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DISTRICT EMERGENCY OPERATION CENTRE,
MAYURBHANJ, BARIPADA.

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No. 466/Emg. Dt. 25.4.23 //

EXPRESSION OF INTEREST

The District Disaster Management Authority, Collectorate, Mayurbhanj invites applications for Expression of Interest (EOI) from the willing registered NGOs, who will be engaged for preparation of Village Disaster Management Plan (VDMP), 2023 in 850 villages of Mayurbhanj District with the financial & technical support from Odisha State Disaster Management Authority (OSDMA), Odisha, Bhubaneswar. The details of Term of References (ToR) i.e. application form, documents to be submitted along with application, the eligibility criteria, selection process & budgetary provision for the work can be found in the District NIC Website (<https://mayurbhanj.nic.in>) & notice board of Collectorate, Mayurbhanj.

The interested NGOs should send their application along with all supportive documents in a sealed envelope to "the Deputy Collector, Emergency, Collectorate, Mayurbhanj, PO- Baripada, Dist.- Mayurbhanj, Pin-757001" by Speed/registered post by 1.00PM of 12.05.2023. The envelope containing EOI must be super-scribed "Application of Expression of interest for preparation of Village Disaster Management Plan (VDMP-2023)." The sealed EOI applications will be opened on 15.05.2023 at 10.00AM in the Office Chamber of the Additional District Magistrate, Mayurbhanj in presence of the NGO Selection Committee and the representative of the NGOs. Any modification in the advertisement, if required, will be uploaded in the District Website only. Application received late or incomplete in any respect will summarily be rejected. The Authority reserves the right for any modification or cancellation of entire process of EOI & selection of NGOs without assigning any reason thereof.

By order of the
Collector & District Magistrate,
Mayurbhanj

Additional District Magistrate,
Mayurbhanj.

Memo No. 467 /Emg. Dt. 25.4.23 //

Copy to Notice Board, Collectorate, Mayurbhanj.

Copy forwarded to the DIO, NIC, Mayurbhanj for information & necessary action with a request to display the advertisement in NIC website for wide publication & assessment by the Public.

Additional District Magistrate,
Mayurbhanj.

Memo No. 468 /Emg. Dt. 25.4.23 //

Copy forwarded to all Block Development Officers/ Tahasildars/ Executive Officers of ULBs/ District Social Welfare Officer/ District Social Security Officer/ District Welfare Officer for information & necessary action with a request to intimate the advertisement to the Chief Functionaries of NGOs existing under their jurisdiction & display the advertisement in their office Notice Board for wide publication.

Additional District Magistrate,
Mayurbhanj.

Memo No. 469 /Emg. Dt. 25.4.23 //

Copy submitted to the Managing Director, OSDMA for favour of kind information and necessary action.

Additional District Magistrate,
Mayurbhanj.

Template Application
(May be amended suitably)

To, ✓
The Collector,
_____ (District)

Sub: Application for Empanelment of NGOS for undertaking VDMPs

Madam/Sir,

On behalf of _____, an NGO under the Societies Registration Act, _____ I /We express our willingness to participate in the selection process for carrying out village level disaster management plan (phase-II) in the district _____ on behalf of _____. I/We also solemnly declare that, the NGOs named as _____ has not been blacklisted by any government agencies.

Signature with Seal

Declaration

I/We declare that, our NGO would follow the guidelines of VDMP and orders of district administration in preparing the VDMP. I/We also declare that, our NGO would complete the process of preparation of VDMP in all the allotted villages, and for non-completion¹ of the process, I/We will refund the entire receipt amount to district administration within a period of one month.

Your faithfully

Date:
Place:

Signature with Seal
Name:
Organization:

Involvement of NGO Partner

Local NGOs will be involved to facilitate the entire process of VDMP, starting from community mobilization, constitution of VDMC and DMTs, identification of hazards, data collection and compilation, developing the plan, training & orientation etc. NGO partners will be selected at the district level following a transparent selection procedure.

6.1 Eligibility Criteria for selection of NGO Partner

- i. 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.
- ii. On the date of filling application, NGO should have completed at least 5 years from the date of registration.
- iii. **"Disaster Management"** should be one of the objectives in the Memorandum of Association of the NGO.
- iv. NGOs should have worked in the field of disaster management.
- v. NGO should have an operational bank account for at least three years preceding the date of filing of application.
- vi. The NGO should be located and working in the same district for at least 3 years.
- vii. 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).
- viii. The NGO should not be black listed or put under FAS (Further Assistance Stopped) category by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organization.

