



Odisha State Disaster Management Authority

(A Government of Odisha Agency)

9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar -751001

Tel: 0674-2395398, 2396901, Fax: 0674-2391871, Website: www.osdma.org

EXPRESSION OF INTEREST

Odisha State Disaster Management Authority (OSDMA) invites Expression of Interest (EoI) from competent Firms / Societies/ Institutions / Organizations for **“developing standardized Curricula for Capacity Building of Volunteers in Search and Rescue” in Odisha** under GoI-UNDP project on “Enhancing Institutional and Community Resilience to Disasters and Climate Change”.

The overall objective of the assignment are;

1. To develop a standardized Curricula for Capacity Building of Volunteers in Search and Rescue
2. To develop training modules on Search and Rescue for volunteers at three level such as “Savior, Achiever and Rescuer”
3. To develop ‘Training of Trainers’ modules on Search and Rescue

The stage wise training modules will help the Civil Defence in State, to achieve its objectives and further build the capacity of State for Disaster Risk Reduction, which is also the requirement of Sendai Framework for Disaster Risk Reduction (SFDRR) and the National and State level Disaster Management Plan of India.

Interested firms/ societies/ institutions/ organizations must provide information indicating their experience and competence to take up the above mentioned assignment, along with the brochures/developed training modules, proposal, description of assignments, experience in similar work and availability of appropriate skilled and qualified staff etc.

Expression of Interest in a sealed cover with superscription **“Expression of Interest for “developing a standardized Curricula for Capacity Building of Volunteers in Search and Rescue”** containing the technical and financial proposals in two separate sealed covers with superscription **“Expression of Interest for “developing a standardized Curricula for Capacity Building of Volunteers in Search and Rescue (Technical)”** and **“Expression of Interest for “developing a standardized Curricula for Capacity Building of Volunteers in Search and Rescue (Financial)”** shall reach the office of Odisha State Disaster Management Authority (OSDMA), 9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar -751001, Odisha latest by **21st August , 2017 by 3.00 PM** and will be opened on the same day at **4.00 PM**. Financial bids of technically qualified bidders will be opened for finalization of the consultancy. The technically qualified bidders will be intimated through telephone/ e-mail / fax.

- Technical Criteria Weight – 80%
- Financial Criteria Weight – 20%

Celling limit of the assignment

The Celling limit for **“developing a standardized Curricula for Capacity Building of Volunteers in Search and Rescue”** is **Rs.2, 00,000 (Rupees two lakhs only)**. This includes expenses related to consultation meeting at the state level, technical consultant’s visit to OSDMA and different line departments, consultancy fees as well as submission of two hard copies and soft copy of developed standardized module on for Capacity Building of Volunteers in Search and Rescue.

OSDMA reserves the right to reject any or all EOI without assigning any reason thereof.

Managing Director, OSDMA

TERM OF REFERENCE (ToR)

"Standardization of Curricula for Capacity Building of Volunteers in Search and Rescue"

INTRODUCTION:

In recent times, new challenges have emerged for the community in the form of natural calamities or human-induced disasters, resulting in large scale destruction of property, loss of human lives and destabilization of normal life in the society. Since the community is invariably the first responder to any disaster situation, adequate awareness and preparedness of the community to respond to any such situation can be crucial in mitigating damage and suffering due to disasters. Civil Defence, being the largest Community Based Voluntary Organization and being governed by parliamentary act, can play a stellar role in the field of public awareness as well as community capacity building in search & rescue and response. Further, as per Disaster Management Act 2005 and Disaster Management Policy, it is to ensure preparedness for disaster risk management pursuant to Section 10(p) of DM Act 2005, i.e. Civil Defence has to promote the general education & awareness, related to disaster risk management in addition to search & rescue and relief, after the disaster.

In Odisha, the Civil Defence is functional in a few selected districts. However, there is a need to strengthen it further in this multi hazard prone State which has faced severe disasters in the past. Civil Defence can play a very important role in different phases of disasters, by supporting the administration, with the help of specialized volunteers in the field of search & rescue and disaster management related allied activities.

