Consultant Developing Emergency Response Contingency Plan (ERCP) and enhanced the standard operating procedure (SOP) of Local and National NGO

PD REFERENCE – BD-DH-02745 (ERCP)

1. **Basic Information:**

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| **Title of the Work** | Developing Emergency Response Contingency Plan |
| **Duration** | April 01, 2019 to June 30, 2019 |
| **Background** | The Start Fund Bangladesh (2017-2020) is a £10 million rapid emergency response fund set up by the Start Network with support from UK aid from the British people. Modelled on the successful Start Fund that activates funding within 72 hours of a crisis alert, the fund will be accessible to both national and international member NGOs operating in Bangladesh to respond early and fast to under the radar emergencies in Bangladesh.  Recently Start Fund Bangladesh (SFB) expanded its membership comprises of 26 local and national NGOs (L/NNGOs) through civil society organization (CSO) mapping. Based on CSO mapping an initial organizational system-strengthening plan (OSS) has been developed for providing support to the 26 member L/NGO and 11 non-member organization who were identified for capacity building support during the CSO mapping.    When we conducted CSO mapping we have seen that most of the L/NGO have a plan to address emergency requirements called disaster management plan, contingency plan or emergency response plan, which were not well enough to address contingency requirements. As SFB is, a rapid response fund and the world have many emerging issues after world humanitarian summit, which need to be addressed. The emerging issues and as well as to address 72 hours alert cycle management of SFB every member organization required an ERCP that will enable them for an emergency response very efficiently.  This ERCP will address emergency preparedness of an organization considering new SPHERE handbook, core humanitarian standard and emergency recruitment procedures i.e. volunteer and staff deployment and requirement, procurement, travel, safety and security , risk management, complain response mechanism(CRM), early responder capacity building and other issues which will enable member organizations for rapid response to humanitarian crisis.  In this regard, the main objective of the consultancy to develop common guideline of ERCP and provide orientation to the selected L/NGO as well as assist the organization to update or develop their individual ERCP and roll out ERCP. |
| **Objective** | The specific objectives of this mapping exercise will therefore be to:   1. Review guidelines that ensures ERCP of the organizations if exist 2. Identify major gaps of existing policy and procedures which is necessary for a national and local NGO in terms of rapid and quality response to humanitarian crises, and suggest new areas 3. Develop a common guideline considering minimum standard of ERCP, which address emergency requirements including humanitarian capacity. 4. Provide orientation to the selected L/NGO and assist them update/finalize their individual organizational ERCP |
| **Key Accountabilities** | 1. Communicate with L/NGO to collect their existing practice if require 2. Review existing policy/procedures/plan and identify gaps and good practices and prepare a review report and give presentation and share with SFB 3. Develop an ERCP with minimum standard and share with SFB and incorporating input from different stakeholders and prepare a presentation on ERCP. 4. Planning for 02 days orientation workshop on ERCP and communicate with L/NGOs to invite them in orientation workshop, develop schedule and assist to SFB team to arrange training 5. Regular follow-up members to track the progress and provide remote assistance to members 6. Finalize individual ERCP of 37 L/NGOs |
| **Deliverables** | 1. A comprehensive review of existing ERCP of new member N/LNGOs, in light of standards, sectoral best practices, due diligence requirements across humanitarian donors in Bangladesh 2. Develop a comprehensive minimum standard guideline that can guide N/LNGO to develop their own ERCP considering their organizational system, capability and resources. 3. Facilitating 02 orientation workshop training to the 37 NGOs 4. Develop a plan to facilitate distance mentoring support in discussion with the organizations to formulate/ update the contingency plans 5. Finalize Contingency Plan for 37 organization’s as per the agreed guideline with approval by the organization 6. Finalize the draft report on the overall assignment (review, training, mentoring, plan development) upon feedback from the N/LNGOs and SFB Secretariat |
| **Expected Outputs of the Consultancy:** | * 1. A minimum standard for ERCP that guides individual organization develop their guideline   2. 26 L/NGO members of SFB and other 11 organization have their ERCP developed or updated that will guide organization to manage a response very effectively |
| **Work Location** | Dhaka and outside Dhaka |
| **Responsible organization and Contact Information** | ACF Bangladesh, Orin Tower, House 23, Road 113A, Gulshan 2, Dhaka 1212, Bangladesh |

