



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY

"NDMA Bhawan", A-1 Safdarjung Enclave,
New Delhi -110029

Tel. No. 26701796, Fax 26701834



F. No. 01-29/2022-Admn

Dated, the 10th Nov, 2022

To,

Assistant Director, Advertisement,
Employment News,
Ministry of Information & Broadcasting,
VII Floor, Soochna Bhawan, CGO Complex,
Lodhi Road, New Delhi-110003.
Phone: 011-24369429 Fax: 011-26193012

Sub: Advertisement for filling up various position Consultant in NDMA on Contract Basis.

Sir,

I am directed to state that this Authority desires to fill up the following positions of consultant on contract basis in NDMA:

Sl. No.	Name of Position	No. of Post
1.	Senior Consultant (International Co-operation in Disaster Management)	02
2.	Senior Consultant (Community Based Disaster Risk Reduction)	01
3.	Consultant (Community Based Disaster Risk Reduction)	01
4.	Senior Consultant (Fire Risk Management)	01
5.	Senior Consultant (Communication & IT)	01
6.	Senior Consultant (IT)	01
7.	Senior Consultant(Landslide & Avalanche)	01
8.	Consultant (Legal)	01
9.	Senior Consultant (Drought & Heat Wave)	01
10.	Senior Consultant (Hazard Vulnerability & Risk Assessment)	01

2. The enclosed press advertisement to this effect may please be published in Employment News urgently. The same may also be uploaded online in your website.

Encl: As above

Yours faithfully,

(Abhishek Biswas)
Under Secretary (Admn)

Copy to:-

1. Joint Advisor (IT) along with a copy of above press advertisement with the request to upload the details of advertisement on the official website of NDMA and National Career Service Portal (NCSP) of Ministry of Labour and employment.
2. DS(PR & AG) alongwith a copy press Advertisement with request to upload the Advertisement on Facebook and twitter page of NDMA.
3. Notice Board NDMA



F. No. 01- 29/2022-Admn
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi –110 029
Tel. No. 26701700



Sub: Advertisement for the various position of Senior Consultants/Consultants in National Disaster Management Authority (NDMA) on contract basis.

NDMA invites applications from Indian national having requisite qualification and experience for following position:-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Senior Consultant (International Co-operation in Disaster Management)	Contractual	2 (Two)	<p>Essential :- Post Graduation in International Relations/Studies, Social Sciences, or Disaster Management, or a related discipline.</p> <p>Desirable :- Candidate with M.Phil or Ph.D. in a relevant field will be given more weightage in the process of selection.</p>	<ul style="list-style-type: none"> • Minimum 7 years of work experience in the area of disaster management/ humanitarian assistance. Retired Government Servants should have experience of 5 years in the Scale 11 (as per Seventh CPC) • The applicant must have worked with a Government agency or Public/ Private Sector organization, or an international agency in a role related to disaster management. • The applicant with the knowledge, familiarity, and exposure to international disaster management frameworks. • Experience of working in an international, regional, bilateral, multilateral, organizations in the field of disaster management will be preferred. • Both the educational qualifications and work experience together must prove credentials of the applicant as an established expert in the field. 	50 years. (For retired employee from Central Govt. the upper Age limit shall be 65 years)
2.	Senior Consultant (Community Based Disaster Risk Reduction)	Contractual	1 (One)	<p>Essential :- Master Degree in the field of Social Science / Science/ Disaster Management/ Two years PG Diploma in Disaster Management or a related discipline.</p> <p>Desirable :- Candidates with M. Phil or Ph.D. in a relevant field will be given more weightage in the process of selection.</p>	<ul style="list-style-type: none"> • Minimum 7 years of work experience in the area of CBDRR. Retired Government Servants should have experience of 5 years in the Scale 11 (as per Seventh CPC) • The applicant must have worked with a Government agency or Public/ Private Sector organization, or an international agency in a role related to CBDRR. • The applicant with the knowledge, familiarity, and exposure to CBDRR/ disaster management frameworks at various levels. 	50 years. (For retired employee from Central Govt. the upper Age limit shall be 65 years)

					<ul style="list-style-type: none"> Both the educational qualifications and work experience together must prove credentials of the applicant as an established expert in the field. 	
3.	Consultant (Community Based Disaster Risk Reduction)	Contractual	1 (One)	<p>Essential :- Master Degree in the field of Social Science / Science/ Disaster Management/ Two years PG Diploma in Disaster Management or a related discipline.</p> <p>Desirable :- Candidates with M. Phil or Ph.D. in a relevant field will be given more weightage in the process of selection.</p>	<ul style="list-style-type: none"> Minimum 5 years of work experience in the area of CBDRR. Retired Government Servants should have experience of 3 years in the Scale 11 (as per Seventh CPC) The applicant must have worked with a Government agency or Public/ Private Sector organization, or an international agency in a role related to CBDRR. The applicant with the knowledge, familiarity, and exposure to CBDRR/ disaster management frameworks at various levels. Both the educational qualifications and work experience together must prove credentials of the applicant as an established expert in the field. 	40 years. (For retired employee from Central Govt. the upper Age limit shall be 65 years)
4.	Senior Consultant (Fire Risk Management)	Contractual	1 (One)	<p>Essential :- Graduation in Fire Engineering/ Fire Safety/ Fire Services.</p> <p>Desirable :- A Masters in Fire Engineering, Industrial Safety Management, or a Ph.D. is a preferred qualification. Candidates with Post-graduate degrees in fire engineering or related subject will be given more weightage in the process of selection.</p>	<ul style="list-style-type: none"> A Candidate should have Minimum 10 years of work experience in the area of Fire Risk Management The applicant must worked with a government agency or in a public sector agency, or a well-known private sector firm. The applicant should have knowledge and exposure of local/ national/ international code of practice on fire safety and experience of conducting fire safety audits. Both the educational qualifications and work experience must prove credentials of the applicant as an established expert in the field. <p>Note : Retired government officials with matching education and experience, who have held a position with grade Pay of INR 7600/-may also apply.</p>	50 years (For retired employees from Central Govt., the upper age limit shall be 65 years)

5.	Senior Consultant (Communication & IT)	Contractual	1 (One)	<p>Essential :- A regular Degree of M.Tech(IT)/Computer Science/Electronics/Communication/Telecommunication).</p> <p>Desirable :- Project Management Professional(PMP) Certified Training Course Executive Certificate Programme in advance project management.</p>	<ul style="list-style-type: none"> • Post Qualification experience 5-10 years. • Retire Govt. Employee with grade Pay in PB-13 and above with experience of more than 10 years and knowledge in the required domain field. 	50 years (For retired employees from Central Govt., the upper age limit shall be 65 years)
6	Senior Consultant (IT)	Contractual	1 (One)	<p>Essential :- B.E./ B.Tech (Computer Science or IT) or MCA from a recognized university.</p> <p>Desirable :-</p> <ul style="list-style-type: none"> • The candidate either must have developed on his own or have major role in development of minimum four widely used web portal applications. • Sound knowledge of Web Application development platforms. • Working knowledge of VMs on cloud environment. • Knowledge of SSL installation, Public IP, Domain name, VM creation etc. • Ability to conduct performance debugging, bechmarking, Testing, Security Audit and able to identify resolutions, patches upgradation etc. • Ability to write secure and clean code and documentation. • Able to assist in any task/Project assigned by NDMA 	<ul style="list-style-type: none"> • Minimum 5-10 years experience in design, Development, Deployment and Maintenance of Large Web based Applications/Portals. • Should have working knowledge of Drupal(CMS), CSS, MTML5, JavaScript JQuery and experience with responsive design and development. • Working knowledge of Databases such as MySQL/PostgreSQL etc. • Development/Deployment of back-end APIs or web services/Reports • Knowledge of carrying out security audits, VA etc. 	50 years (For retired employees from Central Govt., the upper age limit shall be 65 years)
7.	Senior Consultant (Landslide & Avalanche)	Contractual	1 (One)	<p>Essential :- Master's Degree in Geosciences, Geography, Geotechnical Engineering development related fields.</p> <p>Desirable :- Ph.D or M.Tech in landslide related subject with field knowledge of landslide mapping and related subjects with research experience.</p> <p>Note: Retired Central Government officials with matching education and experience, who have held a position with grade pay of INR 7,600/- may also apply.</p>	<ol style="list-style-type: none"> 1. Minimum 10 years of work experience for Master degree or 8 years of work experience for Ph.D. in landslide related subjects and handling projects in the landslide risk mitigation /treatment. 2. Field experience in the landslide incident study with substantial use of landslide risk management in report preparation will be given more weightage in the selection process. 3. Both the education qualifications and work 	50 years. (For retired employee from Central Govt. the upper Age limit shall be 65 years)

