

## 1. Study Title

Assessment of the Capacity and Operational Effectiveness of Disaster Management Committees at northwestern Zone of Bangladesh

## 2. Background

Northwestern Bangladesh is a region characterized by its vulnerability to natural disasters, including floods, riverbank erosion, and seasonal droughts. The area's geographical location, combined with its socio-economic conditions, exacerbates the impacts of these disasters on the local population. This region regularly affected by extreme weather events, which lead to widespread displacement, loss of livelihoods, and long-term socio-economic challenges. The frequency and intensity of these disasters have increased in recent years due to climate change, making effective disaster management a critical necessity for the resilience. At the local level, Disaster Management Committees (DMCs) are formed at the Ward, Union, and Upazila levels to play a vital role in coordinating disaster preparedness, response, and recovery efforts. These committees are intended to be the first line of defense against disasters, responsible for mobilizing resources, coordinating with stakeholders, and ensuring the safety and well-being of communities. However, the effectiveness of these DMCs in fulfilling their roles and responsibilities varies widely across regions. Factors such as limited resources, inadequate training, and poor coordination can significantly hinder their ability to manage and respond to disasters effectively. Moreover, the structural capabilities of these committees, including their ability to engage with local communities and other stakeholders, are often insufficient to address the complex challenges posed by frequent and severe disasters. Understanding the capacity and operational effectiveness of these local DMCs is crucial for enhancing disaster management across Bangladesh. It is essential to assess their existing skills, resources, and structural capabilities, and identify any gaps that may undermine their effectiveness. Additionally, evaluating the coordination mechanisms between DMCs and other relevant stakeholders at different levels is necessary to ensure a unified and efficient disaster response. This study seeks to address these critical issues by conducting a comprehensive assessment of the Disaster Management Committees at the Ward, Union, and Upazila levels. The research will focus on evaluating their current capacities, identifying gaps in their training, resources, and coordination, and ultimately developing targeted interventions to strengthen their disaster management functions. By improving the capabilities of these committees, the study aims to contribute to a more resilient and disaster-prepared Bangladesh, where local communities are better equipped to withstand and recover from natural disasters.

## 3. Objectives

### Main Objective

To assess the capacity and operational effectiveness of Ward, Union, and Upazila level Disaster Management Committees (DMCs) in managing and responding to disasters, through a comprehensive assessment of their existing skills, resources, structural capabilities, and coordination mechanisms, and to develop targeted interventions for improving their disaster management functions.

### Specific Objectives

- Assess the existing skills, resources, and structural capabilities of the Ward, Union and Upazila level Disaster Management Committees in managing and responding to disasters.
- Examine the operational effectiveness of the DMCs in executing its roles and responsibilities during different phases of disaster management (preparedness, response, recovery).
- Conduct a thorough gap analysis to identify deficiencies in training, resources, coordination, and other areas that may hinder the UDMC's effectiveness.
- Based on the identified gaps, create targeted training programs, tools, and resources to enhance the UDMC's capacity in disaster management.

## 4. Scope of Work (Consultant/Consultancy firm)

### 4.1 Assessment and Documentation of Existing Skills, Resources, and Structural Capabilities of DMCs

- Conduct a comprehensive review of the existing skills, resources, and structural capabilities of Ward, Union, and Upazila level Disaster Management Committees (DMCs).
- Identify and document the experiences, practices, and challenges faced by key stakeholders in disaster management at the local level.

#### **4.2 Assessment of Operational Effectiveness During Different Phases of Disaster Management**

- Assess the operational effectiveness of the DMCs in executing their roles and responsibilities during the various phases of disaster management, including preparedness, response, and recovery.
- Conduct interviews, focus groups, and surveys to gather qualitative and quantitative data on the operational performance of the DMCs.

#### **4.3 Gap Analysis of Training, Resources, and Coordination**

- Perform a thorough gap analysis to identify deficiencies in training, resources, and coordination that may hinder the effectiveness of the Union Disaster Management Committees (UDMCs).
- Assess the specific needs for capacity-building, resource allocation, and enhanced coordination mechanisms to strengthen the UDMCs' disaster management capabilities.

#### **4.4 Development of Targeted Training Programs and Resources**

- Based on the identified gaps, develop targeted training programs, tools, and resources aimed at enhancing the capacity of the UDMCs in disaster management.
- Design and implement training modules that address specific weaknesses and promote best practices in disaster preparedness, response, and recovery.

