

MAYURBHANJ DISTRICT OFFICE: BARIPADA.


(EMERGENCY SECTION)

No. 1178 /Emg Dt. 22.07.2019 //

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), 2019 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.

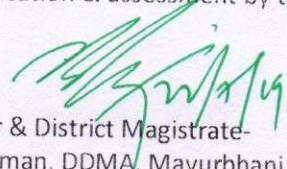
The interested NGOs should send their application along with all supportive documents in a sealed envelope to "the Assistant Collector, Emergency, At- Collectorate, Mayurbhanj, PO- Baripada, Dist- Mayurbhanj, Pin- 757001" by Speed/ registered post by 5PM of 31.07.2019. The envelope containing EOI must be super-scribed "Application of Expression of interest for preparation of Village Disaster Management Plan (VDMP-2019)". The sealed EOI applications will be opened on 02.08.2019 by 11AM at 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.


Collector & District Magistrate-
Cum- Chairman, DDMA, Mayurbhanj.

Memo No. 1179 /Emg. Dt. 22.07.2019 //

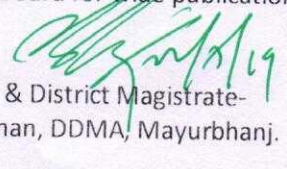
Copy to Notice Board, Collectorate, Mayurbhanj

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.


Collector & District Magistrate-
Cum- Chairman, DDMA, Mayurbhanj.

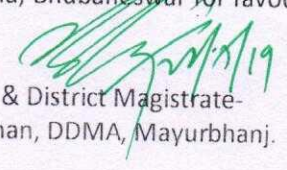
Memo No. 1180 /Emg. Dt. 22.07.2019 //

Copy forwarded to all Block development officers/ Tahasildars/ 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.


Collector & District Magistrate-
Cum- Chairman, DDMA, Mayurbhanj.

Memo No. 1181 /Emg. Dt. 22.07.2019 //

Copy submitted to the Managing Director, OSDMA, Odisha, Bhubaneswar for favour of information & necessary action.


Collector & District Magistrate-
Cum- Chairman, DDMA, Mayurbhanj.

TEMPLATE APPLICATION

To, The Collector & District Magistrate,
Mayurbhanj.

Sub: Application for empanelment of NGOs for undertaking VDMPs.

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 in the District Mayurbhanj on behalf of _____. I/ We also solemnly declare that, the NGOs named as _____ has not been blacklisted by any government agencies. I/ We also declare that, our NGO would follow the guidelines of VDMP and orders of district administration in preparing the VDMP.

Yours faithfully,

Name :

Organisation:

Signature with seal.

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 or 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 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- Gol 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 preferable 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 issued 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 Graam 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.