



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi -110 029
Tel. No. 26701796, 26701834 (Fax)



F.No. 01-09/2023-Admn

Dated 21/02/2023

Engagement of 1 Short term Consultant for a period of 3 months 27 days is approved.

The Concern may upload the advertisement for a week on NDMA website.

(Abhishek Biswas)

Under Secretary (Admn)

Encl. // TOR

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TERMS OF REFERENCE

POSITION: SENIOR CONSULTANT – (GUIDELINES - ME & HADR)

1.	Name of the Division	<ul style="list-style-type: none">• Operations Division
2.	Purpose of the job	<ul style="list-style-type: none">• Short-term engagement of Consultant for preparation of Guidelines on Mock Exercise (ME) & Humanitarian Assistance & Disaster Relief (HADR) by NDMA.
3.	Position number	<ul style="list-style-type: none">• 01 (One)
4.	General Overview	<ul style="list-style-type: none">• Background• NDMA has been facilitating the States / UTs / Institutions in their Preparedness and Capacity building through conduct of Mock Exercises. NDMA provides a common platform to SDMAS / DDMA's, line Deptt and all the stakeholders including Central Agencies deployed in the region i.e. EW Agencies, NDRF, CAPFs & Armed Forces.• Humanitarian Assistance and Disaster Relief (HADR) Exercises are conducted under the aegis of MEA in coordination with NDMA, HQ IDS, NDRF and other agencies in India as well as abroad. Not only this, several HADR operations take place from time to time on need basis on the directions / clearance of MEA and MHA.• Specialist should be able to prepare Guidelines & SOPs on MEs and HADR for effective / optimal utilization of resources in shortest possible timeframe with maximum gains keeping in mind the international standards of various international agencies like INSARAG, UNDRR, USAID, JICA, FRANZ Initiative, BRICS, SAARC, ASEAN, QUAD, IORA and International Medical Corp etc.• Senior Consultant – (Guidelines - ME & HADR) will assist NDMA in formulation of Guidelines & SOPs on ME & HADR.
5.	Scope of Work	<ul style="list-style-type: none">• Pan India
6.	Duty Station	<ul style="list-style-type: none">• NDMA office is in New Delhi. Job profile of Senior Consultant may require visit to States / UTs.

7.	Duration of Assignment	<ul style="list-style-type: none"> • 03 Months 27 days.
8.	Deliverables (with timeline)	<ul style="list-style-type: none"> • To prepare Draft Guidelines & SOPs on Conduct of Mock Exercises (MEs) within 15 days • To prepare Draft Guidelines & SOPs on Humanitarian Assistance & Disaster Relief (HADR) within 01 month • To review Guidelines & SOPs on Mock Exercises (MEs) and HADR through consultative process within 02 months 15 days • To finalize Guidelines & SOP on MEs & HADR within 03 months & 27 days • Other tasks assigned by the Reporting Officer
9.	Qualification and Competencies:	
	a. Academic	<p>Essential</p> <ul style="list-style-type: none"> • Master's or equivalent in Disaster Management / related field. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Retired Government employees with Grade Pay of Rs.8900 (pre-revised) / Level – 13A and above (7th CPC) and above with minimum experience of 10 years in the relevant field. Candidates with experience in handling disaster situations would be preferred. <p>Desirable</p> <ul style="list-style-type: none"> • M.Phil or Ph.D in Disaster Management or related field.
	b. Work Experience	<p>Essential</p> <ul style="list-style-type: none"> • Minimum 05 years experience in dealing with conduct of State / District level Disaster related Mock Exercises • Minimum 05 years experience in dealing with HADR related matters <p>Desirable</p> <ul style="list-style-type: none"> • The applicant should have worked with a government agency, leading regional / international organization, or a public sector

		agency.
	c. Upper Age Limit	<ul style="list-style-type: none"> • 65 years
10.	Remuneration Band	<ul style="list-style-type: none"> • Rs.125000-175000/- per month. • For retired Central / State Government Employees - Last Pay Drawn Less Pension as per the provisions contained in para 6 of MoF, DoE OM No 3-25/2020-E.III.A dated 09.12.2020.
11.	Reporting Mechanism	<ul style="list-style-type: none"> • Operations Division, NDMA.
