

## **SERVICES OF A CONSULTANT FIRM REQUIRED FOR DEVELOPING ONLINE TRAINING COURSES**

National Disaster Management Authority, Pakistan, has signed a Letter of Agreement (LOA) with UNDP Pakistan Office in November, 2020 to implement a “Disaster Risk Reduction in Pakistan” Project. Under the agreed project activities, NDMA, through National Institute of Disaster Management (NIDM), is responsible to develop four (4) self-paced online courses on disaster risk management and pandemic management in the country. In this regard, NIDM requires the services of a consultant firm to develop online content for and upload the four courses on the NIDM website.

<b>Consultancy</b>	<b>No.</b>	<b>Qualification / Experience</b>
<b>Develop four (4) online courses on DRM &amp; pandemic management, and upload on NIDM website</b>	01	<ul style="list-style-type: none"><li>• The interested consultant firm(s) shall be tax registered</li><li>• National or international consultancy firm incorporated for at least five (5) years.</li><li>• The consultant firms should have prior experience of at least 5 years of conducting trainings, preferably including online trainings, in DRM &amp; public health management fields, and have completed similar projects of this scale and complexity.</li></ul>

The interested consultant firms, meeting requisite qualification/experience as per the ToRs (attached and available on [www.ndma.gov.pk](http://www.ndma.gov.pk)) may submit their detailed proposals (technical and financial proposals) to the undersigned within 15 Days of publishing of this advertisement on the following address. The Selection Committee reserves the right to reject/cancel any/all applications prior to award of contract. Applications received after due date and incomplete documents shall not be entertained. Firms will be shortlisted based on qualification of the key personnel, prior experience of developing online contents and knowledge of disaster risk management / pandemic management in the country.

**Attn:** Assistant Director (Projects), Room 232-A, 2<sup>nd</sup> Floor, NDMA, PM Office, G-5, Islamabad

**Dated:** 26.03.2021

## **Terms of Reference**

### **Development of 4 online courses on DRM / Pandemic Management**

#### **Background**

National Disaster Management Authority (NDMA), Pakistan, is the apex implementing, coordinating and monitoring body for disaster management in the country, established under the National Disaster Management Ordinance, 2006 (enacted by the Parliament as NDM Act, 2010). Since its inception, NDMA has been actively working on disaster risk reduction to increase Pakistan's resilience against natural disasters. Capacity building and raising awareness is an important component of NDMA's DRR agenda, and NDMA has established a National Institute of Disaster Management for same, operationalized since 2010.

NDMA and UNDP has signed a Letter of Agreement in 2020 to implement "Disaster Risk Reduction in Pakistan" Project. One of the key activities under the project is supporting capacity building efforts of NIDM, especially during the ongoing COVID-19 pandemic where in-person trainings are not advisable, through development of online courses focusing on building capacity of government officials and development practitioners for disaster risk reduction, climate change adaptation and pandemic management in Pakistan.

#### **Overview of the Consultancy Assignment:**

The consultancy assignment focuses on developing online content for following self-paced courses and uploading on NIDM website:

1. Disaster Risk Management in Pakistan
2. Disaster Risk Reduction (DRR) through Climate Change Adaptation (CCA)
3. Public Health Emergency / Pandemic Management in Pakistan
4. COVID-19 Risk Assessment and Mitigation Measures

The selected consultant firm will work in close coordination with NIDM / NDMA to develop course outlines, online content including videos, presentations, graphics and training manuals, and upload on NIDM website. The duration of each course will be around 2 – 3 hours (divided into various modules).

#### **Scope of the Consultancy Assignment:**

The Consultant Firm will work under the overall supervision of Director (Implementation), DRR Wing, NDMA. The selected Firm will perform the following duties:

- Desk Review to be carried out of existing similar online courses being offered from other leading organizations / institutions, globally, and propose aspects to be covered in the online courses being developed

- Submit inception report with detailed breakup of timeline and methodology for delivering lectures, list of trainers, table of contents for all courses, duration, and course modules
- Develop lesson plans for each course based on the approved course agenda by NDMA / NIDM and develop training manuals for course participants
- Develop content for online courses through approved trainers and approved timeframe using various teaching methods and tools
- Prepare course brochures for display on websites, social media and wide dissemination
- Finalize the “open source” online platform / software (with necessary modifications/customization), Link up the online platform with NIDM website/server, upload courses on NIDM website and made available for potential trainees to complete trainings
- Ensure that online platform / software includes trainees profiles forms, compiled and accessible in the form of alumni database
- Design and upload post-test evaluation forms, required to be filled by trainees after completion of each course
- Design course completion e-certificates for each course and devise built-in mechanism in the online platform / software for issuing/downloading of such e-certificate after successful completion of courses by the trainees
- Develop final report of all courses

#### **Deliverables & Payment Schedule:**

The assignment has following deliverables, timeline for completion and payment schedule:

<b>Deliverables</b>	<b>Deadline</b>	<b>Submission</b>	<b>Payment</b>
1. Inception Report & Submit outlines of the 4 courses	Within 05 working days	Inception Report	20%
2. Develop online content for the 4 courses, including PowerPoint presentations, training manuals, online contents (videos), etc.	Within 20 working days	Draft Content for 4 online Courses	40%
3. Incorporate feedback from NIDM / NDMA & Upload Courses on NIDM website	Within 05 working days	Finalize Content & Upload on Website	40%

#### **Selection of the Consultant Firm:**

The selection of the Consultant Firm will be based on relevant prior experience and capacity to undertake such assignment. Interested Firms should submit their complete profile along with relevant documents and financial as well technical proposals by the last date.