



**F. No. B-2/14/2016-Adm (25)-Vol. I**

Government of India

**NATIONAL DISASTER MANAGEMENT AUTHORITY**

NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi –110 029

Tel. No. 26701796, 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 (Disaster Management)	Contractual	1	<b>Essential</b> :-Master’s Degree in any discipline (preferably in disaster Management, Social work, Sociology, Political Science, Geography, Geology, Agriculture, Management, Science, Engineering) <b>Desirable</b> :- Persons with M.Phil., Ph.D, additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be given additional weightage.	1. Candidates should have 5-10 years post qualification experience in the relevant fields. <b>Desirable</b> :- a. Candidates having reasonable experience in the field of Policy, Plans and Guidelines related to Disaster Management will be given additional weightage. b. Candidates must have sound understanding and knowledge of international protocols pertaining to disaster risk reduction and related aspects. c. Candidates should have good knowledge of English, as the position requires to deal with international protocols pertaining to disaster risk reduction and related aspects. 2. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	50 years
2.	Consultant – Grade –II (International Frameworks and Disaster Data Management)	Contractual	1	<b>Essential</b> :-Master’s Degree in any discipline (Preferably in disaster Management, Social work, Sociology, Political Science, Geography, Geology, Economics, Agriculture, Management, Engineering, Statistics, IT). <b>Desirable</b> : Persons with M.Phil., Ph.D, additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D from reputed university shall be given additional weightage.	1. Candidates should have 5-10 years post qualification experience in the relevant fields: <b>Desirable</b> :- a. Candidates must also have reasonable experience in the field of Data compilation/management related to Disaster Management. Candidates with IT experience / background will be given preference. b. Candidates must have sound understanding and knowledge of international protocols pertaining to disaster risk reduction and related aspects. c. Candidates should have good knowledge of English, as the position requires to deal with international protocols pertaining to disaster risk reduction and related aspects. 2. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	50 years
3.	Consultant - Grade-I (Print and Electronic Media)	Contractual	1	Post Graduate in Mass Communication/ PG diploma in Communication or any other equivalent/relevant degree.	1. The candidates/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 work in social sector and have the experience of conducting campaigns for development communication or disaster management/risk reduction in Government will be given preference. 2. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	45 years
4.	Consultant – Grade-I (Social media)	Contractual	1	Post –graduate in Mass Communication/PG diploma in Communication or any	1. The Consultant should have three-five years experience working in related area. Experience of working in Government and handling awareness	45 years

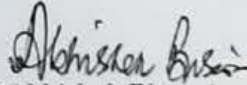
				other equivalent/relevant degree.	campaigns will be an added advantage. Those who worked in social sector and have the experience of conducting campaigns for development communication or disaster management/risk reduction in Government will be given preference. 2. In exceptional cases for candidates of exceptional merit NDMA can relax the minimum number of years of service necessary to qualify for selection.	
5.	Consultant – Grade –II (International Cooperation)	Contractual	1	<b>Essential:-</b> Master degree in the field of Science /Disaster Management/Two years PG Diploma in Disaster Management or any other related discipline. However, preference will be given to persons having Master Degree in International Relation/Cooperation or related fields. The candidate should have proven writing skills in English. <b>Desirable :-</b> Applicants with M.Phil., Ph.D., Research Experience, Published Papers and post qualification experience in the field of Community related disaster management would be preferred.	1. The candidate should have a minimum post qualification experience of Seven years (for Ph.D. and M.Phil. – Four and Five years post qualification experience respectively); 2. Should have sound experience in dealing with International Relations/ Co-operation and also in Disaster Risk Reduction ; and 3. Should have working experience in cross – functional teams. <b>For Govt. Servants</b> Retired Government Servants in Scale 12 (as per Seventh CPF) and above with 5 years experience in International Relations/ Cooperation and Disaster Management. 4. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	50 years
6.	Consultant – Grade –II (Community Based Disaster Risk Reduction )	Contractual	1	<b>Essential :-</b> Master Degree in Science/ Social Science/ Disaster Management/ Two years Diploma in Disaster Management. <b>Desirable :-</b> Applicant with M.Phil.,, Ph.D., Research Experience, Published Papers and post qualification experience in the field of Community related disaster management would be preferred.	1. Should have minimum post qualification experience of Seven Years (for Ph.D. and M.Phil- Four and Five years post qualification experience respectively. 2. Should have sound experience in dealing with community related disaster risk reduction ; and 3. Should have working experience in cross-functional teams. 4. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	50 years
7.	Consultant – Grade –I (Community Based Disaster Risk Reduction )	Contractual	1	<b>Essential :-</b> Master Degree in Science/ Social Science/ Disaster Management/ Two years Diploma in Disaster Management. <b>Desirable :-</b> Applicant with M.Phil.,, Ph.D., Research Experience, Published Papers and post qualification experience in the field of Community related disaster management would be preferred.	1. Should have minimum post qualification experience of four years (for Ph.D and M.Phil – Two and three years post qualification experience respectively); 2. Should have sound experience in dealing with community related disaster risk reduction; and 3. Should have working experience in cross-functional teams. 4. For retire Govt. Servants in Scale 11(as per Seventh CPC) and above with three years experience in Disaster Management 5. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	45 years
8.	Consultant – Grade –II (Information Education and Communication)	Contractual	1	Post Graduate in Mass Communication/ PG diploma in Communication or any other equivalent /relevant degree.	1. The consultant should have five-tenyears 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. 2. In exceptional cases for candidates of exceptional merit, NDMA can relax the minimum number of	50 years

