

DISTRICT OFFICE: GAJAPATI

(EMERGENCY SECTION)

No 2265 /Emg

EXPRESSIONS OF INTEREST

Date:- 11/10/19

Expressions of interest(Eol) are invited from intending and eligible Non-Governmental Organizations(NGOs) for preparation of 350 numbers of Village Disaster Management Plans (VDMP) in Gajapati District. The details of the term of reference for preparation of VDMP eligibility criteria, selection procedure of NGOs, etc, are uploaded in the district website i.e. www.gajapati.nic.in.

Interested NGOs, fulfilling the eligibility criteria may submit their Expression of interest (Eol) along with relevant documents to the Collector, Gajapati, Pin-761200 by 5.00 PM on Dt: 25-10-2019 through Speed Post/ Regd. Post/ Courier only. The envelope containing the Eol must be super-scribed on the top as "**Application of Expression of interest for Preparation of Village Disaster Management Plan**". Any modification or alteration, if so required, will be intimated through the district website. The authority reserves the right to cancel or modify the Eol without assigning any reason thereof.

~~Collector & District Magistrate
Gajapati~~

INVOLVEMENT OF NGO PARTNER

Local NGOs will be involved during the entire process of VDMIP, starting from identification of hazards, community consultation, data collection, constitution of various DM teams, etc. NGOs will be selected at the district level in a transparency manner with proper advertisement. Advertisement must be displayed in the notice board of district, block and GP headquarters.

Eligibility Criteria for selection of NGO Partner

1. NGO should have been registered under the Societies Registration Act, 1860 or a State amendment thereof or the Indian Trust Act, 1882 or the Religious and Charitable Institutions Registration Act, 1920
2. NGO should have completed 5 years from the date of registration on the date of filling application. NGOs should have worked in the field of disaster management.
3. NGO should have a bank account for at least three years preceding the date of file of application
4. "**Disaster Management**" should be one of the objectives in the Memorandum of Association of the NGO.
5. The NGO should be located and working in the same district for at least 3 years.
6. The NGO should be working with beneficiaries in rural areas even if the NGO headquarters is located in an urban area./ The area of operation of the NGO must be rural, meaning thereby a village included within the jurisdiction of a Gram Panchayat.
7. The NGO should not have been black listed by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organisation.
8. NGO should not have defaulted either in works or in financial progress in any of their work with the State/ District Administration.
9. The turnover of the NGO for the last 3 years should be at least Rs. 2 lakh per year.
10. NGO should comply with the requirement of Income- Tax department / GSTIN or should have at least applied for the same.
11. Members of the NGO Selection Committee or their family member should not be the office bearers of the NGO applying for the programme.
12. The NGO's Board Members should not have any history of criminal offence against them

The NGOs should be recommended by the District Administration based on their track record, experience, capacity and other aforesaid selection criteria.

Documents to be submitted along with the application form

Copies should be attested by the President/ Secretary of the Organisation

1. Copy of the relevant registration certificate
2. Bye-law or MoA of the NGO.
3. Latest composition of the Managing Committee/ Executive Body
4. Annual Reports of the Organisation for last 3 Years
5. Copies of last three years' audited statements/ Audited accounts, Viz., Receipt and Payment Account, Income and Expenditure Account and Balance Sheet along with Auditor's certificate and report for last three years
6. Documents relating to PAN number and exemption order under 12 -A if any
7. Bank pass book reflecting the transactions for the last three years.
8. Certificate from the Bank Manager stating that the account is operative for last three years.
9. The application should be submitted accompanied by a resolution of the organization duly signed by the sitting members of the Executive Body/ Managing Committee of the NGO
10. Letters on award of Assignment/ Project to the NGO

Selection Criteria of NGOs:

A Committee at the district level under the chairmanship of ADM will be formed for selection of NGOs. The NGOs fulfilling the eligibility criteria and having completed application forms and submitted all relevant documents will be shortlisted for the assignment. The overall marking criteria will be as follows:

Sl. No.	Selection Criteria	Indicators	Distribution of Scores
1	Organisational Capacity and Experience (10)	Experience in implementing Socio-Economic Development Projects in rural areas.	25
2	Government Partnership (20)	Experience in implementing rural development programmes schemes and projects of the State/ Central Government.	20
3	Relevant Technical Experience (20)	Experience in implementing OSDMA- UNDP Disaster Risk Reduction (DRR)/ Disaster Risk Management (DRM) Project or UNDP-GoI Community Resilience Programme or Community Based Disaster Management Programmes of NIDM or NDMA.	20
		Experience in Implementation of CBDM or similar disaster management programmes of any other reputed National or International Organisations	15
4	Experience in working with Panchayati Raj Institutions (PRIs)	Implementation of programmes involving Panchayati Raj Institutions (PRIs)	20

Engagement of NGOs:

1. The district authority will engage number of NGOs from the list of panel as per requirement based on the target no. of vulnerable villages.
2. The district authority may call for a meeting with selected NGOs for allotting the vulnerable villages for implementation of the programme.
3. The district authority may take into account the areas of operation/ working area of the NGO and its preference at the time of allotting villages of a particular area.
4. One NGO should preferably be allotted with appropriate no of villages for better implementation of the programme and ensuring timely completion.
5. Under no circumstances one NGO is to be allotted with more than 100 villages or less than 30 villages in a district.
6. However under no circumstances villages under one Gram Panchayat to be allotted to different NGOs.
7. The district authority will issues work orders to the NGO clearly mentioning the number and name of the Villages where the NGO is to engaged for implementation of the programme
8. The NGO is to sign a MoU within 7 days from the issues of work order.
9. After signing of MoU the District Administration to release 20% of the total amount allotted finalized against the NGO (@Rs. 3000/- per village X No. of villages)
10. After signing of the MoU the NGO is to implement the programme in coordination with district authority, respective Block Administration and Gram Panchayats.
11. The NGO to complete the works as defined within 6 months from the date of signing of MoU.
12. The remaining 80 % of the agreed amount to be released to the as per the schedule for completion of the VDMP process in the allotted villages and submission of the VDMPs duly signed by Local Sarpanch.

CONSTITUTION OF DISTRICT MONITORING COMMITTEE ON(VDMP)

The Committee shall be responsible for monitoring the implementation of VDMP. The district monitoring committee will be convened to review the progress of VDMPs. The following members should be part of the committee. The district Collector may add some other members.

- a. Collector (Chairman)
- b. ADM
- c. District Emergency Officer (Convenor)
- d. PD, DRDA
- e. All BDOs
- f. All Tahasildar
- g. District Fire Officer
- h. ODRAF Battalion (Commandant, Where Stationed)