



**NATIONAL DISASTER MANAGEMENT AUTHORITY  
MINISTRY OF CLIMATE CHANGE  
GOVERNMENT OF PAKISTAN  
ISLAMABAD**



**Tender Notice for Consultancy Services to review National Disaster Response Plan (NDRP) 2010 & National Industrial Hazard Risk Assessment.**

NDMA invites Tender notice for Individual Consultancy Services from Active Taxpayers of the Federal Board of Revenue to review National Disaster Response Plan (NDRP) 2010 & Consultancy Firms/ Joint Ventures/ Consortium of Firms registered in Pakistan for National Industrial Hazard Risk Assessment respectively.

2. Bidding documents containing detailed terms and conditions, Scope of work, Deliverables (timelines) and required skills for individual consultant and consultant firms, procedure for submission of bids, bid security, bid validity, bids opening, bids evaluation criteria, clarification/rejection of bids, etc are available at the Office of the Undersigned. Interested individuals may obtain these documents, after submission of pay order / demand draft of Rs. 500/- (non-refundable) in the name of Director (Admn & Proc) NDMA, Islamabad. Bidding documents can also be downloaded from NDMA website, free of cost.

3. Single stage two envelopes procedure will be adopted. "Technical" & Financial" Bids in separate sealed envelopes, prepared in accordance with the instructions / requirements, must reach Undersigned on/or before 1100 hours by 19<sup>th</sup> December, 2016. Late submission(s), if any, will not be accepted.

4. "Technical Bids" will be opened in Room No. 220-E, NDMA, on 19<sup>th</sup> December, 2016 at 11:30 hours in the presence of the interested individuals, consultants and the Firms as the case may. Financial Bids of technically qualified individual consultant and firms (i.e. proposals compliant to technical specifications and other terms & conditions) shall be opened publically on date and time to be specified later. The "Financial Bid" must be supported by earnest money @ 5% of the total bid value, in the shape of pay order/demand draft/call deposit in the name of Director (Admin & Proc).

5. NDMA reserves all the rights to accept or reject any or all of the bids at any time in public interest as per PPRA rules.

6. This Advertisement is available on NDMA's website i.e., [www.ndma.gov.pk/](http://www.ndma.gov.pk/) and on PPRA's website i.e., [www.ppra.org.pk](http://www.ppra.org.pk).

**Director (Admn & Procurements)**

National Disaster Management Authority (NDMA), Room No. 217-B,  
Prime Minister's Office, Bari Imam Road, Islamabad. 44000.  
Telephone: Office: 051 9087 - 866 / 843 & 823

**Consultancy Services to review National Disaster Response Plan (NDRP) 2010**  
**ADVERTISEMENT OF 2<sup>nd</sup> December, 2016**  
**TERMS AND CONDITIONS FOR BID AND BIDDERS**

1. **Tender Identification Number.** TENDER No. 03 / 16-17.
2. **Title.** Individual Consultancy services to review NDRP 2010” through “SINGLE STAGE TWO ENVELOPE METHOD”.
3. **Procurement Agency.**

National Disaster Management Authority  
Prime Minister’s Office Premises  
Islamabad
4. **Last Date & Time for Submission of Bid.** 19<sup>th</sup> December, 2016 11:00 Hours.
5. **Bid Opening Date & Time.** 19<sup>th</sup> December, 2016 11:30 Hours.
6. **Bid Opening Address.**

Room No. 220-E  
National Disaster Management Authority  
Prime Minister’s Office Premises,  
Islamabad.
7. **Bid Opening Process / Method.** NDMA will follow **Single Stage, Two Envelope** process in accordance with **Rule 36(b) of PPRA Rules 2004**. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The proposal should be clearly marked with “Technical Proposal” and “Financial Proposal”. In the first instance, only technical proposal will be opened and scrutinized. The financial proposal of only qualifying individuals will be opened. The financial proposals of individuals not meeting the required specifications/ criteria will be returned unopened.
8. **Bid Validity Period.**
  - a. Bid validity period should be 90 days from the date of opening of Tender. The amount of the bid and bid security / earnest money shall be in Pak Rupees. The bidders are required to deposit **earnest money (refundable) equal to 5% of the bid value** in the shape of either **pay order or demand draft** in favor of Director Administration, NDMA, with their FINANCIAL PROPOSALS. However, the bidder will furnish a certificate with TECHNICAL PROPOSAL that the earnest money has been submitted. **Bids not accompanied by bid security / earnest money will not be entertained.**
  - b. Bid security / earnest money of successful bidders will alone be retained till expiry of contract period.

