

Notice Inviting Expression of Interest for Developing baseline database (BLD) for the Kullu & Chamba districts, HP.

Technical and Financial Proposals are hereby Invited from experienced organizations/ agencies for the Developing baseline database (BLD) for assessing Community Resilience indicators in Kullu & Chamba districts, HP.

Preference will be given to those who have following competencies-

- Experience in developing baseline database (BLD) for Disaster Risk Reduction and Climate Change Adaptation.
- Competent subject matter experts (DRR, Climate change, social and economic sector specialist etc.)
- Familiarity with internationally used tools and practices in developing baseline database.

The application should include:

Cover letter presenting the Organizations/Agencies and their capacity based on relevant past consultancy assignments. Where a consortium is presented, please give details of each member of the consortium and describe how the agencies will work together;

- Team member responsible for Developing Baseline Database along with updated curriculum vitae of the consultant (s) who will undertake the work that clearly spells out qualifications and experience, with other responsible persons indicated.
- A brief write-up on the understanding and interpretation of the TOR and how the assignment would be executed including a work plan with clear timelines and a proposed methodology
- Financial proposal inclusive of expected number of consultant(s) working days and consultancy fee rates all inclusive in Indian Rupees.

Last date/time for receiving of Application (Technical and Financial proposal) is 17th June 2015. Expression of interest will be opened on 19th June 2015 at Office of the Special Secretary (Revenue- DM), HP Secretariat, Armsdale Building at 11:30 AM, in the presence of bidders, if any. For the full Terms of Reference (ToR) please visit HPSDMA official website www.hpsdma.nic.in
Only shortlisted organizations/agencies will be contacted.

The applications should be marked with subject line “Baseline data- GoI-UNDP Program-” and should be submitted in a sealed envelope to:

By Post or by hand -

To,

Special Secretary (Rev-DM)
Room no- 311 E,
Department of Revenue, Disaster Management Cell
Eilerslie Building, HP Government Secretariat,
Shimla- 171002, Himachal Pradesh.

Terms of Reference (ToR)

GoI-UNDP project

'Enhancing institutional and community resilience to disasters and climate change' Developing baseline database (BLD) for the Kullu & Chamba districts, HP.

1. Background

Under the GOI-UNDP project, "Enhancing Institutional and Community Resilience to Disasters and Climate Change (2013-2017)", technical support is being provided by UNDP at the national and state level to strengthen capacities of government, communities and institutions for fast-tracking implementation of the planning frameworks on DRR and CCA. The project, with an overall budget of US\$ 6.23 million, is being implemented in 10 states namely Assam, Andhra Pradesh, Himachal Pradesh, Jharkhand, Kerala, Maharashtra, Odisha, Sikkim, Tripura and Uttarakhand. Overall, 25 districts, 10 cities and 10,000 villages would be targeted during the project duration.

In Himachal Pradesh, the State Government, NGOs and UNDP have been supporting community based disaster risk management activities over the last 10 years. Based on the felt needs and the lessons learnt in implementation of DRR initiatives at State level, the Revenue department- Disaster Management Cell, Ministry of Home Affairs and UNDP India propose to enhance the resilience of select vulnerable communities living in Mountain areas to cope with disasters and climate variability. This would be initiated by implementing scalable demonstrative pilot interventions in select villages of Chamba and Kullu Districts. The pilot demonstrations are aimed to help build the capacity of local stakeholders, including poor women and men, and local governance institutions, to use vulnerability analysis and related climate change information for pro-active and climate resilient development planning. This concept note proposes to develop a baseline to assess district-specific hazards, vulnerabilities and capacities, and take stock of various interventions by governmental and non-governmental partners that contributes to resilience building of communities. The baseline information developed through this exercise can guide the design and implementation of specific community resilience initiatives in the Kullu & Chamba districts through the GOI-UNDP project as well as by other stakeholders. In the long-term, this baseline data can help monitor the impact of specific community resilience pilot initiatives implemented under the GOI-UNDP project or by other stakeholder groups in the Kullu & Chamba districts.

2. Objectives:

The objectives of this proposed exercise are to:

- Develop a hazard and vulnerability profile of Kullu and Chamba districts.
- Assess existing capacities of institutions and communities in Kullu and Chamba districts in terms of their rights and entitlements, their knowledge and response to disasters;
- Highlight key issues and challenges of building community resilience; and
- Identify entry points and develop an Action Plan for initiating community pilot projects that would enhance the resilience of communities to disasters and climate change.

