



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
“NDMA Bhawan”, A-1 Safdarjung Enclave,
New Delhi –110029
Tel. no.: 011 26701796



F. No. 1-58/2021-PP

Dated: 25.02.2022

To,

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

Sub: Advertisement for filling up 05 positions of Consultant Grade-II and 01 position of Consultant Grade-I in National Disaster Management Authority on contract basis.

Sir,

I am directed to state that this Authority desires to filling up filling up 05 positions of Consultant Grade-II and 01 position of Consultant Grade-I in NDMA on contract basis. The enclosed press advertisement to this effect may please be published in Employment News urgently. This same may also be uploaded online in your website.

Yours faithfully,

(Abhishek Biswas)

Under Secretary, NDMA

Encl: As above

Copy to:-

1. Joint Advisor (IT) along with a copy of press advertisement for the filling up 05 positions of Consultant Grade-II and 01 position of Consultant Grade-I with the request to upload the details of advertisement on the official website of NDMA.

Copy for information to:

1. PSO to M (KK) Secretary (I/c), M (KSV), M (SAH) & M (RS), NDMA
2. PA to Advisor (PP), NDMA



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Sub: Advertisement for filling up 05 positions of Consultant Grade-II and 01 position of Consultant Grade-I in National Disaster Management Authority (NDMA) on contract basis. NDMA invites applications from persons with qualification and expertise in the country for following positions:-

Sl. No.	Name of Positions	Post in Nature	Vacancy	Salary	Educational Qualification & Experience	Max. Age Limit
1.	Consultant Grade-II (International Frameworks and Disaster Data Management)	Contractual	1	Consolidated Rs. 1,25,000-1,75,000	Educational Qualification: Post Graduation in Social Sciences or Disaster Management with a strong background in Statistics, Mathematics, Economics, Disaster Management, GIS or any other related discipline. Experience: A minimum 10 years of work experience in the area of disaster risk reduction or database management with focus on managing large datasets.	Maximum 50 years (For retired employees from Govt. 62 years).
2.	Consultant Grade-II (Climate Change)	Contractual	1	Consolidated Rs. 1,25,000 - 1,75,000	Educational Qualification: Master's Degree in Climate Change, Disaster Management, Geology, Agriculture, Environmental Science, Meteorology, Urban Planning, Geography, Science, Engineering development related fields. Post qualification Experience: 5-10 years	Maximum 50 years (For retired employees from Govt. 62 years).
3.	Consultant Grade-II (Forest Fire)	Contractual	1	Consolidated Rs. 1,25,000 - 1,75,000	Educational Qualification: Master's Degree in Forestry, Disaster Management, Geology, Agriculture, Wildlife, Conservation Studies, Environmental Science, Meteorology, Science, Engineering. Post qualification Experience: 5-10 years	Maximum 50 years (For retired employees from Govt. 62 years).
4.	Consultant Grade-II (Disaster Management)	Contractual	2	Consolidated Rs. 1,25,000 -	Qualifications: Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Political Science,	Maximum 50 years (For retired

				1,75,000	Geography, Geology, Agriculture, Management, Law, Science, Engineering) Post qualification Experience: 5-10 years	employees from Govt. 62 years).
5.	Consultant Grade-I (Disaster Management)	Contractual	1	Consolidated Rs. 75,000-1,00,000	Qualifications: Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Political Science, Geography, Geology, Agriculture, Management, Law, Science, Engineering) Post qualification Experience: 3-5 years	Maximum 45 years (For retired employees from Govt. 62 years).

2. The detailed terms and conditions and eligibility criteria (educational qualification, experience etc) engagement of Consultants are indicated in the term of reference (ToR) of the above disciplines 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 and grade Pay to **Under Secretary (Admn.), National Disaster management Authority, A-1, Safdarjung Enclave, New Delhi-110029 within 30 days** from the date of publication of advertisement in the employment news.

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

(Abhishek Biswas)
Under Secretary (Admn.)



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
"NDMA Bhawan", A-1 Safdarjung Enclave,
New Delhi -110029
Tel. No.: 011 26701700



F. No. 1-58/2021-PP

Dated: 22.02.2022

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To,

The Directorate of Advertising and Visual Publicity (DAVP),
Soochna Bhawan,
Phase-V, CGO Complex, Lodhi Road,
New Delhi-110003.