					experience must prove the credentials of the applicant as an established expert in the field.	
8	Consultant (Legal)	Contractual	1 (One)	<p>Essential :- Bachelor's Degree or equivalent in Law from a recognized University.</p> <p>Desirable :- (a) Master's degree in law in the relevant fields or Research experience, published papers and post qualification experience in the relevant field would be preferred.</p> <p>(b) Candidates must have sound understanding and knowledge of issues relating to law and related areas.</p> <p>(c) Fluency in written and spoken English is required for this position.</p>	<ul style="list-style-type: none"> Minimum 3-5 years of work experience also having at least three years experience as a practicing Advocate in a court of law preferably Supreme Court/ High Court. 	<p>40 years.</p> <p>(For retired employee from Central Govt. the upper Age limit shall be 65 years)</p>
9.	Senior Consultant (Drought & Heat Wave)	Contractual	1	<p>Essential :- Master's degree in agriculture, meteorology, agro – meteorology, agro – economics, water resources management or soil conservation, Disaster Management and related disciplines,</p> <p>Desirable :- (a) Persons with M.Phil and Ph.D.in the relevant fields or Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D. from reputed university shall be given additional weightage.</p> <p>(b) Candidates must have sound understanding and knowledge of issues relating to drought and heat wave and related areas.</p>	<p>Candidates should have 5-10 years of relevant post qualification work experience on drought and heat wave issues. Experience of working on drought and heat wave risk mitigation measures.</p> <p>Desirable : The applicant should have worked with a government agency, leading regional/ international organization, or a public sector agency.</p> <p>The applicant should have prepared domain specific national policies / plans / guidelines etc.</p> <p>The applicant should have worked on drought & heat wave issues at national level.</p> <p>The applicant should have involved in multi stakeholder coordination and worked on data analysis.</p>	<p>50 years.</p> <p>(For retired employee from Central Govt. the upper Age limit shall be 65 years)</p>
10	Senior Consultant (Hazard Vulnerability & Risk Assessment)	Contractual	1 (One)	<p>Essential :- Master's degree in disaster management, natural sciences, engineering, urban planning, geography, environmental and /or development related fields with some qualification in subject relevant to disaster risk reduction.</p> <p>Desirable :- (a) Person with M.Phil and Ph.D in the relevant fields or Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D from reputed university shall be given additional weightage.</p> <p>(b) Candidates must have sound understanding and knowledge of</p>	<p>Preferably 10 years of relevant post qualification work experience in the area of disaster risk reduction including disaster risk assessment. 8 / 5 years of relevant post qualification work experience for candidates possessing M.Phil/ Ph.D respectively.</p> <p>Desirable :</p> <ul style="list-style-type: none"> The applicant should have worked with a government agency, leading regional/ international organization, or a public sector agency. The applicant should have involved in multi stakeholder coordination and worked on data analysis. 	<p>50 years.</p> <p>(For retired employee from Central Govt. the upper Age limit shall be 65 years)</p>

			<p>issues related to disaster risk reduction and related areas.</p> <p>Note: Retired Central Government employee with Grade Pay of Rs. 8,700/- (Pre-revised)/ Level-13 (7th CPC) and above with minimum experience of 5-10 years in the relevant fields may also apply.</p>		
--	--	--	---	--	--

2. Remuneration Band : Rs. 1,25,000/- — Rs. 1,75,000/- p.m. for Senior Consultants and Rs. 75,000/- — Rs. 1,00,000/- p.m. for Consultants. Remuneration in respect of retired Central Government employee will be fixed as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.
3. The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above positions is indicated in the Term of Reference (ToR) of the above positions and may be seen on NDMA website at <https://ndma.gov.in/Jobs/NDMA>
4. Essential /desirable educational qualifications and experiences will be verified with original certificates.
5. Interested individuals may send their applications in the prescribed proforma available on the NDMA website alongwith Statement of Purpose (SoP) in 250 words maximum and photocopies of certificates establishing their educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701700 within **20 days** from the date of publication of advertisement in the employment news.

<p>Important Note : Separate applications are required for each position / discipline (Field). Incomplete application will not be considered.</p>
--

(Abhishek Biswas)
Under Secretary (Admn)

Application for the position of Senior Consultant / Consultant in the National Disaster Management Authority (NDMA) on Contract Basis

Post applied for : _____

(1) Name : _____

(2) Father's Name :- _____

(3) Sex (Male / Female) : _____

(4) Date of Birth _____ Age _____ Years.

(5) Category : SC/ST/OBC/General/Any Other (Pls. specify) _____

(6) Contact Address :- _____

(7) Permanent Address :- _____

(8) E-mail : _____ Phone _____

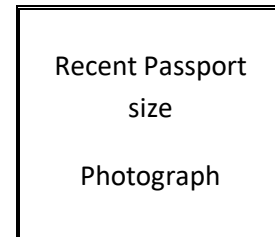
(9) Education (College education in reverse chronological order) (Pls add rows if required) :

S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(10) Experience (in reverse chronological order) (Pls add rows if required)

S No.	Period			Organization / Institution	Nature of work	Accomplishments
	From	To	Total			

(11) Trainings: _____



- (12) Publications:- _____
- (13) Awards / recognitions: - _____
- (14) Membership of Professional Bodies/ Associations: - _____
- (15) Retired Government staff (Pls indicate Pay/Pay band) :- _____
- (16) References (Name, Designation, Institution, address, e-mail and Phone Number) :-

(1) : _____ (2) : _____

Date _____

Signature _____

* Application form is to be submitted alongwith Statement of Purpose (SoP) in 250 words maximum and copies of certificates establishing educational qualifications, work experiences, trainings participated etc.

Government of India
Ministry of Home Affairs
National Disaster Management Authority
(Capacity Building & Training Division)

NDMA Reference:

Subject: Terms of Reference

Title of the Position: Senior Consultant (International Cooperation in Disaster Management)

Level: Senior Consultant

Budget Line/Head: Rs.1,25,000/- – Rs.1,75,000/- (Remuneration, allowances, leave entitlement, maximum terms of appointment in respect of Central Government Employees engaged as consultant on contractual basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No.3-25/2020-E.III.A dated 9.12.2020).

1. Name of the Division: Capacity Building & Training (CBT) Division

2. Purpose/Rationale of the Assignment: The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, the NDMA has taken several initiatives and programmes in strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.

The National Policy of Disaster Management (2009) calls for making national endeavor to develop close cooperation and coordination at the international level in all spheres of disaster management. India offers humanitarian assistance to disaster affected countries as a good will gesture. India also accepts humanitarian assistance from friendly countries.

In pursuance with the national policy, NDMA represents India in various international forums in the area of disaster management. It promotes international cooperation in disaster management at various levels. At the international level, NDMA participates in the United Nations Office for Disaster Risk Reduction (UNDRR), Global Fund for Disaster Risk Reduction (GFDRR), and various other UN agencies. At the regional level, NDMA represents India in various inter-governmental organizations such as Asian Disaster Preparedness Center (ADPC), SAARC Disaster Management Center (SDMC), and Regional Integrated Multi-hazard Early Warning System (RIMES).

NDMA supports various activities and exercises related to disaster management in regional mechanisms such as the South Asia Association for Regional Cooperation (SAARC), the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC), the Indian Ocean Rim Association (IORA), and the Shanghai Cooperation Organization (SCO).

NDMA represents the country in promoting international cooperation through exchange of ideas and expertise in disaster management by signing MoUs/Agreements with various countries such as Russia, Germany, Japan, Tajikistan, Bangladesh, Italy, Mongolia, etc. NDMA receives several bilateral visits and experts missions from many countries.

NDMA organizes many international events, exercises, and conferences on disaster management. In the recent past, NDMA organized the Asian Ministerial Conference on Disaster Risk Reduction in November, 2016. It has organized many exercises in disaster and humanitarian response involving several countries in the region.

NDMA has also taken a lead role in setting up the Coalition for Disaster Resilient Infrastructure (CDRI), which has now emerged as an international organization with a membership of more than 30 countries. NDMA plays an important role in the governance structure of the CDRI.