1. **Estimation of days:**

90 days (April 01- June 30, 2019)

* + Review the existing guideline , manual, policy or procedures and prepare a review report by 15 April, 2019
  + Develop a common guideline considering minimum standard for a ERCP by 30 April, 2019
  + Arrange 02 orientation workshops (02 days) for 37 N/LGO and develop and mentoring plan by 15 May, 2019
  + Assist 37 Organization to finalize individual guideline by 10 June, 2019
  + Submit a final report by 30 June, 2019

1. **Validation of the Proposal:**

All cost should be quoted in Bangladesh Taka (BDT) and will remain valid up to **ninety (90)** days from the date of proposal submission.

1. **Outline of the Financial Proposal:**

The financial proposal should include VAT and TAX (all-inclusive and will be deducted at source during settlement of invoice as per government rule). Please note that, the amount mentioned in the financial proposal will be assessed in line with the quality of the technical proposal.

1. **General condition of consultancy:**

* The consultant/s need to work with Start Fund Bangladesh team at the SFB Secretariat (i.e. ACF Dhaka office) 4-5 days/ as required at the initial stage and during report writing period.
* The payment will be made in three trenches. First trench of 30% upon inception report along with work plan, second trench of 30% after satisfactory review of the deliverable (A) and (B) and (C)(D), and the remaining 40% upon validation of the final deliverable (E) and submitted report.
* The consultant will conduct the work using own computer equipment.
* The consultant will have to bear the transport and accommodation costs for the assignment.
* The consultant may hire supporting hand/s for this assignment to complete it in given timeline, the cost of which will be bored by the consultant.
* The consultant will communicate with L/NNGO as per requirement
* SFB will bear the orientation workshop cost for 02 batches.

1. **Criteria for Selection:**

We will therefore be selecting the consultant following a two staged evaluation. For the first stage the following criteria will be used for shortlisting.

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|  | **Criteria** | **Total Points** |
|  | **Knowledge skill and capacity:**   * In depth understanding of humanitarian work and policy procedures * Understanding of emergency program requirements and humanitarian capacity requirements * Capacity to conduct review different type of organization policy * Training facilitation skill * Experience of managing humanitarian response * Understanding of standards, SoPs, mechanism, capacity needs * Experience of capacity building and contingency planning consultancies, policy review | 40% |
| **Professional experience:** Adequateexperience of similar work contingency plan development | 40% |
| **Overall Technical Evaluation Points** | **80%** |
| **Financial Evaluation** | **20%** |
| 2 | **Total** | **100%** |

The shortlisted consultant (or firm) will be then called for an interview and the final contract will be offered upon satisfactory performance.

1. **Competencies Required:**

The consultant (or consulting firm) we are looking for preferably meets the following competencies -

* Strong background in humanitarian response/recovery
* Proven experience of working on different type of policy that require humanitarian operations, emergency response plan development & provide training along with conducting similar review assignment that involves diverse stakeholders.
* Academic degree in Disaster Management, Social Sciences, Business Administration, Organizational Development or other relevant technical areas.
* Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
* Excellent analytical, report writing and presentation skills.
* Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
* Fluency in written and spoken English and Bangla

1. **Supervision:**

The consultant will design and conduct the assignment in consultation with Start Fund Bangladesh team specially coordination with the Partnership Coordinator of SFB being the noodle point for coordination.

1. **Confidentiality:**

All the outputs will be treated as Start Fund Bangladesh’s property and the outputs or any part of it cannot be sold, used or reproduced in any manner without prior permission from the Start Fund Bangladesh.

1. **Submission of Expression of Interest (EOI):**

The consultant will confirm his expression of interest and submit a proposal (2 copies of both technical and financial in printed copies including work plan, of max 10 pages) according to the Terms of Reference (TOR) in a closed envelope clearly marked as (EOI-ERP, PD REF 02745) on or before **14th March 2019** at ACF Bangladesh, Orin Tower, House 23, Road 113/A, Gulshan 2, Dhaka 1212, Bangladesh.

In case of any query please contact Fhakrul Islam (email: [partnershipco@startfundbangladesh.org](mailto:progco@startfundbangladesh.org) ; mobile: +8801885997990)