

Government of India
Ministry of Home Affairs
National Disaster Management Authority
New Delhi

No. 49/2025

Subject: Terms of Reference

Category: Search and Rescue (S&R) Professional

Level: Consultant (Surge)

Budget Line / Head: As per NDMA remuneration and Deployment Policy

1. **Name of the Division:** Roster

2. **Purpose / Rationale of the Assignment:**

The National Disaster Management Authority (NDMA) is the apex body for disaster management in India, responsible for strengthening institutional mechanisms and response systems to reduce disaster risk. Search and Rescue (S&R) operations are critical during the immediate aftermath of disasters, where timely action saves lives and limits further damage.

India, due to its geographic and climatic diversity, is prone to multiple hazards including earthquakes, floods, cyclones, and landslides. Timely deployment of professionally trained Search and Rescue personnel, especially First Responders, plays a vital role in reducing mortality and enabling early recovery.

NDMA, in collaboration with the National Institute of Disaster Management (NIDM) and the United Nations Development Programme (UNDP), has partnered with RedR India to build a 'National Level Roster of Experts' for emergency deployment. One of the key operational gaps identified is the need for qualified S&R professionals, including First Responders for immediate deployment during disaster events.

Professionals engaged under this roster will provide technical and operational expertise in rapid rescue, evacuation, triage, initial assessments, and inter-agency coordination, supporting national, state, and local authorities during emergencies.

3. **Duration:** This is a short-term assignment ranging from 1 week to 3 months, based on requirement.

4. **Number of Vacancies:** Five (5)

5. **Context:**

The S&R Consultants (Consultants, Senior Consultants, and Lead Consultants) will be deployed at various levels based on expertise and experience to support response efforts during natural or man-made disasters. These professionals will directly contribute to **life-saving response operations**, conduct **real-time assessments**, and facilitate coordination with first-line agencies.

- **Consultants** will execute search and rescue operations, train district and state level teams in S&R, perform rapid assessments, and support inter-agency response coordination.

- **Senior Consultants** will lead or be part of field teams in S&R, train state and district level teams in S&R, manage logistics, coordinate with multiple stakeholders, and oversee situational planning.
- **Lead Consultants** will provide strategic guidance, liaise with national-level agencies, and support integration of S&R functions into national and state disaster response and preparedness frameworks.

6. Task/ Deliverables (Across all levels)

Search and Rescue professionals under this roster, especially those designated as **First Responders**, will be expected to perform the following tasks based on their roles and levels of responsibility:

- **Emergency Search and Rescue Operations:** Conduct rapid rescue operations in affected areas (urban and rural), including search in collapsed structures, extrication, evacuation, and provision of immediate first aid. Consultants participate directly in field activities; Senior Consultants lead operational teams and ensure field safety; Lead Consultants guide overall deployment strategy and protocols.
- **Initial Field Assessment and Situation Analysis:** Perform rapid assessments of affected areas to determine damage, casualty count, and priority needs. Consultants assist in data collection and reporting; Senior Consultants compile and validate assessments; Lead Consultants interpret data for high-level decision-making.
- **First Responder Mobilization and Support:** First Responders will act as the first point of intervention in emergencies. This may include deployment within the **golden hour** of disaster occurrence, performing life-saving rescue, initiating triage, and enabling immediate coordination with NDRF, SDRF, and medical teams.
- **Coordination with Emergency Services:** Facilitate collaboration with local authorities, police, fire services, health units, and response forces. Consultants assist in liaison work; Senior Consultants oversee coordination at the district/state level; Lead Consultants represent NDMA in joint operations.
- **Equipment Management and Technical Support:** Operate and maintain technical rescue equipment including breathing apparatus, hydraulic tools, ropes, stretchers, and PPE. Consultants manage equipment in field conditions; Senior Consultants ensure logistics and safety compliance; Lead Consultants assess readiness and oversee deployment systems.
- **Capacity Building and Training:** Conduct or support training sessions and simulation exercises for volunteers, responders, and civil defense personnel. Consultants facilitate modules; Senior Consultants design training content; Lead Consultants support national-level curriculum and training policy integration.
- **Community Engagement and Awareness:** Support local populations through awareness, risk communication, and psychological first aid. Consultants deliver field messaging; Senior Consultants lead community briefings; Lead Consultants provide strategic direction for community-based S&R planning.
- **Post-Event Review and Documentation:** Participate in debriefs and contribute to post-event reports, including documentation of lessons learned, best practices, and operational gaps. Consultants submit field notes; Senior Consultants consolidate operational data; Lead Consultants develop strategic recommendations.
- **Policy and Operational Advisory:** Contribute to the development and revision of S&R protocols, national guidelines, and SOPs. Consultants provide input from field experience; Senior Consultants draft operational recommendations; Lead Consultants support integration into NDMA policy frameworks.

7. Qualification and Experiences

- Education: Any degree in Disaster Management, Civil/Structural Engineering, Emergency Response, or a related technical field. (**Education qualification is not applicable to ex-NDRF and ex-SDRF members, and they will get priority in the roster – based on their level at the time of leaving the force.**)
- Certifications: Certifications in Urban Search and Rescue (USAR), Rope Rescue, Confined Space Rescue, First Aid/Paramedic, or Incident Command Systems will be preferred.

Experiences:

- Consultant: 3–7 years of operational experience in search and rescue, emergency services, disaster response, or firefighting.
- Senior Consultant: 8–12 years of experience including field leadership, operations coordination, and logistics management.
- Lead Consultant: Over 12 years of experience in national-level deployment planning, policy advisory, and strategic response management.

8. Competencies

This role requires the following demonstrated functional competencies across all levels:

- Emergency Field Deployment Readiness
- Ethics and Integrity
- Risk Assessment and Decision-Making
- Incident Command System (ICS) Knowledge
- Communication and Advisory Skills
- Stakeholder Engagement and Field Coordination
- Training and Capacity Building
- Strategic Thinking and Operational Planning
- Psychological Resilience and Adaptability