

**Government of Himachal Pradesh**  
**Disaster Management Cell-HPSDMA, Department of Revenue**

**Program Management Unit**  
**Himachal Pradesh Disaster Risk Reduction and Preparedness (HP DRRP)**  
**Program**

H.P. Secretariat, Shimla, Phone:- 0177 2880320/ E-mail:- sdma-hp[at]nic[dot]in  
E.O.I Number: Rev (DMC) (F)11-50/2023-DRRP (AFD-III) (PMDC-AFD)dated

**EXPRESSION OF INTEREST FOR HIRING OF CONSULTING FIRM**

Expressions of Interest are invited for hiring the services of a *Consulting Firm* for constituting and operating the *Program Management and Design Consultancy (PMDC)* for the Himachal Pradesh Disaster Risk Reduction and Preparedness Program. The Consulting Firm is expected to provide professional services for constituting a PMDC to facilitate the Program's detailed design, procurement and execution. The *details* of the E.O.I and *terms and conditions* are available on our website <https://hpsdma.nic.in>.

The Interested parties may download the EOI notice from <https://hpsdma.nic.in> website *or* may collect the Application document from the address below and submit their filled application latest by **7<sup>th</sup> April, 2025, 3 pm**. The application may be forwarded to the Program Director, PMU-HP DRR Program, Room No.104, Yojana Bhawan, HP Secretariat, Shimla, Himachal Pradesh. Pincode-171002.

*The undersigned reserves the right to reject any/ all the applications without assigning any reason thereof.*

**NISHANT THAKUR (HAS)**  
**Program Director, (PMU) HPDRRP**

**Government of Himachal Pradesh**  
**Disaster Management Cell-HPSDMA, Department of Revenue**

**Program Management Unit**  
**Himachal Pradesh Disaster Risk Reduction and Preparedness (HP DRRP)**  
**Program**

H.P. Secretariat, Shimla, Phone:- 0177 2880320/ E-mail:- sdma-hp[at]nic[dot]in

E.O.I Number: Rev (MDC) (F)11-50/2023-DRRP (AFD-III) (PMDC-AFD)dated

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Expressions of Interest are invited for hiring the services of a **Consulting Firm** for constituting and operating the **Program Management and Design Consultancy (PMDC)** for the Himachal Pradesh Disaster Risk Reduction and Preparedness Program. The Consulting Firm is expected to provide professional services for constituting a PMDC to facilitate the Program's detailed design, procurement and execution. This will be achieved by offering specialised technical support to the Program Management Unit (PMU) within the DMC, HPSDMA with detailed engineering design, drawings, cost estimates, bidding documents, environmental and social safeguards, contract management, and program financial management, etc. The consulting firm will be engaged, comprising experts with extensive experience in project management and design, disaster risk governance, disaster preparedness, and the implementation of mitigation measures, including eco-DRR and nature-based solutions.

The Interested parties may download the EOI notice from <https://hpsdma.nic.in/> website OR may collect the Application document from Room No.104, Armsdale building, H.P. Secretariat, Shimla-2 and submit their filled application latest by 10<sup>th</sup> April, 2025. The application may be forwarded to the Program Director, PMU-HP DRRP, Room No.104, Yojana Bhawan, HP Secretariat, Shimla-2. Any other correspondence/directions/updates if any, w.r.t. this EOI can be seen only on the website <https://hpsdma.nic.in> and no separate advertisement will be given in newspapers. So all applicants, are requested to regularly check the website, for updates, if any.

The power to remove difficulties if any, with respect to the E.O.I shall lie with the Program Director, PMU-HP DRRP.

***The undersigned reserves the right to reject any/ all the applications without assigning any reason thereof.***

**NISHANT THAKUR (HAS)**  
**Program Director, (PMU) HPDRRP**

**Program Management and Design Consultancy, Himachal Pradesh Disaster Risk Reduction and Preparedness (HP DRRP) Program,**

**HPSDMA, Revenue Department,  
Government of Himachal Pradesh**

**H.P. Secretariat, Shimla-171002/ Phone:- 0177 2880320/ E-mail:- sdma-hp[at]nic[dot]in**

## **1. Background**

The Himachal Pradesh Disaster Risk Reduction and Preparedness (HP DRRP) Program, hereinafter referred to as the “Program,” is a Euro 100.2 million (INR 891.8 crores<sup>1</sup>) program of the Government of Himachal Pradesh (**GoHP**), supported by the Agence Française de Développement (**AFD**), also known as the French Development Agency. The primary goal of the Program is to strengthen disaster preparedness and climate resilience among State systems and local communities in Himachal Pradesh. The Program’s overarching objective is to transition towards a comprehensive disaster and climate risk reduction framework through resilient infrastructure and strengthened governance.