					years of service necessary to qualify for selection. 3. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	
9.	Consultant – Grade-II/Senior Consultant (Medical Preparedness and Biological Disaster)	Contractual	1	MBBS/MD in Emergency Medicine/ Community Medicine/ Hospital administration / MBA in health and hospital management	1. Candidates should have 5-10 years post qualification experience in the relevant fields for Consultant Grade-II and 10 years to above for Senior Consultant: a. Work experience in the field of emergency Medical Preparedness/ Disaster Management, Public Health Capacity Building /additional specialized course on Disaster Management related topic would be considered as on advantage. b. Persons with additional qualification, research experience, published papers with adequate post qualification experience in the relevant field would be preferred 2. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	50 years for Consultant Grade-II and 62 years for Senior Consultant
10.	Consultant – Grade-II/Sr. Consultant (Flood and river Erosion)	Contractual	1	Essential :- Master Degree in Hydrology/ Hydrogeology/ Water Resources/ Civil Engineering. Desirable :- Persons with M. Phil/ 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.	1. Candidates should have 5-10 years post qualification experience in the relevant fields for Consultant Grade-II and 10 years to above for Senior Consultant 2. Experience in Flood Control/Flood Management, Geography and Urban/Regional Planning will also be considered if accompanied by proven experience and experience in the area of Disaster Risk Reduction related to flood and river erosion. 3. Retired Govt. Employees with Grade Pay of Rs. 7600/- with experience in relevant field would also be eligible. 4. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	50 years for Consultant Grade-II and 62 years for Senior Consultant
11.	Consultant – Grade –II/ Senior Consultant (Fire Risk Management)	Contractual	1	<b>Essential :-</b> Post-Graduation / Ph.D in Fire Engineering/ Fire Safety/ Fire Services/ Structural Engineering. <b>Desirable :-</b> Persons with M.Phil, Ph.D., additional qualification, research experience in the relevant field would be preferred Ph.D.from reputed university shall be given additional weightage.	1. Candidates should have 5-10 years post qualification experience in the relevant fields for Consultant Grade-II and 10 years to above for Senior Consultant a. He should have knowledge and exposure of Local / National / International code of practice on fire safety and experience of fire safety audit assignments or fire safety planning. 2. For Retired Govt. Servants the last grade pay shall be of 7600/- and above. 3. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	50 years for Consultant Grade-II and 62 years for Senior Consultant
12.	Consultant – Grade –II/Sr. Consultant (Nuclear and Radiological)	Contractual	1	<b>Essential :-</b> Post graduate degree in Physics; or Chemistry; or BE/B.Tech in Mechanical/ Chemical/ Nuclear Engineering/ ReactorEngineering. <b>Desirable :-</b> Persons with M.Phil., 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.	1. Candidates should have 5-10 years post qualification experience in the relevant fields for Consultant Grade-II and 10 years to above for Senior Consultant : 2. Should have knowledge of India's nuclear programme in addition to knowledge of various applications on utilization of radioisotopes. 3. Should be well versed with the recommendations of the AERB, DAE, NPCIL, ICRP, IAEA and other related bodies on the radiation related issues viz. Radiation protection, dose limits, safety issues viz. Radiation protection, dose limits, safety codes and guides etc. 4. Retired Govt. employees with Grade pay Rs. 7600/- with experience in relevant field would also be eligible. 5. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	50 years for Consultant Grade-II and 62 years for Senior Consultant.  • 65 years in r/o retired Govt. employee applying for Position of Sr. Consultant

13.	Consultant Grade-II/ Sr. Consultant (Geographic Information System) (GIS)	Contractual	1	<b>Essential :-</b> Post Graduation (M.Sc./ M.Tech. /M.E. or equivalent) in Geography, Geology, Civil, Geo-Tech or other relevant subject having Remote Sensing/ Geoinformatics as specialization.	1. Candidates should have 5-10 years post qualification experience for Consultant Grade-II and 10 years to above for Senior Consultant in the fields of GIS platform, Digital image processing, Cartography and Microzonation.	50 years for Consultant Grade-II and 62 years for Senior Consultant
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2. Remuneration Band :- Rs. 75,000 – 1,00,000/- for Consultant Grade-I, Rs.1,25,000 – 1,75,000/- for Consultant Grade-II and Rs.2,00,000/- – 2,50,000/- for Senior Consultant.
3. The detailed terms and conditions and eligibility criteria (educational qualification, 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>
4. Essential /desirable educational qualifications and experiences will be verified with original certificates.
5. For retired employees from Government (Central or State), the upper age limit shall be 62 years in all the above positions.
6. Only one post each is advertised for the positions of Sl. No. 9 to 13 above, if no candidate is found suitable for Senior Consultant than suitability of willing candidates will be assessed/considered for Consultant Grade-II. NDMA reserve the right to offer lower position of Consultant if no candidate found fit for desired position of Consultant.
7. 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. 011-26701796 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.)

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

TERMS OF REFERENCE

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**Consultant – Grade - II (Disaster Management)**

1.	<b>Name of the Division</b>	PP Division
2.	<b>Purpose of the assignment</b>	Provide technical inputs on issues related to Disaster Management (DM) for improvement in policies, plans, guidelines etc. related to DM.
3.	<b>Duration</b>	Consultant will be engaged for a fixed period but not exceeding 3 years.
4.	<b>Remuneration Band</b>	Rs. 1,25,000/- – Rs. 1,75,000/- per month
5.	<b>Qualifications and Competencies:</b>	
	a. Academic	<b>Essential:</b> Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Political Science, Geography, Geology, Agriculture, Management, Science, Engineering)  <b>Desirable:</b> <ul style="list-style-type: none"><li>• Persons with M. Phil., Ph. D, additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph. D from reputed university shall be given additional weightage.</li></ul>
	b. Work experience	<b>Post qualification experience:</b> 5-10 Years  <b>Desirable:</b> <ul style="list-style-type: none"><li>• Candidates having reasonable experience in the field of Policy, Plans and Guidelines related to Disaster Management will be given additional weightage.</li><li>• Candidates must have sound understanding and knowledge of international protocols pertaining to disaster risk reduction and related aspects.</li><li>• Candidates should have good knowledge of English, as the position requires to deal with international protocols pertaining to disaster risk reduction and related aspects.</li></ul>
	c. Age Limit (Upper)	50 years.  For retired employees from Government (Central or State),

		the upper age limit shall be 62 years.
6.	<b>Background of the assignment</b>	NDMA, as the apex body of Disaster Management in the country, is mandated, inter – alia, to lay down the policies, plans and guidelines for disaster management to ensure timely and effective response to disasters. NDMA also needs to coordinate the enforcement and implementation of the policy and plan for disaster management. NDMA engages Consultants for specialist inputs in relevant discipline/ areas of disaster risk reduction.
7.	<b>Tasks Related to Assignment</b>	<ul style="list-style-type: none"> <li>• Examinations of Disaster Management Plans of Ministries/ Departments of Government of India.</li> <li>• Providing technical inputs for revision/ preparation of DM Policy, Plans and Guidelines.</li> <li>• Examination of documents on DM issues, received from MHA, other Ministries etc. and provide comments/ inputs.</li> <li>• Compiling data on technical matters related to DM for use by NDMA, MHA, Parliamentary Committees etc.</li> <li>• Compilation of reports about the lessons learnt and best practices in the field of Disaster Management.</li> <li>• Monitoring the progress on indicators of Sendai Framework on DRR with regard to other international protocols.</li> <li>• Development of modules and programmes pertaining to DRR.</li> <li>• Coordination with stakeholders on DRR related programmes and projects.</li> <li>• Any other task assigned by NDMA.</li> </ul>
8.	<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Support the Ministries/ Departments of Governments of India and State Governments in taking measures for mainstreaming of DRR.</li> <li>• Facilitating Ministries/ Departments of Government of India in preparation of their Disaster Management Plan.</li> <li>• To coordinate with Ministries/ Departments of Government of India and State/ UT Governments for collating and compiling data on DM.</li> <li>• Collect reports about the lessons learnt and best practices in the field of Disaster Management</li> <li>• Help NDMA to understand the issues and challenges in DM and formulation of policies/ Guidelines/ Schemes etc. which are meaningful and relevant.</li> <li>• Timely receipt of data and information from</li> </ul>

