**Terms of Reference (ToR)**

**For hiring Consultant/Firm for Developing National Level Information Sharing Platform (GIS and Web based) on Community Risk Assessment (CRA) & Urban Community Risk Assessment (UCRA)**

**BACKGROUND**

Bangladesh is considered one of the most disaster-prone countries in the world. Almost every year the country suffers from a range of disasters.Bangladesh has a sub-tropical climate and is vulnerable to regular floods, cyclones, drought and tornadoes, It has an active seismic zone with the potential for catastrophic damage; earthquakes are considered high risk in north-eastern areas. Seismic vulnerability has increased due to unplanned and rapid urbanisation. Bangladesh has a long experience in national response to humanitarian crises, from central and local governments, to local NGOs, private sector, and civil society in general. The government’s capacity for disaster management has increased over last two decades.Bangladesh has developed a comprehensive system of disaster management that includes a set of mechanisms and processes as well as a whole range of strategies for the management of a variety of disasters. The risk assessment process and the approach of risk reduction is well alligned with it’s development efforts .A set of tools and structured methodology are usually folllowed in Community Risk Assessment( CRA )/Urban Community Risk Assessment ( UCRA) and it’s a big achievement as a principle, but the profiling of Risk Reduction Action Plan (RRAP) and maintaining data base of profiles and make sure the dissemination and sharing of these profiles still a big challenge.

**Context of the Assignment:**

The Government of Bangladesh has a broad-based multi-stakeholder approach involving in Disaster Management focus the digitalization process. Department of Disaster Management (DDM) serves as a national platform for professionalizing and its stakeholders for dialogue, sharing and learning, ultimately leading to mainstreaming sustainable development approach. Many non Government organizations have been completed the CRA process and developed the profiles, but still there is a gap to use the document as a tool of risk reduction.

Dhaka Ahsania Mission (DAM) is implementing, “Empowering Local and National Humanitarian Actors (ELNHA)” project with the financial support of Oxfam in Bangladesh. The project has intended for coordination among the government and other stakeholders to work together in a potential area’s to develop, activate and make sure the effectiveness of the collective efforts. As part of this process, DAM-ELNHA project in consultation with the Department of Disaster Management (DDM) is going to develop the National Level Information Sharing Platform (GIS and Web based) on Community Risk Assessment (CRA) & Urban Community Risk Assessment (UCRA. This platform will be accessible for all and can be used by different stakeholders. CRA and UCRA have been conducted in many areas of Bangladesh by different organizations. But there was no common platform to share and preserve these documents. This initiative will create an opportunity to establish a national platform to share and preserve these documents where everyone will have open access for using this information.

**Purpose of this assignment:**

The purpose of this document is to specify the approach that the agency will be select for developing a new GIS and Web based National Level Information Sharing Platform as official destination website. This document also describes the requirements that the developing agency has to fulfill in order to be selected.

**Scope of Work**

The scope of work for selected agency in developing the website will include but not limited to following activities.

* Submit quotation and proposal for development of the website
* Gather requirements from DDM and DAM
* Develop layout design of the website
* Develop fully functional website
* Arrange orientation for the users of the website.
* Host the website
* Maintenance support for 1 year after handing over to DDM and DAM
* Minor changes on the website as necessary for 1 year

**Methodology:**

The consultant will propose the methodology for the development of National Level Information Sharing Platform (GIS and Web based) on Community Risk Assessment (CRA) & Urban Community Risk Assessment (UCRA) . However, the website development will build on the expectation of relevant stakeholders involved with CRA/ UCRA process and database management, which include but not limited to the following:

* A thorough review of the previous website of CDMP, data management and usefulness of the site
* Capture the learning’s, recommendations of the involved stakeholders by using KIIs, FGDs etc. while respondents were involved individual and organizations including Government, INGO’s/ NGO’s.
* Along with existing stakeholders, either national or international; it will try to capture the expert opinions of the civil society actors were involved with and can suggest in developing the website
* Validate the draft website to DDM and DAM at the end of the development for incorporation of comments through a consultation workshop.
* Handed over the final functional website

 **Deliverables:**

* Detailed Proposal;
* Detailed presentation to be made as specified below :
* This presentation must include functions and other applications of the website;
* Website layout design;
* Present draft website to DDM and DAM at the end of the development for incorporation of comments;
* Produce fully functional final website;
* Host the website;
* Linking the website with DDM website in consultation with DDM focal person;
* Provide orientation to the users
* Accommodate minor changes during the contract period;
* Provide best and creative ideas to enhance the website;

**Responsibility:**

The consultant/firm will maintain all kinds of confidentiality of information and shall maintain the data protection rights of DAM and DDM. DAM will provide technical support in developing the website to bring it multi stakeholders useable. The consultant/firm will get support to have the relevant CRA profiles, documents related with this assignment. In addition, support will be provided to the consultant/firm to meet the relevant individuals, organizations to be discussed along with organizing the orientation session. However, the consultant/firm needs to meet the deadline.

**Financial Arrangement:**

* The Service Provider shall receive 40% as signing amount after submission of agreed assessment design and work plan;
* 40% of the proposed amount in the financial proposal upon the present draft website to DDM and DAM;
* Final payment of remaining 20% upon the submission of agreed version of the produced fully functional final website;
* VAT & TAX will be deducted as per the government/organizational policy;
* Dhaka Ahsania Mission (DAM) and DDM will lead the total process of hiring consultant. Both the organization will maintain proper procedure of hiring consultant and will monitor the process till the end and regulate financial procedure.

**Consultant Requirement:**

* Prior experience of developing website
* Excellent facilitation capacity in English and Bangla
* Understanding on humanitarian sectors
* Demonstrate capacity to develop high quality website from previous undertakings in terms of English language proficiency, content setting and technical expertise in website development
* The commitment and ability to meet deadlines.

**Reporting/ Communication:**

The Consultant/firm will directly report/communicate with Project Manager of ELNHA project of Dhaka Ahsania Mission. However, the consultant/firm will also work closely with other assigned personnel of DDM, Oxfam, GB as applicable.

**TIME FRAME**

The scope of the work will have a total of 15 days with the following break up

|  |  |
| --- | --- |
| **Function** | **Days** |
| Preparation | 3 days |
| Preparatory Meeting among DAM, DDM & Consultant | 2 days |
| Share and feedback collection on website designed | 8 days |
| Final website design sharing | 1 days |
| Arrange orientation to the users of Website  | 1 days |
| **TOTAL**  | **15 days** |

**FOCAL PERSON**

The consultant(s) will report to a team comprises of the representative from DAM & DDM. Mr. Md. Roushon Ali of DAM and representative of DDM will be leading the team. The team will review the website before finalization.

**FOR ANY DETAILS, CONTACT:**

**Md. Roushon Ali**

Project Manager

Empowering Local and National Humanitarian Actors (ELNHA) Project

Dhaka Ahsania Mission

Cell: 01818-778545

**Application Procedure:**

Interested Individual/farm are requested to submit a technical & a financial proposal (separately) as soft copy (PDF Version) addressed to Md. Roushon Ali, through e-mail to m.roushan@ahsaniamission.org.bd by 14 December 2017, before 17:00 hours Bangladesh time with a CC to j.alam@ahsaniamission.org.bd . Also, it’s mandatory to submit the hardcopy of the technical and financial proposal in separate sealed envelope to **Dhaka Ahsania Mission**, House # 19, Road # 12(new), Dhanmondi Residential Area, Dhanmondi, Dhaka-1207. Please be aware that incomplete or partial submission will not be considered for review. Authority preserved the right to accept or reject the proposal without showing any reason.