

**GOVERNMENT OF ANDHRA PRADESH**  
**PR and RD Department**  
**ANDHRA PRADESH STATE INSTITUTE OF RURAL DEVELOPMENT (APSIRD)**  
**REQUEST FOR EXPRESSIONS OF INTEREST**  
**(HIRING OF NGOSERVICES)**

Dated:05 .05.2017

*INDIA*

AP Disaster Recovery Project (APDRP)

Credit No. 5694-IN

Reference No.: IN-PMU-13065-CS-QCBS

**Assignment Title: Procurement of Consultancy Services (PCT- Project Coordination Team, An NGO) to implement the Community Based Disaster Risk Management Programme under APDRP**

The Government of Andhra Pradesh have received financing from the World Bank towards the cost of the Andhra Pradesh Disaster Recovery Project (APDRP) and intends to apply part of the proceeds for Hiring Non-Governmental Organisation (NGO) services for implementation of community based Disaster Risk Management programme in 508 villages in 9 coastal districts of Andhra Pradesh.

The NGO services include preparation of comprehensive disaster Risk Management plan in integration with Grama Panchayat Development plan (GPDP) and the Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) plan and sensitize the community on disaster preparedness and mitigation measures. Involve various social communities in all the processes of disaster risk mitigation and in formation of Community task forces. The scope of the engagement includes the following components:

1. Identification of vulnerable communities and groups
2. Hazard Analysis of various social Groups
3. Capacity Building of all the Institutions and Stakeholders in the village
4. Formation and training of Task forces in the village
5. Preparation of Village Disaster Management and Development plans with the help of Gram Panchayats
6. Documentation and Report Writing
7. Evaluation and monitoring of CBDRM activities.

The assignment is expected for a period of 4 years (2017-2020)

The Commissioner, Andhra Pradesh State institute of Rural Development, (APSIRD) invites eligible NGOs to indicate their interest in providing the Service. Interested NGOs should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The short listing criteria are:

- (a) Similar experience as Project Coordination Team (PCT) in implementing Disaster Risk Management programmes in the coastal districts of India over the past 5 years
- (b) Audited financial turnover of last 3 years
- (c) The NGO should demonstrate that they have enough capacity in handling the Programme.
- (d) Experience in handling externally aided Projects such as World Bank, ADB and other multilateral financing agencies will be an advantage.

Expression of Interest (EOI) must include the following.

- Introductory letter on letter head (with complete contact details – name of contact person, mailing address, telephone, , e-mail etc.,) explaining how the NGO is best to deliver the task.
- Organization Profile of the NGO.
- Two years annual report ( Yr 2015-16 and Yr 2016-17) and 3 years financial statement ( Yr 2014-15, Yr 2015-16 and Yr 2016-17)
- Short note on the similar projects implemented by the NGO/agency pertaining to the Short listing criteria.
- Details of relevant similar project undertaken in the Country.

The EOI should contain sufficient supporting documents to substantiate the claim of the NGO towards their qualification as per the short listing criteria given in the Annexure.

The attention of interested NGOs is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers dated January 2011 and Revised July 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

NGOs may associate with other NGOs or agency in the form of a Joint Venture or a sub-consultancy to enhance their qualifications. Such associations must be clearly stated as either Sub-agency or Joint Venture in the EOI.

A Consultant/NGO will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours, i.e. 10.30 to 17.00 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail- [apsird@gmail.com](mailto:apsird@gmail.com)) by 05.06.2017 before 5.00 pm.

o/o Commissioner,  
AP State Institute of Rural Development (APSIRD)  
29-6-8/1 SriCharithasri Building  
Nakkal road, Suryaraopeta  
Vijayawad-02  
Andhra Pradesh.  
Contact No: 0866 2432001 /9393303855  
[apsird@gmail.com](mailto:apsird@gmail.com)  
[www.apsird.gov.in](http://www.apsird.gov.in)

**TERMS OF REFERENCE (TOR) FOR CONSULTANCY SERVICES  
TO IMPLEMENT THE  
COMMUNITY BASED DISASTER RISK MANAGEMENT (CBDRM)  
PROGRAM**

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**A. Background**

On October 12, 2014, a very severe cyclonic storm ‘Hud-Hud’ made landfall on the coast of Andhra Pradesh, near the city of Visakhapatnam. At the time of landfall, the estimated maximum sustained surface wind speed associated with the cyclone was about 180-220 kmph and height of the waves up to 3 meters. The tide gauge at Visakhapatnam reported maximum storm surge of 1.4 meters above the astronomical tide. By October 14, Hud-Hud drifted northwards toward Uttar Pradesh and weakened into a well-marked low-pressure area over east Uttar Pradesh and neighborhood.