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		<p>Stakeholders with regard to Disaster Management.</p> <ul style="list-style-type: none"> <li>• Help NDMA to understand the issues and challenges faced by the State/ UT governments and formulate policies/ Guidelines/ Schemes which are meaningful and relevant.</li> </ul>
9.	<b>Reporting Mechanism</b>	Consultant shall report to Adviser, NDMA.
10.	<b>Schedule of Completion of Tasks</b>	The tasks are to be done in a time-bound manner.
11.	<b>Support or inputs to be provided by NDMA to facilitate the Consultancy</b>	Adviser and Members, NDMA will provide guidance to the Consultant.
12.	<b>Note</b>	Where the Vice Chairman/Member Secretary is of the opinion that it is necessary or expedient to do so, he/she may relax any of the provisions.



## TERMS OF REFERENCE

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### Consultant - Grade - II (International Frameworks and Disaster Data Management)

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1.	<b>Name of the Division</b>	PP Division
2.	<b>Purpose of the assignment</b>	Dealing with International Frameworks, Coherence and Compilation, management and analysis of data related to Disaster Management at National level to facilitate achieving targets/goals under SFDRR using the Sendai monitoring framework and coherence framework and to provide technical inputs for improvement in documents pertaining to Disaster Management.
3.	<b>Duration</b>	Consultant will be engaged for a fixed period but not exceeding 3 years.
4.	<b>Remuneration Band</b>	Rs. 1,25,000/- – Rs. 1,75,000/- per month
5.	<b>Qualifications and Competencies:</b>	
	a. Academic	<b>Essential:</b> Master's Degree in any discipline (Preferably in Disaster Management, Social Work, Sociology, Political Science, Geography, Geology, Economics, Agriculture, Management, Engineering, Statistics, IT)  <b>Desirable:</b> <ul style="list-style-type: none"><li>• Persons with M. Phil., Ph. D, additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph. D from reputed university shall be given additional weightage.</li></ul>
	b. Work experience	<b>Post qualification experience:</b> 5 - 10 years  <b>Desirable:</b> <ul style="list-style-type: none"><li>• Candidates must also have reasonable experience in the field of Data compilation/ management related to Disaster Management. Candidates with IT experience / background will be given preference.</li><li>• Candidates must have sound understanding and knowledge of international protocols pertaining to disaster risk reduction and related aspects.</li></ul>

		<ul style="list-style-type: none"> <li>Candidates should have good knowledge of English, as the position requires to deal with international protocols pertaining to disaster risk reduction and related aspects.</li> </ul>
	c. Age Limit (Upper)	<p>50 years.</p> <p>For retired employees from Government (Central or State), the upper age limit shall be 62 years.</p>
6.	<b>Background of the assignment</b>	<p>(i) NDMA, as the apex body of Disaster Management in the country, is mandated, inter – alia, to lay down the policies, plans and guidelines for disaster management to ensure timely and effective response to disasters. NDMA also needs to coordinate the enforcement and implementation of the policy and plan for disaster management. NDMA engages Consultants for specialist inputs in relevant discipline/ areas of disaster risk reduction.</p> <p>(ii) The Sendai Framework for Disaster Risk Reduction (SFDRR) 2015 – 2030 was adopted at the Third UN World Conference in Sendai, Japan, on March 18, 2015. It is a non-binding agreement and the signatory nations will attempt to comply with on a voluntary basis. India is also a signatory to this agreement. The seven global targets under SFDRR are as under :</p> <ol style="list-style-type: none"> <li>1. Substantially reduce global disaster mortality by 2030, aiming to lower the average per 100,000 global mortality rate in the decade 2020 – 2030 compared to the period 2005 – 2015;</li> <li>2. Substantially reduce the number of affected people globally by 2030, aiming to lower the average global figure per 100,000 in the decade 2020 – 2030 compared to the period 2005 – 2015;</li> <li>3. Reduce direct disaster economic loss in relation to global gross domestic product (GDP) by 2030;</li> <li>4. Substantially reduce disaster damage to critical</li> </ol>

		<p>infrastructure and disruption of basic services, among them health and educational facilities, including through developing their resilience by 2030;</p> <p>5. Substantially increase the number of countries with national and local disaster risk reduction strategies by 2020;</p> <p>6. Substantially enhance international cooperation to developing countries through adequate and sustainable support to complement their national actions for implementation of the present Framework by 2030;</p> <p>7. Substantially increase the availability of and access to multi-hazard early warning systems and disaster risk information and assessments to people by 2030.</p>
7.	<b>Tasks Related to Assignment</b>	<ul style="list-style-type: none"> <li>• Monitoring the progress on indicators of Sendai Framework on DRR with regard to other international protocols, prepare reports for monitoring and collect data from States/UTs and Ministries/Departments for the same.</li> <li>• Formulation/evolving a mechanism/strategy for data collection on disaster at national level with special reference to SFDRR indicator and analyse them to derive relevant inferences.</li> <li>• Identification of specific areas of intervention for facilitating States/UTs in compiling disaster related data for the purposes of achieving goals/ targets under SFDRR.</li> <li>• Preparation of technical papers on Disaster Risk Reduction having national and international perspectives.</li> <li>• Compilation of reports and best practices in other countries/international agencies and within country in the field of disaster data compilation/ management.</li> <li>• Evolving a monitoring mechanism for data collection by States/UTs on disaster related issues with special focus on SFDRR and to ensure timely receipt of disaster data and information from Stakeholders.</li> <li>• Evolving a mechanism to establish coherence between international frameworks on DRR, Climate</li> </ul>