Considering the importance of promoting international cooperation in disaster risk management in the country, NDMA requires the services of an experienced professional as Senior Consultant, International Cooperation.

3. Duration: Initially, a successful candidate will be given contract for one year (full time) which may be extended up to a maximum of another two years (maximum of three years) subject to satisfactory performance.

4. Number of Vacancies: Two (2)

5. Job Description: Senior Consultant, International Cooperation in Disaster Management will support the NDMA leadership and its various divisions in promoting international cooperation in the area of disaster management. S/he will carry out these responsibilities through participation in various international and regional initiatives as well as through coordination with various international and regional organizations. In addition, s/he will assist NDMA in extending humanitarian and technical assistance and capacity-building support to other countries.

6. Tasks/Deliverables: The Senior Consultant will work under the overall supervision of the CBT Division and will perform the following tasks:

- Assist NDMA in organizing international workshops, seminars and conferences to promote regional and international cooperation in disaster management.
- Assist NDMA to participate in the Global Platform for DRR and Asian Ministerial Conference and other such conferences in disaster management.
- Support NDMA in organizing regional simulation exercises such as SADMAEx, PANEX, etc.

- Prepare draft background notes / concept papers / agenda / schedule for regional and global disaster management events.
- Support NDMA in developing bilateral / multilateral cooperation projects in the area of disaster management.
- Develop partnerships and explore potential areas of cooperation with bilateral and multilateral agencies in disaster management.
- Organize meetings with bilateral and multilateral agencies from time to time to explore future areas of cooperation in disaster management.
- Prepare proceedings and reports of regional simulation exercises, conferences and meetings for dissemination.
- Assist NDMA in implementation of the ongoing projects supported by bilateral and multilateral agencies.
- Assist NDMA in monitoring, evaluation and learning exercises of the projects being implemented by the NDMA with the support of bilateral and multilateral agencies.
- Coordinate on behalf of the NDMA with Central and state ministries, departments, agencies, SDMAs, and other agencies for rendering humanitarian assistance to other disaster-affected countries
- Coordinate on behalf of the NDMA with central and state ministries, departments, agencies, SDMAs, and other agencies for receiving foreign humanitarian assistance from friendly countries
- Participate in the meeting of NDMA Task Forces, Working Groups and Committees to provide technical inputs related to international cooperation
- Any other assignment/work on the subject which can be given by the CBT Division.

7. Qualification

Education	<ul style="list-style-type: none"> • Essential Qualifications: Post Graduation in International Relations/Studies, Social Sciences, or Disaster Management, or a related discipline. • Desirable Qualifications: Candidates with M. Phil or Ph.D. in a relevant field will be given more weightage in the process of selection.
------------------	---

8. Work Experience:

- A minimum of 7 years of work experience in the area of disaster management/humanitarian assistance. Retired Government Servants should have experience of 5 years in Scale 11 (as per Seventh CPC).
- The applicant must have worked with a government agency or public/private sector organization, or an international agency in a role related to disaster management.
- The applicant with knowledge, familiarity, and exposure to international disaster management frameworks
- Experience of working in an international, regional, bilateral, multilateral, organizations in the field of disaster management will be preferred
- Both the educational qualifications and work experience together must prove credentials of the applicant as an established expert in the field.

9. Competencies:

Functional competencies	This position requires following demonstrated functional competencies <ul style="list-style-type: none">• Promoting the vision of NDMA• Strong Inter-personal and communication skills• Advising, Leading and Supervising• Formulating concepts and strategies• Ability to work in a team situation• Ability to work closely with other stakeholders in the field of disaster management• Proactive engagement and dialogue• Strategic advice and communication
Language proficiency	<ul style="list-style-type: none">• Fluency in written and spoken English is required for this position

10. Upper Age Limit: Upper age limit will be 50 years. For retired Central Govt Servants, upper age limit will be 65 years. The candidature of candidates from retired Central Govt employees applied for the position, who cross 65 years of age during selection process or before final selection will be eliminated without any notice/intimation.

11. Reporting Mechanism: Consultant shall report to Advisor/Joint Secretary (CBT), I/C CBT Division, NDMA

12. Schedule of completion of Tasks: The Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and the Consultant shall not take any other assignment during the period of consultancy with NDMA.

Government of India
Ministry of Home Affairs
National Disaster Management Authority
(Capacity Building & Training Division)

NDMA Reference:

Subject: Terms of Reference

Title of the Position: Senior Consultant (Community Based Disaster Risk Reduction)

Level: Senior Consultant

Budget Line/Head: Rs.1,25,000/- – Rs.1,75,000/- (Remuneration, allowances, leave entitlement, maximum terms of appointment in respect of Central Government Employees engaged as consultant on contractual basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No.3-25/2020-E.III.A dated 9.12.2020).

1. Name of the Division: Capacity Building & Training (CBT) Division

2. Purpose/Rationale of the Assignment: The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, the NDMA has taken several initiatives and programmes in strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country. NDMA is also mandated to take such other measures for preparedness and capacity building for dealing with threatening disaster situations or disasters as it may consider necessary.

The fundamental principle of Community Based Disaster Risk Reduction (CBDRR) involves the development of bottom-up processes arising from the communities themselves. Development is based on community needs and its aspirations for safety, and appropriate actions to address these. The CBDRR aims to actively engage the community in identification, analysis, assessment, monitoring, implementation and evaluation of disaster risks reducing their vulnerabilities and enhancing capacities. Such an approach aims to address local issues, challenges and problems from the perspective of those experiencing it every day. Community empowerment and ownership through the process is the key for disaster management.

The principles of CBDRR have been upheld by various national and global policy frameworks pertaining to disaster management. The various institutions at the national and local level that have a crucial role to play in the CBDRR process also emulate the CBDRR principles. Local

communities can play a vital role in disaster mitigation and preparedness, response and recovery. The potential of local communities to deliver on this expectation has been recognized in global and national frameworks that guide policy, planning and practice.

National Policy on Disaster Management 2009 (NPDM) lays emphasis on community based disaster preparedness for ensuring local ownership, addressing local needs, and promoting volunteerism and mutual help to prevent and minimize damage. The Policy recognizes community as the bedrock of the process of disaster response. It emphasizes on community training on various aspects of response such as first-aid, search and rescue, management of community shelters, psycho-social counseling, and distribution of relief and accessing support from government/agencies etc. It also promotes stakeholder participation including NGOs for community empowerment.

National Disaster Management Plan (NDMP) 2019 reinforces the need for enhancing the capacity of communities as first responders to disasters. This includes awareness, sensitization, orientation and developing skills of communities and community leaders to deal with disasters. Various chapters of NDMP discuss about social inclusion and mainstreaming Disaster Risk Reduction in various sectors.

Prime Minister's Ten Point Agenda on DRR presented at the Asian Ministerial Conference on Disaster Risk Reduction (AMCDRR) 2016 in New Delhi also promotes community involvement in DRR. All-inclusive agenda presents a holistic approach to disaster risk management and addresses a whole range of issues, from building local capacities and initiative to use of innovative technology to encouraging greater involvement and leadership of women in disaster risk management.

In view of the importance of CBDRR in the country, NDMA requires the services of an experienced professional as Consultant.

3. Duration: Initially, a successful candidate will be given contract for one year (full time) which may be extended up to a maximum of another two years (maximum of three years) subject to satisfactory performance.

4. Number of Vacancies: One (1)

5. Job Description: Senior Consultant (CBDRR) shall deal with all matters under the broad framework of CBDRR, undertake a holistic approach for disaster management through community, local bodies, & NGOs, and extend technical support to NDMA.

