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महाराष्ट्र MAHARASHTRA

2024

18 OCT 2024

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## MEMORANDUM OF UNDERSTANDING

between

The Bihar State Disaster Management Authority, Patna,  
Bihar

and

The Tata Institute of Social Sciences, Mumbai,  
Maharashtra

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24/10/2024

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24/10/24  
Secretary  
Bihar State Disaster Management Authority

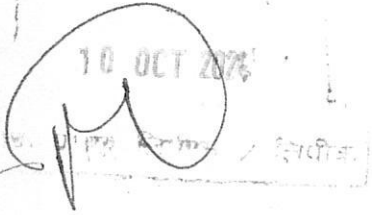


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2024

18 OCT 2024


CS 985594



The articles of this Memorandum of Understanding is made and entered into at Patna on this 24 day of October 2024 but, it will be effective from 24/10/2024.

By and between,

The Bihar State Disaster Management Authority (BSDMA), a statutory body created under the provisions of Disaster Management Act, 2005 passed by the Parliament. Its Head Office is located at Patel Bhawan, E&D Blocks, 5<sup>th</sup> floor, Nehru Path, Patna-800023

  
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Tata Institute of Social Sciences, (declared as an Institution deemed to be University under Section 3 of the University Grants Commission Act, 1956), a grant-in-aid Institute under Ministry of Education, Government of India. Its registered/principal administrative office is located at V.N. Purav Marg, Deonar, Mumbai - 400 088, Maharashtra, India.

Whereas, The passing of Disaster Management Act, 2005 has led to the creation of a three-tier system of disaster management in India comprising of the National, State and District Disaster Management Authority. As per the provisions of the Act, Bihar State Disaster Management Authority (BSDMA) has been created at state level which is headed by Hon'ble Chief Minister of Bihar, a full time Vice Chairman (with Cabinet Minister rank) and a few experts as its Members (with Minister of State rank). BSDMA is undertaking a number of measures focused on Disaster Risk Reduction (DRR) and mitigation;

Whereas, the Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work. In 1944, it was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was declared Deemed to be a University under Section 3 of the University Grants Commission Act (UGC), 1956. Since its inception, the Vision of the TISS has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all.

Whereas the Jamsetji Tata School of Disaster Studies was established in 2006 with a generous grant from the Jamsetji Tata Trust. The school functions with the goals of developing qualified, skilled and committed human resources for addressing the global challenges of environmental crisis, resulting in climate change and increasing disasters, and

  
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supporting research, training, networking and policy advocacy related to disasters in the country and globally;

Whereas both BSDMA and TISS have large areas of common interests and objectives, and collaboration between these two organizations was envisioned to be beneficial to both the organizations as also to many stakeholders in disaster risk reduction and resilience building;

Therefore, this Memorandum of Understanding (hereinafter called 'MoU') is signed between BSDMA and TISS (hereinafter jointly referred to as 'the Parties') to provide an institutionalized framework for collaboration on mutually beneficial and agreed upon initiatives.

### **General Areas of Interest**

Both the parties have agreed to collaborate with each other on the following areas of collaboration (but are not limited to):

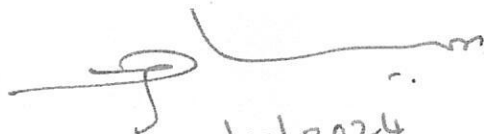
- Knowledge Partnership
- Training and Capacity Building of State and Non-State Actors at all Levels
- Internship for Students (including Scholars) from JTSDS
- Capacity Building of Faculty from Bihar State Universities and Colleges

### **Specific Areas of Cooperation in the Immediate Future (one year) and Beyond (2 to 5 years)**

Both the parties have agreed to take up the following preliminary collaborative projects and activities (but are not limited to):

#### **First Year**

- Knowledge/Research Partnership
  - o Assessment of the Mukhyamantri School Safety Program (MSSP)
  - o Efficacy of the road safety programs in the context of Black Spots and mortality

  
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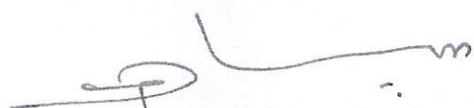
- o Developing Contextual Framework and Approaches for Understanding Social Vulnerability through a desk review of international experiences.
- o A desk review of the Mental Health and Psychosocial Well-Being Impact of Disaster among the 'Worst Off' (Intersectional marginal identities of PWD, Gender, Social Exclusion, Old age, Caste, Class, Religion etc) across the world
- Training and Capacity Building of State and Non-State Actors at all Levels
  - o An initial round of Training Need/Competency Assessment exercise.
- Internship and Research Exchanges for Students (including Scholars) and Faculty from JTSDS.