Sub: Advertisement for filling up 05 positions of Consultant Grade-II and 01 position of Consultant Grade-I in National Disaster Management Authority on contract basis.

Sir,

I am directed to state that this Authority desires to filling up 05 positions of Consultant Grade-II and 01 position of Consultant Grade-I in National Disaster Management Authority on contract basis. The enclosed press advertisement to this effect may please be published in The Times of India Delhi Region.

Yours faithfully,

(Abhishek Biswas)

Under Secretary, NDMA

Encl: As above

F. No. 1-58/2021-PP
Government of India
National Disaster Management Authority
NDMA BHAWAN, A-1, Safdarjung Enclave, New Delhi-110029

Website: <https://ndma.gov.in/en/careers.html>

Tel. No.: 011 26701700

National Disaster Management Authority invites applications for filling up 05 positions of Consultant Grade-II and 01 position of Consultant Grade-I on contract basis in NDMA.

2. Further details in this regards are available at NDMA website (<https://ndma.gov.in/en/careers.html>). The applications should reach to the undersigned within 30 days of publishing of this advertisement in the Employment news.

Under Secretary (Admn)

Application of engagement as Consultant Grade-II and Grade-I in the National Disaster Management Authority.

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: _____

National Disaster Management Authority

Government of India

Terms of Reference

Position : Consultant Grade – II (International Frameworks and Disaster Data Management)

1.	Name of the Division	PP Division
2.	Purpose of the Assignment	Dealing with International Frameworks, Coherence and Compilation, management and analysis of data related to Disaster Management at National level to facilitate achieving targets/ goals under Sendai Framework for Disaster Risk Reduction (SFDRR) using the Sendai monitoring framework and coherence framework and to provide technical inputs for improvement in documents pertaining to Disaster Management
3.	Duration	Initially, a successful candidate will be given contract for one year (full time) which may be extended up to another two years (maximum of three years) subject to satisfactory performance
4.	Remuneration Band	Rs 1,25,000/- - Rs 1,75,000/- per month
5.	Qualification and Competences	
	(a) Academic	<p>Essential Qualifications</p> <p>Post Graduation in Social Sciences or Disaster Management with a strong background in Statistics, Mathematics, Economics, Disaster Management, GIS or any other related discipline.</p> <p>Desirable Qualifications</p> <p>People with qualification in Database Management.</p> <p>Candidates with M. Phil or Ph.D. in a relevant field will be given more weightage in the process of selection.</p>
	(b) Work Experience	<ul style="list-style-type: none"> • A minimum of 10 years of work experience in the area of disaster risk reduction or database management with focus on managing large datasets. • The applicant must have worked with a government agency or a leading public sector / private agency, or a well-known international private sector firm. • The applicant with knowledge, familiarity, and exposure to international disaster management frameworks. • regional or international disaster management or development organizations will be preferred.

	(c) Age Limit	50/ 62 years For retired employees from Government (Central or State), the upper age limit shall be 62 years
	(d) Functional Competencies required	This position requires following demonstrated functional competencies : <ul style="list-style-type: none"> • Promoting the vision of NDMA • Advising, Leading and Supervising • Formulating concepts and strategies • Managing resources • Ability to work in a team situation • Ability to work closely with other stakeholders in the field of disaster management • Inter-personal and communication skills • Proactive engagement and dialogue • Strategic advice and communication
	(e) Language Proficiency	Fluency in written and spoken English is required for this position
6.	Background of the Assignment	<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>The Sendai Framework for Disaster Risk Reduction (SFDRR) adopted at the 3rd UN World Conference on disaster risk reduction in Sendai, Japan on March 18, 2015 outlines seven clear targets and four priorities for action to prevent new and reduce existing disaster risks. It aims to achieve the substantial reduction of disaster risk and losses in lives, livelihoods, and health and in the economic, physical, social, cultural, and environmental assets of persons, businesses, communities, and countries over a period of fifteen years. The four priorities under the framework are 1. Understanding disaster risk Priority 2. Strengthening disaster risk governance to manage disaster risk Priority 3. Investing in disaster risk reduction for resilience Priority 4. Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction.</p>

