

National Institute of Disaster Management
(Ministry of Home Affairs)

Design, Installation, Operation & Maintenance of Distance Learning Portal

TERMS OF REFERENCE

The National Institute of Disaster Management (NIDM) New Delhi and the World Bank Institute (WBI) Washington DC, USA have entered into a collaboration to develop a broader understanding of Disaster Risk Management (DRM) principles and practices and enhance their effectiveness in India.

In order to achieve this objective, NIDM, with support from WBI will

- a) Offer On-line Courses on DRM according to regular annual programme;
- b) Customize the Global Distance Learning (DL) Program on DRM to the specifics of India and South Asia region;
- c) Develop new courses according to the demands and needs of the region;
- d) Brand the newly developed courses for wide publicity among the prospective participants.

Specific Tasks of the Agency

The Agency shall be responsible for Design, Installation, Migration, Operation & Maintenance of the Distance Learning Portal of the Institute.

The specifics tasks and responsibilities of the Agency shall be as under:

A. Designing of Distance Learning Portal

- A Distance Learning Portal of the Institute shall be designed where all the existing and future distance learning courses of the NIDM shall be hosted
- The portal shall be designed on the latest version of MOODLE in Linux web server.
- The portal shall have all the advanced features and facilities of distance learning
- The structure and architecture of the portal shall be designed in a manner that it can be accessed by the users in India and outside with ease and comfort
- The portal shall have a logo of its own that can be promoted locally and globally as the NIDM brand of DL courses
- It should have a unique look and feel that would make the portal distinct from similar DL portals
- The same logo and colour combinations can be adopted in brochures, manuals, CDs, certificates etc.
- The portal should be developed in accordance to the 'Guidelines of Indian Government Websites' which can be downloaded from <http://web.guidelines.gov.in>

B. Installation of the portal

- The portal shall be installed on the latest version of MOODLE in Linux web server.

- A dedicated server for the DL courses is being procured by the NIDM and shall be installed at NICS Data Centre Laxmi Nagar, New Delhi.
- The Centre has the state of the art infrastructure and facilities for web security
- The portal and its installation shall conform to the guidelines laid down by the NIC for security audit etc

C. Migration of the existing DL courses in the new portal

- The following existing DL courses which are hosted and maintained by the World Bank Institute (<http://vle.worldbank.org/moodle/>) shall be transferred to NIDM's new to be hosted at NICS Data Centre Laxmi Nagar, New Delhi.
 - o Comprehensive Natural Disaster Risk Management Framework
 - o Community Based Disaster Risk Management
 - o Safe Cities
 - o Financial Strategies for Managing Economic Impacts of Disasters
 - o Damage & Reconstruction Needs Assessment
 - o Climate Change & Disaster Management
 - o Earthquake Risk Mitigation
 - o Risk Sensitive Land Use Planning
- The existing database of the WBI courses conducted by the NIDM both under MOODLE and VLE environment during the past three years including the participants data shall be similarly migrated to the new portal and properly archived

D. Launching of the portal

- The security audit of the portal shall be got done as per the requirement of the NIC and all the errors found during audit shall be fixed.
- The portal shall be test launched and all revisions/ corrections shall be made before the portal is launched

E. Operation & Maintenance of the portal

- Before the portal is launched the NIDM course team comprising of the Administrator, Task Managers, Facilitators and Assistant Facilitators shall be trained on the tools and techniques for the optimal use of the portal
- A simple training manual shall also be developed for the guidance of the users
- The portal shall be guaranteed for a period of one year during which the agency shall be responsible for maintenance of the portal and the server including technical and backup support.
- Provide support in troubleshooting of technical problems of participants during delivery of courses under AMC.
- Ensure that the hardware and software for the On-line Courses are in perfect of operation and maintenance;
- Develop a proper system for the archival, analysis and retrieval of data on applicants, participants, facilitators, projects, results etc;

Eligibility Conditions

- a) The Agency must be a web development company having vast experience in developing interactive sites on e-learning courses
- b) The Agency should have experiences of executing similar work for government agency;
- c) The Agency should have sound knowledge of Linux operating system and MOODLE software on which the On-line courses shall be delivered;
- d) The Agency must have an experienced team for development & technical support.

Assignment Period

Tentative action plan for the project implementation is as follows.

Major Tasks	Completion Date
Submission of first version of the portal design	30 May 2010
Revision and finalization of the design	14 June 2010
Installation of MOODLE in Linux	01 June 2010
Migration/database synchronization of old WBI courses	30 June 2010
Security Audit of MOODLE application	10 July 2010
Training to Administrators, Task managers & course team	10 July 2010
Launching of Secured MOODLE application	15 July 2010
AMC/Maintenance	15 July 2010 to 14 July 2011

Submission of Quotations

Sealed quotations are invited from competent agencies for design, installation, migration, operation & maintenance of MOODLE server in Linux on or before 5 pm on 6th May 2010 in the following address:

Executive Director
National Institute of Disaster Management
NIDM Building, IIPA Campus, IP Estate,
Mahatma Gandhi Marg, New Delhi – 110002

The quotations will be opened on 7th May 2010 at 3 pm by a Committee constituted for the purpose. The decision of NIDM in awarding the work shall be final.

Terms & Conditions

- An Earnest Money Deposit of Rs 25000/ in the form of crossed bank draft or pay order issued by a scheduled bank in favour of NIDM should be made. Quotation without earnest money will not be considered.
- List of Clients to whom the service has been provided/being provided during the last two years should be provided.
- Sample of work executed should be provided.
- 50% of payment shall be released after approval of the final design of the portal
- Remaining payment will be made after satisfactory completion of work.