### **Budget for one year**

The implementation of the activities listed in the first year of this MoU will require a total budget of Rs 13012320 (Rupees one crores thirty lakhs twelve thousand three hundred twenty only). The detailed breakup of the Budget is given in Annexure-II.

### **Financial Disbursement:**

1. Within two weeks of the submission of the inception report, BSDMA would release the first instalment, which would be 20% of the first year's budget.
2. At the end of Month 4 (since the date of MoU signing) an Interim Report detailing the progress of the four activities will be shared by JTSDS, TISS with BSDMA. Within 2 weeks of the Interim Report the second instalment - equivalent to 40% of the first year's budget is released.
3. By the end of Month 9, the final reports (on the evaluation studies and one round of training need assessment) will be completed. With two weeks of

  
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- submission of those reports, the third instalment - equivalent to 30% of the first year's budget is released.
4. The remaining 10% of the first year's budget will be released at the end of month 12 of the project.

## **Second Year Onwards**


- Application of the Contextual Framework for Understanding Social Vulnerability in Bihar.
- Ground Assessment of Mental Health and Psychosocial Well-Being Impact of Disaster among the 'Worst Off' (Intersectional marginal identities of PWD, Gender, Social Exclusion, Old age, Caste, Class, Religion etc.
- Capacity Building of Faculty from Bihar State Universities and Colleges
  - o The Faculty Development Program (FDP)
  - o The Faculty Research Fellowship Program (FRFP)

The intent of this agreement is to provide a mechanism for the Parties to work together in mutually progressive and supportive activities, which do not compromise either party or their relations with other parties not named in this agreement.

Both parties over the period of collaboration agree to add more specific programmes or projects that will be defined by mutual agreement in writing as 'Addendum'.

## **Roles, Responsibilities, and Obligations of BSDMA**

1. BSDMA will identify a person and communicate the name to TISS in order to coordinate the activities under this MoU and also project or activity specific lead person to interact with the TISS.
2. BSDMA will provide access to the data, report, facilities, and personnel under their control, required for executing activities under this MoU.

  
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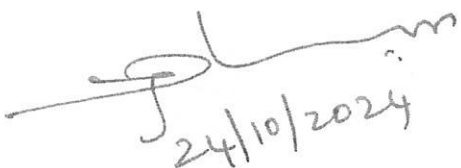
3. A team from TISS will operate from Patna throughout the project period. BSDMA will provide a space in their office for this team to function. Wherever possible, during data collection, BSDMA will assist in logistics, such as travel and accommodation of TISS personnel, without causing financial burden on BSDMA.
4. BSDMA will provide support to TISS for obtaining necessary permissions, approvals, cooperation, and assistance in a timely manner, from other allied agencies for executing activities under this MoU.
5. BSDMA will ensure timely completion of formalities, administrative approvals, and review of data/ work, if required, to match the requirements of pre-decided schedules of activities planned and executed under this MoU.

#### **Duration of MoU:**

This memorandum of understanding shall have a duration of one year, after which it will end, unless reviewed and renewed by both parties.

#### **Resolution of Disputes:**

If any disputes or differences arises in connection with this MOU then, the Parties shall negotiate in good faith using their best endeavours to resolve the disputes or differences through mutual discussions. In case of failure of same, it shall be referred to "Sole Conciliator" to be mutually appointed by the parties. The said Sole Conciliator may also be any Senior Officer either in Government of Bihar or Central Government. If the parties reaches agreement on settlement of disputes through intervention of the Conciliator then, they shall draw up written settlement agreement or consent terms duly signed by Conciliator and both Parties. When the parties

  
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sign the said agreement, it shall be final and binding on parties.

In case of failure of the abovementioned conciliation proceedings the same shall be referred to "Sole Arbitrator" to be mutually appointed by both the parties in accordance with Arbitration and Conciliation Act, 1996. The Parties will be bound to resolve the dispute through Arbitration before approaching any Court of Law.