		<p>Change and Sustainable Development.</p> <ul style="list-style-type: none"> <li>• Develop coordination mechanism with Ministries/ Departments of Government of India and State/UT governments with regard to disaster data management.</li> <li>• Compiling and analysis of data on technical matters related to DM for use by NDMA, MHA, Parliamentary Committees etc.</li> <li>• Coordination with stakeholders on DRR related programmes and projects.</li> </ul> <p>Any other task assigned by NDMA.</p>
8.	<b>Job Description</b>	<ul style="list-style-type: none"> <li>• To study disaster data developed at International / Regional / National / State level and suggest a comprehensive framework for disaster data collection.</li> <li>• To analyze statistical data and reports related to Disaster Management to identify and determine the gaps in policies and plans of various central Ministries/Departments and States/UTs.</li> <li>• To consult and interact with Central and State Government officials, civic bodies, and research agencies for a constant feedback on policies laid down by NDMA for their continual update.</li> <li>• Facilitate Ministries/Departments of Governments of India and State Governments in disaster data compilation/ management for achieving targets under SFDRR.</li> <li>• Coordinate with Ministries/Departments and States/UTs for measures to be taken for establishing coherence between different international frameworks on DRR, Climate Change and Sustainable Development.</li> <li>• To coordinate with Ministries/ Departments of Government of India and States/UTs Governments for collating and compiling statistical data on DM.</li> <li>• Help NDMA to understand the issues and challenges in compilation and maintenance of data on Disaster Management and provide meaningful solution for it.</li> </ul>
9.	<b>Reporting Mechanism</b>	Consultant shall report to Adviser, NDMA.

10.	<b>Schedule of Completion of Tasks</b>	The tasks are to be done in a time-bound manner.
11.	<b>Support or inputs to be provided by NDMA to facilitate the Consultancy</b>	Adviser and Members, NDMA will provide guidance to the Consultant.
12.	<b>Note</b>	Where the Vice Chairman/Member Secretary is of the opinion that it is necessary or expedient to do so, he/she may relax any of the provisions.

## Terms of Reference for Individual Consultant

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

### (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 advice 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.





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

### **NDMA Reference: Information, Education and Communication (IEC) Cell IEC (Social 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 social media will be responsible for preparation of a social media plan with a long term perspective under the guidance of the senior consultant. He/She will be responsible for preparing and launching a social media oriented communication programme as well as real-time information dissemination during disasters. He/She will 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 DRR. He/She will aggressively promote DRR and preparedness for reducing disaster impacts through social media. During the time of disasters, he/she will help real-time two-way communication between NDMA and people in affected areas through social media.

Though the main work scope of the consultant is that of managing social media, he/she will also 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 consultant will help the consultant grade – II/ senior consultant 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. A special media plan for harnessing the power of social media
2. Use social media effectively for IEC as well as emergency response as an ongoing activity
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.

In exceptional cases for candidates of exceptional merit, NDMA can relax the minimum number of years of service necessary to qualify for selection. In case the consultant is selected through campus interview from reputed institutions, the requirement of previous experience can be waived.

**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.

**Terms of Reference for Consultant-Grade II (International Cooperation) in  
CBT Division**

Sl. No.	Description	Details
1.	Name of Division	Capacity Building & Training (CBT) Division
2.	Details of Post	Consultant (Grade - II) –International Cooperation
3.	Purpose of Assignment	To deal with all matters relating to various issues relating to International Cooperation in the field of Disaster Risk Reduction (DRR)
4.	Duration	Three (3) Years
5.	Tasks Related to Assignment	<ul style="list-style-type: none"> <li>a) Contributing to the development and implementation of structured cooperation frameworks with NDMA/GOI's external (bilateral and multilateral) partners, including working arrangements, cooperation plans and related follow-up;</li> <li>b) To support the above task, drafting, evaluating and reviewing the international MoUs/ Agreements related to Disaster Risk Reduction;</li> <li>c) Organising international conferences, high level meetings, seminars and other cooperation events; support the representation of NDMA's work in workshops and other events;</li> <li>d) Drafting policy briefs, non-papers, briefing notes on various aspects of international cooperation in the area of disaster risk management;</li> <li>e) Carrying out analysis of policy developments in the areas of disaster risk management under various</li> </ul>

		<p>regional and international cooperation mechanisms (e.g. SAARC, BIMSTEC, SCO);</p> <p>f) Supporting NDMA/ GOI's participation in governance mechanisms of international organisations, partnerships and alliances; and</p> <p>g) Coordination with International/ UN Organizations working in the field of Disaster Risk Reduction.</p>
6.	Job Description	<p>Measurable Tasks (To be measured every quarter)</p> <p>a) Prepare Reports on International Relations in the field of Disaster Risk Reduction including preparing standard framework for strengthening international Relations and coordination;</p> <p>b) Provide technical support and attend workshops, conferences, seminars, etc. as and when required under the broad framework of international cooperation;</p> <p>c) Prepare concept note, administrative note, agenda, etc., related to International conferences, meetings, seminars, workshops, etc.;</p> <p>d) Prepare long term perspective plan on the overall framework on International Cooperation; Coordinate and follow-up the proposals for the visits of international Delegations to NDMA and vice-versa</p>

		<p>Tasks to be Observed by Division</p> <p>e) Render support in planning and monitoring implementation of various Bilateral and Multi-Lateral Agreements and MoUs;</p> <p>f) Render technical support in the matter relating to International Relations/ Cooperation in Disaster Risk Reduction;</p> <p>g) Liaise with various stakeholders, international agencies, Government Departments, etc., for International Cooperation on Disaster Risk Reduction;</p> <p>h) Disaster Risk Reduction related activities in the international arena and plan for NDMA's substantial role for collaboration with the International Organizations including UN Organizations, World Bank and others; and</p> <p>i) Any other work assigned by NDMA as per requirement.</p>
7.	Qualifications and Competencies	
A.	Academic	
	(i) Essential Qualification	Master Degree in the field of Science/ Social Science/ Disaster Management/ Two years PG Diploma in Disaster management or any other related discipline. However, preference will be given to persons having Master Degree in International Relation/ Cooperation or related fields. The candidate should have proven writing skills in English.
	(ii) Desirable Qualifications	Applicants with M.Phil., Ph.D., Research Experience, Published Papers and post qualification experience in the field of Community related disaster management would be preferred.