3. Description of Responsibilities of the State level agency:

The Agency would work under the guidance of the National Consultant hired for the purpose, State Project Officer of UNDP and in consultation with other colleagues working in the DM team of UNDP as well as officials of the various Departments of the State Government and line officials that are necessary for the purpose of preparing Baseline Data. Specific tasks to be undertaken are given below:

- Support the National Consultant in collecting secondary data as required for analysis and for developing templates for data collection
- Attend the Orientation Exercise organized by SPO/National Consultant for the purpose of collecting data from the respective Gram Panchayats and Kullu and Chamba Districts.
- Conduct pre-test of the tools developed for finalizing the tools and techniques
- Conduct Focused Group Discussion as required with various groups and sub-groups as required;
- Conduct Key Informant Interviews as envisaged in the BLD
- Prepare report of the Focused Group Discussion and Key Informant Interviews
- Secondary Data collection at district level as per approved template
- Data entry, Processing and Analysis (Quantitative and Qualitative);
- Finalization of data collected, feedback on the process of data collection and rectifying of errors in data if any with the SPO and National Consultant.
- Prepare and finalize district level reports based on the format provided by National Consultant.

4. Methodology:

This section describes the methodology in broad terms. Once the Agency/organization is identified, a consultation meeting will be organized in the Kullu and Chamba Districts to discuss given below modalities for baseline study:

Detailed methodology, including data to be collected and tools for data collection, collation, entry, validation and analysis will be devised in discussion with key stakeholders. The proposed steps to be undertaken are as follows:

Preliminary steps: (will be taken and designed by the National Level Consultant, hired by UNDP India.)

- Identification of key parameters on which the baseline data will be collected.
- Design of a data collection template for the set of identified parameters
- Orientation of the district-level team on resilience, objectives of this exercise and use of template.

Step 1:

- The study will adopt both quantitative and qualitative techniques. District-wise data collection through a combination of secondary data collection such as desk review of case studies, and primary data collection through questionnaires, interviews and focus group discussions.
- The primary data will be collected through cluster random sampling technique and size of the universe will be 10% of the community population (Village/Gram Panchayat as unit). The tools and techniques will be pre-tested before conducting the study.

Secondary Data collected would include:

- Demographic data
- Socio-economic profile
- Hazards
- Vulnerability
- Existing capacities:
 - Institutional measures, e.g. Disaster Management Plans, Response facilities;
 - Infrastructure and informed/skilled human resources for Disaster Risk Management;
 - Existence of formal in informal networks or fora; and
 - Presence of training institutes, NGOs and other CSOs.

Step 2: Initiatives by various stakeholder groups, e.g. District Administration, NGOs, CBOs and CSOs leading to community resilience building & Compilation of collected data.

Step 3: Data Analysis to:

- Highlight key issues and challenges of building community resilience;

- Identify entry points for enhancing resilience of communities to disasters and climate change; and
- Develop an action plan to initiate community resilience pilot projects.

Step 4: Draft Preparation of district-wise analytical report with an Action Plan for Community Resilience building.

Step 5: Final Study report and Validation workshop (if required).

5. Locations

It is proposed to develop the baseline for the Kullu and Chamba districts in the Himachal Pradesh.

6. Organization Composition:

The proposed baseline development will be carried out by an agency/ organization consisting of the following:

- 1 Team Leader with an in-depth understanding of DRR and Resilience along with field-level experience in implementing projects;
- Data collection team members, appointed directly by an outsourced technical agency/institution; and Documentation and data compilation.

7. Functional Competencies:

- Excellent communication and writing skills;
- Ability to organize meetings with the communities and liaison with various departments
- Computer skills (MS-Office, internet, use of e-mail);
- Strong networking and interpersonal skills, professionalism and maturity, ability to plan, organize and coordinate work;
- Knowledge of conducting FGD and participatory methods such as PRA or RRA.

8. Expected Outputs and Deliverables:

- Filled up BLD formats of the identified panchayats under the Kullu and Chamba Districts.
- FGD and key informant interviews conducted and report prepared
- Draft Report
- Final report after incorporating the comments of the National Consultant and DM Team, UNDP Delhi.

9. Institutional arrangement:

- The selected agency at state level will work in coordination with National Consultant and report to the Special Secretary (Rev- DM) and SPO.
- Revenue Department- DM Cell, Govt of Himachal Pradesh, DDMA Kullu and Chamba and the State Project Officer (SPO) of the GOI-UNDP Project will facilitate this process and provide necessary support to selected agency at State Level and National Level Consultant in UNDP India to carry out this exercise.

10. Tentative Activity Schedule

Activity	May				June				July				August				
	Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Approval of Concept note by Revdept- DM Cell and formal communication to the districts.																	
Design of Template	Will be Designed by National Consultant of UNDP-India to maintain uniformity.																
Identification of agency/organization																	
Orientation of selected agency/ survey team																	
Data Collection and compilation																	
Data Analysis and Preparation of Draft Report																	
Finalisation of baseline data and Report																	