		<p>India as a signatory of the Sendai framework. NDMA has aligned the National Disaster Management Plan to Sendai framework. At the national level, the NDMA monitors the progress of implementation of the SFDRR and submits reports to UNDRR. NDMA coordinates with different ministries and department to collect data and information for preparing various mandatory reports.</p> <p>Considering the importance of monitoring progress and periodical reporting on the progress made towards the SFDRR targets against different priorities in the country, the NDMA requires the services of an experienced professional as Senior Consultant Sendai Framework (Monitoring & Reporting).</p>
7.	<p>Tasks Related to Assignment</p>	<p>Key Tasks and Responsibilities</p> <p>The Senior Consultant will work under the overall supervision of the Member, NDMA and will perform the following tasks:</p> <ul style="list-style-type: none"> • Develop standardized data sets for SFDRR reporting in consultation with the central and state ministries, departments, agencies, SDMAs, and other stakeholders. • Support NDMA to captures indicators and datasets required for the monitoring of targets under the Sendai Framework. • Collect data from central and state ministries, departments, agencies, SDMAs, and other sources at periodical intervals. • Coordinate & Collate data, prepare reports as per prescribed formats and obtain approvals from the competent authority for submission of data. • Feed data into the online VC platform and also update wherever required at prescribed intervals. • Organize training of staff from relevant stakeholders in data collections and compilation. • Support NDMA for preparation & participation in the Global Platform for DRR particularly related to providing relevant data and information. • Support NDMA for preparation and participation in the Asian Ministerial Conference on DRR particularly related to providing relevant data and information. • Support NDMA in deciding program and project indicators aligned to the Sendai Framework. • 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.

		<ul style="list-style-type: none"> • Assist NDMA in organizing international / national workshops, seminars and conferences related to disaster database. • Any other work as assigned by Advisor (PP) and Member, NDMA.
8.	Job Description	Consultant Grade – II (International Frameworks and Disaster Data Management) will collect both quantitative and qualitative data on the progress made against targets of SFDRR from the national and state level authorities, collate data and prepare reports for submission to the UNDRR. In addition, she/he will assist NDMA on collecting & collating data from the private sector, civil society organizations and prepare reports for submission
9.	Reporting Mechanism	Consultant shall report to Adviser, NDMA
10.	Schedule of Composition of Tasks	The tasks are to be done in a time-bound manner.
11.	Support or inputs to be provided by NDMA to facilitate the Consultancy	Advisor and Member concerned, NDMA will provide guidance to the Consultant.
12.	Note	Where the Vice Chairman/ Member Secretary is of the opinion that it is necessary or expedient to do so, he/ she may relax any of the provisions.

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TERMS OF REFERENCE

Consultant – Grade – II (Climate Change)

1.	Name of the Division	PP Division
2.	Purpose of the assignment	<ul style="list-style-type: none"> - To facilitate and guide Ministries/Departments in preparation of National Adaptation Plan on Climate Change - To build capacity of Ministries/Departments for Climate Change and related disasters - Liaise with different Ministries and Departments of Government of India for matters relating to climate change
3.	Duration	<ul style="list-style-type: none"> - Initially the consultancy will be for a period of one (1) year, extendable up to 3 years subject to performance review on annual basis. - 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 the Employer.
4.	Remuneration Band	<p>Rs. 1,25,000/- – Rs. 1,75,000/- per month</p> <p>(Remuneration in respect of retired 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 subject to maximum of consolidated amount of Rs. 1,75,000/- per month)</p>
5.	Qualifications and Competencies:	
	a. Academic	<p>Essential: Master's Degree in Climate Change, Disaster Management, Geology, Agriculture, Environmental Science, Meteorology, Urban planning, geography, Science, Engineering, development related fields.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Persons with M. Phil., Ph. D, additional qualifications, 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.

	b. Work experience	<p>Post qualification experience: 5-10 years</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Candidates having reasonable experience in the field of Policy, Plans and Guidelines related to Disaster Management and preparation of Disaster Management Plans will be given additional weightage. • Candidates must have sound understanding and knowledge of issues pertaining to policy, plans and mainstreaming.
	c. Age Limit (Upper)	<p>50 years.</p> <p>For retired employees from Government (Central or State), the upper age limit shall be 62 years.</p>
6.	Background of the assignment	<ul style="list-style-type: none"> - 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. - 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 in formulation of guidelines / conduct of subject related training / other inputs on the subject from time to time as per requirements. - National Disaster Management Plan envisages to mainstream climate risk into disaster management plans
7.	Job Description	<p>1. Coordinate a national study to understand the implications of climate change for disaster risk patterns in the country and to coordinate consultations for devising future disaster risk management strategies;</p> <ul style="list-style-type: none"> • Take stock of existing information and research on future scenarios of extreme climate events and disaster risk in a changing climate. • Establish partnership with relevant academic and financial institutions in the country and internationally to design and launch a study on implications of climate change for future disaster risks; • Organize policy dialogues with relevant stakeholders to share the findings of the above mentioned study and devise strategies for managing future climate and