6. Tasks/Deliverables: The Senior Consultant will work under the overall supervision of the CBT Division and will perform the following tasks:

- To monitor CBDRR activities and its developments at District, State/UT, National and International level and report to CBT Division of NDMA

- To prepare National DM Guidelines on CBDRR, to implement the Guidelines at National level, and to ensure implementation of the Guidelines by other stakeholders;
- To provide technical support to strengthen CBDRR in the country and strategies for its implementation;
- To carry out training needs assessment for CBDRR and suggest way forward;
- To prepare schemes/projects, IEC materials, etc related to CBDRR
- To prepare training curriculum & modules, background notes, concept papers, agenda, schedule, & reports, etc for sensitization programmes, training, workshops, conferences, and awareness programmes, etc.
- To organize training, workshops, conferences, and awareness programmes at all levels as deemed appropriate.
- To organize sensitization programmes for Parliamentarians and Legislators on CBDRR, once in a year.
- To prepare a compendium of best practices adopted by various stakeholders and work as deemed appropriate.
- To work in close coordination with NGO Coordination Centres formed at District, & State/UT levels
- To liaise with Nodal Ministries/Departments at National & State/UT levels for implementation of CBDRR principles at all levels;
- Any other task to be assigned by the CBT Division, NDMA

7. Qualification

Education	<ul style="list-style-type: none"> • Essential Qualifications: Master Degree in the field of Social Science/Science/Disaster Management/Two years PG Diploma in Disaster Management or a related discipline • Desirable Qualifications: Candidates with M. Phil or Ph.D. in a relevant field will be given more weightage in the process of selection.
------------------	--

8. Work Experience:

- A minimum of 7 years of work experience in the area of CBDRR. Retired Government Servants should have experience of 5 years in Scale 11 (as per Seventh CPC).
- The applicant must have worked with a government agency or public/private sector organization, or an international agency in a role related to CBDRR.
- The applicant with knowledge, familiarity, and exposure to CBDRR/disaster management frameworks at various levels
- Both the educational qualifications and work experience together must prove credentials of the applicant as an established expert in the field.

9. Competencies:

Functional competencies	<p>This position requires following demonstrated functional competencies</p> <ul style="list-style-type: none"> • Promoting the vision of NDMA • Strong inter-personal and communication skills
--------------------------------	---

	<ul style="list-style-type: none"> • Advising, leading and supervising • Formulating concepts and strategies • Ability to work in a team situation • Ability to work closely with other stakeholders • Proactive engagement and dialogue • Strategic advice and communication
Language proficiency	<ul style="list-style-type: none"> • Fluency in written and spoken English is required for this position

10. Upper Age Limit: Upper age limit will be 50 years. For retired Central Govt Servants, upper age limit will be 65 years. The candidature of candidates from retired central Govt employees applied for the position, who cross 65 years of age during selection process or before final selection will be eliminated without any notice/intimation.

11. Reporting Mechanism: Consultant shall report to Advisor/Joint Secretary (CBT), I/C CBT Division, NDMA

12. Schedule of completion of Tasks: The Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and the Consultant shall not take any other assignment during the period of consultancy with NDMA.

Government of India
Ministry of Home Affairs
National Disaster Management Authority
(Capacity Building & Training Division)

NDMA Reference:

Subject: Terms of Reference

Title of the Position: Consultant (Community Based Disaster Risk Reduction)

Level: Consultant

Budget Line/Head: Rs.75,000/- – Rs.1,00,000/- (Remuneration, allowances, leave entitlement, maximum terms of appointment in respect of Central Government Employees engaged as consultant on contractual basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No.3-25/2020-E.III.A dated 9.12.2020).

1. Name of the Division: Capacity Building & Training (CBT) Division

2. Purpose/Rationale of the Assignment: The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, the NDMA has taken several initiatives and programmes in strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country. NDMA is also mandated to take such other measures for preparedness and capacity building for dealing with threatening disaster situations or disasters as it may consider necessary.

The fundamental principle of Community Based Disaster Risk Reduction (CBDRR) involves the development of bottom-up processes arising from the communities themselves. Development is based on community needs and its aspirations for safety, and appropriate actions to address these. The CBDRR aims to actively engage the community in identification, analysis, assessment, monitoring, implementation and evaluation of disaster risks reducing their vulnerabilities and enhancing capacities. Such an approach aims to address local issues, challenges and problems from the perspective of those experiencing it every day. Community empowerment and ownership through the process is the key for disaster management.

The principles of CBDRR have been upheld by various national and global policy frameworks pertaining to disaster management. The various institutions at the national and local level that have a crucial role to play in the CBDRR process also emulate the CBDRR principles. Local

communities can play a vital role in disaster mitigation and preparedness, response and recovery. The potential of local communities to deliver on this expectation has been recognized in global and national frameworks that guide policy, planning and practice.

National Policy on Disaster Management 2009 (NPDM) lays emphasis on community based disaster preparedness for ensuring local ownership, addressing local needs, and promoting volunteerism and mutual help to prevent and minimize damage. The Policy recognizes community as the bedrock of the process of disaster response. It emphasizes on community training on various aspects of response such as first-aid, search and rescue, management of community shelters, psycho-social counselling, and distribution of relief and accessing support from government/agencies etc. It also promotes stakeholder participation including NGOs for community empowerment.

National Disaster Management Plan (NDMP) 2019 reinforces the need for enhancing the capacity of communities as first responders to disasters. This includes awareness, sensitization, orientation and developing skills of communities and community leaders to deal with disasters. Various chapters of NDMP discuss about social inclusion and mainstreaming Disaster Risk Reduction in various sectors.

Prime Minister's Ten Point Agenda on DRR presented at the Asian Ministerial Conference on Disaster Risk Reduction (AMCDRR) 2016 in New Delhi also promotes community involvement in DRR. All-inclusive agenda presents a holistic approach to disaster risk management and addresses a whole range of issues, from building local capacities and initiative to use of innovative technology to encouraging greater involvement and leadership of women in disaster risk management.

In view of the importance of CBDRR in the country, NDMA requires the services of an experienced professional as Consultant.

3. Duration: Initially, a successful candidate will be given contract for one year (full time) which may be extended up to a maximum of another two years (maximum of three years) subject to satisfactory performance.

4. Number of Vacancies: One (1)

5. Job Description: Consultant (CBDRR) shall deal with all matters under the broad framework of CBDRR, undertake a holistic approach for disaster management through community, local bodies, & NGOs, and extend technical support to NDMA.

6. Tasks/Deliverables: The Consultant will work under the overall supervision of the CBT Division and will perform the following tasks:

- To monitor CBDRR activities and its developments at District, State/UT, National and International level and report to CBT Division of NDMA

- To assist in preparation of National DM Guidelines on CBDRR, and implementation of the Guidelines at all levels;
- To provide technical support to strengthen CBDRR in the country and strategies for its implementation;
- To assist in carrying out training needs assessment for CBDRR and suggest way forward;
- To assist in preparation of schemes/projects, IEC materials, etc related to CBDRR;
- To assist in drafting training curriculum & modules, background notes, concept papers, agenda, schedule, & reports, etc for sensitization programmes, training, workshops, conferences, and awareness programmes, etc.
- To assist in organize training, workshops, conferences, and awareness programmes at all levels as deemed appropriate.
- To assist in organizing sensitization programmes for Parliamentarians and Legislators on CBDRR, once in a year.
- To prepare and maintain a data-base of best practices, IEC materials, etc adopted by various stakeholders.
- To work in close coordination with NGO Coordination Centres formed at District, & State/UT levels;
- To liaise with Nodal Ministries/Departments at National & State/UT levels for implementation of CBDRR principles at all levels;
- Any other task to be assigned by the CBT Division, NDMA

7. Qualification

Education	<ul style="list-style-type: none"> • Essential Qualifications: Master Degree in the field of Social Science/Science/Disaster Management/Two years PG Diploma in Disaster Management or a related discipline • Desirable Qualifications: Candidates with M. Phil or Ph.D. in a relevant field will be given more weightage in the process of selection.
------------------	--

8. Work Experience:

- A minimum of 5 years of work experience in the area of CBDRR. Retired Government Servants should have experience of 3 years in Scale 11 (as per Seventh CPC).
- The applicant must have worked with a government agency or public/private sector organization, or an international agency in a role related to CBDRR.
- The applicant with knowledge, familiarity, and exposure to CBDRR/disaster management frameworks at various levels
- Both the educational qualifications and work experience together must prove credentials of the applicant as an established expert in the field.

9. Competencies:

Functional competencies	<p>This position requires following demonstrated functional competencies</p> <ul style="list-style-type: none"> • Promoting the vision of NDMA • Strong inter-personal and communication skills
--------------------------------	---

	<ul style="list-style-type: none"> • Advising, leading and supervising • Formulating concepts and strategies • Ability to work in a team situation • Ability to work closely with other stakeholders • Proactive engagement and dialogue • Strategic advice and communication
Language proficiency	<ul style="list-style-type: none"> • Fluency in written and spoken English is required for this position

10. Upper Age Limit: Upper age limit will be 40 years. For retired Central Govt Servants, upper age limit will be 65 years. The candidature of candidates from retired Central Govt employees applied for the position, who cross 65 years of age during selection process or before final selection will be eliminated without any notice/intimation.