9. **Rejection of Bid.**

a. Incomplete and conditional quotations will be rejected forthwith. b. Bids received after due date & time will not be accepted.

10. **Compliance Instructions.**

a. Quoted rates should include all applicable GoP taxes.  
b. No cutting / overwriting of the offered prices will be accepted.

11. **Introduction / Background.** National Disaster Management Authority (NDMA), is an autonomous and constitutionally established Federal Authority mandated to deal with entire spectrum of disaster and their management. The NDMA formulates and enforces National disaster policies, at federal and provincial levels and collaborates closely with armed forces, various government ministries, departments, civil society, international agencies, foreign governments, UN agencies and all relevant stakeholders and also formulates National Plan for disaster response, recovery and risk reduction.

12. NDMA's disaster preparedness efforts are aligned with Sendai Framework for Disaster Risk Reduction (2015-2030). National Disaster Response Plan (NDRP) 2010, was formulated after the super Floods of 2010 with an aim to prepare/enhance national capacities for ensuring effective response in case of disasters. At the time of formulation of NDRP-2010, it was aligned with Hyogo Framework for Action (2005-2010).

13. National Disaster Management Plan (NDMP) was formulated in 2013, aims at enhancing the capacity of the Country for disaster risk management, consistent with the relevant provisions of the National Disaster Management Act 2010. Its major objectives are:-

- a. Develop resilience in the society against disasters.
- b. Mitigate damages from recurring multiple disasters.
- c. Reduce Disaster Risk and Vulnerabilities, particularly those of the poor and marginalized groups.
- d. Clarify the roles and responsibilities of the disaster management stakeholders at country level.

14. **Need to Review NDRP-2010.** National Disaster Response Plan 2010 needs a review owing to the following factors:-

- a. Time bound review and updates are required as almost six years have passed since the inception of the Plan.
- b. To align it with NDMP, formulated in 2013 after exhaustive effort and input of all stakeholders as compared to NDRP 2010.
- c. Recurrent disasters after 2010 and experiences learnt thereof need to be incorporated in NDRP.

- d. NDRP also has to be aligned to Global Frameworks i.e SFDRR (2015-2030), SDGs Framework 2015 and Paris Climate Change Agreement 2015.
- e. Update the Plan to rationalize roles and responsibilities of Government Department / Ministries in post Devolution Scenario during response situations.
- f. Capacities for disaster preparedness and response needs optimization as per ground realities.
- g. Extensive response and relief capacities tested during the last six years with indigenous human and material resources.
- h. Major national, regional and global response efforts owing to various calamities (2011, Tsunami, Haiti Earthquake, Nepal Earthquake, Nergis Cyclone Myanmar, Yemini & Phet Cyclones Pakistan, 2015 Earthquake in Pakistan besides 2010, 2014 & 2015 floods).
- i. Regional & global response frameworks / agreements.

15. **Scope of Work**

- a. Complete Review of existing Document of NDRP 2010, identifying redundant / irrelevant text and its segregation from useful txt.
- b. Formulation of an easy to comprehend and easy to refer format, noncomplex in nature.
- c. The Plan should address:-
  - (1) Four response levels i.e. communities, districts, provincial and national.
  - (2) Disaster preparedness aspects to include range of structural and non-structural measures.
  - (3) Aspects relevant to climate change adaption.
  - (4) Protection and gender mainstreaming issues.
  - (5) Inter department coordination mechanism at national and provincial level.
- d. Multi hazard management approach to be ensured in planning and response paradigm.
- e. Utilize knowledge of hazard risk assessment studies undertaken by NDMA and other development partners.
- f. Disaster preparedness and response efforts to be aligned with risk reduction, climate change adaption and resilience agendas.
- g. Best practices underpinning disaster preparedness and response to be mainstreamed.
- h. Provide guidance consistent with its scope to disaster preparedness and response actors.

