



F. No. 5-15/2019-Mit-2

Government of India

NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi –110 029
Tel. No. 26701700, 26701834 (Fax)



Sub: Advertisement for one position of Senior Consultant (Research and knowledge Management-CDRI), one position of Senior Consultant (Project and Technical Support-CDRI) and one position of Senior Consultant (Communication, Outreach and Collaborations-CDRI) in National Disaster Management Authority (NDMA) on contract basis.

NDMA invites applications from persons with qualification and expertise for one position of Senior Consultant (Research and knowledge Management-CDRI), one position of Sr. Consultant (Project and Technical Support-CDRI) and one position of Senior Consultant (Communication, Outreach and Collaborations-CDRI) in NDMA on contract basis in the following subjects/disciplines (fields):-

Sl. No.	Name of Post	Post in Nature	Vacancy	Salary	Educational Qualification	Experience	Max. Age Limit
1.	Senior Consultant (Research and knowledge Management-CDRI)	Contractual	1	Consolidated 1,00,000/- Per month	Post-graduate degree preferably in Development Studies, Economics, Disaster Management, Urban Planning, Architecture, Civil/Electrical/Communication/Mechanical Engineering or other fields relevant to disaster risk management and/or sustainable development with strong research credentials.	Minimum 5 years work experience, with 3 years in managing research programs and knowledge management, relevant experience gained during PhD will be considered.	65 Years
2.	Sr. Consultant (Project and Technical Support-CDRI)	Contractual	1	Consolidated 1,00,000/- Per month	-Post Graduate degree in Project Management, Civil Engineering, Architecture, Urban Development Planning, Disaster Management Geography, environment Engineering or other fields relevant to infrastructure industry and /or disaster risk reduction.	Minimum 5 years work experience, with 3 years in managing international projects.	65 Years
3.	Sr. Consultant (Communications, Outreach and Collaborations-CDRI)	Contractual	1	Consolidated 1,00,000/- Per month	Post Graduate in Mass Communication/PG diploma in communication or any other equivalent degree relevant to public communications and advocacy.	Minimum 5 years work experience, at least 3 years in developing and running communications portfolios for internationally reputed organizations.	65 years

2. The detailed terms and conditions and eligibility criteria (educational qualification, experience etc) for engagement of Senior Consultant (Research and knowledge Management(CDRI), Senior Consultant (Project and Technical Support (CDRI) and Senior Consultant(Communications, Outreach and Collaborations (CDRI) are indicated in the Term of Reference (ToR) of the above discipline and may be seen on NDMA website at <http://ndma.gov.in>

3. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith certificates establishing educational qualification, experience to Under Secretary (Admn.), National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi-110029 within **Fifteen(15) days** from the date of publication of advertisement in the employment news.

Important note: Separate applications are required to be sent for each discipline (Field). Incomplete application will not be considered.

Sd/-
(Yogeshwar Lal)
Director (Admn.)

Proforma

Application of engagement of Senior Consultant - CDRI in the National Disaster Management Authority in the discipline/position of _____

Post applied for: _____

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Male/Female: _____

5. Domicile: _____

6. Nationality:

7. Mailing Address (with Tel./Mob. No. and email address)

8. Permanent Address: _____

9. Educational qualification:

Sl. No.	Course	Subject	Universities/ Institute	Year of Passing	Division/ Class
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10. Work Experience:

Sl. No.	Organization/ Institute	Period		Nature of Work	Remarks
		From	to		

11. In case of Retired Government Servant, Grade Pay/Pay Band must be indicated: _____

12. Whether SC/ST/OBC:

13. Reference

(i) (ii)

(Signature)

Date: _____

Mobile No: _____

e-mail address: _____

TERMS OF REFERENCE

SENIOR CONSULTANT – COMMUNICATIONS, OUTREACH AND COLLABORATIONS (CDRI)