The Program is expected to commence in April 2025 and run for five years. AFD is providing financial support of Euro 81.9 million under its Program Budget Support (PBS) instrument. Initially, program expenditure will be funded through the GoHP budget, with subsequent reimbursement by AFD upon submission of claims by GoHP. The PBS includes a results-based financing track (**RBF**), with financing of up to Euro 15 million. Under this track, disbursements from AFD shall be contingent upon the achievement of pre-agreed results, evidenced by the achievement of related disbursement-linked indicators (**DLIs**). Furthermore, the Program incorporates a Contingent Early Response (**CER**) Component, with an outlay of up to 10% of the total Program expenditure, earmarked for addressing unforeseen emergency expenditure resulting from disasters. A designated portion of the Program’s total budget is allocated to cover Program management expenses.

## **2. Program Structure**

The HP DRR Program is designed to align with, and advance, the principles and objectives outlined in:

- i. the Himachal Pradesh State Policy on Disaster Management, 2011, and the State Disaster Management Plan, 2017 (revised in 2020),
- ii. the Himachal Pradesh State Action Plan on Climate Change 2021-2030, and
- iii. the Sendai Framework for Disaster Risk Reduction 2015-2030.

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<sup>1</sup> Date of conversion .....

### 3. Program Objectives

The overarching goal of the Program is to establish a comprehensive disaster and climate risk reduction framework by fostering resilient infrastructure and strengthening governance mechanisms.

### 4. Core Components

The Program comprises twenty projects categorized under three key components:

- **Component 1: Enhancing Disaster Risk Governance**
  - Strengthening institutional capacities, risk assessment, and knowledge management.
  - As part of Component 1, a Results-Based Financing (RBF) sub-component has been designed to facilitate studies, policy initiatives, and the deployment of technological solutions.
- **Component 2: Strengthening Disaster Preparedness**
  - Implementing Early Warning Systems (EWS) and enhancing emergency response capabilities.
- **Component 3: Promoting Mitigation Measures**
  - Deploying mitigation strategies, including Eco-DRR approaches and Nature-based Solutions (NbS) to reduce disaster risks.

### 5. Crosscutting Themes

The Program integrates several crosscutting themes, including institutional strengthening, capacity building, climate resilience, and gender mainstreaming.

### 6. Implementation Framework

kp The Himachal Pradesh State Disaster Management Authority (HPSDMA), functioning through the Disaster Management Cell (DMC) in the Department of Revenue and 12 District Disaster Management Authorities (DDMAs), will serve as the nodal agency for Program implementation. Additionally, eight state government departments and one central government institution have been designated as Implementing Agencies (IAs).

The Program will be administered through GoHP's existing systems for program management and financial oversight.

Within the DMC, a Program Management Unit (PMU) will be established to oversee the execution of HP DRRP Program, including the physical progress and completion of projects/activities, as well as financial aspects of the Program. The PMU will be responsible for coordinating with the Project Steering Committee (PSC) and the Project Execution committee (PEC), IAs, Planning and Finance Departments, C&AG-the program Auditor, AFD, and external agencies like the Independent Verification Agency (IVA) for verifying achievements under the RBF sub-component, along with the Program Management and Design Consultant (PMDC).

A two-tier implementation structure is envisaged for the program, with a State-level Departmental Nodal Officer (SDNO) within each IA (i.e., government department or institution) and dedicated offices within each department/institution at district or division or sub-division levels, which will function as Project Implementation Units (PIUs). At the district level, DDMAAs will serve as extensions of the HPSDMA/PMU for overseeing program execution.


## 7. Consultant Services

The HPSDMA seeks professional services for constituting a PMDC to facilitate the Program's detailed design, procurement and execution. This will be achieved by offering specialised technical support to the PMU within the DMC, HPSDMA with detailed engineering design, drawings, cost estimates, bidding documents, environmental and social safeguards, contract management, and program financial management, etc. The consulting firm will be engaged, comprising experts with extensive experience in project management and design, disaster risk governance, disaster preparedness, and the implementation of mitigation measures, including eco-DRR and nature-based solutions. The PMDC will provide project management and institutional support for these areas **over the program duration of 60 months. The expected Key Experts' time-input is 324 person-months.** For this purpose, details of applicants are sought as per requirements specified in **Annexure A.**


## 8. Objectives of the Consultancy

The objective of this consultancy is to procure and engage a consultancy firm with specialized technical and program management skills, thereby bolstering the Program's detailed design, procurement and to ensure the achievement of desired outcomes by the Program's completion.

