



F. No. 01-09 /2022-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 one position of Lead Consultant (Capacity Building and Training) in National Disaster Management Authority (NDMA) on contract basis.

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

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Lead Consultant (Capacity Building and Training)	Contractual	1	Essential :- Master Degree in Social Sciences, Development, Disaster Management, etc. Desirable :- An advance degree such as Ph.D. in disaster management, environment, and climate change.	<ol style="list-style-type: none">1. A Candidate should have Minimum 10 years of work experience in the institutions that work in the area of capacity-building and training in disaster management.2. The applicant must have worked with a government agency or a leading regional or international organization, or a public sector agency, in a role that emphasizes capacity- building and training.3. The consultant should have experience in organizing national and international training programmes, workshops, and conferences.4. Both the educational qualifications and work experience must prove credentials of the applicant as an established expert in the field.	65 years

2. Remuneration Band Rs. 2,00,000/- — 2,50,000/- p.m. Remuneration in respect of retired Central Government employee will be fixed 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 position is indicated in the Term of Reference (ToR) of the above position 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. NDMA reserve the right to offer lower position of Consultant if no candidate found suitable for desired position of Consultant.
6. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith copies of certificates establishing their educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701700 within **20 days** from the date of publication of advertisement in the employment news.

(Abhishek Biswas)
Under Secretary (Admn)

National Disaster Management Authority Government of India

Terms of Reference

Position: Lead Consultant, Capacity-Building and Training

a. 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, the NDMA has taken several initiatives and programmes in strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.

Training and capacity-building is considered as an important strategy for disaster risk management. Recognizing its importance, Sendai framework has placed a special emphasis on capacity development across its four priority areas. In particular, the Sendai framework recommends to the governments to strengthen technical and scientific capacity to capitalize and consolidate on the existing knowledge. It further recommends that efforts should be made to build capacity of local authorities and communities against all hazards, strengthen and promote collaboration in capacity-building in different aspects of disaster risk management.

The Disaster Management Act (2005) comprehensively deals with capacity-building for disaster management in the country. It defines capacity-building as identification of existing resources and resources, acquiring of such resources, and organization and training of personnel and coordination of such training for effective management of disasters. As per the various provisions of the Act, the Disaster Management Authorities at various levels need to plan and implement measures aimed at building professional and technical capacities.

NDMA has paid attention to capacity-building activities through setting up a Capacity-Building Division (CBT) within the organization. Through this division, important programmes such as Aapda Mitra are being implemented. Further, NDMA is implementing programmes aimed at capacity-building of SDMAs and DDMAAs. These programmes need to be implemented with appropriate technical assistance.

NDMA also pursues capacity-building across all the important functions of disaster management. For example, NDMA would implement mitigation projects for different hazards. For all these projects, a capacity-building component would be included. The component is aimed at training staff and consultants, strengthening institutions, and improving sustainability. Capacity-building, therefore, comes across a cross-cutting theme.

In view of the importance assigned to capacity-building and training for disaster management in the country, NDMA requires the services of an experienced professional as Consultant for capacity-building and training.

b. Job Description

Lead Consultant, Capacity-Building and Training will assist NDMA in formulation and implementation of capacity-building and training strategies and programmes. Working across various interventions of NDMA, the Lead consultant will identify opportunities for capacity-building and develop appropriate interventions. The Lead consultant will network with all the capacity-building institutions both vertically and horizontally with the objective of strengthening disaster management institutions. While the Lead Consultant will work primarily on the NDMA's programmes, s/he will also support partner institutions in developing capacity-building programmes and opportunities.

Key Tasks and Responsibilities

The Lead Consultant will work under the overall supervision of the Member, NDMA and will perform the following tasks:

- Formulate and provide technical advice on capacity-building and training strategies of NDMA.
- Develop programmes and projects to strengthen capacity-building and training for NDMA and set up implementation arrangements.
- Develop partnerships and coordinate with all the disaster management organizations and entities engaged in capacity-building and training activities.
- Support implementation of capacity-building and training components of NDMA programmes. Work closely with NIDM, another national institution dedicated to capacity-building and training.
- Prepare a database of training institutions and training modules and maintain annual calendar of training in various disaster management training institutions
- Assist in carrying out training needs assessment of NDMA and Central government ministries
- Assist in developing training curriculum, modules and education materials for training programme conducted by NDMA.
- Coordinate with NIDM, NDRF, LBSNAA, State DM institutes, ATIs, State Institutes of Rural Developments, Universities and other technical institutions for capacity- building training activities in the country
- Participate in the meeting of NDMA Task Forces, Working Groups, and Committees to provide technical inputs related to capacity-building and training
- Support NDMA in organizing international / national workshops, seminars, and conferences related to capacity-building and training.
- Any other assignment/work on the subject which can be given by the concerned Member, NDMA

c. Selection Criteria

Education

Essential Qualifications

- Master Degree in Social Sciences, Development, Disaster Management, etc.

Desirable Qualifications

- An advanced degree such as Ph.D. in disaster management, environment, and climate change.

Work Experience

- A minimum of 10 years of work experience in the institutions that work in the area of capacity-building and training in disaster management. .
- The applicant must have worked with a government agency or a leading regional or international organization, or a public sector agency, in a role that emphasizes capacity-building and training.
- The consultant should have experience in organizing national and international training programmes, workshops, and conferences
- Both the educational qualifications and work experience must prove credentials of the applicant as an established expert in the field.

Age :-

The upper age limit of the Consultant shall be 65 years.

Functional competencies required for the position

This position requires following demonstrated functional competencies

- Promoting the vision of NDMA
- Formulating concepts and strategies
- Advising, Leading and Supervising
- Managing resources
- Ability to work in a team situation and engage diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication

Language proficiency

Fluency in written and spoken English is required for this position

d. Remuneration :-

- (i) Rs. 2,00,000/- — 2,50,000/- p.m.
- (ii) Remuneration in respect of retired Central Government employee will be fixed as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.

e. Contract

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

Application for the position of Lead Consultant (Capacity- Building and Training) in the National Disaster Management Authority (NDMA) on Contract Basis

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 :- _____

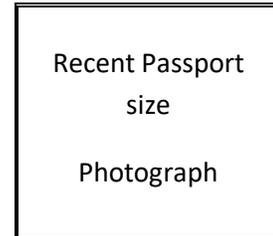
(8) E-mail : _____ Phone _____

(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) : _____

Date _____

Signature _____