



F. No. 01-06/2023-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 various positions of Consultants in National Disaster Management Authority (NDMA) on contract basis.

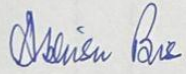
NDMA invites applications from Indian national having requisite qualification and experience for following positions:-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Lead Consultant (Flood Mitigation)	Contractual	01 (One)	Essential :- Master's degree in Water Resources Management, Hydrology, Flood Risk Management, Disaster Management, or any other disciplines related to disaster management (geography, geology, environment, civil/geo-technical engineering). Desirable:- A research degree (M.Phil./Ph.D.) in disaster management or related field.	<ul style="list-style-type: none">• Experience of at least 10 years in flood risk management or related subject.• Duration of research work (PhD/Post Doctoral) will be counted for work experience (actual duration or 5 years, whichever is less).• Field experience in community-based approaches to flood risk management will be given more weightage in the selection process.• Field experience in the project with substantial use of disaster risk reduction and mitigation will be given more weightage in the selection process.• Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field Note : Retired government officials with matching education and experience, with maximum age of 64 years and who have held a position with grade pay of INR 7,600/ or more may also apply	62 years for lead consultant
2.	Consultant (Mitigation Fund)	Contractual	01 (One)	Essential :- Master's degree in Disaster Management, or any other disciplines related to disaster management (geography, geology, environment, structural/Geo-technical engineering, water resource management), or MBA. Desirable:- A research degree (M.Phil./Ph.D.) in disaster management or related field.	<ul style="list-style-type: none">• Experience of at least 3 years in disaster management or development sector or similar area• Duration of research work (PhD/Post Doctoral) will be counted for work experience (actual duration or 5 years, whichever is less).• Field experience in the project with substantial use of disaster risk reduction and mitigation in report preparation will be given more weightage in the selection process.• Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field Note : Retired government officials with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/ or more may also apply	40 years for consultant (In case of retired Govt. employee, maximum age limit is 62 years)
3.	Consultant (India Mitigation Portal)	Contractual	01 (One)	Essential:- Master's degree in Disaster Management, or any other disciplines related to disaster management (geography, geology, environment, structural/geo-technical engineering, water resource management), or Masters in Computer Application (MCA) or similar qualification.	<ul style="list-style-type: none">• Experience of at least three years in database/Website/portal development/maintenance or similar area.• Duration of research work (PhD/Post Doctoral) will be counted for work experience (actual duration or 5 years, whichever is less).• Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field Note : Retired government officials with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/ or more may also apply	40 years for consultant (In case of retired Govt. employee, maximum age limit is 62 years)

				Desirable:- A research degree (M.Phil./Ph.D.) in disaster management or related field.		
--	--	--	--	---	--	--

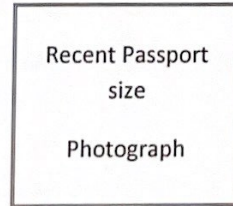
2. **Remuneration Band** Rs. 2,00,000/- - Rs. 2,50,000/- for Lead Consultants and Rs. 75,000/- – 1,00,000/- pm for Consultants, Remuneration in respect of retired Government employee engaged as a Consultant shall be regulated as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.
3. The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above positions are indicated in the Term of References (ToR) of the above positions and may be seen on NDMA website at <http://ndma.gov.in>.
4. Essential /desirable educational qualifications and experiences will be verified with original certificates.
5. 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.

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


(Abhishek Biswas)
Under Secretary (Admn)

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.

National Disaster Management Authority

Government of India

Positions: Lead Consultant

Subject - Flood Mitigation

1. Background

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, 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.

Flood Risk Mitigation

One of the key areas of mitigation is flood risk mitigation. In terms of frequency, geographical impact, and human and physical losses, floods are the most damaging disaster in India. In addition to the flood-prone states, Assam, Bihar, and Odisha, the floods are now affecting all the States of the country. In recent years, Southern states, such as Andhra Pradesh, Karnataka, and Maharashtra, too have experienced large-scale floods. All the river basins are affected by floods.