## 9. Scope of Work

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- a. The PMDC is tasked with facilitating the timely implementation of the Program, providing necessary technical inputs to the Program Expenditure Framework and Disbursement-linked Indicator Framework as reports/analyses/documents as outlined in the Credit Financing Agreement, the Program document, Program Environment and Social Management Framework, and the Program Operations Manual, among other related tasks as directed by the HPSDMA/PMU (Details provided in Annexure B)
  - b. The PMDC will be tasked with five core responsibilities:
    - i. Providing technical and management advice and inputs to the PMU and PIUs.
    - ii. Ensuring compliance with GOHP procurement rules including safeguards, guidelines, requirements, and relevant government regulations.
    - iii. Monitoring progress.
    - iv. Evaluating program effectiveness.
    - v. Reporting on program status and outcomes.

c. The services to be provided by the PMDC will include, but not be limited to, the following:

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- i. Assisting the PMU in daily project management and coordination.
  - ii. Preparing, or supporting the preparation of Detailed Project Reports **(DPRs)** for projects during the first year.
  - iii. Along with the PMU, supporting the PIUs in preparing tender documents including Terms of References **(ToRs)** and functional requirements/ detailed specifications for the procurement of works and goods for projects under the respective IAs, and ensuring that these adhere to the procurement guidelines prescribed in the Program Operations Manual.
  - iv. Reviewing project documents submitted by PIUs to ensure compliance with guidelines before submission to respective stakeholders, including the AFD.
  - v. Reviewing bid evaluation and vendor/consultant selection reports as prepared by the PIUs, before submission to HPSDMA.
  - vi. Preparing and maintaining the Project Master Schedule for overall Program implementation.
  - vii. Planning annual budget allocations based on project S-Curves, in accordance with the government's budgeting cycle.
  - viii. Preparing consolidated contract awards and expenditure projections.
  - ix. Monitoring progress of the respective project, including physical, financial, permits, project source of funds, and regularly update the project costs.
  - x. Supporting the PMU to ensure that the provision of funds from all financing sources are provided timely.
  - xi. Maintaining the implementation of environmental and social management plan **(ESMP)**, and supporting the development of updates of Initial Environmental Evaluations **(IEE)**, including the ESMP, as required. Providing advice on any environmental safeguards compliance issues related to the project implementation.
  - xii. Ensuring that the gender action plan is implemented in the respective projects and preparing gender implementation reports.
  - xiii. Preparing monthly and quarterly progress reports and bi-annual environmental safeguards monitoring reports.
  - xiv. Organizing on-the-job training to PIU staff during all phases of the project, as directed by the PMU.
  - xv. Supporting PMU in preparing and organizing meeting with PIUs, IAs and other stakeholders as needed.
  - xvi. Providing technical support to PMU and PIUs for procurement, engineering, management, monitoring, and evaluation.


- xvii. Supporting PMU in preparing Program financial reports for monitoring and auditing purposes.
- xviii. Ensuring compliance of all loan and Program covenants.
- xix. Assisting PMU in the preparation of final project completion reports (PCR).

d. The PMDC will support the IAs in preparing and completing the DPRs within the first year of the Program. This includes liaising extensively with the IAs on project requirements and advising on the selection of appropriate technology and design in line with global best practices to meet the objectives of each project. Following the completion of the DPRs, the PMDC will also support the IAs and PIUs in preparing an Action Plan for implementation.

e. Meetings

The PMDC is responsible for organizing and conducting several types of meetings, including:

- i. Weekly internal PMDC coordination
- ii. Weekly progress reviews at the SDNO level within each IA.
- iii. Monthly progress reviews at DDMA's, and at the DMC.
- iv. Quarterly progress meetings with the PMU.
- v. Biannual project steering committee meetings and quarterly monitoring meeting as directed by the PEC.
- vi. Additional incidental meetings as required by the PMU.

 f. The PMDC shall conduct site inspections according to project requirements. These site inspections will focus on procurement processes, the quality of the consultants' outputs, construction quality, equipment, training, and addressing any other project related issues to ensure progress.

g. Reporting

The PMDC is tasked with preparing and submitting various reports in a timely and quality manner, as required by the PMU, including:

- i. Inception reports.
- ii. Project Performance Monitoring System (**PPMS**) reports.
- iii. Quarterly progress reports.
- iv. Bi-annual environmental safeguards monitoring reports.
- v. Annual reports.
- vi. Ad-hoc reports (any specific reports that may be required during the services).
- vii. Consolidated project completion report.