- i. Produce through a consultative effort incorporating inputs/feedback of relevant national, provincial, district and non-government stakeholders.
- j. Comprehensive format for development of Disaster Management Response Plan at Provincial, districts, sub districts and departmental level to act as guiding instructions and SOPs for its preparation and periodic updates for assured uniform preparedness and response practices.
- k. Coordination Mechanism with UN agencies and donors for humanitarian assistance.
- l. Response guidelines for provision of overseas humanitarian assistance.
- m. Contingency Scenario of all natural calamities confronted by Pakistan to include Earthquake, Tsunami, Flood (riverine, urban, flash), GLOF, Landslide, Tornado, Cyclone and Drought.
- n. Identification and response planning of contingency scenarios of visualized manmade disasters in the environment of Pakistan as agreed upon at the time of submission of inception report.
- o. Formulation of institutional Disaster Risk Management (DRM) Guidelines, aligned with ground realities for preparedness, response, rescue, relief, early recovery and damage assessment against all natural & manmade disasters based on best international practices as well as indigenous experience.
- p. Roles and responsibilities for all stakeholders including GoP / Provincial Govts / AJ&K Govt / Govt of GB / FATA, UN Agencies, local/international Humanitarian organizations, NGOs & Civil Societies.
- q. Each disaster contingencies must encompass a small to mega disaster contingencies along with well-conceived multiple disaster contingency scenarios as well.
- r. Experiences of Earthquake 2005, Super Floods 2010 must be incorporated in wholesome.
- s. Must be coherent with National Disaster Management Act 2010.
- t. No digression from NDMP and aspects related to DRM as defined in NDMP must be included where required.
- u. Must be futuristic and aligned to Global Frameworks.

16. **Deliverables**

a. **Timelines**

<b>Ser</b>	<b>Activity</b>	<b>Timeline / Duration</b>
(1)	Inception Report Submission. The report should cover brief outline/format of proposed plan, consultation dialog roadmap and execution approach and methodology.	One week from date of award of contract
(2)	Submission of proposed amendments in the	2 Week

	existing Plan for necessary approval from NDMA	
(3)	Periodic Progress Review – I	3 Weeks
(4)	Periodic Progress Review – II	3 Weeks
(5)	Submission of First Draft	3 Weeks
(6)	Consultative Dialog	2 Weeks
(7)	Final Submission	2 Weeks
<b>Total</b>		<b>16 Weeks</b>

- b. Ready to Print Document with 3 x hard copies and soft copies in an agreed upon format of printing (duly designed by an expert) within 16 weeks of award of contract.
- c. Power point presentation of Final document for presentation to National Disaster Management Commission.
- d. Record of Consultative and Focus Group meetings.
- e. Seeking consensus and written approval of NDMA, PDMA/SDMA/GBDMA/FDMA in writing through visits / consultations / presentation duly incorporating their observations / inputs while facilitated by NDMA in respect of arrangements of such consultation.

17. **Terms and Conditions**

- a. **Eligibility.** Only Individual Consultancy Services are required and proposals from the firms will not be entertained.
- b. **Duration**
  - (1) Assignment is expected to start by 3<sup>rd</sup> week of December, 2016.
  - (2) Estimated time of completion of the Assignment is 4 months from date of mobilization.
  - (3) The assignment shall be on lump-sum basis.
- c. **Focal Person.** Director (Response) NDMA will be the Focal Person on behalf of the NDMA.

18. **Required Skills For Individual Consultant**

- a. Must have experience and exposure in Development Sector and Disaster Management field (specific to our environment besides at regional level).
- b. Must be holding a Master Degree (prerequisite) and Master in Disaster related subjects (desirable) and should have remained associated with preparation of National level plans / policies.

- c. Have fair experience of work with UN organizations, world and reputed organizations working in the field of humanitarian response.

19 **Proposal should be submitted in two separate envelopes:-**

- a. **Technical Proposal.** To include:-

- (1) Personal profile (qualification, overall experience).
- (2) Experience specific to the assignment.
- (3) Proposed approach and methodology to undertake the assignment within given scope and duration.

- b. **Financial Proposal.**

**Note:**

- The two separate envelopes be sealed in one single packet.
- Selection shall be based on quality cum cost based criteria.