11. Reporting Mechanism: Consultant shall report to Advisor/Joint Secretary (CBT), I/C CBT Division, NDMA

12. Schedule of completion of Tasks: The Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and the Consultant shall not take any other assignment during the period of consultancy with NDMA.

TERMS AND REFERENCE OF CONSULTANT – (SR. CONSULTANT)

FIRE RISK MANAGEMENT

1. **Purpose** -: One of the most important areas of disaster management has been the provision of dependable fire services in the country. As India experiences significant growth of industrial and service sector, and invests heavily in infrastructure expansion, with concomitant urbanization, a well-equipped and adequately resourced fire services is an essential service that must be extended to all parts of the country. State and municipal governments need to maintain and provide fire services to all the citizens. The role of Central Government is to improve the regulatory framework and provide capacity-building support to State and municipal governments for fire services. At the national level, there is a Directorate General of Fire Services, Civil Defence, and Home Guards, which provides policy and programme support for fire services and advises on organizational matters related to fire services. As an apex institution, NDMA coordinates with the DG, Fire Services, and provides enabling support to strengthen fire services across the country.

Recognizing the importance of fire services, the 15th Finance Commission has recommended a provision of Rs. 5,000 crore for strengthening fire services at the State level in the next five years. These resources would be allocated through the Preparedness and Capacity-building component of the NDRF. States need to apply for these funds, for which they should contribute 10 per cent of the amount sought. These resources could ideally provide a top-up to the existing programmes.

2. **Position (in numbers)-: Sr. Consultant - One (1)**
3. **General overview** -: The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister of India, the NDMA is mandated to lay down the policies, plans, and guidelines for disaster management, and implement various programs related to several aspects of disaster management. Since its inception, the NDMA has implemented several initiatives and programmes on strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country. Considering the criticality of the role of fire services in any emergency and to standardize training and equipping the fire services in the country, the NDMA has released National Disaster Management Guidelines on scaling, types of equipment, and training of fire services. In view of the importance assigned to the fire services for disaster management in the country, NDMA requires the services of an experienced professional as Sr. Consultant for fire risk management.

4. **Scope of work (Local, regional or pan-India) -:** Sr. Consultant, Fire Services, will provide technical assistance to NDMA in formulation and implementation of policies and guidelines related to fire services and support coordination with the Ministry of Home Affairs, and DG, Fire Services. In addition, the Sr./Senior Consultant will assist NDMA in developing projects and programs, reforming and strengthening fire services at the State and municipal levels, and contributing to training and capacity-building activities. The above position is at PAN –India level and it is expected that Sr. consultant will be posted at NDMA.
5. **Duty station -:** New Delhi, India.
6. **Status (Full time/Part Time/Short term or Long term)-:** Full Time (It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA)
7. **Deliverables-:** The Sr. Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA , and its deliverables are as under:
 - Provide technical advice on all matters related to fire risk management dealt by the NDMA and help it coordinate with other organizations and entities working in this area
 - Support formulation of policies and guidelines to strengthen fire services in the country
 - Develop programs and projects to strengthen fire risk management for NDMA and set up implementation arrangements.
 - Undertake field visits to ensure effective monitoring of ongoing fire risk management projects and programs being implemented by the NDMA
 - Carry out desk research on various aspects of fire risk management globally and prepare thematic papers and strategies for different areas of fire risk management in the country
 - Document global good practices on fire risk management and disseminate to key internal and external stakeholders
 - Establish a network of academic, research and training institutions in both public and private sectors for promoting fire risk management in the country
 - Participate in the meeting of NDMA Task Forces, Working Groups and Committees to provide technical inputs related to fire risk management
 - Support NDMA in organizing international / national workshops, seminars and conferences related to fire risk management
 - Carry out quarterly fire risk audit of NDMA Bhawan and conduct fire safety mock drills for fire safety.

- Any other assignment/ work on the subject given by the concerned Member/ JS / Advisor, NDMA.

8. **Competencies and Skills required -:**

- Promoting the vision of NDMA
- Advising, Sr.ing and supervising
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication

Language proficiency - Fluency in written and spoken English is required for this position

9. **Educational Qualifications (Essential/Desirable) and Age -:**

- **Essential Qualifications:** Graduation in Fire Engineering/ Fire safety / Fire Services.
- **Desirable Qualifications:** A Masters in Fire Engineering, Industrial Safety Management, or a Ph.D. is a preferred qualification. Candidates with Post-graduate degrees in fire engineering or related subject will be given more weightage in the process of selection.
- The upper age limit for the candidates is 50 years, however, in case of retired employees it shall be considered as per **MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.**

10. **Experience -:**

- **Minimum 10 years of work experience in the area of Fire Risk Management.**
- The applicant must have worked with a government agency or in a public sector agency, or a well-known private sector firm.
- The applicant should have knowledge and exposure of local / national / international code of practice on fire safety and experience of conducting fire safety audits.
- Both the educational qualifications and work experience must prove credentials of the applicant as an established expert in the field.

Note - Retired Central Government officials with matching education and experience, who have held a position with grade pay of INR 7,600/ may also apply. Retired Central Govt. employees engaged as a Consultant shall be regulated as as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

11. **Salary/Remuneration-: Rs. 1,25,000 – 1,35,000 -1,45,000 - 1,55,000 - 1,65,000 - 1,75,000. For retired Central Govt. employees, remuneration will be fixed as per the provision of Ministry of Finance, Department of Expenditure O.M. No.3/25/2020.EIII A dated 9.12.2020.**
12. **Reporting Mechanism -:** The Sr. consultant will be working under the supervision of concerned subject Member / JS (Division Head) of NDMA. However, on time to time basis concerned division JA will guide them on handling subject related issues.
13. **Support/inputs to be provided by NDMA to facilitate consultancy -**
: During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.
14. **Special remarks, such as travel, etc. -:** For all official tours, visit of Sr. Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.
15. **Any additional remarks -:** Individual Consultants will be engaged for a fixed period but not exceeding three years for providing high quality services on specific projects as per requirement of the Divisions.

ToR FOR THE POST OF SENIOR CONSULTANT (Comn & IT)
(COMM & IT Div)

1	Name of the Division	Comn& IT Sub Div
2.	Purpose/Rationale of the Assignment	<ul style="list-style-type: none"> Senior Consultant will provide domain specific technical assistance in formulation of guidelines/ conduct of subject related training/projects & schemes.
3.	Duration	<ul style="list-style-type: none"> Initially the consultancy will be for a period of one (1) year which can be extended up to 3 years subject to performance review on annual basis. The engagement of Consultants at NDMA is of a temporary nature and NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's notice to the individual Consultant. The individual Consultant can also seek the termination of the contract upon giving one-month notice to NDMA.
4.	Number of vacancies	<ul style="list-style-type: none"> 01 Vacancy.
5.	Job description/ Context	<ul style="list-style-type: none"> NDMA as the apex body is mandated to lay down the policies, plan and guidelines for Disaster Management to ensure timely and effective response to disasters. Specialist inputs in relevant discipline /area of disaster management need to be provided to NDMA. He will provide domain specific technical assistance in formulation of guidelines/conduct of subject related training/projects and schemes. Should be fully conversant with latest developments in fields of Communication and Information Technology. Expertise in planning, implementation and maintenance of large scale communication networks with diverse media. Should have knowledge of cyber security imperatives Good written and verbal communication and presentation skills. Knowledge of PPDR & Satellite Communication Systems. Knowledge of use of Communication, Computers & IT in Disaster Management


 19/12

		<ul style="list-style-type: none"> Understand financial aspects of Project Management.
6.	Tasks/Deliverables	<ul style="list-style-type: none"> Formulate RFP with QRs for Communication and IT Projects. Responsible for coordination with Ministries and Central /State agencies in respect of Communication and IT related projects. Advise NDMA & SDMA on Disaster Communication and IT requirements and formulate Projects at Centre/State level to address the gaps. Keep NDMA updated on Communication and IT related developments. Keep abreast of initiatives by Central / State agencies responsible for Disaster Management in the countries. Capacity Building in fields of Telecommunication and IT with various stakeholders in Disaster Management. Advise on technical aspects of management and operations of EOCs. Formulation of guidelines.
7.	Qualification	<p>Essential :</p> <ul style="list-style-type: none"> Should be an Indian Citizen A regular degree of M Tech (IT/ Computer Science/ Electronics/ Communication / Telecommunication) <p>Desirable:</p> <ul style="list-style-type: none"> Project Management Professional (PMP) Certified Training Course. Executive Certificate Programme in advance project management
8.	Work Experience	<ul style="list-style-type: none"> Post qualification experience: 5-10 years Retired Govt. employee with grade Pay in PB-13 and above with experience of more than 10 years and knowledge in the required domain field.
9.	Competencies	<ul style="list-style-type: none"> Demonstrates and safeguards ethics and integrity. Displays cultural, gender, religion and age sensitivity and adaptability. Facilitates teamwork and open communication. Ability to plan, organize, implement and report on work