## 10. Deliverables, Timelines and Payment Terms

(a) The deliverables need to be achieved by offering specialised technical support to the PMU in Program's detailed design, procurement and execution by the PMDC. Timelines and related payment terms shall be as set out below.

No	Deliverables to be achieved by offering specialised technical support to the PMU by the PMDC*	Timeline (months from commencement)	Payment Terms
1	Construction of state level EOC & 6 district level EOCs.	36	Contract will be on Lump-sum payment based on Man-days; Payment will be on Monthly basis based on timesheet and the associated deliverables /reports
2.	Completion of 5 <sup>th</sup> Assessment Report (AR5)	36	
3.	Preparation of Awareness material (Audio + Video)	36	
4.	Establishment of the Himalayan Center for Disaster Risk Reduction (HCDRR)	60	
5.	Establishment of various types of EWS supported by GIS based DSS.	60	
6.	Establishment of weather information based crop/livestock management strategies and operation	60	
7.	Construction of five new fire station cum demonstration centres along with purchase of Fire Fighting / Hazardous material (HAZMAT) emergency vehicles with equipment for three existing fire stations.	60	
8.	Establishment of Fire and Emergency Response cum Training Centres in unserved locations in the state.	60	
9.	Construction of a building for SDRF along with procurement of necessary equipment at the identified location in Kangra.	60	
10.	Establishment of helipads for emergency response.	60	
11.	Improvement of existing five training centres for civil defence. Civic volunteers (targeted at 1% of the population of the State by the end of the Program period) would be trained at these centres in response to natural disasters.	60	
12.	Various slope stabilization and landslide mitigation measures involving bio-engineering and structural interventions will be implemented through inclusion of local community and women	60	
13.	Strengthening forest nurseries and bioengineering field works including geotextile application, and restoration of riparian and stream bank ecosystem through Inclusion of women.	60	
14.	Creating Climate Change & earthquake resistant Technology Demonstration Units (TDUs) at existing engineering institutes	60	
15.	Seismic retrofit strategies for 40 school and hospital	60	

No.	Deliverables to be achieved by offering specialised technical support to the PMU by the PMDC*	Timeline (months from commencement)	Payment Terms
	buildings		
16.	Achievement of five result-based outcomes.	60	

\*The various components, activities, intermediate results and outputs conceived under the Program are presented in **Annexure C**.

## 11. Acceptance of Deliverables

- (a) The PSC and PEC will be the decision-making bodies on the top of PMU as per the Project governance structure. The Program Director, approves the recommendations suggested by PMU regarding the project deliverables for the PMDC. The PMU, on behalf of the HPSPDMA, will process payments following the approval of timesheet and the associated deliverables/reports.

## 12. Key Personnel Requirements

- (a) The PMDC team should consist of the following personnel. Team profile will be evaluated.

No.	Team Composition	Minimum Qualification	Experience	Person Months
Key Experts				
1	<b>Team Leader</b>	Masters in Civil Engineering/ Environmental Engineering/ Environmental Sciences/ Climate Studies	Minimum 15 years' experience in the field of environmental assessment, climate change, disaster management & risk reduction. Worked in at least 4 donor funded projects especially with agencies such as AFD, ADB, World Bank.	60
2	<b>Procurement and Contract Specialist</b>	Masters in Civil Engineering	Minimum 10 years' experience in contract	24

No.	Team Composition	Minimum Qualification	Experience	Person Months
			Management and International/National Procurement Guideline and procurement. Work Experience in at least 2 donor funded projects especially with agencies such as AFD, ADB, World Bank.	
3	<b>Environment Specialist</b>	Masters in Environmental Engineering/ Environmental Sciences/ Environmental Management	Minimum 10 years' experience in environmental safeguard compliance and climate change impact analysis, of which experience in at least four donor funded projects especially with agencies such as AFD, ADB, World Bank. Work experience in similar environmental set-up i.e. mountainous with varied natural hazards, will be preferred.	42
4	<b>Social &amp; Gender Specialist</b>	Masters in Sociology/ Anthropology/ Social Sciences	Minimum 10 years' experience in Social Safeguard Compliance and advisory. Work Experience in at least 2 donor funded projects especially with agencies such as AFD, ADB, World Bank.	42