20. **Non-Disclosure Agreement.** Data, reports and other associated information's collected under the assignment for which consultant was hired, and any data/information's which is shared with consultant for analysis by NDMA, will remain a property of NDMA and consultants will be bound to sign Non-Disclosure Agreement.

**Consultancy Services for National Industrial Hazard Risk Assessment**  
**ADVERTISEMENT OF 2<sup>nd</sup> December, 2016**  
**TERMS AND CONDITIONS FOR BID AND BIDDERS**

1. **Tender Identification Number.** TENDER No. 03 / 16-17.
2. **Title.** Consultancy Firms/ Joint Ventures/ Consortium for National Industrial Hazard Risk Assessment through “SINGLE STAGE TWO ENVELOPE METHOD”.
3. **Procurement Agency.**

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10. **Compliance Instructions.**

- a. Quoted rates should include all applicable GoP taxes.
- b. No cutting / overwriting of the offered prices will be accepted.

11. National Disaster Management Authority (NDMA), is an autonomous and constitutionally established Federal Authority mandated to deal with entire spectrum of disasters and their management. The NDMA formulates and enforces National disaster policies, at federal level and collaborates closely with all relevant stakeholders. Industrial disasters are the major concern of NDMA which falls in the realm of man-made disasters.

12. With the rapid industrialization and construction of housing societies in close vicinity of industrial zones, the risk to population has increased manifolds. To address the given concern, there is a dire need to carry out risk assessment of all industries in Pakistan with a view to formulate pragmatic and effective mitigation strategies at all tiers of response i.e National, Provincial, District and industry level. The assessment to encompass all industries / factories (Public & Private) at macro level.

13. **Scope of Work.** Carry out industrial hazard assessment, exposure analysis, and calculate / assess vulnerabilities and risk based on primary/secondary data and field assessments:-

- a. The Study will be carried out at National Scale at macro level.
- b. It will cover multi-dimensional aspects of industrial accident visualized and analyzing their types, magnitude, triggering factors and response requirements.
- c. The assessment will be based on field sample surveys, field visits of vulnerable industries, collection of primary and secondary data, focused group meetings with relevant stakeholders and ground truth of secondary data.
- d. Geo-tagging of Industries along with secondary statistics to include production, storage, transportation, workforce etc.

- e. Determine likelihood of industrial disaster during processing, storage and transportations of products.
- f. Vulnerability and Exposure Analysis with identification of all tangible and non-tangible elements at risk to industrial hazards.
- g. Provide a comprehensive risk picture of the study area with clear identification of hotspots / localities that are prone to industrial hazards.
- h. Evaluate the present Disaster Risk Reduction (DRR) Policies and Legislations concerning industrial hazard assessment.
- i. Provide recommendation and propose new interventions & strategies for DRR based on results and findings of the assessment.
- j. Legal aspects of the industry including alignment or otherwise with the Global Framework and national standards / policies on industries.
- k. Safety and security standards including SOPs, policies and procedures for disaster mitigation.

14. **Deliverables**

- a. Macro level industrial hazard, gap analysis (safety protocols), vulnerability and risk assessment at National scale of following industries:-
  - (1) Manufacturing Industries.
  - (2) Arms, Ammunition and Explosive production & storage units.
  - (3) Oil/Gas Fields.
  - (4) Oil Refineries.
  - (5) Flammable Gas Storage Units.
  - (6) Chemical Industries.
  - (7) Pesticide and Fertilizer Industries.
  - (8) Pharmaceutical Industries.
  - (9) Other volatile industrial units.
- b. Inception report covering detailed methodology to be adopted on Industrial hazard assessment as well as format of Final Document.
- c. Ready to print document (designed by an expert) of National Industrial Hazard Risk Assessment study comprising following essential parts:-