[Handwritten signature]
19/11

ToRs for hiring of Senior Consultant in IT Div

Name of the Job Post	Essential qualifications
Senior Consultant (IT)	<ul style="list-style-type: none"> • B.E./ B. Tech (Computer Science or IT) or MCA from a recognized university. <hr/> <ul style="list-style-type: none"> • Minimum 5-10 Years' experience in Design, Development, Deployment and Maintenance of Large Web based Applications/ Portals • Should have working knowledge of Drupal (CMS), CSS, HTML5, JavaScript JQuery and experience with responsive design and development. • Working knowledge of Databases such as MySQL/ PostgreSQL etc. • Development/Deployment of back-end APIs or web services/ Reports. • Knowledge of carrying out security audits, VA etc <p>Desirable:</p> <ul style="list-style-type: none"> • The candidate either must have developed on his own or have major role in development of minimum four widely used web portal applications. • Sound knowledge of Web Application development platforms. • Working knowledge of VMs on Cloud environment. • Knowledge of SSL installation, Public IP, Domain name, VM creation etc • Ability to conduct performance debugging, benchmarking, Testing, Security Audit and able to identify resolutions, patches upgradation etc. • Ability to write secure and clean code and documentation • Able to assist in any task/Project assigned by NDMA.
Monthly Remuneration	<ul style="list-style-type: none"> • Consolidated Monthly Remuneration: ₹ 1,25,000/- per month (Tentative)
Age (Max)	50 Years
Duration	<ul style="list-style-type: none"> • 12 months extendable up to 02 years on need basis as per NDMA's Recruitment Handbook-2022

TERMS AND REFERENCE

Senior Consultant (Landslide & Avalanche)

1. **Purpose:**

Landslides are the most frequently occurring natural hazard in the hilly terrains of India. Landslides in the country are both geological and hydro-meteorological in nature, and most of them are triggered by heavy rainfall during the monsoon season. Major landslide-prone areas in the country cover mountain slopes of the North-Western Himalayas, the Sub-Himalayan terrain of the North-East, and the Western-Eastern Ghats.

The landslide susceptibility is highest in the Himalayan region, which has the world's most unstable ecology, with rugged topography, fragile rock conditions, high seismicity, and considerable rainfall that alters slope profiles over time. The Western Ghats region is the second most landslide-prone region after the Himalayas in the country due to its steep slope, high intensity of rainfall, weathering of soil, soil piping, and anthropogenic activities. In recent years, many devastating landslides occurred on these mountain slopes, which caused immense loss of life and property.

To address these challenges, the NDMA had released the Guidelines on the Management of Landslide & Snow Avalanches (2009), Landslide Risk Management Strategy (2019) and Guidelines on Glacial Lake Outburst Floods (2020) to provide direction to central ministries, state governments, and district administrations. Considering the importance of landslides and GLOF hazards and risks management in the country, NDMA requires the services of an experienced professional as Senior Consultant (Landslide & Avalanche).

2. **Position (in numbers): Senior Consultant - One (1)**

3. **General overview :** The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister of India, the NDMA is mandated to lay down the policies, plans, and guidelines for disaster management, and implement various programs related to several aspects of disaster management. Since its inception, the NDMA has implemented several initiatives and programmes on strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.

In addition to man-made hazards, NDMA also addresses natural hazards at large. Landslide, snow avalanches and glacial lake outburst floods (GLOFs) are one such area of concern. These hazardous events are frequent along Himalaya and other hilly regions of India. While there are specific structural and non-structural measures for landslide risk management, the States / UTs needs to be prepared to prevent and respond to these hazards and mitigate their impact. This is a focused area that requires specialized skills and partnership with concerned Ministries / Departments and other institutions dealing with the required expertise.

4. **Scope of work (Local, regional or pan-India):** Sr. Consultant (Landslide & Avalanche) will provide technical assistance to NDMA in the implementation of the national guidelines linked to prevention and mitigation of landslide associated hazards and risks, and support coordination with the central and state agencies. In addition, the Sr. Consultant will assist NDMA in developing projects and programs and its implementation with monitoring related to preparing for such hazards. He will also undertake capacity-building and strengthening measures to mitigate and manage landslide and associated hazards and risks. The above position is at PAN India level and it is expected that Sr. consultant will be posted at NDMA.
5. **Duty station:** New Delhi, India
6. **Status (Full time/Part Time/Short term or Long term):** Full Time (It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA).
7. **Deliverables:** The Sr. Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA , and its deliverables are as under:
 - Provide technical advice on all matters related to landslide, snow avalanches, GLOF and associated hazards dealt by the NDMA and help it coordinate with other organizations and entities working in this area
 - Support formulation of policies, strategies, and guidelines to strengthen the management of landslide and associated hazards and risks in the country
 - Provide technical assistance to central and state governments in developing a pool of safety practices, and emergency management facilities for the prevention of landslides
 - Provide technical assistance to NDMA, central, and state government authorities for strengthening the policy making and regulatory framework
 - Support NDMA, the central and state governments prepare response plans and SOPs and situation report during the landslide disaster response
 - Provide technical support in post-disaster investigation and assessment of damages and losses
 - Develop programmes and projects for NDMA to prevent and mitigate landslide and associated hazards disaster management and set up implementation arrangements
 - Undertake field visits to ensure effective monitoring of landslide disaster management projects and programmes implemented by the NDMA
 - Carry out secondary research on different aspects and global trends in landslide, snow avalanche disasters and prepare thematic papers and strategies
 - Document global good practices on landslide, snow avalanche and GLOF disaster management and disseminate them to key internal and external stakeholders
 - Establish a network of institutions specialising in landslide, snow avalanche and GLOF risk management in both the public and private sectors for promoting slope disaster risk management in the country
 - Participate in NDMA task force meetings, working groups, and committees to provide technical inputs related to the subject
 - Support in organizing international/ national workshops, seminars, and conferences

- Any other assignment/work on the subject given by the concerned Member/ JS / Advisor, NDMA

8. Competencies and Skills required:

- Promoting the vision of NDMA
- Advising, and supervising
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication

Language proficiency - Fluency in written and spoken English is required for this position.

9. Educational Qualifications (Essential/Desirable) and Age:

- **Essential Qualifications:** Master's degree in Geosciences, Geography, Geotechnical Engineering development related fields.
- **Desirable Qualifications:** Ph.D. or M.Tech in landslide related subject with field knowledge of landslide mapping and related subjects with research experience
- The upper age limit for the candidates is 50 years, however, in case of retired employees it shall be considered as per **MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020.**

10. Experience:

- Minimum 10 years of work experience for Master degree or 8 years of work experience for Ph.D. in landslide related subjects and handling projects in the landslide risk mitigation / treatment
- Field experience in the landslide incident study with substantial use of landslide risk management in report preparation will be given more weightage in the selection process
- Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field

Note - Retired government officials with matching education and experience, who have held a position with grade pay of INR 7,600/ may also apply. Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020.

11. **Remuneration: Rs. 1,25,000 – 1,35,000 -1,45,000 - 1,55,000 - 1,65,000 - 1,75,000**

12. **Reporting Mechanism:** The Sr. consultant will be working under the supervision of concerned subject Member / JS (Division Head) of NDMA. However, on time to time basis concerned division JA will guide them on handling subject related issues.
13. **Support/inputs to be provided by NDMA to facilitate consultancy:** During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.
14. **Special remarks, such as travel, etc.:** For all official tours, visit of Sr. Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.
15. **Termination of Contract:** The engagement of Consultants at NDMA is of a temporary nature and NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving one month notice to NDMA
16. **Any additional remarks:** Individual Consultants will be engaged for a fixed period but not exceeding three years for providing high quality services on specific projects as per requirement of the Divisions. However, their continuation in their respective position beyond the first and second year, would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. Extension beyond three years may be considered under exceptional circumstances with the approval of Vice Chairman/ Member Secretary, NDMA. However, no extension will be given beyond the age of 65 year.

