

**Terms of Reference for Consultant under GoI-UNDP-USAID Project on ‘Developing Resilient Cities through Risk Reduction in context of Disaster and Climate Change’,
Disaster Management Cell, Municipal Corporation Shimla, Himachal Pradesh**

Introduction:

As per annual work plan for the year 2017 under GOI-UNDP Project supported by USAID “Developing Resilient cities through Risk Reduction in the context of Disaster and Climate Change”, one of the objective is to prepare a Hospital Disaster Management Plan of IGMC. In this context, interested individual consultant or organization is requested to submit their application in reference to advertisement dated 14th July, 2017 in Divya Himachal, Daily Post and Giriraj on 19th July, 2017 newspaper as per below mentioned terms and condition:

Scope of Work:

Preparation of Preparation of Hospital Disaster Management plan of IGMC Hospital

Specific tasks are given below:

- One to one Meetings with the Disaster Management Committee of IGMC;
- To train the Committee on how to use the plan and to update it;
- To conduct a tabletop exercise to check the effectiveness of the plan;
- Study and research of primary and secondary data and supporting documents;
- Presentation of a draft and final report on Hospital Disaster Management Plan before the committee;
- Any other activities, which are required under preparation of the Hospital DM Plan.

Technical Evaluation (support documents should be sealed in separate envelop marked Section-A Technical Proposal):

Sr. No	Criteria	Maximum Marks
1	Approach and Methodology (10 minutes power point presentation of 10 slides) to be evaluated by the DM Committee of IGMC	30
2	Relevant Experience (10 marks for one or more DM Plan of tertiary care hospital and 10 marks for one or more State/District/City/Departmental Disaster Management Plan) Letter of award/acceptance of plan from concerned department/state/district/city or awarding/accepting agency will qualify as supporting documents.	20
	Total	50

Selection Process:

A two-stage procedure will be adopted for evaluating the proposals:

1. A technical evaluation, which shall be carried out prior to opening the financial proposal. A technical proposal should score at least 70 percent points to be considered for financial evaluation. EMD of Rs.4000/- by DD/FDR should be form part of Section-A Technical Proposal.
2. A financial proposal is inclusive of all taxes and other related expenditure.

Payment Plan:

Sr. No	Payment
1	20% within 15 days of the award
2	50% on acceptance of first Draft Report by IGMC DM Committee
3	30% on acceptance of final submission by IGMC DM Committee

Tenure

The time period for the preparation of Hospital Disaster Management Plan will be Four months from the award of Contract.

Place of Assignment

IGMC Hospital, Shimla, Himachal Pradesh.

Sd,
Commissioner
Municipal Corporation, Shimla