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### **5. Methodology**

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The consultants or consulting firms will adopt a multi-faceted approach to address the study's objectives effectively. The methodology will include the following components, **but not limited to:**

**Desk Review:** The study will begin with a comprehensive desk review of existing literature, reports, and policy documents related to disaster management in Bangladesh. This review will focus on the structure, roles, and operational effectiveness of Disaster Management Committees (DMCs) at the Ward, Union, and Upazila levels. The desk review will help establish a baseline understanding of the existing capacities, challenges, and coordination mechanisms within the DMCs. It will also identify gaps in the current knowledge base, which will be crucial for refining the study's focus and identifying key variables and indicators for further investigation.

**Qualitative Research:** To gather detailed qualitative data, the consultants will conduct focus group discussions (FGDs) and key informant interviews (KIs). FGDs will involve members of the DMCs, local government officials, community leaders, and other relevant stakeholders to capture diverse perspectives on the operational effectiveness, challenges, and coordination issues faced by the DMCs during different phases of disaster management. KIs will be conducted with experts, policymakers, and representatives from NGOs and other agencies involved in disaster management.

**Quantitative Research:** Structured surveys will be administered to gather quantitative data on the existing skills, resources, and structural capabilities of the DMCs. The surveys will target members of the DMCs at Ward, Union, and Upazila levels to assess their preparedness, response, and recovery activities during recent disasters. The surveys will also include questions on the effectiveness of coordination between DMCs and other stakeholders, as well as the availability and utilization of resources.

**Gap Analysis:** The consultants will perform a thorough gap analysis based on the data collected from both qualitative and quantitative research. This analysis will identify deficiencies in the training, resources, and coordination mechanisms of the DMCs that may hinder their effectiveness in disaster management. The gap analysis will be critical in pinpointing areas where targeted interventions are needed to enhance the DMCs' capacity.

**Development of Training Programs and Resources:** Based on the findings of the gap analysis, the consultants will develop targeted training programs, tools, and resources aimed at strengthening the

capacity of the DMCs. These programs will be designed to address specific weaknesses identified in the assessment, such as skill gaps, resource shortages, and coordination challenges.

**Data Analysis:** The collected data will be analyzed using a combination of statistical and thematic techniques. Statistical analysis will be applied to quantify the existing capacities, operational effectiveness, and coordination efficiency of the DMCs. Thematic analysis will be used to interpret qualitative data from FGDs and KIs, providing insights into the local experiences, challenges, and strategies in disaster management. This comprehensive approach to data analysis will ensure a robust understanding of the DMCs' effectiveness and areas for improvement.

**Reporting:** The consultants or consulting firms will develop a detailed report integrating findings from the desk review, qualitative research, quantitative surveys, and gap analysis. The report will document the current state of the DMCs' capacities and operational effectiveness, identify key gaps, and propose targeted interventions for enhancing their disaster management functions. Recommendations for improving coordination, resource allocation, and training will also be included. The final report will be presented to stakeholders to inform policy and practice, guiding the development of strategies to strengthen disaster management at the local level.

Throughout the study, consultants or consulting firms will ensure data accuracy and reliability by adhering to rigorous data collection and analysis protocols. This will involve validating findings through triangulation, maintaining transparency in the methodology, and providing a detailed timeline for each phase of the study to ensure systematic progress and timely completion.

#### Document that we will be provided

- Project result chain.
- Relevant document if necessary to consultant.

## 6. Deliverables and Timeframe

The contract will last 77 calendar days after the agreement is signed. HELVETAS Bangladesh will examine and endorse the methodology and work plan. The very first draft report is expected to be completed within 7 weeks after the agreement's signing. Follow-up consultations between the contractual consultant/consulting firms and HELVETAS Bangladesh will be held on a regular basis.