OBJECTIVES:

4. To develop a standardized Curricula for Capacity Building of Volunteers in Search and Rescue
5. To develop training modules on Search and Rescue for volunteers at three level such as “Savior, Achiever and Rescuer”
6. To develop ‘Training of Trainers’ modules on Search and Rescue

The stage wise training modules will help the Civil Defence in State, to achieve its objectives and further build the capacity of State for Disaster Risk Reduction, which is also the requirement of Sendai Framework for Disaster Risk Reduction (SFDRR) and the National and State level Disaster Management Plan of India.

COURSE OVERVIEW:

The course is developed to educate and to build capacities of the community level volunteers in Search and Rescue. The comprehensive Search & Rescue manual, (comprising 3 training modules and one ToT),

will be designed to provide knowledge concerning general responsibilities, skills, abilities, and the equipment needed by persons who would be participating in a search or rescue mission at different levels. Keeping the importance of search and rescue during disasters in view the course would be designed to address the growing needs of individuals possessing the skills and capabilities to handle disasters at the State, District & Sub-District level. The individuals studying this course shall be equipped to effectively carry out the search & rescue activities, at the State, District & Sub-District/local level.

TRAINING STAGES:

Capacity Building & Training is the core of Civil Defence and has also been planned in 3 tier basis. The each step of training will be well consolidated before the next stage is attempted. The training proceeds from simple to complex and more advanced stages. The various stages in which the training has been planned are outlined below...

- Basic Training
- Service and Team Training
- Combined Training
- These training are conducted at different levels
 - 1-Local/ District level.
 - 2-State level.
 - 3-National level.

TRAINING LEVELS SUMMARY:

Level	Place	Target Participants	Outputs
1	Local /District	CDVs/Disaster Response Task Force Members (TFMs)	Participants will be trained as the Saviour , to protect themselves and support others
2	Dist/ State	CDVs/TFMs & Trainers for local/District level Training.	Advance Achiever training to participants, so that they can work in rescue teams
3	State/Dist.	Instructors (State Level)	Rescuer level training to permanent Rescuers including advance S&R, leadership training

PLAN OF ACTION FOR TRAINING CERTIFICATION OF SEARCH AND RESCUE (SAR):

There will be three stages of certification for the trained Volunteers on Rescue, which can be categorized in three different grades: **S A R**

S-SAVIOURS

A-ACHIEVERS

R- RESCUERS (RESCUE FIRST RESPONDERS -RFR)

1. The stage one would be “**Savior**” where the community volunteers will be trained in basic elementary courses of search and rescue after which the trained volunteers can protect themselves and support other rescuers.
2. The second stage would be “**Achiever**” where the trained volunteers will refresh their training skills and in addition, would upgrade their skills and knowledge on advancement of the elementary aspects of search and rescue. The Achievers will work in rescue teams under the guidance of the team leaders.
3. The third stage would be “**Rescue First Responder**” (RFR)/ “**Rescuer**” under which the CD volunteer would be trained in different facets of search and rescue along with the leadership skills. After completing the training successfully, the community volunteer can operate rescue operations independently and or lead /manage the team efficiently. After this stage, the trained CD volunteers will be recognized as permanent rescuers and eligible to participate in the higher level trainings in the state and out of state.
4. **The fourth and final level would be “Master Trainers” and “Examiners”** for the trainings who have completed the minimum level of “Rescue First Responder” / “Rescuer” training successfully.

STRATEGY FOR TRAINING OF VOLUNTEERS:

Civil Defence through its **MASTER TRAINERS** will conduct the trainings and examinations for certification. It will be mandatory for **SAVIOURS** to undergo training in basic and survival skills of search and rescue.

The **ACHIEVERS** should have completed the **SAVIOURS** course and ready for the advanced search and rescue training courses which would empower them to operate in SAR teams under the guidance of the team leaders.

The **RFR / Rescuers** would be those who have already completed the **ACHIEVER** courses successfully and worked in any of the SAR operations and or four combined exercises / mock drills.