### **Termination:**

The present agreement/MOU may be terminated:-

- a) by the non - defaulting parties in the event, the defaulting party breaches a material term of this agreement/MOU and such breach is not remedied within 30 days of receipt of written notice by the defaulting party. The said period of thirty days will be mutually extendable if required.
- b) upon termination, the parties will continue to perform their obligations contained in this agreement/MOU, which are not affected by the termination.

### **Intellectual Property Rights:-**

Subject to the rights and conditions mentioned in "Right to Information Act".

- A) Both parties agree and acknowledge that each party will retain exclusive interest and ownership of its Intellectual property developed prior to this agreement or outside the scope of this agreement. Nothing in this agreement unless otherwise agreed in writing mutually will function to transfer any of either party's Property rights to the other party.
- B) The research data/paper or any intellectual property created/published pursuant to this MOU, will belong to

both parties. Either of the parties will be at liberty to use the same freely for non – commercial purposes.

### **Modification/Addition:**

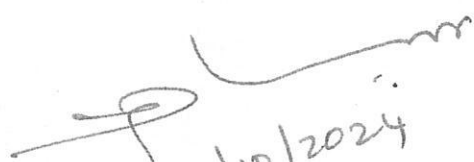
Any addition or modification or Addendum to this MOU shall be made in writing signed by both the parties and the same shall be treated as part and parcel of this MOU. Any extension of scope of work, deliverables, respective duties of parties or any other matter of similar nature will be added as Annexure to this MOU and shall be treated as part and parcel of this MOU.

### **Force Majeure:**

In case of failure to perform any part of this MOU due to force majeure, the failing party may be exempted from performing its liability under this MOU to the extent of impact of such force majeure. However, if it cannot be performed for a continuous period of more than 90 days then both the parties may mutually decide to terminate this MoU or extend the period of MoU. The force majeure will include outbreak of hostilities, riot, civil disturbance, acts of terrorism, strike, lockout, cessation of work by worker/labours, the adverse act of any Government or its bodies, fire, earthquake, flood, epidemic, pandemic or any other act of god beyond the reasonable control of the parties. It is, however, made clear that in such event neither party shall claim compensation from other party and each party shall bear the brunt of Force Majeure.

### **Governing Law:**


This MOU shall be governed by and construed in accordance with the laws of India, and the parties are to submit to the jurisdiction of Courts at Patna only.

  
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The respective parties hereby, through their duly authorised representatives/Officers, hereby set and subscribe their signatures to this indenture on the date and place mentioned herein above.

Signed,

  
(Dean) 24/10/2024

Jamsetji Tata School of Disasters Studies  
Tata Institute of Social Sciences  
Mumbai, Maharashtra

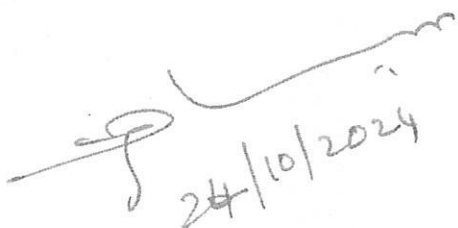
  
(Secretary)

Bihar State Disaster Management Authority  
Patna, Bihar

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Secretary  
Bihar State Disaster Management Authority

**Annexure I - Broad Areas of Engagement Between the Bihar State Disaster Management Authority (BSDMA) and the Jamsetji Tata School of Disaster Studies(JTSDS), Tata Institute of Social Sciences (TISS), Mumbai**

**Annexure II - Timeline and Budget (for the Activities to be Undertaken in the First Year)**

  
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## Annexure I

### Broad Areas of Engagement Between the Bihar State Disaster Management Authority (BSDMA) and the Jamsetji Tata School of Disaster Studies(JTSDS), Tata Institute of Social Sciences (TISS), Mumbai

#### I. Background

The state of Bihar experiences multiple hazards in the form of floods, drowning, lightning, fire, road accident, erosion, drought etc. Given the population density and the extent of poverty among the (predominantly rural) populace, a large section of the – vulnerable – population are exposed to these hazards. As a result, the state of Bihar faces high disaster risk<sup>1</sup>. Since its establishment the BSDMA has undertaken multiple activities from formulations of plans, road maps and guidelines to that of engaging in training and capacity building across various stakeholders with the overall aim of Disaster Risk Reduction and Building Resilience.