No.	Team Composition	Minimum Qualification	Experience	Person Months
			Work experience in similar socio-economic set-up i.e. high tribal population, will be preferred	
5	<b>Geo-Technologist</b>	Masters in Civil Engineering/Geotechnical Engineering/Geology	Minimum 10 years' experience in relevant field. Work Experience in at least 2 Donor funded projects especially with agencies such as AFD, ADB, World Bank. Work experience in similar geographical set-up i.e. mountainous, will be preferred	24
6	<b>Hydrogeologist</b>	Masters in Civil Engineering/Hydrology	Minimum 10 years' experience in relevant field. Work Experience in at least 2 Donor funded projects especially with agencies such as AFD, ADB, World Bank. Work experience in similar geographical set-up i.e. mountainous, will be preferred	24
7	<b>Climate Resilient Structure Specialist</b>	Masters in Civil Engineering/Structural Engineering	Minimum 10 years' experience in relevant field. Work Experience in at least 2 Donor funded projects especially with agencies such as	42

No.	Team Composition	Minimum Qualification	Experience	Person Months
			AFD, ADB, World Bank. Work experience in similar geographical set-up i.e. mountainous with varied natural hazards, will be preferred	
8	<b>Bio-engineering Technique Specialist</b>	Masters in Forestry/ related subjects	Minimum 10 years' experience in relevant field. Work Experience in at least 2 Donor funded projects especially with agencies such as AFD, ADB, World Bank. Work experience in similar geographical / climatic set-up will be preferred	24
9	<b>Early Warning System Specialist</b>	Masters in Instrumentation	Minimum 10 years' experience in relevant field. Work Experience in at least 2 Donor funded projects especially AFD/World Bank	24
10	<b>Infrastructure Finance Specialist</b>	CA/CMA or MBA (Finance)	Minimum 8 years' experience in relevant field. Work Experience in at least 2 Donor funded projects especially with agencies such as AFD, ADB, World Bank	18
<b>Non-key Experts</b>				
1	<b>PMDC Office Manager</b>	MBA/ Graduate	Minimum 8 years' experience in	60

No.	Team Composition	Minimum Qualification	Experience	Person Months
			relevant field (if MBA) / Minimum 10 years' experience (if Graduate).	
2	<b>Support Staff (3 persons)</b>	Graduate in required stream	Minimum 5 years' experience in relevant field.	60 per staff
3	<b>Draftsman</b>	Associate or bachelor's degree in drafting, engineering, or a relevant field.	Minimum 5 years' experience in relevant field. Experience with AutoCAD software (5 years minimum) Experience with SolidWorks software a plus. Math skills.	60
4	<b>Document Controller</b>	Graduate in any stream	Minimum 5 years' experience in relevant field. Familiarity with project management. Hands-on experience with MS Office and MS Excel. Knowledge of Electronic Document Management Systems (EDMS) Proficient typing and editing skills.	60
5	<b>IT Support</b>	Masters / Diploma in Computer Applications.	Minimum 5 years' experience in relevant field (if Masters)/ Minimum 10 years' experience in relevant field (if Diploma).	60
6	<b>Transport &amp; Logistics Support</b>	Graduate in any stream	Minimum 5 years' experience in relevant field.	60

- (b) Key experts must remain available throughout the duration of the Consultancy. Should the need arise to replace a key expert, the Consultant is required to provide HPSDMA with at least 30 days' notice. The replacement expert must meet the above eligibility criteria or surpass them and can only be deployed following explicit approval from the HPSDMA.

### 13. Minimum Eligibility Criteria

The eligibility criteria for AFD financing are detailed in sub-clause 1.3 of the "Procurement Guidelines for AFD Financed Contracts in Foreign Countries," available on AFD's website: <http://www.afd.fr>. Whereas procurement in Himachal Pradesh shall be based on HPFR 2009.

- (a) Consulting firms may submit EOIs as a consortium to enhance their technical and execution capabilities. However, the number of consortium partners shall not exceed two. The lead firm shall be responsible for all the deliverables and other contractual obligations.