The **Master Trainers / Examiners** should be qualified for such assignments after

- Completing at least one year as RFR/Rescuer
- Assisted the Master Trainers in 5 training programs.
- S/he must have conducted training for 10 batches of Survivors.
- Received specific advance /specialized courses from reputed National training center.
- They will also assist master trainers during training programs conducted at various levels.

SCOPE OF WORK

1. Existing literature review for designing "Standardization of Curricula for Capacity Buildings of Volunteers in Search and Rescue".
2. Inception report with draft outline of Standardisation of Curricula for Capacity Building of Volunteers (Civil Defense) in Search and Rescue.
3. Individual consultation/ interaction with respective Institutions (Individual interaction with focal points of Civil Defense, ODRAF, NDRF, RC / round table consultation)
4. Draft Curricula / Training Module with specific graphics/ pictures on Search & Rescue
5. Validation of the standardized Curricula for S & R volunteers
6. Submission of Final Standardize Curricula on Search and Rescue

DELIVERABLES

1. Inception report with draft outline of Standardisation of Curricula/ training modules for Capacity Building of Volunteers (Civil Defense) in Search and Rescue
2. Draft Standardisation of Curricula for Capacity Building of Volunteers (Civil Defense) in Search and Rescue

3. Final Curricula on Search & Rescue including all comments

TIMELINE

The assignment will be completed within a period of 90 days.

STAKEHOLDERS

The study will involve key stakeholders, including representatives from Civil Defence, ODRAF, NDRF, OSDMA and Red Cross. The design of the Curricula/Modules is to be developed through a consultative process and stakeholders like Civil Defense, ODRAF, NDRF, RC will play an important role.

EXPECTED OUTCOMES:

The expected outcome from the standardization is to create skilled and equipped human resources in the state to excel in responding to any disaster situations with quality. The bare minimum outcomes are stated below:

- Trained Civil Defence volunteers will be available for disaster response and relief operations.
- Certified and skilled rescuers will be created at different levels to respond to any emergency situation and can be deployed for rescue and relief activities.
- Massive evacuations will be easier and could be operationalized effectively and more efficiently with the help of skilled and trained CD Volunteers.
- Community level awareness will be enriched and enhanced through deployment of the CD Volunteers at different areas.

Interested firms/ societies/ institutions/ organizations must provide information indicating their experience and competence to take up the above mentioned assignment, along with the brochures/developed training modules, proposal, description of assignments, experience in similar work and availability of appropriate skilled and qualified staff etc.

ELIGIBILITY FOR CONSULTANTY

The Intending firms / societies/ institutions / organizations should have

- a. Good understanding of Training designing, development of courses/ modules and conduct of trainings
- b. Experience of developing training module and carrying out similar trainings related to , Disaster Management , Disaster Response and DRR & CCA (supporting document need to be submitted)
- c. Minimum five years of professional experience in the similar field

- d. Adequate technical manpower required for the developing the standardised Curricula/ modules on Search and Rescue (preferably should include a DoPT trained expert who is familiar with the government systems and processes on Disaster Management/DRR/CCA) and
- e. Ability and experience of developing quality training and reports within given timelines;

PROCESS OF HIRING CONSULTANT

The Expression of Interest (EOI) will be invited from eligible organization/ institutions/ firms/ Agencies in two separate sealed covers containing

- a) **Technical Proposal** with details of methodology, survey/ study Tools, manpower available, and other relevant aspects and work plan. (Technical Criteria weight – 80%)
- b) **Financial Proposal** containing budget with justification. (Financial Criteria weight – 20%)

The EOIs will be evaluated by an Evaluation Committee of OSDMA to shortlist eligible and qualified organizations/consultants/agencies. All the shortlisted organizations /consultants/ agencies will be invited for technical presentation/ evaluations of financial proposals on such date and time as intimated over telephone or email. If needed, the Evaluation Committee will negotiate with the shortlisted organizations to determine a reasonable budget for the study. OSDMA reserves the right to award the work to one or more organizations as it may feel necessary in the interest of timely completion of the study.

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CELLING LIMIT OF THE ASSIGNMENT

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