

**F. No. 01-08/2020-Admn**

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 various positions in National Disaster Management Authority (NDMA) on contract basis.**

NDMA invites applications from persons having requisite qualification and experience from Indian National for following positions:-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Consultant Grade-II (Cyclone)	Contractual	1	<p><b>Essential :-</b>(i) Master's degree in Atmospheric Science/ Civil Engineering/ Climatology/ Meteorology/ Coastal Engineering/ Ocean Engineering/ Oceanography/ Geology/ Water Resources Management/ Hydrology/ Environmental Sciences, Disaster Management or equivalent in the relevant field.</p> <p>(ii) Experience in the area of Disaster Risk Reduction related to Cyclone and Coastal Management, is required.</p> <p><b>Desirable :-</b> Persons with Ph.D., additional qualification, research experience, published papers with adequate post qualification experience in the relevant field would be preferred, Ph.D. from reputed university shall be given additional weightage.</p>	Candidates should have 5-10 years post qualification experience in the relevant fields.	50 years.  (upto 62 years for retired employees from Central/ State Government)
2.	Consultant - Grade-I (Print and Electronic Media)	Contractual	1	Post Graduate in Mass Communication/ PG diploma in Communication or any other equivalent/relevant degree.	<p>1. The consultant should have three-five years experience working in related area. Experience of working in Govt. and handling awareness campaigns will be an added advantage. Those who worked in social sector and have the experience of conducting campaigns for development communication or disaster management/risk reduction in Government will be given preference.</p> <p>2. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a></p>	45 years  (upto 62 years for retired employees from Central/ State Government)

- Remuneration Band :- Rs.1,25,000 – 1,75,000/- for Sl. No. 1 Consultant Grade-II (Cyclone) and Rs. 75,000 – 1,00,000/- for Sl. No. 2 Consultant Grade-I (Print and Electronic Media). 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 09<sup>th</sup> December, 2020 subject to maximum of consolidated amount of Rs. 1,75,000/- per month for Sl. No. 1 and Rs. 1,00,000/- for Sl.No. 2.
- 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 <http://ndma.gov.in>
- Essential /desirable educational qualifications and experiences will be verified with original certificates.
- Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith 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 **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.)**

**Terms of Reference for Consultant Cyclone: Grade (II)**

1.	<b>Background/Objective /Work Scope</b>	<p><b><u>Background:</u></b></p> <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. He/she will provide domain specific technical assistance in formulation of guidelines/conduct of subject relates training.</p> <p><b><u>Objectives:</u></b></p> <p>The consultant will assist NDMA in better management of Cyclones by providing scientific and technical support. The Consultant is expected to identify specific areas of interventions and assist NDMA in developing programmes and projects for efficient Cyclone Risk Mitigation.</p>
2.	<b>Qualification, Eligibility and Experience</b>	<p>Master Degree in Atmospheric Science/Civil Engineering/Climatology/Meteorology/Coastal Engineering/Ocean Engineering/Oceanography/Geology/Water Resources Management/Hydrology/Environmental Sciences, Disaster Management or equivalent in the relevant field.</p> <p>Experience in the area of Disaster Risk Reduction related to Cyclone and Coastal Management, is required.</p> <p><b><u>Desirable:</u></b> Persons with PhD., additional qualification, research experience, published papers with adequate post qualification experience in the relevant field would be preferred. Ph.D. from reputed university shall be given additional weight age.</p>

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3.	Deliverables/Scope of Work	<p>a. Follow up the implementation of National Guidelines on Management of Cyclones circulated by National Disaster Management Authority to various agencies.</p> <p>b. Evolve a monitoring framework amongst the associated stakeholders and facilitate formulation of policies and programmes pertaining to Cyclone management.</p> <p>c. Preparation of status note on Cyclone management in different states and identification of local best practices for implementation in other areas.</p> <p>d. Assist in better management of cyclones by providing suitable inputs for intervention and develop the programme module for efficient mitigation system.</p> <p>e. Research on international best practices on early warning system and suggestions for necessary measures in the context of India and state specific enhancement of early warning system.</p> <p>f. Study of the cyclone situation in the country and suggest appropriate measures for mitigation vis-à-vis early warning, rescue relief and reconstruction programme to be taken by the concerned ministries/departments of the Central government and State Government.</p> <p>g. Preparation of situation reports after cyclone.</p> <p>h. Workout programme for capacity building and identify the key institutions and organizations working in this area.</p> <p>i. Formulation of strategy for effective and efficient management and cyclones in the country.</p> <p>j. Any other assignment/work on the subject which can be given by the Member concerned.</p> <p>In addition to deliverables following task may be performed.</p> <p>a. Advise on various issues of cyclone risk management.</p> <p>b. Assist in Seminar/Workshops/ Meetings/Conferences.</p> <p>c. Provide scientific and technical support and identify specific areas of interventions.</p> <p>Any other necessary work for overall mitigation of cyclones.</p>			
4.	Experience, Upper age and Remuneration	Name of the Position	Post Qualification Experience	Upper Age Limit	Remuneration (In Rs.)
		Consultant	5-10 Yrs	50 Yrs	1,25,000-1,75,000

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		(Grade II)			
5.	<b>Any other work</b>	Any other work to be assigned as per requirement by NDMA.			
6.	<b>Schedule for Completion for Tasks</b>	<p>a. Initially the consultancy will be for a period of One (1) Year, extendable up to 3 years subject to performance review on annual basis.</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 the Employer.</p>			

