

Date: May 14, 2019

Ref # FDO/IFT007-PAK1094

Terms of Reference
School Based Disaster Risk Management (SBDRM)

1. Background

Building Disaster Resilience in Pakistan (BDRP) project is being implemented by CAWI consortium funded by DFID (UK) in province Punjab and Sindh. In this consortium Concern Worldwide (lead), Acted, International Rescue Committee and Welthungerhilfe are partner, whereas Concern Worldwide and Welthungerhilfe implementing BDRP project in Punjab, and Acted and IRC implementing the same in province Sindh.

Farmer Development Organization is implementing partner of Deutsche Welthungerhilfe in District Muzaffargarh. Under BDRP project 04 flood prone union councils in Tehsil Jatoi of district Muzaffargarh will be focused.

2. Purpose of Consultancy

The objective of this consultancy is to hire a Firm/Individual Consultant, having local presence in the target areas to undertake trainings;

1. For local teachers on School Based Emergency Preparedness with focus to DRR awareness, School safety planning and evacuation
2. School Emergency Response Teams (SERTs) including school teachers, students and school staff on HVCRA and lifesaving skills (1-day HVCRA and 2 days First aid, Search and Rescue and Firefighting).

3. Specific Objectives

Develop training modules for activity-based learning and deliver trainings to teachers and formed School Emergency Response Teams on;

A. School Teachers on School Based Disaster Preparedness focusing;

- Introduction and Objectives of safer school
- Basic Scientific understanding of hazards and Safety Tips
- School Safety Planning (class sessions) – 8 School Safety Steps
- Cross cutting themes including;
 - Inclusion
 - Child Labour / A brief on Child Labour laws in Pakistan
 - Child Abuse/Exploitation

B. School Based Emergency Response Teams (SERTs) Training focusing

- Introduction about HVRA, Hazards and types
- Emergency First Aid
- Search and Rescue
- Fire Fighting
- Simulation Exercise and Drill evacuation

4. Approach and Methodology

The consultancy firm/Individual would propose the approach and methodology for teacher training detail, based on the general guide lines provided below;

- Review of BDRP programme documents, IEC Material particularly CBDRM related information education and communication material activities;
- Review existing Teacher's and SERT Training techniques adopted in Pakistan and produce a module with updated contents.
- Organize and conduct meeting with relevant line departments including Government staff, Education Department, Rescue 1122 and related departments/ stakeholders to prepare and finalize the module contents.

5. Deliverables

Following deliverables will be provide before, during and after proposed consultancy depending on the need and requirement of hiring organization;

- Training Needs Assessment
- Pre and post tests and their analysis of teachers training on given format
- Produce appropriate and contextualized training module development based on the above description of each training. The modules/materials can be further tailored according to the requirement of the program in each district.
- Training delivery as per mutually agreed schedule between FDO and by consultant
- Coordinate with relevant government agencies such as Rescue 1122 in Punjab to engage master trainers for SERT trainings in 11 schools in Tehsil Jatoi
- Training evaluation and certificates to participants
- One consolidated detailed report for teachers and SERT trainings
- Interested firms/consultants having demonstrated experience in conducting similar trainings for the stakeholder mentioned above can apply for district based on their capacity and reach. Preference will be given to organisation who have the capacity to simultaneously deliver the trainings across Muzaffargarh (Tehsil Jatoi).

6. Lines of Communication

The consultant will coordinate with CBDRM officers from FDO as well as DWHH's CBDRM sector lead and possibly Project Coordinator-DWHH.

7. Skills, Experience and Qualifications

- At least 5 years' experience of conducting DRR focused trainings in schools and possibly colleges.
- Available during assignment period and can conduct trainings as requested.
- Female trainer' in the team is required as per the need of program in individual training sessions
- Flexible characteristic and attitude for situational adjustments and modification during implementation will add value.
- Knowledge of the Saraiki language and culture in the project districts will be necessary and the training will be delivered in Saraiki mostly.
- DWHH/ FDO will conduct individual interviews of proposed master trainers and may requests to replace trainers if needed.