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		<p>disaster risk;</p> <ul style="list-style-type: none"> • Organize constitutions with relevant departments and ministries to explore how these strategies can be mainstreamed in their policy and programming processes; and <p>2. Serve as technical focal point for collaboration with the Ministry of Environment, forest and Climate Change (MoEFCC) to develop practical linkages between climate change and disaster risk reduction;</p> <ul style="list-style-type: none"> • Support to advocacy efforts related to promotion, adoption and endorsement of risk management strategies that bring together climate change adaptation and disaster risk reduction; • Identification and direct liaison with potential new partners, including research institutions, NGOs, the private sector and financial institutions. • Take stock of State Disaster Management Plans and State Climate Action Plans and explore possible linkages/synergies between two. • Coordinate NDMA inputs to disaster related aspects of policy processes within the context of UNFCCC (National communications, INDC etc.). • Identify opportunities for relevant collaboration and networking among organizations and initiatives concerned with DRR mainstreaming and climate risk management. <p>3. Contribute to the design and implementation of specific initiatives projects and programmes that work at the intersection of climate change adaptation and disaster risk reduction;</p> <ul style="list-style-type: none"> • Liaise with state governments, particularly the State Disaster Management Authorities, and provide relevant technical inputs to development of climate risk management initiatives; • Provide technical inputs to ongoing policy processes (e.g. State Disaster Management Plans, District Disaster Management Plans) to address climate change related disaster risks. <p>4. Promotes knowledge management on climate risk management, including the development of tools and guidelines, lessons learned and best practices;</p> <ul style="list-style-type: none"> • Monitoring and respond to knowledge management needs for mainstreaming climate risk management
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		<p>into key development sectors;</p> <ul style="list-style-type: none"> • Based on the above, develop guidance material (or mainstreaming tools) on “how to integrate climate risk management” in development processes; and • In partnership with NIDM, development of training programmers for state governments on climate risk management). • Work towards establishing coherence between climate change issues and SDG & SFDRR frameworks. • Provide inputs for integrating National/State District Disaster Management Plans to address climate change related extreme events and disasters. • Evaluation of Ministerial Disaster Management Plans with reference to climate change related disasters. <p>5. Prepare National Adaptation Plan for India to be submitted to UNFCCC.</p> <p>6. Any other work to be assigned as per requirement by NDMA.</p>
8.	Reporting Mechanism	Consultant shall report to Adviser, NDMA.
9.	Schedule of Completion of Tasks	The tasks are to be done in a time-bound manner.
10.	Support or inputs to be provided by NDMA to facilitate the Consultancy	Adviser and Members, NDMA will provide guidance to the Consultant.
11.	Note	Where the Vice Chairman/Member Secretary is of the opinion that it is necessary or expedient to do so, he/she may relax any of the provisions.

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TERMS OF REFERENCE**Consultant – Grade – II (Forest Fire)**

1.	Name of the Division	PP Division
2.	Purpose of the assignment	<ul style="list-style-type: none"> - To facilitate and guide Ministries/Departments implementation of National Action Plan on Forest Fire - To build capacity of Ministries/Departments for managing forest fire - Liaise with different Ministries and Departments of Government of India/ States for matters relating to forest fire
3.	Duration	<ul style="list-style-type: none"> - Initially the consultancy will be for a period of one (1) year, extendable up to 3 years subject to performance review on annual basis. - 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 the Employer.
4.	Remuneration Band	Rs. 1,25,000/- – Rs. 1,75,000/- per month (Remuneration in respect of retired 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 subject to maximum of consolidated amount of Rs. 1,75,000/- per month)
5.	Qualifications and Competencies:	
	a. Academic	<p>Essential: Master's Degree in Forestry, Disaster Management, Geology, Agriculture, Wildlife, Conservation Studies, Environmental Science, Meteorology, Science, Engineering.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Persons with M. Phil., Ph. D, additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph. D from reputed university shall be given additional weight age.