## **Terms of Reference for Individual Consultant**

**NDMA Reference: Information, Education and Communication (IEC) Cell**

**IEC (Print and Electronic Media) Consultant Grade – I**

### **1. Name of the Division: Public Relations & Awareness Generation**

**2. Purpose of the assignment:** National Disaster Management Authority (NDMA) is responsible for laying down policies, plans and guidelines for disaster management for ensuring timely and effective response for disaster management in the country. NDMA also has the mandate to take other measures for the prevention of disaster, or mitigation, or preparedness and capacity building for dealing with the disasters. Educating and informing the communities is one of the important components of disaster risk reduction, which is covered by the broad mandate of the Authority. Sendai Framework for Disaster Risk Reduction, which was signed by 187 nations including India, emphasizes on public awareness generation and urges the signatories "To promote national strategies to strengthen public education and awareness in disaster risk reduction, including disaster risk information and knowledge, through campaigns, social media and community mobilization, taking into account specific audiences and their needs." In India, which is one of the most disaster-prone countries in the world, sustained Information, Education and Communication (IEC) can result in better understanding of risk leading to effective risk reduction.

NDMA's IEC campaign aims at different stakeholders as the target audience such as urban and rural population, women, children, rich and the poor, educated and as well as illiterates, and physically challenged. It is a 360 degree campaign using print, electronic, digital and social media. NDMA's IEC Cell prepares media plans and launches campaigns both long-term and short-term aiming at behavioural change, and risk reduction through concrete actions by all stakeholders. NDMA also uses social media for IEC as well as for real-time information about disasters and updates to help people during the time of disasters.

Sustained IEC campaigns combined with regulations and enforcement will help India achieve the important goals of the Sendai Framework namely: Reduction in mortality rate, reduction in number of affected people and reduction in damage to property in the aftermath of disasters. NDMA, in order to achieve the above objectives, wants to hire the services of an expert in the Field of communication and media as a consultant. NDMA intends to select one consultant to work in the IEC cell for carrying out IEC activity through print and electronic media.

**3. Duration:** The consultant will be engaged for a fixed period but not exceeding three years.

**4: Tasks Related to assignment:** The consultant for print and electronic media will be responsible for preparation of a media plan with a long term perspective under the guidance of the senior consultant. The plan will contain details about goals, objectives, monitoring and evaluation mechanism, the media and content and cost estimates. Based on long-term plan, the consultant will also prepare annual plans indicating the required outcomes.

The consultant will help in creating and designing the monthly newsletter of NDMA, He/she will also advise NDMA on issues related IEC from time to time, and help in all design aspects in the activities undertaken by NDMA. He/She will help to conceptualize and prepare various communication materials such as films, videos, audio-visuals, television commercials, radio jingles, exhibitions and print advertisements and follow up with the design and production agencies to ensure quality output. The senior consultant will also provide technical inputs for preparation of various tender documents for hiring agencies for design and production of various IEC materials.

The consultant will in addition help in a social media oriented communication program for IEC as well as real time information dissemination during disasters. He may help to prepare a special social media plan as a sub-plan of the overall media plan to provide more focus on social media and to harness the power of social media for Disaster Risk Reduction.

The consultant will help the consultant grade – II/ senior consultant to liaise with both print and electronic media for dissemination of information and media management. He/she will prepare press notes, media briefings, press releases etc. He/she will also actively monitor the news related to NDMA and disasters on every day basis and bring it to the notice of concerned members/officers. He or She should proactively promote disaster management in both print and electronic media with a focus on risk reduction. The consultant will also help in holding press conferences and campaigns on the role of media for disaster risk reduction and disaster management. The consultant will also facilitate media tours to show case the best practices.

**5. Job Description:** The following will be the concrete deliverables in addition to the regular work described in the scope of work, which the consultant will be doing as a part of the deliverables:

1. Issuing press releases and coordinating with media
2. Bringing out the monthly digital newsletter and updating the Blog "Aapda Samvaad"
3. Comprehensive, 360 degree media plan covering all aspects of IEC
3. Facilitate in production of various IEC materials for electronic, print and social media
4. Provide a plan and method for evaluating the impact of the campaigns to improve the media plan and strategy for effective risk reduction
5. Any other work assigned from time to time with reference to his/her area of expertise

**6. Qualification and Competencies:**

**a. Academic:** Post-graduate in Mass Communication/PG diploma in Communication or any other equivalent/relevant degree.

**b. Work Experience:** The consultant should have three-five years experience working in related area. Experience of working in government and handling awareness campaigns will be an added advantage. Those who worked in social sector and have the experience of conducting campaigns for development communication or disaster management/ risk reduction in government will be given preference.

**7. Age:** Upper age limit of 45 years.

**8. Remuneration:** A remuneration band of Rs. 75,000-1,00,000/-. The candidate will receive a consolidated sum per month after TDS as decided by the interview board within the prescribed band.

**9.** Where the Vice-Chairman/Member Secretary, NDMA is of the opinion that it is necessary or expedient to do so, he/she may by order and for reasons to be recorded in writing, relax any of the provisions mentioned above.

**Application of engagement as Consultant (Grade-I)/(Grade-II) 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

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: \_\_\_\_\_