



F. No. 01-13/2023-Admn
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110 029
Tel. No. 26701700

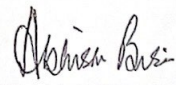


Sub: Advertisement for the position of Consultant (Community Based Disaster Risk Reduction) in National Disaster Management Authority (NDMA) on contract basis.

NDMA invites applications from Indian national having requisite qualification and experience for following position:-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Consultant (Community Based Disaster Risk Reduction)	Contractual	1 (One)	<p>Essential:- Master's degree in the field of Social Science/ Science/ Disaster Management/ Two years PG Diploma in Disaster Management or a related discipline.</p> <p>Desirable:- Candidates with M. Phil or Ph.D. in a relevant field will be given more weightage in the process of selection.</p>	<ul style="list-style-type: none">A minimum of 3 years of work experience in the area of CBDRR.The applicant must have worked with a government agency or public/ private sector organization or an international agency in a role related to CBDRR.The applicant with knowledge, familiarity and exposure to CBDRR/ disaster management frameworks at various levels.Both the educational qualifications and work experience together must prove credentials of the applicant as an established expert in the field. <p>Note : Retired Government officials should have experience of 3 years in Scale 11 as per 7th CPC in the relevant filed may also apply.</p>	<ul style="list-style-type: none">Maximum 40 years.For retired employees from central government upper age limit shall be 62 years.

- Remuneration Band** Rs. 75,000/- to 1,00,000/- per month for Consultant. Remuneration, Allowances, Leave entitlement, Maximum terms of appointment in respect of retired Central Government Employees engaged as Consultant on Contract basis in NDMA shall be regulated as per the provisions laid down in Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.
- The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above position are indicated in the Term of References (ToR) of the above position 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 statement of purpose (SOP) in maximum 250 words, recent passport photograph and copies of 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 20 days from the date of publication of advertisement in the employment news.


(Abhishek Biswas)
Under Secretary (Admn.)



**Government of India
Ministry of Home Affairs
National Disaster Management Authority
(Capacity Building & Training Division)**

NDMA Reference:

Subject: Terms of Reference

Title of the Position: Consultant (Community Based Disaster Risk Reduction)

Level: Consultant

Budget Line/Head: Rs.75,000/- – Rs.1,00,000/- (Remuneration, allowances, leave entitlement, maximum terms of appointment in respect of Central Government Employees engaged as consultant on contractual basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No.3-25/2020-E.III.A dated 9.12.2020).

1. Name of the Division:Capacity Building & Training (CBT) Division

2. Purpose/Rationale of the Assignment: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. NDMA is also mandated to take such other measures for preparedness and capacity building for dealing with threatening disaster situations or disasters as it may consider necessary.

The fundamental principle of Community Based Disaster Risk Reduction (CBDRR) involves the development of bottom-up processes arising from the communities themselves. Development is based on community needs and its aspirations for safety, and appropriate actions to address these. The CBDRR aims to actively engage the community in identification, analysis, assessment, monitoring, implementation and evaluation of disaster risks reducing their vulnerabilities and enhancing capacities. Such an approach aims to address local issues, challenges and problems from the perspective of those experiencing it every day. Community empowerment and ownership through the process is the key for disaster management.

The principles of CBDRR have been upheld by various national and global policy frameworks pertaining to disaster management. The various institutions at the national and local level that have a crucial role to play in the CBDRR process also emulate the CBDRR principles. Local communities can play a vital role in disaster mitigation and preparedness, response and recovery. The potential of local

communities to deliver on this expectation has been recognized in global and national frameworks that guide policy, planning and practice.

National Policy on Disaster Management 2009 (NPDM) lays emphasis on community based disaster preparedness for ensuring local ownership, addressing local needs, and promoting volunteerism and mutual help to prevent and minimize damage. The Policy recognizes community as the bedrock of the process of disaster response. It emphasizes on community training on various aspects of response such as first-aid, search and rescue, management of community shelters, psycho-social counselling, and distribution of relief and accessing support from government/agencies etc. It also promotes stakeholder participation including NGOs for community empowerment.

National Disaster Management Plan (NDMP) 2019 reinforces the need for enhancing the capacity of communities as first responders to disasters. This includes awareness, sensitization, orientation and developing skills of communities and community leaders to deal with disasters. Various chapters of NDMP discuss about social inclusion and mainstreaming Disaster Risk Reduction in various sectors.

Prime Minister's Ten Point Agenda on DRR presented at the Asian Ministerial Conference on Disaster Risk Reduction (AMCDRR) 2016 in New Delhi also promotes community involvement in DRR. All-inclusive agenda presents a holistic approach to disaster risk management and addresses a whole range of issues, from building local capacities and initiative to use of innovative technology to encouraging greater involvement and leadership of women in disaster risk management.

In view of the importance of CBDRR in the country, NDMA requires the services of an experienced professional as Consultant.