The Government of Andhra Pradesh (GoAP) was proactive in preparing for cyclone Hud-Hud. In addition to the updates from Indian Meteorological Department (IMD), the intensity and magnitude of the cyclone were continuously tracked at Andhra Pradesh State Disaster Management Authority (APSDMA) and a range of preparatory measures were launched to face the cyclone. Relief and rescue team were deployed in the coastal districts most likely to be impacted and regular warnings to vulnerable populations were issued through various channels. This, supplemented by the evacuation of close to 250,000 persons, mostly living in vulnerable *kutcha* houses or low-lying areas, helped limit the death toll from the cyclone to 61. Cyclone Hud-Hud and the floods that followed the associated heavy rainfall caused extensive devastation in all the affected districts, uprooting vast number of trees, damaging roads, public buildings, livelihoods and disrupting telecommunications and power infrastructure.

Andhra Pradesh is one of the most natural hazard prone states in India because of its long coastline and geographical location. About 44% of the state is vulnerable to tropical storms and related hazards. In addition to cyclones and related hazards, monsoon depressions bring heavy to very heavy rains causing floods in the inland rivers between June and September. Many areas in the state, adjacent to coastal districts are vulnerable to flash floods. Coastal erosion is an important problem, out of the total coastal length of about 974 km, about 440 km faces coastal erosion. Andhra Pradesh is also exposed to earthquakes, though the State lies in moderately low risk zones (Zone I, II and III)

The state has a population of 84.58 million (population density – 308 persons /sq.km), of which 66.64% is rural while 33.36% is urban. Visakhapatnam is the most urbanized district of the state, with an urban population of 47.45% of the total. Out of total 13 districts in the state, nine are coastal districts and account for approximately 69% (34.2 million) of its total population.

Under the provisions of the Disaster Management Act 2005, the Andhra Pradesh Disaster Management Rules, 2007 were issued. As part of the rules, the GoAP has constituted the

APSDMA which is the nodal agency for disaster management at the state level and has two distinct objectives: i) develop and update plans and strategies to handle any type of disaster as pre-disaster efforts – this includes the development of disaster preparedness plans for the State, multi-hazard disaster response plans and district disaster management plans; and ii) undertake projects for restoration and strengthening of infrastructure damaged by disasters during post-disaster scenario.

## **B. Project Description**

The Project Development Objectives (PDO) are to restore, improve, and enhance resilience of public services, environmental facilities, and livelihoods in Targeted Communities, and to enhance the capacity of state entities to respond promptly and effectively to an eligible crisis or emergency.

The project, through its different components, will provide both direct and indirect benefits to the State of Andhra Pradesh and its 84.58 million inhabitants. Direct beneficiaries include populations of the coastal areas affected, specifically the four heavily impacted districts of Srikakulam, Vizianagaram, Visakhapatnam and East Godavari with a total approximate population of 14.49 million residents.

The project has seven components: i) Resilient electrical network; ii) Restoration of connectivity and shelter infrastructure; iii) Restoration and protection of the beach front; iv) Restoration of environmental services and facilities and livelihood support; v) Capacity building and technical support for disaster risk management; vi) Project implementation support; and vii) Contingency emergency response.

## **C. Community Based Disaster Risk Management (CBDRM): Necessity of the Consultancy Assignment**

Community Based Disaster Risk Management (CBDRM) is one of the sub-components of the APDRP. As a comprehensive approach, CBDRM shall be utilized in addressing a multitude of issues affecting communities and optimized in supporting not only the Capacity Building Component, but also other components of APDRP to achieve its short and long term objectives. Hence a community driven disaster risk reduction, adaptation to climate change including livelihood improvement shall be initiated through the CBDRM process. Community based structural and non-structural mitigation measures shall be identified, prioritized, planned, implemented, monitored and evaluated by key CBDRM players through participatory processes.

For implementation of the CBDRM program in the Project Area, the Andhra Pradesh State Institute of Rural Development is seeking an agency/firm (henceforth referred to as “agency”).