- ix. NGO should not have defaulted either in works or in financial progress in any of their work with the State/ District Administration.
- x. NGOs those who have failed to comply the instructions of DDMA for preparation of VDMP in the first phase may not be considered.
- xi. Local NGOs should be given preference
- xii. The turnover of the NGO for the last 3 years should be at least Rs. 3 lakh per year.
- xiii. NGO should comply with the requirement of Income- Tax / GSTIN or should have applied for the same.
- xiv. Members of the NGO Selection Committee or their family member should not be the office bearers of the NGO applying for the programme.
- xv. The NGO's Board Members should not have any history of criminal offence against them

6.2 Documents to be submitted along with the application form

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

- i. Copy of the relevant registration certificate
- ii. Bye-law or MoA of the NGO.
- iii. Latest composition of the Managing Committee/ Executive Body
- iv. Annual Reports of the Organization for last 3 Years
- v. Copies of last three years' audited statements of accounts
- vi. Documents relating to PAN number and exemption order under 12 -A, if any.
- vii. Bank pass book reflecting the transactions for the last three years.
- viii. Certificate from the Bank Manager stating that the account is operative for last three years.
- ix. 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
- x. Letters on award of Assignment/ Project to the NGO
- xi. NGO should submit an undertaking wrt point no. VIII of eligibility criteria of NGO selection (6.1).

6.3 Selection Criteria of NGOs:

A Committee at the district level under the chairmanship of ADM will be formed for selection of NGOs (Refer Clause - iv of Section 4 ("step wise action points on preparation of VDMP"). The NGOs fulfilling the eligibility criteria and having completed application forms along with all relevant documents will be shortlisted for the assignment. The overall marking criteria will be as follows:

Sl. No.	Selection Criteria	Indicators	Distributio nof Scores
1	Organizational Capacity and Experience	Experience in implementing Socio-Economic Development Projects in rural areas.	20
2	Government Partnership	Experience in implementing rural development programmes schemes and projects of the State/ Central Government.	20
3	Relevant Technical Experience	Experience and successful implementation of VDMP programme in the first phase	25
		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.	10
		Experience in Implementation of CBDM or similar disaster management programmes of any other reputed National or International Organisations	10
4	Experience in working with Panchayati Raj Institutions (PRIs)	Implementation of programmes involving Panchayati Raj Institutions (PRIs)	15

6.4 Engagement of NGOs:

- i. The district authority will engage number of NGOs from the panel as per requirement based on the target number of vulnerable villages.
- ii. The district authority may call for a meeting with selected NGOs for allotting the vulnerable villages for implementation of the programme.
- iii. The district authority may take into account the working area of the NGO and its preference at the time of allotting villages of a particular area.
- iv. NGO should preferably be allotted with appropriate number of villages for better implementation of the programme and ensuring timely completion. Under no circumstances one NGO is to be allotted

with more than 100 villages or less than 30 villages in a district. However, the DDMA may take a decision on allotting minimum no. of villages to the NGO.

- v. Under no circumstances villages under one Gram Panchayat to be allotted to different NGOs.
- vi. The district authority will issue work orders to the NGO clearly mentioning the number and name of the Villages allotted to the NGO.
- vii. The NGO is to sign a MoU within 7 days from the issuance of work order.
- viii. After signing of MoU the District Administration to release 20% of the total amount finalized against the NGO (@Rs. 5000/- per village X No. of villages)
- ix. After signing of the MoU the NGO is to implement the programme in coordination with District Authority, respective Block Administration and GramPanchayats.
- x. The NGO to complete the works as defined within 12 months from the date of signing of MoU.
- xi. The remaining 80 % of the agreed amount to be released to the NGO as per the schedule (Refer Section 14.3) for completion of the VDMP process in the allotted villages and completion of training & orientation programme.
- xii. If an NGO fails to complete the task or withdraw in between, then the organization is liable to refund the amount to the DDMA. DDMA should not entertain such NGO(s) for any other disaster management activities in future. DDMA may also remove the non-performing NGO(s) and re-allot the target among other selected NGO(s).
- xiii. VDMPs are prepared by VDMC and community members. The partner NGO always plays the role of facilitator only. The partner NGOs are not supposed to mention their name and put organization logo in the VDMP.