3. Duration: Initially, a successful candidate will be given contract for one year (full time) which may be extended up to a maximum of another two years (maximum of three years) subject to satisfactory performance.

4. Number of Vacancies: One (1)

5. Job Description: Consultant (CBDRR) shall deal with all matters under the broad framework of CBDRR, undertake a holistic approach for disaster management through community, local bodies, & NGOs, and extend technical support to NDMA.

6. Tasks/Deliverables: The Consultant will work under the overall supervision of the CBT Division and will perform the following tasks:

- To monitor CBDRR activities and its developments at District, State/UT, National and International level and report to CBT Division of NDMA
- To assist in preparation of National DM Guidelines on CBDRR, and implementation of the Guidelines at all levels;
- To provide technical support to strengthen CBDRR in the country and strategies

for its implementation;

- To assist in carrying out training needs assessment for CBDRR and suggest way forward;
- To assist in preparation of schemes/projects, IEC materials, etc related to CBDRR;
- To assist in drafting training curriculum & modules, background notes, concept papers, agenda, schedule, & reports, etc for sensitization programmes, training, workshops, conferences, and awareness programmes, etc.
- To assist in organize training, workshops, conferences, and awareness programmes at all levels as deemed appropriate.
- To assist in organizing sensitization programmes for Parliamentarians and Legislators on CBDRR, once in a year.
- To prepare and maintain a data-base of best practices, IEC materials, etc adopted by various stakeholders.
- To work in close coordination with NGO Coordination Centres formed at District, & State/UT levels;
- To liaise with Nodal Ministries/Departments at National & State/UT levels for implementation of CBDRR principles at all levels;
- Any other task to be assigned by the CBT Division, NDMA

7. Qualification

Education	<ul style="list-style-type: none">• Essential Qualifications: Master Degree in the field of Social Science/Science/Disaster Management/Two years PG Diploma in Disaster Management or a related discipline• Desirable Qualifications: Candidates with M. Phil or Ph.D. in a relevant field will be given more weightage in the process of selection.
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8. Work Experience:

- A minimum of 3 years of work experience in the area of CBDRR. Retired Government Servants should have experience of 3 years in Scale 11 (as per Seventh CPC).
- The applicant must have worked with a government agency or public/private sector organization, or an international agency in a role related to CBDRR.
- The applicant with knowledge, familiarity, and exposure to CBDRR/disaster management frameworks at various levels
- Both the educational qualifications and work experience together must prove credentials of the applicant as an established expert in the field.

9. Competencies:

Functional	This position requires following demonstrated functional
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competencies	<p>competencies</p> <ul style="list-style-type: none"> • Promoting the vision of NDMA • Strong inter-personal and communication skills • Advising, leading and supervising • Formulating concepts and strategies • Ability to work in a team situation • Ability to work closely with other stakeholders • Proactive engagement and dialogue • Strategic advice and communication
Language proficiency	<ul style="list-style-type: none"> • Fluency in written and spoken English is required for this position

10. Upper Age Limit: Upper age limit will be 40 years. For retired Govt Servants, upper age limit will be 62 years. The candidature of candidates from retired central/state Govt employees applied for the position, who cross 62 years of age during selection process or before final selection will be eliminated without any notice/intimation.

11. Reporting Mechanism: Consultant shall report to Advisor/Joint Secretary (CBT), I/C CBT Division, NDMA

12. Schedule of completion of Tasks: The Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and the Consultant shall not take any other assignment during the period of consultancy with NDMA.

Application of engagement as Consultant in the National Disaster Management Authority.

Post applied for : _____

(1) Name : _____

(2) Father's Name :- _____

(3) Sex (Male / Female) : _____

(4) Date of Birth _____ Age _____ Years.

(5) Category : SC/ST/OBC/General/Any Other (Pls. specify) _____

(6) Contact Address :- _____

(7) Permanent Address :- _____

(8) E-mail : _____ Phone _____

(9) Education (College education in reverse chronological order) (Pls add rows if required) :

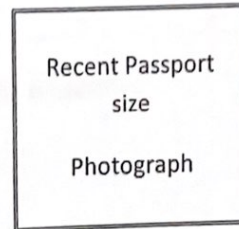
S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(10) Experience (in reverse chronological order) (Pls add rows if required)

S No.	Period			Organization / Institution	Nature of work	Accomplishments
	From	To	Total			

(11) Trainings: _____

(12) Publications:- _____



- (13) Awards / recognitions: - _____
- (14) Membership of Professional Bodies/ Associations: - _____
- (15) Retired Government staff (Pls indicate Pay/Pay band) :- _____
- (16) References (Name, Designation, Institution, address, e-mail and Phone Number) :-

(1) : _____ (2) : _____

I have carefully gone through the advertisement and I am well aware that the information furnished above is duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the position. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date _____

Signature _____

* Application form is to be submitted alongwith Statement of Purpose (SoP) in 250 words (maximum) and copies of certificates establishing educational qualifications, work experiences, trainings participated etc.