says very succinctly: “The fundamental principle of the competency framework is that each job should be performed by an individual who possesses the required competencies for that job.”

It is in this context that Assam state Disaster Management Authority has decided to expand the horizon of the training programmes and devise critical pathways to reach out to the people spread over whole of the state to create the human capital aware and empowered enough to cope with the threats and challenges posed by the disasters they and their habitats are vulnerable to.

## **2. Essential Components of the Training - Target Groups, Learning Needs, duration and target group size:**

**2.1. State level Officers dealing with Policy and Planning issues**, drawn from 15 departments targeted to be covered in the **first round**, consisting of the Head of the Department, Heads of the Directorates and attached offices under the department, the Nodal Officer designate for Disaster Management and 4-5 senior officers of the Joint secretary/Joint Director level and above. The total strength of the target group will be 150. The Departments to be covered are PWD (B) & NH, PWD (R), PHE, Water Resources, Irrigation, Urban Development (Town & Country Planning, Municipality), Agriculture, Forest & Environment, Health & FW, Education, Transport, Industry, Panchayat & Rural Development, Soil Conservation and Social Welfare.

As regards the learning needs of this group of learners, focus will be on the following:

- 2.1.1 Preparation of Departmental Disaster management Plans
- 2.1.2 Integration of DM Plans with the over-all development plans of the departments.
- 2.1.3 Institutionalisation of DM reporting and monitoring mechanism at various levels.
- 2.1.4 Development of a credible communication plan in the event of a disaster.
- 2.1.5 Development of an Inventory management system for effective response to disasters.
- 2.1.6. Development of Standard Operating Protocol (SOP) for different categories of employees at different levels for expeditious mobilisation of manpower and resources in the event of a disaster.
- 2.1.7 Developing Capacity-building plan for the departmental officials.
- 2.1.8 Documentation, including making documentaries on good initiatives and case studies to be used for dissemination and training purposes.

This training will be of three (3) -days duration and each batch will have not more than thirty (30) officials.

**2.2 District level officials**, comprising the District heads of offices under 15 departments and at least four senior officers from their establishments, will constitute the second Target Group. This means 60 persons from each district will have to be trained, taking the total size of trainees to 1620 for the whole of state.

Focus of the training will be on the following:

- 2.2.1 Preparation of District level Departmental Disaster management Plans
- 2.2.2 Integration of DM Plans with the over-all development plans of the departments.
- 2.2.3 Operationalisation of DM reporting and monitoring mechanism at various levels.
- 2.2.4 Management of a credible communication plan in the event of a disaster.
- 2.2.5 Maintenance of an Inventory management system for effective response to disasters.
- 2.2.6 Effective functioning of Standard Operating Protocol (SOP) for different categories of employees at different levels for expeditious mobilisation of manpower and resources in the event of a disaster.
- 2.2.7 Designing and implementing the Capacity-building plan for the departmental officials.

This training will be of three (3) -days duration and each batch will have not more than thirty (30) officials.

**2.3 Sub-district level officials of 15 departments will constitute the third target groups, comprising the heads of block level offices; for example, BDOs, COs, B.E.E.Os, CDPOs, CMOs, A.E.Os, A.Es/J.Es of works departments, Block Veterinary Officers etc.** It is proposed to train 12 persons from one Development Block, which means there will be around 2700 sub-district level officials to be trained.

The focus of the training for them, therefore, will be on the following: -

- 2.3.1 Identification and mapping of the areas/ facilities vulnerable to disasters.

- 2.3.2 Familiarisation with the strategy to mitigate the impact of disasters.
- 2.3.3 Building inventory of resources available to mobilize them expeditiously.
- 2.3.4 Establishing rapport and communication with the community.
- 2.3.5 Collaborating with other agencies to fill the resource gaps.
- 2.3.6 Understanding of the SOP for critical events.
- 2.3.7 Documentation and reporting.

This training will be of two (2) -days duration and each batch will have not more than thirty (30) officials.

**2.4 The village level government functionaries will constitute the fourth target group**, comprising the Head Teacher of primary/ secondary school, ANM, Angawadi Worker, ASHA, Rojgar Sevak, Lot Mandal, Gaonburah, VLEW and in-charge veterinary sub-centres. This implies that a minimum of 10 persons from each of the villages will have to be trained, making the total size of the group equivalent to about 27,000.