The Agency will act as a Project Coordination Team (PCT) with the GP, MPP and other government agencies and would be working at the cutting edge at the interface of the project and the community. PCT is one of the most important units in the project implementation. All other institutional arrangements would help the PCT to work

effectively and achieve the desired outcomes of the project. The PCTs will be responsible for operationalizing all activities and processes in the Project villages. Recognizing the significance of the PCTs' role in the project implementation, APDRP proposes to engage the NGOs for providing CBDRM services as PCT for various activities in the achievement of the outcomes of CBDRM.

### **Key Responsibilities for PCTs:**

1. Implementation of CBDRM activities in the villages:
  - a. PRA tools implementation - Participatory Identification of Beneficiaries, Social inclusion & Community Mobilization,
  - b. Community Rapport Building and IEC Campaign.
  - c. Facilitating Community Development Group in developing comprehensive village Disaster Risk Management plans (VDRMP) and integrates it with GPDP and MGNREGA plan.
  - d. Ensure that the communities are empowered to conduct their own risk assessment and risk reduction planning and implementation
2. Institution building for CBDRM:
  - a. Orientation of the Local bodies' i.e. Zilla parishad, Mandal Parishad and Gram Panchayats on CBDRM
  - b. Facilitating in formation of village Task forces on Disaster management
  - d. Facilitating the school safety program in coordination with Education Department
  - e. Ensure that the linkages between the revenue department, panchayat and community activities are institutionalized for the sustainability of the program.
3. Capacity building on CBDRM:
  - a. Capacity Building of various village committees and institutions.
  - b. Facilitating a team of trainers – institutions, fire and rescue department, hospitals and ambulance, NGOs, Government officials- that the program will require.
  - c. Developing the training material, field manuals & related IEC in Local language and English.
  - d. Developing informal material for spreading awareness among the community – Gram Sabha meetings and others
4. Monitoring and evaluation:
  - a. Compile monthly monitoring reports of activities undertaken to reduce risk
  - b. Prepare quarterly progress reports of all activities in all villages
  - c. Maintain all electronic copies of all activities – photos, reports – and link with GIS maps

#### **D. CBDRM Project Area**

The Project Area for CBDRM program covers 508 vulnerable villages in the 9 Coastal Districts of Andhra Pradesh - Visakhapatnam, Vizianagaram, Srikakulam, East Godavari, West Godavari, Krishna, Prakasam, SPSR Nellore and Guntur. The vulnerable villages were identified in the radius of below 5 km from the coastline. The list of the vulnerable villages and Schools are enumerated in Annexure 1.

#### **E. Scope of Work**

The CBDRM program is designed for implementation in two phases:

- i. The First phase will be identifying and building partner agency/NGOs' capacity; demonstrating the participatory process and comprehensive approach of CBDRM to local and state governments; and addressing the challenges faced in the coastal communities. It is proposed to select 10% of the identified vulnerable villages as pilot. The agency selected will facilitate the participatory implementation of the CBDRM sub-component in total of 12 blocks and 50 villages of four districts. The phased approach is for the agency to demonstrate the value and process of CBDRM activities to local and state governments and to understand the challenges faced at the coastal communities of Andhra Pradesh. Resources created for this program and learning's that emerge from the first phase will feed into the second phase of CBDRM program.
- ii. The second phase will involve scaling up the activities in 458 vulnerable villages in 9 coastal districts which are in the radius of below 5 km from the coastal line. CBDRM needs to be optimized as an approach in implementing not only the Capacity Building, but other components as well of APDRP to achieve its long-term objectives of "enhancing the capacities of the state and the communities to respond promptly and effectively to emergencies".
- iii. A comprehensive and integrated intervention will be designed for the project communities for Disaster risk reduction, adaptation to climate change and addressing of livelihood improvement. Special attention will be provided to vulnerable groups like children, women, elderly, differently able etc., This would include mock drills, awareness programs, skills development and others designed to help communities better utilize risk mitigation infrastructures as well as to respond better to any disaster events.

#### **F. SPECIFIC TASKS (for both phases):**

All tasks will be implemented on CBDRM principles of social inclusion and ensuring the participation of all persons in the community- including women, elderly and differently able, scheduled tribes and castes.