#### Specific Timeframe

Activity	Timeline	Days	Responsible
Advertising ToR	29/09/2024	1	Admin of HELVETAS Bangladesh
Pre-bid meeting (Probable)	02-03/09/2024	0	Project Team
Submission of Proposal	10/10/2024	11	Consultant(s)
Short listed consultant/ consulting firm	14/10/2024	4	Project Team
Presentation from short listed consultant/ consulting firm	15/10/2024-16/10/2024	6	Consultant(s)
Confirmation and Contact signing with winner	20/10/2024	4	Project Team
Kick off meeting for Inception Report	22/10/2024	2	Consultant(s)
Submission of Inception Report with presentation	27/10/2024	5	Consultant(s)
Preparations for Data Collection (testing tools, translation of tools, mobilization of respondents, training of enumerators where applicable, ethical or government approval for data collection (where applicable))	03/11/2024	7	Consultant(s)
Data Collection	20/11/2024	17	Consultant and their team
Data Analysis and report drafting	05/12/2024	15	Consultant

Submission of Draft report with presentation	10/12/2024	5	Consultant
Providing feedback to the draft report	18/12/2024	8	Project Team
Submission of Final Report	26/12/2024	8	Consultant
Conducting a learning session in workshop/national/global conference (like Gobeshona etc.)	TBD	TBD	Consultant

**Deliverables:** The following deliverables must be produced by the consultant/consulting firm:

Deliverable No.	Deliverable area	Specific deliverables	Description of the deliverables
Deliverable 1	Inception phase report	Inception report	An Inception Report with survey methodology, sampling procedure, draft survey questionnaires and work plan shall be submitted.
Deliverable 2 (All are included in a report with different chapter)	Assessment and Documentation of Existing Skills, Resources, and Structural Capabilities of DMCs	Comprehensive study	Document the existing skills, resources, and structural capabilities of Ward, Union, and Upazila level Disaster Management Committees (DMCs), including stakeholder experiences and challenges.
	Evaluation of Operational Effectiveness During Different Phases of Disaster Management	Operational Effectiveness	Evaluate the operational effectiveness of DMCs during the preparedness, response, and recovery phases of disaster management, based on qualitative and quantitative data collected through interviews, focus groups, and surveys.
	Gap Analysis of Training, Resources, and Coordination	Gap Analysis	Identify gaps in training, resources, and coordination affecting Union Disaster Management Committees (UDMCs), and assess needs for capacity-building and resource allocation.
	Documentation	Actionable photos	Photo captured during the study should be incorporated into the draft report and submitted.
Deliverable 3	Development of Targeted Training Programs and Resources	Training Program and Resource Development	A report detailing the development of targeted training programs, tools, and resources aimed at enhancing the capacity of UDMCs in disaster management. This will include the design and implementation of training modules addressing specific weaknesses and promoting best practices in disaster management.
Deliverable 4	Database	Cleaned Data sets in excel	Cleaned Data sets of quantitative and qualitative analysis and other relevant documents should be submitted.

The report should have the following structure:

- Title page
- Acknowledgments
- Executive summary
- List of acronyms
- Table of contents and lists of figures and tables
- Introduction and Background
- Methodology

- Data analysis
- Findings/Results (must cover all study purpose mentioned in section and organised as well)
- References
- Annexes

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## 7. Timeline

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The study is expected to be completed within December 2024 from the date of contract signing. A detailed timeline with milestones should be provided.

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## 8. Budget

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The budget for this consultancy will be determined based on the proposal submitted. Consultants/consulting firms are requested to provide a detailed budget breakdown, including professional fees, travel expenses, and any other costs.

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## 9. Required Qualifications and Experiences

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The consultant(s)/consulting firm should have:

- Advance degree in Disaster management, Geography, Environmental Science, Social Science, or related field
- Proven 8-10 years' of experience in similar research and consultancy.
- Strong understanding of disaster preparedness and resilience strategies.
- Experience working with vulnerable communities including persons with disabilities.
- Excellent facilitation, writing and communication skills.
- Experience working in Bangladesh or similar contexts is preferred.

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## 10. Application Process

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Interested consultants/consulting firms should submit the following:

- **A technical proposal:** not more than 10 pages, with the following sections:
  - a. Presentation and relevant experience of the consultant/research firm
  - b. Proposed approach, methodology, timeframe
  - c. References of similar assignments (including contracting body, scope, budget, duration, contact).
- **A financial proposal:** 2 page maximum. The budget shall be provided in Bangladeshi Taka, developed as fixed amount budget per deliverable (i.e. fixed cost per deliverable). The budget shall be divided per Helvetas Bangladesh deliverable, and show the total amount, plus taxes. The consultant/firm shall indicate modalities of payment.
- **Required documentation:** detailed CV of the (lead) consultant, Company profile (if applicable as annex), Copy of Tax Identification Number (TIN) / Business Identification Number (BIN) and acknowledgement slip of the recent financial year, copy of VAT Registration Certificate (as annex), copy of Trade License Certificate (if available).
- **Examples of previous relevant work.**

