

Terms of Reference

School Based Activities and Development of Messages for Pakistan School Safety Framework

Introduction:

As part of its agenda to increase national and provincial capacities in implementing a Child-Centered Disaster Risk Reduction approach in preparing and responding to disasters, as well as early recovery, NDMA intends to engage the services of an experienced consultant/organizations for conducting activities in selected schools as part of Pakistan School Safety Framework (PSSF) in ICT.

Worldwide 70% of the pupils are enrolled in schools in high seismic zones. Over the last decade, Asia has suffered the greatest number of disasters caused by natural hazards. The aim of this activity is to minimize exposure of children to hazards and vulnerabilities and enhancing their capacities to adopt to a changing environment in the face of an uncertain climatic future.

NDMA has taken this initiative as Pilot in 5 selected schools with the goal to:

- To promote participatory learning in school children in preparation, mitigation and response to disasters
- Disseminating Child-Centered Disaster Risk Reduction messages through informal educational activities

Assignment/Deliverables:

1. Development of content of 5-7 messages, activities with clear timelines on the theme of school safety and climate change.
2. Propose and conduct school based activities in five (05) selected schools of Islamabad as Pilot (school theater, poster/drawing competition, plays etc.)
3. Select two groups of students for activities:
 - (i) Primary Students (Grade I-V)
 - (ii) Secondary Students (Grade VI-X)
4. Propose/develop messages in various mediums (print, audio, video, IPC)

Terms of Reference:

1. Message content and activities will be decided in close consultation with NDMA.
2. The messages will be produced in English/Urdu in simple language comprehensible to school children.

3. Cost of the overall project will include content development, conduct of activities, printing and development of messages in approved format
4. NDMA will hold all copyrights to the published material

Duration of the Assignment

The consultancy is open to consultants/organizations. It is anticipated that the activity will take place at the end of December. Please develop your offers maximum by December 20th 2017.

Sequence of Deliverables:

Content/Activity Development and Approval-

- Share brief description of activities and messages with logical sequence before its development.
- Share detailed contents of the activities to be undertaken in schools for approval

Design Approval-

- Share design options of messages with corresponding illustrations & design elements to get approval on the font design, size, paper, colour etc.

Printing and Delivery

- Print and deliver after final approval from NDMA.

Duration of the Assignment

60 days from the signing of the contract

Payment Schedule:

Development of Messages 30%

Conduct of Activities in Schools 70%

Quotations:

- Quotations should include technical proposal with background and past experiences
- CVs/ past experience with similar assignments
- Brief background of the topic to demonstrate conceptuality of the assignment
- Detailed work plan with timelines
- Financial proposal with a lump sum amount along with a breakdown
- All supporting documents, technical and financial proposals must be submitted as one document

Disclaimers:

NDMA will not be responsible for booking and payments of workshop venues

NDMA will not be responsible for boarding and lodging of participants

NDMA will not be responsible for travel allowance of any of the participants

NDMA may require the applicant to clarify their quotation during presentation. However the applicant may not modify their quotation after the deadline for submission of quotations.

NDMA reserves the right to stop the service hiring procedure completely or partly, temporarily or permanently until the moment of contract signing. In these situations applicants are not entitled to reimbursement of any costs or damages incurred in connection with this service hiring procedure.

Financial quotations should be valid for at least three months after the deadline for handing in quotations.

NDMA cannot be charged in any way for costs related to preparation and submission of a quotation. This can also include interviews and/or providing further information about the quotation.

The risk of any costs and/or damages which may arise by not awarding this contract to a bidder lay solely with the bidder. NDMA cannot be held responsible for any such costs or damages.

By submitting a proposal to email ID **fo.gcc@ndma.gov.pk** by -----, 2017, the applicant/firm agrees all the terms and conditions specified in this procedure and the provisions of the contract template. The proposal will not contain any reservation(s) to these terms and conditions. A proposal with one or more reservations can be excluded from the procedure.