

F. No. 01-06 /2023-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 position of Senior Consultant (Disaster Data Base) in National Disaster Management Authority (NDMA) on contract basis.

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

SI. No.	Name of Position	Post in Nature	No. of Vaca	Educational Qualification	Post Qualification Experience	Max. Age Limit
	Senior Consultant (Disaster Data Base)	Contract	ncy 1 (One)	Essential: Master's degree in Social Sciences or Disaster Management or Computer Applications (MCA) related discipline with a strong background in Data Science, Statistics, Mathematics, Economics, Disaster Management, GIS, or any other related discipline. Or Bachelor of Technology (B.Tech) or Engineering (B.E) in Computer Science or Information Technology with a strong background in Data Science, Statistics, Mathematics, Economics. Desirable: (a) Person with Technical education (as defined by All India Council for Technical Education – AICTE) M. Phil and Ph.D (in DRR related fields) in the relevant fields o Research experience published papers and post qualification experience in the relevant field would be preferred Ph.D in DRR related field and from a repute university shall be given addition.	de d	Maximum 50 years. For retired employees from central government upper age limit shall be 65 years.

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management.				weightage. (b) Candidates must have sound understanding and knowledge of issues relating to data management.		
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- Remuneration Band
 Rs. 1,25,000/- to 1,75,000/- per month for Senior Consultant. Remuneration, Allowances, Leave entitlement, NDMA shall be regulated as per the provisions laid down in 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 position are indicated in the Term of References (ToR) of the above position and may be seen on NDMA website at http://ndma.gov.in.
- 4. Essential /desirable educational qualifications and experiences will be verified with original certificates.
- 5. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith statement of purpose (SOP) in maximum 250 words, recent passport photograph and copies of certificates establishing their educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, NDMA Bhawan, A-1, employment news.

(Abhishek Biswas) Under Secretary (Admn)

National Disaster Management Authority Government of India

Terms of Reference

Position: Senior Consultant (Disaster Data Base)

SI. No.	Description	Details			
1.	Name of the Division	Policy & Plan Division, NDMA			
2.	Title of the position	Senior Consultant (Disaster Data Base)			
3.	No. of vacancy	01			
4.	Purpose of Assignment	Background			
		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 taking various steps to develop a comprehensive disaster database can be at the national level and state level. Few of the initiatives by Government of India and State Government are as			

		Emergency Management (NDEM), which is supported by the MHA and being implemented by National Remote Sensing Centre (NRSC), ISRO. The database is based on information generally collected through remote sensing images.
		Loss and Damage Data: The third initiative is collecting Loss and Damage data derived from climate change and variability.
		DesInventar: DesInventar methodology is supported by UNDRR. There is a need to learn from the experience of setting up these databases.
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.		to Under the guidance and direct supervision of the Joint Secretary, bbPP Division, NDMA, the Sr. Consultant (Disaster Database) will
	Description	collect both quantitative and qualitative data on disasters (such as number of people affected or the number of houses damaged by specific disaster) and spatial location (with approximate latitude and longitude) of the same from the national, state and district level authorities / departments, collate data and prepare reports for submission on the relevant platform. In addition, she/he will assist NDMA on collecting & collating disaster data from the news agencies, various blogs and online sources, private sector agencies, civil society organizations, etc. She/He should handhold the States in setting up of databases and update the National database dynamically.
		Tasks and Deliverables:
		Develop standardized data formats for disaster data collection and reporting in consultation with subject experts across the country, within the States/ UTs,

- Central Ministries/ Departments, Agencies, SDMAs, and other stakeholders.
- b. Collect data from various sources, without any bias, i.e., from States/ UTs, Central ministries/ departments, agencies, NDRF, NIDM, IMD, SDMAs, (this is not an exhaustive list) and other open sources at periodical intervals.
- c. Validate the data from various triangulation methods (cross-checking with other sources), as well as confirming from the concerned District authorities, DDMA, to verify the geographic location of the source of damage/loss (with approximate latitude and longitude) and contribute to the spatial data base on disaster database.
- d. Coordinate & Collate data, prepare reports as per prescribed formats (?) and obtain approvals from the competent authority for submission of data.
- e. Create disaster specific databases with location details, loss and damage numbers. The Consultant shall work on various aspects of developing and analyzing data on various hazards. vulnerabilities (?).
- f. develop protocols for periodic updation of the datasets, contribute to the online spatial data platform.
- g. Organize training and handholding of staff from various Ministries/Departments, States / Districts /relevant stakeholders in data collections and compilation related to DRR and contribute to generation of "spatial Loss and Damage database".
- h. Prepare user protocols/manuals / instructions for facilitating feeding data by States/ Districts.
- i. Support NDMA in preparation of relevant information to be reported to Central Government / Multilateral agencies
- j. Support NDMA in deciding program and project indicators aligned to the various international disaster databases.
- k. Prepare annual disaster reports and disseminate to key internal and external stakeholders.
- Participate in the meeting of NDMA Task Forces,
 Working Groups and Committees to provide technical
 inputs related to data collection, collation,
 disaggregation and development of indicators.
- m. Assist NDMA in organizing workshops/seminars /meetings etc with concerned stakeholders and to put up draft minutes for approval of Competent Authority.
- n. Other tasks that may be necessary for overall