Proposals should be sent to [[recruitmentbd@helvetas.org](mailto:recruitmentbd@helvetas.org)] with the subject line "Proposal for Assessment of the Capacity and Operational Effectiveness of Disaster Management Committees at northwestern Zone of Bangladesh" outlining the methodology and work plan with a sample of previous work on or by 10<sup>th</sup> October 2024.

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## 11. Contact Information

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For further information or to submit proposals, please contact:

### Mohammad Mahmodul Hasan

Domain Coordinator

Water, Food and Climate Domain

Email: [mahmodul.hasan@helvetas.org](mailto:mahmodul.hasan@helvetas.org)

HELVETAS Swiss Intercooperation Bangladesh

House 30 CWN (A), Road 42/43, Gulshan 2

Dhaka 1212, Bangladesh

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## 12. Evaluation Criteria

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The assessment of the quotations will start with an assessment of the administrative criteria. That means that if these criteria aren't met in your quotation, this quotation will be put aside, and the award criteria of this quotation will not be assessed.

The quotations that meet the administrative criteria will be assessed against the award criteria. The award criteria are assessed according to the following distribution of points.

SN	Criteria	Max. Point
<b>1.</b>	<b>Administrative criteria</b>	
1.1	Proposal/ Quotation received within deadline by/before 10 <sup>th</sup> October 2024.	
1.2	Financial and technical proposal, including a time planning based on this ToR	
1.3	CV('s) of the proposed consultant(s) and team, proving relevant experience	
1.4	Copy of valid Tax Identification Number (TIN), Business Identification Number (BIN) (applicable for Firms) and Trade License.	
<b>2.</b>	<b>Award criteria (Technical and Financial)</b>	
	<b>Technical proposal</b>	<b>70 out of 100</b>
	<b>Understanding of ToR and Scope of Services:</b> Evaluation based on the depth of understanding of the ToR and the scope of services required.	10
	<b>Methodology:</b> Assessment of the quality, clarity, and appropriateness of the study tools, design, approach, and methodology proposed.	20
2.1	<b>Timeframe:</b> Evaluation of the ability to meet delivery dates, including the reliability and feasibility of the proposed execution timeline and workflow.	10
	<b>Skill and Experience:</b> Consideration of the relevant skills and work experience of the consultant/consultancy firm/lead person in the specific sector.	20
	<b>Team Composition:</b> Evaluation of the structure and qualifications of the proposed team, including the roles and responsibilities of each member.	10
2.2	<b>Financial Proposal:</b> Assessment of the financial proposal, focusing on the cost-effectiveness and realism of the budget plan in relation to the services proposed.	<b>30 out of 100</b>

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## 13. Mode of payment

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- Total fees for the assignment will be paid in two installments. The first installment (40% of the total fees) will be paid upon receiving Deliverable 1 (inception report) and the remaining amount (60%) will be paid upon acceptance of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Deliverable and final assignment report.
- The payment would be made through Bank transfer or account payee cheque by the consultant's name.
- VAT and TAX will be deducted from the source during payment as per government rules.



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#### **14. Other Terms and Conditions**

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- The selected consultant/consulting firm will implement the work with the project's focal person. The consultant will inform the focal person of the schedule to implement the assigned task.
- HELVETAS Swiss Intercooperation Bangladesh revises the right to accept or reject any proposal without giving any verbal/ written rationale.
- The last version of the assessment report will be treated as HELVETAS Swiss Intercooperation property.
- This assessment report or any part cannot be sold, used, or reproduced in manner without written approval of HELVETAS Swiss Intercooperation Bangladesh.
- HELVETAS Swiss Intercooperation Bangladesh or its representatives reserve the right to monitor the quality and progress during the assessment.
- HELVETAS Swiss Intercooperation Bangladesh reserves the right to decline, modify, delay or cancel the consultancy assignment at any time without providing any reason to the applicant, until the formal agreement with the winning bidder and duly shall not be liable for any costs or damages incurred by the applicant as a result of such actions.