The JTSDS, TISS started its journey, with the Centre for Disaster Management in TISS, in 2006, with a generous grant from the Jamsetji Tata Trust. The Centre consolidated nearly sixty years of TISS's committed work in disaster situations and introduced a full-time, taught Masters' programme in Disaster Management in 2007. Apart from academic programmes the centre/school's key domains of work has been transdisciplinary field action, research and trainings addressing a wide spectrum of issues cutting across technical, natural and social science disciplines. Currently the School offers several programmes, including a PhD, although the Masters' programme - MA/MSc in Disaster Management remains the flagship programme with more than 30 students enrolled each year.

As a premier institution in the field of disaster studies and action, JTSDS would like to bridge the academia-governance gap by offering its grounded knowledge in the service of BSDMA. We believe that a strong academics- governance linkage would further strengthen the activities of the state agencies and enrich disaster knowledge and action. The collaboration with the BSDMA, would be geared towards the goal, to further enhance the effectiveness of disaster management and governance, and ensure an overall enhancement in societal resilience to disaster risk.

An initial round of meeting was held between the Vice Chairman, BSDMA (Dr Uday Kant Misra), Member, BSDMA (Shri P N Rai, IPS) and the faculty of JTSDS, TISS (Prof. Jacquleen Joseph, Dean, JTSDS and Dr Nirmalya Choudhury, Associate Professor, JTSDS) on 23<sup>rd</sup> February, 2023 where some broad areas of joint engagement between the two esteemed

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<sup>1</sup> The February 2023 ranking among various areas across the world pertaining to Gross Domestic Climate Risk, undertaken by the XDI Cross Dependency Initiative, shows that the state of Bihar ranks top among the various South Asian region, and highest in India (<https://xdi.systems/gross-domestic-risk-dataset/?submissionGuid=5c37acb7-5dd5-412a-a47a-9821570ae87c>).

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institutions over the next five years were discussed. The subsequent section lists out the preliminary activities that are proposed specifically for the first two years, to be rolled out as part of the joint engagement of BSDMA and JTSDS, TISS.

## II. Broad Areas of Engagement

The broad areas of joint engagement between BSDMA and JTSDS, TISS would comprise the following set of activities:

### 1. JTSDS, TISS as knowledge partner of BSDMA

JTSDS, TISS offers its strength of doing interdisciplinary problem-solving field-based research, to (i) address the challenges in the disaster governance space in Bihar, and (ii) to document and engage in the assessment of various ongoing activities undertaken by BSDMA with the overall goal of Disaster Risk Reduction.


Based on an initial round of discussion with BSDMA, the JTSDS, TISS proposes to conduct an assessment of the following programs that have been undertaken by BSDMA and prepare the road map for strengthening the same (if required):

- i. Assessment of the Mukhyamantri School Safety Program (MSSP)
- ii. Efficacy of the road safety programs in the context of Black Spots and mortality
- iii. All other programmes mutually agreed by the two parties

The JTSDS, with regular input from BSDMA, would design a framework for assessment of the above programs/initiatives, with an overall goal of learning from the past (investments on these programs) to strengthen the future (investments). Both the assessment, which would include documentation of the physical, mental, psychological and social benefits (and hence overall well being impacts) emanating from the programs, and preparation of road map for strengthening the programmes will be completed within a period of one year for a maximum of three programmes jointly identified by the two parties. The subsequent programmes (maximum of three) to be assessed would be completed within a duration of six months, as the team develops familiarity with the setting and the contextual approach developed for the assessment of the programmes.

As part of the knowledge/research partnership, after assessing the efficacy of various ongoing/completed projects of BSDMA, TISS shall provide a road map for the strengthening of the programs, in case some scope for the same is found. As part of the road map JTSDS, TISS shall indicate a broad estimate of the (financial, human) resources and time required for the strengthening of such programs.

JTSDS would form a team, comprising of faculty members, and professionals, to conduct both these exercises. The output of the exercises would be in terms of Knowledge Products (including the strategic documents that lays out the plan to further strengthen the programmes) in the form of reports to be published by the BSDMA. After the publication of the report the faculty of JTSDS would also disseminate the findings of the exercises across a

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large audience through multiple popular and scholarly write-ups (the former through opinion pieces in print media and the latter in the form of articles in scientific journals).