No	Eligibility Criteria	Supporting Documents
1.	Must be registered in India for as: <ul style="list-style-type: none"> <li>• A company registered under the Indian Companies Act, 2013, or</li> <li>• A partnership firm registered under the Limited Liability Partnerships (LLP) Act, 2008, or</li> <li>• A partnership firm registered under the Indian Partnership Act, 1932</li> </ul>	Relevant document like Certificate of Incorporation to prove that the Bidder is a legal entity. The bidder can also furnish a declaration to incorporate an Indian entity within xx days of selection.
2.	Valid GST registration certificate and PAN in its name	Self-certified copy of relevant valid certificates The bidder can also furnish a declaration to obtain the relevant registration within xx days of selection.
3.	Must have a minimum annual turnover of INR 6 Crores (Six Crores only) from consulting/ advisory services in three out of the last five financial years. Note: Turnover of only the <b>Lead Bidder</b> shall be considered. Turnover of any parent, subsidiary, associate or other related entity shall not be considered.	Audited Financial Statements OR Certificate from a Chartered Accountant (with UDIN) clearly certifying the turnover value.
4.	Must have successfully completed at least two assignments of similar nature in the last	Work orders along with the completion certificate confirming

No	Eligibility Criteria	Supporting Documents
	<p>seven financial years (2017-18 to 2023-24) with agencies such as AFD, ADB, World Bank or with Centre / State government organizations/ departments.</p> <ul style="list-style-type: none"> <li>• The size of the contracts;</li> <li>• The nature of the Services : specialized manpower to run a PMDC relating to environment/ social/ forestry/ climate change/ disaster management projects of an Externally Aided Project or of a Centre / State government organisation/department;</li> <li>• The technical area and expertise : environment/ social/ forestry/ climate change/ Disaster Risk Management; multi-department State project;</li> <li>• The location : in India.</li> </ul>	year, cost and area of activity.
5.	Not been ever under a declaration of ineligibility for corrupt or fraudulent practices and blacklisted/ debarred by any donor agency such as AFD, ADB, World Bank or by Centre / State government organizations/ departments for any reason.	Self-certified undertaking

**Note:**

Applicants may submit only one application, either individually or as a Joint Venture (JV). If an applicant (including any JV member) submits multiple applications, all submissions will be rejected. However, the same sub-consultant may participate in multiple applications.

If the applicant is a JV, the expression of interest must include:

- A copy of the JV Agreement signed by all members, OR
- A letter of intent to execute a JV Agreement, signed by all members,

If these documents are not provided, the other members will be considered as Subconsulting firm.

#### 14. Shortlisting Criteria

(a) EOIs shall be evaluated on the basis of the shortlisting criteria. The shortlisting criteria shall be as follows.

Criteria		Maximum Score	Supporting evidence
<b>Consultant Organization/ Consortium</b>			
1.	Profile of the consulting firm	20	Self-certified copy of relevant valid certificates, documents
2.	Financial Capability <ul style="list-style-type: none"><li>Average annual turnover from Consulting/ Advisory services in any three out of last five financial years:<ul style="list-style-type: none"><li>More than INR 6 Crores - 15 points</li><li>For each additional 1 Crore – 1 point</li></ul></li></ul>	20	Audited Financial Statements OR  Certificate from a Chartered Accountant (with UDIN) clearly certifying the turnover value.
3.	Prior experience in delivering assignments of similar nature <ul style="list-style-type: none"><li>Each Assignment - 8 points (up to maximum of 4 Assignments)</li><li>Additional 2 point for the Assignment if it is funded by international funding agencies (such as AFD, ADB, World Bank)</li></ul>	40	Client Completion Certificates, Work Orders
4.	Prior experience of working with Himachal Pradesh government departments <ul style="list-style-type: none"><li>Each Assignment - 3 points (up to maximum of 2 assignments)</li></ul>	6	Client Completion Certificates, Work Orders
5.	Team profile	14	List of Key Experts with Designations
<b>Total</b>		<b>100</b>	

(b) The minimum qualifying technical score shall be 70.

#### 15. Shortlisting of Consultant for PMDC

HPSDMA will shortlist a maximum of seven (7) applicants who fulfils the shortlisting criteria, who will then be invited to submit EOIs for the assignment. Other details are as under:

- I. Internal Committee headed by the Program Director, PMU-HPDRRP shall evaluate the EOIs received from the bidders.
- II. The resources to be deployed by the bidder shall possess the requisite qualification and experience as per this EOI.
- III. The decision of the Internal Committee in the evaluation of responses shall be final. No correspondence will be entertained outside the process of negotiation/ discussion.
- IV. The Internal Committee reserves the right to reject any or all EOIs without assigning any reason.

## 16. Facilities to be provided by the Client

(a) HPSDMA shall provide the following facilities to the Consultant.

- i. Access to Program documentation such as the Program Document, Program ESMF, Program Operations Manual and other documents.
- ii. Working space at HPSDMA or any other place provided by the HPSDMA
- iii. Coordination for meetings, awareness building activities and knowledge dissemination workshop.
- iv. Facilities for organizing training to Program personnel.