The floods in India are not just restricted to the rainy season. They now occur almost round the year. It is generally heavy precipitation that leads to floods, but there could be many other contributory causes. The flash floods in Chamoli district, Uttarakhand (February 2020) occurred due to landslides and glacial breach. Tamil Nadu experienced floods in January due to heavy rains, which led rivers to break their banks and excessive release of water from reservoirs.

In India, large multi-purpose dams were constructed and reservoirs created to store excess waters and reduce the incidence of floods. In addition to dams and reservoirs, the embankments have been constructed to provide protection against floods to the people. The construction of embankments started during the Colonial period, which has continued till date. While these structural interventions have controlled floods in certain areas, it is now widely recognized that certain smaller interventions which improve community-level protection against floods are equally important. Interventions such as afforestation, construction of small bunds, cleaning of natural drains and water sources, deepening village ponds and tanks, elevation of house plinths, and designation of flood shelters are among the important measures that need to be supported as part of community-based approaches.

The National/State Disaster Mitigation Funds should support the community-based flood mitigation programmes. These flood mitigation interventions need to be designed at the level of river basins. These programmes need to be implemented with the support of multiple partners at the local level which include SDMAs, DDMAAs, NGOs, and communities. These programmes need to be planned and implemented across the States. NDMA must provide technical assistance for community-based flood mitigation programmes and support through the NDMF.

NDMA needs the services of a Lead Consultant to develop various interventions in flood risk management and partner with the States in implementing them at the level of river basins. The Lead Consultant will provide technical and programmatic assistance to NDMA and its partners for flood risk management.

2. Job Description

Working within the Mitigation Division, the Lead Consultant will assist the Member and Advisor, Mitigation in developing various programmes and technical assistance related to flood risk management including urban flood. The Lead Consultant will develop guidelines for the formulation and implementation of flood risk management programme. The Lead Consultant will monitor the flood situation in the country, set up a monitoring framework for flood-related interventions, and work with the GIS and database team to set up a flood-related database.

3. Position (in numbers): 1

4. Key Tasks and Responsibilities

Lead Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA and attend to following tasks and responsibilities:

- Provide technical advice on all matters related to flood risk management to NDMA and develop concepts and approaches appropriate for different regions of the country.
- Develop programmes and interventions related to flood risk management including urban flood, which could be funded through the NDMF. The flood risk management approaches consist of early warning, preparedness, and mitigation.
- Review the NDMA guidelines on flood management and including urban flood management. Suggest flood preparedness measures to the States. Develop formats for preparing local level flood preparedness programmes.
- Classify different types of floods and suggest appropriate mitigation measures for managing these floods.
- Advise States to improve their early warning system through multiple weather sensors and stations. Suggest various ways in which to alert communities about floods.
- Develop typologies of mitigation measures. Recommend community-based mitigation measures for floods and suggest their applicability for different regions.
- Coordinate with the State governments in planning and implementing flood risk management programmes including urban flood. Provide technical assistance for all the projects.
- Coordinate with various organizations such as the Indian Meteorological Department, Ministry of Water Resources and the Central Water Commission for dealing with floods.
- Organize workshops, webinars, and technical meetings on different aspects of flood management. Lead publications on various aspects of flood risk management. Develop a community of practice in flood risk management.
- Develop a database of flood events and the losses arising from these disasters.

Deliverables:-

The Lead consultant will be responsible for delivering the following :-

An initial Flood needs assessment report, including recommendations for interventions.

A comprehensive Flood intervention programme, outlining objectives, strategies, and activities.

Training materials, guidelines, and tools for capacity building initiatives.
Regular progress reports on implementation activities and outcomes.

5. Duty station: New Delhi, India

The Lead consultant will be based at NDMA, New Delhi and is required to travel to field locations, as necessary, to support intervention implementation and monitoring.

6. Status (Full time/Part Time/Short term or Long-term): Full Time. It is a full-time engagement and Lead Consultant shall not take up any other assignment during the period of consultancy with NDMA).