BSDMA commissioned research projects on the following topics were also proposed:

- i. Contextual Framework and Approaches for Understanding Social Vulnerability
- ii. Mental Health and Psychosocial Well-Being Impact of Disaster among the 'Worst Off' (Intersectional marginal identities of PWD, Gender, Social Exclusion, Old age, Caste, Class, Religion etc)

The BSDMA has hazard maps at its disposal. While the hazard is an overarching condition that might trigger a disaster, but what actually manifests (or not manifest) in the form of a disaster risk, is an outcome of both the hazard and the social vulnerability of the (hazard) exposed population. Hence if the disaster risk reduction has to be achieved and disaster resilience has to be built, having a granular understanding of the social vulnerability of the diverse hazard exposed population becomes important. The JTSDS would like to offer its services to create a framework of computing the status and drivers of social vulnerability of diverse social entities who are *exposed to diverse hazards*. For this JTSDS proposes to select few villages, which are exposed to different hazards, to create a framework for vulnerability assessment. In these very villages the 'worst off' would be studied to understand the implication of social vulnerability (emerging from intersectional marginal identities) on mental health and psychosocial well-being.

The location of villages and the number of villages will be jointly decided by JTSDS and BSDMA. One proposition that JTSDS has is to start with the most important hazard experienced by the state: floods. A selection of villages could be done over multiple river basins and across the stretch of river basins and a granular vulnerability assessment at the village level could be undertaken.

The framework developed in this phase of collaboration between JTSDS and BSDMA could then be used at a larger scale in the subsequent phases of partnership to create a detailed vulnerability atlas for the state.

However, in the first year of the engagement, JTSDS, TISS would undertake detailed desk-based research to review the international experiences of vulnerability assessment and come up with a framework that draws from global experiences but is rooted in the realities of the rural Bihar.

JTSDS would set up a team to undertake the specific activities mentioned above. JTSDS proposes that the team is housed within the BSDMA office space. The human resource cost of such a team and the data collection cost, for which a separate budget will be shared, will have to be covered by BSDMA.

JTSDS and BSDMA would also collaborate in developing and implementing state level projects/programs, where the financial resources would come from a third party, aimed towards disaster risk reduction and resilience building, with specific focus on areas associated with preparedness, recovery and mitigation. While BSDMA would lead the implementation of such projects/programs through the line departments, JTSDS will be the

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knowledge partner and engage in action research, periodic assessments/evaluation, and production of multiple knowledge products.

## 2. Capacity Building Program

The overall engagement on the training and capacity building program is to gradually mainstream disaster management in various line departments, whose engagements have direct implications for disaster risk reduction and resilience building. The nature of input as part of the training and capacity building program could differ *between* different line departments, and *within* the line departments at various levels of hierarchy. It becomes important not to go with a pre-designed training module but to have customised modules, to whatever extent possible. To understand the current challenges faced by BSDMA, DMD and line departments, and the type of inputs that would strengthen, and gradually mainstream, disaster within various departments, a comprehensive Training Need/Competency Assessment exercise needs to be undertaken. The JTSDS proposes to collaborate with BSDMA to undertake a comprehensive Training Need/Competency Assessment across relevant line departments and across various levels within a line department. The detailed structure of the comprehensive Training Need/Competency Assessment exercise will be jointly decided by JTSDS and BSDMA. The human resource team that JTSDS proposes to set up would undertake the comprehensive Training Need/Competency Assessment exercise.

Following the comprehensive Training Need/Competency Assessment exercise, JTSDS could partner with relevant agencies in Bihar in jointly developing training modules to be offered to line departments.

However, in the first year, JTSDS would do an initial round of engagement with diverse stakeholders and come out with a document that would lay out a detailed plan to undertake the training need assessment in Year-2 of the engagement. After this initial level engagement, BSDMA and JTSDS, TISS could re-strategise if JTSDS, TISS expertise could be used to develop and delivery of training materials. However as mentioned in the MoU, relevant local institutes, could take the lead in the implementation of such training programs, and the JTSDS, TISS would act as a knowledge partner for the institute.

## 3. Structured Internship Program with BSDMA

The JTSDS offers one two-year masters in Disaster Management (MDM), and is starting a one-year Master's in Disaster Informatics and Geospatial Technologies (DIGIT). It is also starting a one-year Executive Postgraduate Diploma/Master's in Disaster and Climate Risk Assessments for Sustainability. In all these programs experiential learning of the students is facilitated through structured internship programs for a period of six weeks. Apart from this the two-year masters in disaster management program also provide a window of one month between semester where the students could engage in 4 weeks internship.