8. Submission of EOI

Firms/consultants who meet the requirements are invited to submit their expression of interest in the sealed envelopes (mentioning EOI for SBDRM training) on the addresses given below and, applications (hard copies) should include the following:

- Consultancy firm/ Consultant profile clearly stating the company's / individual capabilities of undertaking the presented task.
- Previous and existing list with details of various assignments completed.
- Consultancy firm/ Consultant must provide evidence of previous work done in the similar assignments.
- Technical and financial proposal of bidder
- Detailed work plan of assignment.
- CVs/profiles of the team assigned for specific trainings.

9. Time frame

Activities/ Trainings	Total Duration	Expected Timeframe for completion
Teachers Training on School Based Disaster Risk Management	2 days	July-August 2019
School Emergency Response Teams (SERTs) including school teachers, students and school staff on HVCRA and lifesaving skills (1-day HVCRA and 2 days First aid, Search and Rescue and Firefighting).	3 days	August-October 2019

10. Prices

All prices in your quotation must be indicated in Pakistan Rupees (PKR). Quotations stated in other currencies will not be considered in the awarding process.

The analysis of the offers will be performed in Pakistani Rupees (PKR).

Prices need to include all taxes i.e; GST, WHT, insurance costs and all other applicable taxes by the government of Pakistan.

11. Payment schedule to the Institute/Consultant

1. Final payment will be made through Cross Cheque and after completion of training and submission of report. Partial payment can be made and it will be decided at the time of signing of agreement.
2. Tax will be deducted according to FBR rules.



How to apply:

The Contracting Authority must receive sealed proposal; **May 20, 2019 not later than 05:00 PST in FDO office in Multan**

The tender must include all the documents specified in tender be sent to the following address:
House #11, Danish Street, Ahbab Colony Bahadurpur Chowk, Bosan Road, Multan

Nasir Mehmood
Manager Admin & Finance
Farmers Development Organization
In case of any questions contact: nasir@fdopk.org

Annex 1

Supplier qualification

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Company name	
Legal form	
Number of employees	
Nationality of company	
Postal address	
Visitors address	
Telephone number	
Email address	
Website	
Name of Managing Director	
Sales & marketing contact person	
Shipping department contact person	
Range of services provided by the company (company portfolio)	
Remarks	

Note: Farmers Development Organization carries out projects in the field of humanitarian aid and development cooperation which are also financed by the European Community, among others. Part of this qualifying process for our suppliers is the following declaration by your company (in accordance with European Union rules and conditions for the awarding of contracts for services, supplies of goods and construction services).

Farmers Development Organization supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights](#), [labour](#), [environment](#) and [anti-corruption](#). By doing so, business, as a primary driver of globalisation, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere.

[Human Rights](#)

- [Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and
- [Principle 2](#): make sure that they are not complicit in human rights abuses.

[Labour](#)

- [Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- [Principle 4](#): the elimination of all forms of forced and compulsory labour;
- [Principle 5](#): the effective abolition of child labour; and
- [Principle 6](#): the elimination of discrimination in respect of employment and occupation.

[Environment](#)

- [Principle 7](#): Businesses should support a precautionary approach to environmental challenges;
- [Principle 8](#): undertake initiatives to promote greater environmental responsibility; and
- [Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

[Anti-Corruption](#)

- [Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages:

<https://www.unglobalcompact.org>

[Anti-Terrorism & Money Laundering](#)

Farmers Development Organization (FDO) renounces all forms of terrorism and money laundering

FDO renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373 (2001) and the European Union, FDO is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of FDO to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, FDO will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this.



Supplier qualification

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We, _____ (name of company) hereby declare that

- a) we are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
- b) we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
- c) we comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed,
- d) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of the European Communities,
- e) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the Community budget,
- f) we are providing you with all the information required in connection with participation in a tender,
- g) in respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
- h) we have not been excluded as a contract partner by the European Community due to ethical issues,
- i) we assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
- j) we respect basic social rights and condemn child labor.

We support the goals of the United Nations Global Compact <https://www.unglobalcompact.org>

Date, company name, signature, name in block capitals, company stamp.



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