National Disaster Management Authority
Government of India

Terms of Reference

Position: Consultant (Legal)

Sl. No.	Description	Details
1.	Name of Division	Legal Cell, NDMA
2.	Details of Post	Consultant, Legal
3.	No. of vacancy	01
4.	Purpose of Assignment	<p>Background</p> <p>The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans, and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, the NDMA has taken several initiatives and programmes in strengthening disaster preparedness, and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.</p> <p>NDMA is a professional organization working in different areas of disaster management. Due to increase in the occurrence of Disasters every year resulting in filing of Court Cases by Public, NDMA is being impleaded as a party. To defend the interest of NDMA before the Court of Law, there is an additional requirement of Specialist in legal domain. She/he will work in Legal Cell of NDMA.</p> <p>Objectives/Purpose of Assignment :</p> <p>Timely preparation/submission of Reply / Counter Affidavit before the Court of law and liaison with the Govt. Counsels and other stakeholders.</p> <p>Assist the Authority in preparation of legal documents / counter affidavit/ brief/rendering legal opinions.</p>

5.	Duration	Initially, a successful candidate will be given a contract for one year (full time) which may be extended up to a maximum of another two years (maximum of three years) subject to satisfactory performance satisfactory Annual Performance Review based on clearly defined Key Performance Indicators.
6.	Tasks Related to Assignment & Job Description	<p>The Consultant (Legal) will work as directed by NDMA to provide services in respect of legal matters of the Authority. The scope of work is as follows but not limited to:</p> <p>Tasks and Deliverables:</p> <p>Advise the Authority regarding the legal procedures and practices (e.g. Policies, Rules, Regulations, Arbitration and any other relevant law);</p> <p>Drafting and preparing legal documents including affidavits and submissions for the litigations in any Court including Hon'ble Supreme Court of India;</p> <p>Liaising with SG/ASG/CGSC for vetting.</p> <p>Keep close monitoring of the cases in various courts and submit a monthly updated status;</p> <p>Legal Scrutiny of documents given by the Authority;</p> <p>Appearing before the Courts and any quasi-judicial body, public authorities and other officers as representative of NDMA.</p> <p>Liaison with Ministries/Departments and States / UTs on any legal matter;</p> <p>Maintain close liaison with concerned SG/ASG/CGSC and provide legal submissions thereof on behalf of the Authority;</p> <p>Any other legal task assigned by the Authority.</p> <p>Key Requisites:</p> <p>Strong communication, analytical and drafting skills.</p> <p>Ability to work in a team;</p> <p>Good PC skills, ability to do internet and other legal research required for the consultancy.</p> <p>Fluency in English and Hindi.</p>
7.	Functional competencies required for the position	<p>Functional competencies required for the position</p> <ol style="list-style-type: none"> i. Promoting the vision of NDMA ii. Advising Leading and Supervising iii. Formulating concepts and strategies iv. Managing resources v. Ability to work in a team situation and engage diverse stakeholders vi. Inter-personal and communication skills

		<ul style="list-style-type: none"> vii. Proactive engagement and dialogue viii. Strategic advice and communication ix. Excellent verbal and written communication skills x. Proficient with MS Office suite and other Software.
8.	Qualifications and Competencies	
	(A).Academic	
	i. Essential Qualification	Bachelor's Degree or equivalent in Law from a recognized University having experience of 3-5 years also having at least three years experience as a Practicing Advocate in a Court of Law preferably Supreme Court/High Court.
	ii. Desirable Qualifications	<ul style="list-style-type: none"> a. Master's degree in law in the relevant fields or Research experience, published papers and post qualification experience in the relevant field would be preferred. b. Candidates must have sound understanding and knowledge of issues relating to law and related areas.
	iii. Work Experience	3-5 years of relevant work experience also having at least three years experience as a Practicing Advocate in a Court of Law preferably Supreme Court/High Court.
	iv. Language Proficiency	Fluency in written and spoken English is required for this position.
	(B). Upper Age Limit	<ul style="list-style-type: none"> • Maximum 40 years.
9.	Remuneration Band	<p>Rs. 75,000/- – Rs. 1,00,000/- per month*</p> <p>*Remuneration, Allowances, Leave entitlement, Maximum terms of appointment in respect of retired Central Government Employees engaged as Consultant on Contract basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020."</p>
10.	Reporting Mechanism	Consultant (Legal) shall report to the division.
11.	Schedule of completion of Tasks	The Consultant (Legal) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA.
12.	Termination of Contract	The engagement of Consultants at NDMA is of a temporary nature and NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving one month notice to NDMA.

National Disaster Management Authority
Government of India

Terms of Reference

Position: Senior Consultant (Drought & Heat Wave)

Sl. No.	Description	Details
1.	Name of the Division	Policy & Plan Division, NDMA
2.	Title of the position	Senior Consultant (Drought & Heat Wave)
3.	No. of vacancy	01
4.	Purpose of Assignment	<p>Background</p> <p>The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans, and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, the NDMA has taken several initiatives and programmes in strengthening disaster preparedness, and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.</p> <p>Specialist inputs in relevant discipline / areas of disaster management need to be provided to NDMA by Consultants / Sr. Consultants / Lead Consultants. They will provide domain specific technical assistance in formulation of guidelines / conduct of subject related training / other inputs on the subject from time to time as per requirements.</p> <p>The Sr. Consultant will assist NDMA in facilitating preparation of domain specific (Drought & Heat Wave) policies, plans and guidelines and revision thereof. He will monitor the domain specific disaster situation in the Country on regular basis and suggest to NDMA appropriate mitigation measures to be taken by the concerned Ministries/Organizations of the Central Govt. and the States/UTs. He shall assist NDMA in organizing domain specific workshops/ seminars/ consultations etc with concerned stakeholders for efficient disaster management.</p>

5.	Duration	Initially, a successful candidate will be given a contract for one year (full time) which may be extended up to a maximum of another two years (maximum of three years) subject to satisfactory performance satisfactory Annual Performance Review based on clearly defined Key Performance Indicators.
6.	Tasks Related to Assignment & Job Description	<p>Under the guidance and direct supervision of the Joint Secretary, PP Division, NDMA, the Sr. Consultant (Drought & Heat Wave) will provide technical assistance to NDMA in formulation and implementation of policies, strategies and guidance related to drought / heat wave events and to support coordination with the IMD, Central and State government agencies, SDMAs and DDMA's. In addition, the Sr. Consultant will assist NDMA on developing preparedness and mitigation projects and organizing training and capacity building activities.</p> <p>Tasks and Deliverables:</p> <ol style="list-style-type: none"> a. Obtain and submit periodical reports on domain specific (Drought & Heat Wave) reports from Central Ministries/Departments and States/ UTs. b. Preparation / Revision of domain specific Policies, Plans and Guidelines. c. Follow up on action points proposed in the National Disaster Management Guidelines on Drought & Heat Wave. d. Identify plans/projects for community-based drought proofing and rejuvenation of traditional rainwater harvesting structures in the normal schemes of GoI. Identify schemes for convergence. e. Monitor the domain specific disaster situation in the country on regular basis and suggest to NDMA appropriate measures for mitigation to be taken by the concerned Ministries/ Departments/ Organizations of the Central Government or States / UTs. f. Create a domain specific disaster database. g. Strategy to be prepared for effective and efficient domain specific disaster management in the country. h. To stay abreast of domain specific policies and programmes of Government of India and make recommendations to ensure that these are implemented effectively within the context of post-disaster recovery programmes in the country. i. Prepare a status note on R & D capacity and Human resource development and make a report suggesting steps to upgrade these capacities. Work out schedules for training, course outline, and identify the key institutions and organizations for such work. j. Assist NDMA in organizing workshops/seminars /meetings etc with concerned stakeholders for efficient drought & Heat Wave management and to put up draft minutes for approval of Competent Authority.