7. Competencies and Skills required:

- Promoting the vision of NDMA
- Strengthening technical expertise
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication
- Excellent communication, coordination and training facilitation skills
- Fluency in English and Hindi.

7. Language proficiency: Fluency in written and spoken English is required for this position.

8. Educational Qualifications (Essential/Desirable):

- Essential Qualifications: Master's degree in Water Resources Management, Hydrology, Flood Risk Management, Disaster Management, or any other disciplines related to disaster management (geography, geology, environment, civil/geo-technical engineering).

- Desirable Qualifications: A research degree (M.Phil./Ph.D.) in disaster management or related field.

9. Age, Experience, Salary: These would be as shown below and as updated in Recruitment Handbook of NDMA from time to time.

Position	Post qualification Experience*	Upper Age Limit	Remuneration Band (in Rs.)
Lead Consultant	Minimum 10 years	62 years	2,00,000 – 2,50,000

* pl refer to para 11 (Experience) below.

**The annual increase is given on satisfactory performance. For outstanding performance, a two-step (each step is Rs 5000) increase may be given to the Lead consultant. In any case the remuneration of a

Lead Consultant will not increase beyond the highest range of the corresponding remuneration band. In such cases the remuneration of the Lead Consultant will remain stagnant.

*** Retired government officials with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/ or more may also apply. Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020.

**** Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retire Central Government employees engaged as Consultant on Contract basis in NDMA shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020, E.III.A Dated 09/12/2020.

***** Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retired state Government employees will be same as the retired Central Government employees are entitled to when engaged as Consultants on Contract basis in NDMA.

**** The Selection Committee shall fix the consolidated remuneration for the offered position in the remuneration band based on the education, experience, remuneration being already drawn/ last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowance shall be provided.

11. Area of Experience:

- a. Experience of at least 10 years in flood risk management or related subject
- b. Duration of research work (PhD/Post Doctoral) will be counted for work experience (actual duration or 5 years, whichever is less)
- c. Field experience in community-based approaches to flood risk management will be given more weightage in the selection process.
- d. Field experience in the project with substantial use of disaster risk reduction and mitigation will be given more weightage in the selection process
- e. Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field

12. Reporting Mechanism: The Lead Consultant will work under the direct supervision of concerned subject Member / JS (Division Head) of NDMA.

13. Support/inputs to be provided by NDMA to facilitate Consultancy: During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

14. Special remarks, such as travel, etc.: For all official tours, visit of Lead Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

15. Termination of Contract: The NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course it will provide

one month's notice to the Individual Consultant. The Individual Lead Consultant can also seek for termination of the contract upon giving one month's notice to NDMA.

16. Additional remarks: Individual Lead Consultants will be engaged for three years initially, which may be extended up to five years based on his/her performance and as per requirement of the Division. However, their continuation in their respective position beyond the first and second year would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. However, no extension will be given beyond the age of 65 year.

National Disaster Management Authority Government of India

Positions: Consultant, Subject - Mitigation Fund

1. Background

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, 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.

The Disaster Management Act, 2005 recognizes the importance of mitigation through introducing relevant provisions in the Act. If these provisions are implemented, mitigation would be established as an integral component of disaster management.

Among these provisions are Sections 47 and 48 of the DM Act, which lays down the provision for the constitution of National, State, and District Disaster Mitigation Funds. These provisions have been included to allocate resources for the implementation of mitigation measures. However, these provisions have not been implemented for a long time.

The 15th Finance Commission in its interim report made the following recommendations:

- (i) Mitigation funds shall be set up at both national and state levels in the form of a NDMF and State Disaster Mitigation Funds (SDMF), in accordance with the Disaster Management Act.
- (ii) These mitigation funds shall be used for those local level and community-based interventions which reduce the risks and promote environment-friendly settlements and livelihood practices. However, large-scale mitigation interventions such as construction of coastal walls, flood embankments, support for drought resilience etc. should be pursued through regular development schemes and not from the mitigation fund.