JTSDS would like to collaborate with the BSDMA for the structured internship program. It proposes two routes for structured internship program: (i) a certain number of interns could

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work with BSDMA on ongoing projects of BSDMA, (ii) the interns could also be involved in the set of activities that are jointly identified by JTSDS and BSDMA, which would contribute to the building of overall knowledge base. For the latter, the goal is that steady flow of interns (not only from JTSDS but also from other national and international organisations) work on predetermined areas, such that the short period engagement could be integrated over a period of time to develop a larger knowledge base for the BSDMA. The first route is more towards disaster praxis while the second is more on disaster research.

The internship period is usually in the month of March-April (for six weeks) and April-May, October-November (for four weeks). The choice of the potential areas of work for the second route, the number of interns to be taken every year and the stipend and/or subsistence expenses provided to the student intern to be provided by BSDMA, have to be jointly decided by JTSDS and BSDMA.

4. Exposure to Teaching, Research and Response in the context of disaster management among the faculty in the colleges and state universities of Bihar

The JTSDS, TISS has had rich experience of offering disaster management courses at various levels, undertaking disaster research and getting involved in response and field action research during pre, peri and post disaster context. JTSDS would like to garner this experience and expertise to strengthen disaster teaching, research and response engagement, among the faculty in various colleges and state universities of Bihar. Given that these universities are rooted in different geographies of the state (dominantly can be classified into north and south Bihar), such an exposure on disaster teaching, research and response, that such educational programs could entail, would have multiple benefits.

The whole initiative would result in: (i) strengthen the capacity of the faculty to engage in delivery of post graduate and undergraduate courses/programs in disaster management, (ii) build and strengthen their engagement with disaster research, and contribute to creation of a disaster knowledge base that over a period of time could get integrated with the teaching program, and ensure that global concepts are buttressed by rich local empirical findings, (iii) the faculty themselves becoming a focal point through which generations of (graduating/undergraduate) youth gets basic training in disaster management. The diverse locations and the close proximity of the education institutions would mean that through the disaster management programs, the trained group of youth in these colleges and universities will remain prepared to take quick response actions in case of any disaster events and buttress the state machinery in such emergency situations.

JTSDS, TISS proposes to offer two distinct set of programs:

(i) The Faculty Development Program (FDP):

The FDP aimed to expose the faculties in various colleges and state universities with the multiple perspectives and concepts, tools/skills (use of geoinformatics, data analytics) and pedagogies (experiential learning, case studies etc) used in disaster studies programs. The entire duration of a FDP program could be offered in the TISS, Mumbai campus and comprising of two weeks. The FDP program could be offered in cohorts – ideally a cohort

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would comprise of 30 participants. JTSDS, TISS could conduct one FDP module per quarter. So through this partnership with BSDMA, JTSDS, TISS would conduct some eight such FDP trainings over a period of two years, and through these create a large cadre of faculty members (roughly close to 250).

The JTSDS, TISS, with inputs from the BSDMA, would design the structure/content of the FDP program. For the next two years, the FDPs will be delivered in the TISS, Mumbai campus. The faculty of JTSDS, TISS would be delivering the various modules of the FDP program. The BSDMA, with inputs from JTSDS and the Vice Chancellors of various universities, would lead the process of selection of the participants in this FDP program.

The travel, stay, food and other expenses of the participants are to be directly borne by BSDMA. The JTSDS, TISS would charge for faculty time that would include the cost of designing, delivering and organising the FDP program.

(ii) The Faculty Research Fellowship Program (FRFP):

The FRFP aims to expose the faculty with the diverse methodologies, tools and techniques to engage in disaster research. The FRFP will comprise of (i) a two-weeks training program, where the faculty participants are exposed to diverse modules related to disaster research, followed by (ii) a design of a research project that the faculty implements in the area proximate to its college/university, followed by (iii) actual implementation of the primary research and preparation of a research report, to be submitted to the BSDMA and a copy to the respective University and in TISS. As mentioned above, the overall goal of the FRFP would be to create a knowledge base on disaster risk which is rooted in the empirical realities of the Bihar state. In the subsequent years, these research reports, would form the local knowledge document, that becomes the basis of teaching disaster programs in the state. Through this the global concepts used in disaster studies will get dovetailed with the rich empirical research studies rooted in the state of Bihar.