B.	Work Experience	<ul style="list-style-type: none"> <li>• Should have a minimum post qualification experience of Seven years (for Ph.D. and M.Phil. – Four and Five years post qualification experience, respectively);</li> <li>• Should have sound experience in dealing with International Relations/ Cooperation and also in Disaster Risk Reduction; and</li> <li>• Should have working experience in cross-functional teams.</li> </ul>
	For retired Government Servants	Retired Government Servants in Scale 12 (as per Seventh CPC) and above with 5 years experience in International Relations/ Cooperation and Disaster Management.
8.	Payment of Emoluments	Payment of emoluments will be done on the recommendations of the Division, review of the performance of Consultant will be done on quarterly basis.

## Terms of Reference for Consultant Grade – II in CBT Division

Sl. No.	Description	Details
1.	Name of Division	Capacity Building & Training (CBT) Division
2.	Details of Post	Consultant – Community Based Disaster Risk Reduction – Grade II
3.	Purpose of Assignment	To deal with all matters relating to various issues under the broad framework of Community Based Disaster Risk Reduction (CBDRR)
4.	Duration	Three (3) Years
5.	Tasks Related to Assignment	<ul style="list-style-type: none"> <li>a) Building &amp; facilitating partnerships of NDMA with relevant Stakeholders in the areas related to CBDRR;</li> <li>b) Suggesting interventions/ initiatives especially Capacity Building, IEC and Knowledge Management related to CBDRR;</li> <li>c) Preparing project reports, technical documents and other related documents relating to CBDRR;</li> <li>d) Preparation of Schemes/ Projects related to CBDRR; and</li> <li>e) Organizing Workshops for reviewing the Scheme/ Project implementation.</li> </ul>
6.	Job Description	<p>Measurable Tasks (to be measured every quarter):</p> <ul style="list-style-type: none"> <li>a) Preparing/ Revising the National Guidelines on CBDRR;</li> <li>b) Preparing report on CBDRR and Volunteerism in Disaster Management;</li> <li>c) Liaison with Nodal Ministries and States for implementing CBDRR principle at the all levels;</li> </ul>



- d) Assist in organizing Community Awareness programmes at Districts and States level;
- e) Providing technical support in organizing four regional Workshops on CBDRR in a year;
- f) Organizing National Workshop/ Conference/ Seminars on CBDRR – Once in a year.
- g) Organizing Sensitization Programmes for Parliamentarians and Legislators on Disaster Risk Reduction – once in a year.

Tasks to be Observed by the Division:

- h) Providing technical inputs to CBT Division in preparing Schemes/ Projects related to CBDRR;
- i) Monitor activities related to Community Based Disaster Risk Reduction in states;
- j) Providing technical inputs for preparing IEC materials related to CBDRR;
- k) Coordinating works related to National Platform for Disaster Risk Reduction and State Platforms for Disaster Risk Reduction;
- l) Coordination with LBSNAA for implementing the project related to Disaster Risk Reduction;
- m) Knowledge management and inventory of activities related to CBDRR; and
- n) Any other work assigned by NDMA as per requirement.

7.	Qualifications and Competencies	
A.	Academic	
	(i) Essential Qualification	Master Degree in the field of Science/ Social Science/ Disaster Management/ Two years PG Diploma in Disaster management.
	(ii) Desirable Qualifications	Applicants with M.Phil., Ph.D., Research Experience, Published Papers and post qualification experience in the field of Community related disaster management would be preferred.
B.	Work Experience	<ul style="list-style-type: none"> <li>• Should have a minimum post qualification experience of Seven years (for Ph.D. and M.Phil. – Four and Five years post qualification experience, respectively);</li> <li>• Should have sound experience in dealing with community related disaster risk reduction; and</li> <li>• Should have working experience in cross-functional teams.</li> </ul>
	For retired Government Servants	Retired Government Servants in Scale 12 (as per Seventh CPC) and above with five years experience in Disaster Management.
8.	Payment of Emoluments	Payment of emoluments will be done on the recommendations of the Division, review of the performance of Consultant will be done on quarterly basis.

## Terms of Reference for Consultant Grade – I in CBT Division

Sl. No.	Description	Details
1.	Name of Division	Capacity Building & Training (CBT) Division
2.	Details of Post	Consultant – Community Based Disaster Risk Reduction – Grade I
3.	Purpose of Assignment	To deal with all matters relating to various issues under the broad framework of Community Based Disaster Risk Reduction (CBDRR)
4.	Duration	Three (3) Years
5.	Tasks Related to Assignment	<ul style="list-style-type: none"> <li>a) Building &amp; facilitating partnerships of NDMA with relevant Stakeholders in the areas related to CBDRR;</li> <li>b) Suggesting interventions/ initiatives especially Capacity Building, IEC and Knowledge Management related to CBDRR;</li> <li>c) Preparing project reports, technical documents and other related documents relating to CBDRR;</li> <li>d) Preparation of Schemes/ Projects related to CBDRR; and</li> <li>e) Organizing Workshops for reviewing the Scheme/ Project implementation.</li> </ul>
6.	Job Description	<p>Measurable Tasks (to be measured every quarter):</p> <ul style="list-style-type: none"> <li>a) Assist in organizing four regional Workshops on CBDRR in a year;</li> <li>b) Assist in organizing Community Awareness programmes at School levels;</li> <li>c) Liaison with NGOs and other Agencies for imparting community level training and organizing sensitization programmes;</li> </ul>

		<p>d) Liaison with Nodal Ministries for implementing CBDRR principle at the grass roots level; and</p> <p>e) Knowledge management and inventory of activities related to CBDRR</p> <p>Tasks to be Observed by the Division:</p> <p>f) Assist CBT Division in preparing Schemes/ Projects related to CBDRR;</p> <p>g) Render technical support on the Community Based Disaster Risk Reduction related preparedness measures for identified districts and states;</p> <p>h) Providing technical inputs for preparing IEC materials related to CBDRR; and</p> <p>i) Any other work assigned by NDMA as per requirement.</p>
7.	Qualifications and Competencies	
A.	Academic	
	(i) Essential Qualification	Master Degree in the field of Science/ Social Science/ Disaster Management/ Two years PG Diploma in Disaster management.
	(ii) Desirable Qualifications	Applicants with M.Phil., Ph.D., Research Experience, Published Papers and post qualification experience in the field of Community related disaster management would be preferred.
B.	Work Experience	<ul style="list-style-type: none"> <li>• Should have a minimum post qualification experience of Four years (for Ph.D. and M.Phil. – Two and Three years post qualification experience, respectively);</li> <li>• Should have sound experience in dealing with community related disaster risk reduction; and</li> </ul>

		<ul style="list-style-type: none"> <li>• Should have working experience in cross-functional teams.</li> </ul>
	For retired Government Servants	Retired Government Servants in Scale 11(as per Seventh CPC) and above with three years experience in Disaster Management.
8.	Payment of Emoluments	Payment of emoluments will be done on the recommendations of the Division, review of the performance of Consultant will be done on quarterly basis.