As a result of the recommendations made by the 15th Finance Commission, the National and State Disaster Mitigation Funds have been constituted. The 15th Finance Commission has allocated resources for both the National and State Disaster Mitigation Funds. To utilize these funds for mitigation, the operational and technical guidelines have been prepared.

One of the key functions of NDMA is to plan various projects and initiatives through the National Disaster Mitigation Fund. Most of the allocation from the fund would be released to the States. The allocation and spending of the resources from the Fund need to be monitored regularly so that the funds are utilized as allocated with necessary accountability standards. NDMA needs the services of a Consultant to monitor the planning, allocation, and utilization of Mitigation Fund.

2. Job Description

Working within the Mitigation Division, the Consultant will assist the Member/Advisor, Mitigation in developing a plan of allocation and utilization of Mitigation fund. Further, the Consultant will coordinate with the Ministry of Home Affairs and the Ministry of Finance for release of allocations from the Mitigation Fund, and set up a monitoring framework for utilization of funds.

3. Position (in numbers): 1

4. Key Tasks and Responsibilities

Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA and attend to following tasks and responsibilities:

- Provide technical advice on all matters related to Mitigation Funds (NDMF / SDMF) and related subject dealt by the NDMA and help it coordinate with State governments and other implementing agencies.
- Support the formulation of policies, strategies, and guidelines to strengthen the implementation of National Disaster Mitigation Fund (NDMF) and State Disaster Mitigation Fund (SDMF) in the country as per 15th Finance Commission recommendations with reference to all hazards.
- Assist NDMA in the financial planning of Mitigation Fund, prepare allocation plans and statements of expenditure, and monitor the utilization of Fund through various monitoring tools.
- Work with the Mitigation Division in developing proposals, programmes, and projects which could be funded through the Mitigation Fund. Address various comments emanating from technical and financial appraisal of various programmes and projects, and enhance the vision and impact of Mitigation Fund through high quality programmes.
- Based on experience of mitigation projects and utilization of mitigation fund, improve the operational and technical guidelines for Mitigation Fund, and develop hazard-specific guidelines.
- Develop tools for assessing the impact of Mitigation fund at various levels, analyze the pattern of utilization, and advise on how the fund can be used to leverage State Disaster Mitigation Fund and implement a wide range of mitigation projects.
- Provide techno-financial assistance to Central and state governments in developing tools / methodologies and designing of mitigation portal for appraisal, implementation, monitoring, and evaluation of mitigation projects.
- Participate in NDMA task teams, working groups, and committees to discuss the planning and implementation of programmes and projects supported through Mitigation Fund.
- Support in organizing international/ national workshops, seminars, conferences and coordination with state / UT.
- Any other assignment/work on the subject given by the concerned Member/ JS / Advisor, NDMA

Deliverables:-

The consultant will be responsible for delivering the following :-

An initial Fund needs assessment report, including recommendations for interventions.

A comprehensive Fund intervention programme, outlining objectives, strategies, and activities.

Training materials, guidelines, and tools for capacity building initiatives.

Regular progress reports on implementation activities and outcomes.

5. Duty station: New Delhi, India

The consultant will be based at NDMA, New Delhi and is required to travel to field locations, as necessary, to support intervention implementation and monitoring.

6. Status (Full time/Part Time/Short term or Long-term): Full Time. It is a full-time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA).

7. Competencies and Skills required:

- Promoting the vision of NDMA
- Strengthening technical expertise
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication
- Excellent communication, coordination and training facilitation skills
- Fluency in English and Hindi

8. Language proficiency - Fluency in written and spoken English is required for this position.

9. Educational Qualifications (Essential/Desirable):

- Essential Qualifications: Master's degree in Disaster Management, or any other disciplines related to disaster management (geography, geology, environment, structural/Geo-technical engineering, water resource management), or MBA.
- Desirable Qualifications: A research degree (M.Phil./Ph.D.) in disaster management or related field.

10. Age and Experience: These would be as shown below and as updated in Recruitment Handbook of NDMA from time to time.

Position	Post Qualification work experience @	Upper Age Limit	Remuneration Band (in Rs.)
Consultant	Minimum 3 years	40 years	75,000 – 1,00,000

* pl refer to para 11 (Experience) below.