The focus of the training will be on equipping these cutting edge level officials on building community resilience to disasters. This will include: -

- 2.4.1 Developing and understanding of potential threats from different kind of disasters.
- 2.4.2 Developing sensitivity to appropriate prevention and mitigation measures.
- 2.4.3 Building a resource base for coping with the challenges thrown up by various kinds of disasters.
- 2.4.4 Developing understanding of communication network put in place for early warning and sharing information in the face of disasters.
- 2.4.5 Developing a village level disaster management plan.

This training will be of two (2) -days duration and each batch will have not more than fifty (50) participants.

### **3. Scope of Work:**

3.1 Develop training modules for different target groups, keeping in mind the focus areas mentioned above.

- 3.2 Develop /mobilize a pool of Master Trainers for multi-layered training programmes.
- 3.3 Design the training programmes with ample scope for participation and hands-on exercises.
- 3.4 Identify/ develop appropriate supplementary reading materials.
- 3.5 Identify/develop appropriate case studies on success stories and inadequate responses to disasters from within and outside the country.
- 3.6 Develop credible assessment mechanism and submission of reports on outcomes.

#### **4. Qualification & Experience:**

The Training Institutes/ Consultancies/ agencies/ organizations should have:

- 4.1 Experience of conducting Post Graduate or PhD courses in Disaster Management/  
Professional experience in the field of training on Disaster Management
- 4.2 At least 10 years of hands on experience in adult learning methods and techniques, including preparation of materials
- 4.3 A minimum of 10 dedicated faculty/ trainers having experience of imparting training related to Disaster Management.
- 4.4 One Nodal person will have to be nominated for the training project
- 4.5 There will be a Steering Committee for implementation of the training project, headed by the Additional Chief Secretary to the Government of Assam to take the critical decisions. The Head of the Training Institute/ Consultancy/ Agency/ Organization selected for training will be member of this Steering Committee. He/She will attend every meeting of the Committee without fail and will not be represented by any other person in any meeting of the Committee.
- 4.6 There will also be a Coordination Committee headed by the Chief Executive Officer, ASDMA with the Nodal Persons of the selected organization/ institution, representative of other Departments and domain area experts.  
The Action Plan including timeline, details of Resource Persons, Training Module, Session Plans, Training Materials etc. will have to be approved by the Coordination Committee.
- 4.7 The Work cannot be outsourced to any other Institute/ Consultancy/ Agency/ Organization. However, the Training Institute/ Consultancy/ Agency/ Organization may source experts from other institutions.
- 4.8 Training Institute/ Consultancy/ Agency/ Organization will have to ensure that the Resource Persons, who are deputed to conduct the training sessions, are fully

prepared about the purpose, objective, structure and methodology of the training programmes and also about the profile of the participants.

4.9 Local language versions of the training modules and supplementary materials will have to be developed; translators/interpreters will be used for training wherever necessary.

4.10 Process documentation of the training programme will have to be done and the Training Institute/ Consultancy/ Agency/ Organization will have to submit the same to ASDMA on completion of the training programme.

4.11 The Training Institute/ Consultancy/ Agency/ Organization will be required to do an Impact Assessment/ Evaluation of the entire training programme.

**5. Interested Training Institutes/ Consultancies/ Agencies/ Organizations may submit their profile along with a brief summary of their performance for the last three years as given below:**

5.1 Name of the Training Institute/ Consultancy/ Agency/ Organization

- Type of organization and year of establishment
- Present Status
- Registration/ Affiliation
- Number of trainings done, persons trained during the past 3 years

5.2 Experience in handling similar projects and level of involvement

5.3 Illustrative training experience/ delivery with regard to Disaster Management

5.4 Illustrative Profile/ CVs of Faculty/ trainers with the organization/ institute.

**6. Training Institute/ Consultancy/ Agency/ Organization will be shortlisted for the next stage of evaluation to be engaged in carrying out the scope of work as stated above in accordance with the procedures set out by Assam State Disaster Management Authority (ASDMA) based on the EoIs received and evaluated.**

7. EoI must be submitted on or before **30<sup>th</sup> December, 2014** at the following address:

**Assam State Disaster Management Authority  
Ancillary Block, Opp. SBI Secretariat Branch,  
Assam Sachivalaya, Dispur, Guwahati-781006**

The EoI may also be downloaded from:

<http://www.asdma.gov.in>

- 8.** EoIs received after the last date of submission shall not be considered. Assam State Disaster Management Authority will not be responsible for any delay in submission including delay due to postal or any other reason whatsoever.