1	Background / Objective /Scope	<p>NDMA as the apex body, is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.</p> <p>Specialist inputs in relevant discipline/areas of disaster management need to be provided to NDMA by Consultants/Sr. Consultants. They will provide domain specific technical assistance on areas as details below.</p> <p>Coalition for Disaster Resilient Infrastructure (CDRI) The NDMA is working towards establishing a global Coalition for Disaster Resilient Infrastructure (CDRI), which is envisaged as an inter-country knowledge exchange and capacity development partnership. The Coalition will serve as a platform where knowledge is generated and exchanged on different aspects of disaster and climate resilience of infrastructure. It will bring together technical expertise from a multitude of stakeholders and in doing so, it will create a mechanism to assist countries to upgrade their capacities and practices with regard to infrastructure development in accordance with their risk context and economic needs. The Coalition will enable countries at all stages of development to access and disseminate knowledge and resources to/from other members to make their infrastructure resilient and thus, contribute to each other’s economic growth and sustainable development.</p> <p>Interim-Secretariat of CDRI In order to implement the activities required to establish the CDRI, an Interim-Secretariat will be established as a separate office under the NDMA, to manage the day to day activities.</p> <p>Objective of this position: The Senior Consultant will support the Interim-Secretariat to initiate, design and implement a 360 degree Communications Strategy, and an Outreach and Collaboration Strategy in coordination with external organisations and experts in line with the goals and needs of CDRI.</p>
2	Qualifications, Eligibility and Experience	<p>Qualifications: Post-graduate in Mass Communication / PG diploma in Communication or any other equivalent degree relevant to public communications and advocacy.</p> <p>Experience: Minimum 5 years’ work experience with at least 3 years of experience in developing and running communications portfolios for internationally reputed organisations.</p>

		<p>Essential:</p> <ul style="list-style-type: none"> • Experience of working in and collaborating with international organisations. • Demonstrated skills in working with a multi-disciplined and multi-cultural team. • Excellent communication and interpersonal skills and a proven ability to be flexible in demanding situations. • Experience of having designed and/or implemented awareness generation campaigns on issues of public interest. • Experience of working with print, broadcast, and social media for brand building, communications and advocacy. • Analytical and strategic planning skills and the ability to handle multiple priorities. • The ability to present information and concepts clearly, both verbally and on paper. • Diplomacy, tact and negotiation skills . • Excellent written and spoken English. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in communications management at an international organisation. • Demonstrable experience in developing and implementing branding and communications strategy for new projects. • Experience in developing web-sites and social media management for an international audience.
3	Role and Responsibilities	<ul style="list-style-type: none"> • Develop and manage the Communications, Outreach and Collaborations portfolio in line with the aims of CDRI. • Develop and implement a branding strategy and guidelines for CDRI. • Oversee the development of the CDRI website and all relevant social media assets. • Develop and support organisation’s communication products, online and on paper. • Develop a strategy for awareness generation at the policy level on issues related to disaster and climate resilient infrastructure. • Promoting and positioning the organisation as a people oriented organisation for problem solving, learning and advise relating to infrastructure resilience. • Develop an engagement strategy for CDRI with relevant stakeholders. • Identify relevant national and international forums and prepare a strategy for CDRI engagement in those forums. • Attend and document meetings or consultations with external stakeholders as required. • Personal preparedness in terms of knowledge, understanding

		<p>and perspective on disaster resilience of Infrastructure.</p> <ul style="list-style-type: none"> Supporting functions in other responsibilities, as deemed fit by the Line Manager.
4	Remuneration	Senior Consultant –Consolidated fee of Rs. One lakh Per Month
5	Any Other Work	Any other work to be assigned as requirement by NDMA in support of CDRI.
6	Period of Consultancy	<p>a) Initially the consultancy period will be for a period of one (1) year. This is extendable based on performance and mutual consent of both parties.</p> <p>b) The NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to NDMA.</p>

TERMS OF REFERENCE

SENIOR CONSULTANT – PROJECTS AND TECHNICAL SUPPORT (CDRI)