**The annual increase is given on satisfactory performance. For outstanding performance, a two-step (each step is Rs 5000) increase may be given to the Sr consultant. In any case the remuneration of a Consultant will not increase beyond the highest range of the corresponding remuneration band. In such cases the remuneration of the Sr Consultant will remain stagnant.

*** Retired government officials with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/ or more may also apply. Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

**** Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retire Central Government employees engaged as Consultant on Contract basis in NDMA shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020.

***** Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retired state Government employees will be same as the retired Central Government employees are entitled to when engaged as Consultants on Contract basis in NDMA.

**** The Selection Committee shall fix the consolidated remuneration for the offered position in the remuneration band based on the education, experience, remuneration being already drawn/ last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowance shall be provided.

11. Area of Experience:

- a. Experience of at least 3 years in disaster management or development sector OR SIMILAR AREA
- b. Duration of research work (PhD/Post Doctoral) will be counted for work experience (actual duration or 5 years, whichever is less)
- c. Field experience in the project with substantial use of disaster risk reduction and mitigation in report preparation will be given more weightage in the selection process
- d. Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field

12. Reporting Mechanism:The Consultant will work under the direct supervision of concerned subject Member / JS (Division Head) of NDMA.

13. Support/inputs to be provided by NDMA to facilitate Consultancy: During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

14. Special remarks, such as travel, etc.: For all official tours, visit of Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

15. Termination of Contract: The NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course it will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek for termination of the contract upon giving one month's notice to NDMA.

16. Additional remarks:Individual Consultant will be engaged for three years initially, which may be extended up to five years based on his/her performance and as per requirement of the Division. However, their continuation in their respective position beyond the first and second year would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. However, no extension will be given beyond the age of 65 year.

.....

**National Disaster Management Authority
Government of India**

Positions: Consultant, Subject - India Mitigation Portal

1. Background

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, 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.

The Disaster Management Act, 2005 recognizes the importance of mitigation through introducing relevant provisions in the Act. Among these provisions are Sections 47 and 48 of the DM Act, which lays down the provision for the constitution of National, State, and District Disaster Mitigation Funds. These provisions have been included to allocate resources for the implementation of mitigation measures.

As NDMA and SDMAs develop mitigation programmes and projects, funded by the National and State Disaster Mitigation Funds, these programmes and projects need to be monitored carefully for their impacts. The impact of Mitigation Funds can be assessed through a database of various projects, and a record of their implementation and achievements.

NDMA proposes to set up a National Mitigation Portal to bring more transparency in the planning and implementation of mitigation measures through utilisation of digital technology. This Portal facilitates various implementing agencies to submit their project proposals to be funded under mitigation funds. The portal also provides facility to track the status of the submitted project proposals, with sites of projects duly geo-referenced, monitor the projects and upload periodic information on various stages of the project cycle.

Through this portal NDMA / SDMAs maintain a database of all the mitigation projects approved by the Disaster Management Authorities and funded by the NDMF/SDMF/DDMF. The database of the projects includes all the details related to project components, expenditure, reviews, evaluation and outcome.

2. Job Description

Working within the Mitigation Division, the Consultant will assist the Member/Advisor, Mitigation in setting up the India Mitigation Portal and making it operational. The

Consultant will coordinate with the States to get all the relevant information on Mitigation projects funded by the NDMF/SDMF.

