



## Request for Proposals for Virtual Cadre Training of KSDMA

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### 1) Snapshot of the project

Programme	Virtual Cadre Training
Organized by	Kerala State Disaster Management Authority
Supported by	UNICEF
Departments	1) Preliminary DM Training for Dairy Development, Higher Secondary Education, Collegiate Education, Industries, Forests and Wildlife, Ports, Public Works, LSG(Urban), NORKA, I & PRD & Social Justice 2) Refresher Training for Health and Family welfare, Irrigation, Kerala Water Authority, Agriculture, Soil Conservation, Mining and Geology, Land Revenue, Animal Husbandry, General Education, Ground Water, Tourism, LSG(Panchayath), Civil Supplies, Fisheries
Reference	G.O(Rt)No:56/2017/DMD; dated 25 <sup>th</sup> November 2017, G.O(Rt)No:111/2018/DMD; dated 28 <sup>th</sup> February 2018
Year	FY 2021 – 22
Link	<a href="https://sdma.kerala.gov.in/virtual-cadre-2/">https://sdma.kerala.gov.in/virtual-cadre-2/</a>
Issued on	05 <sup>th</sup> March 2022

### 2. Background

To strengthen the disaster management capacity of the nodal departments, Government vide G.O (Rt) No: 56/2017/DMD; dated 25<sup>th</sup> November 2017 had initiated a project called Virtual Cadre for disaster management, subsequently vide G.O (Rt) No: 111/2018/DMD; dated 28<sup>th</sup> February 2018 Social Justice department was also included in the list. The goal of the project is to mainstreaming disaster risk reduction into sectoral departments, thereby mitigate the risk of disasters in each sector. The virtual cadre is to be formed in 26 departments of the state. As part of the interventions by KSDMA with support from UNDP and UNICEF, till date 15 departments were being trained and support was given to these department for the preparation of the departmental DM plans. Remaining 11 department officials have to be rendered training for enabling them to prepare Departmental DM plan. Refresher training for the officials from 15 departments shall also be executed in order to ensure the continuum.

### **3. Virtual cadre – salient features**

The government order has clearly laid out the roles and responsibilities of the virtual cadre officers as mentioned above.

The salient features of this cadre are as follows

- The virtual cadre will be 15 nominated officials by the H.O.Ds of the respective departments (one each in every district and one in the State level) with at least 20 years more of service left.
- The members of this cadre shall be representing the respective departments for disaster risk reduction activities of that particular department.
- The virtual cadre officials are expected to facilitate preparation of departmental disaster management plans and also provide input in the annual plan of the departments.
- The officials are also expected to support State/District emergency operations during the time of emergencies.
- The officials will also support the State and District Disaster Management Authorities as and when required.
- The virtual cadre officers will play a major role in prevention and mitigation phases of disaster management.

The virtual cadre officers are envisioned to be the ‘champions of disaster management’ in their respective departments. Thus, this is a long term engagement towards a disaster resilient state.

### **4. Proposed programme**

#### **a) Preliminary training (basic – First level) for the virtual cadre officers of 11 departments**

In the current financial year 2021-2022, KSDMA in collaboration with UNICEF is planning to conduct training for virtual cadre officers of 11 departments on basic disaster risk reduction and preparation of departmental disaster management plans. The departments are

1. Dairy Development
2. Higher Secondary Education
3. Collegiate Education
4. Industries
5. Forests and Wildlife
6. Ports
7. Public Works
8. LSG (Urban)

9. NORKA
10. I & PRD
11. Social Justice

b) Advanced Training (Second level) for Virtual Cadre Officers of 15 departments

From FY 2018-19, KSDMA has been engaged in conducting trainings for the virtual cadre officers of 15 departments. They are

1. Agriculture
2. Animal Husbandry
3. Health
4. Land Revenue
5. Mining and Geology
6. Irrigation
7. Soil Conservation
8. Water Resources
9. Civil Supplies
10. Education
11. Fisheries
12. Ground Water
13. LSG planning
14. Panchayats
15. Tourism

These departments shall be given an advanced level of training which will primarily be focussed on mainstreaming DRR into their departmental annual plans, amending the departmental plans for departments which have already made and preparing plans where it is not yet prepared. Exposure visits as needed can also be planned.

Training proposals for physical mode as well as online mode training may be send to KSDMA since there are COVID related restrictions. The training can adopt to a hybrid mode also according to the COVID related regulations existing at that time.