## Terms of Reference for Individual Consultant

### NDMA Reference: Information, Education and Communication (IEC) Cell IEC (Information, Education and Communication) Consultant Grade-II


#### 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 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 prepare and launch a social media oriented communication programme as well as real-time information dissemination during disasters. He/She will 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 DRR.

The consultant with the help of other consultants in the Information, Education, Communication Cell will 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/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. Comprehensive, 360 degree media plan covering all aspects of IEC
2. A special media plan for harnessing the power of social media
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 five-ten 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.

In exceptional cases for candidates of exceptional merit, NDMA can relax the minimum number of years of service necessary to qualify for selection. In case the consultant is selected through campus interview from reputed institutions, the requirement of previous experience can be waived.

**7. Age:** Upper age limit of 50 years.

**8. Remuneration:** A remuneration band of Rs. 1,25,000-1,75,000/-. The candidate will receive a consolidated sum per month 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.



## TERMS OF REFERENCE OF CONSULTANT/SENIOR CONSULTANT

### MEDICAL PREPAREDNESS AND BIOLOGICAL DISASTERS

1.	Background/objective/work scope	<p>Background:-</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Specialist inputs in relevant discipline/ areas of disaster Management need to be provided to NDMA by Consultants/ Sr. Consultants. They will provide domain specific technical assistance in formulation of guidelines/ conduct of subject related training.</li> </ul> <p>Objectives</p> <ul style="list-style-type: none"> <li>• To provide technical support to capacity building initiatives in the domain of emergency medical preparedness and mass casualty management.</li> </ul>
2.	Qualification, Eligibility and experience	<p>Qualification</p> <ul style="list-style-type: none"> <li>• MBBS/MD in Emergency Medicine/ Community Medicine/ Hospital administration /MBA in health and hospital management</li> <li>• Work experience in the field of emergency Medical Preparedness/ Disaster Management, Public Health Capacity Building /additional specialized course on Disaster Management related topic would be considered as an advantage.</li> <li>• Persons with additional qualification, research experience, published papers with adequate post qualification experience in the relevant field would be preferred</li> </ul>
3.	Deliverables/Scope of work	<p>Scope of work</p> <ul style="list-style-type: none"> <li>• Technical support in overseeing implementation of national guidelines related medical preparedness and Biological Disasters.</li> <li>• Develop synergy on the implementation strategy, feasibility of series of suggested recommendations and various time bound objective to be attained among all the stakeholders.</li> <li>• Render technical support towards preparation of national guidelines/technical reports on emergency medical preparedness and Biological Emergencies to provide technical support to CBRN casualty management and fine tune SOPs respect to medical response to CBRN disasters.</li> <li>• To provide technical support towards development of a Cadre of certified First Medical Responders.</li> <li>• To provide technical support towards development for modules and render services capacity building for any outbreak of epidemics.</li> <li>• To provide technical support for prevention and control of outbreaks/epidemics in the aftermath of any disaster.</li> <li>• To provide technical support towards preparation of Hospital DM plans and hospital safety. Policies.</li> <li>• Provide technical support towards capacity building efforts in medical preparedness and mass casualty management.</li> </ul>

		<ul style="list-style-type: none"> <li>• Follow the national and international discourse on biological emergencies and pandemic preparedness.</li> <li>• Liaise with Ministry of Health and coordinate NDMA input to national efforts on pandemic preparedness; ensure that disaster management plans, particularly at the state and district level have synergy with health sector preparedness plans.</li> <li>• Training, capacity building and training module preparation of prevention, mitigation and preparedness to handle bio-threat or biological disaster.</li> <li>• Implementation of National Guidelines on the Management of Biological Disasters including Bio terrorism by conducting sensitization workshops/Seminars, Training programme.</li> <li>• Formulation of National Action Plan on the Management of Biological Disasters including Bio terrorism and implementation of its activities.</li> <li>• Conduction of Mock Drill for the Management of Biological Disasters with special reference to Bio-Safety, Bio-Security and Bioterrorism including coordination with state/District Authorities.</li> <li>• Interaction with National Institute of Disaster Management (NIDM) to work out the various training strategies and modules specific to the Management of Biological Disasters Including Bio-Terrorism and related matters thereto.</li> <li>• Interaction with NDRF with the endeavor to ensure that their Battalion are adequately trained in the Management of Biological Disasters including Bio-terrorism involve them in various mock drills and also develop a working group to test the efficacy of the training schedule and competence of master and local training.</li> </ul> <p>Deliverables/Final output</p> <ul style="list-style-type: none"> <li>• Trainings and capacity building initiatives or emergency medical preparedness for related stakeholders.</li> <li>• Technical support to preparedness and mitigation efforts on CBRN risks/management.</li> <li>• Implementation of National Guidelines on the management of dead in the aftermath of disasters by formulation of the national action plan, conduct of the national action plan, conduct of its sensitization workshops/ training programmes and coordinating with the state disaster victim identification cells.</li> <li>• Provide technical support from thematic mock drills where in cross – cutting issues like medical preparedness and mass casualty management and management of the dead in the aftermath of disasters assessed.</li> <li>• Awareness generation to all stakeholders on various facets of medical preparedness and mass casualty management and management of the dead in the aftermath of disasters.</li> <li>• Capacity Building for provision of effective and comprehensive emergency medical response and management of the dead in the aftermath of disasters.</li> </ul>
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4.	Experience, upper age and Remuneration	Name of the Position	Post qualification Experience	Upper age limit	Remuneration (in Rs.)
		Consultant (Grade I)	3-5 yrs.	45 yrs.	75,000 -1,00,000
		Consultant (Grade II)	5-10 yrs.	50 yrs.	1,25,000 - 1,75,000
		Sr. Consultant	10 yrs. and above	62 yrs.	2,00,000 - 2,50,000
		*For Retired Government Employees, the upper age limit shall be 62 years for all the posts #For Retired Govt. Servants the last grade pay shall be of 7600/- and above			
5.	Any other work	Any other work to be assigned as per requirement by NDMA.			
6.	Schedule for completion of Tasks	a. Initially the consultancy will be for a period of 2 years, 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.			