3. Position (in numbers): 1

4. Key Tasks and Responsibilities

The Consultant will work under the overall supervision of JS / Advisor, NDMA and attend to following tasks and responsibilities:

- Conceptualize the India Mitigation Portal and develop the digital platform for collecting information upon mitigation projects. Work with the IT division in NDMA to develop the mitigation portal.
- Identify the stages of mitigation projects and seek information on the progress of various projects through the Portal.
- Assist the States in supporting the Portal with the information related to mitigation projects. Work with the States to ensure that all the aspects of the project area are captured in the Mitigation Portal.
- Prepare reports based on analysis of mitigation projects included in Mitigation Portal. Assist the Mitigation Division to use the portal as a monitoring tool.
- Analyze the disbursements and utilization of funds for different State and national-level mitigation projects and provide information on the financial aspects of mitigation funds.
- Based on the information contained in the India Mitigation portal, support other teams in NDMA to report upon Sendai framework targets and other indicators.
- Support the Mitigation Division in various knowledge management activities such as publications, organization of workshops and conferences, and preparation of advisories.
- Support the Mitigation Division in developing proposals, programmes, and projects which could be funded through the Mitigation Fund.
- Based on experience of mitigation projects and utilization of mitigation fund, improve the operational and technical guidelines for Mitigation Fund, and develop hazard-specific guidelines.
- Any other assignment/work on the subject given by the concerned Member/ JS / Advisor, NDMA

Deliverables:-

The consultant will be responsible for delivering the following :-

An initial Mitigation Portal needs assessment report, including recommendations for interventions.

A comprehensive Mitigation Portal intervention programme, outlining objectives, strategies, and activities.

Training materials, guidelines, and tools for capacity building initiatives.

Regular progress reports on implementation activities and outcomes.

5. Duty station: New Delhi, India

The consultant will be based at NDMA, New Delhi and is required to travel to field locations, as necessary, to support intervention implementation and monitoring.

6. **Status (Full time/Part Time/Short term or Long-term):** Full Time. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA).

7. **Competencies and Skills required:**

- Promoting the vision of NDMA
- Strengthening technical expertise
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication
- Excellent communication, coordination and training facilitation skills
- Fluency in English and Hindi

8. **Language proficiency** - Fluency in written and spoken English is required for this position.

9. **Educational Qualifications (Essential/Desirable):**

- Essential Qualifications: Master's degree in Disaster Management, or any other disciplines related to disaster management (geography, geology, environment, structural/geo-technical engineering, water resource management), or Masters in Computer Application (MCA) or similar qualification.
- Desirable Qualifications: A research degree (Ph.D./Post Doctoral) in disaster management or related field.

10. **Age and Experience:** These would be as shown below and as updated in Recruitment Handbook of NDMA from time to time.

Position	Post Qualification work experience @	Upper Age Limit	Remuneration Band (in Rs.)
Consultant	Minimum 3 years	40 years	75,000 – 1,00,000

* pl refer to para 11 (Experience) below.

**The annual increase is given on satisfactory performance. For outstanding performance, a two-step (each step is Rs 5000) increase may be given to the consultant. In any case the remuneration of a Consultant will not increase beyond the highest range of the corresponding remuneration band. In such cases the remuneration of the Sr Consultant will remain stagnant.

*** Retired government officials with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/ or more may also apply.

Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020.

**** Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retired Central Government employees engaged as Consultant on Contract basis in NDMA shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020.

***** Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retired state Government employees will be same as the retired Central Government employees are entitled to when engaged as Consultants on Contract basis in NDMA.

**** The Selection Committee shall fix the consolidated remuneration for the offered position in the remuneration band based on the education, experience, remuneration being already drawn/last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowance shall be provided.

11. Area of Experience:

- a. Experience of at least three years in database/Website/portal development/maintenance or similar area.
- b. Duration of research work (PhD/Post Doctoral) will be counted for work experience (actual duration or 5 years, whichever is less)
- c. Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field

12. Reporting Mechanism:The Consultant will work under the direct supervision of concerned subject Member / JS (Division Head) of NDMA.

13. Support/inputs to be provided by NDMA to facilitate Consultancy: During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

14. Special remarks, such as travel, etc.: For all official tours, visit of consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

15. Termination of Contract: The NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course it will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek for termination of the contract upon giving one month's notice to NDMA.

16. Additional remarks:Individual Consultants will be engaged for three years initially, which may be extended up to five years based on his/her performance and as per requirement of the Division. However, their continuation in their respective position beyond the first and second year would be

contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. However, no extension will be given beyond the age of 65 year.
