

**Assam State Disaster Management Authority**  
**Government of Assam**  
**Invites**  
**Expression of Interest**  
**For**  
**Conducting Training Needs Assessment & Development of Training Modules**  
**On Incident Response System**

**Background**

The State of Assam lies at the heart of North-eastern region which is one of the most hazard prone regions in the Asian continent, with different areas being prone to multiple hazards like earthquakes, floods, landslides and cyclonic storms. Vulnerability to natural disasters combined with socio-economic vulnerability of the people living in the State pose a great challenge to the government machinery and underscores the need for a comprehensive plan for disaster response.

Although the State has a long history of battling disasters and providing adequate response, it has been realized that the response mechanism, as elsewhere in India, has certain shortcomings viz a) ad-hoc and emergent nature of arrangements and no prior training for effective performance; b) Lack of an orderly and systematic planning process; c) Unclear chain of command and supervision of response activity; d) Lack of proper communication, inefficient use of available resources, use of conflicting codes and terminology and no prior communication plan; e) Lack of predetermined method / system to effectively integrate inter-agency requirements into the disaster management structures and planning process; f) Lack of coordination between the first responders and individuals, professionals and NGOs with specialized skills during the response phase; and g) Lack of use of common terminology for different resources resulting in improper requisitioning and inappropriate resource mobilization etc.

Therefore, the Incident Response System which has been adopted by Government of India for effective, efficient and comprehensive management of disasters for minimizing losses to life and property by strengthening and standardizing the disaster response mechanism has been also accepted by the State government as the preferred disaster response mechanism in the State. However, IRS warrants adequate comprehension of the concepts, principles and mechanism, by all stakeholders from the Political Executive to the cutting edge level Incident management/response teams and Skill development of functionaries involved as per the IRS Organisation chart.

The Assam State Disaster Management Authority therefore proposes to undertake capacity building and skill development of all stakeholders for effective and efficacious response to disasters, through a Training Needs Assessment of the functionaries involved in IRS and development of need based modules for the different sections as identified in the Incident Response System. The goal is to ensure that adequately qualified, competent and equipped individuals are available as incident response teams, ready to respond to disaster situations.

**Scope of work**

- A. Conduct a Training Needs Assessment of functionaries involved in IRS as detailed in the guidelines issued by NDMA by assessing performance gaps and suggesting training and non-training interventions.
- B. To develop training modules for all stakeholders identified as per the findings of the training needs assessment.

**Assam State Disaster Management Authority invites EOI from Training Institutes/Agencies/Consultancies for the above service.**



## Qualification & Experience

1. Should have demonstrated experience in conducting at least three numbers of Training Needs Assessment for either National or State Government departments/ Public Sector undertakings/ organizations having a minimum annual turnover of Rs 50.00 lakhs.
2. At least 5 years experience in adult learning methods and techniques, including preparation of materials.
3. Should have experience in the development of minimum three training modules for organizations as listed in SI 1.
4. Should have minimum two Trainers/consultants having experience in conducting TNA & two trainers/consultants having experience in design and development of training modules as elaborated in SI 1& SI 3.
5. Should have 10 full time back up administrative staff on their payroll for providing necessary support.

Interested Training Institutes/Consultancies may submit their profile along with the details as given below:

- 1) **Name of the Training Institution/Agency/Consultancy**
  - a) Type of organization and **year of establishment**
  - b) Registration/ Affiliation
  - c) Activities carried out related to training etc from the year of establishment
- 2) Self attested copy of the **List of Training Needs Assessment** conducted by the Training Institution/Agency/Consultancy for different organizations viz National or State Government departments/ Public Sector undertakings/ organizations having a minimum annual turnover of Rs 50.00 lakhs.
- 4) **Copy of at least one TNA report with detailed methodology** adopted for the purpose
- 5) Self attested copy of the **List of Training Modules** developed by the Training Institution/ Agency/ Consultancy for different organizations viz National or State Government departments/ Public Sector undertakings/ organizations having a minimum annual turnover of Rs 50.00 lakhs.
- 6) **Copy of one standard training module** developed
- 7) Illustrative **Profile/CVs of minimum two Faculty/trainers/consultants** on their payroll or associated with them
- 8) List of back up administrative staff on their payroll.

**Training Institutes/Consultancies will be shortlisted for next stage of evaluation to engage an agency to carry out the scope of work for ASDMA in accordance with the procedures set out by Assam State Disaster Management Authority based on the EOIs received and evaluated.**

EOI must be delivered on or before 12<sup>th</sup> January 2012 at the following address

**Disaster Management Cell  
Block C, 2<sup>nd</sup> Floor  
Assam State Secretariat  
Dispur, Guwahati- 781006**

*The EOI may also be downloaded from*  
**<http://www.sdmassam.nic.in>**

EOI's received after the last date of submission shall not be considered. Assam State Disaster Management Authority shall not be responsible for any delay in submission including delay due to postal or any other reason whatsoever.

  
21/12/11

Chief Executive Officer

Assam State Disaster Management Authority