In the physical training mode, the number of days may be as follows

1. Preliminary Training – 2 full days/ department official
2. Advanced Training – 1 full day/ department official

In the online training mode, the number of days may be

1. Preliminary training – 6 hours of training/department official ( advisably for 2 hours/day for 3 days)
2. Advanced training – 4 hours of training/ department official (advisably for 2 hours/day for 2 days)

## 5. Tentative schedule

Sl No	Activity/Programme	Tentative Timeline	What we expect from you
1	Inception Meeting	March 2022	Assist KSDMA in conducting the online inception meeting in which virtual cadre members from all eleven departments will attend.
2	Training needs assessment	March 2022	Prepare a training needs assessment(TNA) questionnaire for both preliminary and refresher trainings and circulate the document among the virtual cadre members and compile their feedbacks to prepare a TNA report
3	Module preparation	March – April 2022	Module preparation for 11 departments based on the TNA report and prepare contents for refresher training of 15 departments
4	Online training Programmes (Preliminary & advanced)	April - May 2022	Conduct training programmes in association with KSDMA and submit training reports.
5	Handholding support in preparation Dept. DM Plan	May 2022	Preparation of the draft of the departmental DM plans with technical assistance from KSDMA

## 6. Deliverables

Sl.No:	Deliverables	Description
1	Training Needs Assessment Reports 2 reports – (1) Basic level for 11 departments & (2) Advanced training for 15 departments	A TNA questionnaire (digital) has to be prepared by the organization in consultation with KSDMA. An online meeting (inception) shall also be conducted with the representatives of the departments.
2	Preparation of detailed training modules for all the 11 departments (sector specific) and	Training module shall be developed based on the TNA findings and the following, but not limited to

	Training module & design for 15 departments for refresher/advanced training based on the existing module.	<ul style="list-style-type: none"> <li>• Legal framework of DM – State/National</li> <li>• Mechanism &amp; Governance related to DM at the state level</li> <li>• Role of specific departments in DM activities _ Kerala specific</li> <li>• IRS/IDRN – introduction</li> <li>• Best practices in DM/DRR across the world and in India</li> </ul> <p>All the prepared modules including the power point presentations, resource documents and other ICT resources should be available to incorporate into Learning Management Systems (LMS).</p>
3	Conduct of training for the VC officials	<p>Training programmes of 3 days shall be conducted for the 11 departments. The schedule of the training programmes, duration and topics covered shall be finalized in consultation with KSDMA.</p> <p>Training programme of 2 days shall be conducted for the 15 departments as refresher training. All training reports may be submitted to KSDMA.</p>
4	Departmental Disaster Management Plans (Handholding support)	<p>Once training is completed, virtual cadre members shall be given handholding support in order to develop the departmental DM plan. Review draft plans shall be done by the organization.</p>

## 7. Resource Persons / Faculty Support

- The organization shall engage the best resource persons available in each sector. The resource persons shall know the context of Kerala and shall be able to speak in Malayalam & English, however, the modules / PPTs may be in English.
- The organization shall engage a junior level staff in Thiruvananthapuram for at least 3 months to coordinate the training/ liaise with the departments to ensure timely submission of the TNA formats / Plans / other requirements. This person shall be working alongside KSDMA, and the office space of KSDMA can be used.
- The profile (in brief) of resource persons shall be included in the proposal.
- This project shall be executed in a timely manner as mentioned above.

## 8. Budget

The organization shall send the proposal with the budget for

- TNA reports (No prints needed)
- Module Preparation (No prints needed)
- Training Delivery – HR
- Human Resources
- Accommodation & Travel for the HR

The budget need not cover

- Online platform
- Venue for training
- Food for the participants & faculties during the training
- LCD, other PA system etc
- Stationery

Virtual cadre previous training details and modules can be found here - <https://sdma.kerala.gov.in/virtual-cadre-2/>

The proposal in physical copy shall be addressed to Member Secretary, KSDMA and shall be sent to KSDMA, Observatory Hills, Vikas Bhawan PO, Thiruvananthapuram – 695033. The proposal in sealed cover, with all details shall reach the above mentioned address (by hand/by post) on or before 18<sup>th</sup> March 2022, COB.

For more details write to [keralasdma@gmail.com](mailto:keralasdma@gmail.com) or call 9400251570 (Dr. Pratheesh C Mammen, Coordinator, KSDMA\_UNICEF programmes)

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