

**National Disaster Management Authority
Government of India**

Terms of Reference (ToR)

Position: Short Term Consultancy- DRR Consultant

Title: To extend necessary support in DRR initiatives for India's G-20 presidency

A). 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 programs related to various aspects of disaster management. Since its inception, the NDMA has taken several initiatives and programs in strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country. In recent years, the incidences of disaster have been increased due to extreme weather events, environmental degradation due to human interference and other anthropogenic activities resulting in heavy losses of human lives, livestock and property.

India has assumed the G20 Presidency. Disaster Risk Reduction/ DRR is one of the themes under the presidency. NDMA being the nodal agency for the DRR in the country. ; it is looking at hiring short term consultants

In this connection, NDMA requires the services of experienced professional / experts as short-term consultants to coordinate and extend necessary support to NDMA to engage with G20 for the DRR work stream. An expert can undertake this assignment, bringing together their complementary expertise and skills.

B). Job Description

Through the Short-Term Consultancy, the professionals/experts will provide technical assistance to NDMA for the necessary assistance with G-20 engagements and events. These include collaboration, meetings with Ministries, State Governments, scientific institutions, and NGOs.

C). Key Tasks and Responsibilities

The experts will work under the overall supervision of the Member, NDMA and Director, G-20 and its broader roles and responsibilities are as under:

- Provides support to the NDMA of literature research around G-20 and DRR efforts and also support in resolving allied issues of G 20 with respect to Disaster Risk Reduction.
- Maintenance of file records, draft MoM, letters and issue notes to the concerned ministries for extending support to NDMA in DRR activities for G-20.

- Undertake support to NDMA team in primary content generation, development, including drafting documents, reports, statements, input papers, agenda notes, talking points etc.
- Extent support in Collation of Data, Preparation of presentations and regularly take notes of the meetings and related tasks.
- Support in organizing events like Conference, Seminar, Workshop etc.
- Any other interim work suggested by Member or Director, G-20, NDMA.

D). Selection Criteria

Education & Essential Qualifications

a) Academic:

- Diploma/Degree in Disaster Risk Reduction/ Risk management /International relations/ Management / Administration/ Communication/ Social work /Political Science/ any other professional degree/ Allied field.

b) Work experience:

- Experience of minimum 3 years in the aforesaid mentioned field.
- A person having experience with international agencies / regional organization or embassies/ corporate is desirable.
- Excellent drafting and presentation Skills
- Ability to work with minimum supervision.

E). Fee and Consultancy:

- Consultancy fee in between 75,000 – 1,00,000 per month as per qualification and work experience will be given after completion of deliverables.
- TA /DA for travel to, and participate in the NDMA meeting will be borne by NDMA as per actual expenditure incurred.

F). Functional competencies required for the position

This position requires the following demonstrated functional competencies

- Promoting the vision of NDMA and G20
- Formulating concepts on DRR
- Proactive engagement and dialogue
- Ability to multitask
- Ability to work under pressure
- Time management skills.

H). Language proficiency

Fluency in written and spoken English is required for this position/work. Other language will be an added advantage.

J). Contract

Expert / professional (contractor) will be given contracts initially for a period of three/ 3 months and it is expected that the contractor will submit the deliverables and task as per the stipulated time.

K) Focal Contact Point:

The focal point of contact will be Ms. Mrinalini Shrivastava, IPS, Email- director-g20@ndma.gov.in