## TERMS OF REFERENCE OF CONSULTANT/SENIOR CONSULTANT FLOOD AND RIVER EROSION

1.	Background/Objective/ Workscope	<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. Specialist inputs in relevant discipline/areas of disaster management need to be provided to NDMA by Consultants/Sr. Consultants. They will provide domain specific technical assistance in formulation of guidelines/conduct of subject related training.</p> <p><b><u>Objectives:</u></b></p> <p>The consultant will assist NDMA in better management of floods by providing scientific and technical support. The Consultant is expected to identify specific areas of interventions and assist Member, NDMA in developing programmes and projects for efficient flood mitigation.</p>
2.	Qualification, Eligibility and experience	<ul style="list-style-type: none"> <li>● Master Degree in Hydrology/Hydrogeology/Water Resource/Civil Engineering.</li> <li>● Experience in flood Control/Flood Management, Geography and Urban/Regional Planning will also be considered if accompanied by proven expertise and experience in the area of Disaster Risk Reduction related to flood and river erosion.</li> <li>● Retired Government employees with Grade Pay of Rs.7600/- with experience in relevant field would also be eligible</li> </ul> <p><b>Desirable:</b> Persons with M.Phil, 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>

<p>3.</p>	<p>Deliverables/Scope of work</p>	<ul style="list-style-type: none"> <li>(a) Follow up the implementation of National Guidelines on Management of Flood circulated by National Disaster Management Authority to various agencies.</li> <li>(b) Evolve a monitoring framework amongst the associated stakeholders and facilitate formulation of policies and programmes pertaining to flood management.</li> <li>(c) Preparation of status note on flood management in different states and identification of local best practices for implementation in other areas.</li> <li>(d) Assist in better management of floods by providing suitable inputs for intervention and develop the programme module for efficient mitigation system.</li> <li>(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.</li> <li>(f) Study of the flood situation in the country and suggest appropriate measures for mitigation of floods 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.</li> <li>(g) Assist in coordinating the activities related to the National Flood Risk Mitigation issues. The Project aims at assisting the central ministries, departments and state governments to address the issues of preparedness and mitigation to minimize the vulnerability and the consequent loss of lives. Livelihood systems property and damage to infrastructure and public utilities.</li> <li>(h) Workout programmes for capacity building and indentify the key institutions and organizations working in this area.</li> <li>(i) Formulation of strategy for effective and efficient management of floods in the country.</li> <li>(j) Any other assignment/work on the subject which can be given by the Member concerned.</li> </ul> <p>In addition to deliverables following task may be performed:</p> <ul style="list-style-type: none"> <li>(a) Advise on various issues of flood management.</li> <li>(b) Assist in Seminar/Workshops/Meetings/Conferences.</li> <li>(c) Provide scientific and technical support and identify specific areas of interventions.</li> </ul> <p>Any other necessary work for overall management of floods.</p>
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4.	Experience, upper age and Remuneration	Name of the Position	Post qualification Experience	Upper age limit	Remuneration (in Rs.)
		Consultant (Grade I)	3-5 yrs.	45 yrs.	75,000 -1,00,000
		Consultant (Grade II)	5-10 yrs.	50 yrs.	1,25,000 - 1,75,000
		Sr. Consultant	10 yrs. and above	62 yrs.	2,00,000 - 2,50,000
		*For Retired Government Employees, the upper age limit shall be 62 years for all the posts #For Retired Govt. Servants the last grade pay shall be of 7600/- and above			
5.	Any other work	Any other work to be assigned as per requirement by NDMA.			
6.	Schedule for completion of Tasks	<ul style="list-style-type: none"> <li>a. Initially the consultancy will be for a period of Two (2) years, extendable up to 3 years subject to performance review on annual basis.</li> <li>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.</li> </ul>			

**TERMS OF REFERENCE OF CONSULTANT /SENIORCONSULTANT**  
**FIRE RISK MANAGEMENT**

1	Back ground /objective/work scope	<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 to Consultant/Sr. Consultant. They Will provide domain specific technical assistance in formulation of guidelines/conduct of subject related Training.</p> <p><b><u>Objectives</u></b></p> <p>The consultant will assist NDMA in better management of fire by providing specific and technical support. The Consultant is expected to identify specific areas in interventions and assist Member, NDMA in developing programmes and projects for efficient fire risk management.</p>
2	Qualification, Eligibility and Experience	<ul style="list-style-type: none"> <li>● Post-Graduation / PhD in Fire Engineering/ Fire safety / Fire Services / Structural Engineering</li> <li>● He should have knowledge and exposure of Local / National / International code of practice on fire safety and experience of fire safety audit assignments or fire safety planning.</li> <li>● Retired Government employees with Grade Pay of Rs.7600/- with experience in relevant field would also be eligible</li> </ul> <p><b>Desirable:</b> Persons with M.Phil, 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>

3	Deliverables'/Scope of Work	<ol style="list-style-type: none"> <li>1. Follow up the implementation of National Guidelines on subject matter.</li> <li>2. Evolve a monitoring framework amongst the associated stakeholders and facilitate formulation of policies and programmes pertaining to fire safety and management.</li> <li>3. Study of the fire risk in the country and suggest appropriate measures for mitigation and preparation of status note on fire risk reduction.</li> <li>4. Assist in better management of fire by providing suitable inputs for intervention and develop the programme module for efficient mitigation system.</li> <li>5. Research on international best practices on the subject and suggestions for necessary measures in the context of India.</li> <li>6. Assist in coordinating with the stakeholders for fire safety in India.</li> <li>7. Fire risk management of NDMA Bhawan.</li> <li>8. Workout programme for capacity building and identify the key institutions and organizations working in this area.</li> <li>9. Formulation of strategy for effective and efficient management of fire risk in the country.</li> <li>10. Any other assignment/work on the subject which can be given by the Member concerned.</li> </ol>
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4	Experience, upper age and Remuneration	Name of the Position	Post qualification Experience	Upper age limit	Remuneration (in Rs.)
		Consultant (Grade I)	3-5 yrs.	45 yrs.	75,000 - 1,00,000
		Consultant (Grade II)	5-10 yrs.	50 yrs.	1,25,000 - 1,75,000
		Sr. Consultant	10 yrs. and above	62 yrs.	2,00,000 - 2,50,000
		<p>*For Retired Government Employees, the upper age limit shall be 62 years for all the posts  #For Retired Govt. Servants the last grade pay shall be of 7600/- and above</p>			