1	Background / Objective	<p>NDMA as the apex body is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.</p> <p>Specialist inputs in relevant discipline/areas of disaster management need to be provided to NDMA by Consultants/Sr. Consultants. They will provide domain specific technical assistance on areas as details below.</p> <p>Coalition for Disaster Resilient Infrastructure (CDRI)</p> <p>The NDMA is working towards establishing a global Coalition for Disaster Resilient Infrastructure (CDRI), which is envisaged as an inter-country knowledge exchange and capacity development partnership.</p> <p>The Coalition will serve as a platform where knowledge is generated and exchanged on different aspects of disaster and climate resilience of infrastructure. It will bring together technical expertise from a multitude of stakeholders and in doing so, it will create a mechanism to assist countries to upgrade their capacities and practices with regard to infrastructure development in accordance with their risk context and economic needs. The Coalition will enable countries at all stages of development to access and disseminate knowledge and resources to/from other members to make their infrastructure resilient and thus, contribute to each other’s economic growth and sustainable development.</p> <p>Interim-Secretariat of CDRI</p> <p>In order to implement the activities required to establish the CDRI, an Interim-Secretariat will be established as a separate office under the NDMA, to manage the day to day activities.</p> <p>Objective of this position:</p> <p>The Senior Consultant will support the Interim-Secretariat to develop its international and domestic projects portfolio in coordination with external organisations and experts, in line with the goals and needs of the CDRI.</p>
2	Qualifications, Eligibility and Experience	<p>Qualifications:</p> <p>Post-graduate degree in Project Management, Civil Engineering, Architecture, Urban Development Planning, Disaster Management, Geography, Environment Engineering or other fields relevant to infrastructure industry and/or disaster risk reduction.</p> <p>Experience:</p> <p>Minimum 5 years’ work experience with at least 3 years of</p>

		<p>experience in managing international projects.</p> <p>Essential:</p> <ul style="list-style-type: none"> • Experience of working in and collaborating with international organisations. • A good working knowledge of planning and management tools and techniques. • Demonstrated skills in working with a multi-disciplined and multi-cultural team. • Excellent communication and interpersonal skills and a proven ability to be flexible in demanding situations. • Analytical and strategic planning skills and the ability to handle multiple priorities. • The ability to present information and concepts clearly, both verbally and on paper. • Diplomacy, tact and negotiation skills. • Excellent written and spoken English. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in managing projects at an international donor organisation. • Working knowledge of infrastructure sectors/projects and or Disaster risk reduction. • Experience of working in infrastructure consulting or mainstreaming disaster risk reduction into larger projects. • Strong stakeholder management and influencing skills. • Knowledge of international frameworks like the Sustainable Development Goals (SDGs) and the Sendai Framework on Disaster Risk Reduction and the Paris Agreement on Climate Change.
3	Role and Responsibilities	<ul style="list-style-type: none"> • Develop and manage the Projects and Technical Support portfolio in line with the aims of CDRI. • Coordinating and/or supporting coordination and delivery of projects including proposal writing, follow-up action, delivery of expected project outputs etc. • Carrying out the functions of project administration and logistics. • Networking with the project partners to ensure hand-holding support and sustaining organisational linkage with partners and members. • Liaising with and representing the project with partner organisations and other stakeholders. • Acting as the point person for liaison between the organisation and its experts for projects as required. • Attend and document meetings or consultations with stakeholders as required. • Personal preparedness in terms of knowledge, understanding and perspective on disaster resilience of Infrastructure. • Supporting functions in other responsibilities, as deemed

		<p>fit by the Line Manager.</p> <ul style="list-style-type: none"> To report regularly, verbally and in writing to the line manager
4	Remuneration	Senior Consultant –Consolidated fee of Rs. One lakh Per Month
5	Any Other Work	Any other work to be assigned as requirement by NDMA in support of CDRI.
6	Period of Consultancy	<p>a) Initially the consultancy period will be for a period of one (1) year. This is extendable based on performance and mutual consent of both parties.</p> <p>b) The NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to NDMA.</p>

TERMS OF REFERENCE

SENIOR CONSULTANT –RESEARCH AND KNOWLEDGE MANAGEMENT (CDRI)