## 17. Invitation for Expressions of Interest

HPSDMA invites interested consulting firms to express their interest in delivering the aforementioned services. This Request for Expressions of Interest is open to:

- Consulting firms (including Joint Ventures of multiple firms – not exceeding two entities)
- NGOs
- Joint Ventures between NGOs and consulting firms

## 18. EOI Submission

### i. Technical

- a. Applicant should furnish complete details in the technical section as per requirements specified in Annexure A.
- b. Technical section should be accompanied by the documents as per **clause 13** without which the EOI will be considered incomplete and hence summarily rejected.
- c. A **Budgetary Quote** should be submitted along with the technical section
- d. The EOI must be sent through speed post on or before the closing time and date of submission of EOI i.e 5.00 PM on 1st April, 2025 in the office of Program Director, PMU-HPDRRP, Room No 104, Yojana Bhawan, Himachal Pradesh Secretariat, Shimla-171002.

**19. Arbitration**

In case of any dispute, the same will be referred to an Arbitrator to be appointed by the Administrative Secretary (Revenue), whose decision shall be final and binding on both the parties. Subject as aforesaid, the provision of the Arbitration & Conciliation Act, 1996 shall apply to all proceedings of this Act.

**20. Area of Jurisdiction**

All disputes concerning this EOI shall be subject to the civil jurisdiction of Municipal Limits of Shimla Town, Shimla (H.P.) where the office of the Program Director, PMU-HPDRRP, is located.



**NISHANT THAKUR (HAS)**  
**Program Director, (PMU) HPDRRP**

**Technical Application Format**

**1. Cover Letter**

- Name of the Applicant (Firm/Individual/Consortium)
- Address and Contact Details
- Date of Submission
- Reference to the Request for Expression of Interest (EOI)
- Declaration of Interest and Compliance with Terms
- Signature of the Authorized Representative

**2. Applicant's Profile**

- Legal Name of the Organization
- Type of Entity (Consulting Firm/NGO/Individual Consultant)
- Registration Details (Attach Certificate of Incorporation)
- PAN/TAN/GST Details

**3. Relevant Experience**

- Description of Similar Assignments Executed (at least two in the last 7 years)
- Client Name, Project Title, and Scope of Work
- Contract Value and Duration
- Location and Nature of the Project
- Contact Details of Client for Verification

**4. Team Profile**

- List of Key Experts with Designations

**5. Compliance with EOI Requirements**

- Self-declaration of eligibility
- Confirmation of non-blacklisting from any government or funding agency

**6. Joint Venture Details (if applicable)**

- JV Agreement or Letter of Intent
- Roles and Responsibilities of Each Member

## Annexure B - Procurement Activities and Responsibility Distribution

Sl. No.	Procurement Activity	Initiation	Review	Approval
1.	Identification of procurement need and potential vendors	IA	PMDC	PMU
2.	Development of procurement specification	IA	PMDC	PMU
3.	Development of procurement ToR, Evaluation Criteria and finalisation of RFP	PMDC	IA	PMU
4.	Tendering for procurement	IA	-	-
5.	Review of bids and selection of most preferred bidder	PMDC	IA	PMU
6.	Award of Contract	IA	-	-

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## AnnexureC: Components and Activities conceived under this Program

### Program Goal:

“Increased disaster and climate resilience among State systems and local communities in Himachal Pradesh.”

### Results Chain:

*Note: Activities, IR and outcome may be slightly change as program run*

Activities	Intermediate Results (IR)	IR Indicators	Outcomes
1.1: Strengthening of HPSPDMA & DDMAs, State EOC and District EOCs	State EOC and District EOCs to be strengthened.	IR1: State EOC and District EOCs staff	Sustained institutional capacity to build in State EOC, District EOCs, HPSPDMA, DDMAs, and HCRRR.
1.2: Climate Change Vulnerability Assessment (CCVA) at Village Level for all river basins (hydro-meteorological hazards)	CCVA completed in all five river basins (Chenab, Ravi, Beas, Sutlej, and Yamuna).	IR2: CCVA reports to be prepared and accepted	
1.3: Strengthening of knowledge products related to climate change and dissemination. Developing extensive Information Education and Communication (IEC) & awareness material in local vernacular languages	HCRRR to be established and operational.	IR3: HCRRR has run at least two batches of certificate courses and has imparted 250 person-days of training by end of the Program	
1.4: Establishing Himalayan Centre for Disaster Risk Reduction (HCRRR)		IR4: Gram Panchayat Development Plan (GDP) including climate action and disaster planning aspects needs to be prepared and approved for Manikaran, Rangway&Palchan Gram Panchayats (DL11Y2)	
1.5: Mainstreaming Climate Change and Disaster Risk Resilience in the State (DL11)	Integrated climate action plans and disaster management plans for select sectors.	IR5: Divisional and State Forest Fire Management Plans needs to be prepared and approved (DL11Y3)	Disaster Management Plans to be updated by end of Program period.
		IR6: City Climate Action Plan (CCAP) needs to be prepared and approved for Chamba (DL11Y4)	
1.6: Improvements to Disaster Risk Reduction (DRR) Framework in the State (DL12)	Key policy documents related to disaster management to be updated.	IR7: To Update HP Disaster Management and Relief Manual notified (DL12Y2)	
		IR8: Knowledge repository for climate change	