5	Any other work	Any other work to be assigned as per requirements by NDMA.
6.	Schedule for completion of Tasks	<ol style="list-style-type: none"><li data-bbox="748 283 1450 401">a. Initially the consultancy will be for a period of two (2) years, extendable up to 3 years subject to performance review on annual basis.</li><li data-bbox="748 411 1450 579">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.</li></ol>

## TERMS OF REFERENCE OF `CONSULTANT/SENIOR CONSULTANTFOR NUCLEAR & RADIOLOGICAL

1.	Background/Objective/ Workscope	<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. They will provide domain specific technical assistance in formulation of guidelines/conduct of subject related training.</p>
2.	Minimum Qualification and Eligibility	<ul style="list-style-type: none"> <li>● Post Graduate Degree in Physics or Chemistry or BE/B.Tech in Mechanical/Chemical/Nuclear Engineering/Reactor Engineering</li> <li>● Thorough knowledge of India's nuclear programme in addition to knowledge of various applications on utilization of radioisotopes</li> <li>● Should be well versed with the recommendations of the AERB, DAE, NPCIL, ICRP, IAEA and other related bodies on the radiation related issues viz. Radiation protection, dose limits, safety codes and guides etc.</li> <li>● Retired Government employees with Grade Pay of Rs.7600/- with experience in relevant field would also be eligible</li> </ul> <p><b>Desirable:</b> Persons with M.Phil., 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>
3.	Deliverables/Scope of work	<p>Help in preparation of IEC materials on CBRN disasters and Do's and Don'ts</p> <p>Documents in the form of Guidelines action plans and Sop's based on these Guidelines</p> <p>Projects/Reports/DPRs on the nuclear and radiological emergencies related projects</p> <p>Supervision of the implementation of the nuclear and radiological projects promoted by NDMA</p> <p>Training modules on nuclear and radiological emergencies for NDRF, SDRF, paramilitary units, state and Districts authorities, community and various security personnel</p>

<b>4.</b>	Experience, upper age and Remuneration	Name of the Position	Post qualification Experience	Upper age limit	Remuneration (in Rs.)
		Consultant (Grade I)	3-5 yrs.	45 yrs.	75,000 -1,00,000
		Consultant (Grade II)	5-10 yrs.	50 yrs.	1,25,000 - 1,75,000
		Sr. Consultant	10 yrs. and above	62 yrs.	2,00,000 - 2,50,000
		*For Retired Government Employees, the upper age limit shall be 65 years for all the posts #For Retired Govt. Servants the last grade pay shall be of 7600/- and above			
<b>5.</b>	Any other work	Any other work to be assigned as per requirement by NDMA.			
<b>6.</b>	Schedule for completion of Tasks	<p>a. Initially the consultancy will be for a period of Two (2) years, 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>			

(3)

**TERMS OF REFERENCE OF CONSULTANT (Grade-II)**  
**/SENIORCONSULTANT GIS**

1	Back ground /objective/workslope	<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 to Consultant/Sr. Consultant.The Consultantwill provide domain specific technical assistance in formulation of guidelines/conduct of subject related Training.</p> <p><b><u>Objectives</u></b></p> <p>-Should be fully conversant with the various technologies involved for preparation of digital maps at various scales and contour intervals needed for disaster management of natural hazards.</p> <p>- Should have complete knowledge about the data (vector and raster) at the appropriate scales and contour intervals as well as non-spatial data and standardization of such data from various sources that are fed for creation of GIS platform.</p> <p>- Familiarization on data storage, data retrieval and information decisions would be desirable.</p> <p>- Should be fully conversant with various Geotechnical and Geophysical technique adopted for Seismic Microzonation.</p>
2	Qualification and Eligibility	<ul style="list-style-type: none"> <li>• Post Graduation (M.Sc./ M.Tech./ M.E. or equivalent) in Geography, Geology, Civil, Geo-Tech or other relevant subject having Remote Sensing/Geo-informatics as specialization.</li> <li>• <sup>Min 5 years relevant</sup> Experience in the fields of GIS Platform, Digital Image Processing, Cartography and Microzonation.</li> <li>• Persons with PhD in the relevant field will be given preference</li> </ul>

Scope of Work

- Hazard zonation of various areas in the country with respect to various natural/ manmade hazards using historic data, satellite imageries, aerial photography etc.
- Preparation of upgrade maps/ atlases with respect to various hazards along with census data for value addition as disaster management tools for various levels of administration
- Creation of difference layers such as Road, Connectives, Hospitals, Schools, Police Stations, Helipads as well as different other utilities system required in preparedness, prevention, mitigation, rescue and reconstruction.
- Creation of GIS tools and GIS server system / maintenance of geodatabase System through the collection and Updation of Geo-Database.
- Co-ordination for Creation mechanism for data dissemination and also web map application for data visualization.
- Capacity building in GIS of various states.

4 Deliverables

- Establishment of GIS server in NDMA.
- Collection and Updation of GIS data storage.
- Progressively creation of Layers llikes Road Connectivity, utilities and Hospitals etc.
- Development of GIS based Mobile Application for DRM
- Creation of GIS Tools, Web Mapping, Service for data accessibility throughout Pan-India to increase efficient for mitigation measures and decision making process to reduce the risk.
- Co-ordination with various stakeholders for Hazard Zonation Mapping for Pan-India with respect to vulnerability.
- Capacity Building among the States and other stake holders through workshop and video conferencing and also provide guidance for geohazard to the states.

Experience, upper age and Remuneration	Name of the Position	Post qualification Experience	Upper age limit	Remuneration (In Rs.)
	Consultant (Grade I)	3-5 yrs.	45 yrs.	<del>75,000 - 1,00,000</del>
	Consultant (Grade II)	5-10 yrs.	50 yrs.	1,25,000 - 1,75,000
	Sr. Consultant	10 yrs. and above	62 yrs.	2,00,000 - 2,50,000
*For Retired Government Employees, the upper age limit shall be 62 years for all the posts #For Retired Govt. Servants the last grade pay shall be of 7600/- and above for Grade -II and 10000/- or above for Sr Consultant				
6	Any other work	Any other work to be assigned as per requirement		
7	Schedule for completion of Tasks	<p>a. Initially the consultancy will be for a period of two(2) years, 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>		