The FRFP would consist of a two-week teaching program in TISS, Mumbai, a two-week design of the research study culminating in a research presentation (could be done via online mode), a four months period where actual implementation of the research study takes place and one month of review, presentation and publication of the research study (could be done via online mode and coordinated from Patna).

A broad range of research topics, the research topic bank, will be jointly created by BSDMA and JTSDS, TISS. The faculty participants of the FRFP will be free to choose any of the topics from the topics bank. The faculty member of JTSDS, TISS will design and deliver the two-weeks taught program, will mentor the participant during the two-week research design period, will do a round of mentoring while the actual research activity is getting implemented, and will review the final report. The JTSDS-TISS would also engage professional copy-editors to copy-edit the research report before its final publication. For all these activities the JTSDS, TISS would charge for the faculty time. The BSDMA would provide a Fellowship to the FRFP participant that would cover the cost of the research exercise, travel, stay, food and other expenses incurred for the FRFP at Mumbai and Bihar. The amount of the Fellowship could be jointly decided by BSDMA and JTSDS, TISS.

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50% of the Faculty from each of the FDP batch would be given the opportunity to enrol for the faculty research fellowship programme. After two batches of FDP, one FRFP would be rolled out for a duration of 6 months each. Thus, a total of 4 FRFP would be rolled out in the first two years.

### **Proposed Institutional Structure to govern the overall collaborative engagement**

JTSDS proposes that to co-own the various activities, and maximise the scope of partnership, an institutional structure that governs the collaborative activities remain mutually embedded in each other. For this JTSDS proposes the following structure:


- Vice Chairman BSDMA assumes an Hon. Adjunct Faculty position in TISS equivalent to Professorial position (will be located in Patna) and Dean JTSDS (will be located in TISS, Mumbai) – together governs the overall collaborative engagement under the Memorandum of Understanding.
- Time of two Senior Research Officer (at the level of Assistant Professor - who would be based out of TISS, Mumbai) at the rate of ongoing CPC norms and one Research Associate (based out of Mumbai) would be fully accounted for this initiative.
- JTSDS would form a core program team comprising: One Senior Program Manager, one Program Coordinators, two research associates (all four based out of Patna) will be formed to implement the overall activities proposed as part of this initiative. JTSDS proposes that this core team of four people work from the BSDMA premises in Patna. The team will report to Dean, JTSDS and Vice Chairman BSDMA.
- As part of this initiative the faculty members of the JTSDS would provide some of their time to deliver the various programs mentioned above and subsequently finalised.


### **III. Time line for the overall engagement**

The MoU will be for a period of 5 years starting from the time of transfer of the first instalment. The time line comprising the first three specific engagement will be for a period of one year. The FDP and FRFP would be initiated from the third year.

### **IV. Timeline and Budget for the first year**

The timeline and budget for the above-mentioned activities is shared in Annexure II.

  
24/10/24  
Secretary  
Bihar State Disaster Management Authority

  
24/10/2024

**Annexure II**

**Timeline and Budget (for the Activities to be Undertaken in the First Year)**

Submitted to

**Bihar State Disaster Management Authority**

by

**Jamsetji Tata School of Disaster Studies, Tata Institute of Social Sciences**

  
Secretary  
Bihar State Disaster Management Authority

1. The Gantt chart below mentions the sequence of activities to be undertaken for the initial period of 12 months.

Activities	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Evaluation of Mukhyamantri School Safety Program												
Evaluation of Road Safety Program												
Training Needs Assessment (Initial engagement with stakeholders)												
Research: (i)Vulnerability Assessment and (ii) Disaster and Well Being												