1	Background / Objective /Scope	<p>NDMA as the apex body is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.</p> <p>Specialist inputs in relevant discipline/areas of disaster management need to be provided to NDMA by Consultants/Sr. Consultants. They will provide domain specific technical assistance on areas as details below.</p> <p>Coalition for Disaster Resilient Infrastructure (CDRI)</p> <p>The NDMA is working towards establishing a global Coalition for Disaster Resilient Infrastructure (CDRI), which is envisaged as an inter-country knowledge exchange and capacity development partnership.</p> <p>The Coalition will serve as a platform where knowledge is generated and exchanged on different aspects of disaster and climate resilience of infrastructure. It will bring together technical expertise from a multitude of stakeholders and in doing so, it will create a mechanism to assist countries to upgrade their capacities and practices with regard to infrastructure development in accordance with their risk context and economic needs. The Coalition will enable countries at all stages of development to access and disseminate knowledge and resources to/from other members to make their infrastructure resilient and thus, contribute to each other’s economic growth and sustainable development.</p> <p>Interim-Secretariat of CDRI</p> <p>In order to implement the activities required to establish the CDRI, an Interim-Secretariat will be established as a separate office under the NDMA, to manage the day to day activities.</p> <p>Objective of this position:</p> <p>The Senior Consultant will support the Interim-Secretariat to initiate, design, and implement a Research Program and a Knowledge Management System in coordination with external organisations and experts, in line with the goals and needs of the CDRI.</p>
2	Qualifications, Eligibility and Experience	<p>Qualifications:</p> <p>Post-graduate degree preferably in Development Studies, Economics, Law, Social Sciences, Disaster Management, Urban Planning, Architecture, Civil Engineering, or other fields relevant to disaster risk management and/or sustainable development with strong research credentials. Preference will be given to candidates with a PhD.</p>

		<p>Experience: Minimum 5 years' work experience, with 3 years in managing research programs and knowledge management. Relevant experience gained during PhD will be considered.</p> <p>Essential:</p> <ul style="list-style-type: none"> • Experience of working in and collaborating with international organisations. • Experience in working with a research organisation. • Demonstrated skills in working with a multi-disciplinary and multi-cultural team • Excellent communication and interpersonal skills and a proven ability to be flexible in demanding situations. • Analytical and strategic planning skills and the ability to handle multiple priorities • The ability to present information and concepts clearly, both verbally and on paper. • Proven ability to draw inputs from multiple disciplines and synthesize them to address specific problems. • Familiarity with international frameworks like the Sustainable Development Goals (SDGs) and the Sendai Framework on Disaster Risk Reduction and the Paris Agreement on Climate Change. • Diplomacy, tact and negotiation skills • Excellent written and spoken English. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in knowledge management and research management at an international organisation. • Working knowledge of infrastructure sectors/projects and or Disaster risk reduction
3	Role and Responsibilities	<ul style="list-style-type: none"> • Anchor the development of a Research strategy in line with the aims of CDRI. • Establish and maintain a Knowledge Management System in line with global best practice that enables easy storage and retrieval of research and other knowledge products on fields relating to infrastructure resilience. • Overseeing all CDRI activities from a knowledge generation, learning and innovation lens. • Develop and sustain platforms for engaging members towards exchange and sharing of learning from infrastructure projects incorporating resilience measures. • Develop linkages with national and international institutions of excellence working on issues related to disaster and climate resilient infrastructure. • Development of a repertoire of knowledge/ guidance products, and dissemination of the same. • Identify and realize collaborations towards building a diverse portfolio of knowledge products through action research, events and hosting platforms

		<ul style="list-style-type: none"> • Attend and document meetings or consultations with external stakeholders as required. • Supporting functions in other responsibilities, as deemed fit by the Line Manager.
4	Remuneration	Senior Consultant –Consolidated fee of Rs. One lakh Per Month
5	Any Other Work	Any other work to be assigned as requirement by NDMA in support of CDRI.
6	Period of Consultancy	<p>a) Initially the consultancy period will be for a period of one (1) year. This is extendable based on performance and mutual consent of both parties.</p> <p>b) The NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to NDMA.</p>