1		management of disaster database			
1		Any other work to be assigned as per requirement, by			
		Members and Joint Secretary in NDMA.			
		Members and John Georges			
7.	Functional	Functional competencies required for the position			
		Full Ctional Competencies 194			
1	competencies				
	required for th	e i. Promoting the vision of NDMA			
	position	ii. Advising Leading and Supervising			
	position	iii. Formulating concepts and strategies			
1		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			
	7 - N. C	viii. Ability to plan, organise , implement and report on			
		work			
		ix. Inter-personal and communication skills			
		x. Proactive engagement and dialogue			
1	12	xi. Strategic advice and communication			
1		xii. Excellent verbal and written communication skills			
		xiii. Proficient with MS Office suite and other Software.			
8.	Qualifications and	Competencies			
	(A). Academic				
1	i. Essential	Master's degree in Social Sciences or Disaster Management or			
	Qualificatio	n Computer Applications (MCA) related discipline with a strong			
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1		background in Data Science, Statistics, Mathematics, Economics,			
1		Disaster Management, GIS, or any other related discipline.			
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		Disaster Management, GIS, or any other related discipline.			
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		Disaster Management, GIS, or any other related discipline. Or Bachelor of Technology (B.Tech) or Engineering (B.E) in			
		Disaster Management, GIS, or any other related discipline. Or Bachelor of Technology (B.Tech) or Engineering (B.E) in Computer Science or Information Technology with a strong			
		Disaster Management, GIS, or any other related discipline. Or Bachelor of Technology (B.Tech) or Engineering (B.E) in			
		Disaster Management, GIS, or any other related discipline. Or Bachelor of Technology (B.Tech) or Engineering (B.E) in Computer Science or Information Technology with a strong			
		Disaster Management, GIS, or any other related discipline. Or Bachelor of Technology (B.Tech) or Engineering (B.E) in Computer Science or Information Technology with a strong background in Data Science, Statistics, Mathematics, Economics.			
	ii. Desirable Qualificatio	Disaster Management, GIS, or any other related discipline. Or Bachelor of Technology (B.Tech) or Engineering (B.E) in Computer Science or Information Technology with a strong background in Data Science, Statistics, Mathematics, Economics. a. Person with Technical education (as defined by All India.)			

	S	(in DRR related fields) in the relevant fields or Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D in DRR related field and from a reputed university shall be given additional weightage.
		b. Candidates must have sound understanding and knowledge of issues relating to data management.
		5-10 years of relevant post qualification work experience in managing / dealing with data related to Disaster Management.
		Desirable 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. The applicant should have experience of setting up the databases.
	iv. Language Proficiency	Fluency in written and spoken English is required for this position.
	(B). Upper Age Limit	 Maximum 50 years. For retired Govt. employees, the upper age limit shall be 65 years with grade Pay of Rs. 8,700/-(Prerevised)/Level-13 (7th CPC) with minimum 7+ years experience in the relevant fields.
9.	Remuneration Band	Rs. 1,25,000/- — Rs. 1,75,000/- per month* *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."

10.	Reporting	Sr. Consultant shall report to JS/Advisor, NDMA
	Mechanism	
11.	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	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.

Application of engagement as Senior Consultant (Disaster Data Base) in the National Disaster Management Authority.

(1)	Name :							
(2)	Father's Na	ame :	F	Recent Passport size				
(3)	Sex (Male / Female):						Photograph	
(4)	Date of Birth AgeYears.							
(5)	Category: SC/ST/OBC/General/Any Other (Pls. specify)							
(6)	Contact Address :							
(7)	Permanent Address :-							
(8)	E-mail :							
(9)				in reverse chronologi				
S No.	Year	Degree/ Diploma		University/ Institution	Division/ GPA	Subjects		
				-		(4)		
(10)	Experience		everse chr	onological order) (Pl				
S No.	From	Period To	Total	Organization / Institution	Nature o	of work	Accomplishments	
			1014.					
(11)	Trainings:							
(12)	Publications:							

(13)	Awards / recognitions:							
(14)	Membership of Professional Bodies/ Associations: -							
(15)	Retired Government staff (Pls	Retired Government staff (Pls indicate Pay/Pay band) :-						
(16) References (Name, Designation, Institution, address, e-mail and Phone Number):								
	(1):	(2):						
Date _	<u> </u>	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.