### **Task 1: Implementation of CBDRM activities in the villages**

1. Community mobilization:
  - a. Engage in sensitization of communities, cooperation and coordination with GPs in all DRM activities.
  - b. Organize Village Disaster Management Committee (VDMC) in each village
2. Community awareness program:
  - a. Prepare communication program using local folkways, wall writings, posters, stickers and handouts in local language and in animated forms.
  - b. Conducting IEC activities like street plays, kalajathas in school, and public places as per work plan.
3. Conduct Village Disaster Risk Assessment
  - a. Train VDMC members on CBDRM including Community Risk Assessment (CRA) process and tools and crafting the Village Disaster Risk Management Plan (VDRMP)
  - b. Assist in preparing the Habitation/ ward wide risk assessment by the VDMC with proportional representation from the respective ward/habitations using Participatory Risk Assessment (PRA) tools and involving SHG members and Field assistants/Mates of MGNREGS.
  - c. Identification of non-structural and structural measures for disaster risk reduction based upon the identified risks: Assist the community in prioritization of the issues, activities and projects such as repairs of cyclone shelters and identification of alternative shelters and their repairs, evacuation routes/road, water sources etc.

### **Task 2: Institution building for CBDRM: Sustainability**

- Facilitate the formation of community teams / task forces under the VDMC and attached to each Functional Committee for implementing and monitoring the risk management activities in the ward/habitation
- Coordinate and facilitate the integration of VDRMP into GPDP and MGNREGA plan and uploading in the state plan portal.  
Coordinate with the Field Assistants from MGNREGA in the risk assessment and the preparation of VDRMP, in cooperation with the VDMC, utilizing multi stakeholder dialogue and negotiations.
- Institutionalize the linkage between the community, revenue department, and other relevant agencies for the communication, planning and implementation of DRM activities to ensure continuity of the program after the NGO contract period ends.
- Facilitate and Institutionalize Statewide “Mock Drills” on one chosen date.
- Ensure that a permanent institutional mechanism is in place so that the community is empowered to directly conduct risk assessment and ensure inclusion in development planning process.

### **Task 3: Capacity building on CBDRM:**

1. Coordinate and assist in the comprehensive capacity building/ training activities at District, Mandal and Village levels.

2. Conduct Mock drills (semi-annually or annually)
  3. Develop training materials, field manuals & related IEC in Local language and English.
  4. Engaging in the CBDRM ToT and in building of Resource pool at Village level on all aspects of CBDRM, Co-ordinate with the Mandal Resource Centers and District Panchayat Resource centers in conducting regular orientation of the VDMC and the GP.
  5. Support and coordinate the “Safe Schools” initiative program with Education Department.
- 6. Capacity building for Emergency response**
- a. Engage in the Capacity strengthening of district level first responders (fire brigade) including training and improved emergency response equipment - involving Fire Department and ambulance in community trainings
  - b. Explore possibilities of involving the NCC & NSS and partnering with the Indian Red Cross (IRC) and ensuring building a large task force for Emergency situations.
  - c. Assess specialized training needs in accordance with the non- structural measures identified by the project
  - d. Organize trainings for partner agency personnel.
  - e. Train Fire and Rescue Services and 104 Ambulance to strengthen their capacity as first responders and as trainers.
  - f. Develop standard operating procedures for communication between the community, revenue department and other relevant agencies in time of disaster response and recovery.

**Task 4: Monitoring and Documentation**

- Updating, uploading and sharing of Data with the online Management Information System(MIS) of APDRP portal to monitor the progress through the project period.
- Compile/ Document the success and impact of the CBDRM program – Written and Videos, photos
- Prepare GIS based state-wide risk assessments geo-referencing and linking with all the villages and their respective risk assessments and all actions implemented in the Project Area
- Assist in the geo tagging of the vulnerable groups’ localities, assets and activities by the Field Assistants for integrating them in all the programs and processes of disaster management plans.
- Ensure the VDMCs that planned non- structural and structural measures are systematically implemented, monitored and evaluated.

**G. Project Timeline and Deliverables**

The total consultancy project period is for four years 2017- 2020.Effective date shall be considered as the date of signing of the agreement. The first Phase will be conducted

between June, 2017 and December 31, 2017. The Second phase will commence upon the successful demonstration of Phase 1 and submission/ presentation of report.