		<p>k. Other tasks that may be necessary for overall management of drought & heat wave.</p> <p>l. Any other work to be assigned as per requirement, by senior officers in NDMA.</p>
7.	Functional competencies required for the position	<p>Functional competencies required for the position</p> <ul style="list-style-type: none"> i. Promoting the vision of NDMA ii. Advising Leading and Supervising iii. Formulating concepts and strategies iv. Managing resources v. Demonstrates and safeguards ethics and integrity vi. Displays cultural, gender, religion, and age sensitivity and adaptability vii. Ability to work in a team situation and engage diverse stakeholders viii. Ability to plan, organise , implement and report on work ix. Inter-personal and communication skills x. Proactive engagement and dialogue xi. Strategic advice and communication xii. Excellent verbal and written communication skills xiii. Proficient with MS Office suite and other Software.
8.	Qualifications and Competencies	
	(A). Academic	
	Essential Qualification	Master's degree in agriculture, meteorology, agro – meteorology, agro-economics, water resources management or soil conservation, Disaster Management and related disciplines.
	Desirable Qualifications	<p>a. Person with M. Phil and Ph.D in the relevant fields or Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D from reputed university shall be given additional weightage.</p> <p>b. Candidates must have sound understanding and knowledge of issues relating to drought and heat wave and related areas.</p>
	iii. Work Experience	<p>5-10 years of relevant post qualification work experience on drought and heat wave issues. Experience of working on drought and heat wave risk mitigation measures.</p> <p>Desirable The applicant should have worked with a government agency, leading regional/ international organization, or a public sector agency.</p> <p>The applicant should have prepared domain specific national policies / plans / guidelines etc.</p>

		<p>The applicant should have worked on drought & heat wave issues at national level.</p> <p>The applicant should have involved in multi stakeholder coordination and worked on data analysis.</p>
	Language Proficiency	Fluency in written and spoken English is required for this position.
	(B). Upper Age Limit	<p>Maximum 50 years.</p> <p>65 years for Retired Central Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) and above with minimum experience of 5-10 years in the relevant fields.</p>
9.	Remuneration Band	<p>Rs. 1,25,000/- — Rs. 1,75,000/- per month*</p> <p>*Remuneration, Allowances, Leave entitlement, Maximum terms of appointment in respect of retired Central Government Employees engaged as Consultant on Contract basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020."</p>
10.	Reporting Mechanism	Sr. Consultant shall report to JS/Advisor, NDMA
11.	Schedule of completion of Tasks	The Senior Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA.
12.	Termination of Contract	The engagement of Consultants at NDMA is of a temporary nature and NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving one month notice to NDMA.

National Disaster Management Authority

Government of India

Terms of Reference

Position: Senior Consultant (Hazard Vulnerability & Risk Assessment)

Sl. No.	Description	Details
1.	Name of Division	Policy & Plan Division, NDMA
2.	Details of Post	Senior Consultant (Hazard Vulnerability & Risk Assessment)
3.	No. of vacancy	01
4.	Purpose of Assignment	<p>Background</p> <p>The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans, and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, the NDMA has taken several initiatives and programmes in strengthening disaster preparedness, and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.</p> <p>Specialist inputs in relevant discipline / areas of disaster management need to be provided to NDMA by Consultants / Sr. Consultants / Lead Consultants. They will provide domain specific technical assistance in formulation of guidelines / conduct of subject related training / other inputs on the subject from time to time as per requirements.</p> <p>The Sr. Consultant will provide effective and timely technical support and services to NDMA, States and UTs in undertaking disaster risk assessment and establishing damage and loss accounting systems. In addition the Incumbent will promote the use of disaster risk information in development planning and disaster risk management. He shall assist NDMA in organizing domain specific workshops/ seminars/ consultations etc with concerned stakeholders for efficient disaster management.</p>

5.	Duration	Initially, a successful candidate will be given a contract for one year (full time) which may be extended up to a maximum of another two years (maximum of three years) subject to satisfactory performance satisfactory Annual Performance Review based on clearly defined Key Performance Indicators.
6.	Tasks Related to Assignment & Job Description	<p>Under the guidance and direct supervision of the Joint Secretary, PP Division, NDMA, the Sr. Consultant (Vulnerability Analysis – Disaster Risk assessment) will provide technical assistance to NDMA in formulation and implementation of policies, strategies and guidance related to Disaster risk assessment and to support coordination with International / Multilateral Agencies, Central and State government agencies, SDMAs and DDMAs. In addition, the Sr. Consultant will assist NDMA on developing preparedness and mitigation projects and organizing training and capacity building activities.</p> <p>Tasks and Deliverables:</p> <ol style="list-style-type: none"> 1. Provide technical support to NDMA, States and UTs that are undertaking disaster risk assessments and establishing damage and loss database as part of their disaster risk reduction efforts: <ul style="list-style-type: none"> • Provide technical inputs and advice on designing Disaster Risk Assessment initiatives as part of DRR programmes at the state level. • Promote the application of disaster risk information for decision making that contributes to disaster reduction. • Provide overall guidance and advice to end users of risk information on decision and policy making. • Review project proposals, project implementation planning, results and products related to risk assessments. 2. Lead the development of national guidelines on disaster risk Assessment and Damage and Loss Database, in close collaboration with key technical institutes in the country. 3. Promote knowledge management on Disaster Risk assessment, including the development of tools and methodologies and documentation of completed and ongoing risk assessment, lessons learned and best practices. <ul style="list-style-type: none"> • Identify and document systematically best practices and lessons learned in risk assessments and damage and loss database. • Prepare, coordinate and facilitate national and sub-national seminars and training workshops on disaster risk assessments and damage and loss accounting systems.

		<ul style="list-style-type: none"> • Contribute to the identification and production of capacity development materials and delivery systems for risk-based decision making in development planning. • Develop and deliver Training of Trainers (ToT) on risk assessment at the state level. • Maintain a network of experts of disaster risk assessment specialists to service the needs of disaster risk assessment indicatives at the States, UT and city levels. <p>4. Assist NDMA in organizing workshops/seminars /meetings etc with concerned stakeholders for undertaking disaster risk assessment, establishing damage and loss accounting systems and related matters and to put up draft minutes for approval of Competent Authority.</p> <p>5. Other tasks that may be necessary for overall disaster risk assessment.</p> <p>6. Any other work to be assigned as per requirement, by senior officers / Members in NDMA.</p>
7.	Functional competencies required for the position	<ul style="list-style-type: none"> i. Promoting the vision of NDMA ii. Advising Leading and Supervising iii. Formulating concepts and strategies iv. Managing resources v. Demonstrates and safeguards ethics and integrity vi. Displays cultural, gender, religion, and age sensitivity and adaptability vii. Ability to work in a team situation and engage diverse stakeholders viii. Ability to plan, organise, implement and report on work ix. Inter-personal and communication skills x. Proactive engagement and dialogue xi. Strategic advice and communication xii. Excellent verbal and written communication skills xiii. Proficient with MS Office suite and other Software
8.	Qualifications and Competencies	
	(A). Academic	
	i. Essential Qualification	Master's degree in disaster management, natural sciences, engineering, urban planning, geography, environmental and/or development related fields with some qualification in subject relevant to disaster risk reduction.
	ii. Desirable Qualifications	a. Person with M. Phil and Ph.D in the relevant fields or Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D from reputed university shall be given additional weightage.

		<p>b. Candidates must have sound understanding and knowledge of issues relating to disaster risk reduction and related areas.</p>
	<p>iii. Work Experience</p>	<p>Preferably 10 years of relevant post qualification work experience in area of disaster risk reduction including disaster risk assessment. 8 / 5 years of relevant post qualification work experience for candidates possessing M. Phil / Ph.D respectively.</p> <p>Desirable</p> <ul style="list-style-type: none"> • The applicant should have worked with a government agency, leading regional/ international organization, or a public sector agency. • The applicant should have involved in multi stakeholder coordination and worked on data analysis.
	<p>iv. Language Proficiency</p>	<p>Fluency in written and spoken English is required for this position.</p>
	<p>(B). Upper Age Limit</p>	<p>Maximum 50 years.</p> <p>65 Years for Retired Central Government employees with Grade Pay of Rs.8,700/-(pre-revised) / Level-13 (7th CPC) and above with minimum experience of 5 – 10 years in the relevant fields.</p>
9.	<p>Remuneration Band</p>	<p>Rs. 1,25,000/- – Rs. 1,75,000/- per month*</p> <p>*Remuneration, Allowances, Leave entitlement, Maximum terms of appointment in respect of retired Central Government Employees engaged as Consultant on Contract basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020."</p>
10.	<p>Reporting Mechanism</p>	<p>Sr. Consultant shall report to JS/Advisor, NDMA</p>
11.	<p>Schedule of completion of Tasks</p>	<p>The Senior Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA.</p>
12.	<p>Termination of Contract</p>	<p>The engagement of Consultants at NDMA is of a temporary nature and NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving one month notice to NDMA.</p>