	b. Work experience	<p>Post qualification experience: 5-10 years</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Candidates having reasonable experience in the field of Policy, Plans and Guidelines related to forest fire management will be given importance. Work experience in Disaster Management will be given additional weightage. • Candidates must have sound understanding and knowledge of forest policy in India
	c. Age Limit (Upper)	<p>50 years.</p> <p>For retired employees from Government (Central or State), the upper age limit shall be 62 years.</p>
6.	Background of the assignment	<ul style="list-style-type: none"> - 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. - 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 in formulation of guidelines / conduct of subject related training / other inputs on the subject from time to time as per requirements. - Climate Change is influencing the trend of incidences of forest fire across India. While India's work on forecasting and early warning for forest fire has been commendable, the need for response and managing active fire is increasing. The forest fire management requires increased coordination between different stake holders & national and state governments.
7.	Job Description	<ul style="list-style-type: none"> • Initiate documentation and sharing of the state/country-level experience in forest fire management and lessons learned • Represent NDMA at sectoral, country-level and regional-level meetings, and ensure best practices are highlighted in these forums • Support and conduct innovative research on Forest fire management

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		<ul style="list-style-type: none"> • Support Regional Gender Advisor in advancing the technical and research capacity of country-level staff, offices and programs on gender to continue to build evidence base for programming and to ensure continuous capacity in gender at Country Office level. • Support management and development of systems, tools and processes to implement National Action Plan on Forest Fire • Manage and monitoring already ongoing projects on forest fire • Serve as technical focal point for collaboration with the Ministry of Environment, forest and Climate Change (MoEFCC) to develop practical linkages between forest fire and disaster risk reduction • Any other work to be assigned as per requirement by NDMA.
8.	Reporting Mechanism	Consultant shall report to Adviser, NDMA.
9.	Schedule of Completion of Tasks	The tasks are to be done in a time-bound manner.
10.	Support or inputs to be provided by NDMA to facilitate the Consultancy	Adviser and Members, NDMA will provide guidance to the Consultant.
11.	Note	Where the Vice Chairman/Member Secretary is of the opinion that it is necessary or expedient to do so, he/she may relax any of the provisions.

TERMS OF REFERENCE

Consultant – Grade – II (Disaster Management)

1.	Name of the Division	PP Division
2.	Purpose of the assignment	<ul style="list-style-type: none">• To facilitate and guide Ministries/Departments in preparation of their Disaster Management Plans• To build capacity of Ministries/Departments for DRR activities and as per the programmes and activities envisaged for them.• Liaise with different Ministries and Departments of Government of India with a view to mainstreaming disaster risk reduction in their plans and strategies.• Liaise and coordinate between the Ministry of Home Affairs, NDMA and Ministries/Departments.
3.	Duration	<ul style="list-style-type: none">• Initially the consultancy will be for a period of one (1) year, extendable up to 3 years subject to performance review on annual basis.• 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 the Employer.
4.	Remuneration Band	Rs. 1,25,000/- – Rs. 1,75,000/- per month (Remuneration in respect of retired 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 subject to maximum of consolidated amount of Rs. 1,75,000/- per month)
5.	Qualifications and Competencies:	
	a. Academic	Essential: Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Political Science, Geography, Geology, Agriculture, Management, Law, Science, Engineering) Desirable: <ul style="list-style-type: none">• Persons with M. Phil., Ph. D, additional qualifications, 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.
	b. Work experience	Post qualification experience: 5-10 years