During the entire period of contract, the agency shall prepare and submit the reports/deliverables as detailed to the implementing agency in table below:

| <b>S. No</b> | <b>Activities</b>  | <b>Timeline</b>                                   |
|--------------|--|---|
| 1.           | Inception report for the entire project, staffing and personnel deployment plan, and a withdrawal/ exit plan at the end of the period of contract  | Within 2 weeks                                    |
| 2.           | Develop Project Information Brochure in local language.  | Within 1 month                                    |
| 3            | <b>Phase 1: Pilot Phase</b> -Implementation and documentation  | Within 9 months                                   |
| 4            | Report submission and Demonstration of Phase 1   | Within 10 months                                  |
| 5            | <b>Phase 2: Scaling up</b> –Implementation to other districts and documentation  | After 10 months                                   |
| 6            | Monthly Progress and monitoring Reports to be submitted to PMU/APSIRD at the end of each month. This will include:<br>i) weekly progress<br>ii) Record minutes of all meetings in the villages during the implementation processes.<br>iii) Work charts as against the scheduled timeframe of project implementation.                                    | Monthly till end of the project period            |
| 7            | Quarterly Progress Reports to include<br>i) progress on implementation,<br>ii) capacity building,<br>iii) assessment IEC activities<br>iv) any issues and challenges,<br>v) Implementation progress of risk reduction activities that have been identified in each of the VDMPs.<br>vi) Any community grievances and action taken to resolve the issues. | Every three months till end of the project period |
| 8            | Completion Report at the end of the contract period summarizing the actions taken during the project, the methods and personnel used to carry out the assignment, and a summary of support/assistance given to the GP.   | Within 3 years                                    |

### **Consultancy Staffing**

The consultants are encouraged to visit the project site and familiarize themselves, at their own cost, before submitting the proposal; and propose an adequate number and

skill-set for the senior specialists and technical support staff required for this assignment. However, basic minimum requirements are specified in **Annexure 2** of this ToR. Further, the consultant will allocate adequate number of field staff at the District, Mandal and village level to complete the assignment in time. The consultants are free to employ additional resources as they see fit.

### Annexure 1: CBDRM Project Area and Target Beneficiaries:

The following table shows the spread of the CBDRM program:

| S. No | Districts     | No. of Mandals | No. of Gram Panchayats | No. of Villages | Total Population | No of Male    | No of Female  |
|-------|---------------|----------------|------------------------|-----------------|------------------|---------------|---------------|
| 1.    | East Godavari | 13             | 71                     | 71              | 169335           | 93134         | 76201         |
| 2     | Srikakulam    | 16             | 169                    | 169             | 391235           | 203442        | 187793        |
| 3     | Visakhapatnam | 09             | 37                     | 37              | 71040            | 36941         | 34099         |
| 4     | Vizianagaram  | 02             | 40                     | 40              | 71800            | 37336         | 34464         |
| 5.    | West Godavari | 03             | 14                     | 14              | 35630            | 18528         | 17102         |
| 6     | Krishna       | 03             | 36                     | 36              | 93240            | 48485         | 44755         |
| 7     | Guntur        | 05             | 15                     | 15              | 32175            | 16731         | 15444         |
| 8     | Prakasham     | 9              | 76                     | 76              | 73340            | 38137         | 35203         |
| 9.    | SPSR Nellore  | 03             | 50                     | 50              | 56750            | 29510         | 27240         |
| Total |               | <b>63</b>      | <b>508</b>             | <b>508</b>      | <b>994545</b>    | <b>522244</b> | <b>472301</b> |

**School Safety Initiative:** The Safe School Initiative can be seen as a school CBDRM program and undertaken in all coastal schools of the project districts. The following table shows the spread of the School safety programs.

| S.No  | Districts     | No. of Mandals | No. of Gram Panchayats | Schools    | Boys         | Girls        | Total        |
|-------|---------------|----------------|------------------------|------------|--------------|--------------|--------------|
| 1.    | East Godavari | 13             | 71                     | 55         | 2288         | 2112         | 4400         |
| 2     | Srikakulam    | 16             | 169                    | 120        | 4680         | 4320         | 9000         |
| 3     | Visakhapatnam | 09             | 37                     | 32         | 1331         | 1229         | 2560         |
| 4     | Vizianagaram  | 02             | 40                     | 35         | 1456         | 1344         | 2800         |
| 5.    | West Godavari | 03             | 14                     | 12         | 530          | 490          | 1020         |
| 6     | Krishna       | 03             | 36                     | 35         | 1365         | 1260         | 2625         |
| 7     | Guntur        | 05             | 15                     | 15         | 562          | 518          | 1080         |
| 8     | Prakasham     | 9              | 76                     | 65         | 1758         | 1622         | 3380         |
| 9.    | Nellore       | 03             | 50                     | 45         | 1117         | 1223         | 2340         |
| Total |               | <b>63</b>      | <b>508</b>             | <b>414</b> | <b>15087</b> | <b>14118</b> | <b>29205</b> |

The School safety program will include demonstration and training by Fire & Rescue Department, awareness and training on the EWS & ES protocols. Boys, girls and children with disability will assess the disaster risk faced by their school and come up with a DRM plan. A school evacuation plan will be created and put up in each classroom. Regular Mock drills will be conducted. Children will be encouraged by the school to take part in village level mock drills and trainings.