2. Usually an evaluation activity would require a period of six months, and the team set up for this project could take up two evaluation activities in parallel. However for the first two evaluation studies - the evaluation of the Mukhya Mantri School Safety Program and the Road Safety Program - and an additional period of 3 months (and hence 9 months in total) is required as the Team needs to be recruited and oriented for the entire exercise.
3. For the Training Needs Assessment we expect that the need assessment could be undertaken across multiple level of government (state level, district level, block level, gram panchayat level) and across different line departments. The actual scope of the activity is to be decided between BSDMA and JTSDS. Depending on the plan of the project, one component of the Training Need Assessment could be undertaken within nine months, and then subsequent sets of need assessment could be undertaken in a staggered manner- each for a period of 5 months. In the first year one initial round of engagement with relevant stakeholders to understand their training needs will be undertaken. After this initial engagement, BSDMA and JTSDS, TISS could re-strategise if JTSDS, TISS expertise could be used to develop and delivery of training materials. However as mentioned in the MoU, relevant local institutes, could take the lead in the implementation of such training programs, and the JTSDS, TISS would act as a knowledge partner for the institute.
4. After the signing of the MoU, BSDMA would provide TISS with all the information available regarding each of the projects, to enable us to prepare the inception report. In the second month from the signing of the MoU, the JTSDS team will submit an Inception report. The Inception report will consist of (i) the detailed plan of the two evaluation studies (ii) the plan and activities to be undertaken as part of vulnerability assessment initiative and (iii) the scope and plan for the Training Needs Assessment.
5. Upon submission of the inception report, BSDMA would release the first instalment, which would be 20% of the first year's budget
6. The equipment's required for the project, to be used by the project team located in Patna, Bihar and in TISS, Mumbai, will be handovered to BSDMA in working condition after the end of the project.
7. Financial Disbursement:

*Signature*  
 4/11/24  
 Secretary  
 Bihar State Disaster Management Authority

- Within two weeks of the submission of the inception report, BSDMA would release the first installment, which would be 20% of the first year's budget.
- At the end of Month 4 (since the date of MoU signing) an Interim Report detailing the progress of the four activities will be shared by JTSDS, TISS with BSDMA. Within 2 weeks of the Interim Report the second instalment - equivalent to 40% of the first year's budget is released.
- By the end of Month 9, the final reports (on the evaluation studies and one round of training need assessment) will be completed. With two weeks of submission of those reports, the third instalment - equivalent to 30% of the first year's budget is released.
- The remaining 10% of the first year's budget will be released at the end of month 12 of the project.

8. The total budget required for the initial engagement is Rupees One Crores Thirty Lakhs Twelve Thousand Three Hundred Twenty Only. The detailed breakup of the budget is provided below.

Items	Unit Cost	Unit	Number of Months	Total (INR)
Senior Research Officer (@ Assistant Professor - full time) (2 Nos.)	120000	per person month	24	2880000
Senior Program Manager	80000	per month	12	960000
Program Coordinator	50000	per month	12	600000
Research Associates (3 Nos.)	35000	per person month	36	1260000
Administrator	30000	per month	12	360000
<b>I. Total Human Resource Cost</b>				<b>6060000</b>
Long distance (interstate) travel cost	20000	per round trip per person	55	1100000
Intrastate travel cost	1500	per day per person	240	360000
Accommodation and Food cost	2000	per day per person	730	1460000
Purchase of laptop, printer, instrument *	999600**		1	999600
Consumables	8000	per month	12	96000
Thematic Consultant fees (including copy editing, layout design including Audit Fees)	12000	per day per person	64	768000
<b>II. Total Project (non human resource) Cost</b>				<b>4783600</b>

III. Institutional Overhead@20% of (I + II)			0.2	2168720
TOTAL COST (I+II+III)***				13012320

\*The laptop, printer and instruments includes the following: i. Desktop (3 in total, Minimum configuration: Intel I5, 13th Gen, 8 GB, 512 GB SSD, 27 inch FHD Screen), ii. Laptop (5 in total, Minimum configuration: Intel I5, 13th Gen, 8 GB, 512 GB SSD, 15 inch FHD Screen), iii. Printers (2 in total, One A3 Printer, Specification: HP Laserjet MFP M438nda, and One A4 Printer, Specification: HP Laserjet Tank 2606sdw), iv. GPS Device (two in number, Specification: Garmin GPSMAP 66SR), v. SPSS software, vi. SSD drives for data backup.

\*\*The amount of Rs Ten Lakhs, allocated for purchase of laptop, printer and instrument will be further divided into Rs 615000 to be disbursed to TISS for the purchase of the equipment to be used by the team located in TISS and Rs 385000 to be used by TISS team located in Patna. After the completion of the project TISS will hand over all equipment to BSDMA in working condition.

\*\*\*Flexibility of expenditure across budget heads upto 10% of the budget head will be permissible as per the project requirements. Any adjustments across budget heads above 10% will require prior approval from BSDMA. TISS and BSDMA would be mutually arriving at common proposals to utilize the unspent balance if any at the end of the project.

24/10/24  
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