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Activities	Intermediate Results (IR)	IR Indicators	Outcomes
1.7: Mainstreaming Gender in Disaster Management (DLI3)		and biodiversity management (DLI2Y3) IR9: All 12 District Disaster Management Plans to be updated and approved (DLI2Y3)	
		IR10: Diagnostic study on hindrances in mainstreaming gender in disaster management completed and recommendations accepted (DLI3Y1)	
	Policy document for mainstreaming gender is in place and disseminated.	IR11: Guidelines for mainstreaming gender in disaster management issued (DLI3Y2) IR12: At least 10 workshops to be held across the State for dissemination of the Guidelines (DLI3Y4) IR13: Notification of a policy document on inclusion of women in various departments of disaster management (e.g., in HPSPDMA, DDMA, HCDRR, SDRF, etc.) (DLI3Y5)	
1.8: Improving disaster-responsiveness of the State's Public Finance Management (PFM) systems (DLI4)	Key elements of DRR to be introduced into the State's PFM architecture.	IR14: DRR-PFM diagnostic study to be completed, and recommendations to be accepted (DLI4Y1) IR15: At least two policy-level recommendations of the DRR-PFM diagnostic study to be implemented (DLI4Y3)	PFM systems are more responsive to disaster management needs of the State.
1.9: Implementing technology solutions for effective disaster mitigation and response (DLI5)	IT solutions to be implemented for critical disaster management functions.	IR16: Functional and Software Requirement Specifications signed off for: - Disaster Management Plans Monitoring System (DMPMS) - Tourist/Pilgrim Management System - Spatially-integrated Hazard Vulnerability and Household Information System (DLI5Y2) IR17: DMPMS implemented (DLI5Y3) IR18: Tourist/Pilgrim Management System implemented (DLI5Y4)	

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Activities	Intermediate Results (IR)	IR Indicators	Outcomes
2.1: Developing Early Warning System (EWS) for landslide, flash floods, cloudbursts, Glacial Lake Outburst Flooding (GLOF) and dam safety, Improving networks for flood forecasting & Geographical Information System (GIS)-based Decision Support System		IR19: Spatially integrated Hazard Vulnerability and Household Information System to be implemented (DLI5Y5)	
2.2: Developing climate/weather related forecast for agriculture and horticulture	EWS for different types of disasters need to be established.	IR20: GIS based Decision Support System to be operationalised	
2.3: Enhancing Implementation of forest fire mitigation measures	Forest fire management to be strengthened.	IR21: Fire cum emergency response stations established and equipped in 5 locations across the state	State of disaster preparedness to be improved.
2.4: Creation of fire stations in unserved location for enhancing fire response with equipment and vehicles and strengthening of three existing fire stations for HAZMAT emergencies			
2.5: Establishing SDRF 1 campus (Kangra)	Campus of SDRF to be operationalised.	IR22: SDRF campusto be established in with required manpower and equipment	
2.6 Creation of Helpads	Helpads to be constructed and operational.	IR23: Operational clearance to be obtained for helpads at 31 locations	
2.7: Strengthening Training for Disaster Response	Training facilities to be organised and operational.	IR24: Continuous trainings of Civil Defence volunteers	
3.1: Landslide mitigation and slope stabilization of vulnerable landslide sites	Selected landslide-prone sites are mitigated by structural/ nature-based solutions like bioengineering.	IR25: 11 sites to be mitigated for landslides and bioengineering field works initiated	Mitigation measures to be reduced damage from landslide and earthquake.
3.2: Developing area-specific bioengineering nurseries			
3.3: Creating Climate Change & earthquake resistant Technology Demonstration Units (TDUs) at existing engineering institutes	TDU to be established.	IR26: TDUs to be operational and providing training to students, masons, builders etc.	

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