- (1) Hazard Zonation Maps indicating high, moderate, low and no exposure zones and Hotspots (Hazardous Zones) of hazards prone industrial regions in Pakistan on a GIS Format.
  - (2) Multi exposure weighted analysis of disaggregated population (i.e age, gender, physical disability), environment, infrastructure, livelihood and economic activities.
  - (3) Gap analysis of existing strategies and policies concerning industrial hazards and its risk management, and with recommendation to improve shortfalls.
  - (4) Based on risk assessment, prioritization of industrial zones / types for Micro level industrial risk assessment studies.
  - (5) Input of each Industry / Factory on Climate Change and contributions towards polluting the environment.
  - (6) NIHRA Atlas - A3 size (Hazard, Exposure, Vulnerability and Risk Maps, Info-graphs and other visual outputs).
  - (7) Technical reports covering assessment methodology and hazard, exposure, risk & vulnerability maps and analysis result.
  - (8) Summary Report describing guidelines concerning how to consult this document (ATLAS and Report) for common users.
  - (9) Recommendations for DRR and Response Strategies.
  - (10) Steps required to bring them in line with Global Framework, National standards and Policies on industries.
- d. Provision of all material study related to Geospatial and conventional data.
- e. Record of Consultative and Focus Group meetings.

15. **Schedule**

Sr.	Activities	Timeline/ Duration
a.	Submission of inception detailed Methodology Report. The report should cover brief outline, format of the study document, data to be collected, consultation dialogue schedule and execution methodology.	2 Weeks
b.	Field visits, primary and secondary data collection, development of Geospatial database for NIHRA.	4 Weeks
c.	Hazard Assessment, Development of Hazard Zonation Maps.	3 Weeks
d.	Vulnerability and Exposure Assessment	2 Weeks
e.	Risk Assessment, Recommendation on the basis of gap analysis.	3 Weeks
f.	Draft Submission / Review of NIHRA Atlas and report.	2 Weeks
g.	Final Submission of all deliverables	2 weeks
<b>Total Weeks</b>		<b>18 weeks</b>

16. **Terms and Conditions**

- a. **Eligibility.** Only consultancy Firms / Joint Venture's / Consortium of firms are eligible to apply and individual consultant will not be entertained.
- b. **Potential Software.** A number of software tools on risk mapping and statistical analysis like SPSS and Arc GIS are available for specific risk assessment and modelling tools along with Arc GIS active support. The Consultant Firm will work closely with NDMA to review the existing software's and adapt tools that suit the activity. In addition, DESINVENTOR and other Global and National level databases which have been applied widely in the South American and Asian regions can be a very useful

addition for historical information. The selected firm must have experience in using such soft-wares or better ones in same category.

- c. **Team Composition**. The Consultant Firm should have credible experience of assessment on the risk assessment at National (prerequisite) and International level (desirable) with the mandatory requirement of having following experts on its panel / associated consultants:-

- (1) Chemical / Industrial Expert.
- (2) Industrial Safety Expert.
- (3) Chemical, Biologic & Nuclear Exposures Expert.
- (4) Environmentalist.
- (5) Socio-Economic Expert.
- (6) GIS & RS Specialist.
- (7) Medical Specialist.
- (8) Risk and Vulnerability Analyst.

- d. **Duration of Study**

- (1) Study is expected to start by 3<sup>rd</sup> week of December, 2016.
- (2) Estimated time of completion of the Assignment is 18 weeks from date of mobilization.

- d. **Focal Person**. Director (Response) NDMA will be the focal person on behalf of the NDMA. Project Director (Project Management Unit) of NDMA will be the Technical Focal Person.

- b. **Firms**

- a. Firm (s) / Joint Venture's undertaking this assignment should have minimum of 15 years (**preferably 20 years**) experience in Public and Private Sectors for dealing with formulation of Policies / Plans at National level.
- b. Must provide CVs (duly signed) of its qualified team, proposed to carry out this assignment with minimum of required man-months.
- c. Technical proposal must include Consultancy Firm's / Joint Venture's profile, technical staff strength, geographical extent of work executed to-date, Approach & Methodology to carry out this work, team CVs & strength,

man-months proposed, last 3 years audited reports etc, details of NTN, International Certification, Appreciation Letters / Awards.

d. Manning schedule and activity chart.

17. Proposal should be submitted in two separate envelopes:-

a. **Technical Proposal**

(1) Letter of association of panel of experts.

(2) Letter of Joint Venture / Consortium.

b. Financial Proposal.

**Note:**

- The two separate envelopes be sealed in one single packet.
- Selection shall be based on quality cum cost based criteria.

18. Non-Disclosure Agreement. Data, reports and other associated information collected under the assignment for which consultants were hired, and any data / information which is shared with consultant for analysis by NDMA, will remain the property of NDMA and consultants will be bound to sign Non-Disclosure Agreement.