		<p>Desirable:</p> <ul style="list-style-type: none"> • Candidates having reasonable experience in the field of Policy, Plans and Guidelines related to Disaster Management and preparation of Disaster Management Plans will be given additional weightage. • Candidates must have sound understanding and knowledge of issues pertaining to policy, plans and mainstreaming.
	c. Age Limit (Upper)	<p>50 years.</p> <p>For retired employees from Government (Central or State), the upper age limit shall be 62 years.</p>
6.	Background of the assignment	<ul style="list-style-type: none"> • As mandated by the DM Act 2005, all Ministries/Departments of Government of India have to prepare their Disaster Management Plans. Ministries/Departments lack the required capacity for preparing the DM Plans and have been requesting NDMA to provide technical help and support. • The Consultant will help the Ministries/Departments and facilitated them in preparation of their DM Plans.
7.	Job Description	<ul style="list-style-type: none"> • Support the Ministries/ Departments of Governments of India and State Governments in taking measures for preparation of their Disaster Management Plan and mainstreaming of DRR. • Provide technical support and feedback to Ministries and Departments of Gol on preparation of their disaster management plans. • Identify new areas – particularly in relation to ongoing development programmes and schemes – for appropriate policy interventions with a view to advancing the cause of disaster risk reduction in the country. • Monitor and analyse implementation of the National Guidelines developed by NDMA in Ministries/Departments. • Identify opportunities for mainstreaming disaster risk reduction in development and recommend specific measures – including policy interventions, fiscal provisions – to making use of these opportunities.
8.	Reporting Mechanism	Consultant shall report to Adviser, NDMA.
9.	Schedule of Completion of Tasks	The tasks are to be done in a time-bound manner.

10.	Support or inputs to be provided by NDMA to facilitate the Consultancy	Adviser and Members, NDMA will provide guidance to the Consultant.
11.	Note	<ul style="list-style-type: none">• Where the Vice Chairman/Member Secretary is of the opinion that it is necessary or expedient to do so, he/she may relax any of the provisions.

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TERMS OF REFERENCE

Consultant – Grade – I (Disaster Management)

1.	Name of the Division	PP Division
2.	Purpose of the assignment	<ul style="list-style-type: none">• To facilitate and guide Ministries/Departments in preparation of their Disaster Management Plans• To build capacity of Ministries/Departments for DRR activities and as per the programmes and activities envisaged for them.• Liaise with different Ministries and Departments of Government of India with a view to mainstreaming disaster risk reduction in their plans and strategies.• Liaise and coordinate between the Ministry of Home Affairs, NDMAs and Ministries/Departments.
3.	Duration	<ul style="list-style-type: none">• Initially the consultancy will be for a period of one (1) year, extendable up to 3 years subject to performance review on annual basis.• 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 the Employer.
4.	Remuneration Band	Rs. 75,000/- – Rs. 1,00,000/- per month (Remuneration in respect of retired 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 subject to maximum of consolidated amount of Rs. 1,00,000/- per month)
5.	Qualifications and Competencies:	
	a. Academic	Essential: Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Political Science, Geography, Geology, Agriculture, Management, Law, Science, Engineering) Desirable: <ul style="list-style-type: none">• Persons with M. Phil., Ph. D, additional qualifications, 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.
	b. Work experience	Post qualification experience: 3-5 years

		<p>Desirable:</p> <ul style="list-style-type: none"> • Candidates having reasonable experience in the field of Policy, Plans and Guidelines related to Disaster Management and preparation of Disaster Management Plans will be given additional weightage. • Candidates must have sound understanding and knowledge of issues pertaining to policy, plans and mainstreaming.
	c. Age Limit (Upper)	<p>45 years.</p> <p>For retired employees from Government (Central or State), the upper age limit shall be 62 years.</p>
6.	Background of the assignment	<ul style="list-style-type: none"> • As mandated by the DM Act 2005, all Ministries/Departments of Government of India have to prepare their Disaster Management Plans. Ministries/Departments lack the required capacity for preparing the DM Plans and have been requesting NDMA to provide technical help and support. • The Consultant will help the Ministries/Departments and facilitated them in preparation of their DM Plans.
7.	Job Description	<ul style="list-style-type: none"> • Support the Ministries/ Departments of Governments of India and State Governments in taking measures for preparation of their Disaster Management Plan and mainstreaming of DRR. • Provide technical support and feedback to Ministries and Departments of Gol on preparation of their disaster management plans. • Monitor and analyse implementation of the National Guidelines developed by NDMA in Ministries/Departments.
8.	Reporting Mechanism	Consultant shall report to Adviser, NDMA.
9.	Schedule of Completion of Tasks	The tasks are to be done in a time-bound manner.
10.	Support or inputs to be provided by NDMA to facilitate the Consultancy	Adviser and Members, NDMA will provide guidance to the Consultant.
11.	Note	<ul style="list-style-type: none"> • Where the Vice Chairman/Member Secretary is of the opinion that it is necessary or expedient to do so, he/she may relax any of the provisions.