## Annexure 2: Required Qualification and Composition of PCT

The proposed structure of the PCT is indicated below:

| S. No | Designation of PCT Functionary                       | Number of functionaries | Qualification  |
|-------|--|-------------------------|--|
| 1     | State Coordinator (CBDRM Lead)                       | 01                      | Post graduate degree in social science, or Management, or Rural Development. 15 years of minimum professional experience and 10 years of minimum relevant experience in implementing Disaster Management activities in AP. Good understanding of Disaster Capacity building and training activities and knowledge of the coastal districts of AP. Good communication skills and Command in local language. Will be responsible for drafting and finalizing all reports and documents |
| 2     | District Coordinators                                | 09                      | Post graduate degree in social science is preferred 10 years of minimum professional experience and 5 years' experience in Disaster management and training activities and knowledge of coastal districts in AP. Good Communication skills and command over local language. Will analyze the data collected/ reports from the field and contribute to the composing the final report.  |
| 3     | Community Coordinators (1 for a group of 5 Villages) | 102                     | Bachelor's degree and 5 years of experience in Community mobilization, PRA activities, and a three years' experience in Disaster Management activities in coastal areas of AP. Good communication skills and command over local language. Good Documentation Skills.   |
| 4.    | MIS Specialist                                       | 01                      | Degree in computer science or related fields. Experience in developing mobile cum web applications. Will be responsible for designing and uploading information on the MIS platform  |
| 5.    | IEC and Documentation specialist                     | 01                      | Degree in Social Sciences or related fields. Good communication and documentation skill for report writing, developing IEC material, and collating case/ success-stories.  |

Note: Proportionate representation from female functionaries.

### **Qualification & Experience of PCT Functionaries:**

#### **1. State Coordinator:**

##### **Expected Role:**

- Provide overall technical and operational management of NGO team.
- Act as main counterpart when communicating with PMU/APSIRD and other government agencies.
- Draft work plan and ensure work plan is followed.
- Ensure deliverables and activities are completed in a timely and transparent fashion.
- Review documentation and reports to verify accuracy.

#### **2. District Coordinator:**

##### **Expected Role:**

- Provide guidance to Field Staff and verify information collected.
- Ensure deliverables and activities are completed in a timely and transparent fashion.
- Provide support to Community based activities and processes.
- Act as link between PMU/APSIRD and related agencies and the Community coordinators.
- Collect and report documents from village coordinators as per work plan.

#### **3. Community Coordinator:**

##### **Expected Role:**

- Coordinate with the Gram panchayat in all the CBDRM activities in the villages.
- Act as participatory observant in the community and engage the community in Disaster risk management activities.
- Documentation of all processes in the villages
- Reporting the minutes of all the activities undertaken in the village.
- Act as guide and support to the GP team in all activities

### **Eligibility Criteria:**

The selection of NGO would be guided by the following criteria:

- As a part of legal requirements, the NGO should be a registered body under the relevant state law and is active and operational continuously for the last 3 years on the date of application.
- It should maintain its accounting records and have them properly audited. Annual statements of income and expenditure should have been prepared.
- The NGO should have at least 3 years of relevant experience carrying out social mobilization with poor and vulnerable segment in disaster risk Management in coastal areas.
- The NGO should have a good rapport and communication with the community.
- The NGO should handle on an average Rs.30-45 lakhs annually for last three year as per annual audit statement.

- The NGO should not be blacklisted by any government (Union and/or State), Ministry/Department / Organization/Multinational donor NGO/etc. or any other donor/partner organization in the past. The NGO should be non-political and secular in nature.
- The NGO should be in conformity with mission, vision and the values of Project and ready to work for the key goals.
- NGO should be sufficiently experienced in Disaster Management works, community development works with experience in training and capacity building and convergence with line agencies
- The NGO should have domain knowledge, experience and expertise on Disaster management processes and rural development and Panchayat Raj activities and other well-being issues such as health, sanitation, School education, women issues etc.
- The NGO should have adequate experience in imparting well developed training programs suited for village community and its institutions
- The NGO should have developed a vibrant functional relationship with the multiple stakeholders such as the PRIs, Government line departments and CBOs and such other organizations.

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